

The Corporation of the Town of Tillsonburg

Community Health Care Advisory Committee Meeting

AGENDA



Tuesday, April 1, 2025
12:00 PM
Electronic Meeting

1. Call to Order

2. Adoption of Agenda

Proposed Resolution #1

Moved By: _____

Seconded By: _____

THAT the Agenda as prepared for the Community Health Care Advisory Committee meeting of Tuesday, April 1, 2025, be adopted.

3. Disclosures of Pecuniary Interest and the General Nature Thereof

4. Adoption of Minutes of Previous Meeting

Proposed Resolution #2

Moved By: _____

Seconded By: _____

THAT the minutes of the Community Health Care Advisory Committee of January 1, 2025, be approved.

5. Closed Session

Proposed Resolution #3

Moved By: _____

Seconded By: _____

THAT the Community Health Care Committee moves into closed session to consider the following:

1.4 TDMH Emergency Department Data and Overview - N. Facca

239 (i) a trade secret or scientific, technical, commercial, financial or labour relations information, supplied in confidence to the municipality or local board, which, if disclosed, could reasonably be expected to prejudice significantly the competitive position or interfere significantly with the contractual or other negotiations of a person, group of persons or organization

5.1 Adoption of Closed Session Agenda

5.2 Disclosures of Pecuniary Interest and the General Nature Thereof

5.3 Adoption of Closed Session Minutes

5.4 TDMH Emergency Department Data and Overview - N. Facca

6. General Business and Reports

6.1 Health Care Recruitment Coordinator Discussion

6.2 Temporary Clinic Status Update

6.3 Schulich Summer Camp

6.4 Potential Clinic Space

6.5 Terms of Reference Review

7. Next Meeting

8. Adjournment

Proposed Resolution #4

Moved By: _____

Seconded By: _____

THAT the Community Health Care Advisory Committee meeting of Tuesday, April 1, 2025 be adjourned at _____ p.m.

The Corporation of the Town of Tillsonburg

Community Health Care Advisory Committee Meeting

MINUTES



Tuesday, January 7, 2025
1:00 PM
Electronic Meeting

ATTENDANCE: Mayor Deb Gilvesy
Deputy Mayor Dave Beres
Councillor Kelly Spencer
Nadia Facca
Teresa Martins
Zach Buchner, Chamber of Commerce Representative

Regrets: Dr. John Andrew
Dr. Clay Inculet
Dr. Will Cheng
Dr. Mohammed Abdalla
Pauline Markus, NP

Staff: Kyle Pratt, Chief Administrative Officer
Laura Pickersgill, Executive Assistant

1. Call to Order

The meeting was called to order at 1:07 p.m.

2. Adoption of Agenda

Resolution # 1

Moved By: Councillor Spencer

Seconded By: Teresa Martins

THAT the Agenda as prepared for the Community Health Care Advisory Committee meeting of Tuesday, January 7, 2025, be adopted.

Carried

3. Disclosures of Pecuniary Interest and the General Nature Thereof

No disclosures of pecuniary interest were declared.

4. Adoption of Minutes of Previous Meeting

Resolution # 2

Moved By: Councillor Spencer

Seconded By: Teresa Martins

THAT the minutes of the Health Care Advisory Committee of November 8, 2024, be approved.

Carried

5. General Business and Reports

5.1 Information - Motions - Health Care Recruiter and Temporary Walk-In Clinic

Councillor Spencer provided an update on the Council resolution.

5.2 Correspondence on Donations - Councillor Spencer

There was a discussion regarding donations. The hospital is unable to accept donations however the foundation can accept donations. Oxford OHT is also unable to accept donations. It was suggested that the Chamber could accept donations and issue an advertising receipt.

There was a discussion about other funding opportunities for the clinic.

Teresa would like to meet with Town representatives should the clinic funding be approved at the January 27th Council meeting.

The clinic will be a temporary appointment-based clinic for unattached patients.

It was requested that the information previously provided on alternative health care options be shared in the local newspaper.

