Collaborative Indigenous Event to create excitement and interest in business education and careers

Pilot Project Charter

PROJECT PURPOSE

The project is to collaboratively host a pilot event in the 2021 school year to bring together Indigenous (First Nations, Métis and Inuit) students, community members, and representing organizations with business leaders, employers, post-secondary advisors and faculty liaisons, and accounting/finance professions such as CAFM (AFOA BC) and CPA (CPABC) ("**Event**"). The **GOAL** is to create dialogue about how business education/financial education are instrumental in creating greater economic development within Indigenous communities and to create excitement and interest in these career options for Indigenous students, as well as for community members that are looking to change careers or are under employed. The event will be open to all British Columbian residents that identify as Indigenous including First Nations, Métis, and Inuit.

SCOPE

High-level scope

The initial scope of the project as envisaged by the initial planning group is set out in Appendix A, and will evolve and be updated.

Constraints

All plans will take into account the privacy and legislative requirements of CPABC and the partners, including cybersecurity and data protection as well as CASL, FOIPPA, copyright and other applicable legislation.

The format of the Event will determine by any limitations on events due to the COVID-19 provincial health orders for British Columbia in place at the time of the Event. Should in-person events be once again open in the province, the venue, layout, and number of registrants may be constrained by social distancing requirements.

The desired timing of the Event (Fall 2021) may add additional constraints on what is possible for this pilot.

Out of scope

While future offerings built upon the anticipated success of the pilot Event anticipate including high school students, the initial pilot Event is being planned for Indigenous students and community members aged 19 years of age and older. This was agreed to in order to eliminate the additional complexities introduced by including minors in an event[1].

PROJECT GOVERNANCE

This section outlines the proposed project governance roles and responsibilities. The roles of project sponsor, steering committee, project manager, and event committee (blue boxes) will be established. In addition, there are a variety of tasks which are essential to delivery of the Event (green boxes). These "TASKS" might be tasks the Event Committee undertakes or that it is more efficient to do through subcommittees, working groups, ad hoc groups, advisory committees or specific targeted outreach. Each of these tasks is key to the success of the Event, so is highlighted in the roles and responsibilities, but does not necessarily represent a discreet committee. Beyond the governance structure (in blue), the Event Committee will be tasked with ensuring the appropriate stakeholders are engaged for the various tasks (in green), but will have the autonomy to determine if this is best accomplished through use of the full Event Committee, or through delegation to a subcommittee, working group, ad hoc group, or advisory committee, or through specific targeted outreach. The goal of this visual is to outline the governance structure (blue) and to identify key responsibilities of the Event Committee where they will need to ensure the appropriate stakeholders are engaged, without constraining them to the structure of how they would achieve that engagement.
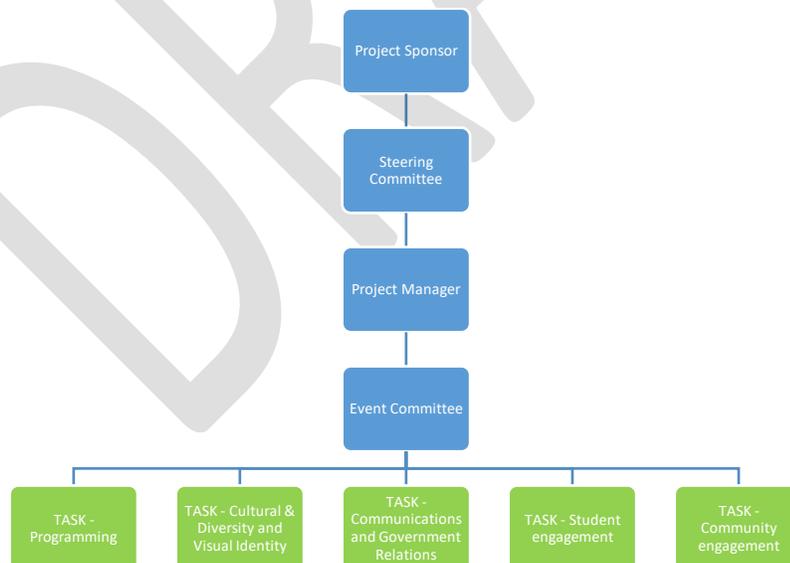
The table below takes the roles and tasks from the above graphic, and provides a list of proposed responsibilities and stakeholder involvement for each task. Again remembering that these represent tasks, and may be carried out as part of the work of the Event Committee or through a subcommittee,

---

[1] *While this is initially deemed out of scope, this does not preclude the Event Committee from proposing potentially to have a pilot high school component, but this would require agreement of the Steering Committee.*

or an ad hoc working group, it is fully anticipated that one person can and will be involved in more than one role.

