



## Community Economic Development Committee Terms of Reference

*Amended June 4, 2018*

*Approved by Committee June 6, 2019*

*C&C Approved July 11, 2019 (Term 2017-2020)*

### 2017-2020 COMMITTEE

**Members:** [REDACTED]

**Councillors:** [REDACTED]

**Resource:** [REDACTED]

### 1 INTRODUCTION

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The Economic Development Committee is a committed group of volunteers, council members and staff who advise Chief and Council on Economic Development related activities and support all activities pertaining to the Economic Development Department. The main committee is broken down into sub-committees that represent additional portfolios. These portfolios encompass all economic development and community development initiatives for Mississauga First Nation. They include (but are not limited to per project endeavours):

1. **Chiblow Lake Lodge** – review outstanding issues presented by EDO and proposed recommendations as required
2. **MFN Aquaculture Project** – receive updates and propose recommendations as required
3. **MFN Community Cannabis Project(s)** – receive updates and propose recommendations as required

4. **Gaming and Casino** – review outstanding issues presented by EDO and propose recommendations as required
5. **MFN Community Beautification** – review outstanding issues presented by EDO and propose recommendations as required

## 2 ACCOUNTABILITY

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The Economic Development Committee is directly accountable to Chief and Council through submission of meeting minutes.

- Members of the committee will promote a socially and culturally healthy community where individuals have the opportunity to prosper and achieve their full potential spiritually, emotionally, mentally and physically through generous and unselfish support for one another, which pursuing balance and harmony within, with each other and with Mother Earth.
- Members of the committee are accountable and responsible to the Members of Misswezahging First Nation and to the future 7 Generations.
- Members of the Committee values the belief that Respect is to be shown to all First Nation Members and others.
- Members of the committee will remain objective and treat each other as equals
- Traditional knowledge is determined by a First Nation's land, environment, region, culture and language as a collective.

## 3 GOALS

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The goals of the Mississauga First Nation Economic Development Committee is to support and promote Mississauga First Nation's Vision and Mission Statements and Seven Guiding Principles and foster Economic Development initiatives for the betterment of the First Nation and individual members:

- To promote Band Member business activities that have a reason for being and are ideally sustainable
- To promote Band initiatives that are sustainable business ventures
- To support Band initiatives that may not be economically sustainable but have a reason for being and are tied to the Vision and Mission Statements and Seven Guiding Principles.
- To make the MFN self-sufficient over a 25 year period so that we do not rely on government funding.

## 4 MEMBERSHIP

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### A. Committee Members

- 5 MFN Band Members
  - 2 Elder/Youth
  - 4 Alternates
  - Community Economic Development Officer (non-vote)
  - Chief/Councillor (portfolio holder) (tie vote)
- i. The quorum of the Community Economic Development Committee is 5 voting members.
  - ii. Committee members who miss 3 consecutive meetings without valid notification are not recognized as active committee members. The seat will then be assumed vacant and a replacement will be actively recruited.

### B. Resource (non-vote)

- i. Community Economic Development Officer
- ii. Other MFN Technical Staff

Membership of the Economic Development Committee is open to all community members however non-band members do not have voting privileges. The committee's membership and executive must be approved by Chief and Council.

## 5 TERM

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The Economic Development Committee's term is three years. The committee dissolves at the same time Chief and Council's term ends. New committees are formed after each Chief and Council election.

## 6 CONFLICT OF INTEREST

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Members of the Committee, including the Community Economic Development Officer, must declare a Conflict of Interest on issues that affect their immediate family. Immediate family includes: mother, father, brother, sister, son, daughter, spouse or any other person residing in the committee member's household.

The person declaring conflict of interest must remove themselves from the room. They do not become actively involved in any discussions or decisions when conflict of interest is declared.

Any committee member may raise any potential conflict of interest for discussion.

## 7 CODE OF CONDUCT

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Members of the committee agree to promote and uphold the integrity and dignity of the Mississauga First Nation, its programs and policies as well as the governing Chief and Council.

Members of the committee will also agree to sign off on a code of conduct waiver as part of an agreement to participate in the committee on good faith.