5.3 Summer Camp Student Sponsor

This item to be moved to the next agenda.

5.4 Emergency Department Data Follow-up

Nadia will work on putting together this information. Laura will request a list of high value points from the group for inclusion.

Deputy Mayor Beres will be reaching out to Nadia and Teresa shortly to review information for an upcoming meeting he is participating in with Dr. Jane Philpott.

6. Next Meeting

April 1, 2025 12:00 p.m.

7. Adjournment

Resolution # 3

Moved By: Councillor Spencer

Seconded By: Mayor Gilvesy

THAT the Health Care Advisory Committee meeting of Tuesday, January 7, 2025 be adjourned at 1:56 p.m.

Carried

From: [Clerks](#)
To: [Kyle Pratt](#); [Laura Pickersgill](#)
Cc: [Treasurer: Tanya Daniels](#)
Subject: Council Decision Letter - December 16, 2024 - Community Health Care Committee Recommendations - CAO-24-028
Date: Wednesday, December 18, 2024 1:36:50 PM
Attachments: [Outlook-cid_image0.png](#)

Hello,

At the December 16, 2024, meeting of Tillsonburg Town Council, the following resolution was passed, with a clause K added:

Resolution # 2024-611

Moved By: Councillor Parker Seconded By: Councillor Rosehart

A. THAT report CAO 24-028 titled "Community Health Care Committee Recommendations" be received as information; and

B. THAT Council approve the recommendation of the Community Health Care Committee as follows:

- a. THAT the shared costs be included in 2025 budget deliberations for the hiring of a new Health Care Professional Recruitment Coordinator;
- b. THAT further partnerships be explored with other municipalities and organizations to further jointly fund the role and/or give the ability to expand the role;
- c. THAT Town staff be directed to create a marketing and communications plan targeted at recruiting health care professionals to the Town of Tillsonburg;
- d. THAT the physician recruitment matrix remain unchanged;
- e. THAT the Town continues to support the annual Western University "Discovery Week" activities;
- f. THAT the Town continues to build relationships with existing physicians and other health care providers;
- g. THAT the Town continues to support the Oxford OHT and the Primary Care Network in their efforts to start up a temporary "clinic" within Tillsonburg for un-rostered patients; while supporting advocating efforts for funding to expand primary care locally into team-based care; and
- h. THAT part of the remainder of funds in the Physician Recruitment Reserve for 2024 in the amount of \$2,062.08, subject to no additional physicians being eligible for funding in 2024, be used towards purchasing swag to further enhance recruitment efforts; and
- i. THAT the remainder of funds in the Physician Recruitment Reserve for 2024 in the amount of \$58,677, subject to no additional physicians being eligible for funding in 2024, be used towards supporting the opening of a temporary walk- in clinic; and j. THAT \$141,323 be requested as part of the 2025 budget deliberations to fund the remainder of the temporary walk-in clinic.
- k. That the agreement for funds for the Health Care Professional Recruitment Coordinator be

specific for Tillsonburg recruitment.

Carried

Regards,

Amelia Jaggard

Deputy Clerk

Town of Tillsonburg

10 Lisgar Ave

Tillsonburg, ON N4G 5A5

Phone: 519-688-3009 Ext. 4041

Ranked one of “Canada’s Top 25 Communities to Live and Work Remotely” (*Maclean’s 2021 Best Communities*)

www.Tillsonburg.ca

www.DiscoverTillsonburg.ca

www.Facebook.com/TillsonburgON



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Unattached Patient Clinic Meeting Key
Messages – March 7th, 2025

To Town of Tillsonburg- Health Care Committee
From Unattached Patient Clinic Project Team
Date March 7th, 2025
Subject Unattached Patient Clinic Updates

Project Team Updates

- The Unattached Patient Clinic Project Team meets weekly to actively plan the establishment of the Unattached Patient Clinic in Tillsonburg. The Project team thanks the town of Tillsonburg for the one-time funds to kick off this initiative.
- Recruitment is underway and postings close on March 15th, 2025.
- The clinic's hours of operation and opening dates are dependent on recruitment timelines. As more information becomes available, they will be shared on the Oxford Ontario Health Team's website (oxfordoht.ca) and social media channels.

