

**Terms of Reference
Indigenous Advisory Circle
September 12, 2024**

Purpose

The Indigenous Advisory Circle (Circle) will provide advice and recommendations to CPSA Council and Team on strategies for CPSA to better support Indigenous Peoples and guide regulated members in providing culturally safe, equitable care to improve health outcomes for Indigenous Peoples in Alberta.

General

Circle members will conduct a review of the membership and terms of reference annually. At any point in time, the Circle or the Registrar may make recommendations for change to the membership composition or terms of reference. Recommendations for change to the membership composition or terms of reference will be brought to the Governance Committee.

Should a member resign, a new member may be appointed by the Registrar in accordance with the membership requirements in these Terms of Reference. Recommendation for Council Member appointment will be made by acknowledgement of interest.

Membership

The Circle will be comprised of up to 13 members, with representation from CPSA Council, Indigenous and non-Indigenous physicians, and First Nations, Métis and Inuit individuals to reflect the diversity among Indigenous Peoples in Alberta. Where possible, the perspectives of Treaty 6, Treaty 7 and Treaty 8 Territory First Nations, Métis people and Métis Settlements, and non-Nunangat Inuit people and communities, including the perspectives of urban, rural, on and off reserve, and on and off settlement Indigenous Peoples will be represented.

Circle membership will include the following representation:

| Roles | Representation |
|--|---|
| Chair(s) <ul style="list-style-type: none"> Up to 2 | <ul style="list-style-type: none"> Selected from members of the Circle |
| CPSA Council <ul style="list-style-type: none"> Up to 2 | <ul style="list-style-type: none"> Interested Councillors |
| Members at Large <ul style="list-style-type: none"> Up to 11 | <ul style="list-style-type: none"> At least 1 Elder (as identified by First Nations, Métis and Inuit communities or individuals—note that a community may include urban settings), First Nations, Métis and Inuit individuals, and/or non-Indigenous individuals with experience advocating for improved health outcomes for Indigenous Peoples, and Physicians (First Nations, Métis and Inuit individuals and/or non-Indigenous individuals) |
| Non-voting; by standing invitation | <ul style="list-style-type: none"> CPSA Chair & Registrar/CEO may attend at their discretion |

| Roles | Representation |
|--|---------------------------------------|
| CPSA Executive Sponsor (non-voting) | • Chief of Staff |
| Secretariat/Support (non-voting) | • As designated by the Chief of Staff |

Authority and Accountability

CPSA Council committed to the establishment of a committee or other mechanism to advance regulation for the protection of Indigenous Peoples.

The Circle is advisory in nature; the Circle itself has no formal decision-making authority. The Circle will:

- Report to Council through the Co-Chairs or the Registrar as designate;
- Provide a progress report to be tabled before Council at each Council meeting;
- Provide guidance, advice and recommendations to the Registrar or the CPSA Team on initiatives, policies and programs; and
- Submit guidance, advice and recommendations directly to Council when requested.

Narrative Sovereignty

Narrative Sovereignty is the ability to tell your own stories and define your own world view¹. Members of the Circle will be invited to share knowledge and information, experiences and stories—their own or those of their communities. This sharing will inform and enhance CPSA’s awareness and understanding of Indigenous experiences and will provide guidance and direction to CPSA in achieving their mission.

To maintain narrative sovereignty, CPSA will:

- 1) Verify the knowledge, experiences and stories have been captured in a way that honours and respects the sharer and any persons or communities that may have been represented.
 - a. CPSA will work to frame the content appropriately, and then share it with the Circle for review and revisions.
 - b. Final versions of materials will be shared to ensure appropriateness and accuracy.
 - c. At any time, a member of the Circle, or the Circle as a collective, may:
 - i. withdraw their shared information.
 - ii. direct CPSA to revise, update, or rephrase their shared information.
 - iii. Neither of these scenarios requires advance notice or explanation.
- 2) Obtain consent from the sharer, either the individual or the collective Circle, to communicate the knowledge, experiences and stories:
 - a. To Council, Council Committees, other Committees or Sub-Committees, to enhance guidance to CPSA or increase their awareness.
 - b. To members of, or the collective, CPSA Team to enhance their work or increase their awareness.
 - c. To stakeholders and partners, to facilitate collaborative work that reflects the needs of Indigenous individuals and communities in Alberta.

