

# Ahousaht Comprehensive Community Planning Working Group (CCPWG) - Terms of Reference

## Ahousaht Core Values

lisaakstalth – respect one another

Hahuupstalth – teach one another

Ya?akstalth – care for one another

Huupiitstalth – help one another

Heshook-ish Tsawalk – everything is one, everything is interconnected

## Purpose

The purpose of the CCPWG (planning team) is to support and guide the development of the Ahousaht Comprehensive Community Plan (CCP). The planning team may continue to provide support during the implementation and monitoring/ evaluation phases of the planning process.

## Representation

To be eligible to sit on the planning team, you must be an Ahousaht member and be in Good Financial Standing with the Nation.

As much as possible, the planning team will be representative of the community as a whole and may include representatives of:

- The community at large including Elders, youths, family groups, members living away from home
- Members of community groups
- Hawiuh
- Chief & Council
- Boards of Directors from Ahousaht entities
- Administrators, managers or staff from key departments

It is recommended that the planning team size not exceed 15 members to ensure it can carry out its work as effectively and efficiently as possible.

## Commitment and Accountability

Commitment and Accountability Participation in the planning team is voluntary.

Planning team members are committed to making the CCP process a success and are accountable to all Ahousaht members. They take their voluntary role seriously and agree to attend regular planning team meetings. Planning team members are encouraged to serve on the planning team for defined periods of time. (e.g., two years)

Planning team members will work in partnership and cooperation with the Chief Councillor, Council, community members, Executive Director and Administration Staff in developing strategic direction, guidance and review of providing a community comprehensive plan to all Ahousaht members within the resources available.

The planning team is responsible to Chief and Council and the Executive Director for the guidance and review of the delivery and operations of the Ahousaht Comprehensive Community Plan.

## **Roles and Responsibilities**

Led by the Planning Coordinator, the planning team will:

- initiate and coordinate activities in the pre-planning and planning phases of the CCP process, including community involvement and communications

More specifically, the planning team will:

- develop the comprehensive community plan, visions & goals of Ahousaht and update/revise when necessary
- carry out or delegate research related to CCP
- make recommendations for obtaining technical planning support (consultants), as necessary
- coordinate fundraising and lobbying activities in support of CCP planning activities
- bring forward to the community and Chief & Council any recommendations or concerns regarding the effective development of a CCP
- recommend a community and leadership endorsement process for the CCP
- recommend an evaluation and revision process for the CCP
- carry out other related tasks, as required

Planning team meeting minutes will be recorded and made available upon request to Chief and Council, Administration and Membership. These minutes will be recorded by a delegated planning team member or technical person.

## **Code of Conduct**

Code of Conduct outlines the conduct that planning team members are expected to display in carrying out their duties as CCPWG members.

### **Attendance**

Members must be on time for meetings. No member shall show up to a meeting under the influence of any substance or alcohol. If a member cannot attend a meeting, they should notify the Chairperson prior to the meeting.

### **Conduct During Meetings**

Members must be respectful of each other and the Chair. All members are expected to participate in the discussion and resolution of issues. All members have a right to speak without interruption, except by the Chair.

### **General Conduct**

All members are expected to carry out their duties with professionalism. No member is allowed to engage in disorderly conduct at any time during the carrying out of his/her responsibilities. All members must respect the "Oath of Confidentiality" at all times.

## **Confidentiality**

From time to time, confidential information may be made available or shared with the planning team. It is expected that the confidential information shall remain confidential unless the information is deemed to be public information by the Working Group as whole.

## **Conflict of Interest**

A planning team member must identify all conflicts of interest during any discussions that will have a direct impact on self or that member's immediate family. After identifying the conflict, the member has the right to stay in the meeting.

If a planning team member believes that another member is in conflict of interest and has not declared it, it is the responsibility of that member to inform the Chairperson of the perceived conflict of interest. The Chairperson shall rule on the matter.

The conflict of interest will be recorded.

## **Amendments to the Terms of Reference**

From time to time, amendments to the Terms of Reference may be necessary. Either the planning team, Executive Director and/or Council may suggest amendments. The planning team, Council and Executive Director will review and make comments on the suggested amendments. After the review, it will go to Council for approval at a duly convened council meeting.

As a planning team member, be mindful that you are representing Ahousaht, govern yourselves accordingly.