

ONTARIO REGIONAL ADDICTIONS
PARTNERSHIP COMMITTEE

Terms of Reference

Revised: June 11, 2015

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1. Background

An Ontario working group participated in the 1998 General Review of the National Native Alcohol and Drug Abuse Program (NNADAP). The need to enhance program coordination and develop a well-defined strategy for dealing with issues related to addictions was identified. In keeping with the review findings and recommendations, Partnership Committees between First Nations and Health Canada were developed to bring together expertise and knowledge of addiction services. These partnerships participated in regional needs assessments that resulted in the outcomes of the 2011 NNADAP Renewal Framework that reflects integrated NNADAP Worker feedback. Ontario regional efforts through the Ontario Regional Addictions Partnership Committee (ORAPC) will continue to be consistent with and support the direction of the 2011 NNADAP Renewal Framework and will help guide our future initiatives and strategies in dealing with emerging issues.

2. Mandate

The Ontario Regional Addictions Partnership Committee (ORAPC) will facilitate communication and provide advice/guidance/recommendations to the Chiefs of Ontario office, Health Canada First Nations & Inuit Health Branch (FNIHB), NNADAP Community-based and Treatment Centre workers and PTO's on issues of addictions and holistic approaches to healing through ongoing processes of review, evaluation, and monitoring. The ORAPC will provide input on regional and national initiatives in the area of addiction programs and services as the implementation of the NNADAP Renewal Framework moves forward.

3. Structure

The ORAPC is comprised of qualified individuals (see Section 6. Term, Qualifications and Responsibilities) from the four provincial and territorial organizations (PTO's), Independent First Nations, the NNADAP-funded Treatment Centres, FNIHB and the First Nation responsible as the Transfer Payment Agency (TPA).

There shall be two representatives from the following:

- Nishnawbe Aski Nation
- Independent First Nations
- Treatment Centres
- Union of Ontario Indians

And, there shall be one representative from the following:

- Association of Iroquois & Allied Indians
- Grand Council Treaty 3
- Ex-officio member from Transfer Payment Agency
- Six Nations of the Grand River
- Ex-officio member from FNIHB

A. Member Selection Procedures

- i) The representatives from the political organizations shall be solicited from each respective PTO
- ii) The Treatment Centres representatives shall be selected by the Treatment Centre Directors.
- iii) When a vacancy occurs, a notice will be distributed to the respective PTO or Treatment Centre Directors with a request to solicit a member to the vacant position. A written response will be requested within a specified timeframe. See Appendix I – Notice of Vacant Seat on the Ontario Regional Addictions Partnership Committee.

4. Accountability

The Ontario Regional Addictions Partnership Committee reports to the Chiefs of Ontario office through the Health Coordination Unit. The ORAPC shall also provide information to the NNADAP workers and PTO's. The Transfer Payment Agency shall submit all reports and work plans to ORAPC and FNIHB as identified in the Contribution Agreement.

5. Operating Principles and Procedures:

- a) There are 11 voting members, when all seats are filled, 7 members shall constitute a quorum for conducting meetings. Where there are vacancies for longer than 90 days, 50%+1 of the filled seats shall constitute a quorum.
- b) Agreement shall be reached through consensus. Should consensus not be reached then a majority rule of 50%+1 shall apply.
- c) The Committee shall meet in-person no less than two times per year and participate in teleconferences as required.
- d) The member and PTO will be contacted to ascertain the member's commitment to the Committee following 2 missed meetings. Members who are absent for 3 consecutive meetings (including teleconferences) are considered to have relinquished their seat on the committee. Consideration will be given for extenuating circumstances.
- e) Committee members who are named in a motion may not move or second the motion but may vote on the motion.
- f) Email Motions will be permitted in extenuating circumstances where quorum for a teleconference cannot be achieved. Procedure: Members must "Reply All" to the email for their vote to be recorded. The email thread will be added as an agenda item at the following ORAPC meeting. It will be called a "Recorded Motion" as a follow-up to a particular subject at a specific meeting.
- g) The Transfer Payment Agency that acts as the flow-through agency for the ORAPC contribution agreement will be selected by the ORAPC.
- h) The Transfer Payment Agency will be responsible for secretarial services including minutes and will make necessary meeting arrangements. The meeting minutes will be recorded in the most efficient means available, approved of at the following meeting and forwarded to committee members within two weeks of approval.

- i) Committee members shall submit expense claims pertaining to meeting costs including the appropriate receipts within two weeks for reimbursement by the transfer payment agency.
- j) Review the Terms of Reference for the Committee annually

6. Term, Qualifications and Responsibilities of the Committee Members

A. Term

Each member shall serve a three (3) year term. Terms may be renewed with written support of the PTO or Treatment Centre Directors.

