



# British Columbia First Nations Early Childhood Development Council FNECDC

## Terms of Reference

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The FNECDC adopts the following Terms of Reference this 5th day of March, 2013.

## WHEREAS

- A. The First Nations Early Childhood Development FNECDC (FNECDC) was created in 2007 when stakeholders began discussing the need to develop a provincial BC First Nations Early Childhood Development agenda and action plan aimed at improving the well-being of First Nations children from prenatal to six years.
- B. On March 24, 2010, representatives from over 40 organizations signed a Memorandum of Understanding to work together to improve Early Childhood Development (ECD) programs and services. Since then, the FNECDC has been endorsed by First Nations Leadership in British Columbia<sup>1</sup> and has grown to include more than 60 members who come together regularly as a large group to collaborate on an ongoing agenda and action plan.
- C. To facilitate a province-wide discussion on First Nations specific issues surrounding Early Childhood Development, the FNECDC has developed the *First Nations Early Childhood Development Framework* (ECD Framework), which describes proposed strategies and approaches to advance access to quality and culturally relevant ECD services for First Nations children, parents, and communities.
- D. These Terms of Reference set out how the FNECDC intends to operate to advance its mandate, including implementing the ECD Framework.

## 1.0 ACRONYMS

### 1.1 Acronyms

- a) The following acronyms apply to these Terms of Reference:

|            |   |
|------------|---|
| FNECDC     | First Nations Early Childhood Development FNECDC  |
| FNHC       | First Nations Health Council  |
| ECD        | Early Childhood Development   |
| MOU        | Memorandum of Understanding   |
| FNUAECDDRI | First Nations, Metis and Urban Aboriginal Early Childhood Development Reinvestment Initiative |

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<sup>1</sup> The concept of First Nations Early Childhood Development FNECDC was envisioned by the First Nations Leadership FNECDC, and endorsed by the First Nations Summit (resolution #0907.16) and BC Assembly of First Nations (resolution 14/2007).

## **2.0 MANDATE**

### **2.1 Purpose of the FNECDC**

- a) The purpose of the FNECDC is to be a key advisor to First Nations leadership and advocate for First Nations Early Childhood Development and to cooperate, coordinate and collaborate to improve child development and success outcomes for First Nations children through the design, articulation and promotion of a comprehensive plan and agenda to support all First Nations children from birth to 6 years of age in British Columbia.
- b) The FNECDC supports First Nations on reserve and off reserve, always respecting the autonomy, decisions and direction of First Nations leadership.
- c) The FNECDC is not a stand-alone organization, but is a collaborative process of dialogue and action that respects the mandate and expertise that each participating member brings to the table.

### **2.2 Mission**

- a) To develop a coordinated, holistic early childhood system of programs, services, supports and resources designed to support First Nations children, parents, families, communities and nations through collaborative and integrated approaches to planning, service delivery, governance and administration. The FNECDC is first and foremost accountable to First Nations children, families and communities.

### **2.3 Vision**

- a) High quality identity based opportunities will be widely available and accessible to all First Nations children and their families. Early childhood development programs and services will nurture all aspects of the holistic development of a resilient child: emotional, physical, cognitive and spiritual. Children will be culturally connected and spiritually rooted in the traditional language and histories of their families, communities and Nations.

### **2.4 Values & Principles**

- a) The FNECDC is guided by the following values and principles:
  - i) All First Nations children are sacred gifts from the Creator, and caring for children is a sacred responsibility;

- ii) Each child is born with gifts;
- iii) Children are the present and future of our families, communities and Nations;
- iv) Caring for children is a sacred and shared responsibility, and parents and families are the first teachers and caregivers of their children;
- v) First Nations children thrive within families, schools, and communities when their physical, cognitive, social, emotional, spiritual, cultural, creative, artistic, linguistic and aesthetic needs are met and where there is adequate and timely support for their holistic development;
- vi) The life cycle approach recognizes that, while early childhood is critically important to the child's health and well-being, there are important opportunities at other points/stages in the life cycle to support the healthy growth and development of children in the early years, and health requires a holistic approach throughout an individual's life. The structure and processes of the FNECDC supports the life cycle approach through collaborative, respectful, open, enduring and sustainable relations amongst the members.

## **2.5 Accountability**

- a) The FNECDC is first and foremost accountable to First Nations children, families and communities as a neutral, non-political organization committed to giving First Nations children a voice by acting in their best interests.

## **3.0 FNECDC MEMBERSHIP**

### **3.1 Eligibility**

- a) The FNECDC is comprised of representatives of First Nation Communities and First Nation Organizations with mandates and expertise in Early Childhood Development, education, early learning and childcare, and which are signatories to the First Nations Early Childhood Development Memorandum of Understanding.
- b) See Appendix 1 for a List of Current Members, as may be amended from time to time.