Role	Responsibility
Project Sponsor	The project sponsor supports the necessary funding and resources for the project and is accountable for its success. Responsibilities include: • Align project objectives with Steering Committee direction • Be informed on project progress, risks, issues, key decisions • Provide cross-functional support and decisions for the project
Steering Committee	The Steering Committee is responsible to provide the strategic context, direction and oversight to the project. Responsibilities include: • Review and approve key Event components, which includes scope, governance, vision for the event, government relations strategy, and high level communications strategy • Escalation point for significant variations from plan and issues • Champion project effort and monitor overall project progress • Upon completion of the Event, receive and review the recommendations of the Event Committee and consider both the future of events similar to the pilot, and of any other areas and aspects of collaboration the partners wish to engage in
Project Manager	The Project Manager is the primary leader for the project/Event, and is accountable for its success. Responsibilities include: • Accountable for the overall success of the project, including responsibility for: o vision and roadmap o shaping the project and collaborative approach needed to achieve results and gain consensus from project stakeholders o Monitoring issues, risks and key milestones for the project • Provide Event Committee with direction, information and resources • Report to the Project Sponsor • Key communication link between the Event Committee and the Project Sponsor and Steering Committee, including: o Scheduling and facilitating status meetings with the Steering Committee as frequently as needed (initially anticipated as approximately every 6 weeks), presenting recommendations of the Event Committee to the Steering Committee regarding items for approval, any proposed deviations from the plan and for resolving issues • Ensure that project is meeting defined scope and requirements in a quality manner

Role	Responsibility
	• Manage scope, timeline, resources, communications • Develop and maintain resource plan • Manage budget • Monitors achievement of project outcomes • Escalate issues to Steering Committee as necessary for resolution
Event Committee	The Event Committee is responsible to plan and execute the Event. Responsibilities include: • Articulate the vision for the Event, based on input from the Steering Committee, soliciting feedback and sign-off • Identify stakeholders to be invited • Develop and manage a detailed plan and roadmap for the Event, including detailed planning and resource management • Develop and maintain a decision matrix to identify matters to be escalated to the Steering Committee • Manage budget • Coordinate the overall work of planning and delivering the Event, including the work listed under the various tasks set out below including those that are carried out by subcommittees, advisory committees, or by ad-hoc working groups • Monitor issues, risks and key milestones for the project • Reports to the Project Sponsor • Upon completion of the Event, assess the effectiveness of the Event and make recommendations of the way forward to achieve the overall goal set out for this Event
TASK - Programming	Responsibilities include: • Determine program theme • Develop detailed programming • Identify, screen and secure speakers Stakeholder input needed from: • Indigenous organizations • PSI partners
TASK - Cultural & Diversity and Event Visual Identify	Responsibilities include: • Consider how to incorporate diverse Indigenous cultural elements into the Event • Develop cultural program elements • Identify, screen and secure resources for the cultural program elements • Identify vendors that can develop a visual identity (graphic, etc) for the Event which incorporates the intent and objective of the Event and the diversity of those invited • Ensure compliance with copyright and other applicable legislation Stakeholder input needed from: • Indigenous organizations
TASK – Communications	Responsibilities include:

Role	Responsibility
and Government relations	Develop Event communications plan, building on the visual identity, and confirm with Steering Committee the level of involvement they should have with communications • Engage stakeholders and set a direction for stakeholder communications • Ensure compliance with CASL, FOIPPA, and other applicable legislation • Consider whether there should be outreach to the government about the Event • If so, develop government outreach plan and engage appropriate resources to execute it. Stakeholder input needed from: • Various organizations with relevant government relationships
TASK - Student engagement	Responsibilities include: • Consult with and engage stakeholders who could be involved in student engagement and outreach • Develop and execute student engagement strategy, ensuring the diversity of those invited Stakeholder input needed from: • PSI partners
TASK - Community engagement	Responsibilities include: • Consult with and engage stakeholders who could be involved in community engagement and outreach • Develop and execute community engagement strategy, ensuring the diversity of those invited Stakeholder input needed from: • Indigenous organizations

PROJECT STAKEHOLDERS

The 13 organizations that came together to develop the ideas leading to this Event are all project stakeholders.

