

Mississauga First Nation Health and Social Services Committee

Revised Terms of Reference- January 2022

Introduction:

The Health and Social Services Committee is a committed group of community volunteers, including Council members who advise and inform Chief and Council on health and social services related matters. The committee also serves to guide, inform, and support all activities and initiatives pertaining to the Health & Social Services Unit.

Purpose:

An advisory committee that provides policy development and advocacy guidance to the Health and Social Services Unit by performing quality assurance functions and providing community input and direction into existing and newly developing community-wide initiatives, projects, and services.

Accountability:

The Health and Social Services Committee is directly accountable to Chief and Council through its Council representatives and submission of meeting minutes.

Goals:

The goals of the Health and Social Services Committee are as follows:

- To develop a working familiarity with existing programs and services within the Health and Social Services Unit.
- To develop a working familiarity with partnering health and social services agencies that provide on-site services to the community membership, including Maamwesying North Shore Community Health Services and Nogdawindamin Family and Community Services.
- To ensure community -wide health and social services inquiries and concerns, from the community membership are brought to the attention of the committee through a constructive and ethical process for deliberation and follow up where appropriate.
- To review quality assurance data and evaluation reports to ensure services are being delivered by workers equally and equitably to all community membership.
- To provide support and help inform the design, development and evaluation of new developments, initiatives. Projects (including capital) or services such as the following, but not limited to:
 - Health Transformation Initiative spearheaded by the Anishinabek Nation.
 - First Nation Health Law Development initiative.
 - Enhanced and restructuring of MFN Child and Family Well-Being Unit, based partially on its own law development initiative, the federal long -term reform of the ISC Child and Family Services Program, as well as any Consultant's reports.

- To review the progress and provide input into the Community Drug Strategy committee work and activities.
- Development and operations of the new Community Crisis Response Team.
- New capital buildings, structures and renovations.
- To become familiar and assist in community education of all programs and services, including client or program eligibility, service limitations, confidentiality requirements, assessment requirements and criterion.
- To identify gaps in services, recognize barriers to service delivery and make feasible and constructive recommendations, both on a long- term and short- term basis, to the Unit.
- To be cognizant of the limitations within the Unit, both financial and human when making recommendations for change or additional activities or events.
- To recognize and respect the different professionals and traditional approaches to care and acknowledge the strengths, knowledge and experience of programs and program workers.
- To ensure programs are responsive to the needs of community members by reviewing reports and applicable policies, and ensuring services adhere to culturally competent practices of community care and traditional values.

Membership:

The Health and Social Services Committee, is comprised of, but not limited to the following:

- Chairperson/ Councilor(s) with Strategic Direction - Resource
- Community Members – 8 Members
- Health and Social Service Administrative Assistant – Resource
- Health and Social Service Director – Resource
- Managers: Health and Social and Services – Resource
- Optional Attendance - Home and Community Care Nurse Manager and Women’s Shelter Manager

Other Health & Social Services employees or Managers may periodically be invited to attend meetings to present programs or services or provide updates, at the request of the Health and Social Services Director. Any Health and Social Services employee who attends a Health and Social Services committee meeting will not be entitled to a remuneration based on budget availability.

Membership on the committee is open to all community members over 18 years of age. Any non band member will not have voting privileges. Total community membership committee members will be limited to eight (8) community members.

To be more inclusive of all community members and families and to avoid any potential conflict of interest, applicants from the same nuclear family are discouraged from being considered for committee selection during the same term. The other applicant(s) from the same nuclear

family can apply after the 3-year term is up for that family member, or if that family member resigns from the committee at which time a call for the vacant seat will be posted.

Due to potential conflicts of interests, Health and Social Service unit staff are not eligible to sit on the committee as committee members. They may be asked to attend at resource people for meetings.

Committee members who miss three (3) consecutive meetings are not recognized as active committee members. The seat will be recognized as vacant, and a replacement will be actively recruited by the Health and Social Services Director.

Term:

The Health and Social Services Committee term is up to three (3) years. After each election, the elected Chief and Council must approve committee membership, including their Council portfolios representatives through a BCR.

Selection Process:

All applicants (new and returning) must submit in writing Letters of Interest to the Health and Social Services Director.

All submitted applications and the current committee membership, will be reviewed by the Health and Social Services Director to determine eligibility, as per above under *Committee Membership* and *Committee Term*.

Final selections will be based on the Letters of Interest. Selection choices will be recommended by the Council portfolio holders and the Health and Social Services Director, final names being submitted to Chief and Council for approval.

Community Membership Engagement and Input:

Community members who are not part of the Health and Social Services committee, may have their program inquiries or community health/social services concerns addressed at a regularly scheduled committee meeting.

Community members who have program inquiries or community-wide health/social service concerns can express their concerns in writing and left in an envelop marked "HSS Committee – Confidential" at the health centre or leave an e-mail message at HSScommittee@mississauga.com.

Concerns or inquiries should be dated and preferably signed with a proposed recommendation or resolution to their concern.

Conflict of Interest:

Members of the Committee, must declare Conflict of Interest on issues that affect themselves or their immediate family. Immediate family includes: mother, father, brother, sister, son, daughter, spouse or any other person residing in the committee member's household.

