

Indigenous Circle – Terms of Reference

1. Name

The discretionary committee known as the ***Indigenous Circle***.

2. Mandate

To promote a safe space for HSAA members who identify as Indigenous to share teachings, experiences, and knowledge with one another; while working towards indigenizing and decolonizing the processes at HSAA in order to promote reconciliation and provide guidance to non-indigenous union members.

3. Key Duties and Responsibilities

- a) Develop an annual work plan that integrates the mandate, key duties and responsibilities and HSAA's strategic plan.
- b) Develop and implement an Indigenous Award, including reviewing and recommending the award's name, criteria, and parameters.
- c) Develop plain language guides and outreach opportunities to Indigenous members through, but not limited to website, email, social media, worksite visits, Local Unit, notices on bulletin boards at sites and so on.
- d) Develop awareness of support offered through our Union
- e) Promote education on the ongoing impact of colonization i.e., Indigenous history, residential school, trauma, cycles etc.
- f) Recommend language and/or proposals for Collective Bargaining to advance the rights of Indigenous members. (i.e. Indigenous cultural leaves, bereavement leave, running for Council etc.)
- g) Progressing Indigenous rights within the Union and workplace by recommending Indigenous specific policy resolutions to Convention to make systemic changes.
- h) Identify and address colonial gaps in union processes, policies, culture, and practices and make recommendations to the HSAA Board in an effort to decolonize and Indigenize HSAA policy, procedures and Constitution.
- i) Promote and raise awareness for Indigenous related issues, events and culturally significant dates.
- j) Review the Truth and Reconciliation Commission of Canada Calls to Action and make recommendations for HSAA to advocate for all sections that intersect with health care, specifically sections 18-24.
- k) Develop and promote HSAA's traditional protocol documents.
- l) Collectively contribute to HSAA's newsletter and Annual Report.
- m) Develop a plan to recruit members to join and engage members in the work of the Indigenous Circle.
- n) Promote participation of Indigenous members in other HSAA committees and roles.

4. Composition

The Indigenous Circle is composed of:

- a) One (1) Indigenous Board Member elected to the equity seeking position who is Chairperson of the Indigenous Circle.
- b) Seven (7) members-at-large who self-identify as Indigenous

Should member-at-large positions remain vacant, the Chair may make a recommendation to the Executive Officers for a mid-term appointment of members at-large to the Indigenous Circle after the initial selection process.

Staff Support:

- a) administrative support as assigned
- b) other staff as assigned

5. Meetings

Up to four (4) meetings per year, tied to the seasons.

One meeting would be a two-day meeting with up to one day being an “open circle” where knowledge keepers, members from other Indigenous groups, HSAA members, collaborators and allies could be invited by the Circle to attend and participate that may be held at places relevant to Indigenous Peoples.

Any requests for additional meetings must be Board approved. Any urgent requests received between Board meetings must be sent to the Executive Officers for approval, with rationale.

6. Quorum

To conduct business, the quorum shall require 50%+1 of voting circle members.

7. Voting

The decision of the circle members shall be by a simple majority in attendance and voting at the meeting.

8. Reports

Minutes and recommendations will be submitted to the Board and an annual report to Convention.

9. Term

Members-at-Large are chosen according to HSAA Policy Guidelines for Selection of Members-at-Large and within the *Application Process* of the Indigenous Circle Framework.

Initially, members-at-large will be selected for a one year or two-year term. Following the first year of the Indigenous Circle, all members will be selected for two-year terms

The term of the circle will commence following HSAA Board Committee orientation and the first Board meeting in September.

Approved September 2025