There will be additional stakeholders identified as the Event planning evolves.

DECISION MAKING FRAMEWORK

The initial planning group identified that "coming to a unanimous decision on everything would be difficult, therefore, the group would seek consensus, defined as making a decision that suits the majority with no fatal flaws. There was general agreement that consensus will allow for greater ease in decision-making and is aligned with common traditional Indigenous decision-making practices. There was acknowledgement that this approach could lead to more unique ideas being pushed aside, but that the goal was to have sufficient collaboration for the best ideas to come through."[2]

The initial planning group also agreed that the establishment of a Steering Committee for strategic event oversight and smaller Working Committees for the actual event planning was appropriate. The following graphic is provided to demonstrate the flow of decision making anticipated.

---

[2] *Extract from meeting summary, February 5, 2021 meeting*
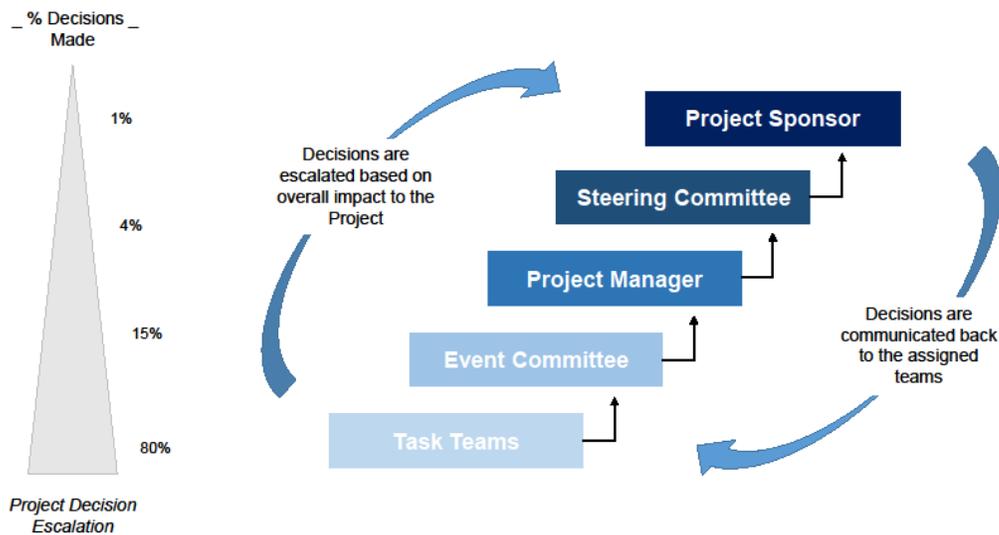
Partners agree that this Project Charter does not create legally binding obligations.

COMPOSITION AND TERM

- Initial composition of both the Steering and Event Committees to be voluntary based on the founding partners' indications of interest.
- Composition may change throughout the development of the Event (additional members, alternates, changes)
- Term would be until the completion of the pilot Event

INDIVIDUAL COMMITTEE MEMBER RESPONSIBILITIES

Committee members will work together in a spirit of cooperation, mutual trust and shared understanding of the Event's purpose. Recognizing that organizations and individuals will have differing levels of time to commit, each individual committee member will undertake to be clear in what their commitment can be and to meet the deadlines agreed to by the Committee and to be prepared for all meetings.

PROJECT APPROACH

During this project, CPABC will take a leadership and project management role, working with the partnering organizations and others who may become involved, to collaboratively plan and host the Event. To support the planning, oversight and delivery of the Event, CPABC will establish a number of key components and structures.