Survey- Community Engagement

- As of March 7th, 2025, 337 residents have responded to the Unattached Patient Clinic survey. Of those, 68% do not have a Family Doctor or Nurse Practitioner and 92% are seeking a provider in Tillsonburg.
- Thank you to the Town of Tillsonburg for sharing the survey on your app and to council members who shared the survey. We saw a significant increase in the number of responses on the survey as a result of these initiatives.
- The Survey will close on March 31st, 2025. We continue to encourage all residents of Tillsonburg who do not have access to a Family Doctor or Nurse Practitioner to complete the survey.
- Link to Survey: https://bit.ly/New_Clinic_Survey

FAQs

1 When will the clinic be open?

- Dates will be announced when established. Stay up to date by following the Oxford OHT on Facebook, X, and LinkedIn or visiting their website at oxfordoht.ca.

2 Is this a walk-in clinic?

- No, this clinic will require appointments to be booked in advance.

3 Who is this clinic for?

- This clinic is for anyone who does not have a primary care provider, such as a family doctor or nurse practitioner.
- People can visit the clinic for one-time/short-term concerns, chronic care and preventative care.
- This is not an urgent care clinic.

4. Where is the clinic going to be located?

- The clinic will be in Tillsonburg. The exact locations will be announced when confirmed- stay up to date by following the Oxford OHT on Facebook, X, and LinkedIn or visit our website at oxfordoht.ca.

Go

Campers

Leadership Opportunities

Community Partners

DHC Media Presence

Campers



Do you have an interest in a career in medicine, nursing, dentistry, paramedics, kinesiology or other healthcare professions? Then Discovery Healthcare Camp is the perfect opportunity for you.

Open to high school students, it offers an exciting week of activities led by medical students from the Schulich School of Medicine & Dentistry at Western University.

You will learn career opportunities in healthcare, the requirements to pursue this path and develop an understanding of the unique aspects of healthcare in the community, as well as take part in:

- Clinical skills sessions (suturing, casting, stethoscope activities, wound dressing)
- Talks from healthcare professionals and opportunities for clinical exposure (job shadowing)
- Discussions involving the path to various healthcare professions (medicine, nursing, pharmacy, EMS, and dentistry)
- Stand Up for Health (teaching Social Determinants of Health)
- An introduction to case-based learning and sample diagnostic cases
- Recreation sessions incorporating fun and team-building activities

Discovery Healthcare aims to be a socially accountable initiative supported by the Office of Distributed Education, Schulich Medicine & Dentistry. By fostering a passion for healthcare among our local youth, Discovery Healthcare will serve as an initiative to encourage the sustainability of our future healthcare system.

Although all camps throughout Southwestern Ontario have the same overarching objectives, each camp will be created to highlight the unique attributes of healthcare systems in the local community where the camp is taking place.

About DHC

Ages: Youth - must be entering grades 9-13 as of September 2025. Campers must reside in Ontario, Canada.

Each program runs from 8:30 am - 4:30 pm daily

Cost: \$325.99 (plus tax)

COVID-19 Updates

Discovery Healthcare Summer camp strongly encourages the Covid-19 vaccine for all campers. However, it is absolutely mandatory to attend some camps. Please check back here for the updated list for 2025.

Camp Locations & Dates

For summer 2025, Discovery Healthcare is pleased to announce camps in the following locations:

Week 1: July 7 to July 11, 2025

- Chatham: Chatham Kent Health Alliance, 80 Grand Ave W, Chatham
- Goderich: Camp Klahanie, 33620 Black's Point Road, Central Huron
- St. Thomas: St. Thomas Elgin General Hospital, 189 Elm St, St. Thomas
- Woodstock: Woodstock Hospital, 310 Juliana Drive, Woodstock

Week 2: July 14 to July 18, 2025

- Hanover: Hanover & District Hospital, 90 7th Ave, Hanover
- Sarnia: Bluewater Health, 89 Norman St, Sarnia
- Stratford: HPHA Stratford General Hospital, 46 General Hospital Drive, Stratford
- Windsor: University of Windsor, Dr. Murray O'Neil Medical Education Centre, Windsor

Waitlisted Camps - if your camp is waitlisted, please join our waitlist below and you will be contacted if a spot opens up.

