



TERMS OF REFERENCE

FIRST NATIONS HEALTH COUNCIL

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1.0 PURPOSE

1.1 Purpose of FNHC Terms of Reference

The purpose of the FNHC Terms of Reference is to describe the roles and responsibilities of the First Nations Health Council (FNHC), how the FNHC is to carry out its political advocacy work, and the key outcomes that the FNHC is expected to accomplish over the next two years.

1.2 Purpose of the FNHC

The purpose of the FNHC is to:

- Serve as the advocacy voice of BC First Nations on health related matters;

- Support BC First Nations in achieving their health priorities, objectives and initiatives;
- Participate in Federal and Provincial government health policy and program planning process;
- Provide leadership in the implementation of the *Transformative Change Accord: First Nations Health Plan*, the *First Nations Health Plan Memorandum of Understanding*, and the *Tripartite First Nations Health Plan* (TFNHP); and,
- Provide direction and oversight for the health governance negotiations process pursuant to the *British Columbia Tripartite First Nations Health Plan: Basis for a Framework Agreement on Health Governance*;

2.0 OUTCOMES

2.1 The FNHC is expected to achieve the following outcomes during its two year term of service:

- Develop a strategic plan to guide the work of the FNHS and the activities of the FNHC, which will include strategies for:
 - communicating with BC First Nations on the implementation of the health plans;
 - the establishment of an effective tripartite process for addressing health action areas in a manner that ensures First Nations involvement in decision making;
 - the establishment of effective working relationships and partnerships with the Federal and Provincial governments to address health and social determinants of health; and
 - ensuring the necessary support is provided to implement the strategic plan.
- Develop and implement a reciprocal accountability framework that describes accountabilities of government as well as of the FNHC;
- Appoint a negotiations team for the negotiation, transition, and implementation of a First Nations Health Authority in British Columbia; and,
- Obtain ratification by First Nations for the 'Basis for a Framework Agreement in Health Governance' and for the health actions and governance work going forward.

3.0 GUIDING PRINCIPLES

3.1 The FNHC will be guided by the following principles:

- The FNHC believes in the principle that all planning, activities, and review of progress will be community mandated, regionally coordinated, and nationally supported;
- The cultural values, beliefs and practices of all First Nations in British Columbia will be acknowledged and respected;
- No one will be left behind, and the FNHC will strive to be inclusive of all First Nations;
- Strong partnerships with communities, governments and service providers are critical to the achievement of health actions identified in the TFNHP;

- Solutions and strategies must be based on a holistic definition of health from a First Nations perspective;
- First Nations jurisdiction and health agreements entered into by First Nations will not be infringed upon;
- Reciprocal accountability is fundamental to the work going forward;
- The FNHC will be transparent and open in all its relationships and activities;
- Health services must be made available to all First Nations in BC, home or away; and
- The Councillors will serve as objective advocates on behalf of all First Nations in British Columbia, regardless of where they live.

4.0 MEMBERSHIP, TERM AND STRUCTURE

Membership

4.1 The FNHC will be comprised of fifteen (15) Councillors selected by First Nations from the five regions of British Columbia, as follows:

- First Nations in the Northern region of British Columbia will select three First Nations Councillors;
- First Nations in the Vancouver Island region of British Columbia will select three First Nations Councillors;
- First Nations in the Fraser region of British Columbia will select three First Nations Councillors;
- First Nations in the Vancouver Coastal region will select three First Nations Councillors; and
- First Nations in the Interior region will select three First Nations Councillors.

4.2 The Chair and Deputy Chair will be selected by the FNHC at a duly convened FNHC meeting in accordance with the following nomination process:

- One or more of the Councillors will nominate a Councillor to serve as Chair or Deputy Chair
- The Nominee either accepts or refuses the nomination
- The nomination is Moved and Seconded by the Councillors present
- Councillors present will vote on the nomination

Term

4.3 The FNHC will serve a two year term from June 1, 2010 to June 1, 2012. In the event that a new member is appointed, the new member will provide service until June 1, 2012.

Structure

4.4 Each regional caucus will define its own regional appointment process, which will include policies and processes for the selection, appointment and removal of members.

- 4.5 The FNHC will appoint one (1) Chair and (1) one Deputy Chair from the fifteen (15) Councillors. The Chair and Deputy Chair will each serve a two (2) year term. In the absence of the Chair, the Deputy Chair will carry out the functions of the Chair.
- 4.6 Representatives from various Nations organizations, agencies, and ministries may participate in the FNHC meetings as agreed to by the FNHC.
- 4.7 Alternates, including proxy or ex-officio members, are not permitted, unless otherwise provided for in the Regional Caucus Terms of Reference.

