

**COMMUNITY COUNCIL – DRAFT TERMS OF REFERENCE**

- 1.0 Purpose:** As part of its engagement of the community concerning the health system in Waterloo Wellington, the WWLHIN Board of Directors wants to establish a Community Council, comprised of a group of individuals with wide community contacts and in-depth knowledge of the communities in the WWLHIN territory, to provide the WWLHIN with high-level input and feedback.
- 2.0 Mandate:** To provide the WWLHIN with high-level input and feedback, the Community Council will:
- 2.1. identify health system issues that members sense within the WWLHIN designated area;
  - 2.2. review and discuss existing and emerging health system issues that are brought to the Council by WWLHIN;
  - 2.3. provide feedback on implementation and communication of strategic health system improvement initiatives in the WWLHIN territory; and,
  - 2.4. provide input on the WWLHIN's relationships and communications with the various communities within the WWLHIN boundaries.
- 3.0 Membership:** The Community Council consists of:
- 3.1 up to 15 volunteer community members who collectively can bring the perspectives of the following groups of people and their health needs to WWLHIN:
    - people who live in urban and rural areas within WWLHIN;
    - people who live in the north and south of the WWLHIN territory;
    - people who live in Waterloo Region, Guelph, Wellington County or Southgate;
  - 3.2 three WWLHIN board members;
  - 3.3 Ex-officio members; the WWLHIN Board Chair; and the WW LHIN CEO and Senior Director, Planning, Integration and Community Engagement.
- Community members will provide the WWLHIN with the perspectives of the people in the community at large and also, if possible, people from one or more specific communities that are generally harder to reach for input into local health system issues, such as Aboriginals; First Nations peoples; Francophones; people who are gay, lesbian, transgendered or transsexual; homeless persons; low-income earners; single parents; people from minority cultures; newcomers to Canada; Old Order Mennonites; people with addictions; people with disabilities; seniors; and youth.
- In addition to their knowledge of the community, all community members must meet the following requirements:

- be at least 18 years of age;
- not be a member of the board, a chief executive officer, an officer, staff or employee of any organization listed here: (a) a corporation, agency or entity that represents the interests of persons who are part of the health sector and whose main purpose is advocacy for the interest of those persons; (b) a College of a health profession or group of health professionals as defined under the *Regulated Health Professionals Act, 1991*; or (c) an entity that may receive funding from a LHIN;
- not be an associate of a person listed in the previous paragraph (associate means any immediate family member of the individual who resides with the individual, including a child, parent, sibling, spouse (including a common law partner or same-sex partner); and
- not be an employee of the Ministry of Health and Long-Term Care or an employee of a LHIN.

**5.0 Terms of Appointment:**

The term of the appointment of the community members will be 2 years (though in the first year, members' terms will be for 1 or 2 years to ensure continuity in membership over time). Members may be appointed for a second two year term.

**6.0 Chair:**

The Chair of the Community Council will be one of the three WWLHIN board members designated as such by those three with the assistance of the WWLHIN Board Chair.

**7.0 Frequency of Meetings:**

The Community Council will meet formally once every two months on the fourth Thursday of the month. In addition, there may be opportunities or a need for the Council to meet by conference calls, ad hoc get-togethers and discussions, to ensure timely information-sharing and advice.

**8.0 Confidentiality & interests:**

The work of the Community Council members is generally not confidential unless particular issues discussed by the Council (and identified as such by the Chair) are sensitive. Sensitive issues must be held in strict confidence by the Council members.

Each Community Council member will disclose the existence of conflicts of interest he or she may have with respect to issues being discussed by the Community Council. Any member may seek the advice of the Chair in determining whether a conflict of interest exists and, if so, the appropriate resolution of the conflict.

**9.0 Note Taker:**

The WWLHIN Executive Assistant will take notes of Community Council meetings.

**10.0 Circulation of Notes:**

Notes of meetings will be circulated to Council members. The Chair gives an update of the significant issues discussed to the WWLHIN Board following each Council meeting.

Draft: January 25, 2007

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