



snpink'tn Land Use Plan Advisory Committee Terms of Reference

1. MANDATE

The mandate of the Land Use Plan Advisory Committee (the “Committee”) is to provide advice and support to the Project Team and make recommendations to Chief and Council with respect to the development of a PIB Land Use Plan for the Reserve and Addition-to-Reserve lands, including Band Land and Lawful Possession parcels. The development of a PIB Land Use Plan was identified as a priority in the 2012 Comprehensive Community Plan.

A Land Use Plan is a high-level planning document that establishes a long range vision and captures existing knowledge to help snpink'tn make more informed, consistent decisions about how land is used and protected in the future. It also balances the interests of individual property owners with the wider interests of the whole community.

The Committee is an integral part of the Land Use Plan process, serving as a sounding board throughout the project. The Committee will act in an advisory capacity and provide input on issues and opportunities related to land use and future growth during the Land Use Planning process. The Committee will be formed by snpink'tn Members, staff, and Councillors and benefit from the respectful and informed exchange of ideas.

2. RESPONSIBILITIES OF THE COMMITTEE

The key responsibilities of the Land Use Plan Advisory Committee are to:

- a) Provide the Land Use Plan Project Team with advice throughout the development of the Land Use Plan that will inform recommendations to council;
- b) Review information and material prepared and presented by the Project Team;
- c) Provide feedback and advice on the planning process;
- d) Provide advice on and support for the community engagement strategy and related activities, ensuring broad and diverse input from Members during the process;
- e) support information sharing and notice within the community of project progress and engagement activities;
- f) Provide the Project Team with advice on land use designations and policies; and
- g) Review and provide advice on the organization, style, and content of documents such as the Communications and Engagement Strategy, technical reports, community input reports, as well as the draft and final Land Use Plans.

Committee activities will be largely undertaken through scheduled Committee Meetings at key points in the Land Use Plan process. Committee members may participate, at their own discretion, in community engagement activities completed as part of the project. Participation outside of scheduled committee meetings and activities will not be eligible for honorarium.



3. COMPOSITION

The composition of the Committee includes:

- a) The member of Council who holds the Lands portfolio, or their alternate.
- b) Lands Manager
- c) Planner
- d) Language and Cultural Advisor
- e) Up to five (5) Penticton Indian Band members (who are not one of 1-4 above), of which it is recommended that at least one (1) should be an Elder Knowledge Keeper 60 years of age or older, at least one (1) should be a Youth member ages 18-29 inclusive, and at least one (1) should be a Certificate of Possession holder.

The Committee will invite non-voting members of Council and the Chief as an ex-officio member to attend meetings.

The Committee may invite staff or subject-matter experts to attend meetings as needed:

- The Band Administrator
- The Chief Financial Officer or Senior Financial Officer
- The Tax Administrator or designate
- A TEKK (Traditional Ecological Knowledge Keeper) member
- The Lands Assistant
- The Director of Infrastructure or designate
- The Housing Manager or designate
- The Communications Manager or designate
- The Natural Resources Manager or designate
- The Band Administrator or designate

Minutes will be taken and approved at each Committee meeting, and then shared with Council - a minute taker will be appointed for the committee from the Administration team.

An honorarium will be paid to all members of the Committee who are not Council members or staff.

4. MEMBER QUALIFICATIONS

Each candidate will be assessed for their qualifications, eligibility, and interests to ensure that they are suitable members. Expected collective qualifications for the committee include: knowledge of syilx territory, title, interests, and rights; ability to communicate effectively orally and in writing; interest in planning, development, lands, housing, or other planning-related fields; interest in engaging the community; or holding the Council portfolio.

5. QUORUM

A quorum to hold meetings is a majority of the committee's voting members.



If a quorum is not achieved within 15 minutes of the scheduled start time of the meeting, the meeting will be postponed and all agenda items tabled to the next meeting.

At the discretion of the Chair(s), meetings may still be held when the Committee does not hold quorum but will not hold any votes.

6. COMMITTEE MEMBER TERMS

Committee members are appointed for each PIB electoral cycle. Appointments and re-appointments will be made by Band Council Resolution (BCR).

A Committee member may be removed, on the recommendation of the Chairperson, if the Committee member:

- Committed a breach of confidentiality or the Code of Conduct, or otherwise has breached PIB policy;
- Failed to perform expected duties of a committee member;
- Missed three (3) consecutive meetings without approval of the Chair; or
- Is no longer qualified or eligible to be a committee member.