5.0 ROLES AND RESPONSIBILITIES

5.1 The FNHC is expected to:

- Consistent with the Regional Caucus Terms of Reference, develop an agenda of provincial, regional and local priorities for the benefit of all BC First Nations;
- Coordinate and collaborate with the First Nations Health Directors Association Board of Directors on matters relating to the governance of health services, policy & program review/design, and seek technical advice and support as required;
- In collaboration with the First Nations Health Society Board of Directors, identify the resources necessary to carry out its roles and responsibilities;
- Develop cost-effective strategies for fulfilling its roles and responsibilities;
- Provide oversight for the implementation of the health actions and health governance work identified in the TCA: FNHP and the TFNHP;
- Provide oversight for the implementation of a strategic plan that describes in detail how the FNHC will carry out its roles and responsibilities;
- Advocate on behalf of all BC First Nations according to the objectives detailed in the *Transformative Change Accord: First Nations Health Plan*, the *First Nations Health Plan Memorandum of Understanding*, and the *Tripartite First Nations Health Plan*;
- In collaboration with all First Nations in British Columbia, provide oversight in the development and implementation of a plan to address determinants of health;
- Determine and strengthen partnerships with the federal and provincial governments and other organizations and work collaboratively with the federal and provincial governments to support the implementation of health actions and address gaps in BC First Nations health;
- Provide direction and oversight for the negotiations process to establish a First Nations Health Authority in British Columbia, which includes the following:
 - Appoint a negotiations team to lead and support the implementation of the governance work, and provide direction and oversight to the negotiations team in the negotiations process;
 - Provide support for and facilitate the implementation of the Regional Caucuses;

- Seek ratification of the ***Basis for a Framework Agreement in Health Governance from the regional caucuses*** and for the negotiations work going forward;
- Provide oversight and direction to the FNHS Board of Directors and fulfil the responsibilities set out in Appendix A;
- Abide by the FNHS Constitution and By-laws and ensure that amendments are implemented, as required;
- Support the Regional Caucuses and work collaboratively with the Regional Caucuses to identify health issues and opportunities to address health gaps through political advocacy;
- Establish an effective tripartite process for addressing health actions;
- Work with the Federal and Provincial governments and First Nations to build the capacity of First Nations to deliver their own health services and to develop their own health plans;
- Support First Nations in the implementation of their health plans; and,
- Seek community support for the health actions and health governance work going forward; and.

5.2 Councillors are expected to:

- Abide by the FNHC Code of Conduct (Appendix B);
- Report to communities on FNHC activities and progress, and in particular, ensure that communities are kept informed of governance caucus activities;
- Obtain direction from First Nations in their respective regions, and bring forward health governance issues to the FNHC (Appendix F and G);
- Serve as members of the First Nations Health Society (FNHS); and,
- Diligently prepare for and attend meetings and actively participate in discussion at FNHC meetings, express interests, and seek to make decisions that address common interests, and to support FNHC decisions when reporting to communities, First Nations, and Regional Caucuses.

6.0 ROLE OF CHAIR

6.1 The role of the Chair is to:

- Preside over any and all regular and special FNHC meetings, working groups, and as required other meetings with Tripartite partners, or other concerned organizations;
- In collaboration with the FNHC CEO or CEO designate and Deputy Chair, set any and all FNHC meeting agendas;
- Determine the participation of FNHC councillors in activities outside FNHC meetings;
- Provide leadership to carry out and/or assign work and functions of the FNHC Councillors;

- Manage and direct the Governance Secretariat, which includes financial, human resources and contracting oversight responsibilities;
- Manage any and all unresolved disputes between Councillors and determine appropriate processes for the resolution of disputes;
- Collaborate with the Deputy Chair in the functions and roles of the Chair and arrange for new FNHC Councillor orientation;
- Serve as a representative and spokesperson of the FNHC and attend political assemblies such as those held by the Assembly of First Nations, BC Assembly of First Nations, First Nations Summit, Union of BC Indian Chiefs, Tribal Councils, and First Nations, to provide updates, support community engagement, and keep informed on community and Nation issues and interests;
- Serve as the lead contact for the FNHS Board of Directors Chair, the FNHS CEO and designated FNHC support staff;
- Facilitate clear and accountable communications between the FNHS Board of Directors and the FNHC;
- Approve and seek approval for the FNHC operating expenses; and,
- Any other duties as determined by the FNHC at a duly convened FNHC meeting.

6.2 The Chair is a non-voting member with the exception of a deadlock.

6.3 The Chair must be available to provide a minimum of four (4) days of service to the FNHC each week, and will be remunerated in accordance with the FNHC Remuneration Policies and Procedures (Appendix C).

7.0 ROLE OF DEPUTY CHAIR

7.1 In the absence of the Chair, the Deputy Chair will take on the responsibilities of the Chair.

7.2 The Deputy Chair must be available to provide a minimum of two (2) days of service to the FNHC each week, and will be remunerated in accordance with the FNHC Remuneration Policies and Procedures (Appendix C).

8.0 DECISION MAKING

8.1 The FNHC will collaborate with the FNHS CEO, in making its decisions on governance, communications, policy and research.

8.2 The FNHC will strive to make any and all decisions by consensus in accordance with the Alaska Model of Consensus-Based Decision Making outlined in Appendix D. In situations when consensus cannot be achieved, the FNHC will make decisions by majority vote.

