

# Indigenous Circle Guiding Principles

## Terms of Reference

### Purpose Statement

1. Through the guiding principles of relationality and reciprocity, create safe, inclusive, and equitable workplaces and union for Indigenous Peoples’.

### Goals (Freedom Dreaming)

1. Support the union to be culturally safe, inclusive, transparent, and accountable to Indigenous members and communities.
  - 1.1 Promote education on the ongoing impact of colonization i.e., Indigenous history, residential school, trauma, cycles etc.
  - 1.2 Build partnerships on racial justice issues through collaboration and mutual respect.
  - 1.3 Create safe spaces to build relationships and networks with Indigenous HSA members.
  - 1.4 Hold meetings outside colonial structure in places relevant to Indigenous Peoples such as longhouses, cultural houses or other structures in local nations that are available for the safety & comfort of Indigenous members.
  - 1.5 Alongside the Racial Justice Committee and the EDI Department, identify and address colonial gaps in union processes, policies, culture, and practices.
  - 1.6 Advise HSA Board members or other relevant people within the Union, on resources to support staff and members when addressing issues of cultural safety, relevant information, and trauma informed practice whether in HSA, the workplace, or within the labour movement.

### Objectives

1. Advocate/educate on Indigenous rights and protections within the union and through collective agreements through plain language guides and multiple ways of outreach to Indigenous members (email, social media, site visits, chapter visits, notices on boards at sites and so on). I.e., new collective agreement MOAs and articles on Indigenous cultural leaves, bereavement leave, running for band council etc. Awareness of support - what is the Union, how is it available for you and what is the benefit.
  - 1.1 Progressing Indigenous rights within the Union and workplace by bringing Indigenous specific resolutions to Convention to make systemic changes.
  - 1.2 Advancing the ‘Calls to Action’ items from the *‘In Plain Sight’ Report: Systemic Racism in B.C. Healthcare*, the Declaration on the Rights of Indigenous Peoples Act (DRIPA), National Inquiry into Missing and Murdered Indigenous Women and Girls (MMIWG), and the Truth and Reconciliation Commission of Canada (TRC).

- 1.3 Advocate for effective union procedures related to mistreatment, harassment, discrimination, harm, and violence in the workplace with an Indigenous specific anti-racism lens.
- 1.4 Promote and raise awareness for Indigenous related events.
- 1.5 Collectively contribute to HSA's Annual Report.

**Reporting Relationships**

- 1. The Circle will update the Board of Directors regularly. A representative may be chosen from the Circle to make themselves available to attend the meeting virtually or in-person during the Board's discussion of the Circle's report as needed.
  - 1.1 The Circle reports to the HSA membership, by providing a written summary of activities in HSA's Annual Report, and by giving a verbal summary at Convention.

**Relationality within the Circle**

To respect Indigenous perspectives the Indigenous Circle follows the guidelines of 4Rs (Kirkness, V/J. and R. Barnhardt, 2001).

Respect:	Demonstrate respect for diverse knowledges and ways of being within the circle.
Relevance:	The scope of the work of the Circle will be kept relevant to the issues that Indigenous members are facing at the workplace and the Union.
Responsible:	As a Circle member, be responsible to others in the group by attending meetings, being there with an open heart and open mind, and willing to step into the work with humility and vulnerability. Acknowledging our larger responsibility to our communities.
Reciprocity (giving back):	Recognizing that each person is a knowledge keeper within their own lived experience. Acknowledging that this allows us to learn and grow from all the Knowledge keepers in the Circle.

**Membership & Commitment**

- 1. Any Indigenous members of HSA is eligible to join the Circle. The Circle is comprised of six (6) to eight (8) members to allow for a range of representation.
  - 1.1 Process to select new Circle members – once a member leaves or a space is vacant there will be an expression of interest sent out to HSA members via the JEDI team. The Circle will review applicants in a fair and transparent process.
  - 1.2 There will be a yearly review on commitment/capacity to continue the work of the Circle for each member.
  - 1.3 Each Circle member should aim to fulfill a 4-year commitment to the Circle.

## **Chair & Responsibilities**

1. Using a rotating co-chair model, three (3) co-chairs will be selected within the Circle. Each co-chair will have the responsibility to facilitate a meeting.
2. The Chairs will:
  - 2.1 Set meeting dates, draft agenda facilitate gatherings, oversee the minutes, and facilitation of discussion.
  - 2.2 Prepare, manage, and monitor the Circle's budget.
  - 2.3 Facilitate the collaboration with outside Knowledge Keepers to speak or observe at Circle gatherings.
  - 2.4 Guide and support Circle members on the work being done.
  - 2.5 Liaise with staff support on logistical matters.
  - 2.6 The Chair will be the key contact for a reciprocal relationship with the Board of Directors.

## **Internal Decision Making**

1. Issues will be discussed as a group and decisions will be made collectively.
2. Circle will not conduct gatherings through Bourinot's Rules of Order but will be guided by Indigenous principles of relationality, respect, and reciprocity. This means that agendas may be set but as issues arise may need to be parked until next meeting dates.

## **Request for Consultation**

1. For HSA Committees: at the request of the committee, two Circle members to attend other committees if/when available. Circle members will take information back to the Circle in keeping with Indigenous practices and then will follow up with Committee feedback on issues.
2. Staff requests will be sent to co-chairs to discuss and review with the circle.

## **Staff Resources**

1. One (1) staff member with knowledge of Indigenous issues and topics, as well as a lens of equity, diversity, inclusion to support the Circle.
2. One (1) administrative support staff member is assigned as support to the Circle to take minutes, book meeting space and/or virtual meetings, organize food, etc. This staff does not need to identify as Indigenous.

## **Distribution of Agenda & Minutes**

1. Circle minutes will be distributed no later than 8 days after the gathering. Feedback is invited to be sent to the co-chairs within 8 days of distribution.

2. Request for agenda items to be sent out a month ahead by co-chairs. An agenda will be provided one week prior to the gathering date.

### **Frequency of Circles**

1. Circles are held at least four times per year and must have a virtual option.
2. In addition to the regular circles, up to 8 90-minute circles with an informal agenda addressing a guiding topic may be held each year. Members participating in the 90-minute circles will be compensated with a \$15 honorarium.

Approved by Board of Directors: September 13, 2023



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