

Council Governance Procedures

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PART 1 – INTERPRETATION

A. Preamble

These Procedures are to be interpreted as consistent with all relevant Squamish laws, including the *Squamish Nation Election and Referendum Law* (“*Election and Referendum Law*”), and if there is any inconsistency between these procedures and a Squamish law, such as the *Financial Administration Law*, then the Squamish Law prevails. The Procedures are to be read and applied in conjunction with the Squamish Nation Council Governance Policy (“*Policy*”).

The Procedures are a living document that may be amended from time to time in accordance with Part 3, including to continue to reflect the highest standards of good governance practice and procedures and the further development of Squamish laws.

B. Definitions

- 1.1 **“Advisory Committee”** means either:
- (a) a Type A Advisory Committee composed of ten (10) Squamish Nation members appointed by Council to provide advice to Council on issues or matters as determined by Council, and shall include two Councillors to act as liaisons between Council and the Advisory Committee; or
 - (b) a Type B Advisory Committees composed of staff, professionals, academics, or experts appointed by the Council Chairperson or a majority of Council to provide expert opinion to Council on issues or matters as determined by Council and shall include two Councillors to act as liaisons between Council and the Advisory Committee.
- 1.2 **“Appeal Tribunal”** means the independent appellate institution established according to section 5.2.2 of the *Election and Referendum Law*.
- 1.3 **“Comprehensive Community Plan”** means the 25-year plan for the Squamish Nation developed through community input and direction.
- 1.4 **“Council”** means the elected Council of Squamish Nation and includes the Councillors and Council Chairperson.
- 1.5 **“Council Chairperson”** means one of the Councillors elected according to the *Election and Referendum Law* section 6.2.4 to provide leadership in guiding Council and coordinating its activities.
- 1.6 **“Council Committee”** means either:
- (a) a Standing Council Committee appointed by Council that is formed until dissolved by Council.
 - (b) a Select Council Committee appointed by Council that is formed for a specific purpose and is dissolved once its mandate has been fulfilled.

- 1.7 **“Council Meeting”** means a duly convened Council meeting that the Council Chairperson calls with a reasonable amount of notice with a quorum of Council, consistent with this Policy and the Procedures.
- 1.8 **“Ethics Advisor”** means an independent lawyer or other qualified professional with appropriate expertise to provide advice on governance related to conduct, ethics, conflict of interest and other matters as required who is not currently providing legal advice to the Squamish Nation.
- 1.9 **“Ethics Advisor Roster”** means a roster of ~~up to a minimum of~~ five (5) Ethics Advisors appointed by Council.
- 1.10 **“Financial Benefit”** includes, but is not limited to:
- (a) employment benefits;
 - (b) contract benefits;
 - (c) educational, medical or other social benefits;
 - (d) honorariums which are not accounted for such as those set out in section 7.23 of the Governance Policy
 - (e) the payment of any money or gifts, including “finder’s fees,” royalties, “kickbacks” or bribes;
 - (f) the allocation of a Squamish Nation house or lot; and
 - (g) the allotment, leasing or other grant of an interest in Squamish Nation lands.
- 1.11 **“Governance Officer”** is an advisor with the responsibility to provide advice to Council to help ensure all Squamish Nation laws, by-laws, regulations, and policies are upheld.
- 1.12 **“In Camera Meeting”** means a Council Meeting, or a portion of a Council Meeting, which is private to the Councillors and whomever they wish to include in the session as permitted by this Policy and the Procedures.
- 1.13 **“Integrity Commissioner”** means an independent officer on a contract retainer with appropriate expertise to investigate governance related to conduct, ethics, conflict of interest and other matters as required. The Integrity Commissioner must be an individual who is not currently providing legal advice to the Squamish Nation; is appointed to a two-year term or removed from office by 2/3rds of Council; and is responsible for carrying out the duties and responsibilities as set out in Part 7 of this Policy.

1.14 **“Integrity Review Panelist”** means an independent lawyer or other qualified professional with appropriate expertise who sits on a panel of three (3) and performs the review functions of the complaint process as set out in Part 6 of the Governance Policy, Code of Ethics and Conduct.

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1.15 **“Integrity Review Roster”** means a roster of at least five (5) Integrity Review Panelists appointed by the Integrity Commissioner who can sit on the Integrity Review Panel.

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1.141.16 **“Minutes”** means the detailed official record of Council Meetings, including decisions made by Council and which are developed based on the Record of Decision.

