Indigenous Advisory Circle Recruitment and Information Package



1. About the Indigenous Advisory Circle

The Indigenous Advisory Circle (IAC) is a culturally aligned, relationship-based space where Indigenous community members can share lived experiences, perspectives, concerns, advice, and recommendations with the Calgary Police Service (CPS).

The IAC helps the CPS better understand Indigenous community priorities, barriers, opportunities, and lived experiences. It also supports respectful relationship-building between the CPS and Indigenous communities and contributes to the implementation of the CPS Indigenous Roadmap.

The term “Circle” reflects a culturally aligned, relationship-based approach developed through consultation with Elders and Knowledge Keepers.

Members bring their own experiences, perspectives, relationships, and community connections. They are not expected to represent every Indigenous person, Nation, community, organization, or experience.

2. IAC duties and responsibilities

- Provide advice and perspectives informed by lived experiences, knowledge and community connections.
- Share relevant lived experiences
- Identify concerns, barriers, gaps, impacts, and opportunities
- Ask questions and raise critical concerns
- Offer recommendations for the CPS’ consideration
- Identify opportunities to strengthen relationships between the CPS and Indigenous communities
- Identify matters that may require Indigenous Knowledge or protocol guidance through the Indigenous Knowledge Circle (IKC)

The Indigenous Advisory Circle (IAC) serves in an advisory capacity by providing advice, perspectives and recommendations for CPS consideration. Members are encouraged to share their views openly and may express differing perspectives. Participation, silence or differing opinions will not be interpreted as agreement with CPS decisions, nor are members required to endorse those decisions. The CPS remains responsible for considering IAC advice, making decisions, assigning actions and communicating appropriate follow-through.

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3. Relationship between the IAC, IKC, IRT and CPS

The ***Indigenous Advisory Circle (IAC)*** provides community-informed advice, perspectives, concerns, and recommendations for CPS consideration.

The ***Indigenous Knowledge Circle (IKC)*** is a separate resource made up of Elders and Knowledge Keepers. The IKC may share Indigenous Knowledge, teachings, interpretations or guidance on protocols when respectfully requested.

Elders and Knowledge Keepers participating in the IKC determine whether, when and how this knowledge and guidance may be shared.

Applying to the Indigenous Advisory Circle (IAC) does not constitute an application to, or participation in, the IKC.

The ***Indigenous Relations Team (IRT)*** co-ordinates and supports the IAC's recruitment, administration, communication, and Circle gatherings. The work of the IAC is overseen by the Staff Sergeant of the Community Services Section. Advice and recommendations provided through the Circle are shared through appropriate CPS leadership and decision-making processes.

The ***Calgary Police Service (CPS)*** receives and considers advice from the IAC and remains responsible for all institutional, operational, administrative, legal, policy, program, and resource decisions.

4. Who we are looking for

The Indigenous Relations Team is seeking Indigenous community members who can contribute thoughtfully and respectfully to the Circle.

Potential members may bring:

- Lived, community, professional, volunteer, or other relevant experience
- Relationships or meaningful connections with Indigenous communities in Moh'kinsstis/Calgary and/or the Treaty 7 region
- Awareness of barriers or systemic concerns affecting Indigenous communities
- An interest in strengthening relationships between the CPS and Indigenous communities
- An ability to listen, contribute respectfully, and make space for differing perspectives
- An understanding of the IAC's role in providing advice and recommendations to the CPS.
- Availability to meet the participation expectations described in this package



Applications are welcomed from people with diverse lived experiences, backgrounds, perspectives, and community connections, including voices that may not always be represented.

Applicants are encouraged to share their views honestly, including questions and concerns that can help strengthen relationships between the CPS and Indigenous communities.

5. Eligibility Requirements

Applicants must:

- Identify as First Nations, Métis, or Inuit
- Be 18 years of age or older
- Reside in or maintain a meaningful connection to Moh'kinsstis/Calgary and/or the Treaty 7 region
- Be willing and able to participate respectfully in Circle gatherings and related activities
- Be able to commit to the meeting and participation expectations
- Successfully complete the required CPS volunteer screening and onboarding process if selected
- Successfully obtain and maintain the enhanced security clearance required for the volunteer role
- Follow the policies and expectations applicable to CPS volunteers

Meeting the eligibility requirements does not guarantee selection. Appointments to the IAC is conditional upon successful completion of the required volunteer screening, enhanced security clearance and onboarding process.

