

SENATE

Reconciliation Committee



Terms of Reference

1. PURPOSE

The Reconciliation Committee of Senate (referred to hereafter as the Committee) is an ad hoc committee of Senate established for the 2026/27 Academic Year to support the integration of reconciliation considerations within Senate governance processes, structures, discussions, and decision-making.

The Committee will review Senate governance practices through a reconciliation lens and provide recommendations to Senate intended to strengthen alignment with Yukon University's Reconciliation Framework and institutional commitments to reconciliation.

2. DUTIES OF THE COMMITTEE

The Committee will review on behalf of and make recommendations to Senate with respect to the following:

1. Senate and Senate committee governance processes, practices, and structures as they relate to institutional reconciliation commitments.
2. Opportunities to strengthen the incorporation of Indigenous perspectives and reconciliation considerations into Senate discussions, materials, and decision-making processes.
3. Existing governance practices, policies, procedures, templates, and supports that may impact the consistent and meaningful application of a reconciliation lens within Senate governance.
4. Barriers, gaps, and promising practices related to Indigenous participation and perspectives within Senate governance processes and structures.
5. Opportunities to support meaningful participation, engagement, and inclusion of Indigenous voices within Senate governance processes.
6. Guidance, tools, process improvements, or approaches that could support Senate in advancing reconciliation commitments within its jurisdiction.
7. Recommendations regarding potential ongoing governance structures, processes, or supports related to reconciliation within Senate.
8. Other duties or authorities as delegated by Senate.

3. APPROVAL AUTHORITY

Approval authority is limited to providing input, ideas, and recommendations to Senate.

Decisions made by the Committee are submitted as recommendations to Senate for final approval.

4. MEMBERSHIP

The Committee shall have the following membership:

Voting Members (12):

- a) One Senator appointed by Senate who will serve as Co-Chair
- b) VP Reconciliation or designated alternate
- c) One Elder or Knowledge Keeper
- d) Student representative
- e) First Nation Initiatives staff representative
- f) Seven faculty or staff members (comprising 60% of the committee membership) of which
 - at least 60% of the Committee membership shall be faculty members
 - at least 50% of the Committee membership shall be Indigenous persons

Non-voting resource members:

- a) University Secretary and General Counsel
- b) Provost Office representative
- c) Additional resource members or subject matter experts as invited by the committee

The membership structure outlined above is subject to review and recommendation by the Committee and approval by Senate.

5. COMMITTEE OPERATIONS

Meetings

- a. The Committee shall strive to meet once a month from September to June.
- b. Additional meetings may be scheduled and working groups formed as needed.
- c. Meetings are open to visitors, except for in-camera items.

Committee Co-chairs

The Committee will have 2 co-chairs: one is a Senate member who is appointed by Senate for the duration of their Senate term, and one, who is any voting member of the Committee who is selected and appointed by the Committee for the duration of their Committee term.

Electronic Voting

At the direction of Committee Co-chairs, the University Secretariat shall make provisions for a Committee meeting or vote to be held by electronic means. For electronic voting, the first responder in support of the recommendation is the mover, and the second responder is the seconder.

Quorum and Voting Majority

- a. To conduct business – Interim quorum for the Committee shall be a majority of voting members, including a majority of faculty members, until such time as Senate approves any recommended revisions.
- b. To carry a motion - a majority of the voting members present.
- c. The Committee strives to achieve consensus in decision-making.

Meeting Minutes

Minutes will be recorded by the University Secretariat and, once approved by the Committee, posted on the Senate SharePoint page.

Member Responsibility

- a. All members, voting and non-voting, are responsible for maintaining confidentiality of private and/or sensitive materials.
- b. Members must review meeting packages prior to a meeting.

Co-chair duties

- a. To review draft meeting agendas as prepared by the University Secretariat.
- b. To chair committee meetings.
- c. To review draft minutes for accuracy.

Submission requirements

- a. Agenda item requests and submission deadline for the Committee shall be: 10 calendar days before the meeting and must be sent to the University Secretariat.
 - b. Submission requirements:
 - Documentation:
 - only final (clean) versions of all required documents are accepted for submission
 - for submissions which revise existing documents a blackline or track changes copy should be also provided
 - forms: all forms must be fully complete, dated, and signed as required; AND
 - a Briefing Note must accompany each submission.
- Current forms and templates must be used.

Term

The Committee's jurisdiction shall be for the 2026/27 academic year ending June 30, 2027, unless otherwise extended by the Senate. The Committee is expected to provide any reports during its term as may be requested by the Senate or determined by the Committee. The Committee shall provide a final report for consideration at the June 2027 Senate meeting, including any recommendations regarding additional time, further work, or ongoing governance structures that may be required.

6. REPORTING

The Committee will provide periodic updates to Senate regarding its work and recommendations.

At the conclusion of its mandate, the Committee will submit a final report and recommendations to Senate.

7. REVIEW OF THE TERMS OF REFERENCE

As an ad hoc committee, these Terms of Reference are intended to provide an initial framework to support the establishment and commencement of the Committee's work. The Committee is expected to review the Terms of Reference as part of its initial work and may recommend amendments to Senate regarding committee composition, voting membership, quorum, committee operations, or other provisions that may support the effective fulfillment of its mandate.

These Terms of Reference may be reviewed and amended by Senate at any time during the Committee's mandate.

It is the jurisdiction of the Senate Executive Committee to review Senate committee Terms of Reference and recommend amendments to Senate for approval.

Document History

Include all updates as approved by Senate

Date	Update
June 10, 2026	Terms of Reference established by Senate