[Join our Waitlist](#)

Please note that registration is not complete until payment is received.

Questions?

Distributed.education@schulich.uwo.ca

Registration (opens March 1):

This form is currently inactive.

HST number 10816 2587 RT0001

Camp Policies

© 1878 - 2025 Western University

[Distributed Education](#)
 1151 Richmond Street N., HSA 131
 London, Ontario, Canada, N6A 5C1
distributed.education@schulich.uwo.ca
[Privacy](#) | [Web Standards](#) | [Terms of Use](#) | [Accessibility](#)

Key Topics:

[Undergraduate](#)
[Postgraduate](#)
[Discovery Healthcare Program](#)
[Academics](#)

Popular Resources:

[Learner Experience](#)
[Clinical Faculty Affairs](#)
[Human Resources](#)
[Schulich Medicine - Windsor Campus](#)
[Branded Templates](#)

[Faculty](#)
[About Us](#)



GENERAL NOTES

- CONTRACTOR TO CHECK & VERIFY ANY DISCREPANCIES BEFORE CONSTRUCTION BEGINS.
- DRAWINGS ARE TO BE READ AND NOT TO BE SCALED
- ALL CONSTRUCTION MATERIALS & EQUIP. TO ADHERE TO LATEST EDITION OF O.B.C. & LOCAL BY-LAWS.
- ALL FOOTINGS TO BEAR ON UNDISTURBED SOIL TO LOCAL FROST LEVELS (4'-0" MIN. BELOW GRADE)
- REFER TO PLANS, X-SECTIONS & DETAILS FOR ALL TYP. CONSTRUCTION DETAILS AND NOTES.
- 1 1/2" MIN. CONC. REBAR COVERAGE
- MIN. CONC. STRENGTH (28 DAYS) - 20 MPa (3000 psi)
- STEEL STRENGTH - 400 MPa (60 ksi)
- ASSUMED SOIL BEARING CAPACITY - 15'0 psf
- CONSTRUCTION SEQUENCING: BACKFILL INTERIOR OF BUILDING W/COMPACTED SAND BACKFILL TO BE PLACED IN 1' (30cm) LIFTS EVENLY AROUND STRUCTURE. COMPACT BACKFILL TO 95% STANDARD PROCTOR.
- ROOF TRUSSES & GIRDERS DESIGNED BY TRUSS MANUF.
- PROVIDE TEMPORARY BRACING FOR ALL COLUMNS UNTIL FINAL BRACING INSTALLATION COMPLETE.

DESIGN NOTES

DESIGN DATA LOCATION: WOODSTOCK
 GROUND SNOW LOAD: 1.5 KPA (32.1 psf)
 SPECIFIED SNOW LOAD: 1.45 KPA (30.3 psf)
 DEAD LOAD: 0.48 KPA (10 psf)
 WIND LOAD (150): 0.44 KPA (9.2 psf)
 1/2" PERIMETER EXPANSION JOINT FOR POURED CONC. SLABS
 1/4" CONTROL JOINTS @ 20' O.C. E.W. IN POURED CONC. SLABS
 ALL WOOD NO. 2 BRUCE OR BETTER
 ALL BOLTS GALVANIZED STEEL

MAX. BRICK LINTEL SPANS
 4" BRICK/STONE O.B.C. 9.20.5.2

BL-1 4" V x 3 1/2" H x 1/4" T 8'-2"
 BL-2 5" V x 3 1/2" H x 5/8" T 10'-1"
 BL-3 6" V x 3 1/2" H x 7/8" T 11'-1"
 BL-4 6" V x 3 1/2" H x 1 1/2" T 12'-4"

