

Attachment 1: Terms of Reference

Board of Health – Strategic Plan Development Committee

1. GENERAL

A new strategic plan is being developed for Toronto Public Health (TPH). The new strategic plan will be the blueprint for how the division will make strategic decisions that align with key priorities, measurable objectives, and key actions from 2024 to 2027. The strategic plan will be grounded in a commitment to health equity.

The plan is a requirement under the [Ontario Public Health Standards \(OPHS\)](#) and will be designed to complement existing program and service requirements outlined in these standards. It will also help TPH continue to deliver the highest quality public health programs and services for our local context in Canada's largest and most diverse city.

The *Board of Health – Strategic Plan Development Committee* provides oversight and direction on the development of the strategic plan.

2. MANDATE

The mandate of the *Board of Health – Strategic Plan Development Committee* (the Committee) is to provide advice and make recommendations on a strategic plan to the Board of Health in the first half of 2024. The recommended strategic plan will meet the responsibilities under the [Ontario Public Health Standards \(OPHS\)](#) and will guide TPH from 2024 – 2027. As part of this, the Committee may provide advice to the Board of Health to:

- Determine the recommended priorities and objectives for TPH's new strategic plan.
- Identify issues of common concern and opportunities to advance community engagement.

3. MEMBERSHIP

The Committee is comprised of members of the Board of Health, specifically:

- a. The Committee is comprised of five members, of which two are Members of City Council (one as Chair) and one is either a public member or the education representative.
- b. The members of the Committee will be appointed by the Board of Health.
- c. The Chair will be appointed by the Board of Health and, at its first meeting or as soon as possible thereafter, the Committee will elect a Vice-Chair.
- d. The Committee will meet to complete its mandate (currently estimated to be two or three meetings).

4. GOVERNANCE

- a. The Committee will provide advice and make recommendations to the Board of Health on the Board of Health's 2024-2027 Strategic Plan.
- b. The Committee may provide advice and make recommendations, as needed or at the request of the Board of Health, to the Board of Health on progress updates, including key achievements, challenges, and activities.
- c. The Committee will operate in accordance with the Board of Health for the City of Toronto Health Unit By-law 2-2023, as may be amended from time to time.
- d. All meetings of the Committee will be open to the public and comply with the Open Meeting Requirements of the *City of Toronto Act, 2006*.
- e. Meetings will be called by the Chair and may be held virtually or hybrid (that is, both in-person and virtually).
- f. The City Clerk's Office will provide meeting management support to the Committee.
- g. Toronto Public Health will provide staff support to the Committee, including policy-related and graphic design support.