8.3 Unresolved issues will be addressed through the dispute resolution process described in Appendix E.

9.0 MEETINGS

9.1 A quorum for the FNHC meetings will be 50% +1 or 8 members.

- 9.2 FNHC meetings will be held as required during the two (2) year interim FNHC process. The FNHC will schedule meetings according to milestones set out in the FNHC Strategic plan to ensure timely decisions are made to advance and support the work moving forward.
- 9.3 Councillors are required to attend any and all meetings, including working group and regular meetings, and be punctual. Councillor attendance will be recorded in the minutes of each FNHC meeting. Members will also be required to provide a signature of attendance upon their arrival to and departure from FNHC meetings.
- 9.4 Any FNHC Councillor that misses three (3) consecutive meetings will no longer be a Councillor of the FNHC.
- 9.5 In the absence of both the FNHC Chair and the Deputy Chair at a FNHC meeting, Councillors will appoint a Chair from the FNHC to serve as Chair for that meeting.

10.0 WORKING GROUPS

- 10.1 Working groups will be established by the FNHC, as required, and will be remunerated in accordance with the FNHC Remuneration Policies and Procedures (Appendix C).
- 10.2 Working group members will be selected by the FNHC at a duly convened FNHC meeting.
- 10.3 All working groups will provide activity and progress reports to the FNHC, as required.

11.0 ACCOUNTABILITY AND REPORTING

- 11.1 The FNHC is accountable to all 203 First Nations communities in British Columbia. The FNHC is also accountable to its federal and provincial government funders.
- 11.2 The FNHS will provide ongoing reports on its activities to First Nations communities through a variety of different communication mediums, including communiqués, newsletters, annual reports, and other reports as necessary.
- 11.3 The FNHC will comply with policies and procedures set by the FNHS Board of Directors for financial matters relating to the Governance Secretariat, including the FNHC remuneration and travel expenses.
- 11.4 The Councillors will submit claims to the FNHC Chair, or in his absence, the Deputy Chair for remuneration and travel expenses.
- 11.5 The FNHC Chair and Deputy Chair are accountable to the FNHC and will seek approval of the CEO or designate for financial matters relating to their roles and responsibilities.

12.0 AMENDMENTS AND REVIEW OF TERMS OF REFERENCE

Amendments

- 12.1 Any Councillor may, at any time, submit a formal request for an amendment to this Terms of Reference.
- 12.2 A request for an amendment to this Terms of Reference will be considered by the Councillors in consultation with the Regional Caucuses and presented to the FNHC for final approval.

- 12.3 Amendments to this Terms of Reference will enter into force upon the approval of the FNHC at a duly convened FNHC meeting.
- 12.4 Any and all approved amendments shall not alter or prejudice any of the rights or obligations arising from or based on this Terms of Reference either before or up to the date of such amendments.

Review

- 12.5 This Terms of Reference will be reviewed annually by the FNHC at a duly convened FNHC meeting in July of each fiscal year.
- 12.6 The FNHC will conduct annual reviews of this Terms of Reference with a view to further enhancing the promotion and protection of human rights within the FNHC.

APPENDIX A:

FNHC Roles and Responsibilities of FN Health Society Members

In addition to their service on the FNHC, Councillors also have another role, which is to serve as responsible 'members' of the First Nations Health Society (Society). Upon appointment to the FNHC, Councillors become members of the Society.

The members are responsible for selecting the Board of Directors of the Society. A member may not be selected to serve as a Director of the Society. The Board of Directors of the Society is accountable for operating the FNHS and reporting to the 15 Society members.

The Society also carries out the operational work in support of the FNHC's leadership role in health actions and health governance. The current FNHC sees the independent existence of the Society as a critical factor for maintaining transparency and accountability to First Nations. As Society members, therefore, they must be assured that the Society has the capacity to implement the TCA: FNHP and the TFNHP.

As members of the Society, the Councillors provide guidance and strategic direction to the Board of Directors of the Society – who in turn develops implementation plans for carrying out the work required. The Society convenes an annual general meeting (AGM) to report back to the 15 Society members with an Annual Report of activities and audited financial statements.

Responsibilities of the FNHC

The key responsibilities of the Councillors are related to maintaining accountability to BC First Nations through reporting and building and maintaining trust. Trust should be established to the extent that the FNHC understands and practices the value of respect – a process that builds and maintains consensus must be considered when building and maintaining trust.

As members of the Society, Councillors will:

- Uphold the Constitution and comply with the FN Health Society Bylaws, including the Accountability Framework;
- Establish an effective working relationship with the Board of Directors of the Society;
- Provide reports on progress and activities to the Board of Directors of the Society;
- Report on progress and activities to First Nations communities in British Columbia;
- Ensure that the FNHS's statutory, financial and contractual obligations are being met and that any concerns regarding compliance with these obligations are promptly brought to the attention of the Board of Directors; and
- Ensure that the necessary support is provided to the FNHC organization to carry out its roles and responsibilities.

