

# Council and Committee Relationship Policy (Sample Policy)

## 1. OBJECTIVE

The objective of this policy is to ensure that the relationship of Council to its Health Advisory Committee is as clear as possible and promotes good governance in the conduct of the First Nation's affairs.

## 2. DEFINITIONS

**Council** refers to the Chief and Councillors of the First Nation

**Staff** refers to the staff of the First Nation

**Band Administrator** refers to the Chief Operating Officer of the First Nation

**Members** refers to all members, including Councillors, Board members and staff, who are members of the First Nation

**Nation** refers to the First Nation

**Committee** refers to the Nation's Health Advisory Committee

## 3. POLICY STATEMENT

**3.1** Council has established the Health Advisory Committee:

- i. to broaden the participation of First Nation members in the governance of the First Nation;
- ii. to receive high quality advice and assistance in dealing with complex issues from well-qualified individuals;
- iii. to ensure that in certain cases, decision-making is 'localized' within the community.

**3.2** The Director of Health and at least one member of Council to be appointed by Council will be members of the Health Advisory Committee.

**3.3** Other members of this committee will serve for a minimum of one three-year term. The terms of members will be staggered to ensure on-going continuity of the committees. Members of the Committee need not be members of the Nation. Council may decide to appoint one or more youth members to the Committee.

**3.4** Council will establish an appropriate and transparent process for advertising vacancies on this committee and will encourage individuals who meet the qualifications required by the committee to apply. Council will decide who among applicants is best qualified to serve on this committee.

**3.5** In providing honoraria to committee members, there will be no "double dipping". That is, staff in full time positions or members of Council will not be eligible to receive honoraria if their responsibilities on this committee can be met in their regular working hours.

**3.6** Members of the Health Advisory Committee, with the exception of youth members, should meet most, if not all, of the following qualifications:

- Possess some formal training in a health-related field
- Be aware of traditional approaches to holistic health
- Have experience serving on a Board
- Be familiar with the Nation's health-related programs
- Be aware and respectful of the Nation's conflict of interest policies
- Possess good written and oral communication skills
- Be well-regarded and respected in the community
- Be honest, fair, respectful, and possess integrity
- Be able to contribute meaningfully to the Committee

## **4. ROLES AND RESPONSIBILITIES**

### **4.1 Council's responsibilities include:**

- Establishing the mandate, member qualifications, honoraria, term of service and reporting requirements of the Health Advisory Committee
- Establishing a transparent process for choosing members of this committee
- Reviewing and approving the annual plan of the Committee
- Reviewing and approving the Committee's annual report

### **4.2 The Committee's responsibilities include:**

- Ensuring that the Committee functions in an efficient and effective manner
- Developing a strategic plan and an annual work plan, where feasible and appropriate
- Implementing the annual plan, once approved by Council
- Accounting for any resources assigned to it by Council
- Developing an annual report on its activities and presenting this to Council
- Assisting the Council in meeting its responsibilities as laid out in Section 4.1 above.

## **5. PROCESS FOR ADDRESSING COMPLAINTS**

**5.1** Any member who believes that either the Council or the Committee is not following this policy can direct his or her concerns to the Band Administrator in writing or recorded at the Administration office. The Band Administrator will respond to the complainant within 30 days.

**5.2** If the member is still not satisfied following the response of the Band Administrator, he or she may direct his or her concerns in writing to the Council, who will respond within 30 days.

## **6. COMMUNICATING THIS POLICY**

This policy requires no special communication procedures beyond what is set out in the First Nation's communications policy.

## **7. REVIEW AND EVALUATION OF THIS POLICY**

Council will review this policy within five years of its adoption and decide whether further evaluative work is necessary. A record of the review will be recorded in writing and attached to the policy.

## **8. DATE OF ENACTMENT AND SIGNATURES**

This policy was adopted by the Council at a duly constituted meeting on this \_\_\_\_ day of \_\_\_\_\_ 20xx.  
Signed:

Chief and Councillors

Band Administrator

### **Source:**

*First Nations Health Managers – Governance, Strategy, Policy and Decision-Making Toolbox*  
First Nations Health Managers Association