

TAGISH ADVISORY COUNCIL
TERMS OF REFERENCE
REVISED DECEMBER 2016

In accordance with s.36 of the Municipal Act the Commissioner in Executive Council by order establishes the area referenced in **Order-in-Council #2015/171** as the Tagish Advisory Area, to be represented by the Tagish Advisory Council.

MANDATE:

The Tagish Advisory Council is elected by the community to represent their interests to the Yukon government.

Specifically, Council shall:

1. Advise the Minister of Community Services on what works or services are required in the Tagish Advisory Area and how they should be supplied.
2. Advise the Minister of Community Services on the regulations considered desirable for the benefit of residents.
3. Facilitate community discussion and provide input on any other matters of local concern, as desired by the community.

LOCAL ADVISORY AREA:

The boundaries of the Tagish Advisory Area are identified on the map attached as Schedule A.

COUNCIL:

The Tagish Advisory Council will consist of six members.

Five councillors shall be elected to represent the Local Advisory Area.

The Carcross / Tagish First Nation shall appoint the sixth member to the council by passing an Executive Council resolution and advising the Minister of Community Services in writing for each general election.

DISQUALIFICATION:

A councillor who ceases to be eligible as an elector is disqualified from council.

A councillor who is continuously absent, except because of illness or with Leave of the council, from the meetings of council for three (3) consecutive months is disqualified from council for the remainder of their term of office.

CONFLICT OF INTEREST:

Where a councillor is seen as being in conflict of interest on an item, that member must not discuss or vote on the item and must remove him or herself from the meeting for all discussion and any related motion on the item.

ELECTIONS:

General elections for the five (5) elected council positions will be held every three (3) years in conjunction with municipal elections under the Municipal Act.

ELECTIONS TO FILL A VACANCY:

Council shall proceed to fill a vacancy on Council not earlier than 30 days nor later than 180 days after the vacancy occurs.

Where a vacancy occurs after February 1st in the last year of the term of a member of Council, the Council may hold the vacancy open until the next general election, unless Council is unable to maintain a quorum.

A person elected or appointed to fill a vacancy holds the office only for the unexpired term of the member in whose place he has been elected or appointed.

Should Carcross / Tagish First Nation choose not to appoint a member, or rescind an existing appointment, the seat shall remain vacant.

ELECTOR CRITERIA:

To be an eligible elector one must:

- Have reached the age of 18 on election-day;
- Be a Canadian citizen (or landed immigrant in Canada?);
- Be a resident (as defined by the Municipal Act) in the advisory area;

- Have been a resident of the advisory area for at least 1 year prior to the election

CANDIDATES:

To be an eligible candidate one must be an eligible elector.

Candidates must submit nomination papers with the signatures of five (5) eligible electors living in their ward to the returning officer by the date stipulated.

VOTING:

There will be a single polling station at a central location in Tagish on polling day.

A mail-in ballot system will also be used. All eligible voters are entitled to request a mail-in package. The mail-in ballot will act as an advance poll for those unable to cast a ballot on polling day.

No proxy voting permitted.

MEETINGS:

Council shall pass, by resolution, an Operating Policy that lays out the time and place for meetings and the procedures by which they will conduct their business.

Council shall meet as required to conduct their business as laid out in the Operating Policy, but notwithstanding shall have a regular council meeting, open to the public, at least ten (10) times per year.

OFFICERS:

Council shall choose one of its members to be a chairperson or if agreed by Council, two (2) members may share Chair duties as Co-Chairs.

Council shall also appoint a treasurer and a secretary.

Bookkeeping and secretarial duties may be performed by an Administrator who is paid but not a member of Council.

DUTIES OF THE CHAIR:

- Prepare the agenda for all meetings.

- Conduct meetings in accordance with the Operating Policy and the agenda.

DUTIES OF THE TREASURER:

- Maintain accurate records of all financial transactions and present up-to date statements at each council meeting.

DUTIES OF THE SECRETARY:

- Record all resolutions, decisions and other proceedings of council.
- Prepare, maintain and safely preserve the minutes of council, council correspondence, and all other records of the business of council.

FINANCES:

Should council be provided with operating funding, they will expend and account for such funds as required by the Minister.

OTHER ISSUES:

The appropriate section of the Municipal Act, as it applies to municipal councils, shall be used as a guide to resolve any issues relating to the advisory council not specifically addressed in these Terms of Reference, the Operating Policy or the Order-In-Council.