APPENDIX B:

First Nations Health Council Code of Conduct

The FNHC must keep in mind that its direction comes from First Nations communities; therefore, the FNHC must always remain committed to carrying out its roles and responsibilities in a transparent, open and accountable manner. In order to maintain a high standard of work and build trust, the FNHC has developed the following Code of Conduct to guide its work going forward.

While serving as members of the FNHC, Councillors, the Chair and Deputy Chair will:

- Make decisions that benefit all First Nations in British Columbia, regardless of where they live, and represent the collective views of all First Nations in British Columbia;
- Prepare for and attend all FNHC meetings and be punctual;
- Ensure they have the time to commit to their roles and responsibilities and to completing and additional work that they have been given, which includes reviewing all background materials in preparation for FNHC meetings;
- Actively participate in discussion at all FNHC meetings;
- Comply with all the policies, bylaws and other agreed rules and procedures that apply to Councillors, including the FNHC Terms of Reference and the FN Health Society Constitution and Bylaws;
- Fulfill their obligations and responsibilities competently and with integrity;
- Remain neutral and respect and acknowledge the cultural values, practices, and beliefs of all First Nations in British Columbia;
- Carry out their responsibilities honestly and in good faith, upholding the highest ethical standards in all that they do as Councillors;
- Raise issues and ensure that the FNHC and FNHS are kept informed of issues that are relevant to or that impact upon the functions, roles and responsibilities of the FNHC;
- Keep First Nations communities informed of all FNHC progress and activities and ensure that all key FNHC documents that impact on First Nations communities are brought to First Nations communities for consideration and development;
- Treat fellow Councillors with respect and work with each other in a collaborative and consensus building manner;
- Maintain confidentiality regarding all FNHC and FN Health Society business deemed to be confidential;
- Arrange their affairs so that outside interests do not jeopardize their professional judgment, independence, integrity, impartiality or competence in decision-making;
- Refrain from participating in situations that give rise to an actual or perceived conflict or conflict of interest, such that the Councillor's ability to serve all First Nations in British Columbia could be impaired, or the Councillor's actions or conduct could undermine or compromise First Nations' confidence in the Councillor's ability to discharge roles and responsibilities, or the trust that First Nations place in the Councillor's service.

Examples of conflicts of interest include, but are not limited to, situations where a Councillor:

- Makes decisions or attempts to influence decisions in favour of her or his own community or region without consideration for the needs and concerns of all First Nations in British Columbia;
- Uses her or his position as Councillor to pursue or obtain a personal benefit;
- Feels obligated to a person who might benefit from or seek to gain special consideration or favour from the FNHC;
- In the performance of her or his responsibilities, gives preferential treatment to an individual, corporation or organization, including a non-profit organization, in which the Councillor, or a relative or friend of the Councillor, has an interest, financial or otherwise;
- Benefits from, or is reasonably perceived by the public to have benefited from, a transaction over which the Councillor can influence decisions (for example, a contract);
- Requests or accepts from an individual, corporation or organization, directly or indirectly, a personal gift or benefit that arises out of her or his participation on the FNHC, other than:
 - a) The exchange of hospitality between persons doing business together;
 - b) Tokens exchanged as part of protocol;
 - c) The normal presentation of gifts to persons participating in public functions, or;
 - d) The normal exchange of gifts between friends.
- Solicits or accepts gifts, donations or free services for work-related leisure activities other than in situations outlined above.

A Councillor who is, directly or indirectly, interested in a proposed contract or transaction with the FNHC, or who perceives that a conflict of interest may arise, must:

- Fully and promptly disclose the nature and extent of his or her interest to the Councillors;
- Immediately withdraw from the meeting or part of the meeting during which the matter is under consideration;
- Comply with the requirements of the Society Act, and any conflict of interest policy adopted by the FNHC and FNHS;
- Not attempt in any way to influence the opinion or vote of the Councillors or regional caucuses on any question in respect of the matter;
- Not attempt in any way to influence the Councillors, regional caucuses, First Nations Health Society Board of Directors or employees or contractors in carrying out their duties in respect of the matter.

Breach of Code of Conduct

Where there has been a breach of this Code of Conduct, the FNHC Chair must be informed immediately. The identity of any person who reports a code of conduct breach involving a Councillor will be held in strict confidence.

When an alleged breach has been reported, the matter will be brought to the next FNHC meeting. At the meeting, the Councillors will review the complaint and discuss an appropriate response and

resolution to the complaint. The Councillor whose behaviour is in question will be given the opportunity to respond and clarify the situation. Following careful consideration of the issue, the FNHC will make a decision regarding the continued participation of the Councillor.

Councillors may be dismissed from the FNHC for failure to abide by the FNHC Code of Conduct.

Appendix C:

FIRST NATION HEALTH COUNCIL REMUNERATION POLICIES AND PROCEDURES

Remuneration Policies

1.0 Definitions

“Meeting Fee” means a quarterly payment made to a Councillor as remuneration for attending a FNHC or FNHC Committee meeting. If the meeting lasts longer than four hours in a twenty four hour day, the full meeting fee is payable. If the meeting lasts four hours or less in a twenty-four hour day, only half of the meeting fee is payable.

