

POLICY

CATEGORY/SECTION

BOARD - GENERAL

SUBJECT

**TERMS OF REFERENCE INDIGENOUS
ADVISORY TABLE****AUTHORITY**

Governance and Procedural By-law 03-2021
BRD-01:62 Board Committees and Advisory Tables

INTENT OF POLICY

The primary purpose of the Board's Indigenous Advisory Table (The Table) will be to advise on matters identified by the TBDSSAB Board or the Table.

POLICY**Mandate / Scope**

The Table shall:

- Research, strategize, and/or advise on matters identified by the TBDSSAB Board or The Table.
- Keep abreast of any significant developments related to TBDSSAB service delivery as it pertains to engagement with Indigenous service recipients and community organizations.
- Receive input from external parties as required to inform the work of the Table.
- Facilitate consultation on priority topics with different audiences, as required and directed by the Board.
- Develop recommendations regarding priority topics as required.
- Report to the Board to identify the Table's recommendations in the form of memos, position papers, or other correspondence.
- The Table does not have authority over staff or operations and must work within the Board's governance mandate and policy framework.

Priorities can be identified by either the Board or the Table. As a Table of the Board, all recommendations put forward by the Table will be presented to the Board of Directors for approval.

Objectives / Deliverables

The following deliverables have been identified for the Table's first term:

- Review and conduct research on priority topics identified by the TBDSSAB Board or Table.

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- Assist in developing parameters for consultation and community engagement (e.g.: focus groups), with strategies for when such consultation should be Table-led and Administration-led.
- Facilitate consultation (via focus group, questionnaire, or other means) to identify key priorities for the Table.
- Review and conduct research necessary to make recommendations to the Board of Directors about what Indigenous representation on the Board could look like—, and suggested approaches to advocacy to the Ministry for changes to the *District Social Services Administration Board Act*.
- Explore knowledge exchange and communication opportunities with similar Boards and audiences interested in pursuing similar representation or advocacy.

Structure

- The Table shall have a minimum of 8 and a maximum of 12 community members in addition to Board and TBDSSAB Administration members.
- The Table shall be Co-Chaired by the Chief Executive Officer (CEO) and a member of the Table.
- The Table will elect the Co-Chair at its first meeting of the year.
- Meeting quorum shall be 50%+1 of the Table membership.
- The Table shall be established for a 2-year term, with consideration for alternating term ends for continuity.
- Continuation of membership will be at the discretion of the Board at the end of each term.
- Staff resources for the Table will be provided as per Policy: BRD-01:62 Board Committees and Advisory Tables.
- Agendas, minutes, and all communication for the Table will be prepared and distributed by the CEO or assigned recording secretary.
- Minutes are prepared and submitted to the Board for timely communication. If submitted in draft form and substantial changes are made upon approval they will be resubmitted to the Board.
- Recommendations are submitted to the Board for consideration via report or memorandum through Administration.

Membership Composition

The Table will be comprised of the following:

- Community Stakeholder members, comprised of:

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- Representation from multiple municipalities and communities across the District of Thunder Bay, ideally with some members representing communities outside of Thunder Bay
- Representatives from non-political Indigenous-led community organizations serving the District of Thunder Bay
- Indigenous individuals with past or present involvement with TBDSSAB programs and services, or TBDSSAB-funded organizations serving Indigenous clientele in the District of Thunder Bay
- An Elder or Traditional Knowledge Keeper
- TBDSSAB Board Chair (ex-officio);
- Maximum of two members of the Board, appointed by the Board;
- CEO;
- Staff resources, as ex-officio members, required to support the work of the Table will be determined by the CEO.

Nominations & Selection Process

- Priority will be given to Indigenous people, with cross-representation as identified under ‘Membership Composition’. Where the Table has been unsuccessful in recruiting the minimum number of Indigenous nominees, non-Indigenous individuals may be considered.
- Notice of nominations will be distributed widely among Indigenous partner organizations (See list below: “Partner Organizations”).
- All identified Partner Organizations are eligible to nominate prospective members, including their own staff, service recipients, or people with lived experience.
- Notice of nominations will also be shared with accredited media as well as online through the appropriate platforms/channels. The contact list(s) for distribution will be maintained by the Office of the CEO.
- Nominations can be submitted by or on behalf of prospective members through the method identified in the recruitment materials.
- Nominations will be reviewed and selected by the CEO in consultation with the appointed Board members to the Table TBDSSAB Board Chair.

Partner Organizations

Notice of nominations for the Table will be distributed broadly to the following partner organizations and audiences:

- Indigenous-Led TBDSSAB-Funded Organizations – Organizations with a mandate to serve Indigenous populations within the District of Thunder Bay, with whom TBDSSAB has funding agreements in place at the time of recruitment.

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- Indigenous-Led Partner Organizations – Organizations with a mandate to serve Indigenous populations within the District of Thunder Bay, with whom TBDSSAB does NOT have funding agreements in place.
- Indigenous Friendship Centres in the District of Thunder Bay
- Indigenous Communities – Notice of nominations will be shared with Chief and Council of the First Nation communities in the District of Thunder Bay
- Tribal Councils
- Indigenous Advisory Councils representing the District of Thunder Bay (e.g.: City of Thunder Bay Urban Aboriginal Advisory Council)
- Indigenous service recipients / People with Lived and Living Experience (PWLLE) from target demographics (e.g. youth, women, elders).

Frequency of Meetings

The Table will meet on a semi-annual basis or on an exceptional basis as required, at the discretion of the Co-Chairs. Meeting dates will be established to meet the information requirements of the Board. Meetings will be held at the TBDSSAB headquarters or via e-meeting platforms, at the discretion of the Co-Chairs.

Compensation

Membership is on a voluntary basis. Members do not receive compensation for their participation. Members will be reimbursed for travel/expenses incurred to attend meetings. (as per TBDSSAB Travel and Business Expense policy)

Conflict of Interest

All members of the Table are required to declare to the Co-Chair(s) any actual, potential, or perceived conflict of interest arising in regard to any matter under discussion by the Table.

Confidentiality, Communications, Consultations

All Table members will be required to sign a confidentiality agreement.

Confidentiality, communications and consultation will aim for balance among the following objectives:

- Balance of transparency and recognition of the need for confidentiality
- Providing a confidential forum for open discussion that enables broad consideration of a range of issues and options
- Opportunities for broader input and engagement on specific issues to enhance the work undertaken by the Table

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To create a climate of open dialogue, members are requested to keep detailed conversations at the Table confidential. The Table may decide, on a case-by-case basis, to share specific information externally to get feedback.

The Table may advise Administration on which issues would benefit from broader consultation. Consultation activities may be led by Administration or the Table as directed by the Table Co-Chairs.

Members agree that materials used to support and facilitate the discussions are working documents, and that their distribution will be limited to the Table membership.

All materials produced by or for the Table, including statistical analysis, reports and advice, remain the property of TBDSSAB. The First Nations Principles of Ownership, Control, Access, and Possession (OCAP) will be applied to research and data collection activities as deemed appropriate by the Table or Administration.

Documents related to the work or support for the Table will be subject to the provisions of the Freedom of Information and Protection of Privacy Act.

Review of Terms of Reference

The Table will review the Terms of Reference on a bi-annual basis.

RELATED POLICIES

BRD-01:61 Board Members Conflict of Interest

BRD-01:82 Remuneration for Board Members

BRD-01:103 Board Members, Non-Board Members of Board Committees and Advisory Tables Code of Conduct

CS-02:85 Travel and Business Expense

RELATED PROCEDURES**FORMS**