1.151.17 **“Misconduct or Wrongdoing”** means a breach of this Policy or the Procedures and includes, but is not limited to, the following matters involving a Councillor:

- (a) unethical behaviour including breach of the Squamish Nation’s conflict of interest or code of ethics and conduct policies;
- (b) conviction of an indictable offence since taking office;
- (c) conviction of a summary offence that involves dishonesty while in office;
- (d) unauthorized disclosure of confidential information or negligence in securing confidential information;
- (e) preferential treatment of individual Squamish Nation members;
- (f) abusive or threatening behaviour to other Councillors, Squamish Nation staff or members in the course of Council duties;
- (g) discrimination or harassment of any kind (including verbal, psychological or sexual) towards other Councillors, ~~Squamish Nation~~ staff, Squamish Nation members or other members of the public in the course of Council duties;
- (h) misleading or coercion of auditors;
- (i) fraud or dishonesty;
- (j) accepting or offering a bribe or otherwise acting dishonestly;
- (k) material misrepresentation in disclosures made by or on behalf of a Councillor;
- (l) negligence in failing to secure Squamish Nation physical or intellectual property;
- (m) misappropriation of funds such as the use of the Squamish Nation’s funds for personal gain or unauthorized use;

- (n) undertaking a commitment for an expenditure, liability or other transaction that is not authorized by the Squamish Nation Council Chairperson or Council as a whole;
- (o) conduct that is unbecoming of a Squamish elected official as defined by the *Election and Referendum Law section 1.2.1*; or
- (p) engaging in such other conduct as may be determined by a majority of Council to be of such a serious nature that the conduct is considered misconduct or wrongdoing.

1.161.18 “**Motion**” means a formal proposal to take certain action by a member of Council, a Council Committee, an Advisory Committee, or the People’s Assembly, and which may be a main motion or another form of motion as defined by *Robert’s Rules of Order*.

1.171.19 “**Official Spokespersons**” mean the two Councillors elected by Council to speak as the official voice of Council.

1.181.20 “**People’s Assembly**” means a meeting, as defined in the *Election and Referendum Law chapter 6*, called by Council to provide information to Squamish Nation membership regarding matters of significance to Council and the Squamish Nation.

1.191.21 “**Personal Information**” means any recorded information of an identifiable individual other than contact information.

1.201.22 “**Point of Order**” means a query to the Council Chairperson in a formal debate or meeting as to whether correct procedure is being followed.

1.211.23 “**Point of Personal Privilege**” means raising a query to the Council Chairperson in a formal debate or meeting on a matter that may affect the individual and includes matters of comfort, amplification, or safety in the debate or meeting.

1.221.24 “**Point of Privilege**” means raising query to the Council Chairperson in a formal debate or meeting on a matter that may affect the assembly and includes matters of comfort, amplification, or safety.

1.231.25 “**Private Interests**” means a Councillor’s personal and business interests, including but not limited to a financial interest, and includes the personal and business interests of a Related Person, but does not include an interest arising from the exercise of an official power or the performance of an official duty or function that is generally applicable or available to the Councillor as a member of the Squamish Nation.

1.241.26 “**Record of Decision**” means the summary document with all decisions by way of Motion, outcomes, and actions undertaken by Council at a meeting and form a basis for the Minutes.

1.251.27 “**Related Person**” means:

- (a) ***ekw'it̓el*** ("*immediate relations*") and includes spouse, common-law spouse, child of spouse, parent, parent-in-law, brother/sister-in-law, siblings, children; and
- (b) ***eslh̓ilhkwiws*** ("*other related or connected relations*") and includes grandparents, grandchildren, aunts, uncles, nieces, nephews, first cousins, or any person with whom that person currently resides.

1.261.28 **"Squamish Nation Council Resolution"** means a written record of a Council decision made at a Council Meeting by a majority of Councillors with their signatures.

1.271.29 **"Council Secretary"** means the individual appointed by the Council Chairperson to perform certain administrative roles for Council in accordance with the *Election and Referendum Law section 6.6.2(b)*

1.281.30 **"Strategic Plan"** means the 4-year plan that outlines the Squamish Nation's vision, priorities, and values for implementing the Comprehensive Community Plan.

PART 2 – ROLES AND PROCEDURES

A. Taking Office

- 2.1 Before newly elected and returning Councillors may take their seat and vote, they shall:
- (a) prior to taking the Oath of Office and being sworn in, sign the following:
 - (i) Code of Ethics and Conduct Certification;
 - (ii) Conflict of Interest – Annual Declaration; and
 - (iii) Conflict of Interest – Annual Disclosure; and
 - (b) as required by the *Election and Referendum Law* Section 6.3.1(f) swear and sign the Oath of Office at the first meeting of Council held following the election.
- 2.2 Where a Council vacancy has been filled in accordance with the *Election and Referendum Law* Section 4.1.2, the Councillor filling the vacancy must comply with Section 6.3 before taking their seat and voting.

