



## **INDIGENOUS RELATIONS & RECONCILIATION ADVISORY COMMITTEE**

### **TERMS OF REFERENCE**

**January 12, 2023**

The Indigenous Relations & Reconciliation Advisory Committee (the “Committee”) is a committee of the Geoscience BC (“GBC”) Board of Directors (the “Board”).

#### **Purpose, Functions and Responsibilities**

The Committee’s purpose, functions and responsibilities are to provide advice and recommendations to the Board on matters related, but not limited, to:

- Guiding GBC’s role in reconciliation with Indigenous Peoples;
- Developing key performance indicators to measure GBC’s progress towards reconciliation;
- Integrating Indigenous needs, principles and Traditional Knowledge into GBC research and planning;
- Being a safe place to share and test ideas that progress Indigenous reconciliation;
- Enhancing Indigenous voices in GBC research and governance;
- Developing Indigenous engagement principles to guide GBC’s engagement approach and advise GBC’s contracted researchers ‘on the ground’;
- Understanding data sovereignty for Indigenous communities and responsible use of GBC data by end users;
- Identifying ways GBC can help build lasting geoscience-related capacity in Indigenous communities; and
- Considering GBC’s geographically limited scope and potential to expand beyond BC’s provincial borders with Indigenous leadership guidance and support.

#### **Committee Membership**

- Committee membership consists of, but is not limited to:
  - the Board Chair and Board Vice-Chair (or any of at least two volunteer Directors appointed by the Board) with the President & CEO and Vice President, External Relations (or their designates); and
  - At least two and up to five Indigenous representatives external to GBC acting in a volunteer capacity.
- Committee members may also invite other external individuals or groups to assist, on a voluntary basis, the work of the Committee.
- Committee terms will be for one year.

#### **Appointment of the Committee Members and Committee Chair**

- The Board will appoint members of the Committee, including the Committee Chair, at any Board meeting following the GBC Annual General Meeting each year, or at any general meeting.
- The Board retains the authority to add or revoke an appointment as may be deemed necessary.

- Any Committee vacancy can be filled by the Board for the remainder of the term of the Committee member being replaced.
- If a Committee member misses three consecutive meetings without giving reasonable cause to the Committee Chair in advance, they will be deemed to have resigned from the Committee.

**Duties of the Committee Chair**

- Ensure Committee functions are carried out.
- Organize Committee meetings, with the assistance of GBC staff.
- Ensure that an agreed written record (meeting minutes) of each of the Committee meetings, including all recommendations, is forwarded to the Board as required.

**Meeting Procedure and Frequency**

- A quorum will consist of a majority of Committee members.
- All Committee recommendations and advice to the Board will be made by majority vote. GBC staff are non-voting members of the Committee.
- Meetings of the Committee may be conducted in person, by teleconference or by videoconference.
- Meeting frequency and dates to be determined by the Committee members, however, they would likely be held quarterly.

**Staff and Other Resources**

- GBC staff will assist the Committee with meeting scheduling, dissemination of documentation, liaising with the Board, record keeping, and other tasks that may be required by the Committee from time to time.
- All Committee members will be reimbursed for their travel and out-of-pocket expenses for participating in GBC meetings and undertaking GBC business.
- All Indigenous representatives external to GBC acting in a volunteer capacity will be offered a \$150 honourarium per meeting.

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*These Terms of Reference to be reviewed annually by Committee members and other GBC staff if, and as, required*