



## Advisory Committee Meeting September 21, 2017

## Council-In-Committee Meeting October 02, 2017

Subject: Health and Social Services Advisory Committee Revised Terms of Reference

Report Number: H.S.S. 17-23

Department: Health and Social Services

Closed Session: ☐ Yes ☒ No

Budget Amendment: ☐ Yes ☒ No

Strategic Plan Linkage: ☐ Yes ☒ No

**Recommendation of Health and Social Services Advisory Committee:**

### Recommendations:

THAT Staff Report H.S.S. 17-23, Health and Social Services Advisory Committee Revised Terms of Reference, be received as information;

AND THAT the revised Terms of Reference as included in Staff Report H.S.S. 17-23 be submitted to Haldimand County Council and Norfolk County Council for their review and approval.

### Introduction/Background:

The Health and Social Services Advisory Committee have Terms of Reference that outline the governance responsibility and authority of the Committee. These were reviewed at the July 25, 2017 meeting of the Advisory Committee and a number of changes were discussed.

**Discussion/Analysis:**

The attached Terms of Reference have all the proposed changes identified in bold font under the sections Purpose/Objective, Meetings, Agendas, Accountability and Review –

Purpose/Objective – As a result of the Operational Audit of the Health Unit, it was recommended that Board of Health subcommittees be created. It is proposed that the Advisory Committee serve in the capacity of subcommittees for the Board to provide timely reporting and advice on topics related to Finance and Audit, Human Resources, Quality and Risk Management.

Meetings – Previously the location of Advisory Committee meetings rotated between Haldimand and Norfolk. It has been agreed to hold all meetings in Simcoe at the Health and Social Services Department office to make it more convenient for the majority of individuals attending the meetings.

Agendas – The divisional order for staff reports will rotate for each agenda and the subcommittees for the Board of Health will be listed after staff reports.

Accountability and Review – Both of these sections are new and it was agreed they were important to include.

### **Interdepartmental Implications:**

#### Norfolk

N/A

#### Haldimand

The initial Terms of Reference were set by the Haldimand-Norfolk Transition Board as the governance framework for the shared health and social services to be delivered by Norfolk County on behalf of both Haldimand and Norfolk. The Advisory Committee is Haldimand's only publically accountable opportunity to have input into the shared services from a governance (elected representative) perspective. Any revisions to the Terms of Reference for the Advisory Committee need to be reviewed and approved by both Haldimand and Norfolk Councils given the purpose of this body.

### **Financial Services Comments:**

#### Norfolk

Financial Services staff has reviewed the Terms of Reference. While there are no direct financial implications established within the Terms, staff is prepared to provide necessary information for the purpose of reporting to the Committee on budget, variance analysis and settlement reviews as per the Operation Audit Recommendation 1.8.

#### Haldimand

As there are no direct financial implications, there are no additional comments to add to this report. It is expected that Haldimand staff will be involved in the review of the reporting requirements related to budgets and variance analysis.

### **Consultation:**

N/A

### **Corporate Strategic Plan Linkage:**

- ☐ Goal 1: Financial Sustainability and Fiscal Responsibility
- ☐ Goal 2: Improved Essential Infrastructure
- ☐ Goal 3: Recruitment and Succession Management
- ☐ Goal 4: Corporate Communications Strategy

**Communication Plan:**

- ☒ Not Required
- ☐ Media Release
- ☐ Public Consultation / Information
- ☐ Public Participation Plan

Details:

**Conclusion:**

Up-to-date Terms of Reference are necessary for the efficient and effective operations of this Committee.

**Attachments:**

Terms of Reference for the Health and Social Services Advisory Committee dated July 2017.

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# **Health & Social Services Advisory Committee Terms of Reference**

**Updated July 2017**

## **1. Purpose/Objectives**

The Health & Social Services Advisory Committee of Haldimand and Norfolk is a Committee struck for the purpose of providing the opportunity for elected officials and citizens in both Municipalities to accept reports, debate and discuss matters related to services provided under the Consolidated Municipal Services Manager (CMSM) and the Board of Health. The Committee will make decisions on policy and programs within the budget agreed upon by both municipalities.

Activities of the Committee include but are not limited to:

- receive reports from staff
- take information back to respective councils
- participate in identifying community needs and setting strategic direction for CMSM and Board of Health services
- review, provide input, and make recommendations regarding the annual draft budgets related to services under the CMSM and Board of Health

**The Health & Social Services Advisory Committee, through a rotation of standing agenda items, serves as subcommittees for the Board of Health, providing timely reporting and advice to the Board on<sup>1</sup>:**

- 1. Finance and Audit**
  - a. Topics related to this area will be included on the agenda each January, April, July and October.**
  - b. Decisions will be forwarded to the Board of Health at the subsequent meeting of the Board.**
  - c. Topics for discussion shall include, but not necessarily limited to: quarterly operational budget to actual variance analysis, reporting related to procurements for the Health Unit and annual settlement reports submitted to the MOHLTC.**
  - d. A special meeting will be added annually for the purposes of reviewing the Draft Operating Budget.**

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<sup>1</sup> Organizational Standards section 3.1 Board of Health Stewardship Responsibilities, states that a board of health shall provide governance direction to the administration and ensure that the board remains informed about the activities of the organization, including the delivery of the OPHS and its protocols, strategic planning, financial management, including procurement policies and practices, and risk management.

**2. Human Resources**

- a. Topics related to this area will be included on the agenda each February, May, August and November.
- b. Decisions will be forwarded to the Board of Health at the subsequent meeting of the Board.
- c. Reports shall include, but not necessarily limited to: staff training and development, staff engagement, and recruitment.

