



**Umingmak Child and Youth Support Centre  
Working Group**

**TERMS OF REFERENCE**

Exhibit: *National Inquiry into Missing and Murdered Indigenous Women and Girls*

Location/Phase: Parts 213 Winnipeg

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## **List of Acronyms**

**ACYF** – Arctic Children and Youth Foundation

**BOD** – Board of Directors

**CAC** – Child Advocacy Centre

**GN** - Government of Nunavut

**NTI** - Nunavut Tunngavik Incorporated

**RCMP** – Royal Canadian Mounted Police

**UCYSC** – Umingmak Child and Youth Support Centre

## **BACKGROUND**

This Terms of Reference has been prepared to provide guidance in the function and operation of the Umingmak Child and Youth Support Centre Working Group and coordinate efforts towards the end goal of a Child Advocacy Centre in Nunavut.

This document and the overall structure of the UCYSC Working Group has been developed to ensure the mission, members and actions of the group are clear. The launch of the Child Advocacy Centre will depend largely on the effectiveness of the UCYSC Working Group. This includes the abilities, dedication and professionalism of its operational members, the body's operation as a unit, engagement with key individuals and community members, and willingness to engage with political leadership in our respective organizations, agencies and departments.

The UCYSC Working Group is an advisory committee intended to create a respectful space for collaboration between necessary organizations, agencies and departments, and an entity that can be held accountable for future negotiations and partnerships. It was created following the guidelines of the National Children's Alliance and as recommended by the UCYSC Feasibility Study.

This Terms of Reference is a "living document" and will be updated regularly by the members of the UCYSC Working Group.

## **PURPOSE**

The purpose of the UCYSC working group (the "Working Group") is to decrease the secondary trauma and increase the support for children, youth and their families following a disclosure of abuse, and during investigation and court, and throughout healing. The Working Group will do this by creating and operating a CAC in Nunavut. The Working Group will negotiate and develop memoranda of understanding and information sharing protocols, operational agreements, joint protocols and other required documents prior to submitting such documents for final approval by the appropriate senior-level authorities.

The UCYSC Working Group will combine best practices, and technical and professional expertise with culturally relevant practices and community engagement in order to provide the most suitable CAC model for Nunavut. Each member commits to contribute their expertise in a collaborative effort to best serve the needs of the client.

The UCYSC Working Group is committed to creating a CAC that is informed by the community, culture, and languages of Nunavut.

## SCOPE OF WORK

The UCYSC Working Group is a subcommittee of ACYF and will report to the ACYF Board of Directors via the ACYF Executive Director. This Working Group will meet consistently in order to:

- i. Direct the development of UCYSC policy and protocols, pursuant to the Government of Nunavut Child Abuse Response Protocol, 2004, and any subsequent protocol, memoranda of understanding, or information sharing protocols as they exist or may arise from time to time;
- ii. Build a comprehensive business case for the UCYSC CAC 3-year demonstration project with the goal of incorporation into the Government of Nunavut budget planning sessions;
- iii. Advocate to the senior leadership of each member's respective organization, agency or department to gain support of:
  - a. Continued assignment of staff time to UCYSC CAC project;
  - b. Securing a facility location;
  - c. UCYSC Working Group intention to become a part of the Government of Nunavut Business Case;
  - d. Creating interdepartmental working relationships between required front-line workers;
  - e. Identifying needs, and developing training and support for these front-line workers and the community.

## MEMBERSHIP

The UCYSC Working Group consists of representatives from each of the organizations, agencies and departments that are necessary partners in the creation of the CAC. These include:

- i. Government of Nunavut – Department of Justice;
- ii. Government of Nunavut – Department of Health including Mental Health and Quality of Life;
- iii. Government of Nunavut – Department of Family Services;
- iv. Government of Nunavut – Department of Education;
- v. Government of Canada – Royal Canadian Mounted Police;
- vi. Nunavut Tunngavik Incorporated;
- vii. Arctic Child and Youth Foundation

Each organization, agency and department is considered one voting member of the UCYSC Working Group.