B. Committee Member Qualifications

- i) Must be familiar with the NNADAP Renewal Framework process and documents
- ii) Must be familiar with NNADAP Community-based and Treatment Centre services
- iii) Must be a Certified Addictions Counsellor (or in the process) with the exception of the Host Agency Representative
- iv) Must have at least 2 years of experience working in NNADAP funded programs

C. Committee Member Responsibilities

- i) Represent NNADAP in their catchment area
- ii) Actively participate in ORAPC meetings, discussions and decision-making processes and may at times facilitate meetings
- iii) Confirm attendance at all meetings
- iv) Carry out the mandate and approved work plan of the ORAPC
- v) Review draft minutes
- vi) Forward approved minutes to NNADAP Workers in their catchment area
- vii) Distribute relevant information and consult with NNADAP workers and/or treatment centres
- viii) Assist in developing a 3-year strategic plan
- ix) Assist in developing an annual work plan
- x) Provide updates through the ORAPC Member Reporting Template
- xi) Perform other related duties as required
- xii) Act as spokesperson for the Committee as assigned/required/needed and provide regular reports to the ORAPC.
- xiii) Stay current with ORAPC business

7. Role/Responsibilities of the Committee Facilitator

The Committee Facilitator is appointed by the ORAPC.

The roles and responsibilities of the facilitator are:

- i) To preside over all meeting of the Ontario Regional Addictions Partnership Committee
- ii) To facilitate discussion during meetings
- iii) Ensure that all reports of the committee are provided to the Health Coordination Unit
- iv) Develop meeting agenda and ensure minutes are recorded and distributed in a timely manner

- v) Invite resource persons as necessary
- vi) Ensure that a quorum is reached for all scheduled meetings
- vii) Maintain regular contact with committee members

8. Subcommittee/Task Groups

- i) The ORAPC may establish sub-committees or task group to complete specific tasks when full group participation is not warranted or possible.
- ii) Task groups/subcommittees will be solicited by the ORAPC and their recommendations will be presented to ORAPC for discussion.
- iii) The task group/subcommittee shall provide regular updates to ORAPC as necessary.
- iv) Anticipated expenses of sub-committees/task groups must obtain prior approval from ORAPC.

9. Appointment of External Committees/Boards

- i) ORAPC shall appoint a committee member to an external committee/board to represent ORAPC when required.
- ii) Committee members will be appointed by a formal motion based on availability, interest and knowledge.
- iii) Ongoing expenses must be identified in the motion and will be covered based on availability of funds in the ORAPC budget.
- iv) Unexpected expenses will be determined on a case by case basis.
- v) The appointee shall provide regular updates to ORAPC.

10. ORAPC Annual Review Process

Reviews will be based on outcomes of the identified activities from the ORAPC Work Plan in accordance with the ORAPC Annual Review Process attached as Appendix II. Review to take place at the end of each fiscal year. The findings of the Review Process will be compiled by the Committee Facilitator.

Revised by ORAPC: June 11, 2015

Appendix I – Notice: Vacant Seat on the Ontario Regional Addictions Partnership Committee

The following seat is vacant on the Ontario Regional Addictions Partnership Committee:

NAME OF POSTION

_____ has resigned their above position from the ORAPC. Please forward the name of the replacement member within 30 days so as not to hinder the on-going work of the ORAPC. Please take note of the Term, Qualifications and Responsibilities of Committee Members below. The ORAPC Terms of Reference is attached for your review as well.

Term, Qualifications and Responsibilities of the Committee Members

Term

- Each member shall serve a three (3) year term. Terms may be renewed with written support of the PTO or Treatment Centre Directors.

Committee Member Qualifications

- Must be familiar with the NNADAP Renewal Framework process and documents.
- Must be familiar with NNADAP Community-based and Treatment Centre services.
- Must be a Certified Addictions Counsellor (or in the process) with the exception of the Host Agency Representative.
- Must have at least 2 years of experience working in NNADAP funded programs.

Committee Member Responsibilities

- Represent NNADAP in their catchment area.
- Actively participate in ORAPC meetings, discussions and decision-making processes.
- Confirm attendance at all meetings.
- Carry out the mandate and approved work plan of the ORAPC.
- Review draft minutes.
- Forward approved minutes to NNADAP Workers in their catchment area.
- Distribute relevant information and consult with NNADAP workers and/or treatment centres.
- Assist in developing a 3-year strategic plan.
- Assist in developing an annual work plan.
- Provide updates through the ORAPC Member Reporting Template.
- Perform other related duties as required.
- Act as spokesperson for the Committee as assigned/required/needed.
- Stay current with ORAPC business.

