

	<b>Section:</b>	
	<b>Governance</b>	
	<b>Policy:</b>	
	<b>TBC Knowledge Keeper Terms of Reference</b>	
A.04.6	<b>Approved:</b> June 14, 2018	<b>Distribution:</b> Board of Directors Directors, CC, KK & Employees

**1.0 Purpose of the TBC Knowledge Keeper:**

The overall purpose of the Toronto Birth Centre’s Knowledge Keeper is to ensure that Indigenous knowledge(s) and practices are supported in all activities, deliberations and decision-making by the Board.

**Definitions:**

- Board – TBC Board of Directors
- CC-Community Council
- ED-Executive Director of the Toronto Birth Centre
- KK- Knowledge Keeper is inclusive of all keepers of traditional or cultural knowledge regardless of age
- TBC – Toronto Birth Centre
- TBC KK-The appointed cultural knowledge keeper for the TBC Board.

**2.0 TBC KK Mandate:**

The TBC Knowledge Keeper has a mandate to:

- Provide openings and closings at Board meetings and the AGM and ensure that Indigenous knowledge(s) and practices are supported at the Board level.
- Support the expression of the Indigenous Framework within the organization through advice, coaching and teachings.
- Provide oversight-of the care of the TBC Bundle.
- Attend and participate in monthly Board meetings as a non-voting member.
- Preside over community feasts for the TBC and CC bundle twice annually (Spring and Fall Feasts)
- Be aware of the reputation of TBC in the broader Indigenous community and represent the TBC in a good way and share feedback with the Board as appropriate.

**3.0 Selection and Appointment of TBC KK:**

- An Expression of Interest in the Toronto Indigenous community (self referred or nominated) will be issued by the ED.
- Applications will be vetted by the TBC CC.
- All applications will be provided to the Board for review along with CC’s recommendation to the Board for approval.
- The Board will invite the recommended KK to meet with the Board to ensure fit.
- The Board will either continue the search or pass a motion to appoint the nominee.

The Knowledge Keeper must be:

- An Indigenous person
- Recognized by Toronto Indigenous Community as a Traditional Resource Person
- Willing and able to demonstrate support the core values of the Birth Centre and in their interactions with the diversity of individuals, families and communities accessing the Birth Centre.
- Willing to serve a three-year term renewable by agreement from both the TBC Board and Knowledge Keeper.

#### **4.0 KK Roles and Responsibilities:**

- a) Receive, pass on, and respond in a timely way to communications, emails re meetings, minutes, etc.
- b) Are familiar with and support the functioning of the TBC Communication Plan.
- c) Recognize and respect the differences in self-determination of the communities being served.
- d) Attend scheduled monthly board meetings/AGM and preside over community Feasts.
- e) Participate in the work of the Board and as needed.
- f) Act in accordance with the TBC bylaws, policies, protocols, guidelines and procedures including the Code of Conduct policy, TBC Conflict of Interest Policy and the TBC Confidentiality Agreement.
- g) The TBC KK may agree to participate in additional TBC community events, staff events or trainings as requested by the Board or ED. See section 9.0 below.

#### **5.0 Working Methods/ Ways of Working**

- Working with Indigenous medicines and sacred items
- Utilizing Indigenous knowledge(s) and worldview
- Facilitating Indigenous ceremony
- Participating as a non-voting member of TBC Board

#### **6.0 Removal of KK:**

The TBC KK may only be removed by the TBC Board, and only

- a) At the expiry of their term; or
- b) For cause, on the consensus of the Board, including where the KK:
  - i) Is convicted of an offence under the *Criminal Code*.
  - ii) Has unexcused absences from three meetings.
  - iii) Breaches the bylaws, policies, protocols, guidelines or procedures of the TBC including the TBC Code of Conduct, Conflict of Interest Policy or the TBC Confidentiality Agreement.
  - iv) Fails to perform any of their duties in good faith and in accordance with the terms of reference.

v) Fails to abide by the values of the Toronto Birth Centre.

## **7.0 Reporting and Accountability:**

The TBC KK works directly with and shall take direction from the Toronto Birth Centre's Board of Directors or designate and from the ED in matters related to operational activities.

The TBC administration will provide record keeping, any communication about meetings, delivery of relevant reference and support documents, and remuneration to the TBC KK.

The TBC KK is also directly accountable to the Indigenous community of Toronto.

There is an expectation that the TBC KK must declare any conflicts of interests and sign a privacy and confidentiality agreement with TBC.

## **8.0 Decision Making:**

The TBC KK will work with the President/Chair of the Board to ensure Indigenous governance methods are used at the board level to reach consensus-decision making. See the "TBC Decision-making Framework" (Appendix B).

For greater certainty, the TBC KK is an advisory role only. The TBC KK can make decisions with respect to process and to enable him/her/them to fulfill his/her/their functions. The ultimate responsibility for all decisions rests with the TBC Board of Directors.

## **9.0 Renumeration**

The Knowledge Keeper will receive a stipend for attending monthly board meetings for a maximum of 3 hours at a rate of \$83.27/h.

Additional work with the Board may be negotiated as needed throughout the year.

Duties requested beyond his/her their role description (workshop facilitation, staff training, other ceremony, openings at special events etc.), the Knowledge Keeper is to be paid at the rate as would other individually contracted Traditional Resource People under policy C.02.13 "Agreements with Knowledge Keepers".

## **10.0 Staff Support and Resources:**

Administrative assistance for the organization of meetings, technical assistance, communication, travel and payment etc. will be provided by the TBC core staff.

**11.0 Monitoring and Evaluation:**

Ongoing support and feedback to be provided by the TBC Board.

The Chair of the Board shall establish criteria to evaluate the TBC KK and his/her/their contributions.

A formal scheduled review of the TBC KK will occur by the end of the first-year term and annually by the Board of Directors with input from TBC staff and Community Council.

**12.0 Policy Changes:**

Issue #	Issue Date	Describe Change(s)
A.04.6		First version of this Policy.