### **3.2 Membership**

- a) The FNECDC membership includes:

- i) Three (3) First Nation Regional Representatives from the First Nations Communities within the following five regions (See Appendix 2):
  - Vancouver Island;
  - Vancouver Coastal;
  - Fraser;
  - Interior;
  - North;for a total of fifteen First Nations Community members; and
- ii) Representatives of First Nation Organizations with a mandate and expertise in Early Childhood Development, education, early learning and child care, and which are signatory to the First Nations Early Childhood Development MOU; and
- iii) One (1) member each from the Union of BC Indian Chiefs, BC Assembly of First Nations and the First Nations Summit.

### **3.3 Membership Categories**

- a) First Nation Regional Members
  - i) First Nation Communities within the five regions will select a total of three (3) members from their respective regions, for a total of 15 First Nation Regional Members.
  - ii) The First Nations Communities from each region will determine its representatives to ensure that there is community voice. All members must signatories to the First Nations Early Childhood Development Memorandum of Understanding.
  - iii) A First Nation Regional Member is entitled to attend and speak at all FNECDC meetings and will receive all relevant information on the FNECDC's activities.
  - iv) First Nation Regional Members are eligible to vote on motions and are responsible for electing the FNECDC Core Group in accordance with these Terms of Reference.
  - v) First Nation Communities that are part of the FNECDC are able to send one representative. Communities are able to send more than one representative, but at their own expense and they will attend as "guests" without a vote.

- b) First Nation Organization Member
- i) Any provincial First Nation Organization responsible to First Nations within British Columbia and which have a mandate for or expertise in Early Childhood Development, education, early learning and/or childcare may become a First Nation Organization Member.
  - ii) All First Nation Organization Members must be signatories to the First Nations Early Childhood Development Memorandum of Understanding.
  - iii) First Nation Organization Members will designate an individual with the appropriate authority to participate in FNECDC meetings and represent the First Nation Organization on the FNECDC.
  - vi) A First Nation Organization Member designate is entitled to attend and speak at all FNECDC meetings.
  - vii) First Nation Organization Members will receive all relevant information on the FNECDC's activities.
  - viii) First Nation Organization Member designates are eligible to vote on motions and are responsible for electing the FNECDC Core Group in accordance with these Terms of Reference.
  - ix) First Nation Organizations that are a part of the FNECDC are able to send one representative. Communities are able to send more than one representative, but at their own expense and they will attend as "guests" without a vote.
- c) First Nation Political Organization Members
- i) Each of the following provincial First Nation political organizations may designate a representative to represent them on the FNECDC:
    - the BC Assembly of First Nations;
    - the First Nations Summit; and
    - the Union of BC Indian Chiefs.
  - ii) First Nation Political Organization Member designates are entitled to attend and speak at all FNECDC meetings.
  - x) First Nation Political Organization Members will receive all relevant information on the FNECDC's activities.



- xi) First Nation Political Organization Member designates are eligible to vote on motions and are responsible for electing the FNECDC Core Group in accordance with these Terms of Reference.

### **3.4 Process to Become a Member**

- a) When a First Nation Regional Membership vacancy arises, the FNECDC will issue a notice of vacancy.
- b) Every three years, upon membership renewal, the FNECDC will host a general meeting, pending funding, for regions to come together and decide on their representatives for their regions.
- c) Each region will put forward three names from their community to represent their region for a total of 15 Council members.
- d) The size and invitation of the meeting will be reliant on funds available to host a general meeting.
- e) First Nations Regional Members and First Nations Organizations must submit a signed MOU and letter of support from their First Nation Community or Organization, as appropriate.

### **3.5 Term of Membership**

- a) The current membership (See Appendix 1) will continue until March of 2015, as agreed by the FNECDC in March 2012.
- b) Except for First Nations Political Organization Members, as of April 2015, and membership terms will be for up to three years and will be staggered, as determined prior to March 31, 2015.
- c) First Nation Regional Members and First Nation Organization Members may be re-appointed by their respective Region or First Nation Organization.
- d) First Nations Political Organization Members terms are ongoing, although each of the BC Assembly of First Nations, First Summit and the Union of BC Indian Chiefs may at their own discretion change their representative on the FNECDC at any time.

### **3.6 Ceasing to be a Member**

- a) A First Nation Regional Member will cease to be a Member at the discretion of the FNECDC:
  - i) Upon delivering his or her resignation in writing to the FNECDC;
  - ii) Upon missing 50% of yearly meetings and/or 3 consecutive meetings in a calendar year;
  - iii) If the applicable Region chooses to replace the First Nation Regional Member; or
  - vi) Upon his or her death.
  - vii) However, an opportunity will be provided to the First Nation to designate another representative to replace their designate.
  - vii) If the position has not been filled by the First Nation, the opportunity to fill the regional position will be given to tender to the region.
  
