

Truth and Reconciliation Committee

Terms of Reference



April 27, 2023

Purpose

The Truth and Reconciliation Committee is established to develop and implement an action plan to advance the truth and reconciliation work at the County.

Roles and Responsibilities

Actions taken by the Committee may include, but are not limited to:

- Organizing an event to take place on September 30th in recognition of the National Day for Truth and Reconciliation;
- Implementing some or all of the recommendations from the previous Council Sub-Committee on Truth and Reconciliation Calls to Action (dated December 2019);
- Coordinating with elected officials and administration from the City of Spruce Grove and Town of Stony Plain to implement relevant recommendations arising from the Tri-Municipal Regional Plan;
- Exploring additional recommendations as proposed by members.

Membership

The committee will consist of two (2) Parkland County Councillors and up to ten (10) public members with preference given to Indigenous peoples.

Terms of Member Appointments

Members of Council will be appointed annually at the Organizational Meeting of Council. Public members will be appointed by Council for up to four-year terms.

Committee Chair

A Committee Chair will be selected from among the Committee members.

Quorum

Quorum shall be not less than three (3) committee members, including an appointed member of Council.

Meeting Frequency and Location

Meetings of the Committee will take place at the call of the Chair and at a location agreed upon by the Committee.

Member Expectations

Committee members are expected to attend Committee meetings and follow through in a timely manner on any commitments. If a member is unable to attend a meeting, notice should be provided to the Chair as far in advance as possible.

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Decisions

- Consensus will be used for decision making
- Meetings will be open to the public
- Appointed Committee members may bring 1-2 community members to attend a meeting of the Committee as a contributing guest

Reporting

The Council Committee members will provide updates to Council during the standing “Committee Reports” section of the Council and Governance and Priorities Committee Agendas

Administrative Resources

The following members of Administration will provide resources for the Committee:

- Chief Administrative Officer
- Corporate Planning and Intergovernmental Advisor (agenda preparation, minute-taking)
- Council’s Executive Assistant
- Legislative Services

Minutes

Minutes will be taken at each meeting in accordance with County meeting procedures bylaw, circulated to all Committee members with the next meeting agenda, and adopted at that meeting. Committee meeting minutes will be made available to the public.