



**STAFF REPORT
ACTION REQUIRED
with Confidential Attachment**

**Appointment of 2010 Review Panels for the AIDS
Prevention and Drug Prevention Community Investment
Programs**

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| Date: | December 21, 2009 |
| To: | Board of Health |
| From: | Medical Officer of Health |
| Wards: | All |
| Reason for Confidential Information: | This report deals with personal matters about an identifiable person. |
| Reference Number: | |

SUMMARY

This report recommends the appointment of members of the Review Panels for the 2010 AIDS Prevention and Drug Prevention Community Investment Programs by the Board of Health. The individuals proposed for panel membership are listed in confidential Attachment 3.

RECOMMENDATIONS

The Medical Officer of Health recommends that:

1. The Board of Health appoint the individuals listed in confidential Attachment 3 to the AIDS Prevention Community Investment Program Review Panel and the Drug Prevention Community Investment Program Review Panel for 2010.

Financial Impact

There are no financial implications arising from this report.

DECISION HISTORY

The Board of Health appoints individuals annually to Review Panels for AIDS and Drug Prevention Community Investment Programs.

ISSUE BACKGROUND

For the past 20 years, Toronto Public Health has established Review Panels that bring citizen expertise and participation to the allocation of funding for community-based projects for AIDS and Drug Prevention. The Review Panels work with staff to review each application and to make funding recommendations to the Board of Health. The Review Panels include City Councillors, Board of Health Members, informed citizens and in the case of AIDS prevention, people living with HIV and AIDS. In addition, the Medical Officer of Health endeavours to ensure representation from across the City on these Panels.

COMMENTS

The Terms of Reference for the Review Panels for the Community Investment Programs in AIDS Prevention and Drug Prevention are attached (Attachments 1 and 2).

In order to recruit potential members for the 2010 Review Panels a flyer was distributed to agencies across Toronto and posted on the City website. Staff consulted with Councillors and others to ensure representation from equity-seeking groups, as well as representation from diverse neighbourhoods across the City. The names brought forward represent the result of that outreach and consultation, balanced with a need to maintain continuity on the Review Panels. The recommended membership of the AIDS and Drug Prevention Review Panels aims to represent both the diversity of the City and the specialized expertise required for effective decision making.

The individuals recommended for the 2010 AIDS Prevention and Drug Prevention Community Investment Programs Review Panels have all confirmed their interest in participation on the Review Panels.

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ATTACHMENTS

- Attachment 1: AIDS Prevention Community Investment Program Review Panel
Terms of Reference
- Attachment 2: Drug Prevention Community Investment Program Review Panel
Terms of Reference
- Attachment 3: AIDS Prevention and Drug Prevention Community Investment Program
Review Panels – Recommended Membership (Confidential)

Attachment 1
AIDS Prevention Community Investment Program Review Panel
Terms of Reference

Purpose:

Toronto Public Health has used Review Panels for more than twenty years to bring citizen expertise and participation to the allocation of funds that are invested in community-based projects for AIDS Prevention. The Review Panel works with staff to review each application and makes recommendations to the Board of Health.

The Review Panel includes City Council members, Board of Health members, informed citizens, and people living with HIV and AIDS. In addition, the Medical Officer of Health has endeavoured to ensure representation from across the City.

Appointments to the Review Panel are made by the Board of Health following a public call for potential members, consultations with City Councillors and others to ensure representation from equity seeking groups, as well as representation from diverse neighbourhoods around the City. The Medical Officer of Health shall ensure the AIDS Prevention Community Investment Program Review Panel receives the staff report for information to assist in the review process.

Membership:

- (a) Up to three members of City Council;
- (b) A minimum of one member of the Board of Health;
- (c) At least two persons living with HIV, who are residents of the City of Toronto;
- (d) A minimum of four persons from diverse ethno-racial communities, who are residents of the City of Toronto;

Membership will be representative of the diverse neighbourhoods from across the City. The Review Panel will elect a Chair and Vice Chair at its first meeting.

