



The Municipal Corporation of the Town of Fort Erie

By-law No. 29-2018

Being a By-law to Establish the Community Health Care Services Committee and Approve its Terms of Reference and to Repeal By-law No. 7-11, as amended

Whereas By-law No. 7-11, as amended, was passed by the Municipal Council of the Town of Fort Erie on the 31st day of January, 2011 to establish the Hospital Services Advisory Committee and Terms of Reference; and

Whereas Report No. CAO-04-2018, as amended, was considered at the Council-in-Committee Meeting of February 5, 2018 and subsequently authorized and approved by Council to establish a new Community Health Care Services Committee and Terms of Reference; and

Whereas it is desirable to establish the Community Health Care Services Committee, approve its Terms of Reference and repeal By-law No. 7-11, as amended; and

Now therefore the Municipal Council of The Corporation of the Town of Fort Erie enacts as follows:

1. **That** the Community Health Care Services Committee is established.
2. **That** the Terms of Reference attached as Schedule "A" and forming part of this by-law are approved.
3. **That** By-law No. 7-11, as amended, is repealed.
4. **That** the Clerk of the Town is authorized to effect any minor modifications, corrections or omissions, solely of an administrative, numerical, grammatical, semantical or descriptive nature to this by-law or its schedules after the passage of this by-law.

Read a first, second and third time and finally passed this 26th day of February, 2018.

Mayor

Clerk

I, Carol Schofield, the Clerk, of The Corporation of the Town of Fort Erie certifies the foregoing to be a true copy of By-law No. 29-2018 of the said Town. Given under my hand and the seal of the said Corporation, this _____ day of _____, 20____

**COMMUNITY HEALTH CARE SERVICES COMMITTEE
TERMS OF REFERENCE**

Section 1: Name and Purpose of Committee

- 1.1. The Committee shall be known as the Community Health Care Services Committee, hereinafter called the "CHCS Committee".
- 1.2. The CHCS Committee shall be established as an Ad Hoc Committee of Council.
- 1.3. The purpose of the CHCS Committee is to develop an evidence-based strategy for Council's consideration that will ensure health care services are maintained and enhanced within the Town of Fort Erie prior to the closure of the Douglas Memorial Hospital and the opening of the new South Niagara Hospital in Niagara Falls.
- 1.4. The duties and responsibilities of the CHCS Committee shall be as follows:
 - Work to ensure that the residents of Fort Erie have access to the health care services they need within the community, whenever possible;
 - With the impending retirements of our current primary care complement, the committee must be apprised of the numbers of unrostered citizens to ensure ongoing and preventative care is available to them;
 - Identify the current baseline of health care services available in Fort Erie and establish goals that will address any gaps identified;
 - Prepare for a seamless transition of health care services for the residents of Fort Erie upon closure of the Douglas Memorial Hospital and the opening of the new South Niagara Hospital;
 - Stay informed of emergency department wait times, off-load delays, wait times for specialist services, wait times for home and community care, the number of citizens using emergency department for primary care servicing;
 - Assess the significance of health care service proposals and the impact of the intended outcomes of those service proposals on the residents of Fort Erie;
 - Engage the community in identifying, soliciting, pursuing and advocating for health care needs in Fort Erie, where appropriate;

**COMMUNITY HEALTH CARE SERVICES COMMITTEE
TERMS OF REFERENCE**

Section 1: Name and Purpose of Committee, continued

- Engage our local healthcare providers to ensure a robust complement of physicians with faculty appointments, teaching of our future providers of care, and developing a recruitment and retention initiative to ensure our providers are supported by their community; and
- Develop a positive and proactive approach with Fort Erie's health care partners:
 - Local Health Integration Network (LHIN);
 - Sub-LHIN Anchor Table (with the new Patients First Legislation our primary care providers have new accountability action items that affect our current Health Servicing model);
 - Niagara Health System;
 - Emergency Medical Services;
 - Region of Niagara;
 - Bridges Community Health Centre;
 - and local health care service providers

in order to continue to build sustainable partnerships. There is an opportunity like never before to develop a primary care model that is innovative and exciting for all stakeholders.