B. Committees

Advisory Committees

- 2.3 Council shall develop a mandate by Resolution for each Advisory Committee it decides to establish, including a statement of purpose, objectives, and responsibilities.
- 2.4 Council may review the mandate of existing Advisory Committees from time to time, and provide an updated mandate to the Committee.
- 2.5 Squamish Nation members shall be invited by Council to apply to serve on Advisory Committees by way of:
- (a) a posting to the community for “Requests to Members to join an Advisory Committee” in the Squamish Nation newsletter, on the Squamish Nation website, and at Squamish Nation community gathering spaces; or
 - (b) by other means that may be determined by Council, including recommendations from existing or past Advisory Committees.
- 2.6 Council shall consider and endeavour to achieve balance in the selection of Advisory Committee members based on:
- (a) gender;
 - (b) age;
 - (c) on reserve/off reserve residence; and

- (d) background, experience, and demonstrated interest.
- 2.7 Councillors may be appointed to an Advisory Committee, and in the event a Councillor is appointed they shall be non-voting members of the Advisory Committee.
- 2.8 Advisory Committees shall communicate to Council by written memorandums and Resolutions and Council shall provide a respond within 21 business days of receiving a written memorandum or Resolution from an Advisory Committee.
- 2.9 Advisory Committees do not exercise authority over administration, staff or Council, but may make requests to the Council Chairperson for relevant information and resources required to fulfill their respective mandates.
- 2.10 In the case of a new Advisory Committee, draft terms of reference shall be developed by the Advisory Committee and submitted to Council for approval based on the mandate provided by Council and with the following structure:
- (a) name and type of Advisory Committee;
 - (b) general purpose and mandate;
 - (c) key duties and responsibilities;
 - (d) appointed members;
 - (e) meetings; and
 - (f) specific annual objectives.
- 2.11 Where directed by Council, or where Council provides an updated mandate for an existing Advisory Committee, the Committee will review and update its terms of reference.
- 2.12 Chairs of Advisory Committees shall:
- (a) collaborate with Advisory Committee members, and with staff support as appropriate, to develop draft terms of reference based on the mandate from Council and ensure the draft terms of reference is reviewed and approved by Council;
 - (b) schedule Advisory Committee meetings, with staff support as appropriate, with a minimum of five (5) days notice of the time and place of a Committee meeting provided to Advisory Committee members and copied to the Council Chairperson;
 - (c) chair all Advisory Committee meetings, except where the Chair is unavailable, in which case the Advisory Committee members in attendance will determine the chair for that specific meeting;

- (d) ensure that minutes are kept of all Advisory Committee meetings and report regularly to Council by memorandum regarding the meeting outcomes and recommendations; and
- (e) work with the Council Chairperson and staff as appropriate to achieve optimal performance of the Advisory Committee.

2.13 Advisory Committee members shall:

- (a) select a Committee Chair;
- (b) participate actively on the Advisory Committees and regularly attend Advisory Committee meetings;
- (c) become knowledgeable about and work to achieve the purpose and goals of the Advisory Committee;
- (d) abide by the Advisory Committee terms of reference; and
- (e) support the Chair in providing Council with reports on the status of Advisory Committee work.

2.14 Council shall consider the memorandum or Resolutions of the Advisory Committees, including recommendations, but is not required to accept or adopt Advisory Committee Recommendations.

2.15 Advisory Committee members are required to sign the Committee Oath of Service and Confidentiality.

Council Committees

2.16 Council shall develop a mandate by Resolution for each Council Committee it decides to establish, including a statement of purpose, objectives, and responsibilities.

2.17 Council may review the mandate of existing Council Committees from time to time, and provide an updated mandate to the Committee.

2.18 A Councillor, with the support of another Councillor acting as a sponsor, may request Council to create an additional Council Committee. Council will decide within twenty-one (21) business days of the request whether to establish the additional Council Committee.

2.19 Council shall appoint three members of Council to serve on a Council Committee. One of the Council Committee members shall be appointed by Council as the Chair of the Committee.

2.20 Council may choose to appoint non-Councillors to Council Committees, in addition to the three Councillors serving on the Committee. Non-Councillors appointed to a

Council Committee are not members of the Council Committee for the purposes of voting, and may not vote on a decision to be made by the Council Committee.

