

TERMS OF REFERENCE
Indigenous Advisory Committee
July 20, 2023

Mandate

The Indigenous Advisory Committee (IAC) is a new structure under Northern Development Initiative Trust (NDIT) through which First Nations, Inuit and Métis peoples will provide guidance to the board and management on how to best implement an Indigenous Engagement Plan (IEP), with particular focus on building relationships and envisioning a governance framework that is inclusive of Indigenous communities.

In June 2015, the Truth and Reconciliation Commission (TRC) of Canada released a report outlining 94 calls to action to further reconciliation between Canadians and Indigenous peoples. In November of 2019, the Province of BC passed the Declaration on the Rights of Indigenous People's Act (DRIPA) and in March of 2022, it released the Declaration Act Action Plan, an 89-point plan with goals, outcomes and tangible actions.

Both the TRC report and the Declaration Act Action Plan include calls to action that either directly or indirectly relate to the mandate of Northern Development Initiative Trust. The IAC will utilize the TRC principles and DRIPA as a framework for discussion and decision making.

Duty to Seek Advice

The IAC and Northern Development are cognizant of the diversity within Indigenous communities in the service region and is considerate of conduct that might adversely impact potential or established Indigenous or treaty rights. The IAC is able to contact external sources when appropriate to seek advice and information helpful to its work in support of NDIT.

Elder Advisors/Knowledge Keepers

IAC members will reach out to Elders/Knowledge Keepers when the committee deems it necessary to seek advice.

Elders/Knowledge Keepers will be presented with a \$250 honourarium or gift equivalent when invited to advise at an Indigenous Advisory Committee meeting.

Cultural Safety

All IAC members recognize and respect the cultural identities of others and safely meet their needs, expectations and rights. We achieve Cultural Safety the following ways:

- Cultural awareness – we recognize that differences and similarities exist between cultures
- Cultural sensitivity – we see the influences of our own culture and acknowledge that we have biases
- Cultural competency – builds an understanding of other cultures and developing practical skills for interacting in respectful ways
- Cultural humility – involves listening without judgment and being open to learn from and about others in order to develop mutual understanding
- Gender identity and gender expression – all persons will be treated with equal dignity and respect including transgender, two-spirited, transsexual and intersex persons, cross-dressers, and other people whose gender identity or expression is, or is seen to be, different from their birth sex

Territory Acknowledgement

Territory acknowledgement shall be regular practice at the beginning of every IAC meeting. All members will be granted the opportunity to acknowledge their territory(s) in a way that best represents the individual's connection and experience with their territory; whether through spoken word, silent word (prayer), song, chant, or movement.

Scope

The IAC is responsible for delivering a report to NDIT Board of Directors outlining options for a revised governance framework for the Trust, inclusive of actions and recommendations on how to improve relationships with Indigenous communities.

Membership and Procedures

Members of the IAC shall consist of eight (8) representatives, excluding ex officio members

- Eight Indigenous community leaders (business sector, local or First Nations government, not-for-profit sector) from various geographical areas of Northern Development's service region
- NDIT CEO as ex officio member
- NDIT CFO as ex officio member
- Two (2) NDIT board members as ex officio members
- Representative from the Ministry of Jobs, Economic Recovery and Innovation (JERI)

Members of the IAC will serve as knowledgeable individuals in their own right and in the best interests of Northern B.C. Membership is not based on representation of a particular nation, community, or organization.

Other IAC members may be included at the discretion of the IAC Chair and with the advice of the IAC.

The IAC is not a legal entity and will not have legal or contractual responsibility for NDIT or any information associated with it.

Meetings and Quorum

The IAC shall meet quarterly.

Attendance by 50% of IAC members (including the ex officio members) is required to establish quorum.

Chairs

Appointments are made and reviewed at each instance of changes in committee membership.

The IAC Chair is selected by the committee, in consultation with the CEO. The Chair will report to NDIT CEO and in the Chair's absence, the Vice-Chair will assume reporting responsibilities.

The IAC Chair is responsible for the better conduct of meetings, including agendas, information processes, and oversight of reporting and action items.

The IAC Vice-Chair is selected by the committee, in consultation with the CEO.

The IAC Vice-Chair assumes the responsibilities of the IAC Chair in the absence of the IAC Chair and may also be assigned additional tasks at the discretion of the IAC Chair.

The IAC will receive additional and reasonable support for the assembly, assessment and reporting of information.

Responsibilities

Members of the Committee have a responsibility to offer their independent and expert advice. These responsibilities include but are not limited to:

- Providing advice on the most efficient and most effective approach to develop the IEP
- Recommending policies that are associated with the creation and publication of the IEP
- Reviewing and recommending, if required, external consultant(s) to assist with the development of the IEP
- Advising on which First Nations communities and leaders should be consulted in the development of the IEP
- Reviewing the IEP budget and ensuring funds are spent appropriately
- Attending the scheduled, quarterly meetings whether virtual or in-person

- Advising on written agreements/contracts associated with the IEP
- Delivering a final report to NDIT Board of Directors outlining details for a revised governance framework that is more inclusive of the region's Indigenous communities and residents

Recommendations and Decision-making

Recommendations to the IAC Chair will be made by consensus.

- It is desirable that recommendations are acceptable to all IAC members; therefore the process should be continued until a consensus is achieved

Remuneration

NDIT will remunerate the eight external committee member \$250 per meeting along with a per diem and reimburse reasonable travel costs associated with the meetings in accordance with NDIT's travel policy.

Duration

The IAC will remain in place until such time as NDIT determines the Committee has met all its obligations.

Amending the Terms of Reference

The Terms of Reference may be revised by NDIT CEO and the IAC Chair upon the recommendation of the IAC.