¹ Definition from Ossie Michelin, [Why it's important for Indigenous people to tell our own stories](#), June 3, 2021.

- 3) The final version of any content or product will be verified and accepted by the Circle membership prior to any distribution.
 - a. If there is a concern that this process has not been followed, and/or narrative sovereignty has not been respected, members of the Circle shall inform the co-chairs to discuss this with the CPSA Executive Sponsor and the Secretariat to take appropriate action.

Roles and Responsibilities

The Circle provides guidance, advice and recommendations to inform decisions made by Council and the Registrar regarding CPSA's policies, processes, programs and initiatives.

Areas of focus include:

- Leveraging CPSA's role as regulator and its ability to influence positive change in the provision of health care to Indigenous Peoples;
- Developing a shared understanding of the context in which care for Indigenous patients is offered and the ongoing effects of colonialism on the ability of patients to trust those in authority;
- Developing substantive and authentic connections and relationships between CPSA and Indigenous leaders, organizations, communities and partners;
- Acknowledging and raising awareness of systemic Indigenous bias and guiding change within CPSA and the medical profession; and
- Influencing change in Alberta's healthcare system to improve health outcomes for Indigenous people and communities.

A project/work plan that addresses priorities identified by the Circle, and align with CPSA's purpose, vision, strategy and areas of influence will be developed on an annual basis.

Meetings

Frequency

The Circle will meet at least four times per year. Additional meetings may be called at the request of the Co-Chairs, in consultation with the Secretariat.

Procedures

Video conferencing will be used for meetings unless unavailable. If video conferencing is not feasible, meetings will be held by telephone conference. In-person meetings will be explored, as possible.

An agenda will be prepared and distributed to members, with materials, in advance of every meeting.

When guidance or advice is sought on items where discussion has already taken place, or are required prior to a meeting occurrence, CPSA will distribute the materials and collect member feedback for compilation and incorporation. This will follow the process outlined under Narrative Sovereignty.

Whenever possible, the Circle will use a consensus model when making recommendations. If consensus cannot be achieved, the Co-Chairs will provide advice on the appropriate course of action. Advice and guidance will be provided based on the experiences and perspectives shared by the members.

The Circle may determine procedures to use at any meeting.

Records of the Committee

The Secretariat is responsible for the development and retention of any required records. Circle members will have access to any records they require.

Confidentiality

Member respect for confidentiality, privacy, and each other is critical to ensure a safe space for discussion. All written materials and discussions related to recommendations or advice made at the meetings of the Circle are confidential except any information deemed necessary by Council or the Registrar to communicate with stakeholders.

Circle members will annually sign a Confidentiality and Non-disclosure Agreement that will apply to their work and actions on the Circle. The Confidentiality and Non-disclosure Agreement signed annually by Council members extends to their work and actions on the Circle.

Subcommittees

The Circle may from time to time, as required, recommend the formation of working or project groups to achieve time-limited work. If formed, such a group will:

- Be established for a maximum length of time, appropriate to the purpose;
- Report back to the Circle on progress at regular intervals;
- Provide a report to the Circle upon completion of the task or project; and
- Fulfill the deliverable for which it was formed.

Committee Resources

Council approves the budget of the Circle.

Circle members will be provided an honorarium and will be reimbursed for expenses in accordance with CPSA policy. Gifts of appreciation offered to Elders who provide their services to CPSA will follow the Indigenous Gift policy.

The Circle may invite guests and guest speakers for information, including CPSA Leadership and team members.

Non-staff guests and guest speakers may be remunerated at the discretion of the Registrar or designate. Consideration may also be given to recognition of contributions made in accordance with cultural protocols at the discretion of the Registrar or designate.