“Allowable Fee” means a monthly payment made to a FNHC Councillor as remuneration for:

- Preparing for and attending all other meetings (not eligible for meeting fees), conferences, orientations, planning sessions, speaking engagements or social events, including work relating to regions;
- Review of key information, including documents, reports and emails, required to maintain up-to-date understanding of key issues affecting the FNHC, the implementation of the TFNHP and the regional relations;
- Providing input and advice into key documents, strategies and reports developed by FNHS Governance staff relating to the FNHC, implementation of the TFNHP and regional relations;
- Communicating and corresponding with regional Chiefs and First Nation stakeholders on issues related to the FNHC, the implementation of the TFNHP and specific regional issues;
- Acting as regional spokespeople for the FNHC; and
- Other related duties that can be reasonably be expected of a Councillor in order to fulfill their roles and responsibilities as a Councillor of the FNHC.

“Retainer” means either:

1. A payment made to the FNHC Chair and Deputy Chair as remuneration for all activities related to their responsibilities as Chair and Deputy Chair which includes:
 - All activities set out above, under “Meeting Fees”;
 - All activities set out above, under “Other Fees”;
 - Plus activities related to:
 - Managing and directing the Governance Secretariat, including financial, human resources and contracting aspects;
 - Managing and directing negotiating with Federal and Provincial Governments, including financial, human resources and contracting aspects;
 - Fulfilling the shared decision making and reciprocal accountability requirements between the FNHC, FNHS BoD, the FNHS CEO and the FNHDA;
 - Acting as provincial / national spokespeople for the FNHC (with media and Provincial / Federal governments); and
 - Other related duties that can be reasonably expected to fulfill their roles and responsibilities as Chair & Deputy Chair of the FNHC.
2. A payment made to a FNHC Councillor as remuneration for activities related to:
 - communication with members of the FNHC, regional Chiefs and regional community members relating to roles and responsibilities as a FNHC Councillor; and
 - administrative activities related to roles and responsibilities as a FNHC Councillor.

“Special Meeting” means a meeting identified by the Chair for which meeting fees will apply.

2.0 Purpose

The purposes of this policy are to:

- Set out remuneration for the FNHC Chair, Deputy Chair and Councillors to fulfill their roles & responsibilities as members of the FNHC, including Meeting Fees, Other Fees and Retainers; and,
- Set out remuneration and reimbursement for the FNHC Chair, Deputy Chair and Councillors for travel time and expenses associated with fulfilling their roles & responsibilities as members of the FNHC.

3.0 Meeting Fees

Meeting Fees will be paid to each FNHC Councillor attending a FNHC meeting or each FNHC Committee member attending a FNHC Committee meeting as follows:

Councillors (greater than 4 hours)	\$500 per day
Councillors (4 hours or less)	\$250 per day

- Attending conferences, orientations, planning session, speaking engagements or social events, unless identified as a Special Meeting by the FNHC Chair, are not considered eligible for Meeting Fees.
- Attending a meeting as a Member of the First Nation Health Society is not eligible for Meeting Fees.
- The Chair & Deputy Chair of the FNHC are not eligible for Meeting Fees. These fees are included in their Retainer, set out below.

4.0 Allowable Fees

Other Fees will be paid for all other activities of the FNHC Councillors, as set out in the above definition, as follows:

Councillors (2 - 4 hours per day)	\$250 per day
Councillors (greater than 4 hours per day)	\$500 per day

- Fees will be paid only for activities specifically related to roles and responsibilities as a FNHC Councillor.
- Meetings and activities engaged in where members of the FNHC represent dual responsibilities (attendance at meeting as representatives for other agencies (First Nation or other organization) should result in cost sharing for time. For example, if a member of the FNHC is attending a full day event representing both the FNHC (speaking engagement on behalf of FNHC) and their First Nation (participating in discussion as First Nation representatives) only \$250 should be claimed.
- The Chair & Deputy Chair of the FNHC are not eligible for Other Fees. These fees are included in their Retainer, set out below.

5.0. Maximum Fees

Each FNHC Councillor is eligible for a maximum amount of Meeting Fees and Allowable Fees up to \$28,000 per fiscal year. This amount represents 56 working days per annum.