STAIR INFO.	LEGEND
RISE: MAX. 7 1/8"	SB SOLID BEARING
RUN: MIN. 10 1/16"	SB FOR GIRDER
TREAD: MIN. 11"	FL POINT LOAD
NOBING: MAX. 1"	S.J. SINGLE JOIST
HEADROOM: MIN. 6'-5"	D.J. DOUBLE JOIST
UNIFORM RISE/RUN	T.J. TRIPLE JOIST
	D.C.J. DOUBLE CEILING JOIST

STRUCTURAL NOTES

1. ALL EXTERIOR & INTERIOR LINTELS TO BE MIN. (2) PLY 2x10 2x4 DRYWALL NAILER & PLYWOOD FILLERS BETWEEN EACH PLY, UNLESS NOTED OTHERWISE.
2. ALL NOTCHING & DRILLING OF FRAMING MEMBERS TO CONFORM TO NATIONAL & LOCAL BUILDING CODES.
3. PROVIDE APPROPRIATE SOLID BLOCKING WITHIN FLOOR SYSTEM FOR LOADS ABOVE.

DESIGNER DISCLAIMER

1. THESE PLANS WERE PRODUCED WITH INFORMATION PROVIDED ON OR BEFORE THE PRINTED DATE.
2. IF ANY ERRORS OR OMISSIONS ARE FOUND ON THE DRAWINGS, THE DESIGNER IS TO BE INFORMED IMMEDIATELY TO HELP RESOLVE ANY ISSUES PRIOR TO THE WORK PROCEEDING.
3. HVAC STRUCTURAL REQUIREMENTS TO BE VERIFIED AND MET ON SITE WITH THE HVAC INSTALLER.

PLAN AREAS

PROPOSED RENOVATION FOR
 THOMPSON GOOSSENS ACCOUNTANTS
 54 BROADWAY ST., TILLSONBURG

PROJECT NUMBER
 1211-24-01

djDESIGN
 Architectural • Energy • HVAC

Phone: (519) 539-9981 378 Hunter Street
 Email: plans@djdesign.ca Woodstock, ON
 Website: www.djdesign.ca N4S 4G2

THE UNDERSIGNED HAS REVIEWED AND TAKES RESPONSIBILITY FOR THIS DESIGN AND HAS THE QUALIFICATIONS AND MEETS THE REQUIREMENTS SET OUT IN THE ONTARIO BUILDING CODE TO DESIGN THE WORK SHOWN.

