



# 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, Métis, 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.

The Advisory Committee guides the implementation of the Indigenous Relations Plan and provides progress reports to the Board of Community Living BC at their Open Board Meeting.

### 2. Membership

- The Advisory Committee will consist of 5 members representing the 5 regional areas of the province, up to 5 additional members representing Indigenous communities or agencies, and up to 5 additional members representing provincial or regional Indigenous entities, consisting of the following:
  - ♦ Indigenous 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 Indigenous people and experience and knowledge related to disability may make up to 50% of the Committee.
  - ♦ One Community Living BC Board member, as identified by the Board Chair.
  - ♦ An Elder from the CLBC Elder Council on a rotational basis.
- Members are appointed for up to two years but may be re-appointed for up to four additional years.
- CLBC staff participates as support to the Committee but are not considered members.

### 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 are not employees of CLBC and therefore cannot represent themselves as such.
- Members are meeting at the request of CLBC, and therefore are not engaging in Lobbying activity as per the *Lobbyists Transparency Act* or the *Lobbyists Transparency Regulations*.
- 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 Executive Team of CLBC through the Executive Director of Indigenous Relations and the Indigenous Relations team to provide over-sight on the implementation of the CLBC Reconciliation Strategy, and the Indigenous relations workplan,
- The Committee interfaces with Indigenous communities and members to facilitate 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 Executive Team *etal* including processes & projects such as CLBC's Strategic Plan, Service Plan, and recommendations regarding current and future CLBC policy amendments.
- 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 at least 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.
- The chair will:
  - ♦ Help develop an agenda for each meeting in partnership with Indigenous Relations Team Executive Director
  - ♦ 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.
  - ♦ Promote consensus-based style decision making.

- ♦ Provide updates to the CLBC Board at their open board meetings through the IAC Chair or their designate on topics of importance to the IAC and the progress made towards implementing the Reconciliation Strategy quarterly.
- ♦ Once per year, attend the Service Quality and Performance Committee meeting at their request.

## 7. The Committee Vice Chairperson

- Each year, the vice chair will be elected by member of the Committee.
- The chair will assist the Chairperson in duties above, where needed, and assume the Chairperson role in the Chairperson's absence.

## 8. 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.

## 9. Members' Expenses

- Expenses to attend the in-person meeting or take part in Committee activities will be paid following CLBC's policy.
- Self-Advocates & Elder's will receive an honorarium as per CLBC's honorarium policy for attendance at meetings.

## 10. 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
- New members will receive an orientation and training on the purpose of the Advisory Committee.

## 11. Changing the Terms of Reference

- The Committee may suggest changes to these Terms of Reference.
- The CLBC Service Quality & Performance Committee (SQPC) is the sub-committee of the CLBC Board to receive and review amendments to the IAC Terms of Reference.