6.0 Retainer

Retainer will be paid for activities of the Chair & Deputy Chair and Councillors, as set out in the above definition, as follows:

Chair (minimum 4 days per week)	Up to a maximum of \$140,000 annually
Deputy Chair (minimum 2 days per week)	Up to a maximum of \$70,000 annually
Councillor (minimum ½ day per month)	Up to a maximum of \$3,000 annually

7.0 Travel Time

FNHC Councillors will be compensated for travel time to attend activities to fulfill their roles and responsibilities, including FNHC and FNHC Committee meeting and other activities as set out under the definition of "Other Fees" as follows:

Councillors (less than 2 hours per day)	not applicable
Councillors (2 to 4 hours per day)	\$250 per day
Councillors (greater than 4 hours)	\$500 per day

- Travel time will apply only for travel to activities specifically related to roles and responsibilities as a FNHC Councillor.
- Meetings and activities traveled to in where Councillors of the FNHC represent dual responsibilities (attendance at meeting as representatives for other agencies (First Nation or other organization)) should result in cost sharing for travel time. For example, if a Councillor of the FNHC travelled over 4 hours per day to attend an event where they represented both the FNHC (speaking engagement on behalf of FNHC) and their First Nation (participating in discussion as First Nation representatives) only \$250 should be claimed for travel time.
- The Chair and Deputy Chair of the FNHC are not eligible for Travel Time. These fees are included in their Retainer, set out above.

8.0 Travel Costs

All travel costs, including accommodation, flights, meals and incidentals, for FNHC Councillors, including the Chair & Deputy Chair, will be reimbursed according to the FNHS Travel Policy, which may change from time to time.

9.0 Review

The FNHC Remuneration Policies will be reviewed in April 2011, and regularly thereafter, to ensure that they adequately meet the needs of the FNHC Councillors, provide adequate financial accountability to the FNHC and FNHS BoD and support the fulfilment of the ToR for the FNHC.

Remuneration Procedures

1.0 Purpose

The purposes of this procedures document are to:

- Set out procedures for the FNHC Councillors to claim remuneration for fulfilling their roles and responsibilities as set out in the FNHC Terms of Reference and in accordance with the FNHC Remuneration Policy.
- Set out procedures for the FNHC Councillors to claim reimbursement for travel costs incurred while fulfilling their roles and responsibilities.

2.0 General

The FNHC Chair and Deputy Chair's retainer will be paid on a bi-monthly basis. Remuneration and travel expense costs for FNHC Councillors will be paid on a monthly basis, including remuneration for meeting fees, other fees, retainer, travel time and reimbursement of travel costs.

Travel arrangements for FNHC Councillors will be arranged through a designated FNHS representative, who may change from time to time. The FNHS representative will be available to make travel arrangements in accordance with the FNHS travel policy.

3.0 Meeting Fees

Meeting Fees will be reimbursed in accordance with the FNHC Remuneration Policy. Claims for Meeting Fees are to be submitted on a monthly basis, as part of the FNHC Remuneration & Travel Time Form, attached.

4.0 Other Fees

Other Fees will be reimbursed in accordance with the FNHC Remuneration Policy. Claims for Other Fees are to be submitted on a monthly basis, as part of the FNHC Remuneration & Travel Time Form, attached.

5.0 Retainer

Retainer payments will be reimbursed according to the FNHC Remuneration Policy. Retainer payments do not require a claim form. However, to maintain Retainer payments, the Chair & Deputy Chair are required to deliver written quarterly reports to the FNHC Councillors to ensure that the Chair & Deputy Chair are fulfilling their roles and responsibilities as set out in the FNHC ToR.

Also, to maintain Retain payments, FNHC Councillors are required to deliver written quarterly reports to the FNHC Chair, and in their absence the Deputy Chair, to ensure that Councillors are fulfilling their roles and responsibilities as set out in the FNHC ToR. Quarterly reports must be submitted to the FNHS VP Finance and Administration for financial purposes.

6.0 Travel Time

Travel time will be reimbursed according to the FNHC Remuneration Policy. Claims for travel time are to be submitted as part of the FNHC Remuneration & Travel Time Form, attached.

7.0 Travel Costs

Travel costs will be reimbursed according to the FNHS Travel Policy, set out in the attached travel claim form and instructions on claiming travel expenses.

8.0 Approval Process

FNHC Councillors Remuneration and travel claims and required documentation are to be submitted to the Chair, and in their absence, the Deputy Chair for review and approval.

Travel claims of the Chair, and in their absence the Deputy Chair, are to be submitted to the FNHS V.P. Finance and Administration for review and approval. Upon approval, the FNHC Remuneration & Travel Time and Travel Claim forms are to be forwarded to the FNHS Finance Department for processing.

First Nation Health Council Remuneration & Travel Time Form

To: Chair
 First Nation Health Council
 1205 – 100 Park Royal South
 West Vancouver, BC V7T 1A5

For Month: _____, 2010

Meeting Fees or Special Meetings Fees

Date	FNHC or FNHC Subcommittee Meeting	Hours	Meeting Fees Claimed	Travel Time (hrs) (if applicable)

Total Meeting Fees or Special Meeting Fees Claimed:

Half Day (under 4 hrs) @ \$250 / Full Day (over 4 hrs) @ \$500

Allowable Fees

Date	Explanation of Other Activities & Location (if applicable)	Hours	Other Fees Claimed	Travel Time (hrs) (if applicable)

***Please include documentation (meeting minutes and agendas (for speaking engagements)) to verify activity and location of meetings, speaking engagements, planning sessions....etc.**

Total Allowable Fees Claimed:

(2-4 hours / day @ \$250 / over 4 hours @ \$500)

Total Travel Time Claimed:

(2-4 hours / day @ \$250 / over 4 hours @ \$500)

Submitted by: _____
 Signature: _____
 Date: _____

Approved by: _____
 Date: _____

CLAIMING TRAVEL EXPENSES

The First Nations Health Society will exercise great care before approval of any expense claim to ensure that all incurred expenses are accurate, reasonable and accountable.

