



# 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) Vice-President of Finance & Chief Operating Officer~~
- H) Chamber of Commerce representative
- I) One (1) representative of a Nurse Practitioner Office
- J) One (1) Additional Physician from Tillsonburg District Memorial Hospital
- K) 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.