- b) A First Nation Organization Member will cease to be a Member at the discretion of the FNECDC:
  - i) Upon delivering the First Nation Organization's withdrawal from the FNECDC in writing to the FNECDC;
  - ii) Upon the First Nation Organization's designate missing 50% of yearly meetings and/or 3 consecutive meetings in a calendar year; or
  - ii) If the First Nation Organization ceases to exist for any reason.
  - iii) However, an opportunity will be given to the First Nation Organization to designate another representative to replace their designate
  - iv) If the position has not been filled by the First Nation Organization, the opportunity to fill the regional position will be given to tender to the region.

### **3.7 Roles and responsibilities of Members**

- a) Members are responsible for working in the best interests of the FNECDC in a respectful and inclusive manner.

- b) Members will conduct themselves in all FNECDC meetings, events and activities in a respectful manner.
- c) Each member is responsible for keeping up to date with FNECDC issues and activities, and attending and participating in FNECDC meetings.
- d) First Nation Regional Members are responsible for providing regular updates to the First Nations Communities in their respective Regions.
- e) First Nation Organization Members are responsible for providing regular updates to their respective First Nation Organization.
- f) All Members will strive to work as a cohesive and collaborative unit, including collectively reporting to First Nation Communities, Organizations and Political Organizations.
- g) Members are responsible for reviewing and approving work plans and budgets.
- h) Members are responsible for working with the FNECDC Core Group to ensure consistent and effective implementation of FNECDC's mandate and communication with First Nations Communities, Organizations and Political Organizations occurs.

### **3.8 Code of Conduct**

- a) The cultural values, beliefs and practices of First Nations peoples will be acknowledged and respected.
- b) Members will actively participate in meeting discussions and will work to ensure a respectful and safe environment and provide all Members with an opportunity to speak freely without judgment.
- c) Members are committed to an environment where everyone is treated with courtesy, dignity and respect.
- d) Members shall be reliable, punctual and accountable.
- e) Members shall respect the privacy and confidentiality of information, discussions and decisions of the FNECDC.
- f) The relationship amongst the Members must be based on mutual trust and respect, consistent with established mandates and existing protocols, agreements and memoranda of understanding.

- g) Activities undertaken pursuant to the First Nations Early Childhood Development MOU and these Terms of Reference must be focused on improving outcomes for First Nations children in a manner that is:
  - i) respectful of First Nations' traditional territories;
  - ii) sensitive to the cultural, linguistic, geographic, and diversity and autonomy of First Nations in British Columbia; and
  - iii) respective and supportive of the traditional roles of fathers, mothers, grandparents, aunts, uncles, family and communities.

### **3.9 Community Communication Distribution list**

- a) Any First Nation community, First Nation service provider, or First Nation organization with a mandate for and expertise in First Nations Early Childhood Development, education, early learning and/or child care may be included on the Community Communications Distribution list.
- b) As part of the Community Communications Distribution list, First Nations or First Nation organizations may receive updates via quarterly newsletters and reports on the FNECDC's activities.

## **4.0 MEETINGS AND CONSENSUS DECISION MAKING**

### **4.1 Meetings**

- a) Until March 31, 2014, quorum for a FNECDC meeting is eight (8) Members in attendance.
- b) As of April 1, 2014, quorum will be 16 FNECDC members.
- c) The FNECDC will meet at least four times per year and as required.

### **4.2 Consensus Decision-Making**

- a) The FNECDC will endeavour to make decisions by consensus.
- b) The FNECDC will make best efforts to ensure these ideas are considered and discussed until all Members agree that they can support the decision of the group.

- c) In the event that consensus cannot be achieved, the FNECDC will take the decision to a vote and 50% plus one will pass the decision.
- d) The Chair will act as the tie breaking vote if there is a tie.
- e) Decisions of duly convened meetings will be made and documented through verbal responses, written responses and through email or fax correspondence.

#### **4.3 Dispute resolution**

- a) The FNECDC will implement a flexible, fair, open, inclusive and consistent process intended to facilitate peaceful and respectful resolution of issues among the Members.

#### **4.4 Meeting preparation**

- a) The FNECDC will rely on the Chair to work with the Core Group and the Coordinator to prepare for meetings, including developing agendas, briefing materials, budgets and reports.
- b) The Coordinator will be involved in the FNECDC meetings to support the activities and decision-making, including keeping minutes and records of all action items and decisions.

#### **4.5 Chair**

- a) The FNECDC will select a Chair from among the FNECDC Members.
- b) The Chair is responsible for ensuring that:
  - i) A summary of the meeting, including a written record of decision is circulated within 15 calendar days of a meeting;
  - ii) FNECDC members are canvassed for agenda items for the next meeting;
  - iii) FNECDC members are able to provide input to the working groups who meet between FNECDC meetings.
- c) The Chair is entitled to participate in meetings and vote on motions.
- d) The Chair will have authority to sign documents as may be authorized by motion of the FNECDC at a duly convened meeting.