Planning
- **Integrated workplan**: Defining the process for developing and maintaining an integrated project plan that identifies key milestones (including deliverables and decision points), critical path, and interdependencies across the various stakeholders involved.
- **Resource and budget**: Providing CPABC resources as necessary to execute the Event plan. Developing and monitoring the Event budget.

Oversight
- **Status reporting**: Defining the processes and tools to enable efficient sharing of information in an integrated status report.
- **Establishing a governance structure**: The governance structure will be established to support clear reporting structures, accountability, and decision-making processes. A draft governance structure is proposed earlier in this document.
- **CPABC Oversight:** CPABC will dedicate experienced human resources to support the planning and IT hosting of the Event. In addition, CPABC has brought aboard a dedicated resource to support this Event, Willow Voth, a Métis student hired into an Indigenous Community Outreach position through CreateAction to assist with event planning, communication between stakeholders, and administrative support for the Event and committees.

FUNDING
- CPABC has a budget for the 'out of pocket' costs to host a pilot Event.
- The cost of participating in and contributing Partner's resources to the Event will be incurred by the Partner (eg. travel costs, contributing staff time).

APPENDIX A – PROJECT SCOPE

The initial scope of the project as envisaged by the initial planning group is, and will evolve and be updated.

Goal

As demonstrated in the diagram below, collaboratively host an Indigenous Event to create dialogue about how business education/financial education are instrumental in creating greater economic development within Indigenous communities and to create excitement and interest in these career options for Indigenous students, those that are under employed, or individuals looking to change careers ("**Event**"), open to all Indigenous peoples in British Columbia including First Nations, Metis, and Inuit, both on and off reserve.

Desired attendees

- Indigenous (First Nations, Métis and Inuit) post-secondary business students, aspiring Indigenous students who might consider business education, and Indigenous people considering career changes or progression, community members
- Cultural representation, Indigenous organizations (to date: AFOA BC, FNFMB, MNBC), business leaders (TBD), employers (to date: CPA firms), post-secondary representatives (advisors and faculty liaisons, etc.), CPABC, and geographic representatives.
- High school counsellors

Event timing

Fall of 2021 would be optimal, but there was also potential for spring of 2022.

Length

Ultimately, the format of the event (online or hybrid), will impact the length.

Event format

There was consensus that a hybrid event – an event with both online and in-person components – should be considered, recognizing that complying with all PHO orders and the safety of all participants is paramount.

APPENDIX B – COMMITTEE MEMBERS

As of March 18, 2021, the following organizations[3]/individuals have identified their willingness to serve on the following committees and/or support the following tasks:

Role	Involved
Project Sponsor	CPABC – Jan Sampson
Steering Committee	UBC Sauder - Jonathan Easey SFU - Peter Tingling or designate Capilano University - Dennis Silvestrone Métis Nation of BC - Brittney Bertrand and Anita Dumont (Guided by Brittney as she's a new hire) MNP - Jeromy Spence FNFMB - Scott Munro, Justin Jimmy, Patricia Sayer AFOA BC – Wendy Ham Sandi Hendry, Elder CPABC
Project Manager	CPABC - Lorena Christensen
Event Committee – Planning and Execution	SFU – TBD MNP – TBD, refer to Jeromy Spence PwC – TBD FNFMB – Patricia Sayer AFOA BC - Krysta Elliott CPABC
TASK – Program Development	MNP – Confirm w/ Jeromy Spence for details. FNFMB – Patricia Sayer CPABC
TASK – Culture and Diversity and Visual Identify for the Event	FNFMB – Patricia Sayer and Justin Jimmy Métis Nation of BC – Anita Dumont and Brittney Bertrand Sandi Hendry, ElderCPABC
TASK – Communications and Government relations	FNFMB – Patricia Sayer CPABC
TASK - Student engagement	PwC – TBD SFU – TBD D&H Group – Jeremy Favel Métis Nation of BC – Anita Dumont and Brittney Bertrand CPABC
TASK - Community engagement	FNFMB – Justin Jimmy AFOA BC - Candise Cosgriff Capilano University – TBD CPABC

---

[3] Responses not yet received from Vancouver Island University, Okanagan College.