1. 'Original' receipts are necessary for reimbursement on accommodations, travel (excluding mileage), taxi, vehicle rental, parking and any additional travel expenses. All receipts must be dated to be valid. **NO RECEIPT, NO REIMBURSEMENT.** Please tape your receipts to your claim before mailing as we will not be responsible for lost receipts.

Expense claims will be calculated in accordance with the rates and conditions set out on the expense claim form, a copy of which is available upon request. These rates change from time to time.

2. Only economy fares will be reimbursed for travel, all e-tickets must have boarding passes attached to be acceptable for reimbursement. Charges for flight change are not reimbursable by the Society unless there is a reasonable explanation.
3. Only undersize vehicle charges will be reimbursed for ferry travel. For those travelling by ferry, do not include ferry kilometers when calculating distance.
4. Photocopied receipts and faxed travel claims will not be processed until originals are received by mail.
5. Receipts are not necessary for meals, incidentals, private accommodations and mileage. Daily meals and incidentals can be claimed up to 5 days. Incidentals are claimable during overnight stays only. Please do not include meal receipts.
6. The maximum allowance for hotel stays is one extra day plus meeting dates (this depends on travel options and air travel availability). Original hotel receipt must be attached for proof of stay and must show a breakdown in expenses charged. The seasonal rates are:
 - a) High Season (May-September) \$160.00 – includes the PST and Room Tax
 - b) Low Season (October-April) \$148.50 – includes the PST and Room Tax

Hotel costs will only be reimbursed up to the maximum allowance. Hotel costs in excess of the maximum allowance will be the responsibility of the Traveller.

7. All receipts must show breakdown of charges. Credit or debit card purchase slips are not acceptable unless accompanied with original detailed receipts. Credit card payments must have original backup receipts.
8. Effective April 1, 2009, the Society reserves the right to withhold from any expense reimbursement an amount relating to GST contained within the travel and other receipts submitted if the person claiming reimbursement is a party entitled to claim a GST rebate in whole or in part.

9. If the Traveller opts for travelling by vehicle to meeting location, the mileage will be reimbursed to the maximum of the equivalent airfare. The lesser cost will prevail. If travelling long distance by vehicle the extra hotel costs and meals are the responsibility of the Traveler.
10. Mileage will be calculated in accordance with the rates set out on the Society's expense claim form. To calculate kilometers, use www.msn.com – Maps & Directions or Google Earth, these sites can calculate distance in kilometers.
11. Deadline for travel expense submissions is 30 working days after meeting dates. The deadline date is noted on the top of every travel claim form. This policy is necessary for budget purposes. This policy is strictly enforced with no exceptions.
12. If the above procedures are not followed when submitting travel claims, then: a) unpaid claim(s) will be returned to sender with a letter of explanation, or b) there will be an adjustment to the reimbursement amount.

Appendix D:

Alaska Model of Consensus-Based Decision Making

In Alaska, the formal consensus process involves four key steps:

1. Broad open discussion on issues from all tribes/ areas at regional level - in BC this could be 'broad open discussion at the FNHC table on issues from all regions'
2. Reach consensus on key issues to take forward that are very common across the State - in BC this would mean the FNHC as a group would review all of the issues and select those that are common across all areas)
3. Reach consensus on how issues should be resolved i.e. how participants would like the issues resolved - in BC this would mean the FNHC would develop proposed solutions for the Councillors to take to Government in solving the problems that have been identified
4. The key issues and the proposed resolutions to the issues are then prioritized in an 'agenda' and this gives the Board clear mandate on what issues to lobby with Government at their regular meetings. Once the agenda is agreed, all participants abide by it. It also provides a clear brief for the Board's policy analysts to work on. In BC this would mean the FNHC would agree on prioritizing the schedule of issues to rank them and then to address the relevant issues with Government. This would also provide a clear policy agenda for the Society's policy staff to work on for the FNHC. Training is provided to Alaska leaders to be aware of how the consensus process works. Co-lead negotiators on common issues are the voices of the Board and all issues are put through those people. Common issues may include policy changes; funding agreement changes; changes of law, regulation or policy; issues raised by the tribes.

