TEMAGAMI FIRST NATION

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TFN Enrichment Funds

TERMS OF REFERENCE
SMALL BUSINESS COMMITTEE

The Temagami First Nation Chief and Council provides the following direction:

The Enrichment Funds Small Business Committee is to serve as a sub-committee of the Enrichment Working Committee to review the Small Business Grant applications.

PRINCIPLE:

The interests of all Temagami First Nation members on matters related to the Enrichment Funds Small Business Grant Program must be taken into account.

RESPONSIBILITIES:

Enrichment Fund Small Business Committee:

- establish and maintain a thorough understanding of the current Enrichment Fund Small Business Grant Program; Review the small business grants applications and make recommendations to the RWC regarding grant recipients.
- propose changes and additions to the existing Small Business Grant policy

Chair, Enrichment Fund Small Business Committee

- co-ordinate agenda
- enquire whether any members have a conflict of interest to declare with any of the agenda items at the beginning of each meeting.
- facilitate the orderly conduct of the meeting and all discussions by identifying relevant matters and stimulating conversation
- seek consensus, but In the case of non-consensus, call for a vote and in the case of a tie vote, cast the deciding vote.
- attend the following meeting of EWC to bring forward any issues.

September 2006

MEMBERSHIP:

The committee is to be comprised of five (5) committee members which will include one (1) Enrichment Fund Working Committee member and four (4) volunteers from among the Temagami First Nation membership, and an ex-officio member representing Chief and Council. The committee membership will include adults, elders and youth with a minimum of 1 member whom resides off-reserve. The committee will be chaired by the TFN Housing and Economic Development Officer.

Vacancies on the Enrichment Fund Small Business Committee are to be posted as well as distributed to the Temagami First Nation membership. Members wishing to volunteer as a member of the committee must submit a letter to the Housing and Economic Development Officer explaining why they wish to volunteer and outlining any related background or experience that they may have. Selection of the members of the Enrichment Small Business Committee will be done by the Housing and Economic Development Officer in consultation with the Chief and Council.

CONDITIONS OF MEMBERSHIP:

All Temagami First Nation members are eligible to volunteer as a member of the Enrichment Small Business Committee with the following exceptions:

- full time staff of the Enrichment Fund Program

Committee members can be removed from the Enrichment Small Business Committee by the Housing and Economic Development Officer in consultation with the Committee and Chief and Council for any of the following reasons:

- inability to fulfill responsibilities as a committee member;
- failure to attend regularly scheduled committee meetings on three consecutive occasions without prior notice or reasonable cause.

Committee members may resign from the Enrichment Small Business Committee for any reason by submitting a letter of resignation to the Housing and Economic Development Officer.

Recruitment for committee members will occur every 4 years. In the event of a vacancy, the vacancy will be posted immediately.

MEETINGS:

- The Enrichment Small Business Committee will meet as needed, which will be determined by the Enrichment Small Business Committee.
- Three(3) members of the committee must be in attendance for a committee meeting to proceed.
- The committee will work towards consensus

- The Housing and Economic Development Officer will ensure that the discussion at each meeting is recorded and that an accurate summary of discussions and recommendations are produced.
- At the end of each meeting, the date of the next meeting will be determined and the Housing and Economic Development Officer will ensure that meeting date is passed on to any absent committee members.
- Meeting reminder notices and agendas will be developed and distributed within an appropriate time frame before each meeting.
- Committee members will follow the attached conflict of Interest guidelines.
- Matters that are confidential in nature will not be discussed outside of the committee membership.
- Committee members will honour the gifts of our seven grandfathers in our own performance, in our actions toward other committee members and in all meetings:

  - **Wisdom –** to be understanding, to show good judgment, to be perceptive and to have insight, know when to listen and know when to speak
  - **Love –** to give freely of yourself without conditions
  - **Respect** – to have regard for yourself, others and our surroundings, to be understanding and celebrate our differences**.**
  - **Bravery –** the courage to stand for what is right even in the most difficult of times.
  - **Honesty –** to be open and to be sincere with yourself and others in mind and spirit
  - **Humility-** to be humble, to know when to listen and when to share
  - **Truth –** to learn to walk, speak and live in life by being true to oneself and to all other beings.

  The seven teachings are to be used together; they could not be used in isolation. To leave out any one of them was to embrace the opposite of what that teaching was about.

REPORTING:

The Chairperson of the Enrichment Small Business Committee will ensure that a summary report of committee meetings is provided to the EWC, after every meeting. The activities of the Enrichment Small Business Committee will be reported to community members as part of any report regularly presented by the Enrichment Clerk.

HONORARIUMS:

In recognition of the time spent attending meetings, and participating in the required follow-up activities, and in an effort to ensure consistent participation in meetings, an honorarium of $62.50/half day or $125.00/full day, will be provided to each member of the Enrichment Small Business Committee for each meeting attended. In lieu of travel costs, those members whom reside off reserve will be reimbursed per kilometer traveled as per the Temagami First Nation Travel Rates and Allowances Policy.

TECHNICAL SUPPORT:

The Housing and Economic Development Officer will ensure that the Enrichment Small Business Committee receives the required administrative and technical support as it relates to the functions of the committee.

GLOSSARY OF TERMS

Enrichment Funds Clerk:

This person is responsible for the coordination, implementation and administration of the Temagami First Nation Enrichment Funds under the direct supervision of the Executive Director.

Immediate family:

Spouse, Mother, Father, Brother, Sister, Mother-in Law, Father-in Law, Brother-in Law, Sister-in Law, daughter-in-law, son-in-law, Step-mother, Step-father, Step-brother, Step-sister, Grandparents, and Children/Step-children and grandchildren

ENRICHMENT FUNDS SMALL BUSINESS COMMITTEE

CONFLICT OF INTEREST GUIDELINES

All committee members will be required to read and sign a conflict of interest statement acknowledging that they understand conflict of interest and that they will abide by the conflict of interest policy.

Definition

A conflict of interest exists where there is a personal gain by an individual or immediate family as defined in the glossary, from:

- access to information or
- a decision over which they might have influence or
- a reasonably perceived benefit and influence.

Non Limitation

Conflict of interest (real or perceived) are generally unavoidable and should not prevent an individual from serving as committee member, or staff member unless the extent is significant and the potential for conflict of interest is present in a large number of situations.

Handling a Conflict of Interest

- Members and staff have a duty to disclose any personal, family or business interests (real or perceived) which may give the appearance to influence their judgment and wisdom or decisions.
- Members and staff have a duty to exempt themselves from participating in any discussion and voting on matters where they have, or may be perceived as having, a conflict of interest.
- Exemptions shall be recorded in the minutes of the meeting.

Signed and agreed to, this ____ day of _____20_____.

_____	_____
Name - Print	Witness – Print
_____	_____
Signature	Signature