

Hills of Headwaters Collaborative

Community Wellness Council and Core Work Group

Terms of Reference

NAME:

The Community Wellness Council of the Hills of Headwaters Collaborative Ontario Health Team (HOHC OHT), commonly known as the “CWC”.

DEFINITIONS:

Collaboration Council- is the name of the primary decision-making body within the Hills of Headwaters Collaborative- is the short-term for the Hills of Headwaters Collaborative Ontario Health Team. (see HOHC OHT below).

Voting Members- (i) Core Group- those members of the CWC who are elected to represent all citizens within Dufferin Caledon; (ii) Collaborative- those members of the organizations within the HOHOHT who are empowered to vote on their behalf.

HOHC OHT- The Hills of Headwaters Collaborative Ontario Health Team is the legal name for the organization tasked by the Ontario Ministry of Health with the creation of an Ontario Health Team within Dufferin and Caledon. Membership within the Collaborative is restricted to recognized health care and social work providers within Dufferin-Caledon and designated patient representatives.

Staff Directors- are paid employees (2) of member organizations within the Collaborative who work with and support the CWC.

PURPOSE:

Align to the priorities of the HOHC OHT to support and foster the identification and development of the Hills of Headwaters Collaborative Ontario Health Team. Ensure that direct feedback from the patients’ and caregivers’ perspective is firmly entrenched at all stages in a collaborative co-design manner.

CONTEXT:

Community Wellness Council members are committed to supporting the HOHC OHT’s shared purpose and Relationship Charter to create one community working together to improve the health and well-being of everyone who lives in and provides care across Dufferin-Caledon.

GOALS AND OBJECTIVES:

Members will work collaboratively on the following deliverables and make recommendations to the Hills of Headwaters Collaborative Governor group:

- Develop a yearly work plan, to be shared with the citizens of Dufferin Caledon, with strategic measures outlined
- Review the work plans of other Collaborative Work Groups, as appropriate
- Create a Community Wellness Council Structure & Framework model
- Identify relationships within the HOHC OHT

- Provide membership on all HOHC OHT work groups
- Recommend future recruitment of patient, family and advisors
- Collaborate and co-design with the Communications staff to develop a public communication and engagement plan

COMMUNITY WELLNESS COUNCIL MEMBERSHIP:

No formal membership requirement as meetings will be an open forum to any and all residents of Dufferin-Caledon. The CWC will hold community-wide meetings in various locations around the region. The meetings will be advertised in social media and print and radio

SELECTION OF CWC CORE GROUP:

Annually, the Community Wellness Council of the HOHC OHT will determine the 12 -15 members, composing the Core Work Group, that will lead the efforts of the CWC. Members of the Group are drawn from the wider CWC. Membership shall consist only of the elected members of the Group. There shall be an attempt to ensure that both jurisdictions (Dufferin & Caledon) are represented.

CORE WORK GROUP MEMBERSHIP:

Role & Size: The Core Group provides oversight of the annual action plan and direction of the CWC. The Core Group can delegate responsibility for day-to-day operations of the CWC to the Chair and staff Director(s) (see Section 7) and the Collaborative Work Groups. The Core Group shall have up to 15 and not fewer than 9 members. The Core Group receives no compensation other than reasonable expenses.

Members of the Core Group are drawn from the wider CWC. Membership shall consist only of the elected members of the Core Group. There shall be an attempt to ensure that both jurisdictions (Dufferin & Caledon) are represented.

Meetings: The Core Group shall meet at least monthly, at an agreed upon date, time and place. Minutes of these meetings will be kept on file in the offices of the Core Group’s Administrative Assistant.

Elections: Election of new members or election of current members to a second term will occur as the first item of business at the annual meeting of the Core Group. Members will be elected by a majority vote of the current Core Group members. Members may not serve more than two consecutive 2-year terms but must take at least one year off the Core Group.

Terms: All Core Group members shall serve two (2) year terms.

Quorum: A quorum must be achieved by having in attendance, in person or virtually, at least fifty (50) percent of the Core Group members before business can be transacted or motions made or passed. Every effort will be made to achieve decisions through consensus. Quorum will be determined at the beginning of the meeting.

Notice: An official Core Group meeting requires that each Core Group member have notice two weeks in advance.

Officers and Duties: There shall be five officers of the Core Group consisting of a Chair, Vice-Chair, Secretary and (2) Staff Directors. Their duties are as follows:

The Chair shall convene regularly scheduled Core Group meetings, shall preside or arrange for other officers to preside at each meeting in the following order: Vice-Chair, Staff Directors.

The Vice-Chair will chair committees on special subjects as designated by the Core Group.

The Secretary shall be responsible for keeping records of Core Group actions, including overseeing the taking of minutes at all meetings, sending out meeting announcements, distributing copies of minutes and the agenda to each member, and assuring that records are maintained.

Work Group Member will attend meetings regularly, come with a willingness to share their lived experience, speak to broader community health issues, and read all materials prior to the meeting with a willingness to provide open, honest, and constructive feedback.

The Staff Directors (2) are chosen by the members of the Collaboration Council, from organizations within the Collaborative, on an annual basis. They are to provide advice and support to the volunteer members of the Core Group.

Vacancies: When a vacancy on the Core Group exists, nominations for new members may be received from present members by the Secretary two weeks in advance of a meeting. These nominations shall be sent out to Core Group members with the regular meeting announcement. Replacement member(s) shall be selected by the Core Group at its next meeting. These vacancies will be filled only to the end of the particular member's term.

Resignation, Termination and Absences: Resignation from the Core Group must be in writing and received by the Secretary. A member may be dropped for excess absences from the Core Group if s/he has three unexcused absences from Core Group meetings in a year. A member may be removed for other reasons by a three-fourths vote of the remaining members.

Special Meetings: Special meetings of the Core Group shall be called upon the request of the Chair or one-third of the Core Group. Notices of special meetings shall be sent out by the Secretary to each member "postmarked" or "dated" two weeks in advance. If all members are reached by email and agree to an urgent special meeting, this meeting can occur.

RESOURCES AND BUDGET:

The Hills of Headwaters Collaborative Community Wellness Council Work Group will be supported in its activities (e.g., hosting community forums across Dufferin-Caledon, caregivers coordinator, supplies, etc.), through funds set aside by the HOHC OHT on an annual basis.

ACCOUNTABILITY/AUTHORITY:

The Community Wellness Council's Core Work Group will provide recommendations to HOHC OHT, to the larger body of governors, and to the larger community associated with HOHC OHT.

DECISION-MAKING:

Group consensus is the preferred decision-making framework; where consensus is not achieved then a majority will form the decision (as per Relationship Charter).

MEETINGS:*Core Work Team:*

- Meetings to be held at a minimum monthly and a max duration of two (2) hours
- Will rotate throughout various community locations
- With 12-15 members, a voting quorum is fulfilled with seven (7) participants
- Minutes and Agendas will be published on the shared website
- Meetings can be attended remotely

Community Wellness Council:

- Every effort will be made to hold community wide meetings quarterly and with a maximum duration of four (4) hours.
- Will rotate throughout the various Dufferin-Caledon community locations
- Open Forum
- Minutes and Agendas will be published on the shared website
- Meetings can be attended remotely

COMMUNICATION:

The Chair to provide timely updates to HOHC OHT and associated work groups. Members will communicate to support work group activities between meetings through email and teleconferences as needed. Members can help facilitate communication to the wider Dufferin-Caledon community through various communication platforms.

RELATED POLICIES:

[Bill 74 - The People's Health Care Act, 2019](#) will guide and inform work group considerations and activities.

REVIEW/REVISED DATE: June 2021