



INDIGENOUS RELATIONS & RECONCILIATION ADVISORY COUNCIL

TERMS OF REFERENCE

March 16, 2023

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

Purpose, Functions and Responsibilities

The Council’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.

Council Membership

- Council 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 three and up to seven Indigenous representatives external to GBC acting in a volunteer capacity.
- Council members may also invite other external individuals or groups to assist, on a voluntary basis, the work of the Council.
- Council terms will be for one year.

Appointment of the Council Members and Council Chair

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

Duties of the Council Chair

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

Meeting Procedure and Frequency

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

Staff and Other Resources

- GBC staff will assist the Council with meeting scheduling, dissemination of documentation, liaising with the Board, record keeping, and other tasks that may be required by the Council from time to time.
- All Council 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.

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