- 2.21 Council Committees shall communicate to Council via memorandums and Resolutions, and Council shall provide a response within 21 business days of receiving a memorandum or Resolution from a Council Committee.
- 2.22 Council Committees do not exercise authority over administration, staff or Council, but may make requests to the Council Chairperson for relevant information and resources required to fulfill their respective mandates.
- 2.23 Terms of reference shall be developed by the Council Committee based on the mandate provided by Council, and submitted to Council for approval. The terms of reference shall have the following structure:
 - (a) name and type;
 - (b) general purpose and mandate;
 - (c) key duties and responsibilities;
 - (d) appointed members;
 - (e) meetings;
 - (f) financial and human resources required;
 - (g) specific annual objectives;
 - (h) reports and target dates;
 - (i) review and evaluation process; and
 - (j) approval and review date.
- 2.24 Council shall consider the memorandums and Resolutions of the Council Committees but is not required to accept or adopt Council Committee recommendations.
- 2.25 Any law, by-law, or regulation of the Squamish Nation that requires the creation of a Council Committee, or any specific requirements for the creation, structure, or operation of that Council Committee, shall be adhered to.
- 2.26 Council Committee members are required to sign the Committee Oath of Service and Confidentiality.

C. Performance Assessments

- 2.27 Council is committed to providing fair, equitable and responsible governance at all times and accordingly the Council Chairperson and senior staff shall implement an

annual process for assessing the performance and compliance of Council, Council Committees, and Advisory Committees with these Procedures and the Policy.

- 2.28 The objective of the performance assessment is to contribute to a process of continuous improvement by seeking feedback about what has been accomplished, where goals have not been met, what were the challenges or barriers to success.

D. Council Advisors and Staff Support

- 2.29 Within the first two months of a Council term, Council shall select up to five (5) persons who may serve as an Ethics Advisor as required for that term.
- 2.30 An Ethics Advisor may be called upon to advise the Council Chairperson or Council as a whole on questions of conduct, ethics, conflict of interest and other matters that may arise.
- 2.31 Within the first two months of a Council term, Council shall appoint an Integrity Commissioner.
- 2.32 Councillors, Council Committee members or Advisory Committee members who require administrative or other support, or information, to perform their duties shall make any requests for such support from the Council Chairperson in accordance with Election and Referendum Law section 5.5.1.
- 2.33 The Council Chairperson shall accommodate reasonable requests for administrative or other support, or information, from a Councillor, Council Committee member or Advisory Committee member.

E. Council Meetings

Meetings of Council

- 2.34 The Council Chairperson will convene the first meeting of Council as soon as is reasonably possible within a month immediately following a regular election.
- 2.35 The first meeting of Council to be held after a Council election must be held at a location that provides sufficient space for Squamish members to attend to observe the ceremonies. All subsequent Council Meetings shall be held at the Squamish Nation main office at 320 Seymour Blvd, North Vancouver or Totem Hall 1380 Stawamus Road, Squamish or other reasonable location as determined by the Council Chairperson.
- 2.36 After the first Council Meeting held pursuant to section 2.40, the Council Chairperson must schedule regular meetings of Council at least weekly except for during the months of August and December.
- 2.37 After consulting with each Councillor, the Council Chairperson may, with the informal consent of a majority of the Councillors, call a special meeting of Council with no less than 24 hours' notice.

- 2.38 The Council Chairperson must deliver to each Councillor and post notice of each regular meeting of Council at least seven (7) days prior to that meeting.
- 2.39 A notice delivered and posted under Section 2.38 must include the proposed agenda for that regular meeting.
- 2.40 If the Council Chairperson calls a special meeting, they must provide notice of that special meeting to each Councillor and that notice must indicate the purpose of the special meeting in accordance with section 6.4.2 of the *Election Referendum Law*
- 2.41 If present, the Council Chairperson shall chair the meetings of Council.
- 2.42 The Council Chairperson may delegate the duties and powers of Council Chairperson to another Councillor for a Council Meeting if that delegation has been approved by 2/3rd of the Councillors present and voting at that meeting in accordance with section 6.2.4(d) of the *Election and Referendum Law*.
- 2.43 It is the desire of Squamish members that meetings of Council be held in person and that each Councillor attend every meeting of Council in person.
- 2.44 A Council Meeting, in the discretion of the Council Chairperson, may be held virtually or by teleconference in extenuating or unavoidable circumstances.
- 2.45 A Councillor may only attend a meeting of Council that is being held in-person virtually or by teleconference where
- (a) With the approval of the Council Chairperson and only in extenuating and unavoidable circumstances, a Councillor that is physically unable to attend a meeting of Council may attend that meeting by means of telephone or virtually if it permits all persons participating in that meeting to communicate with each other so that every participant in that meeting is heard and understood.
 - (b) A Councillor participating in the manner described in subsection (a) is deemed to be present at the meeting and is entitled to vote on a matter to be decided at that meeting.
 - (c) The Minutes must indicate the name of each Councillor who participated in that meeting and the circumstance necessitating their participation in that meeting in the manner described in this section.
 - (d) The Council Chairperson must not give approval for a Councillor to participate in a Council Meeting in the manner described in this section more than four times in a calendar year, or another limit approved by the People's Assembly in accordance with the Election and Referendum Law section 6.4.10(e)
- 2.46 Where a rule of order or procedure to govern Council meetings is not addressed in these Procedures or the Policy Council will use *Roberts Rules of Order* In accordance with *Election and Referendum Law section 6.4.9(a)*.

