

TERMS OF REFERENCE
FOR
YUKON COLLEGE PRESIDENT'S ADVISORY
COMMITTEE ON FIRST NATION INITIATIVES

1) TITLE

- a) The committee is hereby established to be known as **Yukon College President's Advisory Committee for First Nation Initiatives (PACFNI)**.
- b) The following constitutes the **Terms of Reference** of Yukon College President's Advisory Committee for First Nation Initiatives
- c) In these terms of reference **PACFNI** refers to the Yukon College President's Advisory Committee for First Nation Initiatives.
- d) In these terms of reference **FNI** refers to Yukon College's First Nation Initiatives Department.

2) MISSION

- a) PACFNI will provide strategic direction to Yukon College, specifically the Board of Governors' and the Senior Management Team. This high profile committee will play an important role by assisting Yukon College in its goal to increase the effectiveness of programs and services offered, with the ultimate goal being the success of all Yukon College students.

3) MANDATE

- a) PACFNI will provide recommendations on the overall strategic direction to Yukon College consistent with PACFNI's mission and mandate.
- b) PACFNI will participate in the College's Thematic Review Cycle. PACFNI will work to hold the College President accountable for the recommendations that the Thematic Review Committee brings forward and will work to ensure action is taken on these recommendations.
- c) PACFNI will provide assistance in helping the College integrate an understanding and awareness of the culture, traditions, and history of Yukon First Nations, including the land claims process, the Umbrella Final Agreement, and other principles important to Yukon First Nations.
- d) PACFNI will make programming and operational recommendations to Yukon College with a goal to improve its services to all students and all communities.
- e) PACFNI will enhance the profile of First Nations by encouraging and supporting their involvement within the institution.
- f) PACFNI will provide recommendations to achieve higher success rates for all students.
- g) PACFNI will play a key role in advising the institution in curriculum and program development and implementation.

4) **BACKGROUND**

In May of 2006, an invitation was extended to all Yukon First Nations to attend a summit on post secondary education hosted by Yukon College. The theme for this summit was '*Two Trails-One Future*' which implied that Yukon First Nations and Yukon College would need to collaborate in order to face the new challenges brought about by the settling of Lands Claims and Self-Government Agreements.

Summit delegates, through the use of break-out discussions, identified programs, courses and services that were needed to make these goals a reality, and established recommendations to help bring them to fruition.

The top recommendation from the Summit was for the establishment of a First Nations Division within Yukon College. Most delegates felt cautious about this recommendation as it might isolate, as opposed to integrate, First Nations issues from the rest of the College. Delegates suggested that an advisory body composed of First Nations Education Representatives from each Yukon First Nation be established to ensure that relevant curriculum, courses, and programs would be developed in a way that would lead to student success, and to assist First Nations with their capacity development issues stemming from the Agreements.

In early 2007, Yukon College President Terry Weninger extended an invitation to all Yukon First Nations and to the Council of Yukon First Nations, inviting them to identify a senior education official who would represent their First Nation on the President's Advisory Committee on First Nations Initiatives (PACFNI).

The First Nations Initiatives Department has sought to build a more comprehensive relationship with First Nations, beginning with a series of intensive community consultations with First Nations on their training needs during the fall of 2007.

5) VOTING MEMBERSHIP:

- a) PACFNI shall consist of First Nation education representatives who are knowledgeable and experienced in their respective educational portfolios and are employed by the First Nation.
- b) The following First Nations shall have the right to submit one (1) name to be appointed as a voting representative to the Committee.
 - i) Yukon First Nation Membership
 - Carcross Tagish First Nation
 - Champagne and Aishihik First Nations
 - First Nation of the Na-cho Nyak Dun
 - Kluane First Nation
 - Kwanlin Dun First Nation
 - Liard First Nation
 - Little Salmon Carmacks First Nation
 - Ross River Dena Council
 - Selkirk First Nation
 - Ta'an Kwach'an Council
 - Teslin Tlingit Council
 - Tr'ondek Hwech'in First Nation
 - Vuntut Gwich'in First Nation
 - White River First Nation
 - Taku River Tlingit First Nation
 - Gwitchin Tribal Council
 - Kaska Dene Council
 - Tahltan First Nation
- c) Each member shall have one vote on the committee business.
- d) A voting representative shall be identified by official notice from the First Nation Government to First Nation Initiatives Department (FNI).
- e) Each member will appoint one (1) alternate whose name shall be submitted to First Nation Initiatives Department.
- f) The college shall pay expenses for one representative from each member First Nation to attend PACFNI meetings.
- g) The committee may also include other members who are appointed by the President of Yukon College from time-to-time.

