

Toronto Urban Health Fund Program - Administration Changes

Date: March 8, 2021

To: Board of Health

From: Medical Officer of Health

Wards: All

SUMMARY

This report provides the Board of Health with an overview of proposed changes to the Toronto Urban Health Fund (TUHF) program administration.

TUHF program administration is supported by two Board of Health committees: the TUHF Review Panel and the TUHF Indigenous Review Panel. Toronto Public Health's TUHF program supports the recruitment of review panel members and recommends the members to the Board of Health for the Board to appoint to the TUHF review panels. The City Clerk's Office administers the meetings of the review panels.

The City of Toronto recently implemented an online grant management system. First piloted in 2018, and phased over the last several years, the Toronto Grants, Rebates and Incentives Portal (TGRIP) is an end-to-end system with robust features to manage and administer granting programs such as TUHF. The new TGRIP system presents an opportunity to review and improve operational efficiencies in the administration of the TUHF program and the review panel process.

This report is intended to propose changes to the process of appointing TUHF review panel members to address recruitment challenges and to adopt the TGRIP for the administration of the TUHF.

RECOMMENDATIONS

The Medical Officer of Health recommends that:

1. The Board of Health approve the changes to the administration of the Toronto Urban Health Fund Program, including the Toronto Urban Health Fund Review

Panel and the Toronto Urban Health Fund Indigenous Review Panel, in this report.

2. The Board of Health approve the revised Terms of Reference for the Toronto Urban Health Fund Review Panel in Attachment 1 and the revised Terms of Reference for the Toronto Urban Health Fund Indigenous Review Panel in Attachment 2.

FINANCIAL IMPACT

This report recommends that Toronto Urban Health Fund (TUHF) community members be paid a \$125 per diem for participating in the review panels. The 2021 Approved Operating Budget for Toronto Public Health includes funding of \$7,625 gross and net for the proposed per diem fees for the TUHF community members.

The Chief Financial Officer and Treasurer has reviewed this report and agrees with the financial impact information.

DECISION HISTORY

Each year, the Board of Health receives a report to appoint members to the TUHF Review Panel and the TUHF Indigenous Review Panel to evaluate funding proposals and make allocation recommendations to the Board of Health for approval.

At its special meeting on May 7, 2020, the Board of Health approved the proposed changes to the Toronto Urban Health Fund Review and Allocation Process due to COVID-19.

<http://app.toronto.ca/tmmis/viewAgendaItemHistory.do?item=2020.HL16.3>)

At its meeting on February 25, 2019, the Board of Health appointed members to the TUHF Review Panel.

<http://app.toronto.ca/tmmis/viewAgendaItemHistory.do?item=2019.HL3.4>)

COMMENTS

Toronto Urban Health Fund Review Process

Each year, the Board of Health appoints members to the Toronto Urban Health Fund (TUHF) Review Panel and the TUHF Indigenous Review Panel, collectively referred to as the 'TUHF review panels' in this report. The City Clerk's Office administers the meetings of the TUHF review panels.

The TUHF review process brings together community/citizen expertise, as members of the TUHF review panels, and Toronto Public Health TUHF program staff to determine the best possible allocation of funding for community-based projects dedicated to the prevention of HIV and substance misuse. The TUHF review process involves the evaluation of all eligible funding proposals using standardized and tested review tools. Members of the TUHF review panels review, evaluate, and score all submitted funding

proposals against established evaluation criteria. Members of the TUHF review panels also participate in orientation, evaluation and appeal meetings and work with Toronto Public Health TUHF staff to recommend funding allocations for consideration and approval by the Board of Health. The collaborative work results in the TUHF Review Panel recommending grant allocations to the Board of Health for its approval on an annual basis.

Recruiting TUHF review panel members has various ongoing challenges. The most significant challenges include:

- the time commitment required from a review panel member to participate in the review process;
- the lack of compensation afforded to community/citizen review panel members; and
- the scheduling of review panel meetings to ensure the end-to-end process from grant proposal intake to approval in a timely manner. This particular challenge is compounded by the requirement to have the Board of Health appoint review panel members before a review panel meeting can take place.

The Toronto Grants, Rebates, and Incentives Portal

First piloted in 2018, and phased over the last several years, the City of Toronto implemented an online grants management system called the Toronto Grants, Rebates, and Incentives Portal (TGRIP). TGRIP now supports grant programs administered by Economic Development and Culture; Parks, Forestry and Recreation; Shelter, Support, and Housing Administration; Social Development, Finance and Administration; Toronto Arts Council and Toronto Public Health. TGRIP is a comprehensive system that automates the end-to-end grants management process. It enables the administration and management of the full cycle of the grant process including: the intake, review, and approval of funding proposals; grant contract management; monitoring; reporting and data analytics. In addition, TGRIP provides data management, report generation, review panel assignment, review meeting management and records control and retention functionality.

