



TERMS OF REFERENCE

SECHELT INDIAN GOVERNMENT DISTRICT ADVISORY COUNCIL

1. PURPOSE

- 1.1 To represent all the residents of the Sechelt Indian Government District (SIGD) as an advisory body to SIGD Council. Specifically the Advisory Council is responsible for planning and estimating the costs of a servicing program and making recommendations regarding a servicing program to the SIGD Council. For ease of interpretation a servicing program includes, but is not limited to, road and boulevard repair and maintenance; signage; solid waste and recycling programs; storm drainage; erosion prevention; and street lighting.
- 1.2 At the written request of the SIGD Council the Advisory Council may make recommendations on other matters.
- 1.3 The Advisory Council does not deal with any issues related to the lease of property within the SIGD boundaries.

2 LEGISLATIVE AUTHORITY

- 2.1 Sechelt Indian Band Self Government Act, S.C. 1986, Chapter 27
- 2.2 Sechelt Indian Government District Enabling Act, R.S.B.C. Chapter 416
- 2.3 Sechelt Indian Government District Enabling Act Continuation Regulation, BC Reg. 302/2005
- 2.4 Sechelt Indian Government District Enabling Act Advisory Council Regulation, B.C. Reg. 247/88

3 COMPOSITION AND CHAIR

- 3.1 The Advisory Council consists of five members, who are residents of the SIGD, elected under the provisions of the Local Government Act.

- 3.2 Four of the members are elected similar to a neighbourhood constituency basis with one member, who is an area resident, elected from each of Sechelt Band Lands (Tsawcome) No. 1, Sechelt Band Lands (Sechelt) No. 2, Sechelt Band Lands (Suahbin) No. 19 and Sechelt Band Lands (Cokqueneets) No. 23 areas. One member, who resides anywhere in the SIGD, is elected at large.
- 3.3 The members of the Advisory Council shall elect one of its members to be the Chair. In the absence of the Chair, the Advisory Council may elect an Acting Chair from those members present at an individual meeting.

4 MEETINGS AND PROCEDURES

- 4.1 The Advisory Council will recognize that each meeting can require a significant commitment of SIGD staff resources and should only be held when there are clear items of business to address.
- 4.2 Annually the Advisory Council shall meet a minimum of quarterly, and no more than monthly.
- 4.3 A quorum of the Advisory Council is three (3) members. A meeting shall not proceed if a quorum cannot be achieved. Advisory Council members must notify the SIGD Manager at least two (2) working days before the meeting if they are unable to attend.
- 4.4 All recommendations of the Advisory Council must be adopted by a motion at a duly constituted meeting and recorded in the minutes of the meeting. The minutes of the meeting containing the motion will be submitted to the SIGD Council for consideration.
- 4.5 The Advisory Council may use informal rules for discussion and Roberts Rules of Order will prevail if necessary.
- 4.6 All members of the Advisory Council, including the Chair, must vote on every question unless they have declared a conflict and left the meeting. Members who do not indicate their vote, or have left the meeting without declaring a conflict, are counted as having voted in favour of the question. If the votes are equal for and against, the question is defeated.

5 CONFLICT OF INTEREST

- 5.1 Advisory Council members who have a direct or indirect pecuniary interest in a matter under discussion are not permitted to participate in the discussion of the matter or to vote on the question in respect of the matter. They must declare their conflict and state the general nature of their conflict, and then leave the meeting or that part of the meeting where the matter is under discussion. The Advisory Council member's declaration must be recorded in the minutes, and the member must not attempt in any way, whether before, during or after the meeting to influence the voting on any question in respect of the matter.

6 AGENDAS, MINUTES AND REPORTS

- 6.1 The SIGD Manager is the SIGD staff liaison to the Advisory Council.
- 6.2 All Advisory Council meetings are open to the public and shall be held in a location accessible to the public.
- 6.3 Unless otherwise authorized by the Advisory Council, members of the public shall only address the Council when they are a scheduled delegation on the meeting agenda.
- 6.4 The meeting minutes shall be prepared using the SIGD standard practices, taking into consideration that minutes are a record of what was done.
- 6.5 The minutes of each meeting will include the written reports of each Advisory Council member and SIGD Staff. Draft minutes will be provided to the Advisory Council at the next duly convened meeting for adoption consideration.
- 6.6 The adopted minutes of the Advisory Council meeting shall be submitted to the SIGD Council upon completion for formal receipt at a SIGD Council meeting.
- 6.7 The adopted minutes of the Advisory Council meeting shall be posted in a manner accessible to constituents of each area.
- 6.8 All minutes of Advisory Council meetings shall be signed by the SIGD Manager and the Chair, or other person presiding at the meeting, at the next meeting at which the minutes are adopted.

- 6.9 Agenda packages for each meeting will be distributed electronically to the Advisory Council members and SIGD staff 48 hours in advance of the meeting.
- 6.10 Each Advisory Council member shall each submit a written report no later than 72 hours prior to the Advisory Council meeting. The reports shall be included in the next Advisory Council meeting agenda package.
- 6.11 All Advisory Council records including agenda packages and meeting minutes shall be filed in the SIGD offices.

7 BUDGET/FINANCIAL

- 7.1 The Advisory Council members shall be paid a monthly honorarium set by the SIGD Council.
- 7.2 Expenses necessarily incurred by Advisory Council members in the discharge of their official duty will be reimbursed. Claims for these expenses must be submitted, along with the required receipts, on the approved form to the SIGD Manager.
- 7.3 The Advisory Council must submit the recommendation for the annual budget for the servicing programs for the subsequent calendar year, to the SIGD Manager by no later than the first Monday after December 1st in every year. (i.e. 2015 budget items must be submitted by December 6, 2014). The servicing program budget may be considered, amended as required, and incorporated in the SIGD annual budget by the SIGD Council.
- 7.4 Recommendations for a service to be provided to one area only of the SIGD must be supported by a petition signed by 2/3 of the occupiers of the parcels liable to be specially charged, and the signatories are the occupiers of parcels having a total assessed value of at least ½ of the total assessed value of all parcels liable to be specially charged.
- 7.5 All invoices and charges under the servicing program annual budget must be submitted to the SIGD Manager for approval, processing and payment.