

Reconciliation Lethbridge Advisory Committee

Terms of Reference

1. Name and Type of Committee

- Reconciliation Lethbridge Advisory Committee
- Standing Committee of Council

2. Statement of Purpose

The Reconciliation Lethbridge Advisory Committee will act as an advisory committee to City Council on issues relating to reconciliation. The Committee will champion the Reconciliation Implementation Plan as it pertains to the City of Lethbridge, and within the Lethbridge community to promote mutual understanding and support for the urban Indigenous community and the municipality's relationship with the Blackfoot Confederacy and Métis Nation of Alberta, Region 3.

3. Composition

This committee is composed of members from the City of Lethbridge, the Lethbridge Indigenous Sharing Network (LISN), the business sector, education sector and Indigenous and non-Indigenous community members at large. Fifty percent plus one member selected at large shall be Indigenous people. For the purposes of this Committee, the word "Indigenous" shall encompass First Nations (status and non-status), Métis and Inuit.

a. Voting Members

- Mayor and Deputy Mayor;
- Two (2) Community at Large;
- Four (4) Education Sector representatives:
 - i. One (1) nominated by the University of Lethbridge;
 - ii. One (1) nominated by the Lethbridge College;
 - iii. One (1) nominated by the Holy Spirit Catholic School Division; and
 - iv. One (1) nominated by the Lethbridge Public School Division 51.
- b. Two (2) Business Sector representatives nominated by the Lethbridge Chamber of Commerce; and
- c. Seven (7) Indigenous community nominated by LISN.

b. Co-chairs

Two Co-chairs, one Indigenous and one non-Indigenous, shall be appointed by the Committee from the voting membership at the beginning of each calendar year (the first meeting of each calendar year). The Co-chairs will alternate the chairing of meetings.

4. Term of Appointment

- Members of the Committee from the Community at large shall be appointed for a two (2) year term to a maximum of six (6) years.
- Members nominated by the Education Sector (the University of Lethbridge, Lethbridge College, Lethbridge School District 51, and Holy Spirit Catholic Schools) and ratified by City Council shall be appointed for a term determined at Council's discretion.
- Members nominated by the Chamber of Commerce and ratified by City Council shall be appointed for a term determined at Council's discretion.
- Members nominated by LISN and ratified by City Council shall be appointed for a term determined at Council's discretion.

5. Sub-Committees

The Committee may establish sub-committees to examine, consider, report, and take action, which is consistent with the Reconciliation Implementation Plan.

- a. The Chair of any such sub-committee shall be a Reconciliation Lethbridge Committee member.
- b. Members from the community at large may be appointed to committees.
- c. Committee meetings may be called at the request of the Chair of the committee.

6. Duties and Responsibilities

- a. Facilitate the Reconciliation Implementation Plan as a living document.
- b. In the event the Committee is required to report to Council, the Committee will report to the appropriate Standing Policy Committee depending on the nature of the matter.
- c. Provide advice to City Council regarding the TRC and urban Indigenous issues.
- d. Regularly review the TRC "Calls to Action" and the City of Lethbridge Reconciliation Implementation Plan.
- e. Foster good working relationships between Indigenous and non-Indigenous peoples and organizations.
- f. Investigate, research and make recommendations on topics of mutual interest between Indigenous peoples and the City of Lethbridge.
- g. Be available as a body to receive advice, recommendations, and reports from individuals or groups addressing community issues involving indigenous peoples and to take appropriate action.
- h. Ensure that communication and community engagement play a major role in efforts of the Committee to fulfill its function.
- i. Take action to ensure the efforts of other agencies, organizations, and municipalities who are

addressing similar topics are coordinated in an appropriate manner.

- j. Manage an annual budget to facilitate Indigenous awareness events, education and training, and research on indigenous issues.
- k. Review Committee Terms of Reference every two years.
- l. Seek consensus in decision making through dialogue.

7. Meetings

- a. To occur monthly, with the discretion of taking off the months of July and August.
- b. Special committee meetings may be called by the Co-chairs as required to meet the mandate of the committee, providing at least 48 hours' notice to committee members.

8. Quorum

Quorum shall be the majority of voting members.

9. Decision Making

As outlined in Section 6: Duties and Responsibilities, the Committee shall seek consensus in decision making through dialogue. All decisions will ultimately be recorded by vote.

10. Committee Support

- City Clerk's Office to act as resource and support the work of the Advisory Committee.
- City of Lethbridge staff resource(s), as required.

11. Review

The Purpose and Role of the Advisory Committee will be reviewed every two years.