#### **4.6 Co-Chair**

- a) The FNECDC will select a Co-Chair to act on behalf of the Chair when the Chair is unavailable.
- b) The Co-Chair will be responsible for assuming the roles and responsibilities of the Chair for the period of time that the Chair is unavailable.
- c) A Co-Chair may facilitate or co-facilitate meetings at the request of the Chair.
- e) The Co-Chair will participate in the voting process.
- f) In the absence of the Chairperson, the Co – Chair will act as the tie breaking vote if there is a tie.

#### **4.7 Guests**

- a) The FNECDC may invite individuals or representatives from a community, organization or government to attend and participate in FNECDC meetings as needed (e.g. technical specialists or presenters).
- b) The FNECDC will determine what information a guest may receive (e.g. information about the FNECDC's specific activities).
- c) Guests may not vote on motions.

#### **5.0 WORKING GROUPS**

- a) The FNECDC may establish working groups or committees from time to time.
- b) Any working group will take direction from the FNECDC and, where appropriate, may make recommendations to the FNECDC.
- c) Recommendations made by a working group will not be binding on FNECDC but will be taken into consideration by the FNECDC.

#### **6.0 ACCOUNTABILITY & REPORTING**

##### **6.1 Accountability**

- a) The FNECDC is first and foremost, accountable to First Nations children, families and communities.

- b) FNECDC Members are individually accountable to the First Nations Communities in their respective Regions and/or First Nations Organizations, as appropriate, including providing regular updates to and gathering information from their respective Regions and/or First Nation Organizations.
- c) FNECDC Members are accountable to one another through active participation in FNECDC meetings and other activities as may be agreed from time to time, and will strive to support each other through timely and effective communications and cooperation on issues of common interest in an open and transparent manner.
- d) FNECDC Members are responsible for upholding these Terms of Reference and any other FNECDC policies or procedures.

## **6.2 Reporting**

- e) The FNECDC shall report regularly or as needed to the Union of BC Indian Chiefs, the First Nations Summit and the BC Assembly of First Nations, including direct communication with their political executives as needed.
- f) The FNECDC will produce an annual report on its activities that will include a report of the strategic goals identified each year and steps taken to implement the FNECDC's mandate.

## **7.0 CORE GROUP**

### **7.1 Core Group Membership**

- a) To ensure operational continuity and consistency, the FNECDC will select 5 FNECDC Members to form the Core Group (see Appendix 3 for the List of the Current Core Group, as may be amended from time to time).
- b) When and where possible, the Core Group will be comprised of Members different Regions and First Nation Organizations.
- c) FNECDC Members will nominate and vote on the appointment of a Core Group member from existing FNECDC membership.
- d) Core Group Membership will be for a 2 years term but may be renewed.
- e) The FNECDC may replace a Core Group Member if s/he misses 50% of yearly Core Group meetings and/or 3 consecutive FNECDC Core Group meetings in a calendar year.

## **7.2 Core Group Roles and Responsibilities**

- a) The Core Group is responsible to carry out the following duties on behalf of the FNECDC:
  - i) Working with the Coordinator to create meeting agendas and ensure that FNECDC Members are informed of meetings well in advance of scheduled meeting dates;
  - ii) Liaising with the federal and provincial governments;
  - iii) Leading the development and implementation of a Work Plan that advances the First Nations ECD Framework;
  - iv) Overseeing FNECDC budgets, financial expenditures, internal policies, annual work plan and approving FNECDC correspondence; and
  - v) Reporting to the FNECDC.
- b) A member of the Core Group will chair each working group that may be established, including any ad hoc working committees.

## **7.3 Core Group Communication**

- a) The Core Group is responsible to carry out and/or oversee the following communication functions:
  - i) Ensuring that pertinent written correspondence, including email is reviewed and responded to in a timely manner;
  - ii) Communicating with the BC Assembly of First Nations, the First Nations Summit and the Union of BC Indian Chiefs; and
  - iii) Providing guidance and feedback to the Coordinator on work together to create drafts, final versions and distribution of briefing notes of key activities and decisions of the FNECDC and the Core Group.

## **7.4 Core Group Accountability**

- a) The Core Group is accountable to the FNECDC.