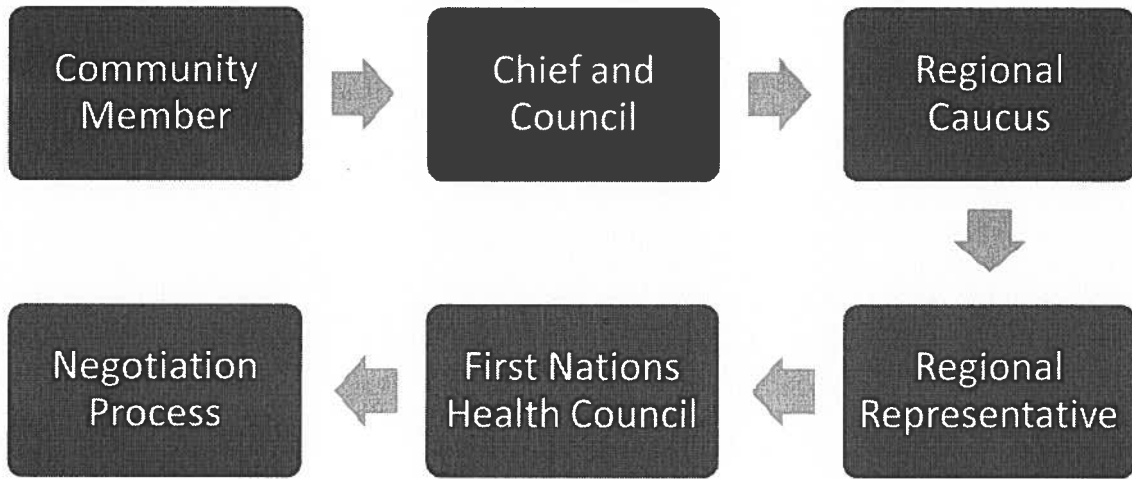
Appendix E:

FNHC Dispute Resolution Process

1. Where a dispute arises that cannot be resolved by the Councillors involved, a Provincial Elders Council will be appointed to mediate the dispute.
2. In the event that an Elders Council cannot resolve the issue/s in dispute, the matter will be referred to an arbitrator agreed to by the Councillors involved.
3. The arbitrator's decision will be binding unless both parties agree not to abide by the decision.
4. Either party in the dispute may choose to opt out of the dispute resolution process at any time.
5. Any third party arbitrator appointed by the FNHC shall be paid reasonable fees and/or expenses by the FNHC.

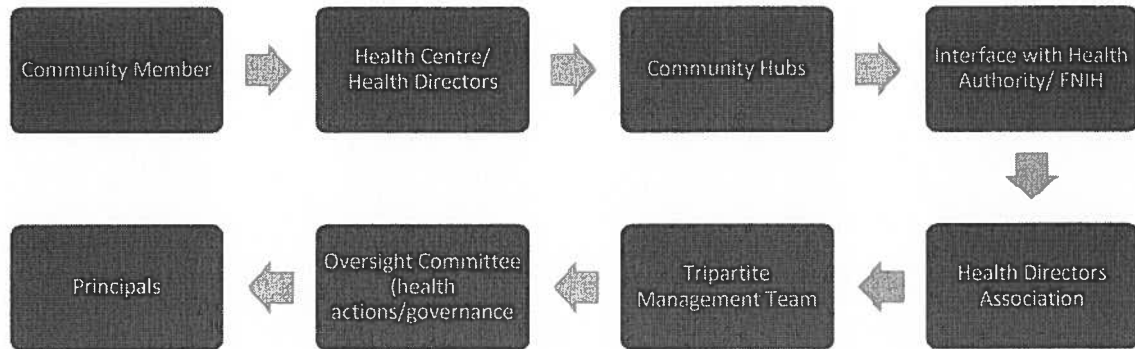
Appendix F:

HEALTH GOVERNANCE ADVOCACY ISSUES MANAGEMENT

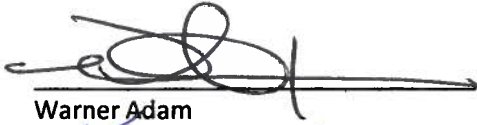


Appendix G:

HEALTH ACTIONS ISSUES MANAGEMENT



WE the councillors of the First Nations Health Council, as of 29th day of July, 2010
accept these Terms of Reference and agree to comply by them and the Code of Ethics in
Appendix B which will guide our conduct.



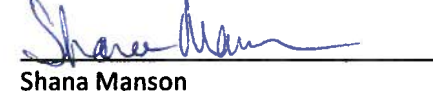
Warner Adam



Chief Ko'wainteo Michel



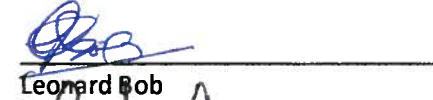
Gwen Phillips



Shana Manson




Chief Willie Charlie



Leonard Bob



Ernest Armann



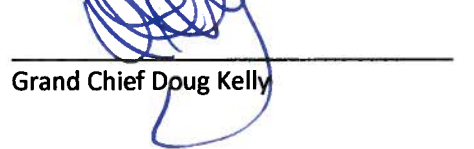
Chief Margery McRae



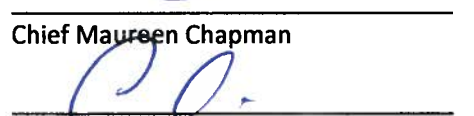
Chief Bernie Elkins



President Cliff Atleo



Grand Chief Doug Kelly



Chief Maureen Chapman



Charles Nelson