

Northwest Alberta Aboriginal Council

Terms of Reference

1. Background

Through a series of formal Aboriginal Inter-agency meetings and informal meetings conducted across the Northwest region, it was determined that many issues affecting Aboriginal people would be better addressed from a circle of regional leaders. A collaborative and holistic regional approach that embraces culture and history will enhance local individual and community work and result in the best possible outcomes for Aboriginal people residing in northwest Alberta.

2. Purpose

The Northwest Alberta Aboriginal Council is a circle of leaders and Elders who, recognizing the importance of culture and spirituality, engage in solutions-based dialogue reflecting on issues that affect Aboriginal people, and that are regional or provincial in scope.

3. Authority

Although the Council is not directly the responsibility of any one body, the Council members recognise a line of communication and responsibility that provides legitimacy.

Council members will report Council activities to their employers.

Council will report activities to Aboriginal and non-Aboriginal communities, government departments and other agencies when or as applicable.

Council will report to their Aboriginal Inter-agencies.

The Council may, at a suitable time, make application to become a society in Alberta under the *Societies Act*.

4. Responsibilities

Raise awareness, profile and voice of Aboriginal people. Work in ways that will produce positive change in Aboriginal communities.

When requested and as applicable, provide input into regional planning and development regarding issues affecting Aboriginal people.

Partner, advise and collaborate, as applicable, with agencies, departments to determine positive outcomes.

Liaise with First Nations, Metis, Inuit and other Aboriginal organizations when applicable.

Council members will market the importance, strengths and purpose of the Council to employers, affiliates and those relevant organizations, departments and agencies who may have business with the Council.

The Council will promote Aboriginal ways of helping, supporting and nurturing Aboriginal people.

The Council will create and distribute an annual report

The Council will keep minutes and distribute

5. Composition

Community Aboriginal Inter-agency co-chairs will be permanent members of the Council.
One Elder position will be a permanent member.
Inter-agencies may send an alternative to meetings of the Council.

6. Leadership

The Council shall elect, at their March quarterly meeting, one person to the position of Chair.
The term of the Chair shall be one year.
Identity blocks of all community inter-agencies along with the Chair signature block will be apparent on Council correspondence and other instruments as determined.

7. Meetings

Meetings of the Council will be held quarterly as follows: March 11, May 21, October 22 and December 17.

8. Attendance

Attendance at Council meetings is critical to the success of the Council.

Co-chairs shall provide advance notice of alternates attending in their place.

9. Voting

The Council will confirm decisions by consensus.

10. Committees

The Council may establish working committees as required.

Committees may be standing or ad hoc.

11. Finance

The Council will sustain a financial consideration for the Elder position.

The Council will provide a mileage consideration for meeting attendance travel

12. Budget

The Northwest Alberta Child and Family Services Authority will provide a limited consideration in support of the Council.

Budget / financial considerations will be limited and project specific.

13. Support

Support to the Council will be provided by the CFSA Aboriginal Initiatives project.

Administrative support will be provided by the CFSA Aboriginal Services.
The agenda will have a call for items two weeks prior to a scheduled meeting date.

The agenda will be forwarded to Council members electronically one week before a scheduled meeting.

The minutes of Council will be forwarded to Council members one week following a scheduled meeting.