QUALIFICATION INFORMATION
 REQUIRED UNLESS DESIGN IS EXEMPT UNDER 2.1.8.1. OF THE BUILDING CODE

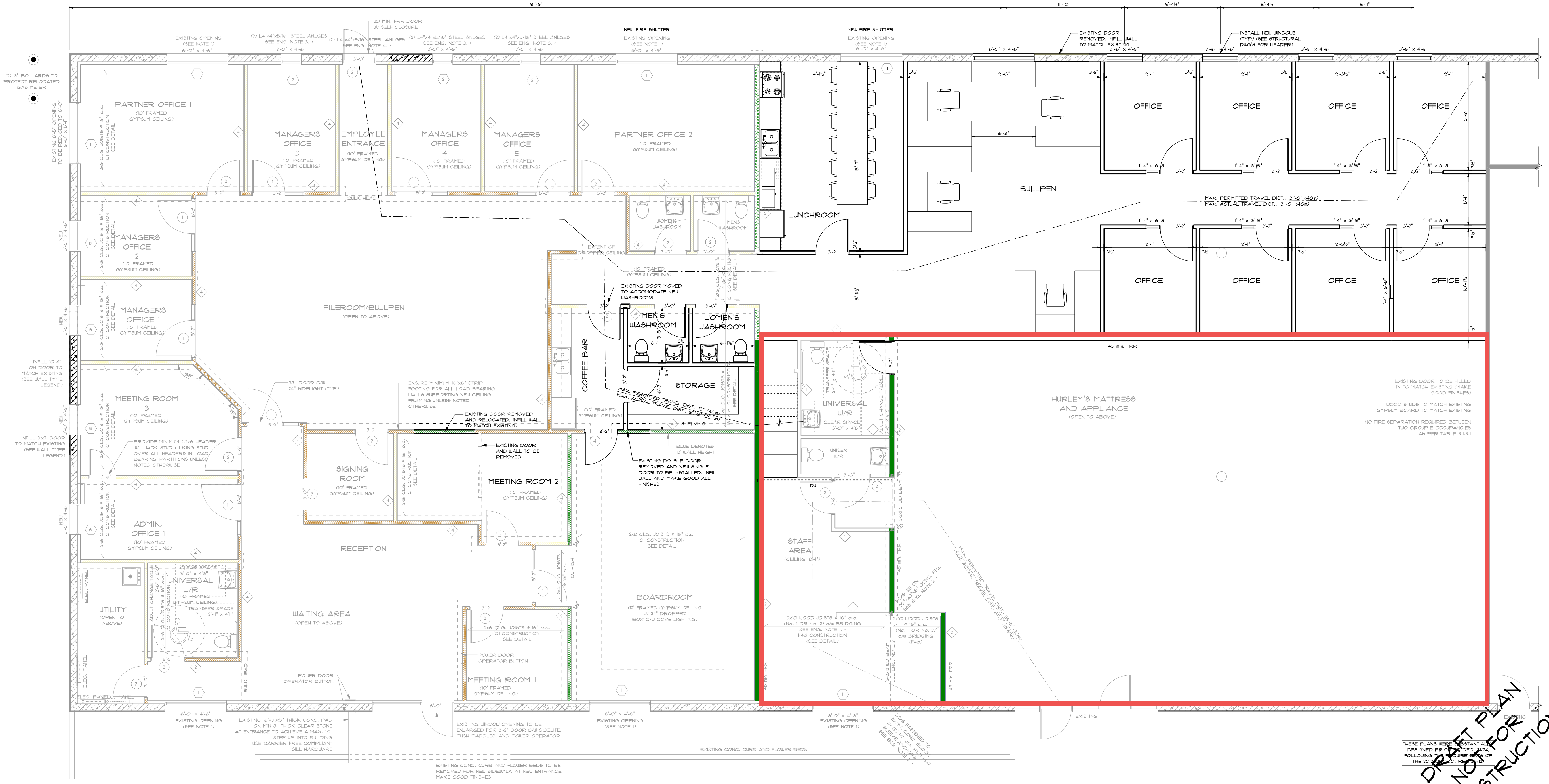
DEREK JUKEMA 21159
 NAME BCIN

MAIN FLOOR PLAN

scale: 3/16" = 1'-0"
 date: 2025-03-05
 drawn by: ATU
 designed by: ANDREA@DJDESIGN.CA
 checked by: JVB

