

A G E N D A

RECONCILIATION COMMITTEE

**THURSDAY, NOVEMBER 30, 2017 AT 4:30 PM
IN THE COMMITTEE ROOM**

The following pages list all agenda items received by the deadline. A sample resolution is provided for most items in italics for the consideration of Council. For a complete copy of the agenda including all correspondence and reports refer to the City's website www.portalberni.ca or contact the City Clerk phone: (250 720-2810) or email: davina_hartwell@portalberni.ca

PRESENT:

1. Recognition of Traditional Territories – Councillor Sharie Minions
2. Approval of Agenda – Councillor Sharie Minions
3. Review of Select Committee Procedures – City CAO
(Bylaw #4830 Part 9 *Committees* Section 38 *Duties of Select Committees* attached)
4. Review of Reconciliation Committee Terms of Reference – City CAO
(Terms of Reference attached)
5. Message from Mayor Ruttan
6. Introductions – John Rampanen
 - a) John Rampanen
 - b) Committee Members
7. Selection of Committee Chair

That the Reconciliation Committee appoints _____ as Chair for the Reconciliation Committee.

8. Next meeting date / time / location
9. Adjournment

Excerpt from Bylaw 4830;

A BYLAW TO GOVERN THE PROCEEDINGS OF COUNCIL

PART 9 - COMMITTEES

37. General Duties of Standing Committees

The general duties of all the standing committees of the Council shall be as follows:

- (1) To consider and report to Council from time to time, or whenever desired by the Council and as often as the interest of the City may require, on all matters referred to them by the Mayor or Council or coming within their purview, and to recommend such action by Council in relation thereto as they, the Committee, deem necessary or expedient.
- (2) To carry out the instructions of the Council expressed by resolution in regard to any matter referred by the Council to any Committee for immediate action thereupon, but in such cases the instructions of the Council shall be specific and the Committee shall report its action in detail at the next meeting of the Council thereafter.

38. Duties of Select Committees

- (1) Select committees must consider, inquire into, report, and make recommendations to Council about the matters referred to the committee by Council.
- (2) Select committees must report and make recommendations to Council at the next Council meeting unless Council specifies a different date and time.
- (3) A select committee shall, on completion of its assignment or on submitting its report to the Council, be automatically dissolved.

39. Schedule of Committee Meetings

- (1) At its first meeting after its establishment a standing or select committee must establish a regular schedule of meetings.
- (2) The chair of a committee may call a meeting of the committee in addition to the scheduled meetings or may cancel a meeting.

40. Notice of Committee Meetings

- (1) Subject to subsection (2), after the committee has established the schedule of committee meetings, including the times, dates and places of the committee meetings, notice of the schedule must be given by:
 - posting a copy of the schedule at the Public Notice Posting Places; and
 - providing a copy of the schedule to each member of the committee.

- (2) Where revisions are necessary to the annual schedule of committee meetings, the Corporate Officer must, as soon as possible, post a notice at the Public Notice Posting Places which indicates any revisions to the date, time and place or cancellation of a committee meeting.
- (3) The Chair of a committee must cause a notice of the day, time and place of a meeting called under Section 33(2) to be given to all members of the committee at least 12 hours before the time of the meeting.

41. Attendance at Committee Meetings

Council members who are not members of a committee may attend the meetings of the committee.

42. Quorum

The quorum for a committee is a majority of all its members.

43. Conduct and debate

- (1) The rules of the Council procedure must be observed during committee meetings, so far as possible and unless as otherwise provided in this Bylaw.
- (2) Council members attending a meeting of a committee, of which they are not a member, may participate in the discussion only with the permission of a majority of the committee members present.
- (3) A motion made at a meeting of a committee is not required to be seconded.

44. Voting at Meetings

Council members attending a meeting of a committee of which they are not a member must not vote on a question.

City of Port Alberni Reconciliation Committee Terms of Reference

Purpose

The Reconciliation Committee is a select committee of Council appointed for the purpose of investigating practical actions for the City and the community to help foster reconciliation between indigenous and non-indigenous peoples.

Membership

The Committee shall be composed of not less than five and not more than eight members as follows:

- 1 member of City Council
- 2 individuals identified by the Tseshaht First Nation
- 2 individuals identified by the Hupacasath First Nation
- Residents at large, a maximum of 3 appointed by City Council.

Staff resources to include the Deputy City Clerk.

Procedures

- The Committee shall adopt a meeting schedule and will structure its activities to complete the required tasks within a reasonable timeframe.
- Minutes of the meetings will be forwarded to Council for information and action as required.
- The City's Procedures Bylaw applies to the conduct of business.

Term

The Committee will serve until the completion of a final report to be presented to the respective Councils for the City of Port Alberni, Tseshaht First Nation and Hupacasath First Nation.

Contents of the Report

- Identify potential events and/or initiatives to strengthen awareness and understanding of local indigenous history and culture.
- Recommend possible sources of funding to support reconciliation activities.
- Identify potential frameworks to support a long-term cooperative government-to-government relationship between the City and the Hupacasath First Nation and Tseshaht First Nation.
- Identify potential policies and actions in response to the Truth & Reconciliation Commission of Canada Calls to Action.

The Committee may:

- Engage and network with local organizations and community groups to identify best practices and opportunities for collaboration.