



**STAFF REPORT  
ACTION REQUIRED  
with Confidential Attachment**

**Appointment of 2014 Review Panel for the Toronto  
Urban Health Fund**

<b>Date:</b>	November 18, 2013
<b>To:</b>	Board of Health
<b>From:</b>	Medical Officer of Health
<b>Wards:</b>	All
<b>Reason for Confidential Information:</b>	This report deals with personal matters about an identifiable person.
<b>Reference Number:</b>	

**SUMMARY**

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This report recommends members for the 2014 Toronto Urban Health Fund Review Panel, for appointment by the Board of Health.

**RECOMMENDATIONS**

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**The Medical Officer of Health recommends that:**

1. The Board of Health appoint the individuals listed in Confidential Attachment 2 to the Toronto Urban Health Fund Review Panel.

**Financial Impact**

There are no financial implications from this report.

**DECISION HISTORY**

Historically, the Board of Health annually appointed individuals to the Review Panels for the AIDS and Drug Prevention Community Investment Programs. In September 2013, the Board of Health approved the restructuring of these programs into the newly consolidated Toronto Urban Health Fund (TUHF), including the formation of one

Review Panel.

<http://app.toronto.ca/tmmis/viewAgendaItemHistory.do?item=2013.HL24.6>

Members of the Review Panel will continue to be appointed annually by the Board of Health.

## **ISSUE BACKGROUND**

For over 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 people with lived experience, including people living with HIV and AIDS, people who use alcohol/other drugs, and youth. The Medical Officer of Health endeavours to ensure representation from across the city on this Panel.

## **COMMENTS**

The Terms of Reference for the TUHF Review Panel can be found in Attachment 1. A list of proposed members for the 2014 Review Panel can be found in Confidential Attachment 2.

Members of the 2014 Review Panel were recruited using a broad range of strategies. These included email distribution to community agencies across Toronto, a posting on Charity Village, recommendations from previous AIDS and Drug Prevention Community Investment Programs Review Panel members, and staff solicitation of potential candidates through established networks and committees. Staff have worked to ensure representation from equity-seeking groups and diverse neighbourhoods across the city. The proposed list of members is the result of that broad outreach and consultation balanced with a need to maintain continuity of knowledge and expertise on the Review Panel.

The recommended membership of the TUHF Fund Review Panel aims to reflect both the diversity of the city and the specialized technical and content expertise required for effective decision making. The individuals recommended for the 2014 Toronto Urban Health Fund have all confirmed their interest in participating on the Review Panels.

## **CONTACT**

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## **SIGNATURE**

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Dr. David McKeown  
Medical Officer of Health

## **ATTACHMENTS**

Attachment 1: Toronto Urban Health Fund Review Panel - Terms of Reference  
Attachment 2: Toronto Urban Health Fund – Recommended Membership (confidential)

## **Attachment 1:**

### **Toronto Urban Health Fund Review Panel Terms of Reference**

#### Purpose:

Toronto Public Health has used Review Panels since 1987 to bring citizen expertise and participation in the allocation of funds for community-based HIV and drug prevention initiatives. The Review Panel works with staff to review each application and makes recommendations to the Board of Health.

Appointments to the Review Panel are made by the Board of Health annually following a public call for members to ensure the panel has the expertise, representation from equity-seeking groups and representation from diverse neighbourhoods across the city. The Medical Officer of Health ensures the Toronto Urban Health Fund Review Panel receive the appropriate support to assist in the review process.

#### Membership:

- a) A minimum of one member from the Board of Health;
- b) A minimum of one member from City Council
- c) A minimum of one technical expert member in each of the fields of epidemiology and evaluation. Technical expert members must be knowledgeable of HIV and substance issues in the City of Toronto.
- d) A minimum of three citizen expert members in each of the fields of HIV prevention; harm reduction; and child and youth resiliency. Citizen expert members must be residents of the city of Toronto and knowledgeable of community-based best practices

Membership will include people living with HIV, substance users, youth, people from ethno-cultural communities, and residents of the diverse neighbourhoods across the city.

The Review Panel will elect a Chair and Vice Chair at its first meeting.

#### Quorum:

The quorum for decision making will be 50% plus one of the Review Panel memberships.

#### Role of the Toronto Urban Health Fund 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) Attend program training and information session(s).
- (d) Attend all program application review meetings.
- (e) Attend all program application appeal hearings.
- (f) Declare all potential and real conflicts of interest (i.e. membership, employment and other affiliations with Toronto Urban Health Fund applicants).

Term of Service for the Review Panel:

A term on the TUHF Review Panel is one year, renewable.

The number of consecutive terms served by Review Panel members will be considered in the appointment process in order to maintain corporate history and continuity and take into consideration required knowledge that is associated with HIV and substance use.

Time Commitment for the Review Panel:

A minimum of five to seven days per year, which includes training, review/assessment of applications, hearing of appeals and/or debriefing and community consultation. This also includes a minimum of eight to 10 hours for the independent review of applications.