

TERMS OF REFERENCE

Mississauga Nation Working Group

1. Summary

1.1. The MISSISSAUGA NATION WORKING GROUP, will be known as the Mississauga Nation Working Group from hereon in, is a Working Group appointed by and under the direction of the Mississauga First Nation Councils - Alderville, Curve Lake, Hiawatha, New Credit, Mississauga 8 and Scugog Island First Nations, established to build relationships and assist to strengthen the Mississauga Nation. The Working Group will also facilitate meetings through utilization of the needs of the First Nations Councils.

2. Mandate

The Mississauga Nation Working Group has a mandate from the Councils to develop united recommendations and, as needed, policy for the Mississauga Nation.

3. Activities:

3.2. The activities of the Mississauga Nation Working Group are to:

- a) Host sessions and coordinate meetings for the Mississauga Nation Councils;
- b) Host sessions and coordinate meetings for the citizens of the Mississauga Nation;
- c) Present an united front on ongoing recommendations to the Mississauga Nation for consideration;
- d) Deal with any other issues referred to Working Group by the Mississauga Nation Councils.

4. Working Group Structure and Membership

4.1. The Mississauga Nation Working Group will consist of:

- a) A minimum of one (1) member(s) of each Mississauga First Nation, as approved by each First Nation Council.
- b) Where appropriate or necessary an Elder and/or youth, agreed upon by consensus, may be requested to assist the Working Group.

4.2. The Chiefs are an *ex-officio* a member of the Working Group and as such has the same privileges and duties as other Working Group members, but will not be counted for the purposes of determining whether a quorum is present.

5. Administration and Support

5.1. The First Nation representatives are expected to report back to their First Nation with updates for on-going discussions and meetings. They are also responsible for bringing recommendations and concerns from their First Nation to the Working Group table.

5.2. Other resources staff may attend meetings of the Working Group and will provide resource support to the Working Group, as needed.

6. Meetings

6.1. Meetings will be scheduled on a quarterly basis, with a regular day and time to be determined by the Working Group. The meetings will be rotated through the Mississauga Nation First Nations and where required, be held by teleconference.

6.2. Special meetings may be held provided written or verbal notice has been given to all Working Group members at least three working days prior to the special meeting.

6.3. A quorum shall consist of three (3) members. No meeting will go forward if there are less than three (3) members available.

6.4. The hosting First Nation will Chair the meeting and prepare an agenda which shall be presented to and approved by consensus.

6.5. The hosting First Nation will be consulted on any agenda items which are proposed to be dealt with in advance of the meeting.

6.6. The Working Group may appoint one of its members to take notes and to prepare draft minutes of meetings.

6.7. Matters of a confidential nature will be addressed through a closed session and a brief summary included in the minutes.

7. Decision Making

7.1. The Mississauga Nation Working Group will make reasonable efforts to reach decisions by consensus. However, in the event that consensus is not achievable a vote will be taken to resolve the matter and a simple majority of those members present and eligible to vote will prevail, provided that a quorum is present.

7.2. In the event of a tie vote the Chair will cast the deciding vote.

8. Duties and Responsibilities of the Working Group Chair

8.1 The Working Group Chair shall be responsible for:

- a) Calling Working Group meetings;
- b) Approving the agenda;
- c) Chairing all Working Group meetings or assigning the Chair as required;

- d) Ensuring there is quorum at a meeting and notifying members present when a quorum is not present;
- e) Ensuring minutes are prepared and circulated for all meetings;

9. Duties and Responsibilities of Working Group Members

9.1. The Working Group Members shall be responsible for:

- a) Attending all Working Group meetings;
- b) Preparing for meetings by reviewing information provided prior to the meeting;
- c) Remaining informed of the issues related to the Mississauga Nation;
- d) giving adequate time and energy to the duties of being a Working Group member;
- e) acting with integrity and avoiding or declaring personal conflicts of interest; and
- f) At the request of the Working Group assuming responsibility for investigating, attempting to resolve and reporting on, as appropriate, a particular issue, project or plan.

10. Reporting

10.1. Each representative will report on a regular basis to their Council on the activities and decisions of the Working Group, and may make recommendations to Council based on the group discussions.

11. Conflict of Interest

11.2. It is the responsibility of Working Group members to at all times uphold and act in the interests of their First Nations and to not act according to personal interest, and to avoid conflict of interest situations where there is actual or perceived financial or personal gain or profit.

12. Confidentiality

12.1. Matters identified or discussed as confidential or in a closed session will not be discussed outside the meeting, during or after the term of a Working Group member.

12.2. Confidentiality may be identified by and will be maintained at the request of a Working Group member, a delegate or any resource person.

13. Code of Conduct

The Code of Conduct shows our commitment and expectation that the activities of the Mississauga Nation Working Group are carried out in a manner that meet the obligations of the Seven Grandfather Teachings.

13.1. The Mississauga Nation Working Group strives to operate under the principles of the Seven Grandfather Teachings: ***Bravery, Wisdom, Love, Honesty, Humility, Respect, and Truth.***

13.2. It is recognized that individuals bring to their work carrying out their responsibilities a diverse background of skills and experience. It is expected that there will be differing views on issues.

It is expected that all debates and discussions shall take place in an atmosphere of mutual respect and courtesy.

- 13.3. This Code of Conduct applies to all individuals involved in carrying out their responsibilities as a representative of their respected First Nation.
- 13.4. All individuals, must act honestly and display the principles of the Seven Grandfather Teachings. All must act in the best interest of the Mississauga Nation as a whole, and operate within the Law.