# Government of the Northwest Territories

**Indigenous Employee Advisory Committee**

# Terms of Reference

**Updated: January 2020**

1. **BACKGROUND**

The Government of the Northwest Territories (GNWT) Affirmative Action Policy was implemented in 1989. The Policy applies to all departments and agencies of the public service, and its aim is to increase the representation of eligible target groups, which are underrepresented in the public service.

Target groups as per the Policy are Indigenous Aboriginal persons, Indigenous non- Aboriginal persons, resident persons with disabilities, and resident women.

1. **OBJECTIVES**

Established in 2009, the primary goal of the Indigenous Employee Advisory Committee (IEAC) is to increase the representation of Indigenous Aboriginal people at all levels of the public service, and to create a working environment that supports and promotes Indigenous Aboriginal people in the GNWT workforce.

The IEAC advises and recommends initiatives to enhance Indigenous employment within the GNWT public service, to strengthen relationships with community governments in the areas of human resource management and Indigenous employment.

1. **AUTHORITY**

The Committee is Co-Chaired by two Deputy Heads (or Associate, or Assistant Deputy Heads).

The Committee reports through the Co-Chairs to the Deputy Ministers’ Human Resources Committee.

Members of the Committee are appointed by the IEAC Co-Chairs.

1. **MEMBERSHIP**

The IEAC includes two Co-Chairs and two Indigenous members from each of the five regions in the Northwest Territories (Beaufort Delta, Sahtu, North Slave, South Slave, and Deh Cho) plus two members to represent Yellowknife.

Membership consideration should address the following factors:

* + geographical representation;
  + area of expertise;
  + representation across GNWT departments, boards and agencies;
  + gender balance;
  + level of position;
  + type of occupation; and
  + level of individual commitment.

Appointment of members is confirmed in writing by the Co-Chairs. Each representative reports to the Co-Chairs of the IEAC.

1. **TERM**

IEAC membership terms are for three years. Upon completion of term appointments, members may re-apply for a renewal.

Following term endings, members may be invited by the Co-Chairs to stay connected to the committee for one year as mentors for new members. Mentors may be asked to attend IEAC meetings, as required.

1. **SCOPE OF WORK**

## Roles and Responsibilities: Chairpersons

* + Act as champions and be accountable to uphold the mandate of the IEAC;
  + Chair quarterly IEAC meetings and teleconferences;
  + Bring recommendations to the Deputy Ministers’ Human Resources Committee;
  + Secure resources as needed; and
  + Support the IEAC members;

## Roles and Responsibilities: IEAC Members

* + Provide advice and recommendations to the Deputy Ministers’ Human Resources Committee through the Co-Chairs;
    - recommend measures necessary to address challenges to the GNWT Affirmative Action Policy;
    - recommend approaches to recruitment, retention, and promotion of Indigenous Aboriginal people in the GNWT;
  + Consider any other matter the Deputy Ministers’ Human Resources Committee refers to the committee; and

## Roles and Responsibilities: Department of Finance

* + Appoint a staff person to provide logistical support to the IEAC and to the Co-Chairs;
  + Implement and review programs, policies and practices;
  + Provide overall communications, and develop a communications strategy;
  + Conduct research as needed;
  + Provide tools to the IEAC as needed and attend IEAC meetings as needed;
  + Manage the budget

1. **BUDGET**

Year-to-year funding levels will be determined through the GNWT business planning process. The budget for the IEAC is provided by the Department of Finance and allows for one face-to-face meeting per fiscal year along with other initiatives as needed.

1. **PROCESSES**

The Co-Chairs may establish meetings procedures and policies necessary for the operation of the IEAC and facilitate quarterly meetings and any additional teleconference meetings of the IEAC.

The Co-Chairs report on the activities of the IEAC to the Deputy Ministers’ Human Resources Committee and prepare reports for the Minister of Finance as appropriate. Reports and findings of the IEAC are circulated to all Deputy Ministers.

The Terms of Reference for the IEAC are evaluated by the Deputy Ministers’ Human Resource Committee every two years and/or as necessary.

The IEAC meets in person whenever possible. Meeting locations may be rotated throughout the regions.

1. **QUORUM**

A two-third majority of members constitutes a quorum.

1. **ABSENCES**

If a member has missed three consecutive meetings without notice they may be replaced.

1. **DELIVERABLES**

The IEAC identifies and suggests actions designed to increase representation of Indigenous Aboriginal people and to improve recruitment and retention of Aboriginal people in the public service. Recommendations will be brought forward by the Co-Chairs for approval by the Deputy Ministers’ Human Resources Committee.

## IEAC Organization Chart



**Deputy Ministers’ Human Resources**

**Committee**

**2 Co-Chairs**

**Department of Finance - Strategic**

**Human Resources**

**2 Beaufort Delta Region IEAC**

**Member**

**2 Sahtu Region IEAC**

**Member**

**2 North Slave IEAC**

**Member**

**2 South Slave IEAC**

**Member**

**2 Deh Cho Region IEAC**

**Member**

**2 Yellowknife**

**IEAC Member**