



# TAKLA NATION

HEALTH ■ PROSPERITY ■ TRADITION

## **TAKLA NATION- Terms of Reference Culture and Language Advisory Committee**

### **Type of Committee and Purpose:**

Established by Chief and Council under the Council Committees Policy, the Culture and Language Advisory Committee advises various Takla Nation departments and Chief and Council on cultural, language strategies, and particularly on youth-related issues and activities. The Committee also undertakes specific projects at the request of Chief and Council.

All departments working with culture and language are required to work with the Culture and Language Advisory Committee to:

- Ensure communication and coordination of initiatives
- Ensure consistency of approach across departments
- Support collaboration between departments

The work of the Culture and Language Committee is based on the following principles:

- Knowledge transfer and generosity of knowledge sharing amongst committee members
- A community-based approach to reviewing, analyzing, and advising on culture and language development, issues and services
- Incorporating Takla culture within the work of the Nation
- Transparency of committee purpose, general activities, and outcomes
- Maintaining confidentiality around committee work as appropriate

### **Scope:**

The Culture and Language Advisory Committee provides:

- Recommendations and ideas for engagement with cultural and language development
- Recommendations and ideas on all cultural and language-related curriculum initiatives undertaken by the Nation
- Guidance on how Nation-specific and family-specific information is protected
- Contacts for additional information for department activities
- Guidance for events such as cultural days, language activities at the School etc.
- Recommendations and ideas for program development
- Recommendations and ideas on design of website, social media and other Nation communications relevant to Takla culture and language

The Culture and Language Advisory Committee does not deal with specific member or family issues. The Culture and Language Advisory Committee does not deal with political issues or issues between departments.

**Authority:**

The Culture and Language Advisory Committee is advisory to departments such as Nuwh K'un'agh, Youth & Elder Services, and Education, Employment and Training. The Advisory Committee does not make final decisions but provides recommendations and rationale to administrators and coordinators.

**Committee Membership:**

The Committee is made up of between four (4) and eight (8) Takla Nation members, who are appointed to three-year terms. Members are recruited and selected under the terms of the Council Committees procedures. Staff members include the Nuwh K'un'agh Manager, the Director of Education, the Principal of Nus Wadeelzuhl Community School and Youth and Elder coordinator.

Membership criteria includes:

- Demonstrated understanding of the culture of the Takla Nation
- Demonstrated interest in the language of the Takla Nation and/or ability to speak the Takla language(s)
- Willingness to share information within the Committee and with departments
- Recognition that some information is confidential to the Committee, the Nation and families
- Willingness to refer staff to other resources

The Nuwh K'un'agh Manager is the primary organizer of the Advisory Committee. The Committee may invite employees or community members with specific information/expertise to participate in meetings or topic discussions.

The Chief appoints the Chair of the Advisory Committee. Operational support will be provided to the Committee, primarily through the Nuwh K'un'agh Manager, but additionally by other departments as required to make the Committee effective in its development and work.

**Reporting:**

The Culture and Language Advisory Committee will report to Chief and Council twice annually on activities, progress, outcomes, and issues arising. Reporting will be coordinated by the Nuwh K'un'agh Manager and the General Manager-Operations. All managers and coordinators working on culture and language projects will be included in the reporting process.

The Nuwh K'un'agh Manager will work with the Communications Department to provide information and news on Committee activities, for sharing with Takla membership and employees.

**Meetings:**

A minimum of four (4) meetings will be held annually. Meetings will be held in both Prince George and Takla, depending on topics, consultation desired, links to department and Council meetings etc. Videoconference and conference call participation is actively supported.

Meetings require that at least three (2) of the appointed community representatives be present, either in person or by distance technology. Recommendations and ideas are documented in the Committee

notes and shared with the full Committee. Committee members will respect differing points of view and will promote respectful communication.

**Resources and budget:**

The Language and Culture Committee will be provided with a budget through the Nuwh K'un'agh Manager, as approved by Council. Generally, the budget will cover honoraria, room rental, facilitation services, Committee member travel, and required accommodation/meals, as well as training and events.

**Deliverables:**

- Annual budget
- Annual priorities and timelines
- Reports and recommendations to departments and to Chief and Council

**Approved by Chief and Council**

**Date**