

Temagami First Nation
Anishinaabemowin Sagaswe'idiwin
(Language Commission)

Inaakonigewinens
(Terms of Reference)

1.0 Introduction

1.1 Mandate

The Temagami First Nation Anishinaabemowin Sagaswe'idiwin (AS) has the mandate from the Temagami First Nation (TFN) Chief and Council, as directed by the Community, to carry out their duties and responsibilities, such as:

- a)** Advising and making recommendations to the TFN Chief and Council and to the Community:
 - 1)** Of how we can best develop innovative, effective and concrete ways to revitalize and renew our language in our communities, and,
 - 2)** Of certain goals, plans and targets, and strategies to best achieve these. To be developed with community input.
 - 3)** On effective language initiatives for families and individual learners.
- b)** To facilitate building support for, and adoption of, initiatives determined to be effective.
- c)** Seeking additional resources to help ensure that these initiatives will be successful.

1.2 Background Statement

A Resolution Passed by the Community on March 29, 2016, directed the TFN Chief and Council to take ambitious action to prevent the extinction of our language.

The TFN Chief and Council are very pleased to create the Anishinaabemowin Sagaswe'idiwin (AS), as a significant first step of our ambitious action. The four whereas clauses of the Community Resolution offer some historical background and inspiration for our efforts:

Whereas: The language of the Temeaugama Anishnabeg has been spoken and heard on our homeland since the beginning of time,

Whereas: All of our Temeaugama ancestors, until quite recently, possessed and carried with them this essential part of who we are, and how we perceive the world and the life upon it,

Whereas: From early on, the Colonial powers made it their policy to assimilate our people to their ways, to replace the essential aspects of who we are with who they were, our language being one such critical aspect. Despite the overwhelming influence of these Colonial efforts, they have not totally succeeded in destroying this part of who we are.

Whereas: Our people have resisted Colonial pressure and will NOT let their efforts lead to the extinction of our Anishinaabe language in our communities.

2.0 Objectives

- a)** To apply and fulfil our mandate as identified in Section 1.1 of this Terms of Reference.
- b)** To develop a Language Revitalization and Renewal Plan for the Community.
- c)** Providing a forum for exchanging information sharing opportunities and enhancing collaboration and coordination among persons and institutions that provide instruction in Anishinaabemowin and/or seek to strengthen it.
- d)** To promote and encourage Anishinaabemowin revitalization and renewal in the Community and in the individual learner, to generate success.
- e)** To instill in our people, the great value of our language, Anishinaabemowin, and its rightful place as a source of National pride, strength, history, culture and unity.
- f)** To build an effective and productive organization, and establish a network of supportive resources.
- g)** Assessing and monitoring implementation and effectiveness of current and future AS projects and programs in co-operation with the TFN Administration.

- h) Conducting any essential and reasonable research deemed necessary to achieve AS goals and objectives.

3.0 Structure

3.1 Anishinaabemowin Sagaswe'idiwin Members

3.1 a) The AS shall be comprised of a maximum of (6) members as outlined below:

- 1) One (1) ex-officio member of the TFN Chief and Council (with alternate)
- 2) One (1) member of the TFN Cultural Advisory Committee
- 3) Four (4) members appointed by the TFN Chief and Council from the Community.

3.1 b) Consideration will be given by the TFN Chief and Council to relevant skills, knowledge, experience and passion that candidates demonstrate for appointment to the AS. Thus these skills can be offered to the enhancement of the AS's function and success.

3.1 c) The Chair of the AS shall be the TFN Council member appointed by that Council to hold TFN Cultural Advisory Portfolio.

- 1) The Chair may select an Alternate and/or Acting Chairperson as required, for a meeting, or part thereof.

3.2 Honoraria

The Honourarium rate for regular members of the AS shall be \$ 150.00/ day, and \$ 75.00/half day. Regular AS honouraria will not exceed \$ 150.00 monthly. Additional honouraria may be appropriate in special circumstances, when pre-approved by the Chair.

4.0 AS Member Roles and Responsibilities

4.1 Finance

The AS will:

- a) Provide advice for the administrative and financial management of AS operations.

- b)** Continually strive to enhance, improve and expand Language revitalization and renewal opportunities available to the TFN by actively seeking additional funding sources and arrangements.
- c)** Be responsible for developing and monitoring the AS budget.
- d)** Review the financial report regularly.

4.2 Communication

The AS will:

- a)** Forward to the TFN Chief and Council a signed copy of official AS minutes.
- b)** Be responsible for ensuring that the communication between the community, the TFN Council and the AS remain strong and vital.

4.3 Policies and Procedures

The AS will:

- a)** Oversee the implementation of the policies and guidelines.
- b)** Conduct a review from time to time, to measure the effectiveness of the policies and procedures.
- c)** Ensure consistent and fair adherence to policy.

