



Council of Yukon First Nations

Council of Yukon First Nations Elders' Council

Terms of Reference

1.0 Preamble

Article 14 of the *Constitution of the Council of Yukon First Nations* (the "CYFN Constitution") outlines that the Leadership of the Council of Yukon First Nations (the "CYFN") will include in its composition an Elder selected by the Elders' Council.

Article 22 of the CYFN Constitution outlines that the Elders' Council will consist of one Elder chosen by each Yukon First Nation, whether or not it has joined the CYFN as a Member in accordance with the Constitution, and each Associate Member. The Elders Council will select, by means of its own choosing, a First Nation Elder who will be a member of the CYFN Leadership.

Article 23 of the CYFN Constitution outlines in the duties of the Leadership Elder that the member will:

- (a) provide advice and guidance for the CYFN Leadership; and
- (b) represent the Yukon First Nations as directed by the Elders' Council and the CYFN Leadership.

2.0 Purpose

Elders are the keepers of traditional knowledge and teachings passed down from one generation to the next. The Elders' Council ensures language, traditions, custom and culture help guide and inform CYFN Leadership's decision making.

These Terms of Reference will establish how the Elders' Council will carry out its functions under the CYFN Constitution, including how it:

- a) selects a Leadership Elder to represent Elders' Council as a member of the CYFN Leadership;



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- b) provides advice and guidance to the Leadership Elder with respect to the fulfillment of his or her role as a member of CYFN Leadership; and
- c) provides recommendations to the CYFN Leadership or General Assembly, as appropriate.

3.0 Membership on Elders' Council

3.1 Representatives

Elders' Council will be comprised of one (1) Elder representative and one (1) alternate Elder representative from each Yukon First Nation. Each Yukon First Nation will provide written notice to the Chair of the Elders Council, appointed under section 4.4 of these Terms of Reference, confirming its Elder representative and alternate Elder representative and their respective terms.

The alternate Elder representative may fill in as the Elder representative at meetings of the Elders' Council in the absence of the Elder representative.

3.2 Age of Elders

Elders must be no less than 60 years of age to be a member of the Elders' Council. Young Elders of less than 60 years old are welcome to attend and participate in Elders' Council meetings, gatherings and other activities.

4.0 Meetings

4.1 Schedule of meetings

The Elders' Council will meet at least two times per year, and convene other meetings as required. One of these meetings will be scheduled to coincide with the annual meeting of the CYFN General Assembly.



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4.2 Notice of meetings

Where possible, the Chair will provide written notice of a meeting at least three weeks before the meeting, including a draft agenda, to the members of the Elders' Council. Meetings will be scheduled as far in advance as possible.

4.3 Meeting participants

All members of the Elders' Council will participate in meetings. Any Yukon First Nation Elder may attend the meetings of the Elders' Council as an observer. Members may invite others, such as the Grand Chief, Chiefs or technical experts, at their discretion. Citizens of transboundary Indigenous groups who are based in outside of the Yukon but have traditional territory in the Yukon, are welcome to attend meetings by invitation.

4.4 Chair

The members of the Elders' Council will appoint one of its members as the Chair for a specific term. The Chair's responsibilities will include:

- a) convening meetings in accordance with these Terms of Reference;
- b) reviewing a draft agenda for the meetings;
- c) presiding over the Elders' Council's meetings and encourage discussion, input and participation of all members of the Elders' Council.

4.5 Quorum

The quorum for a meeting of the Elders' Council will be a majority of the members of the Elders' Council appointed under section 3.1 of these Terms of Reference. A member of the Elders' Council may attend a meeting by way of voice or video telecommunication and form part of the quorum so long as that member is able to communicate and participate in the discussions of the meeting effectively.



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4.6 Decision-making

The Elders' Council will endeavour to conduct its business by way of consensus. In cases where consensus cannot be reached, a majority vote of those present will be required to approve a decision of the Elders' Council.

4.7 Rules and procedures

The members of the Elders' Council may make rules and procedures for the operation of the Elders' Council that are consistent with these Terms of Reference.

4.8 Travel expenses

Members will be paid travel expenses by CYFN for attending the Elders' Council's meetings in accordance with the CYFN's financial policies, travel expense guidelines and rates, subject to the availability of funding.

4.9 Record of meetings

The Chair will ensure that written summaries of the Elders' Council's meetings will be maintained and available to Yukon First Nation Elders, upon their request.

Summaries will be completed and distributed to members of the Elders' Council as soon as practicable following the meeting. They will be reviewed and approved by the Elders' Council at a subsequent meeting.

