

## **Calgary Aboriginal Urban Affairs Committee (CAUAC) Terms of Reference 2014**

### **1. Background**

CAUAC is one of 80 boards, commissions and committees that provide Calgary City Council with advice for decision making. CAUAC reports to Council through the Standing Policy Committee on Community and Protective Services.

CAUAC was established in 1979 as an Advisory Committee to Council at the request of the Treaty 7 Chiefs on behalf of their growing urban population. Currently, 55 per cent of Aboriginal people in Canada live in a large metropolitan centre, and Calgary is home to approximately 27,000 First Nations, Metis and Inuit people. Aboriginal population projections for Alberta by 2031 are between 6.1 per cent to 7.5 per cent growth. Currently, Aboriginal people account for 2.5 per cent of Calgary's population, and are becoming a significant part of the urban landscape. Statistics Canada states that "prospective data are important for planning various public policies relating to Aboriginal people" (Statistics Canada, 2012). CAUAC has a role to ensure their interests are being addressed within municipal government.

### **2. Purpose**

The primary function of CAUAC is to provide Council with professional and strategic advice on matters that affect Aboriginal Calgarians, and offer ongoing guidance in relation to the implementation of strategies that advance Aboriginal interests in ways that benefit all Calgarians.

### **3. Membership**

CAUAC members should be respected representatives of the Aboriginal and non-Aboriginal communities, should be well versed in Aboriginal history, culture and current realities, and willing to provide professional advice based on their expertise and knowledge of Aboriginal interests.

CAUAC membership shall be made up of a MINIMUM OF 12 MEMBERS AND A MAXIMUM OF 14 members of the community, and at least 60 per cent plus 1 should be Aboriginal and will include one Aboriginal youth.

Council appoints CAUAC members based on recommendations presented to Council by CAUAC.

Members must reside in the city of Calgary, with the exception of up to two aboriginal members who reside outside of Calgary but within the Treaty 7 territory.

#### **4. Chair and Vice-Chair**

The Chair person and Vice-Chair person position must be held by Aboriginal committee members and must be willing to support advancing Aboriginal interests, have demonstrated leadership abilities, and be willing to speak on behalf of the Aboriginal community.

The Chair and Vice-Chair will be nominated and elected annually by the committee, and may serve up to three consecutive terms in each position.

#### **5. Quorum**

The quorum for CAUAC is nine members if CAUAC has fulfilled the maximum number of 14 members or eight if the minimum number of 12 vacancies is achieved; and the majority of five (or more) must be Aboriginal.

#### **6. Voting**

Only CAUAC members, as appointed by Council, have voting rights. No proxy votes accepted. Each member has one vote. Motions are passed when there is a majority voting in favour of the matter. Motions that are lost in a tie vote would require the Chair to break the tie vote; otherwise, the Chairperson would abstain from voting and would vote only in this circumstance.

#### **7. Vacancy**

Members must attend all CAUAC meetings. If there are three or more consecutive absences without proper notice, CAUAC has the right to terminate members through a motion. Proper notice of absences can be made through a phone call/ message or email to the Administrative Support to CAUAC. CAUAC may fill vacancies as they arise by submitting a candidate's name to Council for appointment.

#### **8. Conflict of Interest**

In the course of meetings or activities, members will disclose any interests in a decision which may result in or has the appearance of resulting in, personal, organizational, or professional gain.

When a conflict of interest is relevant to a matter requiring action by the Committee, the interested member(s) shall call it to the attention of the Committee and said member(s) shall not vote on the matter. In addition, the member shall not participate in the final decision or related deliberation regarding the matter under consideration. When there is a doubt as to whether a conflict exists, the matter shall be resolved by vote of the Committee, excluding the member(s) concerning whose situation the doubt has arisen.

The official minutes of the Committee shall reflect that the conflict of interest was disclosed and the interested member(s) did not participate in the final discussion or vote and did not vote on the matter.

## 9. Terms of Office

This item describes the rules governing the conditions of appointment to CAUAC, including public notice and selection procedures, length of appointment, and roles and responsibilities;

### Public Notice and Selection

- a. Notice of 'call' for boards, commissions and committees is issued through The City of Calgary; City Clerk's office in late August of every year.
- b. The 'call' is publically posted and will include criteria: 1.) Aboriginal self-identity, 2.) knowledge of the Aboriginal history and current events, 3.) knowledge of the urban Aboriginal community, and 4.) personal experiences working with Aboriginal people.
- c. CAUAC will work with City Clerk's office to review interested applicants, and make a recommendation to Council for membership appointments.

### Terms of Appointment

- d. CAUAC is on a two-year term staggered system; half the committee's term expires in year one, and the other half in year two; both terms expire in November.
- e. To ensure continuity of Aboriginal participation, half of the 40 per cent non-Aboriginal members' terms must either expire or be up for renewal in each of the staggered system years.
- f. The committee may vote to limit or end a member's term of appointment, based on the member's lack of participation and/or contribution to the committee.

### Roles and Responsibilities

- g. Provide advice to Council.
- h. Liaise with the Aboriginal community, and promote a good working relationship.
- i. Ambassadors for the Aboriginal community and for The City of Calgary.
- j. Investigate, research and make recommendations on areas of mutual concern between urban Aboriginal people and The City of Calgary.

- k. Be available as a body to receive advice, recommendations, reports or complaints from individuals or groups addressing issues of concern to urban Aboriginal people and to take appropriate action.
- l. Seek assistance if and when required, from any appropriate agency or organization, including the Chiefs and Councils of Treaty 7, to improve the role of the committee.
- m. That The City of Calgary Community & Neighbourhood Services (CNS) business unit be authorized to assist this Committee whenever possible, to carry out the Committee's mandate. That the department be authorized to seek the recommendations of this Committee on departmental policies, programs, procedures and practices which will have an impact on Aboriginal people living in the city of Calgary.
- n. Be empowered, when necessary, to strike a standing, ad hoc, or sub-committee(s) to address specific or urgent concerns.
- o. Call special and/or emergency meetings, through the Chairman, after evidence has been considered and deemed necessary to address specific items or issues of an urgent or emergency nature and to take appropriate action. All members must be notified 24 hours in advance and notified through email.
- p. Report on a regular basis through appropriate channels to City Council, Treaty Seven leadership and to the Aboriginal leadership in general within the city of Calgary.
- q. Ensure that communication, public relations, and/or public participation play a major role in the efforts of the Committee to fulfill its function.
- r. Be available and offer to assist or improve the efforts of other agencies, organizations, etc. who are addressing issues of concern to urban Aboriginal people on a formal or informal basis.
- s. CAUAC will establish and update specific operating protocols as required.

## **10. Reporting and Accountability**

Progress towards CAUAC's 10-Year Strategic Plan will be reported at least annually to Council and in June of each year to the Aboriginal Community.