

# Nova Scotia Aboriginal Apprenticeship Advisory Committee

## Terms of Reference

### Purpose

To provide a forum for networking and discussion to identify and address barriers and gaps in trades training and employment opportunities in order to support the successful participation of Aboriginal people, both on and off reserve, in apprenticeship training and certification in trades occupations.

### Goals

- To increase the number of Aboriginal persons in trades occupations, apprenticeship training and trades certification;
- To identify gaps, barriers and opportunities for Aboriginal persons to participate in trades occupations, apprenticeship training and trades certification;
- To support the successful participation of Aboriginal persons in trades occupations and apprenticeship training;
- To provide networking opportunities among committee member organizations and identified stakeholders to ensure access to trades training and certification.
- To provide a coordinated approach and voice to employers and industry: to promote, educate and bring awareness regarding Aboriginal links to work-ready Aboriginal people in apprenticeship; provide information on training and employment resources and supports that are available; and to identify the needs of the employer/industry regarding apprentice and journeyman opportunities in their workforce.

### Objectives

- Develop an annual work plan
- Identify gaps between Aboriginal persons and trades occupations and training;
- Increase access to Aboriginal peoples regarding trades occupations and Apprenticeship;
- Identify needs of apprentices, trade workers and communities;
- Encourage use of culturally appropriate plans/resources to address the gaps/needs;

- Establish ad hoc and standing working committees as necessary to carry out activities as outlined in the Committee's work plan; and
- Develop recommendations to respond to barriers and issues affecting the success of the work plan.
- Encourage and promote the implementation of Joint Registration Agreements among Aboriginal communities and organizations, both on and off reserve.
- Encourage and promote the sharing of information, resources, and opportunities between the Aboriginal Joint Registration Agreement holders.

## **Membership**

To ensure inclusive representation, the Committee may be comprised, to the extent possible, of members of groups representing Aboriginal Band Councils, associations and Federal & Provincial government. The following is a current list of those representative groups:

- Confederacy of Mainland Mi'kmaq
- Kwilmu'kw Maw-Klusuaqn (KMK)
- Mi'kmaq Employment and Training Secretariat
- Mi'kmaw Kina'matnewey (MK)
- Mi'kmaq Native Friendship Centre
- Native Council of Nova Scotia
- Native Women's Association of Nova Scotia
- Unamaki Benefits Office
- Union of Nova Scotia Indians
  
- Nova Scotia Apprenticeship Agency (ex-officio)
- Service Canada (ex-officio)
- Nova Scotia Community College (ex-officio)

## **Committee Chair**

- An Aboriginal person will be appointed as Chair from the Committee members.
- An Aboriginal person will be appointed as Vice Chair from the Committee members to serve as Chair when the Chair is unavailable.
- The Committee Chair will be appointed for a two-year term.
- The Committee Chair will plan meetings and develop agendas.
- The Committee Chair will represent and speak on behalf of the Committee at forums and other meetings.

## **Meetings**

- Meetings will take place no less than on a quarterly basis (March, December, June and September).
- The meetings may rotate between locations.
- Meeting dates will be set in advance and can be changed by consensus of the Committee.
- A Record of Discussion will be taken and distributed for review and approval at the next meeting.

## **Meeting Preparation and Attendance**

- All members are expected to:
  - Attend regularly scheduled meetings.
  - RSVP to the Chair of their intention to attend a meeting or send regrets.
  - Review materials relevant to the agenda prior to the meetings.
  - Be prepared to participate in discussions related to their organization and other related Committee work.
  - Carry out specific assigned tasks.
  - Update their respective organizations on a continuous basis.
- Members may attend meetings by conference call or send an alternate in his/her place.
- The Committee Chair will approve individuals who are not members of the Committee to be invited to attend a specific meeting, but such invitees will not be permitted to participate in decision-making.

- Observers that are invited to attend Committee meetings may be requested to speak if a topic being discussed warrants input from the observer.
- Other guests may be invited to meetings to observe proceedings, update the Committee on specific issues, or provide expertise.
- Elders and youth may be invited to perform opening and closing ceremonies at meetings, pending location and availability. An appropriate thank you gift will be offered.

## **Sub-Committees**

Ad-hoc and standing committees may be established by the Committee for the purpose of achieving work plan objectives or in an advisory capacity. Such committees will be established with a direct mandate from the Committee to undertake a specific task within an identified timeframe. This may require agreements or contracts with non-member individuals for performing certain duties.

## **Decision Making**

- All Committee recommendations or decisions will be reached by consensus of the Committee members and does not include government representative.
- If consensus is not achieved, the Chair may call for a vote of the members.
- The Committee Chair is a voting member.
- A vote is passed at fifty (50) plus one (1) of the members present at the meeting.

## **Communication/Promotion**

Communication and promotion of the Committee and its activities will be posted in stakeholder newsletters and websites, as appropriate and at their discretion. Communication and promotional material must be approved by the Committee.

## **Budget**

Current meeting expenses will be shared by all member organizations. A future on-going budget will be determined.