Indigenous Wellness Committee
Terms of Reference
Approved June 6, 2025

1. **Purpose:**

   To provide strategic direction and leadership to support reconciliation and to promote equity, diversity and inclusion. To advocate for change within the profession that helps physiotherapy practice become more equitable, more inclusive, more conscious of and responsive to the needs of Indigenous populations in our communities.

   The Indigenous Wellness Committee aims to have physiotherapists become more aware of and proficient in best practices to support diversity and inclusion as it relates to our Indigenous membership and patients. The Indigenous Wellness Committee will focus on bringing awareness to the systemic racism and barriers present in our profession and practice.

   Our purpose is to promote active steps toward Truth and Reconciliation initiatives and be an ally to Indigenous people and voices as it relates to physiotherapy in our province.

2. **Accountability**

   a. The Indigenous Wellness Committee, as a Standing Committee of the SPA Board of Directors, is responsible to the Board.

   b. The Chair of the Indigenous Wellness Committee will report to the Board through the Executive Director.

   c. The Chair may be required to report to the Board at board meetings.

3. **Committee Members:**

   a. The Committee Chair and members will be appointed by the SPA Board of Directors. Committee members will be members of the profession and members of the SPA.

   b. One member of the committee will be a SPA director.

   c. Indigenous representation is vital to the functioning of the committee; in the absence of an Indigenous member, the Committee may also consult with Indigenous consultants or content experts as needed. They will be represented in the minutes, clearly, as such, including if they are SPA Members, at Large, and not formally members of the IWC.

d. There shall be a minimum of 5 and maximum of eight (8) members on the committee.

   i Melinda Ardagh (Chair)

   ii Ali Mario

   iii Katie Crockett

   iv Matthew Reichert

   v Monique Marshall

   vi Name

   vii Name

   viii Name

e. If additional committee members are needed, the Committee Chair will notify the Board and may recommend eligible candidates to the Board for approval.

f. Members will be appointed for a 1-year term. A committee member's term commences February 1 of each calendar year. A member may be appointed by the Board to serve for an additional term on recommendation from the Committee Chair.

4. Term of the Committee:

The Committee will function until dissolved by the Board of Directors.

5. Roles and Responsibilities:

a. Develop and implement an approximate timeline to complete the deliverables.

b. Develop and implement strategies to achieve the objectives of the committee.

c. The Chair will be the primary representative of this committee as it relates to the purposes and goals of the SPA. The Chair (or designate) is responsible for:

   i calling the meetings, setting the agenda and sending notice to committee members,

   ii chairing the meetings and recording minutes,

   iii ensuring the purpose/deliverables of the committee are achieved,

   iv reporting to the Board of Directors, and

   v the Chair may be requested by the Board to report to the membership at the AGM on the work of the committee.

d. Committee members are responsible for:

   i attending scheduled committee meetings,

   ii communicating respectfully and professionally within the committee, and with those external to the committee, and

iii working within the confines of the “purpose” of this committee work.

6. **Meetings:**

   a. Meetings will be called by notice of the committee chair.

   b. Meetings are expected to be arranged in a manner that reasonably minimizes costs (virtually and at times connected to other member events).

7. **Deliverables:**

   a. Promote active steps toward Truth and Reconciliation initiatives and be an ally to Indigenous people and voices as it relates to physiotherapy in our province.

   b. Advocate for change within the profession that helps educate physiotherapists on the needs of Indigenous populations in our communities and for physiotherapy practice to become more proficient in best practices to support diversity and inclusion as it relates to our Indigenous membership and patients.

   c. Raise awareness within the profession (and with stakeholder groups, government?) to the systemic racism and barriers present in our profession and practice related to our Indigenous membership and patients.

   d. All forms of the deliverables will be seen through education in various forms ie) webinars for membership, workshops for 3rd party organisations, etc.

   e. Any potential presentation or organized meeting, no business, clinic or organizational promotional attire, banners or promotional materials (other than SPA) shall be present for the presenter and any of the organizers.

8. **Restrictions**

   The Indigenous Wellness Committee has no authority to determine policy, set organizational strategy or to independently make decisions which oblige the organization to act.

9. **Guidance from the Board**

   a. The Indigenous Wellness Committee will operate with its own work planning calendar.

   b. Minutes of Indigenous Wellness Committee meetings shall be kept and provided to the Board on request. The minutes should focus on decisions on committee activities and member tasks, and any recommendations to the SPA Board of Directors.

10. **Quorum**

    A quorum for meetings of the Indigenous Wellness Committee is a majority of the active committee members.

11. **Reporting/Communication:**

    a. The committee chair will report quarterly on the progress of the committee to the Board through the Executive Director.

b. The committee chair will prepare (monthly or quarterly) reports on the committee's activities.

c. The committee chair may be asked to attend meetings of the Board of Directors to answer questions that the Board may have.

12. Decision Making

The Committee will endeavor to work to consensus in decisions around the work undertaken; however, the Chair will call for a vote on decisions when consensus cannot be obtained. Where a vote is taken, a majority vote in the positive is needed to move forward.

13. Resources and Budget

Where additional resources or funds are required to help the working group achieve its objectives, the Chair shall submit a request for such to the Executive Director.

14. Vacancy

Should a vacancy occur in a position on the Committee, the chair shall notify the Executive Director. The Board of Directors may appoint another member to serve as a replacement.

15. Amendment

These Terms of Reference may be amended from time to time by the Board of Directors. Amendments may be recommended by the Indigenous Wellness Committee members to the SPA Board of Directors for approval.