7. ROLES AND RESPONSIBILITIES OF MEMBERS

- Provide project related recommendations to Chief and Council for their consideration;
- Provide advice and support to the Project Team;
- Preparing for meetings by reading reports and background materials (provided at least 1 week in advance of a Committee Meeting) and acquiring adequate information necessary for recommendation making;
- Becoming knowledgeable of their committee's functions;
- Participating fully and frankly in the discussions of the Committee;
- Attending all Committee meetings, except if excused in advance by the Chairperson, or in the case of the Chairperson's absence by the Band Administrator; and
- Avoiding conflicts of interests, breaches of the Code of Conduct or Oath of Confidentiality or other PIB policy, in accordance with PIB's Financial Administration Law.

CO-CHAIRS

- The Co-Chairs, appointed by BCR, are the Lands Manager and the Planner.
- The responsibilities of the chair are:
 - Chairing Committee meetings to ensure they are conducted in an efficient and effective manner;
 - Scheduling Committee meetings, as necessary, and planning Committee activities to ensure that the Committee is successful in fulfilling its mandate;
 - Addressing their committee functions, duties, and responsibilities, including working within its approved budgetary resources;
 - Approving Committee agendas, ensuring the minutes are prepared and accurately reflect meeting outcomes, and providing the agendas and minutes to the Records and Information Management Administrator for retention;
 - Identifying the necessary qualifications and eligibility criteria for Committee members; and
 - Evaluating Committee members and their contributions.



- The Chair may limit the committee's consideration of the subject matter.
- After the subject matter has been approved, the co-Chairs will report back to the Council with recommendations in a Briefing Note and BCR (if required).

POLITICAL REPRESENTATIVES

- Making sure that recommendations respect the PIB members interests, laws, and traditions;
- Attending (and if necessary, presenting) community updates related to the Committee's activities.

BAND ADMINISTRATOR

- Maintaining eligibility criteria of current membership for the Committee;
- Developing and implementing recruitment strategies to fill Committee vacancies;
- Meeting with and assessing the qualifications, eligibility, and interest of each Committee member candidate;
- Recommending to Chief and Council the appointment of new individuals to the Committee (by BCR); and
- Providing training opportunities and orientation workshops to Committee members
- Approving travel and expenses for Committee members as required.

PROJECT TEAM (PLANNER AND CONSULTANT)

- Assisting the Chair in preparing Committee agendas and Committee packages;
- Gathering and presenting information to the Committee;
- Support to Political Representatives when providing community updates/presentations;
- Developing a community engagement strategy, background documents, and associated materials;
- Developing the draft land use plan and preparing the final land use plan;
- Implementing the community engagement strategy and compiling results for Committee review;
- Providing technical information and knowledge of community issues and priorities and ensuring the Committee remains focused within the scope of land use planning;
- Maintaining project timelines (adapted as project progresses) and budget;
- Liaising with other PIB departments on project topics and issues; and
- Receiving all correspondence and preparing correspondence and reports on behalf of the Committee.

8. VOTING RULES

- The Committee acts in an advisory capacity and makes recommendations to Council.
- Recommendations are intended to act as "expressions of the Committee" for Council consideration to support Council decision making. They do not include veto or decision-making authority.
- Once all the documents associated with the subject matter have been considered and input shared, the committee makes a recommendation to Council via a motion.
- Ideally, Committee motions will be made by consensus. Consensus decision making is symbolized in the Four Food Chiefs *captik'wt*, which teaches about the importance of collaboration, diverse views and sharing all perspectives. Once we understand the diversity of all perspectives and views it is easier to move forward with decision-making and team building.

9. MEETING SCHEDULE



- Meetings will occur as identified in the project workplan.
- The Committee will meet a minimum of 5 times of the 2 year project, as identified in the project workplan. Additional meetings may be held if necessary.
- It is anticipated that Committee Members will be required to commit roughly 8 hours of time per month, this may vary depending on project progress.

10. REPORTING

- The Chair must evaluate the Committee's progress against this Terms of Reference which outlines the Committee's objectives and stated outcomes.
- Updates to Chief and Council at project milestones as identified in the Project Workplan or as recommended by the Chair.
- Briefing Notes and BCRs to be drafted and presented as directed by the Chair.
- The Committee will report to PIB community through scheduled community updates as identified in the Project Workplan and contribute to the PIB Annual Report.
- The Committee will communicate through engagement in the newsletter, social media or the snpink'tn website.