2.47 Councillors shall conduct business efficiently, with decorum and with proper attention to the Squamish Nation's cultural traditions.

In Camera Meetings

2.48 In accordance with the *Election and Referendum Law* section 6.4.4, Council may decide by a two-thirds majority vote to hold an In Camera Meeting, in whole or in part, if the matter to be decided by Council is one that would, or could reasonably be expected to, if made public:

- (a) harm the deliberative processes of Council,
- (b) harm a law enforcement matter, including law enforcement by an external enforcement agency,
- (c) reveal information that is subject to protection under privacy laws or solicitor-client privilege,
- (d) harm intergovernmental relations or negotiations,
- (e) harm the financial or economic interests of the Squamish Nation,
- (f) harm Squamish language, culture or heritage,
- (g) harm individual or public safety, or
- (h) harm the financial or economic interests of a third party.

2.49 At In Camera Meetings, neither the public, with the exception of invited guests, nor the media is permitted, and recording or broadcasting of any kind of the meeting subject matter by Councillors or staff is prohibited.

2.50 Subject to all applicable privacy laws, the Minutes for that portion of an In Camera Meeting must include the motion referred to under subsection 2.53 and report generally on the decision made, including which department of the Squamish Nation administration the matter was referred to for follow up.

Quorum

2.51 A meeting of Council requires a quorum of 50 per cent of its members and the Council Chairperson.

2.52 If a quorum is not present within 45 minutes of the scheduled time for the meeting, the names of the Councillors present shall be recorded and the Council Chairperson, or chair of the meeting, shall adjourn all matters until the next meeting.

- 2.53 Any matter to be decided by Council must be decided by majority vote of the Councillors present and voting in accordance with the Election and Referendum Law section 6.4.11(d).
- 2.54 A Councillor who abstains from a vote will be counted for the purpose of deciding quorum but his or her abstention will not be counted in the tally of votes in accordance with the Election and Referendum Law section 6.4.11(e).
- 2.55 In the event a Councillor vacates a Council seat or is suspended, the requirement for quorum will be 50% of the remaining Councillors and the Chairperson.

Debate And Voting

- 2.56 Council decisions shall only be effective pursuant to a duly executed Motion.
- 2.57 All Motions shall be moved and, if seconded, the Chair shall place the Motion before Council for discussion and debate.
- 2.58 Every Councillor present has the right to speak to every main Motion and every subsidiary Motion before it is finally decided upon in accordance with the following:
- (a) a Councillor who desires to speak in debate must first obtain the floor by signalling a request and receiving approval from the Chair;
 - (b) each Councillor has the right to speak twice on the same question on the same day, but may only speak a second time on the question in the same day if all others who wish to speak on it have had an opportunity to do so once;
 - (c) unless extended in extraordinary circumstances at the discretion of the Council Chairperson, or the person acting as chair of the meeting, in the first address no Councillor may speak to a Motion for longer than a time limit established by the Council Chairperson and in the second address, no Councillor may speak to a Motion for longer than two minutes; and
 - (d) debate shall be confined to the merits of the matter at issue with speakers addressing their remarks to the Council Chairperson, maintaining a courteous tone, and, avoiding any injection of a personal note into the debate.
- 2.59 On every vote taken, all Councillors shall announce his or her vote individually and openly, and each Councillor's vote shall be registered and tracked.
- 2.60 A Councillor may abstain on a vote where they do not feel adequately informed about the issue at hand, or have not participated in relevant discussion.
- 2.61 A vote by a Councillor will be counted either in favour of or against a matter being considered, and an abstention is not counted in a tally of votes.