A-4

LEGEND	
EXTERIOR INFILL WALL STUCCO FINISH TO MATCH EXISTING CONCRETE BLOCK TO MATCH EXISTING NEW 2x4 WOOD STUDS @ 16" O.C. 1/2" R14 BATT INSULATION 6MIL POLY VAPOUR BARRIER NEW 1/2" GYPSUM BOARD FINISHES EQUAL PER TO EXISTING WALL	INTERIOR PARTITION (UNLESS NOTED OTHERWISE) 1/2" GYPSUM BOARD 3/4" x 2x6 WOOD STUDS @ 16" O.C. 3 1/2" THICK ABSORPTIVE MATERIAL IN CAVITY RESILIENT METAL CHANNEL @ 24" O.C. 1/2" GYPSUM BOARD
WALL 5/8" AS PER SUPPLEMENTARY STANDARD SB-3	FLOOR FINISH AS PER SUPPLEMENTARY STANDARD SB-3
1/2" GYPSUM BOARD 3/4" WOOD STUDS @ 16" O.C. @ 24" O.C. 3 1/2" THICK ABSORPTIVE MATERIAL 1/2" GYPSUM BOARD	SUBFLOOR OF 5/8" PLYWOOD, OSB OR WAFFERBOARD, OR 3/4" TONGUE AND GROOVE LAMBER WOOD JOISTS OR WOOD STUDS SPACED NOT MORE THAN 24" O.C. ABSORPTIVE MATERIAL IN CAVITY 2 LAYERS 5/8" TYPE X GYPSUM BOARD
30 MIN. FIRE RATING LOAD BEARING 30 MIN. 1.5 HOURS FIRE RATING, NON-LOAD BEARING 5/8" STC RATING	45 MIN. FIRE RATING 58 STC RATING
COMPONENT ADDITIVE METHOD AS PER SUPPLEMENTARY STANDARD SB-3	CEILING CONSTRUCTION CEILING JOISTS AS PER PLAN OPTIONAL ABSORPTIVE MATERIAL IN CAVITY OPTIONAL RESILIENT METAL CHANNEL @ 24" O.C. 1/2" GYPSUM BOARD
5/8" TYPE X GYPSUM BOARD - 40 MIN. (TABLE 2.3.4.B.) WOOD STUDS @ 16" O.C. MAX. @ 22" MIN. (TABLE 2.3.4.B.) 3 1/2" THICK ABSORPTIVE MATERIAL - 15 MIN. (TABLE 2.3.4.G) RESILIENT CHANNEL 5/8" TYPE X GYPSUM BOARD - 40 MIN. (TABLE 2.3.4.B.)	WALL 5/8" AS PER SUPPLEMENTARY STANDARD SB-3
75 MIN. FIRE RATING PROVIDED FROM BOTH SIDES SEE ENGINEER NOTE 5	5/8" TYPE X GYPSUM BOARD 3/4" WOOD STUDS @ 16" O.C. 3 1/2" THICK ABSORPTIVE MATERIAL RESILIENT METAL CHANNEL 2 LAYERS 5/8" TYPE X GYPSUM BOARD
VERTICAL STOREFRONT WALL DESIGNED BY OTHERS	1 H. FIRE RATING LOAD BEARING 1 H. 1.5 HOURS FIRE RATING, NON-LOAD BEARING 5/8" STC RATING
STORE FRONT WALL SYSTEM	



MAIN FLOOR PLAN - DRAFT 3
 SCALE: 3/16" = 1'-0"

THESE PLANS WERE PREPARED BY THE DESIGNER AND THE DESIGNER IS NOT RESPONSIBLE FOR ANY ERRORS OR OMISSIONS. THE DESIGNER IS NOT RESPONSIBLE FOR ANY ERRORS OR OMISSIONS. THE DESIGNER IS NOT RESPONSIBLE FOR ANY ERRORS OR OMISSIONS.

**DRAFT PLAN
 NOT FOR
 CONSTRUCTION**

WE SHARE IN YOUR EXCITEMENT!! PLEASE LIKE US ON FACEBOOK AND TAG US ON INSTAGRAM SO WE CAN SEE YOUR PROJECT



Community Health Care Committee

TERMS OF REFERENCE

Mandate:

To acknowledge the importance of health care in the community and recruitment and retention of health care professionals to the Tillsonburg District Memorial Hospital (TDMH), Town of Tillsonburg and Physicians practicing in Tillsonburg. To plan and implement an integrated approach to: health care, recruitment and retention of Medical Practitioners with a focus on primary care.

Goals for 2022-2026 Term:

To increase health care capacity in the Town of Tillsonburg. Each member is responsible for providing regular reports to their constituency/sponsoring organization and for seeking support for strategies proposed by the Committee. Any action plan will clearly identify the responsibility of individual organizations.

1.0 Role of the Community Health Care Committee

1. Review current physician recruitment and retention initiatives, identify strengths, opportunities and barriers to successful recruitment.
2. Formulate action plans for recruitment, including numbers of physicians required.
3. Review successful initiatives elsewhere in Ontario, including proximal communities with whom collaboration might make sense.
4. Educate the Committee membership and their sponsoring organizations on the issues of physician recruitment in Ontario.
5. Educate the community on the physician resource shortage and the strategies of the Committee.
6. Identify sources and solicit resources to support the recruitment activities of the community, hospital, and local physician practices.
7. Develop criteria for and monitor the use of these resources.
8. Monitor eligibility for Ministry of Health and Health Force Ontario Northern and Rural Recruitment and Retention Initiative.

