



City of Dryden Working Circle

Terms of Reference

Name & Type:

The Committee of Council, dubbed the “Working Circle,” is an Advisory Committee to the City of Dryden Council.

Purpose:

To improve Indigenous relationships through developing strategies, outcomes and action items that prioritise the City of Dryden’s diversity and inclusiveness.

Background:

The City of Dryden has an ardent desire to strengthen and build on its relationships with Indigenous community members, neighbouring First Nations, and the Metis Nation of Ontario. City Council and City staff recognize that prioritising diversity, equity, and inclusion is a cornerstone of any strong, sustainable community and will be of significant importance for the future of Dryden and our neighbours.

Strengthening relations with Indigenous peoples is a key initiative in the City’s Strategic Plan. Two areas in the City’s Strategic Plan identify priorities associated with building on these relationships.

Related Strategic Plan Goals and Priorities:

2.1 Goal: Community Diversity and Inclusion

1.0 “Develop support systems to welcome and familiarize new and existing citizens to the City of Dryden” (not all of whom may be Indigenous)

2.0 “Continue to foster positive relationships with Indigenous peoples and neighbouring First Nation communities.”

2.5 Goal: Economic and Investment Diversity

7.0 “Partner with Indigenous organizations and communities and other organizations to foster local and regional economic growth.”

The City of Dryden Council and City staff have a fervent desire to ensure that Dryden not only states that it is a welcoming community for all established citizens and newcomers but is considered a welcoming community by those groups, and more specifically, by Indigenous communities.

Scope:

Through engagement with City of Dryden Indigenous residents, organizations, visitors and neighbouring First Nation communities, the Working Circle will strive to:

1. Identify issues important to local Indigenous people. These would include things such as lifestyle and social issues, amenities Indigenous people are seeking and other issues impacting experiences living in the community.
2. Develop recommendations for City Council and City staff on strategies, outcomes, and action items the City could adopt to improve the experience of Indigenous people in Dryden.
3. Identify actions or activities the community could take to bring the Indigenous and non-Indigenous community members closer together.
4. Identify opportunities for fostering positive relationships between Indigenous peoples and other community members.
5. In addition, the Working Circle has been tasked with the responsibility to recommend and/or select the candidate for the following awards:
 - a. Oversee the issuing of nominations and awarding of the Leonard Sky “Building Bridges Award.” The City of Dryden will donate the costs for the making of a “Star Blanket” to present to the recipient as selected by the majority of Working Circle members.
 - b. Select and recommend to Council one recipient of the City of Dryden Scholarship as per City of Dryden Policy MU-CO-01 from the applications received from the City of Dryden Municipal Clerk that will be referred to Council for approval by resolution.

Authority:

The Working Circle is an Advisory Committee of Council. The Working Circle is charged with carrying out their mandate and bringing forward recommendations to Council for discussion and approval by the City of Dryden Council. This Working Circle does not have decision making authority. Where a recommendation is supported by the Working Circle, and the City’s CAO deems the recommendation to be operational in nature, the recommendation may be acted on without City Council’s direct approval.

Membership:

The Working Circle is comprised of five public Indigenous members, three City Councillors, the City’s Chief Administrative Officer and one other City Staff Member. These members will be voting members. From time to time and as required, additional City Staff may be requested to attend the Working Circle in a non-voting support role.

All voting members of the Working Circle are appointed by Council.

The term of the Working Circle is aligned with the term of the current City Council. Appointments will be approved by City Council and vacancies approved based on mutual consent of existing members and a resolution of Council.

The Chair and Co-Chair of the Working Circle will be comprised of one public Indigenous member and one City Council member. The Chair and Co-Chair will be chosen by the Working Circle voting members for the current term through a nomination and election process and shall alternate their duties from month to month.

Meeting Arrangements:

The Working Circle will meet at least monthly. Meeting minutes will be captured and submitted to the Working Circle Members for review and approval.

Meetings may be attended either in person or remotely. Remote attendance may be limited by technology availability.

Working Circle Quorum refers to the minimum number of members who must be present at meetings for business to be legally transacted. The quorum required commencing and continuing through a meeting of the Working Circle shall be more than fifty percent (50%) of the members.

Agendas will be created for each meeting. The Working Circle Chair or Designate will be responsible for creating and distributing the agenda via email at a minimum 3 days prior to each meeting. Members will be requested to provide agenda items prior to each meeting.

The Chair or Designate shall prepare the minutes and agendas under the direction of the Co-Chairs and distribute minutes via email after each meeting. Meeting minutes will be distributed to the members of the Working circle within five business days following each meeting for review and comment prior to final meeting minutes being distributed. Minutes will be brought forward for adoption at subsequent Working Circle meetings.

Communications between meetings will be done by email.

From time to time, guests/guest speakers may be invited to attend Working Circle meetings. These invitations will be approved through the Chair and Co-Chair.

Confidentiality:

Working Circle members will be required to sign the Working Circle Confidentiality Agreement, attached to these Terms of Reference as Appendix A.

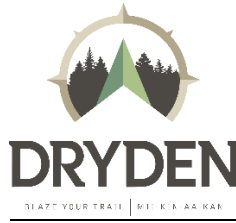
Resources and Budget:

The Working Circle will not have specific budget allocations. From time to time, where resources are required, the City's CAO will work within the approved City budget to attempt to allocate required resources.

Other required resources such as meeting rooms, meeting equipment, copying, etc. will be provided by the City at no cost to members.

Review:

The Working Circle Terms of Reference will be reviewed, at a minimum, at the beginning of the new term of Council when Working Circle members are appointed.



APPENDIX A

Working Circle (Advisory Committee) Confidentiality Agreement

In participating on the Working Circle, members shall not divulge, disclose, provide or disseminate confidential information to any third party. Furthermore, confidential information shall not be used for any purpose other than its reasonable use in the normal performance of committee membership duties.

Working Circle members who are neither official spokespersons nor permanently and/or temporarily designated spokespersons cannot, under any circumstances (including on a “no-names” or “off the record” basis) respond to requests for information regarding the Working Circle and its undertakings before such information is made public by the Working Circle Chair/Co-Chair. All requests for information of this nature shall be referred to the Chair/Co-Chair of the Working Circle.

Working Circle members shall keep all confidential information and relevant knowledge obtained during their time on the Working Circle confidential both during and after their term. While not contravening the above, Working Circle members are free to speak on their own behalf about their opinions and views on issues which may or may not be the topics of discussion of the Working Circle.

Statement Respecting Confidentiality

I hereby acknowledge that I understand that while carrying out my duties as a member of the Working Circle I may be dealing with information that is confidential.

I agree to hold such information confidential except as I may be legally be required and will not disclose or release it to any person at any time including after my time on the Working Circle.

Date _____

Member’s Printed Name

Member’s Signature