



HUMAN RESOURCE POLICIES AND PROCEDURES REVIEW COMMITTEE TERMS OF REFERENCE



December 1, 2020

LOWER NICOLA INDIAN BAND

TERMS OF REFERENCE FOR COMMITTEES

Council, Committee members, and the Executive Director shall comply with the Disclosure of Interests found in Part III – Councilors and Committee Members in the *Financial Administration Law* and Financial Governance Policy and Procedures, Section 5- Committee Establishment and Dissolution.

1. Committee Name and Type

- a) Human Resource Policies and Procedures Committee, Special Committee

2. General Purpose and Mandate

- a) Lower Nicola Indian Band strives to follow best practices with regard to human resource and personnel policies and procedures;
- b) Lower Nicola Indian Band's Financial Administration Law sets out several requirements in respect of Lower Nicola Indian Band officers and employees;
- c) Lower Nicola Indian Band has a Personnel Policy and several other policies and procedures that relate to human resource and personnel matters.

3. Key Duties and Responsibilities

- a) Review all existing requirements in LNIB policies, laws and bylaws related to human resource and personnel matters, including the Financial Administration Law, the Personnel Policy, the Financial Governance Policy and Procedures and the Information Management and Retention Policy.
- b) Make recommendations on amendments to the LNIB Personnel Policy to reflect all applicable LNIB policies, laws and bylaws.
- c) Recommend amendments to the LNIB Personnel Policy to comply with other laws applicable to the workplace, such as the Canada Labour Code or human rights legislation.
- d) Recommend procedures for training employees on applicable policies and on systems to ensure compliance with such policies.
- e) Recommend an approach for creating "plain language" documents to assist in the education and training of employees on workplace policies.
- f) Recommend best practices for working conditions of Lower Nicola Indian Band employees, including relations between the Council members and employees.

4. Appointments and Composition

- a) The committee shall consist of no more than six individuals, consisting of at least three Council members. Members of the committee who are not Council members shall have a demonstrated expertise in human resources matters, employment law, financial administration or any combination.
- b) Councilor Spence Coutlee is appointed Chairperson.

5. Meetings

- a) The committee will meet twice monthly or at other such intervals as deemed necessary.

6. Resources

- a) Up to \$75,000.00 for technical support as required by PCM Lawyers.

7. Reports and Targets Dates

- a) The committee will make its recommendations to Council in writing, with an interim report to be made no later than March 31, 2021, and a final report by June 30, 2021.