



# Lac La Biche County

welcoming by nature.

## LAC LA BICHE COUNTY INDIGENOUS COLLABORATION COMMITTEE

### TERMS OF REFERENCE

#### PURPOSE:

Lac La Biche County respectfully acknowledges it is situated on the lands of Treaty 6, Treaty 8, Treaty 10, and the homeland of the Metis. These lands are the traditional and sacred lands of the First Nations and the Metis people, and all First Peoples of Canada, whose presence continues to enrich our vibrant community. The County is committed to reconciliation and achieving equitable outcomes for Indigenous Peoples and so the Indigenous Collaboration Committee (hereinafter referred to as “the ICC”) is established to serve as a conduit between County Council and neighbouring Indigenous Communities and Organizations.

The ICC is committed to strengthening communication and relationships with neighbouring Indigenous Communities and Organizations.

#### MANDATE:

The mandate of the ICC is to:

- ✓ Collaborate and liaise with Indigenous Communities and Organizations to raise the profile of Indigenous issues and opportunities and achieve common goals.
- ✓ Provide advice to Lac La Biche County Council to advance the achievement of economic and cultural opportunities.
- ✓ To facilitate partnerships with Indigenous Communities and Organizations to assist in the delivery of the Lac La Biche County Strategic Plan.
- ✓ On invitation, participate in committees established by neighbouring Indigenous Communities or Organizations.
- ✓ Serve in an advisory capacity to Lac La Biche County Council and Committees of Council, the ICC may not direct Administration staff or make binding decisions on behalf of Lac La Biche County. Any advice/recommendations that requires formal action or implementation by Lac La Biche County must be approved by County Council.

#### INDIGENOUS COMMUNITIES AND ORGANIZATIONS-*Including but not limited to:*

Beaver Lake Cree Nation  
Buffalo Lake Metis Settlement  
Chipewyan Prairie First Nation  
Heart Lake First Nation  
Kikino Metis Settlement

Lac La Biche Canadian Friendship Centre Association  
Metis Nation of Alberta-Region 1  
Whitefish Lake First Nation (Goodfish)

Resource One Aboriginal Business Association (ROABA)

## **MEMBERSHIP AND TERM**

### **Composition:**

The ICC will comprise of the Mayor and three (3) Councillors appointed in accordance with the Meetings Procedures Bylaw.

There are no Members-at-Large appointed to the ICC, and instead the Committee will host Indigenous Communities and Organizations or attend meetings on invitation from an Indigenous Community.

### **Term:**

The term is for one year with appointments made at the annual Organizational Meeting.

All Council Member appointments shall terminate upon the Member ceasing to be a Member of Council.

If any Member is unable or unwilling to continue to serve as a Member, Council may appoint a replacement Member to serve the balance of the term vacated.

Council may remove a Member from the Indigenous Collaboration Committee by resolution.

### **Chair:**

The Chair of the ICC is the Mayor. The Chair shall provide leadership to the committee and ensure the mandate of the ICC is delivered.

The Chair will serve as the primary liaison between the ICC, Indigenous Communities, and Lac La Biche County Administration.

In the absence of the Chair, one of the other Members, by general consent, shall preside as Chair, who shall exercise the same powers, duties and responsibilities that the Chair would be entitled if present.

### **Remuneration:**

Remuneration for Committee Members is paid in accordance with Council Remuneration Policy and Procedure.

Remuneration will not be paid by inviting Indigenous Communities or Organizations.

## **COMMITTEE PRACTICE, PROCEDURES & HOST MEETINGS**

The ICC was established to collaborate and liaise with Indigenous Communities and Organizations and will host quarterly meetings to address matters of importance and significance.

- In the event that an alternate Lac La Biche County Committee or Task Force is better equipped to address a matter, the Indigenous Collaboration Committee Chair may refer the matter accordingly.

The ICC may also determine its own practices and procedures, as needed, to effectively liaise with Indigenous Communities and Organizations, inclusive of cultural traditions and practices.

### **Host Meetings**

The ICC will host quarterly meetings with Indigenous Communities and Organizations, and as required. Host Meetings will be called by the Chair, or on request from a Committee Member, identifying the matter to be discussed, and the respective Indigenous Community or Organization to be invited, inclusive of the following procedures:

- **Notice of Meetings:** Notice of a Host ICC Meeting shall be provided to the ICC Members and respective Indigenous Community or Organization at least six (6) days prior to the scheduled meeting, unless waived by the ICC Members at the Host Meeting.
- **Agenda:** An Agenda must be prepared and distributed to the Indigenous Collaboration Committee and invited Indigenous Communities and Organizations and advertised on the Lac La Biche County website twenty-four (24) hours prior to the meeting date.
- **Electronic Meetings:** Electronic Meetings (audio/web-conference) may be considered a legitimate meeting format.
- **Open Session:** Meetings are generally open to the general public, unless the ICC moves to Closed Session.
- **Closed Session:** The ICC may go into Closed Session in accordance with the *Freedom of Information and Protection of Privacy Act and Regulation*; any business arising out of a Closed Session must be conducted in Open Session.

**Support by Administration:** Administration will provide support to the ICC for Host Meeting Coordination, inclusive of the following tasks: Meeting set-up, agenda circulation (as directed by the ICC Chair) and recording secretary duties.

### **REPORTING:**

The activities of the ICC will be reported in accordance with the Council Report provision as outlined in the Meeting Procedures Bylaw.

### **TERMS OF REFERENCE REVIEW**

The Terms of Reference for this committee is subject to review from time to time, as deemed appropriate by County Council and/or Administration.

**Adopted:** April 6, 2021

**Amended:** February 22, 2022

**Motion #:**21.229, 22.144