

**KWANLIN DŪN FIRST NATION**  
**THE TERMS OF REFERENCE**  
**FOR THE KWANLIN DŪN LANGUAGE AND CULTURE WORKING GROUP**

December 17, 2018

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Duly approved by the Council on the 17th day of December 2018

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Chief Doris Bill

**1.0 Authority**

1.1 The Kwanlin Dün Language and Culture Working Group (the “Working Group”) draws its authority from Order in Council 2018–53, Approval of the Terms of Reference for the Kwanlin Dün Language and Culture Working Group (the “Terms of Reference”) (Appendix “A”).

**2.0 Preamble**

The language and culture of the Kwanlin Dün First Nation is in need of revitalization. The strength and uniqueness of the Kwanlin Dün citizens live in their language, traditional culture, and values. The protection and preservation of their traditions must be a priority.

The responsibility for the Kwanlin Dün revitalization of language and culture is shared between the Kwanlin Dün First Nation government and its citizens and extends from generation to generation with the goal of ensuring that knowledge, values and healing are rooted in their culture and language that are available now and in the future.

**3.0 Mandate**

The mandate of the Working Group is to explore and develop Kwanlin Dün language, traditions and cultural revitalization initiatives to increase the use of Kwanlin Dün language, culture and traditions in the Kwanlin Dün First Nation government and the community.

**4.0 Membership, appointment and term**

4.1 The Working Group shall consist of the following five members:

- One Elder
- One Youth
- Two Kwanlin Dün traditional-practitioners
- One member at large

- 4.2 A member of the Council may sit on the Working Group.
- 4.3 A representative of the Kwanlin Dūn Cultural Centre will be invited to participate on the Working Group.
- 4.4 The members shall be appointed for a five–year term and may be reappointed upon expiry of their term.

## **5.0 Chair**

- 5.1 The first meeting of the Working Group shall be chaired by the Department of Education. At their first meeting the Working Group shall appoint one of their members to act as the Chair for all subsequent meetings and for a length of time to be determined by the members.
- 5.2 The Chair shall be responsible for
  - calling the meetings of the Working Group
  - chairing the meetings of the Working Group
  - performing all other duties as directed by the Working Group

## **6.0 Eligibility to sit as a member**

To be eligible to sit as a member of the Working Group, individuals must be in good financial standing with the Kwanlin Dūn First Nation. If a member has rental arrears, he or she must enter a repayment plan for a minimum of six months and until the arrears are brought under control. Rental arrears or other monies owing to the Kwanlin Dūn First Nation shall be deducted from the member’s honoraria payments.

## **7.0 Administrative support**

The Department of Education shall provide administrative support to the Working Group. Administrative support includes

- preparing the agenda in collaboration with the Chair
- preparing and distributing meeting packages
- recording of notes or minutes
- organizing the payment of honoraria to eligible members

## **8.0 Notice of meetings, frequency of meetings, absences from meetings**

- 8.1 The Chair shall provide five working days’ notice of upcoming Working Group meetings unless otherwise agreed to by the members.
- 8.2 The Working Group shall meet at least four times per annum.
- 8.3 If a member is unable to attend a meeting of the Working Group, he or she shall advise the Chair as soon as possible and outline the reason for his or her absence from the meeting. If a member misses three meetings without providing a good reason, he or she shall be removed from the Working Group.

### **9.0 Reporting**

The Chair shall provide a report on the status and progress of the Working Group's activities every six months.

### **10.0 Honoraria**

Members of the working group, except the member of Council, shall be entitled to receive honoraria in accordance with the Kwanlin Dūn First Nation's honoraria policy and practice.

### **11.0 Amendments**

The Working Group may periodically review and recommend amendments to the Terms of Reference for the Council's consideration and approval.

APPENDIX A

Order in Council 2018–53  
Approval of the Terms of Reference  
for the Kwanlin Dün Language and Culture Working Group