**SAMUEL DE CHAMPLAIN MONUMENT WORKING GROUP**

- TERMS OF REFERENCE -

1. Role/Purpose
   - The role of Samuel de Champlain Monument Working Group (herein referred to as the “group”) will be to recommend a strategic plan on an appropriate path forward for the Samuel de Champlain Monument in Couchiching Beach Park in the City of Orillia.
   - While Parks Canada is the legal custodian of the Monument, the group will have a **MANDATE** to: Pursue inclusive public consultation and report back to Orillia Council and Parks Canada on a plan for the monument and surrounding parklands that is respectful and representative of both Indigenous and non-Indigenous perspectives.
   - Recognize and acknowledge the work of the Truth and Reconciliation Commission as a point of reference for the work of this committee.

2. Term
   This Terms of Reference is effective from Tuesday, October 16, 2018 and will be ongoing until terminated by agreement between the parties, with a target date of Spring 2019.

3. Membership
   The Samuel de Champlain Monument Working Group will consist of the following (7) seven voting organizations, who are invited to have (2) two representatives sit on the group with the exception of the Citizen(s) at Large at (1) each:
   1. Parks Canada (Co-Chair)
   2. City of Orillia (Co-Chair)
   3. Chippewas of Rama First Nation
   4. Huron-Wendat Nation
   5. Elementary Teachers Federation of Ontario
   6. Citizen at Large – City of Orillia resident
   7. Citizen at Large – City of Orillia resident

   Note: **Subject matter experts may also be invited to present to the group on various topics of interest, however, these groups will not have voting authority.**

4. Roles and Responsibilities
   **The Samuel de Champlain Monument Working Group is accountable for:**
   - Fostering collaboration.
   - Maintaining at all times the focus of the group on the agreed scope, outcomes and benefits.
   - Monitoring and managing for the factors outside the group’s control that are critical to its success.
   - Inclusive community consultations and the development of a community engagement plan.
   - Recommending a strategic plan on an appropriate path forward for the monument and surrounding parklands that is respectful and representative of both Indigenous and non-Indigenous perspectives and ensures historical accuracy.
   - Actively understanding community concerns and issues.

   **The membership of the Samuel de Champlain Monument Working Group will commit to:**
   - Attending all scheduled group meetings, either in person or by phone or video conference.
   - Wholeheartedly championing the group within and outside of the community.
Sharing all communications and information across all group members.
Making timely decisions and taking action so as to not hold up the project.
Notifying members of the group, as soon as practical, if any matter arises which may be deemed to affect the work of the group.
Attend all meetings and if necessary nominate a proxy.

Members of the Samuel de Champlain Monument Working Group can expect:
- That each member will be provided with complete, accurate and meaningful information in a timely manner.
- To be given reasonable time to make key decisions.
- To be alerted to potential risks and issues that could impact the project, as they arise.
- Open, honest and respectful discussions.
- To share in the work associated with the group, with tasks either being assigned or taken on with regard the business of the group, i.e. proposal vetting and presentation, guest speaker/group organization, research into pertinent topics for discussion, consultation preparation and etc.

5. Meetings
- All meetings will be facilitated by Parks Canada (as the legal custodian of the Monument) with Parks Canada and City of Orillia as Co-Chairs.
- Meetings may be conducted in person or via conference call or video conference.
- The members present at any properly announced meeting shall constitute a quorum.
- While striving for consensus based decisions, all issues to be voted on shall be decided by a 4 out of 7 majority of the vote.
- Meeting agendas and minutes will be provided by the City of Orillia and Parks Canada, this includes:
  - preparing agendas and supporting papers – Parks Canada
  - preparing meeting notes and information – City of Orillia
- At a minimum, meetings will be held monthly within the City of Orillia and will be no longer than (3) three hours in length unless otherwise agreed upon by the committee. More frequent meetings or sub-committee meetings may be scheduled as needed.
- There will be no financial remuneration for group members for either their time or expenses.

6. External Communications
- External communications will be developed and reviewed by all working group members when possible.
- The Chairs or their delegates will be the official spokespeople for the working group, when appropriate.

7. Confidentiality
- Working Group confidentiality is important as it encourages open, honest and respectful discussion at meetings. Working Group members (outside of reporting relationships) must keep confidential all information pertaining to matters dealt with by the Working Group until such time as documents are made public via the appropriate channels, i.e. approval of minutes, etc. This includes meeting minutes, correspondence (in-coming or out-going), agendas, reports to and from the Working Group and all associated documents, and information contained in those documents.
- If a topic is deemed to be particularly sensitive, members may request an “in-camera” session to discuss said topics.

8. Amendment, Modification or Variation
- This Terms of Reference may be amended, varied or modified in writing after consultation and agreement by the group members.