- 1.5. The CHCS Committee shall, following the appointment of Committee members, prepare a timetable for Council that will outline milestones that will result in a health care strategy for Council's consideration. The timetable will include a mandatory quarterly report to Council in order to provide regular updates until the final strategy is complete. The quarterly report may include comments on problems or concerns the CHCS has experienced with current government or agency policies and/or regulations in the development of the strategy.

Section 2: Composition and Appointment of Committee

- 2.1 Consideration of appointments to the CHCS Committee shall be based on a demonstrated knowledge, expertise or skill set related to health services.
- 2.2 The CHCS Committee shall consist of ten (10) members including:
- Four (4) members from the community at large;
 - One (1) member from the Fort Erie Physician community;
 - One (1) member from the Niagara Health System (NHS);

**COMMUNITY HEALTH CARE SERVICES COMMITTEE
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Section 2: Composition and Appointment of Committee, continued

- One (1) member from the Hamilton-Niagara-Haldimand Brant Local Health Integration Network (HNHBLHIN);
 - One (1) member from Region of Niagara Public Health; and
 - Two (2) members of Council and the Mayor as Ex Officio.
- 2.3 The Town of Fort Erie will advertise for expressions of interest from community members who would be willing to volunteer for appointment to the CHCS Committee.
- 2.4 The CHCS Committee will elect a Chair and Vice-Chair from Committee members at the initial meeting of the Committee or soon thereafter as possible, and annually thereafter or as required in the event of a vacancy of the office.
- 2.5 The Committee will choose a Secretary to perform the duties of preparing agendas and minutes of the meetings and the quarterly report to Council.
- 2.6 Sub-Committees will be formed as necessary and will report to the CHCS Committee. Sub-Committee minutes will be provided to the CHCS Committee.
- 2.7 The CHCS Committee will meet a minimum of once a month or at the call of the Chair or by a call of a 2/3 majority of the Committee.

Section 3: Term of Office

- 3.1 CHCS Committee members shall hold office concurrent with the term of Council, but shall continue until such time as new Committee members are appointed by a new Council following an election. Members may be appointed at the discretion of Council.

Section 4: Vacancies

- 4.1 Vacancies on the Committee shall be filled by Council Resolution.

Section 5: Quorum and Meetings

- 5.1 A quorum for any meeting shall be a majority of the CHCS Committee members (6).
- 5.2 Formal notice of each meeting shall be given seven (7) days in advance of the meeting. The Chair may call special meetings for extraordinary purposes.

**COMMUNITY HEALTH CARE SERVICES COMMITTEE
TERMS OF REFERENCE**

Section 5: Quorum and Meetings, continued

- 5.3 If any member of the CHCS Committee is absent from three (3) consecutive monthly meetings without permission of the CHCS Committee duly noted in the minutes and voted upon by resolution, the member shall forfeit his or her seat and a vacancy on the CHCS Committee shall be declared.
- 5.4 At the first meeting, the CHCS Committee shall establish the meeting schedule, with a minimum of one meeting per month.

Section 6: Voting

- 6.1 Motions at any meeting of the CHCS Committee shall be decided by a majority vote.
- 6.2 Each member shall be entitled to one (1) vote on each question arising at any meeting.
- 6.3 The Chair may or may not vote on any motion except in the event of a tie or a registered vote during which the Chair must cast a vote. A recorded vote may be requested on any question.
- 6.4 Any tied question shall not be considered a point of consensus.

Section 7: Powers

- 7.1 The CHCS Committee members may only exercise such powers and do such other acts and things according to the Terms of Reference and empowered by the Municipal Council of the Town of Fort Erie.

Section 8: Duties of the Chair and Vice-Chair

- 8.1 The Chair shall preside at all meetings of the CHCS Committee. During the absence or inability of the Chair to preside, the duties and responsibilities shall be exercised by the Vice-Chair.

Section 9: Duties of the Secretary

- 9.1 The Secretary shall be responsible for circulating agendas and recording and preparing minutes of the CHCS Committee meetings. The Secretary shall distribute the minutes to the Town Clerk as outlined in the Council's Rules of Procedure. The Secretary shall be responsible for the quarterly reports to Council, duly approved by the Chair and Vice-Chair

**COMMUNITY HEALTH CARE SERVICES COMMITTEE
TERMS OF REFERENCE**

Section 10: Rules of Procedure

- 10.1 The CHCS Committee shall follow Council's Rules of Procedure By-Law No. 36-2016, as amended with modifications when necessary.