



# TERMS OF REFERENCE

## PTFN Trust Advisory Committee

**Document Version:** 1.2

**Last Update:** February 27, 2024 by Trustees

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**Approved:** February 27, 2024 by Trustees

<i>Definitions</i>	
<b>PTFN</b>	<i>Peerless Trout First Nation</i>
<b>PTFN Members</b>	<i>The present and future members of PTFN</i>
<b>Trustees</b>	<i>Chief, Council and the Independent Trustee</i>
<b>TAC</b>	<i>PTFN Trust Advisory Committee</i>

As outlined in the Peerless Trout First Nation Trust Agreement (Section 6), Trustees may designate persons to assist with the development and optimization of PTFN Trust programs and services to the benefit of the PTFN Members. The PTFN Trust Advisory Committee (TAC) has been created to advise and provide recommendations to the Trustees to fulfill this role.

- This includes ongoing and new programs and services of the Trust
- This does not include any amendments to the Peerless Trout First Nation's Trust Agreement

The committee can only provide advice/recommendations to the Trustees. Trustees are the ultimate decision makers on all matters brought forward for PTFN member voting.

### VISION

*Peerless Trout First Nation is strong, transparent and accountable. We continue to grow and are prosperous through innovation, partnerships and creation of successful economic opportunities while protecting our cultural values, lands and Treaty Rights. We will provide a safe and healthy environment for our members to thrive and to assist in developing our future generations.*

### MISSION

*Peerless Trout First Nation is committed to develop, strengthen and support our members. We strive to successfully deliver programs and services to create a healthy, safe and active environment with the goal of enhancing the quality of life for our first nation.*

## 1. Purpose

The purpose of the committee/What it is established to do:

The PTFN Trust Advisory Committee “TAC” is accountable to Trustees to ensure a structured process to request, select and improve trust programs and services, where their wisdom and leadership can be used to develop and better deliver the PTFN Trust Programs and Services to the highest benefit to all PTFN members.

The committee will:

- Ensure the programs and services delivered are efficient, effective and that program improvements are identified and addressed in a proactive manner
- Provide open and transparent communication regarding the Trust
- Be a channel for new ideas for trust programs
- Review and elevate ideas presented to Trustees for the best interest of the community
- Ensure balance in access to Trust programs for all PTFN members (both on and off reserve) when possible.

The committee shall make recommendations to Trustees regarding:

- New, ongoing and decommissioning programs and services
- Resource allocations (funding) for programs, which includes prioritization amongst programs if necessary.
- Options for improving the delivery of programs and services
- Review and recommend amendments (if needed) to the TAC Terms of Reference annually.

## 2. Membership

The composition of the committee, officials and members.

### Committee Officials

- **Chair** -responsible for running TAC meetings, ensuring adherence to timelines and guidelines. Facilitates the preparation and coordination of meetings and communicates the advice to the Trustees. The Chair will rotate every six months based on a pre-determined list of committee members.
- **Secretary** -responsible for capturing decisions and distributing the records of TAC meetings. Secretary will rotate every six months based on a pre-determined list of committee members.

### Committee Members:

- Attend committee meetings and responsible for actively contributing in discussions and voting on decisions.
- Maintain confidentiality throughout the process
- Review programs/new ideas impartially
- Out of the five voting members two will represent on-reserve members, and two will represent off-reserve members.

### Committee Guests:

- PTFN Trust Coordinator – can be asked to attend to provide insight and advice on program administration for deeper clarity on current issues and successes.
- Band Manager – can be asked to attend to provide insight/advice on Nation matters.
- Trustees - as needed for advice to TAC.
- Other guests - as needed for advice to TAC.

### Committee Member Qualifications

Committee members need to be a PTFN member 15 years or older. All committee members are subject to a member confirmation check by PTFN.

To participate in a week day meeting during regular business hours - all committee members will need to take time off their regular job (if employed) to be able to preform the duties of the committee without encumbrances.

## 3. Meetings

How meetings are conducted; how decisions are made.

- **Term:** The committee will continue unless otherwise determined by the Trustees.
- **Frequency:** The committee will meet as needed for the first year to set up the committee and foundational documents. In following years the committee will follow the pre-determined schedule set in the procedures document.
- **Quorum:** A simple majority of the members of the committee constitutes a quorum. (Three members).
- **Decision Making:** Vote with simple majority.
- **Membership:** Committee member terms for first year will be one year for all members. Trustees will review and determine if term extensions are desired and for how long.  
If a committee seat is vacant a call out/expression of interest will take place and candidates will submit a letter of intent to Trust department to compile for Trustees for selection.
- **Resignation:** If a member can no longer serve on the committee they will provide their resignation, in writing to the Chair and Trustees, at least two weeks before their duties are to be complete.

