

City of Saskatoon Indigenous Technical Advisory Group (ITAG) Terms of Reference (updated October 2022)

Name

Indigenous Technical Advisory Group (ITAG)

Type

The Indigenous Technical Advisory Group is an advisory group to City of Saskatoon staff (Administration) on the process/policies affecting Indigenous peoples in Saskatoon.

Background

The City of Saskatoon is committed to building respectful relationships with Indigenous peoples* and engaging them in meaningful dialogue on decisions that may impact them. In support of this commitment, the City of Saskatoon is looking for Indigenous people with specialized knowledge. The Indigenous Technical Advisory Group was first formed in 2019 and they advise City staff on processes and procedures at the City of Saskatoon.

Mission

ITAG provides First Nations and Métis worldviews to lead the City of Saskatoon to improve the quality of life for future generations.

Guiding Principles

Our guiding principles include:

manācihitowin ↔ wāhkotowin ↔ manatisiwin ↔ wīcihitowin ↔ mīyo pimatisiwin
pīmācihisowin ↔ kanaweyimikosiwin ↔ peyatik ↔ peyatikimowin ↔ tapahteyitamowin

Authority

ITAG will provide the City of Saskatoon Administration with:

- **advice** for staff on key City of Saskatoon policies, processes, and procedures; and
- **advice** on approaches for co-development and engagement with Indigenous peoples on City of Saskatoon policies, processes, and procedures.

Media

The City of Saskatoon will coordinate and assist any ITAG media relations.

Conflict of Interest & Confidentiality

New members of ITAG will be required to sign a Conflict of Interest and Confidentiality Form.

**In the terms of reference, the term Indigenous is encompassing First Nation, Métis, and Inuit within Canada.*

Membership

Group membership will include Indigenous peoples. Members will contribute their experience and expertise to the work of the Group independently and not on behalf of any association, political body, firm or other organization to which they may belong. Current City of Saskatoon employees are not eligible to become members of the Group.

Membership commitment is a 2-year term.

Number of Members

A minimum number is not required, however, ITAG should represent the diversity of Indigenous cultures, genders, and ages within group membership. To ensure membership continuity, there will be staggered 2-year member commitments.

Quorum

The purpose of ITAG is to generate discussion and understand different perspectives. If one of the Elders is present, the meeting can go ahead. At times, there may be a need to vote on certain matters, i.e. appointment of new members, meeting schedule etc. At these times, the Group will follow 50%+1 rule for quorum requirements.

Appointment

Administration will hold an open call for new members if vacancies become available. Outside of open calls, applicants can express interest by contacting a City employee in the area of Indigenous Initiatives or Public Engagement who will provide them with information on the application process.

Meeting Length and Frequency

ITAG members will be expected to attend quarterly meetings that will be half day meetings (approximately 4 hours long). There is a possibility of an annual one-day planning event and additional meetings on time-sensitive matters that the group has identified as a priority.

Attendance Requirements

Members are expected to attend all meetings. If a member is not able to attend, it is important to notify the City of this change. In the event a member misses more than 50% of the meetings within a calendar year, the member's term will end and a vacancy will be created. Members will be required to confirm attendance at least 48 hours prior to each meeting.

Agenda

Email will be the preferred method of communication. Print packages will be available for Group members the day of the meeting. Agendas and meeting packages will be distributed to the group no later than 24 hours prior to the meeting.

Remuneration

Advisory Group members will be offered a \$150 stipend for each meeting they actively participate in.

Review

These terms of reference will be reviewed annually.