## 8 COMMUNITY PARTICIPATION

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Community members who are not part of the Economic Development Committee may attend any regularly scheduled committee meeting. If there are specific concerns, that concern should be submitted in writing along with a proposed recommendation or resolution

Community members can address their concerns to either:

- Community Economic Development Officer
- The Economic Development Committee
- Chief/Councillor with Portfolio for the Committee

## 9 RESPONSIBILITIES

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The responsibilities of the Economic Development Committee are as follows:

- To act as an advisory to Chief and Council on Economic Development related issues
- To make informed recommendations and motions to Chief and Council
- To recommend new or amended policies to Chief and Council with the assistance of the Community Economic Development Officer
- To act as an appeal mechanism for Band Members as the issue relates to Economic Development policies or projects
- To actively participate in all committee meetings and committee sponsored events
- Ongoing development and implementation of objectives pertaining to the goals of the committee

## 10 APPEALS PROCESS

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Band Members can appeal decisions made by the Community Economic Development Officer.

The process is as follows:

- If a Band Member does not agree with a decision made by the Community Economic Development Officer, the Band Member appeals in writing to the Community Economic Development Officer within 10 working days of the decision. The Program Manager/Director must review the appeal within 5 working days and render a decision to the Band Member
- If the Band Member is not satisfied with the appeal decision of the Community Economic Development Officer, the Band Member can then appeal to Director of Operations in writing within 10 working days of the Community Economic Development Officer appeal decision. The Director of Operations must review the appeal within 5 working days and render a decision to Community Economic Development Officer and the Band Member.
- If the Band Member is not satisfied with the appeal decision of the Director of Operations, they can then appeal to Chief and Council within 10 working days of the Director of Operations decision. Band Council must review the appeal at the first regularly scheduled meeting upon receipt of the appeal and render a decision to the Program Manager/Director and Band Member.

Band Council’s decision is final and no further appeals will be accepted.

## 11 MEETING DATES

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The Economic Development Committee meets once every two months in the Dream Catcher Building (room to be confirmed each meeting). Meeting dates are set for the 1st Thursday of every second month to start at 5:00 PM and end at 6:30 PM.

Emergency meetings may be called as required.

## 12 AGENDA

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The agenda of the Economic Development Committee meeting is as follows:

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| 1. Opening                              | 6. New Business         |
| 2. Adoption of Agenda                   | 7. Reports              |
| 3. Declarations of Conflict of Interest | 8. Date of Next Meeting |
| 4. Approval of Minutes                  | 9. Adjournment          |
| 5. Business Arising                     |                         |

## 13 ROLES AND RESPONSIBILITIES

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### **Committee Members**

- First and foremost provide information to and engage with Band Members.
- To act as an advisory to Chief and Council on Economic Development related issues.
- To make informed recommendations to Chief and Council.
- To draft motions for consideration and approval of Chief and Council.
- To act as a forum for community members to access information.
- To assist in organizing committee sponsored events.
- To actively participate in all committee meetings and committee sponsored events.
- To review, revise and implement objectives each new term to meet the goals of the committee.

### **Chairperson: Councillors**

- Chairperson responsibilities will rotate between the Councillors
- To chair the meetings, to keep order and continuance
- Ensures quorum
- Ensures members declare conflict of interest when applicable
- Is allowed to vote only in the event of a tie
- Asks for comments/input from all committee members and/or community members in attendance
- Records all votes (in favour, opposed, abstentions)
- Is the official signing authority on committee correspondence
- Represent Council at meetings and activities of the committee
- Report to Council on activities of the committee

### **Community Economic Development Officer**

- Is a resource and advisor to the committee
- Sets agenda for the meetings in consultation with Chief and Council and Program Managers
- Supports committee recommendations
- Reports on activities in the Community Economic Development Department
- Develops and reviews policies in cooperation with the committee
- Ensures appropriate information is available to the committee for motions and/or recommendations
- Ensures appropriate committee funds, if available, are flowed from the budget to the committee
- Is NOT allowed to vote