

**MINISTER'S ADVISORY COUNCIL ON ABORIGINAL WOMEN
- TERMS OF REFERENCE -**

VISION: A world where all Aboriginal peoples live free of violence and are healthy, sustainable and self-determining.

MISSION: To improve the quality of life for Aboriginal women.

PHILOSOPHY: MACAW honours Aboriginal worldviews and works from a holistic perspective of women. Thus, when we speak of women, we consider this to be inclusive of, but not limited to, children, family, community, nation, wellness, justice, land and water.

BACKGROUND

The Province of British Columbia is committed to working respectfully and in partnership with Aboriginal women, organizations and leadership to improve the quality of life for Aboriginal women. The Ministry of Aboriginal Relations and Reconciliation (MARR) established the Minister's Advisory Council on Aboriginal Women (MACAW) in 2011 to support the successful implementation of this commitment. In 2014, MARR established a Secretariat to support MACAW in fulfilling its mandate.

PURPOSE

The Province is committed to promoting good governance practices in all public institutions. The Board Resourcing and Development Office's *Best Practice Guidelines* set out principles and practices to ensure excellence in the management of public assets, and accountability for publicly funded institutions. In accordance, the purpose of this document is to clarify structures, administrative arrangements, accountabilities, responsibilities and reporting requirements pertaining to MACAW.

1. GUIDING PRINCIPLES

- 1.1 MACAW is an advisory body to government and is supported by a Secretariat.
- 1.2 MACAW uses a consensus decision-making approach, founded on the principles of shared responsibility and cooperation.
- 1.3 MACAW and MARR agree that collaboration, consultation and the timely exchange of information are required to carry out their respective responsibilities, and shared vision and goals.

2. MANDATE

- 2.1 MACAW provides advice to government on how to improve the quality of life for Aboriginal women in British Columbia.
- 2.2 The Minister of Aboriginal Relations and Reconciliation (“the Minister”) determines MACAW’s mandate.

3. ACCOUNTABILITY

- 3.1 MACAW is an advisory body that reports to government through the Minister.
- 3.2 The Minister is accountable to the Legislature for MACAW’s operations and activities.
- 3.3 As laid out in MACAW’s *Standards of Ethical Conduct*, its members will act honestly and in good faith, setting aside personal interests to advance the public interest and MACAW’s mandate.
- 3.4 MACAW operates within an annual budget and broad policy direction set by MARR.

4. RESPONSIBILITIES

4.1 MACAW will:

- 4.1.1 Establish structures, processes and policies to ensure it functions effectively. This includes:
 - Articulating MACAW, Chair, Vice-Chair and member positions, responsibilities and competencies
 - Ensuring its members receive orientation and ongoing professional development
 - Establishing appropriate committees, task forces or working groups as required
 - Developing a communications strategy
 - Monitoring and annually evaluating MACAW and its Secretariat, Chair, members and committees to ensure for excellence
 - Identifying potential new members to suggest to the Minister
- 4.1.2 Develop and approve a strategic workplan that is in accordance with its mandate, and review and revise as necessary.
- 4.1.3 Monitor progress made towards goals established in the strategic workplan.
- 4.1.4 Hold quarterly (4) two-day meetings, at least two of which the Minister will

attend, and meet additionally as required by the Chair or the Minister.

- 4.1.5 Prepare an annual report – indicating its major activities, accomplishments and the extent to which its goals were achieved – to provide to the Minister.
- 4.1.6 Make its resource support needs known to the Minister and MARR, and adjust its strategic workplan in accordance with the resource supports available.
- 4.1.7 Keep the Minister informed of emerging issues in a timely manner.
- 4.1.8 Make all reasonable efforts to ensure that advice provided to the Minister is evidence-based.
- 4.1.9 Remain in compliance with all relevant laws, regulations, policies and procedures, including MACAW's *Standards of Ethical Conduct*.
- 4.1.10 Thoughtfully approach its interactions with the public, and consult with the Minister on matters of concern.
- 4.1.11 Establish committees, task forces or work groups as required, and ensure each has clear terms of reference that are reviewed annually.

4.2 The Minister will:

- 4.2.1 Appoint members based on criteria of experience, diversity and regional representation.
- 4.2.2 Appoint the Chair.
- 4.2.3 Ensure that MACAW fulfills its mandate in compliance with relevant laws, regulations, policies and procedures, including, but not limited to:
 - *Auditor General Act*
 - *Budget Transparency and Accountability Act*
 - *Financial Administration Act*
 - *Financial Disclosure Act*
 - *Financial Information Act*
 - *Freedom of Information and Protection of Privacy Act*
 - *Multiculturalism Act*
 - *Ombudsman Act*
 - *Public Sector Employers Act*
 - *MACAW's Standards of Ethical Conduct*
- 4.2.4 Inform MACAW of laws, regulations, policies and procedures that may directly affect its work.

- 4.2.5 Attend a minimum of two meetings with MACAW per year.
- 4.2.6 Approve MACAW's annual operating budget and ensure the integrity of associated financial systems and statements, internal controls, expenditures, projections and audited statements.
- 4.2.7 Conduct a review of MACAW's mandate, purpose and relevance at least every seven years.

4.3 The Deputy Minister will:

- 4.3.1 Support MACAW as directed by the Minister or requested by MACAW.
- 4.3.2 Carry out the Minister's responsibilities pertaining to MACAW in the Minister's absence, or upon delegation.

4.4 MARR will:

- 4.4.1 Build a strong relationship with MACAW and its Secretariat.
- 4.4.2 Engage in meaningful dialogue with MACAW and its Secretariat.
- 4.4.3 Review issues and recommendations brought forward by MACAW.
- 4.4.4 Finalize all public communications, such as reports, press releases, communiqués, website content and announcements.
- 4.4.5 Improve collaboration and create a service-oriented relationship with other ministries and agencies.
- 4.4.6 Solicit and coordinate cross-ministry support and involvement in pursuit of MACAW's mandate.
- 4.4.7 Review requests from MACAW and provide support where possible.

5. COMPOSITION, TERM AND COMPENSATION

- 5.1 MACAW consists of a maximum of 10 members, with one position designated for an Elder Representative and one position designated for a Youth Representative.
- 5.2 Members are recruited and appointed by the Minister, based on criteria of experience, diversity and regional representation.
- 5.3 From among the members, the Minister will appoint the Chair.
- 5.4 Subject to removal or resignation, members are appointed for a term of up to three years, with the potential of reappointment.
- 5.5 It is recommended that members not exceed six years of service.
- 5.6 The Chair will be compensated at a rate of \$350 per day.
- 5.7 All members other than the Chair will be compensated at a rate of \$250 per day.
- 5.8 All members who incur travel expenses while on MACAW business will be reimbursed according to provincial government rates.