- 2.62 If a Councillor leaves the room without voting, or in the case of a meeting that is virtual or by teleconference leaves the meeting without voting, they shall be considered absent for the vote and not counted towards quorum.
- 2.63 Where a Councillor is precluded from voting under conflict of interest rules as set out in these Procedures or the Policy, the Councillor shall disclose the reason for the conflict of interest, leave the room prior to any debate on the question, and be considered an abstention for the purposes of a vote.
- 2.64 The Chair may vote in the case of a tie vote having occurred.
- 2.65 With the approval of the Council Chairperson and only in extenuating and unavoidable circumstances, the Council Chairperson may take an electronic poll for the approval of a Resolution and use of an electronic signature block, which will be read into the record at the next Council Meeting.
- 2.66 Unless otherwise specified in the Resolution, the Resolution shall come into effect on the date it is passed.
- 2.67 No Resolution shall be deemed invalid only by reason of a refusal or omission of a Councillor to sign a Resolution.
- 2.68 A Resolution passed by Council may be amended or rescinded by a subsequently passed Resolution.
- 2.69 Where two passed Resolutions deal with the same matter and are inconsistent in some respect, the latter of the two shall prevail with the earlier Resolution deemed amended to the extent necessary to resolve the inconsistency.

Points of Order and Privilege

- 2.70 Any Councillor may call the attention of the Chair to a Point of Order, a Point of Privilege, or a Point of Personal Privilege as defined by *Roberts Rules of Order*.
- 2.71 A Councillor can at any time call a Point of Order to question if there is a violation of these Procedures or the Policy or an applicable rule in a meeting and must state which aspect of these Procedures or the Policy or an applicable rule is being violated.
- 2.72 A Councillor can at any time call a Point of Personal Privilege or a Point of Privilege if:
- (a) a situation is affecting the comfort, convenience, integrity, rights or privileges of the Council; or
 - (b) a situation is affecting the comfort, convenience, integrity, rights or privileges of an individual in the meeting.
- 2.73 If a Councillor raises a Point of Order, a Point of Personal Privilege, or a Point of Privilege:

- (a) debate shall stop and the Council Chairperson shall recognize the Councillor;
- (b) the Councillor shall briefly explain the issue without addressing any other topic; and
- (c) the Council Chairperson shall then make a ruling on the Point of Order or question of privilege.

2.74 A Point of Personal Privilege or a Point of Privilege cannot interrupt a vote or the verification of a vote.

Adjournment

2.75 When Council has completed the scheduled order of business at a meeting and there is no further business for the Council to consider at that time, the Council Chairperson may declare the meeting adjourned without a Motion having been made.

2.76 Council may use a Motion to adjourn to end the meeting immediately without debate and is considered a privileged Motion.

2.77 Council Meetings shall be deemed adjourned where there is no longer a quorum.

Agenda Development and Regular Meeting Materials

2.78 The provision of an agenda and relevant background materials allows Council to operate efficiently and effectively, and to make informed decisions in the best interests of the Squamish Nation.

2.79 The Council Chairperson must prepare a draft agenda for each regular meeting based on consultation with senior staff.

2.80 An agenda must include: any unfinished business tabled at the previous meeting.

2.81 Matters believed to be noncontroversial may be placed on the consent agenda, and all adopted by a single Motion; however if any Councillor objects to one or more items on the consent agenda, the items objected to are removed from the consent agenda and added to the end of the special business.

2.82 The agenda shall be developed and distributed based on the following procedures:

- (a) agendas will list the order of items to be discussed and identify all Resolutions to be considered and Council shall determine if any portions of the agenda shall be an In Camera Meeting;
- (b) at the discretion of the Council Chairperson, agenda items may be removed or deferred to a future meeting if all necessary supporting documents are not provided prior to noon on the fourteenth (14) calendar day in advance of the Council Meeting; and

- (c) all materials distributed to Council for purposes of its meeting become part of the official record of Council and shall be deposited with Council support staff for maintenance, safekeeping and access.