4.10 Secretarial and administrative support

As requested by the Chair, the CYFN will endeavour to provide secretarial and administrative support to the Chair and the Elders' Council, including the organization of meetings, preparation of draft agendas, circulation of information packages and maintenance of summaries.



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5.0 Leadership Elder

5.1 Term of Office and Qualifications for holding office

The Leadership Elder will be a Yukon First Nation Elder selected by the Elders' Council for a term of three (3) years subject to removal by the Elders' Council for just cause. The Leadership Elder may serve more than one consecutive term.

The Leadership Elder and alternate will be, when possible, one (1) male and one (1) female and one (1) Wolf clan and one (1) Crow clan.

5.2 Age

Elders must be no less than 60 years of age to serve as Leadership Elder.

5.3 Selection process

The Leadership Elder will be selected at the Elders' Council meeting that coincides with the CYFN General Assembly. Each Elders' Council member will have one vote.

Candidates can be nominated or put their own names forward for consideration.

The Elder receiving the highest number of the votes, and at least 60% of the vote, will become the Leadership Elder for a term of three (3) years coinciding with the term of the Grand Chief.

The Elder receiving the second highest number of votes will become the alternate Leadership Elder for a term of three (3) years coinciding with the term of the Grand Chief.

5.4 Duties of the Leadership Elder

The Leadership Elder will:

- a) attend and participate in all meetings of the CYFN General Assembly and the CYFN Leadership to provide advice and guidance;
- b) represent all Yukon First Nation Elders, and present their perspectives and views at all meetings on all matters of interest to Yukon First Nation Elders;



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- c) advance interests of all Yukon First Nation Elders over their own personal or professional interests; and
- d) represent the Yukon First Nations as directed by the Elders' Council and the CYFN Leadership.

5.5 Reporting and accountability

The Leadership Elder will provide the CYFN Leadership with Elders' Council meeting reports at least twice per year.

The Leadership Elder will endeavor to communicate with Yukon First Nation Elders throughout their term of office.

5.6 Resignation, Filling Vacancies, Removal from Office

If the Leadership Elder resigns before the end of their three (3) year term, written notice will be provided to CYFN Leadership and the Elders' Council no less than one month prior, if possible.

The Leadership Elder will endeavor to attend all scheduled meetings.

6.0 Amendments

The members of the Elders' Council may recommend amendments to these Terms of Reference to the CYFN Leadership for their review and approval.

7.0 Conflict of Interest

A "conflict of interest" refers to situations in which personal, occupational or financial considerations may affect, or appear to affect the objectivity, judgment or ability of a member of the Elders' Council to act in the best interests of the Elders' Council, the CYFN or the Yukon First Nations. A conflict of interest may be real, potential or perceived in nature.



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A real conflict of interest arises where a member has a private or personal interest, for example, a close family connection or financial interest. A potential conflict of interest may arise when a member has a private or personal interest such as an identified future commitment. A perceived or apparent conflict of interest may exist when a reasonable, well-informed person has a reasonable belief that a member has a conflict of interest, even if there is no real conflict.

If a member is in a conflict, that member must declare a conflict. The other members may request the member who declared a conflict to withdraw from the discussion, not participate in the development of recommendations or take other appropriate measures.

9.0 Approval

These Terms of Reference to be authorized and approved by a CYFN resolution attached as Appendix A.



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Appendix A

CYFN Resolution #1108-18

Leadership Resolution:

ELDERS' COUNCIL and YOUTH COUNCIL TERMS OF REFERENCE

MOVED BY:
Chief Roberta Joseph

WHEREAS:

- (A) The CYFN Constitution outlines that there shall be an Elders' Council and a Youth Council;
- (B) The Elders' Council and Youth Council are intended to include all Yukon First Nations, whether or not they are self-governing or members of CYFN; and
- (C) CYFN Leadership supports the establishment of the Elders' Council and Youth Council;
- (D) Elders and Youth at the CYFN Elders' and Youth Gathering held on October 25-27, 2018 reviewed and revised the presented Terms of Reference and recommend CYFN Leadership approve them as presented.

SECONDED BY:
Chief Kristina Kane

PASSED BY:
Consensus

**Resolution passed on
November 22, 2018**

THEREFORE, BE IT RESOLVED THAT the CYFN Leadership approves the Elders' Council Terms of Reference and the Youth Council Terms of Reference as put forth by CYFN as amended, and the CYFN Leadership agrees that funding to support these Councils become part of the CYFN budgeting process.

Original signed

Grand Chief
Peter Johnston