

**PARKLAND REGIONAL HEALTH AUTHORITY  
BOARD OF DIRECTORS POLICY**

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| <b>Policy Name:</b> | Health Advisory Council<br>Terms of Reference | <b>Number:</b> GP-13.1  |
| <b>Policy Type:</b> | Governance Process                            | <b>Date Approved:</b> 04/03/29<br><b>Date Revised:</b> 06/08/28<br>Date of Review: 09/03/30 |

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**1. Purpose**

Health Advisory Councils will function as a key component of the Parkland Regional Health Authority's public consultation process and will provide one mechanism for ongoing community input to assist the PRHA in its planning and decision-making processes respecting population health, health needs and priorities, and health services in the Region. The primary goal of the Councils is to advise the Board of the PRHA on key strategic priorities and relevant community issues, and thereby to assist in improving the health status of the population of the Region. Health Advisory Councils provide an important liaison function between the Board and the communities it serves.

**2. Responsibilities**

Health Advisory Council members will be expected to commit to a constructive and collaborative approach to providing community input in support of policy and planning. Members will be expected to be knowledgeable about their community and aware of community-based health issues.

As representative of the community, the Health Advisory Council will perform the following duties related to health within its identified geographic community:

- 2.1. Provide advice and information to inform planning and delivery of quality health services in the community;
- 2.2. Work collaboratively to assess evidence and provide perspective regarding the health needs of the community;
- 2.3. Identify to the PRHA changes, trends and gaps in health service delivery that have been brought to the attention of the Council;
- 2.4. Assist with the interpretation of results of local needs assessments/surveys/statistics/focus groups, etc.;
- 2.5. Provide input related to PRHA Board priorities; and,
- 2.6. Perform any other duties which the PRHA may delegate to the Council from time to time.

**3. Product**

3.1. Results expected by the Board from each Health Advisory Council:

- 3.1.1. Feedback to the Board regarding specific issues related to the work of the Board, at the Board's request;
- 3.1.2. A report to the Board at least once annually, to provide input and direction on areas where community input is requested to support Board planning
- 3.1.3. Copies of minutes of Council meetings provided to the PRHA Board of Directors

**4. Commitment from the Parkland Regional Health Authority to Health Advisory Councils:**

- 4.1. On an annual basis, an identification of key issues that require community input;
- 4.2. Provision of information to Councils to facilitate their advisory function;
- 4.3. Timely response to issues/concerns/submissions received from Councils;
- 4.4. Feedback to the Community Health Advisory Councils on how their input is being used;
- 4.5. An orientation to the PRHA and the role of Councils;
- 4.6. Copies of Board minutes and relevant monitoring reports;
- 4.7. Attendance at Health Advisory Council meetings by representatives from Board and management
- 4.8. Joint meetings with Board and Health Advisory Councils at a minimum of once per year
- 4.9. A designated Health Advisory Council resource person within the Region's administrative structure
- 4.10. Basic administrative support
- 4.11. Referral of identified operational issues to appropriate PRHA portfolio

**5. Code of Conduct**

All Council members are required to abide by the same Code of Conduct as governs the Board, including conflict of interest guidelines.

**6. Accountability to Board**

Health Advisory Councils are directly responsible to the Board to provide community input to assist the Board in its planning and decision-making function.

**7. Composition**

There shall be no less than two (2) Health Advisory Councils, one regional and one with a mental health focus.

**8. Membership**

Each Health Advisory Council will be comprised of up to fifteen (15) members

- 8.1. Members will, to the extent reasonably possible, be representative of the diversity of the geographic area served by the Council (i.e. gender, age, race,

- socio-economic status and ethnicity). Each Health Advisory Council member must reside within the region.
- 8.2. Members should have good communication skills, strong connections to the associated geographic community, willingness to commit time and energy and have commitment to a collaborative, constructive approach to health and wellness.
  - 8.3. Community members should be persons who have demonstrated an interest in health and wellness.
  - 8.4. Health Advisory Council members cannot participate in two advisory councils at the same time.
  - 8.5. The following categories will be used to guide the selection and appointment process:
    - 8.5.1. Representative(s) from:
      - Municipal government and Band Councils;
      - Métis Groups, communities and organizations
      - First Nations, communities and organizations
      - Ministerial association/clergy;
      - Education sector;
      - Justice system;
      - Local service groups
      - Industry; or Economic Development Associations
      - Provider agencies
    - 8.5.2. Community Representatives:  
Community members may be representative of consumers, family members of consumers, caregivers, a variety of occupations, businesses and professions, students and the general public
    - 8.5.3. A Trustee of the Board;
    - 8.5.4. Ex-Officio
      - EMC Representative
      - COO/Program Directors

## **9. Appointment Process**

There will be an open nomination for any person who would be interested in sitting on the Health Advisory Councils. The PRHA will advertise a call for nominations throughout the Region. Interested persons must complete an application to be forwarded to the PRHA Corporate Office in Dauphin. The Community Relations Committee of the Board will review applications and make recommendations to the Board of Directors for appointment to the Health Advisory Councils. Interviews may be conducted at the discretion of the Community Relations Committee.

## **10. Terms of Appointment**

Each appointment is for a three-year term ending March 1<sup>st</sup>. Council members may be reappointed for an additional term. In the event a member is unable to complete the remainder of the term, the PRHA Board may appoint a replacement to complete the remainder of the term.

**11. Chair – Vice-Chair**

Each Health Advisory Council will elect from their members a Chair and Vice-Chair on an annual basis.

**12. Meetings**

Meetings will be held, at a minimum, quarterly

**13. Quorum**

For purposes of conducting meetings, a quorum shall be a simple majority of the members of the Council.

**14. Remuneration and Reimbursement**

Members will not receive any remuneration for their time or participation. Reasonable out-of-pocket expenses will be recoverable from the PRHA consistent with expense guidelines approved by the PRHA.