

Toronto Urban Health Fund Review Panel Terms of Reference (revised May 2023)

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 Review Panel receive the appropriate support to assist in the review process.

Composition:

The Review Panel will consist of no less than nine (9) members but no more than fifteen (15) members.

- 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*
- A minimum of one member with lived experience as an Indigenous person in Canada when reviewing proposed programming involving Indigenous communities;
- A minimum of three (3) and maximum of five (5) citizen expert members in each of the fields of HIV prevention; harm reduction; and child and youth resiliency. *Citizen expert members must be residents and/or work in the city of Toronto and knowledgeable of community-based best practices. The required number of citizen expert members will vary depending on the number of applications received for each funding cycle.*
- A Board of Health member – optional.

A minimum of one alternate member in each of the fields of HIV prevention, harm reduction, and child and youth resiliency will be recommended for appointment, effective only in the event that a vacancy occurs prior to the first meeting of the Review Panel.

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

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).

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

Quorum:

- a) Quorum of the Toronto Urban Health Fund Review Panel is 50 percent of the community members. *Community members include the citizen and technical experts and the member of the Indigenous Community.*
- b) A vacant position will not be counted to calculate quorum.

Role of the Toronto Urban Health Fund 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 Toronto Public Health staff.

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 misuse.

Time Commitment for the Review Panel:

A minimum of five (5) 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.

Review Panel members also receive \$20 lunch per diem for in-person attendance at full day meetings.