



Finance & Administrative Subcommittee Draft Terms of Reference

1. Membership/Roles and Responsibilities/Staff Support

Membership:

Chair: Chief Derek Epp

- creating agendas, updating Critical Path Working Group and SXTA workshop meetings;

Members: Chief Angie Bailey, Councillor Dan Kelly, Councillor Derek Hansom, Sharron Young

- Being active participants e.g. following up on needs or action items

Technical Staff Support: Shana Roberts, Amber Kostuchenko, Matt Mehaffey to provide technical support:

- help create agendas,
- provide Main Table updates as needed,
- ensuring necessary interaction between tables, working groups, and projects
- research
- maintain communications with Outreach as necessary

Administrative Staff Support: – [to be determined] – to provide meeting minutes, tracking action items,

- Meeting logistics
 - room booking,
 - catering,
 - scheduling

2. Purpose:

The purpose of the Finance and Administration Subcommittee is to:

- a. Identify, prioritize, and communicate finance and administrative needs;
- b. Understand Best Practice and lessons learned from other Treaty First Nations e.g.
 - i. Identify negotiations for agreements with Canada and BC
 - ii. Identify timelines for negotiations for agreements identified in “i”

- c. Identify and recommend potential projects;
- d. Provide support to finance and administration related projects

3. Links to Other Committees:

See attached diagram.

4. Communications:

See attached diagram.

5. Work Plan and Priorities

- a. TRM's
 - i. Administrative-Organization TRM Fiscal Year 2017/2018
 - a. Financial model for administration and human resources need
 - b. Structural model for administration
 - ii. Capital Infrastructure & Joint Pilot Project TRM Fiscal Year 2017/2018
 - a. Joint First Nations Infrastructure Investment Plan
 - b. SXTA Capital Infrastructure Strategy (5-year)
 - c. Joint Pilot Project Proposal(s)
- b. Updates Nov. 8th/9th, 2017 Workshop (by Chair)
- c. Updates to Critical Path Working Group, workshops, and meetings, as required (by Chair)
- d. Identify community members with relevant skill sets for potential involvement in the subcommittee and/or related activities

6. Research Needs:

- a. SXTA member First Nations Infrastructure Investment Plans, Comprehensive Community Plans, Economic Development Plans, Strategic Plans, Feasibility Studies
- b. As identified/required