5.0 Reporting

- a)** The AS annual report to TFN Chief and Council will be presented in April. An annual work plan and budget will be included in the presentation.
- b)** The AS will make a presentation to the community annually. They will report what has been achieved during the past year, discuss plans for the upcoming year and seek input from the community.

6.0 Operating Standards

6.1 Meetings

The following procedures pertain to the functioning of regular AS meetings:

- a) The chairperson or his/her designate will call the meeting to order.
- b) A member will be asked to share some opening remarks and/or an opening prayer.
- c) Members will approve and amend the agenda.
- d) Members will be given the opportunity to read and approve or amend the minutes of the last regular or special meeting.
- e) The AS's regular monthly meetings will normally be open to the community. However, since confidential matters may be discussed from time to time, parts of a regular meeting may be held in-camera.
- f) In-camera sessions are confidential and any substantive motions framed there, must be passed in the public meeting.
- g) Persons wishing to address the AS should contact the Chairperson or his/her delegate to be placed on the agenda. If possible, delegations will be received on the agenda under New Business.

6.2 Frequency and Categories of Meetings

- a) Regular meetings of the AS will occur once a month
- b) Regular meeting dates should be set a year ahead (e.g. every third Tuesday of the month) and established at the March meeting.
- c) When necessary, special meetings will be held to deal with needed work, or urgent matters. These meetings are to be called by the Chairperson, or a quorum of the remaining AS Members.
- d) A budget meeting will be scheduled at the call of the AS.

6.3 Agenda

- a) The chairperson will prepare the agenda for the AS's regular and special meetings in consultation with the AS members.
- b) There will be a standard template agenda and AS members can add to it prior to a meeting.
- c) AS Meeting Agenda Template:
 - 1) CALL TO ORDER
 - 2) ADOPTION OF AGENDA
 - 3) DISCLOSURES OF CONFLICT OF INTEREST (incl. Potential and Perceived)

- 4) ADOPTION OF MINUTES FROM LAST MEETING
- 5) UNFINISHED BUSINESS FROM LAST MEETING
- 6) REGULAR BUSINESS
- 7) REPORTS/PROJECTS
- 8) NEW BUSINESS (Incl. Correspondence)
- 9) ADJOURNMENT

6.4 Duties of the Chairperson

The duties of the chairperson will be as follows:

- a) To set the date and call regular and special meetings.
- b) To ensure that all preparations for meeting have been made.
- c) To focus the energy and attention of the AS so that a meeting's objectives are met.
- d) To conduct an orderly meeting.
- e) To act on behalf of the AS.
- f) To see that each agenda item is discussed.
- g) To set the agenda for regular and special meetings in consultation with other AS members.
- h) To represent the AS both in and outside of the community as delegated by the AS or the TFN Council.
- i) To ensure that proper minutes are kept.
- j) To meet with the TFN Chief and Council as required.
- k) To ensure, whenever possible, that a notice(s) of an upcoming AS meeting is posted at least one week in advance.
- l) To chair all meetings or delegate the position.
- m) To take part in discussions and vote on all issues.
- n) AS members are required to devote time between meetings to review relevant materials and to be respectfully prepared for meetings.
- o) To challenge members who have not declared a conflict of interest when perceived as necessary.

- p) To ensure a signed copy of the minutes is forwarded to Chief and Council.
- q) To adhere to the Code of Ethics (Appendix 1).
- r) Encourage interested persons to become AS members.
- s) Participate in AS discussions and have your vote recorded in the minutes if fitting.
- t) Avoid any conflict of interest or even an appearance of a conflict of interest if possible.

6.5 Duties of the AS Members

It is the duty of each AS member:

- a) To actively learn more about Anishinaabemowin revitalization and Renewal issues as they arise.
- b) To represent the community in AS delegations.
- c) To attend AS meetings on a regular basis.
- d) To set goals for the AS.
- e) To establish relevant, improved and efficient AS projects and strategies.
- f) To channel community concerns and ideas to the AS.
- g) To speak on behalf of the AS when delegated to do so.
- h) To ensure that the strategies and policies are reviewed regularly so that they remain effective and relevant.
- j) AS members are required to devote time between meetings to review relevant materials and to be respectfully prepared for meetings.
- k) To challenge other AS Members or the Chair, who have not declared a conflict of interest when perceived as necessary.
- l) To adhere to the Code of Ethics (Appendix 1).
- m) Encourage interested persons to become AS members.
- n) Participate in AS discussions and have your vote recorded in the minutes if fitting.
- o) Avoid any conflict of interest or even an appearance of a conflict of interest if possible.

