Toronto Urban Health Fund Indigenous Review Panel Terms of Reference

Purpose:

Toronto Public Health (TPH) 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 TPH staff to review each application and propose allocation recommendations to the Board of Health (BOH).

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

Structure:

The Toronto Urban Health Fund (TUHF) Indigenous Review Panel (IRP) will be comprised of five members.

Members of the TUHF Indigenous Advisory Circle (IAC) are to provide support, mentorship and advice to members of the IRP. The appointment and roles of members of the IAC are covered in a separate terms of reference.

Composition:

Membership will be exclusive to people who identify as members of the Indigenous community, with the exception of the BOH members, who may or may not identify as Indigenous. Membership will include the following:
a) A minimum of one member from the BOH;
b) Four citizen expert members with collective knowledge and skills in the following areas:
      i. HIV prevention; harm reduction; and child and youth resiliency;
      ii. Technical expertise in the fields of epidemiology and evaluation;
      iii. 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 practices.

In the event that a vacancy occurs prior to the first meeting of the Review Panel, a member of the IAC will be appointed into this role, in consultation with TPH.

Membership of the Review Panel will include people living with HIV, people who use substances, youth, and residents of the diverse neighbourhoods across the city.

Review Panel members will chair and co-chair meetings on a rotating basis.

Quorum:

a) Quorum of the TUHF Indigenous Review Panel is 50 percent of the community members.
b) The BOH member, if present, will be counted to make up quorum.

Role:

The role of the Review Panel is as follows:

(a) review and evaluate funding proposal submissions related to the Indigenous Funding Stream;
(b) propose allocation recommendations to the BOH, in conjunction with TPH staff;
(c) attend a program training and information session;
(d) attend all program application review meetings. Meeting frequency will be determined by the number of funding proposals to be reviewed;
(e) attend a program application appeal hearing; and
(f) declare all potential and real conflicts of interest (i.e. membership, employment and other affiliations with TUHF applicants).

Term of Service:

The term of service for membership on the TUHF Indigenous Review Panel is one year, with the potential for a renewable term.

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 to take into consideration the required knowledge that is associated with HIV and substance use.

Time Commitment:

The minimum time commitment is four days per year, which includes training, review/assessment of proposals, hearing of appeals and/or debriefing andcommunity consultation. This also includes a minimum of eight to 10 hours for the independent review of funding proposals.