



Cramahe Health Care Needs Advisory Committee- Draft

Terms of Reference

1. Goal / Mandate

- 1.1 To assist the Township of Cramahe in its efforts to identify, review, and advocate for healthcare services locally. To make recommendations to Council on what residents need in relation to healthcare within Cramahe.

2. Purpose:

To provide information, advice and assistance to Council and staff of the Township of Cramahe on healthcare barriers impacting the municipality. This committee will act as an ad-hoc advisory that will promote the advocacy, research and analysis of what the healthcare needs are in Cramahe.

- 2.1 The Cramahe Healthcare Needs committee is a volunteer advisory committee established by the Township of Cramahe in accordance with these Terms of Reference. Committee members are bound by these Terms of Reference and are ultimately responsible to the Township of Cramahe Council.

3. Scope of Committee Activities

The scope of the Cramahe Healthcare Needs shall include activities such as:

- 3.1 **Assessment of Healthcare Needs:** Conducting surveys, data analysis, and consultations to determine the current and future healthcare needs of the local population. This includes identifying gaps in services, healthcare disparities, and emerging health concerns;
- 3.2 **Planning and Prioritization:** Developing plans and priorities based on the identified healthcare needs. This could involve setting goals for improving access to healthcare services, enhancing preventive care efforts, or addressing specific health issues prevalent in the community;
- 3.3 **Advocacy and Resource Allocation:** Advocating for resources, funding, and policies that support the healthcare needs of the community. This

might involve collaborating with local government, healthcare providers, and community organizations to secure necessary resources;

3.4 **Community Engagement:** Engaging with community members, stakeholders, and healthcare providers to gather input, raise awareness about health issues, and promote participation in healthcare initiatives;

3.5 **Monitoring and Evaluation:** Monitoring the implementation of healthcare initiatives and evaluating their impact on the community. This ensures that efforts are effective and that adjustments can be made as needed.

4. Committee Composition

4.1 Members of the Committee are appointed through By-law as voluntary representatives of a particular interest group, agency in a related field or organization or as Cramahe residence/members at large; as follows:

- i. 1 Municipal Council Liaison
- ii. 1 non-voting Municipal Staff Liaison
- iii. 4-7 community representatives

4.2 The members shall possess expertise, experience, and a willingness to devote the necessary time to the Committee. Members will be selected to provide an appropriate representation of various stakeholders and community members.

4.3 Openings for membership shall be publicly advertised. All residents and any nominated representative of an organization involved in public health or healthcare are invited to apply. Applicants will submit the required application form to the Municipal Clerk's Department. Applicants shall possess knowledge of healthcare needs within the Township. Members will be formally appointed by Municipal Council.

4.4 A recording secretary shall be appointed at the first meeting. Duties of the recording secretary shall include the taking of meeting minutes, and providing these minutes to the Municipal Clerk/Deputy Clerk for Council's information.

OR

The Clerks office will provide recording secretary services. The Chair and Vice-Chair of the committee will be voting members of the public appointed by committee at the first meeting and will be in place for the term of council.

4.5 Appointments will run concurrent with the term of Council or until their successors are appointed. Appointments may be revoked at any time at the discretion of Council. The citizen appointments should represent a broad diversity of the community.

5. Meetings and Reporting

- 5.1 The Committee shall determine the location and frequency of meetings. Committee members, if absent for three consecutive meetings without reason being given at least 24 hours in advance of the meeting, shall be considered to have lost interest in the Committee and will be informed of his or her being removed from the Committee. If any member is dropped from the Committee, or resigns from the Committee, the Municipal Clerk/Deputy Clerk shall be informed, and a new member shall be appointed by Council.
- 5.2 The Committee, by resolution or through the Chair, may invite any individual, interest group agency or staff to appear at a meeting as a delegation or to submit or present information that will assist the Committee in carrying out its mandate.
- 5.3 Attendance Requirements
 - a) Per the procedural by-law 2021-91 Section 27.19 – Quorum: A quorum shall consist of more than 50% of the Membership of the committee. The meeting must have quorum to commence.
 - b) Per the procedural by-law 2021-91 Section 3.6 - Duties of the Advisory Committees: If three consecutive meetings lack attendee participation resulting in no quorum, it shall be deemed inactive until such a time as new members can be recruited.
- 5.4 Leaves of Absence Requests
 - a) Members who require an extended leave of absence shall provide written notice to the committee secretary, and shall be provided with approval of their leave. During the approved leave of absence, their attendance shall not be considered for quorum.

6. Communicating with the Township

The Committee is to serve as an advisory body to Council. The committee does not have any delegated authority. Recommendations requiring implementation, expenditures, reports or staff actions must be first considered by staff and/or Council. Reports regarding matters related to the mandate of the committee will be made to the Committee of the Whole as required.

Cramahe Healthcare Needs Committee

- 6.1 Recommendations from the Committee shall be submitted to the Municipal Clerk/Deputy Clerk for inclusion in the Committee of the Whole agenda for discussion and recommendation to Council.
- 6.2 The Council representative shall be the liaison person between the Committee and Municipal staff.

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Declaration of Office

I do solemnly promise and declare that:

1. I will truly, faithfully and impartially, to the best of my knowledge and ability execute the position of Committee member, to which I have been appointed in this Township.
2. I have not received and will not receive any payment, or promise thereof, as a result of my appointment.
3. I will disclose any pecuniary interest, direct or indirect.
4. Any member of the Committee shall not direct Staff or other Personnel in the day-to-day operation of employees in relation to managing/supervising/assignment of tasks.
5. I will abide by the following Township of Cramahe policies and by-laws:
 - Council and Committee Code of Conduct
 - Procedure By-Law
 - Committee Policy
 - Procurement Policy
 - any other relevant policies or by-laws.

Name: _____

Signature: _____

Date: _____

Appointment Date:

Resolution Number: