

Indigenous Health Advisory Circle Terms of Reference

PURPOSE

To deepen awareness, sensitivity and meaningful actions on issues that are of relevance and public health importance to Indigenous people living within the Haliburton Kawartha Northumberland Peterborough (HKNP) catchment area.

Objectives

The Indigenous Health Advisory Circle (IHAC) will:

- 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 HKNP 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](#).
- 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;
- advise and support the BOH and its staff on ways to strengthen relationships with local Indigenous partners and the broader Indigenous stakeholder community;
- collaborate with Curve Lake First Nation (CLFN), Hiawatha First Nation (HFN), Alderville First Nation (AFN), 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 HKNP catchment area; and,
- advise staff on organizational strategies to address and improve Indigenous public health, with a focus on the social determinants of Indigenous health and holistic wellbeing.

Membership

1. The Circle will be composed of a minimum of three Board Members in addition to the Chair (ex-officio member). Board members appointed through Section 50 Agreements with the BOH will be prioritized.

2. In addition, the Board will seek community members representing the broader Indigenous stakeholder community as it pertains issues of Indigenous health.
 - 2.1. Community member appointments to the IHAC require approval from the BOH and must be renewed annually.
 - 2.2. Remuneration for community members appointed to the IHAC will be completed in accordance with the Remuneration of Community Members procedure.
3. The Circle will elect its own Chair and Vice-Chair at the first meeting of each calendar year.
4. Internal staff resources will be provided for the Circle through the Medical Officer of Health or their designate.

Quorum

A majority of Circle members constitute a quorum.

Reporting and Minutes

1. The Executive Assistant to the Board of Health, or designate, will record the proceedings at meetings and provide secretarial support to the Circle.
2. The minutes are circulated in draft to Circle members prior to the next Circle meeting. Minutes are corrected and/or approved at the next meeting of the Circle. Approved minutes will be provided to the BOH at the next scheduled meeting.
3. The Chair, or designate, will take recommendations deemed appropriate by the Circle forward to the Board of Health at the next scheduled meeting.
4. The approved minutes are retained by the Executive Assistant to the BOH in accordance with the BOH records retention policy.

Meetings

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

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.

Review

The Terms of Reference will be reviewed every two years, or more often as needed.

RELATED HKNP DOCUMENTS

Remuneration of Community Members

VERSION HISTORY

DATE	LEAD	DESCRIPTION
2025-01-02	A. Gorizzan	Original