Publication of Agenda

- 2.83 Council support staff must:
- (a) send a copy of the agenda for each meeting, including all supporting documents, to all Councillors by electronic mail no later than noon on the 7th calendar day prior to the meeting;
 - (b) post a copy of the agenda for each meeting, including all supporting documents, on the Squamish Nation's website no later than the 5th day prior to the meeting; and
 - (c) send a copy of revisions to the agenda, including additional or amended supporting documents, to each Councillor by electronic mail and post them on the Squamish Nation's website no later than the day preceding the meeting.
- 2.84 Under some circumstances, due to the confidential nature of matters to be discussed, it would not be appropriate to distribute written materials in advance and in such circumstances:
- (a) where the Council Chairperson provides direction to treat documents as confidential, Council support staff shall clearly mark the documents as "Confidential" on every page, distribute them at the meeting of Council and collect the documents from Councillors after they have been considered at the meeting; and
 - (b) any document marked "Confidential" under these provisions, forms part of the official record of Council, and Council, Councillors, and Council support staff shall not distribute, publish or allow any other person to access these documents without the express written permission of the Council Chairperson and in accordance with any relevant privacy legislation.
- 2.85 During debate on a Motion to adopt the agenda, a Councillor may move an amendment to the Motion to introduce other business or that the business be dealt with in a different order in accordance with the Election Referendum Law section 6.4.6(d), in which case:
- (a) Council may add the matter to the agenda for consideration and deliberation if two thirds of Councillors agree to its addition;
 - (b) No decision respecting the matter shall be made until the next Council Meeting, except where a majority of Councillors agree to its addition; and

- (c) No business added to the agenda at a meeting may include a decision requiring a Resolution.

Order Of Business At Regular Meetings

- 2.86 The order of business at Council Meetings shall normally include:
- (a) call to order and opening prayer;
 - (b) reading, additions and acceptance of the agenda by Council;
 - (c) consent agenda which may consist of:
 - (i) Council Chairperson housekeeping;
 - (ii) correction to and adoption of the Minutes of the previous Council Meeting;
 - (iii) consideration for approval of departmental reports, requests and recommendations; and/or
 - (iv) consideration of Resolutions.
 - (d) completion of business arising from previous meetings;
 - (e) special business which may include:
 - (i) presentations of financial or information reports from departments;
 - (ii) presentations from Squamish Nation members or groups for purposes of problem solving, mediating, and/or listening to grievances;
 - (iii) consideration of Resolutions;
 - (iv) consideration of Squamish Nation by-laws; and
 - (f) adjournment.
- 2.87 At the beginning of a regular meeting, the Council Chairperson must request a Motion to adopt the agenda in accordance with section 6.4.6(c) of the *Election Referendum Law*.

Minutes

- 2.88 Minutes shall be created for each Council Meeting and shall be provided to Councillors as soon as practical following the duly convened meeting of Council.
- 2.89 The Minutes shall be posted within seven (7) days of being adopted, describe the events of the meeting, and include:
- (a) a list of attendees;

- (b) a statement of the issues considered by the participants;
 - (c) related responses or decisions for the issues;
 - (d) record of the mover and seconder of all Motions;
 - (e) results of the votes on all Motions;
 - (f) the record of how each Councillor voted and any abstentions on every Main Motion;
 - (g) the section of the Policy or Procedures under which meeting or a portion of a meeting is held *In Camera*; and
 - (h) any additional information required as determined by the Council Chairperson or a majority of Council.
- 2.90 All Minutes shall be recorded electronically and retained.
- 2.91 Other than Minutes from In Camera Meetings, the Council Secretary must ensure that a verbatim transcript of each Council Meeting is prepared.
- 2.92 The verbatim transcript of each Council Meeting must be approved, or amended and approved, and signed by the Council Secretary and posted in accordance with the *Election and Referendum Regulation* within fourteen (14) days of that meeting.
- 2.93 Minutes presented at a Council Meeting shall be reviewed, corrected as required, and adopted by Council.
- 2.94 The titles of all main Motions deliberated on, including the vote results, shall be posted in Squamish Nation newsletters or through a news organization that primarily delivers news for Squamish Nation members, and include information on how Members can access the detailed Minutes.
- 2.95 Squamish Nation members over the age of 18 have the right to review or request any Minutes, verbatim transcripts, and meeting attendance records and may review this information at the main office of the Squamish Nation and make copies upon payment of a reasonable copying fee.
- 2.96 Any notes or Minutes of In Camera Meetings shall not be disclosed to Squamish Nation members or to Councillors who have a conflict of interest regarding the subject matter, however, the Minutes shall record the reason provided pursuant to subsection of section 2.48 for the In Camera Meeting or portion thereof.
- 2.97 Motions made at In Camera Meetings shall be read into the Minutes, however, any confidential information shall be redacted until, and if, the confidentiality provisions are lifted.