Quorum:

A quorum for decision making will be 50% of the review panel membership.

Role of the Review Panel:

The role of the Review Panel is as follows:

- (a) Review and evaluate AIDS Prevention proposal submissions.
- (b) Make allocation recommendations to the Board of Health with the assistance of Public Health staff.
- (c) Submit recommendations for AIDS Prevention allocations to the BOH for approval by City Council.
- (d) Attend program training and information session(s).

- (e) Attend all program application review meetings as required.
- (f) Attend all program application appeal hearings as required.
- (g) Declare all potential and real Conflict of Interest, i.e. membership, employment and other affiliations with the AIDS Prevention Community Investment Program.

Term of Service for the Review Panel:

A term on the APCIP Review Panel is one year based on Board of Health approval.

The maximum number of consecutive terms served by review panel members will be reviewed annually in order to maintain corporate history and continuity and will take into consideration required knowledge that is associated with HIV/AIDS epidemiologic trends.

Consecutive appointments will be reviewed and will take into consideration the established APCIP review panel membership requirements.

Time commitment for the Review Panel:

Minimum of 5 to 7 days per year, including training, review/assessment of applications, hearing of appeals and/or debriefing and community consultation. This includes a minimum of 8 – 10 hours of independent review of applications.

Attachment 2
Drug Prevention Community Investment Program Review Panel
Terms of Reference

Purpose:

Toronto Public Health has used Review Panels since 1990 to bring citizen expertise and participation in the allocation of funds for Drug Prevention Community Investment Program. The Review Panel works with staff to review each application and makes recommendations to the Board of Health.

The Review Panel includes City Council members, Board of Health members and informed citizens. In addition, the Medical Officer of Health has endeavoured to ensure representation from across the City.

Appointments to the Review Panel are made by the Board of Health following a public call for potential members, consultations with City Councillors and others to ensure representation from equity seeking groups, as well as representation from diverse neighbourhoods across the City. The Medical Officer of Health shall ensure the Drug Prevention Community Investment Program Review Panel receives the Program Staff Report for information to assist in the review process.

Membership:

- (a) Up to three members of City Council;
- (b) A minimum of one member from the Board of Health;
- (c) A minimum of one expert member in the field drug prevention, drug treatment and/or harm reduction;
- (d) At least two persons who have developed or been part of drug prevention activities, who are residents of the City of Toronto; and
- (e) Up to four persons from diverse ethno-racial communities, who are residents of the City of Toronto.

Membership will be representative of the diverse neighbourhoods from across the City. The Review Panel will elect a chair and vice-chair at its first meeting.

Quorum:

A quorum for decision making will be 50% of the review panel membership.

Role of the Drug Prevention Community Investment Program Review Panel:

That the role of the Review Panel is as follows:

- (a) Review and evaluate program proposal submissions.
- (b) Make allocation recommendations to the Board of Health with the assistance of Public Health staff.

- (c) Submit recommendations for Drug Prevention funding allocations to the BOH, for approval by City Council.
- (d) Attend program training and information session(s).
- (e) Attend all program application review meetings as required.
- (f) Attend all program application appeal hearings as required.
- (g) Declare all potential and real Conflict of Interest, i.e. membership, employment and other affiliations with Drug Prevention Community Investment Program applicants.

Term of Service for the Review Panel:

A term on the DPCIP Review Panel is one year based on Board of Health approval.

The maximum number of consecutive terms served by review panel members will be reviewed annually in order to maintain corporate history and continuity and will take into consideration required knowledge that is associated with HIV/AIDS epidemiologic trends.

Consecutive appointments will be reviewed and will take into consideration the established APCIP review panel membership requirements.

Time commitment for the Review Panel:

Minimum of 5 to 7 days per year, including training, review/assessment of applications, hearing of appeals and/or debriefing and community consultation. This includes a minimum of 8 to 10 hours of independent review of applications.