6.7 Decision Making

- a) A quorum will be reached when 3 of the 5 voting members of the AS are present.
- b) A majority of the AS is required to support a motion, for it to be deemed to pass.
- c) The AS will strive to reach their decisions by consensus, followed by formal voting if required, individual (non-procedural) AS Member votes are to be recorded in the minutes.
- d) A motion must be moved and seconded by members present. Normally, discussion occurs only after a motion is seconded.
- e) Once a motion has been moved and seconded, it must be voted on unless there is a motion to defer. A motion to defer may delay a vote if, for example, the AS wished to seek further input from the Chief and Council or the community; or the AS needs to do additional research.
- f) If there are amendments to a motion and the original mover and seconder agree, then motion as amended is voted on.
- g) A motion to go in-camera must be supported before any in-camera discussion can take place.

6.8 Minutes

- a) Minutes of all meetings will be recorded by a person delegated by the chair.
- b) The production of draft minutes will be the responsibility of the chair, and will be distributed to all AS members to read prior to the next meeting.
- c) The members of the AS will be expected to correct or amend the minutes and then approve them at the beginning of the next regular meeting.
- d) After the minutes have been approved, they will be signed by the Chairperson. All official AS minutes will be held at the Band Office, (they may be held by the Chair or by the Native Language Department at the Laura McKenzie Learning Center from time to time). Copies of the approved minutes will be available to the community. One copy of signed minutes will be forwarded to the Chief and Council by the Chairperson.
- e) The minutes should include the following information: a list of the participants; the date, time and location of the meeting; a conflict of interest declaration, the motions and the disposition of each motion, its outcome and a record of the votes of individual AS members, a summary of the items discussed and of the decisions made concerning those items; and a record of the late arrival or early departure of the members of the AS.
- f) The form in Appendix 2 may be used for organized record keeping purposes.

6.9 Confidentiality

The discussion of the AS may at times be considered confidential. Members of the AS are expected to abide by the policy and procedures on confidentiality. Confidentiality relates to information that should never be shared, and at other times, information that should be kept confidential for a period of time until it is ready for release. It will be the responsibility of each member to ask for clarification when they are uncertain. Members of the AS are expected to sign a confidentiality agreement. (Appendix II)

6.10 Conflict of Interest

- a) AS members shall not use their position for personal gain to the detriment of the interests of AS and/or the TFN
- b) In the event that an AS member or his/her immediate family has a direct personal interest in a matter being discussed by the AS, he/she shall refrain from taking part in the discussion as an AS Member or participating in the decision.

7.0 Terms of Office

- a) Members will be appointed for the term of the Chief and Council.
- b) If a vacancy occurs for the Chairperson or an AS member before a term ends, the AS will recommend a replacement to the TFN Chief and Council. The TFN Chief and Council will appoint a new member to complete the term.
- c) AS members may be reappointed to a subsequent term.
- d) When a TFN Chief and Council General Election occurs, the existing committee members will remain functional on the AS until otherwise formally directed by the incoming TFN Chief and Council.

7.1 AS Member Resignation

A written notice of resignation should be received by the AS thirty (30) days before it is due to take effect. The AS will seek a replacement from the community and recommend appointment(s) to the Chief and Council.

7.2 AS Member Removal

The Chairperson or his/her designate will recommend to the Chief and Council that a member be removed from the AS if:

- a) Three consecutive regular meetings of the AS have been missed.
- b) An AS Member was convicted of an indictable offence while on the board.
- c) The AS code of ethics had been seriously violated.
- d) Via an AS consensus or majority vote.

8.0 Amendments to the Inaakonigewinenhs (Terms of Reference)

- a) With the exception of Section 1, (which may be amended at a community meeting), The Terms of Reference for the AS may be amended by the TFN Chief and Council. It is preferable however that the Chief and Council first inform and consult with the AS regarding such considerations.
- b) The AS may make recommendations to the TFN Chief and Council, for changes to the AS Terms of Reference. The Terms of Reference can be amended with the approval of the TFN Chief and Council.

Appendix 1

Code of Ethics

- a) To respect the uniqueness and intrinsic worth of every individual.
- b) To work with other AS members in a spirit of respect, openness, co-operation and proper decorum, in spite of differences of opinions that may arise.
- c) To approach issues with an open mind and strive to make valuable and thoughtful decisions that will strengthen our Anishinaabemowin efforts.
- d) To commit to continuous learning, skill development and application of new knowledge related to Anishinaabemowin and the work of the AS.
- e) To recognize legitimate decisions duly made by the AS, regardless of personal interests and opinions.
- f) To maintain confidentiality when required.
- g) To adhere to the policies and procedures of the AS, during all proceedings of the AS.
- h) To actively serve during one's term on the AS, exercising care and diligence when carrying out the duties of an AS member.

Appendix 2

Optional Meeting Template.

From Agenda Item #	action items	person responsible	deadline
1	a)		
2	b)		

PARKING LOT ITEMS FOR Next Meeting Agenda
<ul style="list-style-type: none">•

Meeting Motions					
Motion #	Motion Text	1 st by	2 nd by	Abstentions (Y/N)	Consensus (Y/N)
1	<ul style="list-style-type: none">•				