



Improvement District No. 9

Terms of Reference

Truth & Reconciliation Committee

COMPOSITION OF COMMITTEE

The Truth & Reconciliation Committee (the “Committee”) is comprised of up to six (6) members, consisting of one (1) member of the public (when applicable) and five (5) Councillors in accordance with the Improvement District No. 9 Procedural Bylaw.

The Committee shall elect a chairperson and a vice-chairperson from among their members at the first regular meeting following an annual organizational meeting of council.

STATEMENT OF PURPOSE

The purpose of the Committee shall be to advise the Improvement District No. 9 Council (the “Council”) on matters pertaining to Truth & Reconciliation.

DUTIES AND POWERS

The Committee is advisory in nature, making recommendations to Council by way of motion at a Committee Meeting and submitted to a subsequent council agenda for consideration by way of report.

The Committee shall:

- Annually review, update, and revise the “Plan on a Page” and “Indigenous Work Plan”;
- Make recommendations to Council on Land Acknowledgements (based on the “Land Acknowledgement Resource Guide”);
- Make recommendations to Council on opportunities to meet the goals established and approved in the Work Plan;
- Act in an advisory capacity to Council on matters pertaining to Truth & Reconciliation;
- Review Council initiatives, policies, bylaws, and budgets involving opportunities for Truth & Reconciliation;
- Conduct its operations and meetings in accordance with the Procedural Bylaw;
- and, Act in a manner respecting the Improvement District No. 9, Banff National Park, the community, residents, and visitors.

The provisions of the Municipal Government Act regarding pecuniary interest shall apply to all members of the Committee.

MEETINGS

Regular meetings of the Committee will be set by resolution of the Committee. Committee meetings shall be scheduled to occur a minimum of two (2) times annually, based on the work requirements of the Committee. Other meetings may be designated as working meetings. Committee members are expected to attend all meetings; however, it is recognized that Committee members may be unable to attend some meetings due to conflicts with other commitments or unforeseen circumstances. It is important that the Chair be informed prior to any absences. Where a committee member holding the public seat fails to attend 75% of the meetings of the Committee in a 12

month period, the Chair shall discuss the reason for the absences with the member and may ask the individual to resign, if the member has not discussed the reasons for the absences in advance with the Chair. A member's record of attendance may be submitted to Council with respect to renewal of the Committee term.

The Committee meeting is to comply with the requirements of the Municipal Government Act, as amended, and the Procedural Bylaw, as amended or repealed and replaced from time to time.

LIAISON

The CAO or their designate will act as the primary liaison between the committee and the administrative staff and will support the working activities of the Committee. Administration shall act as recording secretary and will facilitate communications between the Committee and Council through the distribution of meeting minutes and reports. Administration shall provide clerical support, including but not limited to, agenda package preparation, meeting scheduling, and meeting notification.

The Committee Terms of Reference shall be reviewed in the year preceding the Appointments to ensure that they reflect the current mandate of the Committee.