The person declaring conflict of interest must remove themselves from the room. They do not become actively involved in any discussions or decisions when conflict of interest is declared.

Any committee member may raise any potential conflict of interest for discussion.

Quorum:

The quorum of the Health and Social Services Committee is 50% of the voting members, plus one.

Remuneration:

Within a week following each committee meeting, all eligible community committee members not listed as a Resource person and/or a staff member, will be paid an honorarium for attending the meeting.

An attendance sheet will be completed at each committee meeting by the Health and Social Service Admin Assistant.

Responsibilities.

The responsibilities of the Health and Social Services Committee are as follows:

- Act within an advisory capacity to Chief and Council on health and social service issues and matters, when and where applicable.
- To make informed recommendations and motions to Chief and Council
- To recommend new or amended policies to Chief and Council with the assistance of the Health and Social Services Director
- To act as a forum for community members to access information and provide input into the health and social service needs of the community
- To actively participate in all committee meetings and committee sponsored events
- To develop and implement objectives each new term to meet the goals of the committee
- Guide, support and inform new health and social services initiatives, projects, or services where and when appropriate.

Meetings:

Health and Social Services Committee meetings will be held the fourth Tuesday of every month except for July, August and December.

Meetings will start at 5-7 p.m.

Any changes to the designated dates and times, require prior consultation with committee members.

A supper will be provided at each in-person meeting starting at 4:30, with the H&SS Assistant responsible for coordinating the meal.

Emergency or Special meetings may be called as deemed necessary by the Health & Social Services Director.

Agenda:

The agenda of the Health and Social Services committee is as follows:

1. Opening (prayer, smudge)
2. Adoption of Agenda
3. Declarations of Conflict of Interest
4. Approval of Minutes
5. Business Arising
6. New Business
7. Updates from Subcommittees
8. Date of Next Meeting
9. Adjournment

Roles and Responsibilities:

Chairperson / Council Portfolio Holder (s)

- Chairperson(s) for the committee
- To chair the meetings, to keep order and continuance
- Ensures quorum
- Sets agenda for the meetings in consultation with Health and Social Services Director
- Ensures members declare conflict of interest when applicable
- Is allowed to vote only in the event of a tie
- Asks for comments/input from all committee members and/or community members in attendance
- Records all votes (in favour, opposed, abstentions)
- Is the official signing authority on committee correspondence
- Represent Council at meetings and activities of the committee
- Report to Council on activities of the committee

Community Members

- Is allowed to vote
- To develop and implement objectives each new term to meet the goals of the committee
- To make informed recommendations and motions to Chief and Council
- Recommend new or amended policies to Chief and Council with the assistance of the applicable Health and Social Services Program Manager(s)/Director
- Actively participates in all committee meetings and functions
- Abide by confidentiality agreement and committee code of conduct

Health and Social Services Administrative Assistant

- Is not allowed to vote
- Prepares agendas, meeting notices, meeting packages and correspondence
- Ensures timely distribution of meeting packages to committee members
- Takes minutes of meetings
- Ensures minutes are reviewed by the Chairperson before submission to Chief and Council
- Copies and forwards minutes of meetings by noon Friday prior to regularly scheduled Chief and Council meetings
- Keeps a copy of all committee correspondence
- Completes the necessary cheques requisitions for meeting attendance following each meeting
- Coordinates the meals for supper meetings

Health and Social Service Director

- Is a resource and advisor to the committee
- Supports committee recommendations
- Reports on activities in the Health and Social Services Unit
- Develops and reviews policies in cooperation with the committee
- Ensures appropriate information is available to the committee for motions and/or recommendations
- Ensures appropriate committee funds, if available, are flowed from the budget to the committee
- Provide updates from subcommittees
- Is NOT allowed to vote

Health and Social Service Managers

- Are resource people for the committee
- Support committee recommendations
- Provide program and service information
- Is NOT allowed to vote

Rules of Engagement:

- The purpose of these rules is to ensure that meetings are held in a professional and ethical manner.
- All members shall sign a confidentiality agreement upon Council approval of the Committee membership. This agreement shall be each member's assurance that spoken thoughts and opinions expressed during the problem solving or brain storming sessions of the meeting, shall be held in confidence by all members of the Health and Social Services Committee.
- All members shall treat each other and staff members in a respectful manner. Each member shall be encouraged to honestly and frankly participate in discussions and not to interrupt until the speaker is finished. The Chair shall make every attempt to ensure that all participants are given the opportunity to speak and voice their opinions on major issues or concerns.
- Meetings shall be conducted in a positive and healthy social environment. The Chair is responsible to ensure that meetings stay on topic.

- Individual client or program participant names shall not be disclosed during meetings, even if client/program participant is a close family member or friend. The Chair shall be responsible to immediately address this issue if it arises during the course of the meeting.
- All members shall be responsible to disclose Conflict of Interest issues and excuse themselves from that particular agenda item.
- Personnel or staffing issues shall not be discussed at Committee meetings.
- Meeting information will be sent out to Committee members one week prior to the scheduled meeting. Committee members will bring this package of information to the meeting. Confidential information will be marked as such, and returned to the Administrative Assistant at the end of the meeting.

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