## **CHAIR**

The Chair ensures that the UCYSC Working Group functions effectively, that processes established by this Terms of Reference are followed, and that members understand their responsibilities. The Chair will be elected by consensus vote of Working Group members.

Specific responsibilities of the Chair include:

- i. Chairs all Working Group meetings;
- ii. Provides guidance to the Working Group;
- iii. Works in partnership with UCYSC Staff to direct progress;
- iv. Monitors financial planning and financial reports;
- v. Is sufficiently familiar with UCYSC documents to note applicability during meetings
- vi. Plays a leading role in fundraising activities; and
- vii. Evaluates performance of the Working Group consultants and staff.

## **WORKING MEMBER**

- i. Regularly attends Working Group meetings and all related meetings to the development of the CAC;
- ii. Actively participates in committee work;
- iii. Willingly accepts assignments and completes them thoroughly and on time;
- iv. Stays informed about committee matters, prepares themselves well for meetings, and reviews comments on minutes and reports;
- v. Actively participates in the Working Group's planning efforts;
- vi. Regularly informs their senior management of Working Group progress; and
- vii. Actively participates in financial planning.

## **SECRETARY**

- i. Maintains records of the Working Group and ensures effective management of Working Group records;
- ii. Manages minutes of Working Group meetings, records decisions and ensures distribution to members within one week after each meeting;

## **QUORUM & DECISION MAKING**

51% of members constitutes quorum of the UCYSC Working Group. Failure to reach quorum will result in postponement of voting decisions, with potential consensus reached via email consent post-meetings.

Each member of the UCYSC Working Group has one vote. UCSYC Working Group decisions are made by consensus and shall be clearly recorded in the minutes. All decisions reached by the

UCYSC Working Group will be communicated externally as consensus decisions of the USCYC Working Group.

## **COMMUNICATIONS**

### **Internal and Interdepartmental Communication**

Communication within UCYSC Working Group members' respective organizations, departments and agencies is a necessary action in order to progress the goals of this group. The Working Group shall approve messaging by consensus. Members shall convey approved messaging to their respective organizations. Members will be responsible to ensure their respective organizations are aware of the progress of the Working Group.

The ACYF Executive Director is responsible for regular reporting to the ACYF Board of Directors on the activities and outcomes of the UCYSC Working Group.

### **External Communication**

Formal presentations of the UCYSC CAC project will be delivered by UCYSC Working Group members, to be chosen by consensus. Official documents must be approved by group members before external sharing.

UCYSC Working Group members may communicate with current and prospective organizations including community stakeholders in efforts to share information, leverage resources, expertise and experience, and to aid in program development and delivery. The message to convey will be created during the UCYSC Working Group's meetings, and will be approved by consensus.

## **ACCOUNTABILITY**

This Working Group must have clear leadership and be capable of creating assignable, actionable items. The members of the UCYSC Working Group will participate actively, sharing information and advancing the priorities of the Working Group within their respective organizations. The Working Group works closely with the all necessary parties in order to fulfill its obligations as described in this Terms of Reference. Nothing within this Terms of Reference binds or restricts the mandate of a respective member organization.

## **RECORD KEEPING & INFORMATION MANAGEMENT**

Accurate and thorough record keeping is essential to the effective functioning of the UCYSC Working Group and will be the responsibility of ACYF.

## **CONFIDENTIALITY**

Through the regular business of the UCYSC Working Group, members may come into contact with personal and proprietary information with respect to each organization, agency and department's information and policy. Members are not to share, communicate or otherwise disclose confidential information.

Members understand that the *Access to Information and Protection of Privacy Act* (Nunavut) and the *Access to Information Act* (Canada) may apply.

## **REVIEW OF THE TERMS OF REFERENCE**

This Terms of Reference is subject to review for structure, content and scope at least once every twelve (12) months, or at the suggestion of a UCYSC Working Group member or Chair. The Working Group approves revisions to the Terms of Reference. Member organizations are responsible for appointing members.