## 4. Minutes

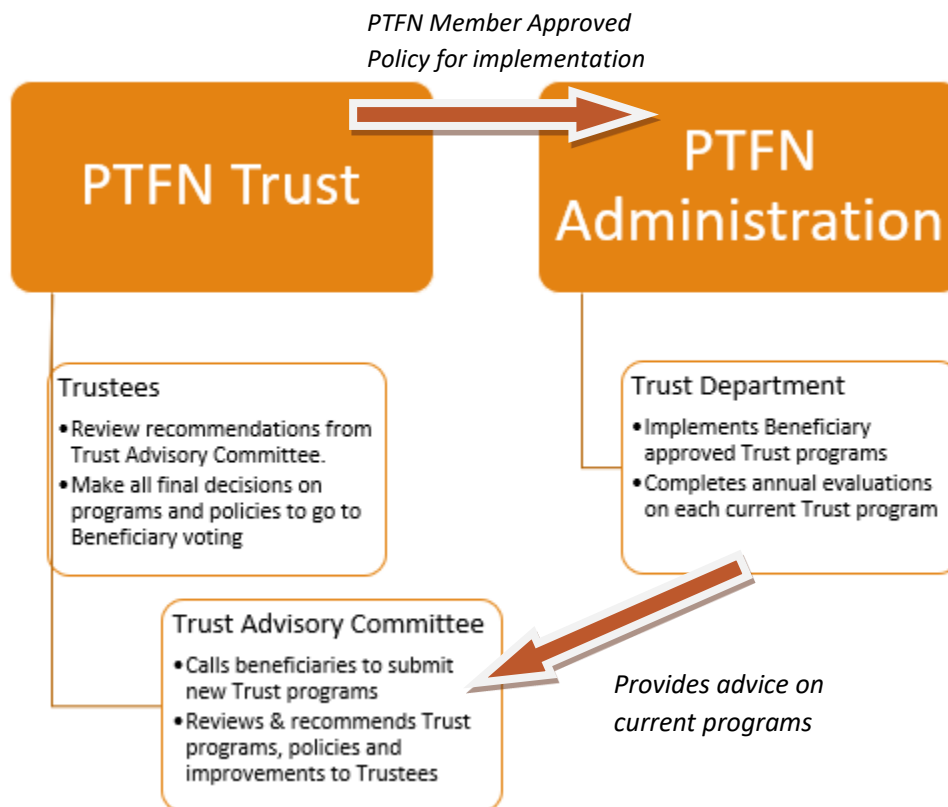
How the action of the Committee is recorded and distributed.

- **Recording:** Minutes of each meeting are recorded by the Secretary or delegate.
- **Distribution:** Minutes are circulated to Committee members for review/approval then sent to the Trustees.

## 5. Reporting/Relationship

How the Committee reports and relates to the Trustees.

- **Reporting:** The Committee reports to the Trustees on a set schedule as outlined in the procedures document (2.1 Annual Trust Program Cycle).
- **Relationship:** The Committee provides advice and recommendations to the Trustees on matters relating to Trust programs and services and proposed annual budgets and administration; Items are brought to the attention of the Trustees by the Chair and a meeting scheduled for review.



## 6. Committee Valued Behaviours, Ethics and Conflict of Interest

How the committee members will conduct themselves during committee work.

### Valued Behaviours

- **Respect** -all committee members will respect each others voices by allowing others to share their views without interruption.
- **Collaboration** – all committee members will actively participate knowing their perspective is important and they each bring their own unique views. Members will make space for everyone to have an opportunity to have their voice heard at the end of every agenda item and at meeting closure.
- **Integrity/Honesty** -all committee members will speak and conduct themselves with truth. No hidden agenda of personal gain.
- **Confidentiality** – all committee members will respect each others privacy/safety and not share what has been discussed under committee business. There will be no tolerance for gossip.
- **Professionalism** – all committee members will be punctual, attentive (not on phones), active listeners and listen with the intent to understand. Attendance at every meeting is expected. If more than one meeting is missed in a year recommendation for replacement will be made to Trustees.

### Ethics/Conflict of Interest

- No member may sway opinion of other members or influence programs and services for personal financial gain
- If any program or service is in direct conflict of interest with a member's job or personal financial gain they may not participate in the voting
- If a member proposes a new trust program or an amendment to an existing trust program that they developed, this committee member may participate in any discussion concerning their proposal. However, they will recuse themselves from the meeting when a vote is called on their proposal.

### Removal of Committee Member

If a committee member is not following these standards they can be removed from the committee by the Trustees. Chair or committee members may bring a case forward for review showing a pattern of behaviour.

## 7. Meeting Honorarium / Costs Incurred

To follow current PTFN Financial common practices. Current as of 2024.

### Meeting Honorarium

Each member will receive \$150 per meeting (as per PTFN Finance).

Approved: February 27, 2024

### **Costs Incurred**

If a TAC meeting is held outside of the community, the TAC members will follow the PTFN Travel Authority process and the PTFN Travel Allowance Rates for costs related to accommodations, meals, mileage, etc.

## **8. Terms of Reference Review**

The committee will review and/or revise the terms of reference on an annual basis. The Chair will bring forward the revisions recommended by the committee for the Trustees consideration during the annual review.