

Attachment 2 - Revised Toronto Urban Health Fund Indigenous Review Panel Terms of Reference (March 8, 2021)

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 substance misuse 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 Medical Officer 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 Indigenous Review Panel receives the appropriate support to assist in the review process.

Composition:

Membership will be exclusive to people who identify as members of the Indigenous community.

The Indigenous Review Panel (IRP) will be comprised of four (4) citizen expert members with collective knowledge and skills in the following areas:

- HIV prevention; harm reduction; and child and youth resiliency;
- Technical expertise in the fields of epidemiology and evaluation;
- Organizational capacity; wholistic health and wellness; care and support programs and services; and creating awareness, knowledge or actions for people who are vulnerable to HIV and substance use.

Ad hoc member(s) from the Indigenous community with technical expertise in the fields of epidemiology and evaluation will be recruited in the event that appointed IRP members require additional technical expertise.

Citizen expert members must be residents and/or work in the Greater Toronto Area and are knowledgeable of community-based wise practices.

Membership will include people living with HIV, substance users, youth, and residents of the diverse neighbourhoods across the city. Review Panel members will chair and co-chair meetings on a rotating basis.

Members will:

- Attend program training and information session(s).
- Attend all program application review meetings.
- Attend all program application appeal hearings.

- Declare all potential and real conflicts of interest (i.e. membership, employment and other affiliations with Toronto Urban Health Fund applicants).

In addition to these members, the TUHF Indigenous Advisory Circle (IAC) is a separate group that provides advisory support and mentorship to the TUHF program, and specifically to members of the IRP. The appointment and roles of members of the IAC are not covered by this Terms of Reference.

A member of the IAC will be appointed, in consultation with TUHF staff and the IAC, to take on the role of the IRP member in the event that a vacancy occurs prior to the first meeting of the IRP.

Quorum:

Quorum of the Indigenous Review Panel is 50 percent of the community members.

Role of the Toronto Urban Health Fund Indigenous Review Panel:

That the role of the Review Panel is as follows:

- Review and evaluate funding proposal submissions using the Toronto Grants, Rebates and Incentives Portal (TGRIP).
- Make allocation recommendations to the Board of Health with the assistance of Public Health staff.

Term of Service for the Review Panel:

A term on the Indigenous 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 three (3) days per year, which includes training, review/assessment of proposals, hearing of appeals and/or debriefing and community consultation. This also includes a minimum of eight to 10 hours for the independent review of funding proposals.

Remuneration:

Review Panel members receive a \$125 per diem for attendance at Review Panel orientation, review meetings and appeal meetings.

Review Panel members 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.