



# KWANLIN DÜN FIRST NATION

## COUNCIL AND ADMINISTRATION CAUCUS POLICY

Legislative Authority: Governance Act  
Policy Authority: OIC-2020-54  
Administrative Authority: Administration

### 1.0 Policy

The *Constitution of the Kwanlin Dün First Nation* requires that the Council generally hold its meetings in public. The Council wishes to establish a regular venue that facilitates briefings and discussions between the Council and the Administration in support of the Administration's work leading up to anticipated Council decisions.

The Council hereby establishes the Council and Administration Caucus (the "Caucus"), which will operate subject to the terms of reference set out below. Council shall be responsible to review the effectiveness of this policy and make any further amendments to it as may be required.

### 2.0 Terms of Reference

#### 2.1 Purpose and Principles

The Caucus will provide a forum for Council and Administration to meet and share information and ideas regarding Administration's ongoing projects. Except for motions to continue *in camera* or to continue in open meeting, no formal Council business may be conducted at Caucus meetings and no decisions may be made at them. All participants are expected to remain open-minded and conduct themselves in a manner that contributes to, and that encourages other participants to contribute to, the discussions so as to best ensure the broad consideration of the matters being discussed.

#### 2.2 Participants

##### Regular participants

- Council;
- Executive Director;
- Director of the Executive Council Office;
- Legal Counsel;
- Manager of Communications; and
- Director of a department whose program area is directly affected by an agenda item.

##### Discretionary participants

- Any other person that a co-chair determines to be beneficial or necessary.

#### 2.3 Format

- Typically, one Caucus meeting will be scheduled once monthly on the second Wednesday of each calendar month. The co-chairs may adjust the frequency or length of meetings as the co-chairs determine to be necessary or beneficial.



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- Generally, Caucus meetings will be open. Any KDFN citizen or employee who is not invited to participate in the meeting may observe the meeting from a designated seating area. Unless invited by the co-chairs, observers shall not participate in the discussion.

### 2.4 Process

- The agenda shall be established by the co-chairs. Agenda items may be proposed by either a member of Council or Administration.
- On the Friday preceding a Caucus meeting, the Administration will circulate to regular participants the following materials: an agenda, a briefing note for each agenda item not to exceed one page, and, where directed or approved by a co-chair, additional presentation materials.
- The Agenda will organize and identify, first, those items that are expected to be discussed in open meeting and, second, those items that are expected to be discussed *in camera*. The co-chairs may vary the actual order of discussion at any Caucus meeting. Any agenda item expected to be discussed *in camera* shall not be disclosed except to those who will participate in that discussion.
- The Executive Director and a member of Council will co-chair Caucus meetings. The member of Council co-chair will rotate each meeting in alphabetical order by last name.
- The co-chairs shall moderate the discussion and manage time, shall ensure the purpose and principles of the Caucus are upheld, and shall briefly summarize the discussion at the end of each item.
- At any time, the members of Council present at a meeting may agree by consensus that the meeting will proceed *in camera* or proceed in open. If consensus is not reached, a Council member may move to put the matter to a vote of the members of Council present at the meeting. If there is a tie, the meeting shall proceed *in camera*.
- Discussions will be informal as compared to Council meetings.
- Generally, each agenda item will commence with a presentation by Administration that briefly introduces the subject matter and identifies the issues that will be the focus of the ensuing discussions.
- At the end of the discussion for each agenda item, the co-chairs will orally summarize the main points raised in the discussion before moving to the next agenda item.
- Administration will be responsible to record meeting notes and will provide these to regular participants by the Friday preceding the next Caucus meeting. These notes will be maintained and administered by the Administration.
- Council is encouraged to attend Caucus meetings regularly, but there is no quorum requirement. The co-chairs may adjourn any Caucus meeting if there are no more than two members of Council present at a meeting when it is called to order.