## **8.0 CONFLICT OF INTEREST**

- a) A Member will be in a “conflict of interest” s/he exercises a power or performs a duty or function and at the same time knows or ought reasonably to have known that in the exercise of the power or performance of the duty or function there is an opportunity to benefit his or her private interests.
- b) A Member has an apparent or perceived conflict of interest if a reasonably well informed person would perceive that the Member’s ability to exercise a power or perform a duty or function of their office or position may be affected by the Member’s private interests.
- c) FNECDC members must avoid circumstances that could result in the FNECDC member having a conflict of interest or an apparent conflict of interest.
- d) FNECDC members must avoid placing themselves in circumstances where their ability to exercise a power or perform a duty or function could be influenced by the interests of any person to whom they owe a private obligation or who expects to receive some benefit or preferential treatment from them.
- e) The responsibility of identifying conflicts lies with the FNECDC member with the conflict.
- f) Once a conflict of interest has been established, it should be openly declared by the FNECDC Member immediately at the beginning of the meeting in which they are participating.
- g) When the conflict of interest has been declared, the Chair will put forward to the FNECDC to decide if the FNECDC member involved should:
  - i) contribute to the discussion but refrain from making recommendations and abstain in the decision making, or
  - ii) absent himself/herself while the discussion continues, or
  - iii) withdraw from the FNECDC for a specific time period.
- h) The fact that the conflict of interest has been raised, discussed and determined; and the FNECDC member involved has contributed to discussion, left the room or withdrew from the FNECDC for a specific time period should be recorded in the minutes of that meeting along with the time that they left and re-entered the room.

## **9.0 ADMINISTRATION**

### **9.1 Coordinating Organization**

- a) The FNECDC will determine its administrative arrangement through its usual decision-making process and subject to the availability of resources.
- b) The duties of the coordinating organization will include:
  - i) Administrative support (such as arranging for facilities, catering, photocopying, meeting summaries);
  - ii) Drafting agenda for FNECDC approval;
  - iii) Managing finances;
  - iv) Coordinating follow-up with FNECDC Members, including e-mailed reminders if necessary;
  - v) Coordinating internal and external communications and receiving and disseminating information;
  - vii) Creating and maintaining an orientation package for new FNECDC Members that will be distributed upon request of new membership;
  - viii) Ensuring that the FNECDC website is up-to-date and accurate;
  - ix) Maintain membership list of the FNECDC Members;
  - x) Distribute quarterly newsletter;
  - xi) Support the FNECDC with conference call coordination;
  - xii) Attend conferences on behalf of the FNECDC to distribute copies of the Framework and promoting the Framework and its integrity;
  - xiii) Attend Steering Committee meetings and conference calls to keep informed of decisions and to keep the FNECDC informed on any upcoming opportunities for funding for ECD programming;
  - xiv) Support the FNECDC in making necessary amendments to the Terms of Reference;
  - xv) Undertake research and projects as outlined in the Work plan approved by the FNECDC;

- xvi) Receive travel claims submitted by the FNECDC for FNECDC Meetings, submitting for approval by the Coordinating organization Manager and submitted to the Coordinating organization's Accounting for payment (following the guidelines provided by the coordinating organization, see Appendix 3);
- xvii) Submit work plan and application to Aboriginal Affairs and Northern Development Canada for program funding; and
- xviii) Any other duties as may be directed by the FNECDC, Chair, Co-Chair or Core Group.
- xix) The current Coordinating organization is the First Nations Education Steering Committee

## **9.2 Travel Reimbursement for Attending FNECDC meetings**

- a) First Nation Regional Members and First Nation Organization Member designates are each entitled to receive travel reimbursement in accordance with the travel reimbursement claim forms (see Appendix 5) provided by the Coordinator.
- b) Travel reimbursement claim forms must be submitted within one month of the meeting to be entitled to reimbursement.
- c) Additional FNECDC Members from the same band or provincial organization will cover additional costs accrued for their travel and accommodation.

## **10.0 REVIEW & AMENDMENT**

- 11.1 The FNECDC will review these Terms of Reference from time to time and may amend the Terms of Reference by agreement at a duly convened meeting using its usual decision-making process.

## Appendix 1

### A list of Current Members

#### First Nations Leadership Members

BC Assembly of First Nations  
First Nation Summit  
Union of BC Indian Chiefs

#### First Nations Communities

Aiyansh Village Government  
Stz'uminus First Nations  
Quw'utson Tribes  
Dzawada'enuxw First Nation (Tsawatainuek First Nation)  
Gingolx Village Government  
Gitanyow First Nation  
Gitsegukla Indian Band  
Gitwangak Band Council  
Haida Nation  
Haisla First Nation  
Hesquiat First Nation  
Huu-ay-aht First Nation  
Kispiox Band Council  
Ktunaxa Nation  
Kwakiutl First Nation  
Kwantlen First Nation  
Lake Babine Nation  
Lhtako Dene Nation  
Lower Kootenay First Nation  
Lyackson First Nation  
Mowachaht/Muchalaht First Nations  
Nak'azdli Band  
Laxgalts'ap First Nation  
Seabird Island Band  
Snuneymuxw First Nation  
Songhees First Nation  
Soowahlie First Nation  
Skwxwu7mesh Nation  
St. Mary's Indian Band  
Sumas First Nation  
Tahltan Indian Band  
Tobacco Plains Indian Band  
Tseshaht First Nation  
T'Souke Nation  
We Wai Kai Nation