Appendix II - ORAPC Annual Review Process

The following process is to be completed at the final meeting of each fiscal year in accordance with the ORAPC Terms of Reference Section 9. Evaluation Mechanism and a summary of results are to be included in the Final Report of the ORAPC and will be used to develop the work plan for the next fiscal year.

1. ORAPC Member Self-Evaluation – To be completed by all ORAPC members
2. NNADAP Worker Evaluation of ORAPC – coordinator to distribute to Ontario NNADAP funded Community Based and Treatment Centre Workers for completion.

ORAPC Member Self-Evaluation

How well do you think ORAPC is achieving the following goals and objectives?	Needs Improvement	Poor	Average	Good	Excellent
Coordinate the recommendations and needs of NNADAP & Treatment Centre workers and gain support through appropriate political structures.	1	2	3	4	5
Elevate the standards of qualifications of NNADAP & Treatment Centre workers for wage parity.	1	2	3	4	5
Actively promote and maintain an effective communication strategy.	1	2	3	4	5
Provide opportunities for NNADAP and Treatment Centre workers to network and participate in cost effective certified training.	1	2	3	4	5
Provide accessible current addiction information, training opportunities and networking possibilities for NNADAP and Treatment Centre workers.	1	2	3	4	5
To provide advice/guidance/ recommendations to leadership through the Chiefs of Ontario office to solicit necessary funding in accordance with the current needs and recommendations of NNADAP workers.	1	2	3	4	5
To provide communication linkages between First Nations leadership, NNADAP Community-based, Treatment Centre and Solvent Abuse Centre workers.	1	2	3	4	5
To provide strategic direction for NNADAP Ontario Region.	1	2	3	4	5
Host the annual NNADAP Addictions Conference.	1	2	3	4	5
To maintain a centralized ORAPC office for the administration of ORAPC business.	1	2	3	4	5

	Never	Rarely	Some-times	Often	Always
I maintain communication with the NNADAP Workers I represent.	1	2	3	4	5
I distribute information such as ORAPC Minutes, Newsletters, Training Opportunities, Resources, etc. to the NNADAP Workers I represent.	1	2	3	4	5
The ORAPC is committed to the success and continuation of ORAPC.	1	2	3	4	5
Committee members work together in a spirit of trust and collaboration.	1	2	3	4	5
ORAPC Meetings are characterized by open communication and discussions in a fair manner.	1	2	3	4	5

Committee meets regularly.	1	2	3	4	5
An effective committee member orientation process and/or package is available.	1	2	3	4	5
Committee members are accountable to its member First nations by maintaining consistent communication with them about ORAPC news.	1	2	3	4	5
The Committee has effective audit and financial review processes and receives financial updates.	1	2	3	4	5
The Committee uses action lists or similar methods to record and track progress.	1	2	3	4	5
I effectively communicate in ORAPC meetings.	1	2	3	4	5
I am an active participant in ORAPC meetings.	1	2	3	4	5

How many ORAPC meetings have you actively participated in over the past fiscal year (April to March)?

What barriers does ORAPC face in achieving the Committee's goals and objectives?

What does the ORAPC do well?

In what way (s) could ORAPC improve to be more effective?

NNADAP Worker Evaluation of ORAPC

This Feedback form is to be completed by Ontario NNADAP funded Community Based and Treatment Centre Workers. The results will form part of the annual ORAPC Review.

1. Do you know who your rep on the ORAPC is? **YES** or **NO**

Please rate the following statements on the scale provided.	Never	Rarely	Some-times	Often	Always
My ORAPC Rep maintains communication with me through email, fax, or phone.	1	2	3	4	5
I receive information such as ORAPC Minutes, Newsletters, Training Opportunities, Resources, etc. from my ORAPC Rep.	1	2	3	4	5
I am comfortable communicating my concerns to my ORAPC Rep.	1	2	3	4	5
When I have a concern or issue, the ORAPC does its best to come up with a solution to my concerns.	1	2	3	4	5
I use the OntarioNNADAP.org website.	1	2	3	4	5
The ORAPC Coordinator maintains communication with me through email, fax or phone.	1	2	3	4	5
The ORAPC effectively communicates NNADAP concerns/issues/successes to the Chiefs of Ontario.	1	2	3	4	5
The ORAPC effectively communicates NNADAP concerns/issues/successes to First Nations and Inuit Health Branch of Health Canada.	1	2	3	4	5

2. In what way (s) could ORAPC improve to be more effective?
