

# TORONTO STAFF REPORT

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November 16, 2004

To: Board of Health  
From: Dr. David McKeown, Medical Officer of Health  
Subject: Local Health Committee Nomination Work Group

Purpose:

To request the Board of Health to establish a Local Health Committee Nomination Work Group to review the applications and recommend members for the four Local Health Committees.

Financial Implications and Impact Statement:

There are no financial implications.

Recommendations:

It is recommended that:

- (1) the Board of Health establish a Local Health Committee Nomination Work Group to review applications and recommend members for the four Local Health Committees; and
- (2) the appropriate City Officials be authorized and directed to take the necessary action to give effect thereto.

Background:

The term of office for members of the Local Health Committees has expired. A Local Health Committee Nomination Work Group needs to be established to review applications and recommend members for the four Local Health Committees to the Board of Health.

Comments:

The Board of Health established four Local Health Committees to meet its objective stated in the report, "Community Consultation for Public Health" (May 1999), which is "to provide a deeper level of citizen participation in our strategic change process, as well as deepening our ability to identify public health issues on a local basis". The mandate for Local Health Committees (LHCs)

are to assist the Board of Health in setting public health policy on a broad range of local health issues and to raise awareness of the determinants of health and their impact on the health and well-being of Toronto's communities (see Appendix 1 – Terms of Reference for Local Health Committees).

The term of office for the Local Health Committee members has expired. Members for this term of the four Local Health Committees have to be nominated and approved by the Board of Health. Toronto Public Health staff have started to do extensive outreach across the City to inform community residents, staff and volunteers of community organizations and agencies of the opportunities to participate in the LHCs. Information sessions are also being held across the City (Appendix 2 – Information Sessions). Eligibility requirements and criteria for membership are outlined in the LHC Terms of Reference (Appendix 1).

A Board of Health LHC Nomination Work Group made up of three Board of Health members should be established. The Work Group will recommend a slate of nominees for the four Local Health Committees. The nominations process is as follows: applications are due December 17, 2004. The Work Group will review the applications, develop a short list and if required, interview applicants during the week of January 10, 2005. A report with recommended nominees will be tabled at the February 2005 Board of Health meeting.

Conclusions:

The Board of Health should establish a three member Local Health Committee Nomination Work Group to review applications and recommend members for the four Local Health Committees.

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List of Attachments:

Appendix 1 – Toronto Board of Health Local Health Committee Terms of Reference (January 2004)  
Appendix 2 – Information Sessions

Appendix 1

TORONTO BOARD OF HEALTH  
LOCAL HEALTH COMMITTEE TERMS OF REFERENCE  
(January 2004)

MANDATE:

- (a) To assist the Board of Health in determining and setting public health policy on a broad range of local health issues.
- (b) To raise awareness of the determinants of health and their impact on the health and well-being of Toronto's communities.

ROLES AND RESPONSIBILITIES:

- (a) To provide advice to the Board of Health on the development and improvement of new and existing programs, procedures and policies in order to ensure that the needs, interests and characteristics of local communities are reflected
- (b) To serve as a venue for individuals, groups and organizations wishing to bring local health issues and priorities to the attention of the Toronto Board of Health
- (c) To advocate for the development of new initiatives, or the expansion of current initiatives, to address local health priorities
- (d) To inform and educate individuals, groups and organizations in the community in cooperation with the Board of Health and staff about the range of services and supports offered by Toronto Public Health
- (e) To assist in the planning and implementation of community consultation exercises conducted by the Board of Health and Toronto Public Health
- (f) To actively recruit new members as needed

COMPOSITION:

The Local Health Committee will have a minimum of eight and maximum of 13 members. Members will include an appropriate combination of members with the following perspectives and skill sets:

- (a) minimum of one Board of Health member
- (b) local ratepayers and tenants
- (c) community representing perspectives from at least four sectors (can be volunteers or staff but must live or work in the Local Health Committee area), including:
  - (i) community health centre
  - (ii) community care access centre
  - (iii) seniors
  - (iv) children's issues
  - (v) youth
  - (vi) mental health
  - (vii) disabled community

- (viii) housing/homelessness
  - (ix) anti-poverty
  - (x) food security
  - (xi) recreation
  - (xii) environmental health
  - (xiii) occupational health
  - (xiv) public health professions/professional associations
  - (xv) hospitals
- (d) Community members who reflect the demographic diversity of the Local Health Committee area including gender, ethnoracial background, ability and sexual orientation.

The Board of Health member will chair the Local Health Committee.

#### TERM OF OFFICE:

The Local Health Committee members shall serve for the term of Council expiring November 30 of the election year, and until their successors are appointed.

#### REMUNERATION:

Currently, being a Local Health Committee member is essentially a volunteer activity. Members will be reimbursed for approved out-of-pocket expenses (travel, childcare).

#### MEETINGS:

The Local Health Committees will meet at least six to eight times a year. Meetings will last approximately two to three hours. Agendas are sent out in advance so that members can prepare for meetings.

#### QUORUM:

Quorum is required for Local Health Committee decisions and motions. Quorum is defined as 50% of membership plus one.

#### QUALIFICATIONS:

Include:

- (a) Keen interest in, knowledge and/or background in issues affecting public health programs and services;
- (b) Interest and/or skills in planning and policy development leading to a comprehensive public health agenda;
- (c) Community knowledge and involvement;
- (d) Experience in organizational activities such as committees, non-profit groups, voluntary societies, occupational associations;

- (e) Ability to devote time required for the Local Health Committee meetings, including pre-meeting study and review of agenda and supporting materials;
- (f) Direct experience with particular health and related sectors including those listed above;
- (g) Reflect the demographic diversity of the Local Health Committee area including gender, ethnoracial background, ability and sexual orientation.

Appendix 2

INFORMATION SESSIONS

Toronto/East York

Wednesday, December 1, 2004

6:30 - 8:00 p.m.

277 Victoria Street (corner of Victoria/Dundas St.), 5th Floor, Room # 502

(Boundaries: Wards 14, 18-22, 27-32)

Staff: Brian Parris (416-338-7979; [bparris@toronto.ca](mailto:bparris@toronto.ca))

Etobicoke/York

Wednesday, December 1, 2004

6:00 - 7:30 p.m.

Etobicoke Civic Centre,

399 The West Mall (West Mall/Burnhamthorpe), Board Room

(Boundaries: Wards 1-7, 11-13, 17)

Staff: Erica Mercer (416-338-1846; [emercer@toronto.ca](mailto:emercer@toronto.ca))

North York

Thursday, December 2, 2004

7:00 – 8:30 p.m.

North York Civic Centre, 5100 Yonge Street, Committee Room #1

(Boundaries: Wards 8-10, 15-16, 23-26, 33, 34)

Staff: Sara Farrell (416-338-0021; [sfarrell@toronto.ca](mailto:sfarrell@toronto.ca))

Scarborough

Thursday, November 25, 2004

7:00 – 8:30 p.m.

Scarborough Civic Centre

150 Borough Drive, Committee Room #2

(Scarborough Boundaries: Wards 35-44)

Staff: Bob Alexander (416-338-1695; [ralexand@toronto.ca](mailto:ralexand@toronto.ca))