**A list of Current Members continued..**

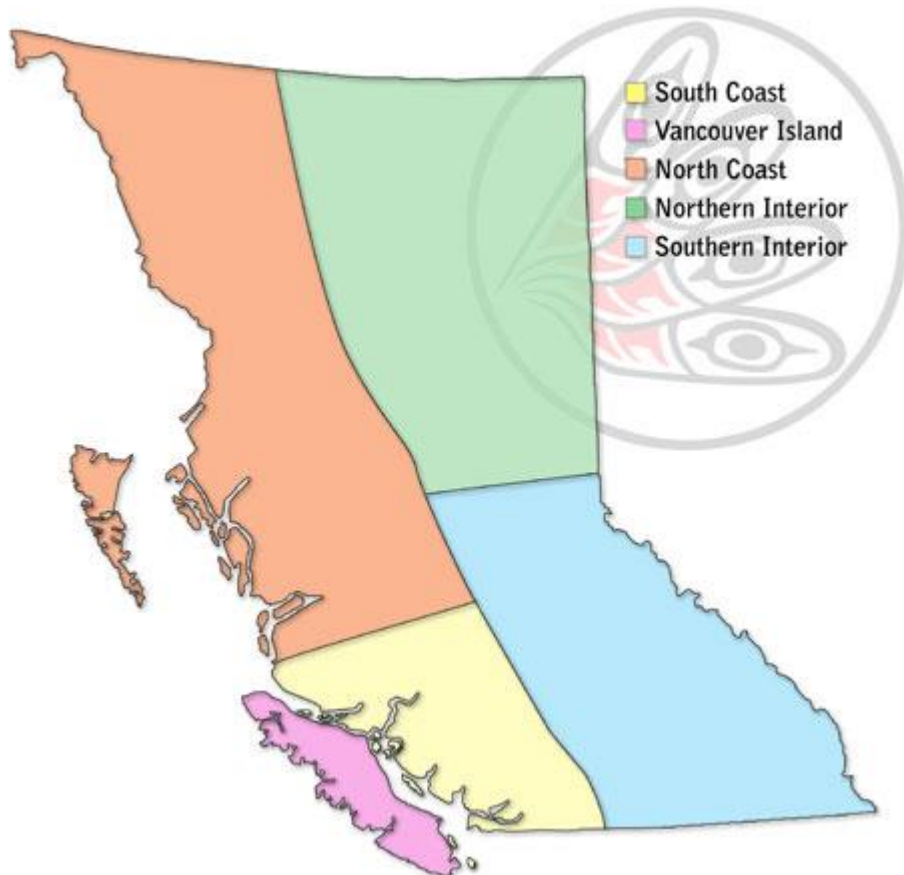
First Nation Organization

Aboriginal Early Childhood Development Consultant  
BC. Aboriginal Child Care Society  
Carrier Sekani Family Services  
First Nations Education Steering Committee  
First Nations Schools Association  
Native Brotherhood of BC  
North East Native Advancing Society  
Nuu-chah-nulth Child & Youth Services  
Yaqaan Nukiy Headstart

## Appendix 2

### Regional Map

The Regional map will not be in effect until April 1, 2015.



Legal Services Society:

<http://www.lss.bc.ca/aboriginal/regions.php>

## **Appendix 3**

### **A List of Current Core Group Members**

**Deborah Jacobs  
Karen Isaac  
Mary Teegee  
Pamela Lee Lewis  
Sue Sterling**

## Appendix 4

### A list of current Steering Committee Members

Pamela Lee Lewis, Co – chair

Mary Teegee

Liza Haldane

Karen Isaac

Tyrone McNeil

Alternate: Carey Clint

Elder: VACANCY




## Appendix 5

### MINISTRY OF CHILDREN & FAMILY DEVELOPMENT – FIRST NATIONS, METIS AND URBAN ABORIGINAL EARLY CHILDHOOD DEVELOPMENT REINVESTMENT INITIATIVE

#### 1.0 Steering Committee

- a) The FNECDC has been invited to participate in the direction, decision-making, planning and administration of the Ministry of Child & Family Development's Aboriginal Early Childhood Reinvestment Initiative through a joint Steering Committee on an ongoing basis.
- b) The Terms of Reference of the Steering Committee and all other agreements must be approved/endorsed by the FNECDC.
- c) Members of the FNECDC are actively participating on the Steering Committee including five (5) representatives, one (1) alternate and one (1) Elder and one alternate Elder (see Appendix 4).
- d) The FNECDC Members who are part of the Steering Committee are representing and accountable to the FNECDC.
- e) The FNECDC members who are on the Steering Committee will attend Steering Committee meetings and conference calls to ensure that there is FNECDC representation.
- f) The FNECDC will review the membership of the Steering Committee regularly to ensure that there is active and regular representation of FNECDC members on the Steering Committee.
- g) FNECDC Members who are on the Steering Committee will follow the Terms of Reference established by the Steering Committee while engaging in Steering Committee business.

