

# PETERBOROUGH PUBLIC HEALTH

Board of Health

POLICY AND PROCEDURE

<b>Section:</b> Board of Health	<b>Number:</b> 2-352	<b>Title:</b> Indigenous Health Advisory Circle, Terms of Reference
<b>Approved by:</b> Board of Health		<b>Original Approved by Board of Health On (YYYY-MM-DD):</b> 2016-02-10
<b>Signature:</b> <i>Original signed by Board Chair</i>	<b>Author:</b> Indigenous Health Advisory Circle	
<b>Date (YYYY-MM-DD):</b> 2019-04-10		
<b>Reference:</b>		

**NOTE:** This is a **CONTROLLED** document for internal use only, any document appearing in a paper form should **ALWAYS** be checked against the online version prior to use.

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## Goal

To deepen awareness, sensitivity and meaningful actions on issues that are of relevance and public health importance to Indigenous people living within the Peterborough County-City Health Unit (PCCHU) catchment area.

## Objectives

The Indigenous Health Advisory Circle (IHAC) will:

1. provide a forum for Circle Members to brainstorm, explore and propose public health-related agenda items for the Board of Health (BOH) to consider that are of importance to Indigenous people living within the PCCHU catchment area. In particular, this includes a review of the [Calls to Action from the Truth and Reconciliation Commission](#), which redress the legacy of residential schools and advance the process of reconciliation, as well as the [United Nations Declaration on the Rights of Indigenous Peoples](#).
2. advise and support the BOH to become a stronger and more effective ally and advocate with respect to local First Nation (FN) Communities and on matters that impact on the health and well-being of their members and environment;
3. advise and support the BOH and its staff on ways to strengthen relationships with local Indigenous partners and the broader Indigenous stakeholder community;
4. collaborate with Curve Lake First Nation (CLFN), Hiawatha First Nation (HFN), the Peterborough and District Wapiti Métis Council and urban Indigenous organizations on strategies and initiatives that will benefit their communities and the well-being and future of Indigenous populations living in the PCCHU catchment area; and
5. advise staff on organizational strategies to address and improve Indigenous public health.

## **Membership**

The Circle will be composed of a minimum of three Board Members in addition to the Chair (ex-officio member). This membership must include representation from both CLFN and HFN.

In addition, the Board will seek community members representing the broader Indigenous stakeholder community (e.g., Métis Nation of Ontario, Nogojiwanong Friendship Centre, Nijjkiwenidaa).

The Circle will elect its own Chair and Vice-Chair at the first meeting of each calendar year.

Internal staff resources will be provided for the Circle through the Medical Officer of Health or his/her designate.

## **Quorum**

A majority of Circle members constitute a quorum.

## **Reporting**

The Circle will provide its minutes, once approved, to the Board of Health at the next scheduled meeting.

The Chair will take recommendations deemed appropriate by the Circle forward to the Board of Health at the next scheduled meeting.

## **Meetings**

The Circle will meet quarterly, at a minimum, and may meet more frequently as needed.

## **Minutes**

The Executive Assistant to the Board of Health, or designate, will record the proceedings at meetings and provide secretarial support to the Circle.

The minutes are circulated in draft to Circle members prior to the next Circle meeting. Minutes are corrected and approved at the next meeting of the Circle.

The approved minutes are signed by the recorder and the Chairperson. Original copies of the approved minutes are kept in a binder in the Administration office.

## **Agendas and Meeting Proceedings**

1. Agendas will be prepared and distributed in a format to be determined by the Circle.
2. Formal motions will not be utilized, however actions and decisions will be captured in meeting minutes.
3. All decisions will be reached by consensus.

## **Terms of Reference**

The Terms of Reference will be reviewed and updated at the first meeting of each new year or more often as needed.

## **Review/Revisions**

**On** (YYYY-MM-DD): 2016-02-10

**On** (YYYY-MM-DD): 2016-10-12

**On** (YYYY-MM-DD): 2018-11-14