The Corporation of the Municipality of Red Lake

Truth & Reconciliation Committee
Terms of Reference

Land Acknowledgement Statement

We, the Municipality of Red Lake acknowledge that our foundation and the spaces in which we live and maintain are on the lands of the Anishinaapek of Red Lake; the traditional lands of Lac Seul and Wabauskang First Nations, and Treaty 3 territory. As we are all Treaty people, we will continue to cherish the reciprocity of all our relationships on these sacred Lands and Waters.

Purpose

To provide leadership, education and action on Municipal responses to the Truth & Reconciliation Commission of Canada Calls to Action. To build a new and respectful relationship between the Municipality and Indigenous people.

Responsibilities

1. Provide leadership and informational/educational opportunities for Council, Municipal staff, business, industry, visitors and the public at large.

2. Make recommendations to Council regarding Municipal responses to the Truth & Reconciliation Commission (TRC) of Canada Calls to Action.

3. Develop meaningful and sustainable partnerships with community groups and government(s) which enable and fosters responses to the TRC Calls to Action.

4. Develop and advocate for the appropriate policies at the municipal level of government and provide strategic advice to the Municipality on advocacy to the Federal and Provincial governments.

5. Establish sub-committees for specific matters, the members of which will be drawn from within the community based on the experience and expertise of a particular individual and/or community partner.

6. Research and recommend possible sources of funding to the Municipality.

Membership

1. Members shall be appointed by the Mayor.

2. The Committee shall be comprised of not less than five (5) and not more than nine (9) members as follows:

    - Mayor (Chairperson)
    - One (1) member appointed from the Municipal Council
    - Municipal Chief Administrative Officer (CAO)
    - Community Engagement and Communications Manager
    - Two (2) to six (6) from the community at large

3. The term of all appointments (members) shall coincide with the term of Council.

4. Vacancies shall be filled at the discretion of the Mayor.

5. Sub-committee members shall be appointed at the discretion of the Truth & Reconciliation Committee.

6. No honorarium will be paid to the members of the Truth & Reconciliation Committee and/or Sub-committee members. Members shall serve without remuneration and shall not directly or indirectly receive financial benefit and/or gain from their respective position(s). As per the Municipal Policy, members shall be paid for expenses incurred related to their duties given such that prior approval has been received by the Committee membership.

7. The Committee shall adhere to the Municipal Procedural By-Law, Municipal Code of Conduct, the Municipal Conflict of Interest Act, and Municipal Communications Policy.

Municipal Commitment

1. The Municipality shall cover all costs associated with conducting the business of the Committee in accordance with the approved budget in each given calendar year.

2. Requests for documentation, reports, and materials required by the Committee will be directed to a Staff Resource individual. The Chairperson will make all requests on behalf of the Committee.

3. The CAO shall assign a Staff Resource to the Committee. This individual will attend all meetings and will fulfill all Recording Secretary duties.

Meetings

1. The Municipal Procedural By-Law shall govern all meetings.

2. The Truth & Reconciliation Committee shall meet quarterly and less frequently as required.

3. Staff Resource will complete all meeting minutes. Meeting minutes will be submitted to Council through the Clerk's office.

4. Agendas and all other valuable information will be sent to the members at least three (3) business days prior to scheduled meeting. Any member may submit items for the agenda to the Chairperson prior to the agenda being distributed. The Chairperson will provide such agenda items to the Staff Resource.

5. The dates for the Committee meetings will be posted on the Municipal website.

Quorum

1. Quorum shall consist of the simple majority of the voting membership.

Attendance

1. Members who are unable to attend a particular meeting are required to advise their absence to the Chairperson and the Staff Resource prior to the meeting date and/or time. The Municipal Policy shall govern attendance practices/guidelines.

Council Reporting

1. Recommendations and/or reports to Council shall be made through the Clerk's office. If required, the Committee may make a presentation to Council in conjunction with the recommendation/report.

2. Recommendations and/or reports requiring Council approval shall include a resolution from the Committee.
3. Council's response shall be communicated to the Committee by the Clerk's office through the Staff Resource.

4. The Committee's action plan and budget request shall be submitted to the CAO and Municipal Treasurer on or before November 15th of each given year.

Governance

The Committee shall be governed by the following:

- The Truth & Reconciliation Terms of Reference
- The Municipal Procedural By-Law
- The Municipal Procurement Policy
- The Municipal Code of Conduct
- The Municipal Communications Policy
- All other applicable legislation

Guidance

- The Municipal Strategic Plan
- The Municipal Sustainability Plan