2.0 Organization of the Committee:

The Committee should be composed of people representing each of the partners. A cross-section of people should attempt to be chosen in order to bring to the Committee relevant technical and professional expertise as well as strong advocacy, communication and organizational skills.

The Committee shall meet at a minimum on a quarterly basis.

- 2.1 Town Committee Members appointed by Council.
- 2.2 The term of a Committee Member is four (4) years.
- 2.3 Additional members may be appointed throughout the term.
- 2.4 One member will be appointed by vote of the Committee at the first meeting of each

term to chair the meetings for that term.

2.6 A Municipal staff person shall act as secretary to the Committee.

3.0 Composition of the Committee

3.1 The Committee shall be composed of the following:

- A) Mayor of the Town of Tillsonburg
- B) Two (2) Town of Tillsonburg Councillors
- C) One (1) representative from the Town of Tillsonburg, Chief Administrative Officer
- D) Three (3) representatives from the Medical Staff Association Family Health Organizations
- E) Chief of Staff, Tillsonburg District Memorial Hospital
- F) President, Tillsonburg District Memorial Hospital
- G) Chamber of Commerce representative
- H) One (1) representative of a Nurse Practitioner Office
- I) One (1) Additional Physician from Tillsonburg District Memorial Hospital
- J) One (1) representative Oxford Ontario Health Team

4.0 Meetings:

4.1 The Committee will hold a minimum of four (4) meetings a year.

4.2 The date and time of the regular meetings will be established at the first meeting of each term.

4.3 Meetings will have a formal agenda.

4.4 Agendas and information packages, that will include the Minutes from the previous meeting, will be sent electronically to Committee Members prior to each meeting.

4.5 A majority of Committee Members will constitute quorum for the transaction of business.

5.0 Role of the Chair:

The Chair is responsible for insuring the smooth and effective operation of the Committee and its' roles. This will include responsibility for:

5.1 Calling the meetings to order.

5.2 The Chair is encouraged to create an informal atmosphere to encourage the exchange of ideas such as using a roundtable format.

5.3 Creating an Agenda in consultation with the Secretary.

5.4 Chairing the meetings.

5.5 Acting as spokesperson.

5.6 Representing the Committee on other committees when necessary.

5.7 The Chair shall conduct meetings in accordance with the Town's Procedural By-law.

6.0 Role of the Secretary:

The Secretary is responsible for insuring a complete up-to-date record for the Committee.

6.1 In liaison with the Chair, arrange date, time and venue for meetings.

6.2 In liaison with the Chair, set agendas and circulate to the members a minimum of three business days prior to the meeting.

6.3 Circulate draft minutes to the members.

6.4 Keep a complete up-to-date record of the committee minutes

7.0 Role of Members:

Membership on the Committee is a position of responsibility and requires a strong commitment to the Terms of Reference. Committee members are required to:

7.1 Attend all regular scheduled meetings. Members are required to notify the Chair or the Secretary if they are unable to attend a meeting.

7.2 Review all information supplied to them.

7.3 Prepare information for use in the development of materials for the Committee.

7.4 Promote the role of the Committee.

7.5 Attend training as required to effectively perform their role as a Committee member.

7.6 Committee Members are subject to *The Municipal Conflict of Interest Act R.S.O, 1990, c.M50* and must disclose any direct or indirect pecuniary interest. The disclosure must be recorded in the Minutes of the meeting.

8.0 Reports to Council:

The Committee may advise and make recommendations to Council in accordance with its role.

Reports may be submitted as follows:

8.1 Verbally by a Council representative.

8.2 Verbally by the Chair or the designated representative.

8.3 Written reports

An annual report will also be submitted to Council at the beginning of each new year outlining the Committee's accomplishments in the previous year.