



STRATHCONA COMMUNITY HEALTH NETWORK

Table of Partners, Terms of Reference

Background

The Strathcona regional boundaries extend from the Oyster River in the south to Gold River, Sayward, Tahsis, Zeballos and Kyuquot-Nootka in the north and west, and east to Cortes Island, Quadra Island and the Discovery Islands as well as a portion of the adjacent mainland north of Powell River. First Nations include; Homalco, We Wai Kai, Wei Wai Kum, Klahoose, Kwiakah, Tlowitsis, Mowachaht/Muchalaht, Ehattesaht, Nuchatlaht, Ka:'yu:k:tləs7et'h'

Purpose

The Table of Partners will **collaborate** to address issues impacting the health and wellness of people living in the Strathcona region at a systems level by **ensuring regional voices** are represented, and that the work of the network **is accessible** to the most remote and isolated communities within the region. The Table of Partners **serves** to realize the vision of the SCHN as defined by the people who live and work within the region by **making decisions** and **being accountable** for the network outcomes. The interim governance committee will **lead, represent, and validate** their understanding of what makes people healthy living within the region, while providing a **culturally safe** space for people and their communities to participate. The Table of Partners provides a mechanism to **engage, mobilize and leverage action** beyond what one community, organization or individual can achieve alone.

Function/Responsibilities

- Make decisions on network initiatives that would encompass seeking input from action groups
- Guide the strategic planning and action implementation for the network
- Participate in the hiring, evaluation and replacement of the network coordinator
- Set and update the job description for the network coordinator and be the primary group to which the coordinator reports
- Guide asset mapping in the region
- Facilitate information sharing through the coordinator
- Communicate and engage with the larger community/region
- Identify opportunities to leverage funds

Membership

Regional representation, inter-sectoral and across life-span expertise makes up the Table of Partners. Membership is determined through an application process, and assessed based on criteria including; community/regional representation, population /determinants of health area of work, area of influence and existing network involvement. Members will serve as a 2 year term, at which time a renewal process and open call for new applicants will take place. Members are expected to commit and be available for monthly meetings, and other work as necessary. The Table of Partners consists of **15** members. New members are welcome to attend a meeting to observe and see if the Table is a good fit for them. New member applications will be presented at the meeting following receipt of their application by the Co-Chairs and appointed by the Table of Partners.

Co-Chairs

The Table of Partners will be Co-Chaired by one Aboriginal and one Non-Aboriginal, as nominated by the Table of Partners and will serve as a 2-year term. To assist with continuity, the inaugural Co-Chairs will serve a 3-year term. Voting for nominees will be conducted by secret ballot with majority rule. Co-Chairs are eligible to be re-elected, and in the event of absence of the Co-Chairs, the Table of Partners will appoint an interim Chair for that meeting.

The Co-Chair Key Responsibilities are:

- Chair all meetings of the SCHN
- Support the day-to-day operations of the SCHN, including budget approval processes in cooperation with the Table of Partners, and in partnership with the SRD
- Being accountable for the day-to-day work of the SCHN Coordinator and work in partnership with the SRD in overseeing this position
- Represent communications of the SCHN to the public and media in conjunction with the Coordinator
- Facilitate the business of the SCHN when necessary

Composition

The Table of Partners will maintain, to the best of their ability, a balance of representation and maintain a solid, cooperative and functional committee. The remaining 13 partner seats should include:

- Aboriginal (minimum 3): Seats are reserved for Aboriginal individuals who have broad reach of the 3 cultural family groups within the region, wide communication reach and decision making capacity; who lives and works locally within Strathcona boundaries; who represents urban communities (away from home), and Metis.
- Strathcona Regional District (SRD) (minimum 1): As a provider of a range of services across the region, and holder of the Island Health funds who employs the Coordinator.
- Island Health (minimum 1): As mandated by the Ministry of Health to deliver a full continuum of health services to meet the needs of the population within the region, and funder of the SCHN Coordinator.
- Regional, Inter-sectoral, Across life-span, Community development

Member Recruitment

To ensure a transparent and fair process, openings on the Table of Partners will be announced on the Health Network website and distributed through the Health Network email lists. Where these openings have been reserved to balance the composition of the Table, for example to ensure regional representation or to fulfill a specific expertise, this will be specified.

Committees

Sub-Committees or task groups will be established as required to assess and report on specific issues. Sub-Committee Guidelines:

- Quorum of sub-committees will consist of 50% +1 of members,
- Sub-committee activities shall be authorized and endorsed by the Table of Partners, and their recommendations/findings will be implemented only if confirmed by the Table of Partners,
- Regular meeting dates will be established when the sub-committee is formed,
- Members may choose to provide written input prior to a meeting

Meetings

The Table of Partners will meet on the 4th Tuesday of every month, and when at all possible meeting times will be set to accommodate travel to and from meetings. When and where applicable, meetings can be accessed via video and/or teleconference. Meeting locations may alternate from one community to another at the discretion of the Co-Chairs to ensure equity of participation. The SCHN Coordinator will work closely with the Co-Chairs on the agenda development and facilitation of monthly meetings. Records of meetings with decisions are kept and stored as appendix to the TOR.

Principles

The SCHN Table of Partners is guided by working principles that include:

- Being committed to solutions that advance the common goal rather than individual interests
- Adapting a community development approach, ensuring communities have a say in their own problem solving
- Working in a spirit of collaboration, trust and respect among all interests seeking solutions that can advance the health and well-being of people and their communities within the Strathcona region
- Being inclusive of all interests that share the SCHN vision
- Sharing all relevant information and data needed to support the work of SCHN
- Working together cooperatively to make the best use of the human and financial resources available to support the work of the SCHN
- Being committed to the SCHN process as the means to develop the SCHN
- Supporting the SCHN by speaking as one voice

Consensus Decision Making

Decisions made by the SCHN Table of Partners are directly related to the purpose of the Committee and are made by consensus. Consensus decision making does not mean total agreement, it however requires individual members to examine two factors; 1. ***Is the decision part of a solution?*** and 2. ***Can I live with the decision?*** If the answer is no, then the member should withhold consent and actively participate in bringing forward to the group a suggestion on how to proceed in a manner both suitable to themselves and to the Committee. When consensus can't be reached after 2 rounds in 1 meeting, membership will take a vote to make a decision. A quorum must be in attendance and is defined as 50% + 1. 75% of a quorum must support the decision for it to move forward. Decisions will typically be made at SCHN meetings but for time sensitive issues, decisions can be made using email when it is possible to clearly and concisely articulate the question/issue at hand.

Conflict of Interest

When a member of the committee has a material interest in a matter before the committee, the member must declare that there is a potential conflict of interest. A material interest shall include but not be limited to any possibility of financial gain for the member or their organization or business. It shall be up to the member to use good judgment and openness about personal dealings to ensure that a conflict or perception of a conflict between his or her personal interests and his or her role as a member of the group does not arise or is declared if it does arise. When a conflict is determined the Table of Partners shall ask the member to excuse themselves from the meeting while the matter is discussed, and not participate in any discussions or any decisions taken on that matter.

This Terms of Reference is a living document and will be reviewed annually at the scheduled January meeting, and/or as determined by the Table of Partners.