Champlain **LHIN**

Indigenous Health Circle Forum

Terms of Reference
Revised June 2014

Ontario
Local Health Integration Network

Mission

The Indigenous Health Circle Forum (Circle) will work in partnership with the Champlain Local Health Integration Network (LHIN) to improve the health status of Indigenous peoples in the Champlain region.

Purpose

The Circle will meet to combine efforts to address Indigenous community health and wellness issues in systems coordination and integration. It will accomplish this through working in partnership with First Nations, Inuit and Métis member communities and agencies and the Champlain LHIN to address the goals and objectives that have been established for the Circle.

Membership

The Circle strives for inclusivity and collaboration in its work. All members must be willing to work to benefit all Indigenous communities in the Champlain LHIN.

Membership Criteria

Members of the Circle are community based, non-profit, incorporated Indigenous service organizations that are focused on health and wellness needs. The membership list will ensure Indigenous Regulated Health Practitioners, Indigenous community member(s) and Elders are represented.

Membership allows for Associate Members enabling participation from Indigenous organizations that do not have the human resource capacity to attend all meetings, but are of particular importance to achieving the goals of the Circle.

Membership List

- *Health Services Algonquins of Pikwàkanagàn – Golden Lake*
- *Bonnechere Algonquin Health Care Services**
- *Métis Nation of Ontario*
- *Minwaashin Lodge-*
- *Health Department Mohawk Council of Akwesasne*
- *Odawa Native Friendship Centre-*
- *Tungasuvvingat Inuit*
- *Wabano Centre for Aboriginal Health*
- *Ottawa Inuit Children's Centre*
- *Other members of the Circle would include:*
    - *1-3 Indigenous Regulated Health Practitioner(s)*
    - *1 other Indigenous community member/consumer*
    - *1-3 Elder(s)*
- *Champlain LHIN representative***

**Associated Members*

***Ex-officio Member*

Associate Members

Associate members are Indigenous organizations who do not have the human resource capacity to send a member or designate to all meetings of the Circle.

Associate members play an important role in helping to achieve the goals of the Circle. All Circle meeting information will be shared with Associate members. If an agenda item is of relevance to the Associate member, an invitation will be extended to the Associate member to ensure their attendance and contribution at the meeting.

Written submissions on the agenda topic will be accepted and recorded in the minutes. Associate members do not have voting privileges and are not considered to achieve quorum.

New Members

The Circle will review membership on an annual basis. During this review the Circle will confirm existing members in good standing and identify other Indigenous organizations or communities needed to fill gaps and help to meet Circle goals. If a new member has been identified, the Circle will send an invitation to the new member requesting a written response to accept or decline the invitation.

The Champlain LHIN representative will keep the membership contact list updated.

Responsibilities of Membership

- *Each member must be willing to work to benefit all Indigenous communities in the Champlain region.*
- *Member representative(s) and designated alternative(s) will be determined by their respective community or organization.*
- *Each Indigenous organization is allowed one decision-making representative at the table. This is the designated person from the organization.*
- *If the decision-making representative cannot attend a scheduled meeting, they can send an alternative in their place and this individual will be able to make decisions on behalf of the organization.*
- *If more than one participant shows up to a scheduled meeting than only one representative will make the final decisions on behalf of the organization.*
- *Members are responsible to attend meetings and prepare for meetings. If the member cannot attend the meeting, he or she is required to send a delegate on their behalf.*

- *Members who commit to specific tasks on behalf of the Circle are responsible for completing and report on the tasks.*
- *Each member must be willing to make a one year commitment to the Circle.*
- *Each member must keep contact information up to date with the Champlain LHIN.*

Individual members asked to represent the Circle on external committees will be endorsed by the Circle. As representatives of the Circle, the member is responsible for seeking input from and reporting to the membership.

Every three years, the Circle will engage with community members and consumers of health services to seek input on health priorities and provide information on the work of the Circle.

Members will provide advice to the LHIN during the development of the LHIN's Integrated Health Service Plan.

Accountability

The Circle is accountable to the respective communities or agencies that are represented on the Forum and to the Champlain LHIN.

Decision-Making

The Circle will strive for consensus when making decisions. Consensus is defined as an agreement whereby all parties strive to seek unanimity, but may settle for new complete agreement after every effort has been made to meet everyone's interest.

If consensus cannot be reached, decisions will be made by majority rule with at least 50% +1 of Quorum indicating a decision has been made. (Changes pending). Voting cards will be used for all decisions made by a vote.

Quorum

Quorum for any meeting is 50% +1 of membership

Meetings

The Circle will meet a minimum of three times a year. All relevant material and an agenda will be prepared by the LHIN, in consultation with the co-chairs, and forwarded to members prior to each meeting. Circle Forum members can send suggestions to co-chairs and cc the LHIN. Every effort will be made to ensure an Elder is present at each meeting.

Record Keeping (TBC)

A record of Circle meetings with meeting minutes will be kept. A recorder will be retained by the Circle to record notes. The minutes will be distributed within one week of the completion of the meeting once they are reviewed by the co-chairs.

Co-Chairs

Co-Chairs will be chosen from among the members. The term for the co-chair will be for one fiscal year. The co-chairs are responsible for:

- *Ensuring agenda items from members are put on the agenda.*
- *The Agenda is completed and sent out in a timely manner by the Champlain LHIN representative.*
- *Minutes are distributed in a timely manner.*

Finances

The Circle will ensure financial accountability is maintained and will work with the parameters of an annual budget. A yearly allocation of $35,000 is allocated for community engagement activities.

Reporting

The Circle will provide an annual report on activities to the LHIN Board of Directors for inclusion in the annual report to the Ontario Ministry of Health and Long Term Care.

Confidentiality

Anyone participating in the Circle will sign a confidentiality agreement in order to respect the confidential nature of information or materials that is accessed during the course of the fulfilling their role on the Circle.

Sub Committee(s)

Sub-committee(s) or Working Group(s) will be assembled from time to time to address different aspects of the work of the Circle.

Champlain **LHIN**

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