6. Member term and commitment

IAC members serve a two-year term beginning on the date of appointment. A member may be considered for one additional two-year term, for a maximum of four consecutive years. Renewal is not automatic.

Members will:

- Meet quarterly, approximately four times per year
- Participate in one annual community gathering
- Be invited to additional meetings when needed



- Attend gatherings that are approximately three hours in length
- Participate virtually, in person, or through a combination of formats
- Review information before gatherings when possible
- Protect confidential or sensitive information
- Respect differing experiences and perspectives
- Follow agreed Circle practices, communication expectations and Indigenous Knowledge protection requirements.

Members should notify the IRT Circle Helper if they cannot attend, require participation support, or need to pause or conclude their participation.

7. Recruitment and Selection Process

Step 1: Submit an application

Interested applicants must review the package and submit the Indigenous Advisory Circle Application Form through the approved application process.

The IAC Application Form is the only form required during the initial application stage.

Step 2: Application review

Applications will be reviewed using the approved eligibility and selection framework.

The review may consider:

- Availability and ability to meet participating expectations
- Lived, community, professional, volunteer or other relevant experience
- Community relationships and connections
- Understanding of the IAC’s advisory role
- Ability to participate thoughtfully and respectfully
- Potential contribution to the overall range of perspectives within the Circle

Step 3: Applicant conversation,

Applicants who are being considered for appointment will be invited to a conversation with the selection team. The conversation will provide an opportunity to learn more about the applicant’s interests, experiences, community connections and understanding of the advisory role. It will also give applicants an opportunity to ask questions about the IAC and participation expectations.

Step 4: Selection and notification



Applicants will be notified of the outcome of the selection process.

As the IAC has a limited number of positions, not all eligible applicants will be selected. Applicants will be notified once the selection process is complete.

Step 5: Screening and onboarding

Applicants who are selected must complete the CPS volunteer screening and onboarding process before joining the Circle.

Selected applicants will be required to:

- Complete the Volunteer Service Application
- Complete the Enhanced Security Clearance Declaration
- Review the CPS Volunteer Policy Expectations
- Read the CPS Code of Conduct
- Sign the Code of Conduct Statement of Compliance
- Complete any other required confidentiality, privacy, consent, conflict-of-interest, or onboarding documents

The Indigenous Relations Team and Volunteer Resource Team will provide the required documents, approved submission instructions, and assistance.

Step 6: IAC document review

The IRT Circle Helper will meet with selected applicants to review:

- The IAC Terms of Reference
- Applicable IAC procedures and Circle protocols
- The advisory role of the IAC
- Member responsibilities and participation expectations
- Confidentiality, privacy, and information-protection requirements
- Documentation and non-attribution practices
- Indigenous Knowledge protection
- Conflicts of interest
- Attendance and communication expectations
- Available participation supports

The document review will give selected applicants an opportunity to ask questions and confirm their understanding before joining the Circle.

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8. Participation supports

The Calgary Police Service recognizes that participation in the IAC requires time, preparation, travel, and contribution.

IAC members participate as CPS volunteers and do not receive honoraria.

To help reduce barriers to participation, the CPS will provide:

- Food or refreshments during Circle gatherings
- Approved travel assistance for in-person gatherings

Additional approved participation supports may be available depending on individual needs and the nature of the gathering.

Applicants may identify supports they require to participate meaningfully. Requesting participation support will not, by itself, affect an applicant's eligibility or selection.

Questions about participation supports may be directed to the Indigenous Relations Team.

9. How to apply and contact us

Interested in becoming a member of the Indigenous Advisory Circle?

Complete and submit the Indigenous Advisory Circle Application Form.

Email completed submission:
IndigenousRelationsTeam@calgarypolice.ca

Applicants should only submit the IAC Application Form during the initial application stage. Selected applicants will receive the volunteer screening and onboarding documents, along with approved submission instructions, after the selection process.

Application Assistance

Applicants may contact the Indigenous Relations Team if they:

- Require assistance completing the application
- Require an alternative application format
- Have questions about eligibility or the selection process
- Would like to discuss accessibility or participation supports

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Contact: Indigenous Relations Team
Email: IndigenousRelationsTeam@calgarypolice.ca