**Appendix 5  
Travel Claim**

|   |   |   |   |
|---|---|---|---|
|  | <b>FIRST NATIONS EDUCATION STEERING COMMITTEE (FNESC)</b><br><b>FIRST NATIONS SCHOOL ASSOCIATION (FNESA)</b><br><b>INDIGENOUS ADULT AND HIGHER LEARNING ASSOCIATION (IAHLA)</b><br>Suite 113 – 100 Park Royal South, West Vancouver, BC V7T 1A2<br>Phone: (604) 925-6087 * Fax: (604) 925-6097 * Toll free 1-877-422-3672 |  |  |
|---|---|---|---|

## TRAVEL CLAIM

|   |                           |   |
|---|---------------------------|---|
| Date of Claim: _____ <input type="checkbox"/> New Address | Participant Name: _____   | <b>FNESC/<br/>FNESA/<br/>IAHLA<br/>Office USE</b> |
| Payable to: _____   | City: _____               |   |
| Address: _____  | Email: _____              |   |
| Postal Code: _____ Phone: _____                           | Purpose of Meeting: _____ |   |
| Date(s) of Meeting: _____                                 | <b>ADJUSTMENTS</b>        |   |

|                     |            |          |         |   |         |      |    |
|---------------------|------------|----------|---------|---|---------|------|----|
| <b>MEALS:</b>       | Breakfast  | \$ 15.50 | X _____ | = | \$ 0.00 |      |    |
|                     | Lunch      | \$ 15.00 | X _____ | = | \$ 0.00 |      | \$ |
|                     | Dinner     | \$ 41.30 | X _____ | = | \$ 0.00 |      | \$ |
| <b>INCIDENTALS:</b> | Daily rate | \$ 17.30 | X _____ | = | \$ 0.00 | 0.00 | \$ |

|   |          |         |   |           |                         |                  |    |
|---|----------|---------|---|-----------|-------------------------|------------------|----|
| <b>ACCOMMODATIONS:</b>  |          |         |   |           |                         |                  |    |
| <i>Please note that if FNESC has made arrangements for you, you are responsible for cancelling those arrangements on your own. If you have not cancelled the original arrangements, you will be invoiced for the charges or the charges will be deducted from your expense claim. Should you decide to stay at a hotel other than the designated hotel, FNESC will only reimburse the block rate of the designated hotel.</i> |          |         |   |           |                         |                  |    |
|   |          |         |   |           | <u>Receipt(s) Total</u> | <u>HST Total</u> |    |
| Hotel   | \$ _____ | X _____ | = | \$ 0.00 * | \$ _____                | \$ _____         | \$ |
| Private Accom.  | \$ 50.00 | X _____ | = | \$ 0.00   | \$ _____                | \$ _____         | \$ |

|                |  |          |         |   |            |          |    |
|----------------|--|----------|---------|---|------------|----------|----|
| <b>TRAVEL:</b> |  |          |         |   |            |          |    |
| Airfare        | (Economy return fare)                    |          |         |   | \$ _____ * | \$ _____ | \$ |
| Car Rental     | (Max \$75/day)                           | \$ _____ | X _____ | = | \$ 0.00 *  | \$ _____ | \$ |
| Taxi /Bus pass | (To and from airport/hotel/meeting only) |          |         |   | \$ 0.00 *  | \$ _____ | \$ |
| Private Auto   |  | \$ 0.505 | X _____ | = | \$ 0.00    | \$ _____ | \$ |
| Ferry          | (Return fare)                            |          |         |   | \$ _____ * | \$ _____ | \$ |
| Parking        |  |          |         |   | \$ _____ * | \$ _____ | \$ |

\* **ORIGINAL INVOICES ARE REQUIRED FOR THESE ITEMS.**

**TOTAL CLAIM**      \$ 0.00      \$ 0.00      \$

Submitted by: \_\_\_\_\_

|               |  |
|---------------|--|
| <b>NOTES:</b> |  |
|---------------|--|

|                                 |             |  |  |
|---------------------------------|-------------|--|--|
| FNESC/FNESA/IAHLA<br>Office USE | CODE: _____ | APPROVED BY<br>PROGRAM<br>MANAGER: _____ |  |
|---------------------------------|-------------|--|--|

\* **Please DO NOT fax your claim - Travel Claim must be filled out COMPLETELY.**