The City Clerk's Office uses the Toronto Meeting Management Information System (TMMIS) to administer meetings of the TUHF review panels. Toronto Public Health consulted with the City Clerk's Office regarding the use of TGRIP for the review process. The City Clerk's Office fully supports using TGRIP for the administration of the review process, including conducting the TUHF review panels' meetings. Using TGRIP exclusively will avoid duplication between TMMIS and TGRIP; support holding virtual meetings or meetings in locations other than City Hall; and improve the overall efficiency of TUHF program administration.

Changes to the TUHF Review Panels

Toronto Public Health is proposing changes to the process of appointing TUHF review panels' members to address recruitment challenges.

Medical Officer of Health to appoint members to TUHF

The TUHF review panels will continue to be composed of community/citizen members to

inform the allocation of funding for community-based projects for the prevention of HIV and substance misuse and the process for identifying and selecting the TUHF review panels' members will remain unchanged. The proposed change is to transfer the role of appointing TUHF review panels' members from the Board of Health to the Medical Officer of Health. The Board of Health would be apprised of the names and qualification of the TUHF review panels' members as part of the regular 'Recommendation for the Allocations of TUHF Funding' report. By virtue of this change, the TUHF Review Panel and TUHF Indigenous Review Panel would become advisory bodies for the TUHF program rather than Committees of the Board of Health. This proposed change has been reviewed by both Legal Services and the City Clerk's Office and no barriers have been identified that would impede making this change to how TUHF review panels' members are appointed as review panel members.

Board of Health TUHF member to be optional, not mandatory

In recognition of the time commitment required to participate as a TUHF review panel member and the fact that the Board of Health has the final approval on all grants, Toronto Public Health is proposing that a Board of Health representative on the TUHF Review Panel be optional rather than mandatory.

Add flexibility in the TUHF membership

The TUHF program has two funding cycles: annually for one-year grant proposals and every three years for three-year grant proposals. The number of proposals to be reviewed for the one-year grant proposal cycle is significantly less than that for the three-year grant proposal cycle. The current TUHF Review Panel membership is set for a committee of fifteen (15) members. Toronto Public Health is proposing that the membership be revised to a minimum of nine (9) members to a maximum of fifteen (15) to account for the two funding cycles. The intention of the proposed change is to improve efficiency by reducing the number of members and resources needed to review the one-year grant proposal, while still recognizing additional members may be required for the three-year grant proposal cycle.

The TUHF Indigenous Funding Stream was set up to provide a dedicated funding source for Indigenous organizations. The current TUHF Review Panel membership includes a person of Indigenous ancestry. Toronto Public Health is recommending that the membership be revised so that if it is a proposal to serve the Indigenous community, there will be at least one person of Indigenous ancestry on the review panel.

\$125 per diem to be paid to TUHF community members

The community/citizen members on the TUHF review panels have historically volunteered their time and expertise to support the TUHF review process. Toronto Public Health is recommending that community/citizen TUHF review panels' member receive compensation in the form of a \$125 per diem. The per diem will be paid for each day a community/citizen review panel member attends a Review Panel orientation, review meeting or appeal meeting. The community/citizen review panel member will also receive \$125 per diem for the completion and submission of two funding proposal assessments. For funding cycles that require the review of a larger

number of proposals, review panel members that review additional funding proposals will receive an additional \$125 per diem for every two additional funding proposals reviewed.

Summary of Current and Proposed Changes to the TUHF Review Process

For reference, the changes outlined in this report have been summarized in the following table:

Current Process	Proposed Changes
Review panels' members are appointed by the Board of Health	Review panels' members are appointed by the Medical Officer of Health. The review panels' membership will be reported to the Board of Health as part of the annual allocation report.
Review panels are committees of the Board of Health	Review panels are advisory committees supporting the TUHF program
Review panels' meetings are administered by the City Clerk's Office and held in committee rooms at City Hall	Review panels' meetings are administered by TUHF program staff and held at a City of Toronto or community meeting space, or virtually
Review panels' meetings are administered through the Toronto Meeting Management Information System (TMMIS)	Review panels' meetings are administered through the Toronto Grants, Rebates, and Incentives Portal (TGRIP)
TUHF Review Panel requires a Board of Health representative	A Board of Health representative is optional for the TUHF Review Panel
TUHF Review Panel is comprised of fifteen (15) members	TUHF Review Panel is comprised of a minimum of nine (9) members to a maximum of fifteen (15) members
TUHF Review Panel composition includes a person of Indigenous ancestry	TUHF Review Panel composition will ensure that at least one person of Indigenous ancestry is on the TUHF Review Panel if the program requires the review of funding proposal(s) for Indigenous communities
Review panels' members are not compensated for their time	Review panels' members are provided a \$125 per diem

The TUHF Review Panel (Attachment 1) and TUHF Indigenous Review Panel (Attachment 2) Terms of Reference have been updated to reflect the proposed changes in this report.

CONTACT

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SIGNATURE

Dr. Eileen de Villa
Medical Officer of Health

ATTACHMENTS

Attachment 1: Revised Toronto Urban Health Fund Review Panel Terms of Reference
Attachment 2: Revised Toronto Urban Health Fund Indigenous Review Panel Terms of Reference