6) REPLACEMENTS OF REPRESENTATIVES

- a) Committee representatives will be replaced if they:
 - i) resign from the committee or from their employment with a First Nation
 - ii) fail to attend 3 consecutive meetings without providing regrets to the chairperson
 - iii) FNI will request a replacement if any of these situations exist

7) PRESIDENT'S ROLE

- a) PACFNI is an important player in the operation of Yukon College and a significant step toward fulfilling the college's mandate to Yukon First Nations. In recognition of this the President will maintain a supportive and involved role in the committee.

8) PARTNERS AND INVITEES

- a) PACFNI has the privilege to invite non-voting partners, stakeholders, and other participants to its meetings for informational purposes only, and to assist them in completing their duties. Examples might include:
 - i) Council of Yukon First Nations
 - ii) Other First Nations from various northern and connecting communities
 - iii) Yukon College representatives (Vice-presidents, Deans, Directors, First Nation Initiatives Department, Student Services, etc...)

9) OTHER ATTENDEES

- a) PACFNI meetings are open to individuals or groups as visitors.
- b) Guests may request (formally) to be added to the agenda. Their addition is at the discretion of the Director of First Nation Initiatives in consultation with the chair.
- c) Other attendees have no voting rights and may be requested to leave the meeting at any time by the consensus of the committee in order to discuss confidential matters.

10) DECISION-MAKING

- a) Decisions will only be made by consensus.
- b) Consensus means that everyone agrees with the decision or, if not in full agreement, will accept the decision made by the other PACFNI members assembled at the meeting.
- c) Representatives may abstain from a vote.
- d) To identify a consensus, the Chair will state the decision as it is understood for the record, then ask every representative in attendance to state his or her opinion on the subject at hand.
- e) If no consensus exists, the Chair may table the decision until the next meeting or readdress the discussion in the present meeting
- f) Only those who are identified as voting representatives of the members of PACFNI shall participate in voting.
- g) Meetings can be closed to voting-members-only if the need to discuss confidential matters arises.

11) QUORUM

- a) The number of members required to be present before business can be undertaken at the meeting is 7.
- b) Less than 7 members in attendance will result in an informational meeting.

12) MEETINGS:

- c) The Chairperson(s), in consultation with the committee members, will schedule PACFNI's meetings.
- d) PACFNI will have a minimum of four (4) meetings per year up to a maximum of six (6) meetings per year.
- e) More than six (6) Meetings in a year must be pre-approved by the Director of First Nation Initiatives.
- f) Members may attend meetings via teleconference or videoconference. Arrangements may be made through the First Nations Initiatives Department.
- g) Notice of Meetings shall be given to the members of the Committee at least 30 days prior to the meeting.
- h) PACFNI will be a 'green' committee, thereby using a minimal amount of both renewable and non-renewable resources in order to carry out the mandate.

13) CHAIRPERSON:

- i) Selection Chair
 - i) The Chair shall be selected by the Committee and will serve a two year term commencing from date of appointment.
 - ii) A chairperson may serve more than one term
 - iii) A chair shall be selected by open show of hands as soon as possible upon becoming Vacant
- j) In the event that the Chair's seat is vacant, the Director of First Nation Initiatives will chair the meeting.
- k) The Chair's responsibilities include:
 - i) Chair PACFNI Meetings
 - ii) being the designated spokesperson for PACFNI;
 - iii) reviewing and approving the draft agenda before distribution to committee members;
 - iv) ensuring the minutes are accepted by the committee members as a true and accurate record at the commencement of the next meeting;
 - v) guiding the meeting according to the agenda and time available and rules of order;
 - vi) ensuring all discussion items end with a decision, action or definite outcome;

14) AMENDMENTS:

- l) The Terms of Reference shall be reviewed annually from the date of approval.
- m) Extra-ordinary amendments to the Terms of Reference may be made in special circumstances

15) COMMITTEE ADMINISTRATION

- n) Administrative support requirements will be provided by the First Nation Initiatives Department
- o) FNI will prepare agendas, issues notices for meetings, and ensure all necessary documents requiring discussion or comment are attached to the agenda; distribute the agenda one week prior to the meeting.
- p) FNI will perform additional administrative duties as requested and approved by the Director of FNI
- q) Minutes:
 - i) FNI will be responsible for taking notes of proceedings and preparing minutes of meetings;
 - ii) A record of each meeting will be kept and maintained by a designated minute taker.
 - iii) The Minutes shall be made available to all members of the Committee, the President, Vice President, and Senior Management Team. Minutes shall also be posted on internal and external web pages.

16) WORKING GROUPS

- r) PACFNI may establish working groups or sub committees to under take designated tasks.
- s) Working groups shall be given specific terms of reference and reporting procedures prior to the establishment of the committee.
- t) Costs for working groups shall be assigned through the approval of the College President or Director of FNI
- u) Working groups shall have a specific completion date and are stood down upon reaching the date