

Public Works Portfolio

TERMS OF REFERENCE

For the

SIX NATIONS PUBLIC WORKS COMMITTEE

1.0 Name:

The name of the Committee is the Six Nations Public Works Committee.

2.0 Summary:

The Six Nations Public Works Committee was established by the Six Nations Council to plan, direct develop and evaluate programs, policies and regulations pertaining to Public Works and Public Works related activities. The Committee is delegated authority to ensure the Public Works Department has the financial resources and to develop and approve Public Works policies. In doing so, the Public Works Committee will ensure all policies and procedures and programs are responding to and meeting community needs to the best of its ability. They will also ensure equal treatment to community members.

3.0 Mandate:

The Six Nations Public Works Committee is delegated authority from the Six Nations Council to perform the following functions:

- 3.1 To develop and establish policy regarding services and safety of the Community through the various departments of Public Works.
- 3.2 Direct the development, monitoring, evaluating of policies, programs and new initiatives which community members access public services.
- 3.3 Six Nations Council will approve Six Nations Public Works Budgets and Work Plans on recommendation from the Public Works Committee.
- 3.4 Serves as the principal political policy advisor to Council with respect to Public Works.
- 3.5 Participates in lobbying and advocating for funding with federal or provincial governments, agencies or any other organizations.
- 3.6 Refer Band Members' disagreements/problems with Public Works' programs/services to the Director of Public Works.
- 3.7 Development and implementation of the 5 Year Minor and Major Capital Plan to be reviewed and updated annually.

4.0 Six Nations Public Works Committee Structure:

4.1 Members/Terms of Membership:

- a) Six Nations Public Works Committee herein referred to as "the Committee" will comprise of six members, including the Chairperson. The Elected Chief will be ex-officio.

- b) The six Councillors will be selected from the full Council.
- c) If and when a vacancy occurs in the membership, Council will select a replacement.
- d) The Chairperson is selected by the Committee .

4.2 Conditions of Membership:

- a) All members of the Committee should have a general understanding of financial statements.
- b) A member may not transfer membership to another person in his/her absence. No alternates will be permitted.
- c) All members are expected to participate fully in Committee discussions.
- d) All members must be committed to information sharing, team building, cooperative decision-making and all similar activities that will ensure the effective functioning of the Committee.
- e) A member who is absent from 3 consecutive scheduled meetings of the Committee without just cause will be asked to resign.
- f) Members are expected to respect the Conflict of Interest and confidentiality guidelines as set out by the Six Nations Council.

4.3 Role of the Chairperson:

- a) The Chairperson will be selected by the Committee and will fulfill all duties of a Chairperson.
- b) The Chairperson is authorized to speak for the Committee in delegated instances.
- c) The Chairperson is delegated authority by the Committee to assist the Director of Public Works in the decision-making process between regularly scheduled Committee meetings, to enable the Committee to take advantage of unforeseen opportunities, to respond to matters requiring immediate resolve or to limit the impact of political problems, that fall outside of the authority of the Director of Public Works.
- d) All decisions or interpretation of the policies, undertaken by the Chairperson between regularly scheduled committee meetings, must be reported to the full committee at the next regularly scheduled meeting.
- e) The Chairperson has no authority to override those decisions made by and within the realm of the Director of Public Works, nor those, which are in accordance with policies approved by the Committee and the Six Nations Council.
- f) The Chairperson or their designate will present recommendations, summarize Committee decisions and action statements to the Six Nations Council, and provide input into public statements made by the Chief and Council.

4.4 Meetings:

- a) Regularly scheduled meetings of the Committee will be held on the first Wednesday of each month. These meetings are open to other Councillors. Community members who request time on the Agenda must contact the Public Works Director.
- b) Special meetings may be held at the call of the Chair.
- c) A Committee secretary from Public Works Administration will be responsible for keeping the minutes of the meeting.
- d) Minutes of a meeting will be a written record of the proceedings including the date, attendance, topic, discussion/debate and the outcome or decision.

- e) Three members plus the chair must be in attendance for a meeting to proceed for the purpose of carrying out Public Works' business affairs. If the official chair is not present, one will be selected from the four members present.
- f) If Committee members are unable to attend a meeting they are required to notify the Committee secretary at least one day in advance and if a meeting must be cancelled or postponed, the Committee secretary will give Committee members at least one day's notice of such action.
- g) Six Nations Council Finance will be responsible for payment of the recording secretary's honouraria other than the first regularly scheduled meeting of the month and expenses for Committee Members.
- h) Committee members will wait a minimum of 30 minutes for quorum.

4.5 Decision-Making:

- a) Decisions will be a majority vote. Committee will refer the matter to Council for a decision only if a majority vote cannot be reached.
- b) Telephone polling is acceptable for approvals in an emergency and will be signed off at the next regularly scheduled meeting.

4.6 Communications:

- a) The Chairperson is responsible for ensuring that all actions, decisions and recommendations of the Committee are summarized for the information of the Six Nations Council; to present or make public statements to the media; and/or provide information regarding Public Works for inclusion into any public statement to be made by the Chief and Council.

5.0 Changes to the Terms of Reference:

5.1 Process:

- a) The Terms of Reference for the Committee will be reviewed annually by the Committee and Director.
- b) The Terms of Reference for the Committee will be approved by the Six Nations Council.