**3. Quality and Risk Management**

- a. Topics related to this area will be included on the agenda each March, June, September and December.
- b. Decisions will be forwarded to the Board of Health at the subsequent meeting of the Board.
- c. Topics shall include, but not necessarily limited to: performance indicators, strategic planning and risk management.

**2. Chair/Vice-Chair**

A representative from Haldimand, who is on the Advisory Committee, shall be nominated for Chair and a vote taken to confirm appointment as Chair. The Chair shall remain in the position for the term appointed by their respective Council with the opportunity to change the Chair after 24 months.

A representative from Norfolk, who is on the Advisory Committee, shall be nominated for Vice-Chair and a vote taken to confirm appointment as Vice-Chair. This Vice-Chair shall remain in the position for the term appointed by their respective Council with the opportunity to change the Chair after 24 months.

Duties of the Chair are as follows:

- call the meeting to order as soon after the hour fixed for the holding of the meeting as quorum is present.
- announce the business of the Advisory Committee in the order in which it appears on the agenda
- disclosures of interest
- receive and submit all motions moved and seconded by members
- put to a vote all questions, which have been moved and seconded, or otherwise arise in the course of the proceedings and announce the results
- decline to put to a vote any motion not in order
- confine members engaged in debate within the rules of order
- enforce the observance of order and decorum among members
- name any member persisting in the breach of rules of order
- receive all messages and other communication and announce them to the

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- rule on points of order
- adjourn or suspend the meeting in the event of a grave disorder
- designate the member who has the floor
- have a vote in all matters of the Committee

### 3. **Duties of the Vice-Chair**

Take over the duties of the Chair in his/her absence

### 4. **Membership**

Three members of each Municipal Council will sit on the Advisory Committee with the respective councils deciding who will represent them.

### 5. **Meetings**

- Meetings will be held regularly in conjunction with the municipal council schedule. A schedule will be developed by the secretariat with all members agreement. Location of meetings will be **held in Simcoe at the office of the Health and Social Services Department.**
- The Chair may summon a special meeting at any time. Another method of calling special meeting would be that upon receipt of a petition of the majority of the members, the secretariat shall summon a special meeting for the purpose and at the time mentioned in the petition. The secretariat shall give written notice of any special meeting to all members by **email** and shall attempt to reach each member by telephone at least 48 hours before the meeting. No business shall be transacted at a special meeting other than that specified in the notice.
- All meetings shall be open to the public provided that the Chair may expel any person for improper conduct and except that a meeting or part of a meeting may be closed to the public if the subject matter being considered is:
  - personal matters about an identifiable individual, including employees of either Municipality
  - a proposed or pending acquisition of land by either municipality
  - labour relations or employee negotiations
  - litigation or potential litigation, including matters before administrative tribunals affecting either municipality
  - the receiving of advice that is subject to solicitor-client privilege, including communication necessary for that purpose

- a matter of respect of which the Advisory Committee has authorized a meeting to be closed under another Act.

## 6. **Decision Making**

A simple majority of four members of the Committee are necessary to form a quorum and the concurring vote of a majority of members present are necessary to carry a resolution or other measure. A tie vote is a null vote.

## 7. **Pecuniary Interest**

If a member has a pecuniary interest in any matter and is, or will be present at a meeting at any time at which the matter is the subject of consideration, the member:

- shall, before any consideration of the matter at the meeting orally disclose the interest and its general nature
- shall not, at any time, take part in the discussion of, or vote on, any question in respect to the matter
- shall leave the meeting and remain absent from it at any time during consideration of the matter, and,
- shall, as soon as possible, complete and file with the secretariat a written disclosure, setting out the interest and its general nature.

## 8. **Agendas**

Norfolk shall be responsible for providing secretariat support. Reports and agenda items shall be submitted to the designated secretary ten days prior to the meeting. Agenda packages will be distributed to all members the Friday prior to the meeting. These agendas will be distributed with minutes of the previous meeting.

**Staff reports that require approval of the Committee shall appear on the agenda immediately following deputations, with the divisional order rotating each meeting. Items to be dealt with by the Committee as the subcommittee for the Board of Health shall be placed on the agenda following the staff reports.**

## 9. **Minutes**

Minutes of the meeting will be taken by individual designated by the secretariat. Minutes of the meeting shall reflect:

- the place, date and time of the meeting

- the name of the officer and the record of attendance of the members
- the adoption, with corrections and amendments, of the minutes of the prior meeting
- all the resolutions, decisions and other proceedings of the meeting without note or comment
- every oral disclosure of interest pursuant to the Municipal Conflict of Interest Act.

The secretariat will also be responsible for forwarding copies of minutes to the Haldimand and Norfolk Councils for final action on recommendations.

#### **10. Deputations**

In order for a deputation to qualify for inclusion on an agenda of a regular Advisory Committee meeting, the deputation must have notified the secretariat of its desire to be included on the agenda by noon of the Friday preceding the regular meeting. Walk in deputations are at the discretion of the Committee.

Deputations shall limit their remarks to ten minutes, except that a deputation of more than five persons shall be limited to two speakers, each limited to speaking not more than ten minutes.

#### **11. Accountability**

**The Health & Social Services Advisory Committee is accountable to both Norfolk and Haldimand County Councils.**

#### **12. Review**

**The Terms of Reference will be reviewed annually by the Advisory Committee with recommended changes subsequently presented to both Haldimand County Council and Norfolk County Council for their review and approval.**