

CHILDREN & YOUTH SUB-COMMITTEE TERMS OF REFERENCE

1. MISSION

The Mission of Co-Management is:

To improve the health and well-being of First Nations' Peoples and communities in Alberta through partnership in the delivery of holistic health and human services by:

- Protecting the existing Alberta region envelope
- Providing for equitable resource distribution
- Ensuring that programs and services are delivered with the highest standards in the most cost effective manner

Pursuant to the political objective of the Chiefs in Alberta, as defined in the Summit Resolution, the technical objective of the Alberta Regional Co-Management Committee, consisting of one Chief from each of the signatories of the Co-Management Agreement and the Regional Director FNIH, is to increase the effective participation of First Nations in assessing, analyzing, planning and managing programs and services funded / offered by FNIH Alberta Region.

2. GUIDING PRINCIPLES

All decisions made by the Children & Youth Sub-Committee shall be in keeping with the following guiding principles of the over-arching Co-Management agreement:

1. **Equity/Fairness:** Future program decisions shall be based on maximizing equity and achieving fairness for all communities without creating undue advantage of community or groups of communities over the others.
2. **Transparency:** All decisions shall be made in an open and transparent manner that shall be visible to all interested parties, appropriately documented, and accessible to all First Nations in Alberta and their respective officials.
3. **Accountability:** The Children & Youth Sub-Committee shall operate in a fiscally responsible manner and not commit funds beyond the limit of the Alberta Regional Envelope. All decisions shall be made within the scope of the funding allocated within the envelope.
4. **Accountability to Programs:** The Children & Youth Sub-Committee shall make decisions regarding health programming to First Nations in a responsible manner taking into account all other guiding principles found within the Co-Management Agreement Terms of Reference.
5. **Timeliness:** The Children & Youth Sub-Committee shall operate in such a way that will allow informed decisions to be made jointly and in a timely manner.

6. **Appropriateness:** The Children & Youth Sub-Committee shall involve itself only with issues common to First Nations, and make decisions relevant to its mandate to co-manage the FNIH-Alberta Region envelope.
7. **Legality:** The Children & Youth Sub-Committee shall operate within mutually agreed application of the rules, regulations or directives, which govern FNIH and its operations.

3. MANDATE

Pursuant to the mandate of the First Nations (Alberta) – FNIH Alberta Regional Health Co-Management Committee, the Children & Youth Sub-Committee shall consider issues and make decisions on matters relating to the following :

- Oversight and guidance of the Children & Youth programs and services which include Aboriginal Head Start on-reserve (AHSOR), Canada Prenatal Nutrition Program (CPNP), Children’s Oral Health Initiative (COHI), Fetal Alcohol Spectrum Disorder (FASD) and Maternal Child Health (MCH)
- On the Children and Youth program allocations and resources
- Issues that affect the quality and infrastructure of services including but not limited to: capacity building in communities, health research and evaluation, quality assurance and information management
- Partnerships with internal and external stakeholders

4. VISION

Healthy and happy First Nations children

5. ROLES & RESPONSIBILITIES OF THE CHILDREN & YOUTH SUB-COMMITTEE

The Children & Youth Sub-Committee shall:

1. Share all relevant data and information needed to support productive deliberations (e.g. information on policies, programs and services, human and financial resources, community needs and concerns, etc.)
2. Jointly assess, analyze and plan with respect to issues within the mandate
3. Advocate and liaise with other Co-Management Sub-Committees and stakeholders to address common health issues
4. Based on deliberations, prepare joint briefings, advise, provide options and make recommendations to the Co-Management Committee
5. Be responsible for monitoring progress and providing regular status reports to the Co-Management Committee, Health Secretariat, Treaty organizations, First Nations communities and FNIH
6. Report to the Co-Management Committee on a quarterly basis
7. Prepare a report and submit to the Co-Management Committee within sixty (60) days following the end of each fiscal year

6. MEMBERSHIP

Total Voting Membership: Four (4)

- 1 - Yellowhead Tribal Council
- 1 - Treaty 7 First Nations
- 1 - Treaty 8 First Nations
- 1 - Lead staff, FNIH Alberta Region

6.1. Appointment

First Nations signatory will designate their representation and be able to appoint two representatives plus their designated Co-Management Liaison. In case of the representatives being unable to attend meetings, designated alternates will not be allowed.

Sub-committee members will only be allowed to miss three consecutive meetings before a request for a new member be issued by the Co-Chairs. Notice in writing will be given to the absentee member, the appropriate signatory and to the Co-Management Committee.

FNIH membership will include the Director and Team Leader.

6.2. Chairpersons

The sub-committee will be co-chaired by a designated Treaty area representative and FNIH representative. Co-Chairs will be determined on a fiscal year basis.

6.3. Observers / Guests

Non-Committee members may attend all or portions of the Committee meetings. Observers / guests shall request permission from the Co-Chairs to speak, shall not bring an issue / item to the table that is not on the agenda and shall not participate in the decision-making process.

6.4. Quorum

A quorum shall be a majority of the total voting Sub-Committee membership with at least a member representing FNIH and two members representing First Nations.

7. DECISION-MAKING

The Sub-Committee will strive to reach consensus regarding relevant issues and decisions that it considers as part of its mandate. If consensus cannot be reached, a simple majority vote will occur.

8. DISPUTE RESOLUTION

If dispute arises within the sub-committee with members unable to come to a settlement on their own, the issue shall be brought to the Secretariat for guidance within ten (10) working days.

9. FREQUENCY AND NOTIFICATION OF MEETINGS

The Sub-Committee shall meet quarterly on dates mutually agreed upon by the members of the Sub-Committee. Teleconferences, video and virtual conferences may be called as required.

Pre-set dates will be determined at the start of each fiscal year. At least one of the scheduled meetings will occur within a First Nations community or tribal council.

The Sub-Committee will draw up a schedule of meetings and shall provide it to all Sub-Committee members, Co-Management Liaisons and Health Secretariat.

In order to allow for pre-consultation of agenda items, all background materials and resources required to make an informed decision must accompany or be available with the written reminder of the meeting date which should be issued at least five (5) working days prior to the meeting, except in exceptional circumstances.

10. WORKING GROUPS

Ad hoc, issue-focused, time-limited working groups would be established only if and as needed. The working groups would be responsible for advising and making recommendations to sub-committees.

11. CONFLICT OF INTEREST

All members of the Children & Youth Sub-Committee will ensure that their personal interests do not benefit in any form from their official actions as part of the committee. Any member whose participation in a discussion could lead to a conflict of interest will declare the potential conflict of interest and excuse himself/herself from the discussion and decision.

12. REMUNERATION

Travel expenses for members shall be paid as per agreed guidelines established by the Co-Management Committee.

13. AMENDMENT OF TERMS OF REFERENCE

These terms of reference shall not be amended without the written consent of the Co-Management Committee.

On behalf of the Children & Youth Sub-Committee, we hereby certify that these Terms of Reference have been reviewed and approved by the Sub-Committee on [insert date]:

Co-Chair

Co-Chair

Reviewed and approved by the Co-Management Committee on [insert date].