- 2.98 Motions that are confidential shall not be disclosed to Squamish Nation members or to Councillors who have a conflict of interest regarding the subject matter until, or if, the confidentiality provisions are lifted.
- 2.99 Council shall seek advice regarding when, or if, the confidential portions of Minutes, including the Record of Decision, may be possible to be made public.
- 2.100 Personal Information shall not be disclosed in the Minutes, and all applicable privacy standards and requirements shall be adhered to.
- 2.101 Council support staff shall retain the electronic recordings of Council Meetings and transcribed Minutes of all Council Meetings in a secure location.
- 2.102 All Council Meetings, except In Camera Meetings shall be broadcast online with live audio and video streaming for Squamish Nation members.
- 2.103 Attendance records for Council Meetings, and all duly convened Council Committee, and Advisory Committee meetings, shall be recorded in the Minutes.

Councillor Attendance

- 2.104 Unless otherwise approved by the Council Chairperson for legitimate reasons, Councillors are expected to attend all duly convened Council and Council Committee and Advisory Committee meetings on which they are members, except where factors beyond a Councillor's control prevent the Councillor from attending a meeting, and shall attend the entirety of the meeting.
- 2.105 If a Councillor is unable to attend a Council meeting, they shall request an excused absence from the Council Chairperson by telephone or email and provide legitimate reasons for their excused absence and provide as much notice as is reasonably possible prior to the scheduled Council meeting time.
- 2.106 No Councillor may be absent for more than four regular Council Meetings in a calendar year without a reasonable excuse approved by the Council Chairperson in advance of the absence in accordance with the Election and Referendum Law section 6.4.1(d).
- 2.107 No Councillor may be absent for more than four regular Council Committee or Advisory Committee meetings of which they are a member in a calendar year without a legitimate reason approved by the Council Chairperson in advance of the absence.
- 2.108 Legitimate reasons for a Councillor to be absent from a Council meeting, Council Committee meeting, or Advisory Committee meeting are:
 - (a) absence for voting and voter registration;
 - (b) absence for conventions or conferences as approved by Council;
 - (c) travel time to return to place of residence from out of town travel;

- (d) absence for medical examinations or appointments;
- (e) immediate treatment of on-the-job injury for themselves or immediate family member;
- (f) treatment for illness occurring during working hours for themselves or immediate family member;
- (g) emergency conditions, which means situations in which significant numbers of employees are prevented from reporting to work on time, or in which the closing of all or part of the nation's activities is required;
- (h) travel approved by council or rest period after travel;
- (i) annual leave as per the Squamish Nation Administration Policy;
- (j) bereavement leave as per the Squamish Nation Administration Policy;
- (k) cultural leave as approved by Council;
- (l) jury duty; or
- (m) another reason that in the discretion of the Council Chairperson, acting reasonably, is a legitimate reason for an absence.

2.109 Council shall post within 2 weeks of the end of each quarter, as well as annually within two weeks of the last quarter, the attendance records for all Councillors and Council Chairperson for all Council Meetings, Council Committee meetings, and Advisory Committee meetings which must include:

- (a) attended;
- (b) unexcused absences; and
- (c) excused absences and reason.

2.110 Council shall post quarterly within 2 weeks of the end of each quarter and annually within two weeks of the last quarter the attendance records of Councillors and the Council Chairperson for external meetings that they were to attend as part of their duties.

Other Meeting Attendees

2.111 Meetings not declared In Camera shall be open to Squamish Nation members, and no member shall be excluded except for improper conduct.

2.112 The Council Chairperson shall work collaboratively with senior staff to determine which members of staff, consultants or guests will attend a meeting for specific agenda items, with the Council Chairperson having the final approval.

2.113 The Council Chairperson meeting shall ensure the roles of staff, consultants and guests are clear at all times during the Council meeting.

PART 3 – REVIEW AND AMENDMENT

- 3.1 These Procedures are a living document and may be amended from time to time through a vote of 2/3rd of the Councillors present and voting at a Council Meeting.
- 3.2 Council must give a notice in the Squamish Nation community at least 45 days prior to a Resolution to amend the Procedures and include the particulars of the proposed amendments.
- 3.3 Council must collect responses from Squamish Nation members who are in favour or opposed to the amendment and read those responses into the record on the day of the Resolution.
- 3.4 The Procedures shall be reviewed bi-annually by governance professionals, senior staff, and Squamish Nation members through a comment period of 30 days. This review will ensure it is consistent with Squamish Laws and by-laws, including the *Election and Referendum Law*, and if it is found to be inconsistent will take steps to amend the Procedures for consistency.