

City's City of Clarence-Rockland, Truth and Reconciliation Advisory Committee Terms of Reference

Purpose

This committee will have a mandate to work with City Administration to identify potential opportunities for advancing indigenous awareness in our community, and to present them to City Council for approval. The Committee will also act in an advisory/educational capacity for certain other municipal projects, to ensure potential indigenous concerns and/or opportunities are identified and addressed.

Membership

The Committee, which is appointed by resolution of the Municipal Council shall be formed by the following:

1.
 - a) A maximum of one (1) councillor of the City Clarence-Rockland
 - b) A maximum of two (2) City employees
 - c) A maximum of six (6) residents of the City of Clarence-Rockland who represent members of the indigenous community

2.2 The committee shall nominate a Chairperson.

2.3 No member of Council or municipal employees can be appointed to the position indicated in item 1-C.

2.4 Quorum cannot be less than 50% plus one (1). The President only votes in the case of a tie.

2.5 At least one of the City employees on the Committee will be from the Public Relations Service of the Corporate Services Department.

4.1 The Corporate Services Department will act as the responsible department. The Department shall:

- Convene the Committee's meetings;
- Prepare the agendas;
- Process the minutes of all meetings;
- Follow-up with the correspondence;
- Keep the minutes of all meetings and any files related to the applications as well as to the decisions taken and all official documents of the Committee.

Responsibilities

The Clarence-Rockland Truth and Reconciliation Advisory Committee's main objectives are:

- a. Advise and assist in the development, implementation and monitoring of a Reconciliation Action Plan (RAP) for the City of Clarence-Rockland
- b. Make recommendations to the administration regarding Municipal responses to the Truth & Reconciliation Commission of Canada Calls to Action.
- c. Make recommendations for informational/educational opportunities to Council, Municipal staff, businesses, and the public at large.
- d. Advocate for appropriate policies at the municipal level of government, and provide advice to the Municipality on advocacy to other levels of government.
- e. Provide regular reports to the Administration on progress of the Reconciliation Implementation Plan.
- f. Foster good working relationships between Indigenous and non-Indigenous peoples and organizations.
- g. Investigate, research and make recommendations on topics of mutual interest between Indigenous peoples and the City of Clarence-Rockland.
- h. 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.
- i. Take action to ensure the efforts of other agencies, organizations, and municipalities who are addressing similar topics are coordinated in an appropriate manner.

The Advisory Committee is considered the official citizens' voice regarding the decision process.

Frequency of Meetings

The meetings will be held on a bimonthly basis (two months), as established by the committee's responsible department.

Procedures and Guidelines

All procedures and guidelines stated in the associated policy or in a later version apply to this committee, unless otherwise indicated in the law. In case of disparity between the present terms of reference and this policy, the latter shall prevail.

The committee must respect the rules of procedure as prescribed by the appropriate by-law.