

**From:** [Harvey, Brian](#)  
**To:** [Downey, Claudia](#)  
**Subject:** FW: Planning Circle Process  
**Date:** Friday, April 26, 2013 3:17:33 PM  
**Attachments:** [CYFS-InnuPlanningCircle1 \(2\).docx](#)

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Brian RM. Harvey  
Director, Policy & Planning - Aboriginal Affairs  
Intergovernmental & Aboriginal Affairs Secretariat  
Government of Newfoundland and Labrador  
(709) 729-1487 (w)  
(709) 693-1612 (c)

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**From:** Gover, Aubrey  
**Sent:** Friday, April 26, 2013 10:26 AM  
**To:** Harvey, Brian  
**Subject:** FW: Planning Circle Process

FYI

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**From:** O'Brien, Donna  
**Sent:** Thursday, April 25, 2013 11:13 AM  
**To:** Gover, Aubrey  
**Subject:** Fw: Planning Circle Process

I sent this morning.

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**From:** O'Brien, Donna  
**Sent:** Thursday, April 25, 2013 09:57 AM  
**To:** 'Simeon Tshakapesh' <[stshakapesh@gmail.com](mailto:stshakapesh@gmail.com)>; 'apenashue@sifn.ca' <[apenashue@sifn.ca](mailto:apenashue@sifn.ca)>  
**Cc:** Cull, Barbara L.; Companion, Lori Anne  
**Subject:** Planning Circle Process

Dear Chief Penashue and Chief Tshakapesh;

As a follow-up to the Innu Round Table meeting on April 24, please find attached a high level Terms of Reference for the Planning Circle process. I am proposing to have the first meeting no later than May 31 in Happy Valley/Goose Bay.

It is very important that we receive your input on the contents of this draft. I would appreciate your comments and suggestions by May 10, 2013. As I said in our meeting, as soon as you are able to identify the names of your representatives on the Planning Circle, we can plan for a meeting next month.

The Child, Youth and Family Services representatives will be Lyla Andrew, Jackie Whelan, Lucretia Brown and Barbara Cull.

Please let me know if you would prefer to Chair the first meeting (we should plan for a full day meeting) and then we can work on developing the agenda. If you prefer, CYFS can chair the first meeting; just let me know.

We look forward to working together to help address the important issues relating to children and youth in your communities. We all want the same thing: for the children and youth in your communities to grow up

and thrive in safe and protective homes in their home communities. When we keep with that focus, so much is possible.

I look forward to hearing from you.

Donna

Donna O'Brien RSW  
Assistant Deputy Minister  
Child, Youth and Family Services  
1-709-729-0088.

## TERMS OF REFERENCE

### MUSHUAU INNU FIRST NATION-SHESHATSHIU INNU FIRST NATION- NEWFOUNDLAND AND LABRADOR

#### PLANNING CIRCLE

##### 1. Definitions

The definitions of terms applicable to these Terms of Reference are as follows:

“CYFS” means the Department of Child, Youth and Family Services

“MIFN” means the Mushuau Innu First Nation

“MOUs” means the Memoranda of Understanding between CYFS and MIFN and between CYFS and SIFN, each signed on 06 November 2012

“Parties” means CYFS, MIFN and SIFN

“Planning Circle” means the Planning Circles referenced in the MOUs

“SIFN” means the Sheshatshiu Innu First Nation

##### 2. Mandate

The Planning Circle will always conduct itself with the principle that the safety and protection of children is paramount in all actions and decisions.

These Terms of Reference shall at all times be interpreted in a manner that is consistent with the MOUs.

The Planning Circle shall ensure interaction and collaboration, both on-the-ground and in planning, between prevention services delivered by the MIFN and SIFN, and child protection services delivered by CYFS.

The Planning Circle’s primary goal is to implement the MOUs objective of improving planning and enhancing service delivery coordination for children and youth involved with CYFS and all discussions and decisions must support achieving that goal.

The Planning Circle shall be a forum for the sharing and discussion of information related to the safety of children and youth in the Innu Zone and will identify emerging issues that could benefit from preventative action or early intervention.

##### 3. Membership

Each Party will be represented by four officials.

CYFS’s four officials shall include the Innu Zone Manager and at least one representative from the CYFS’s provincial office in St. John’s.

MIFN’s four officials shall include the Director of the Mushuau Innu Health Commission.

SIFN’s four representatives shall include the Health Director of SIFN’s Social Health Department.

The Parties shall provide the names and contact information for each of their four representatives to the other two parties no later than 10 days from the signing of these Terms of Reference by all Parties.

The Parties may agree to invite representatives from other organisations to attend meetings of the Planning Circle, including appropriate federal government officials and local police officials. This will be done by advance notice to the other Parties.

**4. Meetings**

All Planning Circle meetings will take place in Happy Valley-Goose Bay, except as otherwise agreed by the Parties.

The Planning Circle shall meet in person no less than four times per year.

The Planning Circle may also convene meetings by teleconference as a first response where emergent or emergency issues arise that require collaboration. Either of the Parties can request a call of this nature.

The Parties shall each have responsibility for their own costs of preparing for and attending Planning Circle meetings, and for performing actions or tasks in support of the Planning Circle or its initiatives.

All meetings and business of the Planning Circle shall be conducted and treated in the strictest confidence by all Parties. Meeting notes, including action items, will be distributed to all Parties by the Chair of the meeting within 10 days following the meeting.

SIFN/MIFN will chair two meetings per year and CYFS will chair two meetings per year.

The required quorum for any meeting will be no less than two of each party’s four representatives.

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Department of Child, Youth and Family Services

\_\_\_\_\_  
Date

\_\_\_\_\_  
Mushuau Innu First Nation

\_\_\_\_\_  
Date

\_\_\_\_\_  
Sheshatshiu Innu First Nation

\_\_\_\_\_  
Date