



1.0 Introduction

These Terms of Reference set out the roles of the All Nations Health Partners Ontario Health Team ("ANHP OHT") Patient, Family, Elder and Caregiver Advisory Council ("PFECAC"). The Advisory Council has been established to empower and embed the voice of patients, families, elders and caregivers into the system planning and co-design of the ANHP OHT.

The Patient, Family, Elder and Caregiver Advisory Council will comprise a mix of patients, family members, elders and caregivers from the defined geographic area of the ANHP.

2.0 Role of the All Nations Health Partners

Ontario Health Teams are being introduced to provide a new way of organizing and delivering care more connected to patients in their local communities. Under the model of Ontario Health Teams, health care providers work as one coordinated team - no matter where they provide care (including hospitals, doctors, public health, mental health and addictions agencies, human and social services, home and community care providers and community leaders). At maturity, Ontario Health Team providers, advisories and organizations will be clinically, ethically, and fiscally accountable for delivering a complete and coordinated continuum of care to a defined geographic population.

The All Nations Health Partners is a community-based coalition that came together to facilitate and support a collective vision for health care in the Kenora area. The ANHP includes indigenous, municipal, and healthcare leaders working together to develop a seamless, patient-centred health system. The ANHP has set a Collaborative Decision-Making Agreement that guides their governance. The Patient, Family, Elder and Caregiver Advisory Council plays a significant role in this OHT.

3.0 Role of the Patient, Family, Elder and Caregiver Advisory Council

The All Nations Health Partners Patient, Family, Elder and Caregiver Advisory Council will provide input to the ANHP OHT Partners and inform on issues affecting the experience of health system users served by the All Nations Health Partners. The ANHP PFECAC is recognized as a full partner and is allocated two (2) votes at the Partner Table. PFECAC members will participate in ANHP Working Group meetings to provide expertise and insight from the patient's perspective and needs.

ANHP PFECAC members recognize the importance of following the Truth and Reconciliation Commission of Canada's Calls to Action specific to health and ensuring that the Calls to Action are embedded in the ANHP Working Groups.

Objectives and Goals:

4.0 Patient, Family, Elder and Caregiver Advisory Council Membership

The Patient, Family, Elder and Caregiver Advisory Council is comprised of up to 12 residents of the area served by the All Nations Health Partners. At the time of their appointment, Advisory Council





members will have recent experience as a patient, a family member or a caregiver of a patient who has received services from any service providers of the ANHP.

5.0 Code of Conduct

The ANHP PFEACAC shall establish and maintain a culture of ethical conduct embodied in the Seven Sacred Teachings. The application in context reference will align with the language adopted for use by the All Nations Health Partners:

- Honesty** Speak openly and truthfully always.
- Truth** Focus on facts; be prepared to accept information you may not want to hear.
- Respect** Everyone has value and should be treated with respect. Being on time, listening and speaking humbly, and respecting personal boundaries is how respect is demonstrated.
- Bravery** Take risks; move toward your vision despite fears of unknowns. Have the courage to engage in sensitive or difficult conversations.
- Love** Love describes the good life – minobimaadiziwin. It is given and received through life, earth, people, choices and opinions.
- Humility** No one person or community is more important than the other; we are all equal. Everyone has a voice, and all contributions have value. We all have gifts as well as limitations.
- Wisdom** We constantly learn by listening, hearing and applying what we learn – especially from our elders – in a never-ending process.

6.0 Quorum

A quorum of PFEACAC members shall comprise of 50% plus one of the membership for decision-making. Meetings will continue even if quorum is not met, and the PFEACAC will generally work by consensus.

7.0 Meetings and Administration

The PFEACAC will establish regular meeting dates with the location and frequency at the members' discretion. The ANHP Administrative Assistant will be responsible for taking and distributing meeting minutes to members and ANHP Partners, preparing meeting agendas, and communicating advance notice for meetings.

The expectation is that PFEACAC members are engaged and involved in the work of the Advisory Council and are required to attend scheduled meetings. If a member must miss a meeting for any reason, advance notice to the PFEACAC Co-Chairs or ANHP Administrative Assistant is requested. A member may request a one-time leave of absence for up to three (3) months by submitting a letter to the PFEACAC Co-Chairs.





8.0 Communications

The PFECAC Co-Chairs shall be the key contacts for the Advisory Council who are responsible for reporting to the ANHP Co-Chairs. The PFECAC Co-Chairs must seek approval from the ANHP Co-Chairs prior to speaking to media contacts or making public statements.

9.0 Relationship (Accountability) to All Nations Health Partners

The ANHP Partners shall receive regular reports from the PFECAC and provide support and direction to the PFECAC. Conflicts will be addressed with the ANHP Executive Lead and/or PFECAC Co-Chairs. The ANHP Collaborative Decision-Making Framework dispute resolution shall apply if a conflict arises.

10.0 Membership Terms

Members of the PFECAC may join by volunteer request and/or through an application and interview process.

The ANHP Partner Table approves the Terms of Reference and any amendments for the PFECAC. The PFECAC may amend these Terms of Reference at any time with the approval of the ANHP Partners.

Membership Terms:

- 2-year terms
- After the 2-year term, members may reapply for an additional 2-year term. No more than 2 consecutive terms will be permitted. After a 1-year break, members may reapply.

The PFECAC Co-Chair Terms:

- 1-year term
- After the 1-year term, co-chairs may reapply for an additional 1-year term. No more than 2 consecutive terms will be permitted. After a 1-year break, prior co-chairs may reapply.

The PFECAC members shall determine the Co-Chairs annually.

11.0 Recognition and Compensation

The ANHP is committed to supporting PFECAC members to help enable members' participation in the Advisory Council. By request, PFECAC members may be compensated mileage, childcare costs, or overnight accommodation costs incurred to participate. An expense claim form will be provided to members to track expenses; original receipts must be provided where possible. Honorariums for Elders will be arranged and provided.