FNESC/FNESA/IAHLA ( JANUARY 2013 )

**FINANCIAL MANAGEMENT POLICIES AND PROCEDURES MANUAL - IV. TRAVEL CLAIM**

|          |   |          |   |
|----------|---|----------|---|
| <b>1</b> | <b><u>General</u></b>   |          |   |
| <b>a</b> | All travel expense claim forms must be submitted within 30 days of the event for which they are being claimed.  |          |   |
| <b>b</b> | During Board meetings, two attendance sheets will be circulated, one first thing in the morning and one at 2pm in the afternoon. Board member travel will be fully reimbursed only to those Board members who sign the attendance sheet, which will be circulated at 2pm on the day of the Board meeting. If a Board member signs the morning attendance sheet but not the afternoon attendance sheet they will be reimbursed for 50% of their travel costs only. |          |   |
| <b>c</b> | During all meetings for which FNESC requires attendance, travel reimbursement will only be made in full, if the participant attends for the duration of the meeting. If a participant only attends for part of the meeting only partial reimbursement may be forthcoming.   |          |   |
| <b>d</b> | Individuals are responsible for making their own travel arrangements.   |          |   |
| <b>e</b> | Travel arrangements must result in the most economical use of resources.  |          |   |
| <b>f</b> | An individual's expense claim form must include the appropriate receipts, where required, the purpose of the trip and the details must be included on the expense claim form. The individual must verify that they have not claimed the expenses through another organization, or received a travel advance.  |          |   |
| <b>g</b> | Bands, councils or schools claiming reimbursements for their members or representatives may submit photocopies of the receipts with verification that they have retained the originals.   |          |   |
| <b>h</b> | Charge card slips will not normally be acceptable as they do not provide sufficient information for auditing purposes.  |          |   |
| <b>i</b> | Claims will be reviewed by the appropriate department and adjustments will be made to bring them in-line with policies prior to cheques being issued.   |          |   |
|          |   |          |   |
| <b>l</b> | The Society travel rates will be aligned with the Federal Government rates and updated as the Federal rates change.   |          |   |
| <b>m</b> | Only invited contractors or invited guests will be reimbursed for their full expenses provided they attend for the relevant agenda item.  |          |   |
| <b>2</b> | <b><u>Travel by Automobile</u></b>  |          |   |
| <b>a</b> | Actual return mileage will be reimbursed, at the rate established by the Treasury Board of Canada from time to time, unless it exceeds the cost of economy air fare, then only the amount equivalent to air fare and ground transportation will be reimbursed.  |          |   |
| <b>b</b> | Expense claims must include the point of origin and the destination as well as the actual kilometers.   |          |   |
| <b>3</b> | <b><u>Meal Allowances</u></b>   |          |   |
|          | Breakfasts, lunches and dinners will be reimbursed at the Society rates indicated on the claim form and do not require receipts. However, the full allowance amount cannot be claimed if:   |          |   |
| <b>a</b> | meals are provided at the meeting   |          |   |
| <b>b</b> | there is only a partial day's travel  |          |   |
| <b>c</b> | a meal is paid for by FNESC staff or executive  |          |   |
| <b>4</b> | <b><u>Accommodations</u></b>  |          |   |
| <b>a</b> | Only the most reasonable single hotel rates will apply, unless more than one FNESC representative is sharing the room. When a family member or other persons accompany a representative, they are responsible for the additional charges. Original receipts are required.   |          |   |
| <b>b</b> | If FNESC guarantees a room and the individual does not show up and does not cancel the room, they will be billed for it.  |          |   |
| <b>5</b> | <b><u>Vehicle Rentals</u></b>   |          |   |
| <b>a</b> | All rentals should be for non-luxury, intermediate-size or smaller cars, unless four or more people are traveling together. FNESC will reimburse the cost of rental cars including mileage or the per kilometer rate, but not both.   |          |   |
| <b>6</b> | <b><u>The following expenses are not permitted:</u></b>   |          |   |
| <b>a</b> | Alcohol   | <b>g</b> | Parking fines and traffic fines   |
| <b>b</b> | Interest charges on outstanding credit card balances  | <b>h</b> | Excess personal baggage   |
| <b>c</b> | Honorariums, mini bar charges, hotel pay movies, excursions, or similar items   | <b>i</b> | Any personal travel, or personal travel expenses that are an extension of a FNESC related trip that are either personal or related to another business or |
| <b>d</b> | Travel expenses for family members  | <b>j</b> | Telephone and fax charges not related to FNESC business   |
| <b>e</b> | Laundry and dry cleaning  | <b>k</b> | Expenses for meetings when the representative did not attend the meeting  |
| <b>f</b> | Costs resulting from failure to cancel a guaranteed reservation   | <b>l</b> | Childcare   |