

TERMS OF REFERENCE

CLBC's Indigenous Advisory Committee

These Terms of Reference set out the Committee's purpose and how the Committee will conduct its work.

1. Purpose

The Indigenous Advisory Committee works to advise CLBC to achieve its vision of "...lives filled with possibilities in welcoming communities" for individuals with developmental disabilities and their families residing within British Columbia's urban, rural, status and non-status First Nations, Metis, and Inuit communities. The Advisory Committee supports the mandate of CLBC through the provision of information and advice to CLBC staff, within an Indigenous perspective and worldview.

2. Membership

- The Advisory Committee will consist of 5 members representing the 5 regional areas of the province, up to 5 additional members representing First Nations communities or agencies, and up to 5 additional members representing provincial or regional Indigenous entities, consisting of the following:
 - ♦ Aboriginal people with a developmental disability, family members and/or community representatives must make up 50% of the Committee;
 - ♦ People who have a direct relationship with Aboriginal people and experience and knowledge related to disability may make up to 50% of the Committee;
 - ♦ CLBC staff participate as support to the Committee.
- Members are appointed for up to two years, but may be re-appointed for up to four additional years. New members will receive an orientation and training on the purpose of the Advisory Committee.

3. Responsibilities of Members

- Committee members serve as volunteers and are requested to:
 - ♦ Be knowledgeable about CLBC and its service delivery approach
 - ♦ Attend Committee meetings and activities
 - ♦ Read minutes and documents sent for meetings, complete work they take on, and stay up to date with email and other correspondence
 - ♦ Work collaboratively with other Committee members
 - ♦ Know these Terms of Reference
- CLBC's code of conduct, values, policies and principles apply to Committee members.
- Members must make clear as soon as possible any situation that is, could become, or may be perceived as a conflict of interest (meaning the member has a personal interest in an issue before the Committee).
- To protect personal privacy, Committee members will follow the [Freedom of Information and Protection of Privacy Act](#) and keep confidential anything the Committee agrees must be kept confidential.
- Members will notify the Committee chair if they cannot attend a meeting. If a member misses two consecutive meetings, they may be replaced on the Committee.

4. Roles of Members

- Committee members must be familiar with Community Living services used by individuals and families served by CLBC, and issues facing Indigenous individuals with developmental disabilities and their families within British Columbia's urban, rural, status and non-status First Nations, Metis, and Inuit communities.
- The Committee works with the VP, Regional Operations, CLBC staff, Indigenous communities and members to support information sharing, communication and the identification of priority areas affecting Indigenous individuals living with developmental disability and their families.
- Provide advice and input on areas of interest and importance to CLBC that the VP, Strategic Initiatives may request the Indigenous Advisory Committee examine including providing input for CLBC's Strategic Plan and recommendations regarding current and future CLBC policy.
- The Committee will provide input to CLBC to enhance relationships with First Nations, Metis and Inuit individuals and communities; increase cultural competence of CLBC Staff; improve CLBC's service delivery to Indigenous people; and support CLBC to develop a staff complement which reflects the communities it serves.

5. Schedule

- The Committee will meet four times a year, including one meeting in person.
- The meeting schedule will be determined at the beginning of each year.

6. The Committee Chairperson

- Each year, the chair will be elected by member of the Committee. A CLBC service provider may not hold the position of chairperson.
- The chair will:
 - ♦ Help develop an agenda for each meeting in partnership with CLBC representatives;
 - ♦ Review minutes and action items ensuring action items are completed;
 - ♦ Use a meeting format agreed to by the members of the Committee and ensure everyone's voice is heard when issues are discussed.

7. Communication and Record Keeping

- An agenda and supporting material will be sent to the Committee two weeks prior to the meeting.
- Meeting minutes will include attendance, the agenda and key discussion points that reflect decisions and any recommendations made.

8. Members' Expenses

- Expenses to attend the in person meeting or take part in Committee activities will be paid following CLBC's policy.

9. Support for the Committee

- The CLBC Indigenous Practice Advisor will support the Advisory Committee by:

- ◆ Preparing and distributing minutes
- ◆ Sending the agenda and supporting materials for upcoming meetings
- ◆ Scheduling meetings and making travel arrangements
- ◆ Providing necessary support services including typing and other clerical work
- ◆ Coordinating orientation for members

10. Changing the Terms of Reference

- The Committee may suggest changes to these Terms of Reference.