



## DEPUTY MINISTER CHILD AND FAMILY COMMITTEE TERMS-OF-REFERENCE

### AUTHORITY

This Terms of Reference is established under the authority of the Government of the Northwest Territories (GNWT) Senior Management Committee of Deputy Ministers.

### MANDATE

The mandate of the Deputy Minister Child and Family Committee (the Committee or CF DMC) is to (a) provide a whole-of-government response to addressing the impacts on children and families as a result of the COVID-19 pandemic; and (b) provide an interdepartmental focus to identify issues, coordinate policy, track efforts and offer recommendations to the Child and Family Committee-of-Cabinet with respect to the GNWT's focus on:

- (a) Improving program and service delivery for children in care;
- (b) Early childhood development;
- (c) Available and affordable childcare;
- (d) JK-12 education systems and institutions;
- (e) overall health and wellness of residents, including: mental health and addictions; community wellness; and healthy lifestyles;
- (f) safe and affordable housing, including solutions to address core housing need and allowing seniors to age in place with dignity;
- (g) homelessness;
- (h) crime prevention and reduction; and
- (i) youth leadership and capacity-building.

### CHAIR

The Deputy Minister of Justice will serve as the Chair of the Committee. The Deputy Minister of Municipal and Community Affairs will serve as the Vice-Chair of the Committee.

## **COMPOSITION**

The Committee is comprised of the following:

- Deputy Minister of Health and Social Services
- Deputy Minister of Education, Culture and Employment
- President of the Northwest Territories Housing Corporation
- Deputy Minister of Justice
- Deputy Minister of Executive and Indigenous Affairs
- Deputy Minister of Finance
- Deputy Minister of Municipal and Community Affairs

All Deputy Ministers have a standing invitation to attend Committee meetings.

## **QUORUM**

The Chair or Vice Chair and any two individuals appointed to the Committee will constitute a quorum.

## **OPERATIONS**

The Committee:

- (a) will remain informed of emerging issues and challenges related to the Committee's mandate;
- (b) will prepare a work plan of specific actions and initiatives that support a focused, coordinated, government-wide approach to the development and implementation of the GNWT's mandate for matters within the mandate of the Committee;
- (c) may establish subcommittees to help carry out the Committee's operation;
- (d) may establish meeting procedures and policies necessary to the committee's operations;
- (e) will meet monthly or as required at the call of the Chair;
- (f) will record and track decisions and related actions;
- (g) will report as needed to the Senior Management Committee of Deputy Ministers;
- (h) will ensure Ministers are briefed before the meeting of the Child and Family Committee-of-Cabinet and;
- (i) will bring departmental staff as they deem appropriate to listen to the Committee's discussions and assist in the implementation of the Committee's direction.

## **OPERATIONAL SUPPORT**

Cabinet Secretariat of the Department of Executive and Indigenous Affairs will provide the Committee with policy and administrative support. Corporate Communications of the Department of Executive and Indigenous Affairs will provide communications support.

Cabinet Secretariat will:

- support the Chair and Vice Chair to prepare for Deputy Minister Committee and/or Committee-of-Cabinet meetings (as per Operations (h));
- provide the Committee members and the Secretary to Cabinet with a brief written summary of the discussions including a list of the action items following each meeting of the Committee; and
- provide interdepartmental coordination on matters related to the Committee's work, including coordinating the meetings and work of subcommittees (as per Operations (c)).

Corporate Communications will:

- provide high-level strategic communications advice at Committee meetings; and
- lead thematic overarching communications planning as required by the Committee.

April 30, 2020

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Date



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Secretary to Cabinet  
Deputy Minister  
Executive and Indigenous Affairs