

LEEDS, GRENVILLE AND LANARK DISTRICT HEALTH UNIT	
BOARD OF HEALTH	
Terms of Reference	
Title: RPHE Transition Committee	Original Date: June 20, 2019
Number:	Revision Date:
Approved by: Board of Health	Reviewed Date:

Purpose: To provide direction to the Medical Officer of Health/CEO to inform the transition of the Leeds, Grenville and Lanark District Health Unit to a Regional Public Health Entity (RPHE).

Responsibilities:

1. **Consultation** - Formulate the Board of Health's response to the Ministry of Health and Long-Term Care's consultation process on the proposal to transfer all public health units to a RPHE.
2. **Boundaries** - Provide advice on proposed options for the boundaries of a RPHE that includes the Leeds, Grenville and Lanark District Health Unit (LGLDHU).
3. **Governance** - Identify important principles in the governance of a RPHE that reflects municipalities' obligation under the Health Protection and Promotion Act to fund and provide oversight to public health programs and services in their municipalities, and that reflect the valuable contribution of provincial appointees from the community.
4. **Funding** - Identify cost implications for municipalities in terms of the provincial/municipal cost sharing ratio of any proposed RPHE.
5. **Organizational/Management Structure** - Provide feedback on the proposed organizational/management structure of the RPHE for the LGLDHU.
6. **Administrative Savings** - Provide feedback on proposals for administrative savings in the transition to the RPHE for the LGLDHU.
7. **Programs and Services** - Provide feedback on principles for how regional support could benefit public health programs and services.
8. **Fixed Assets and Service Contracts** - Identify important principles for the transition of service contracts, buildings and leases, and fixed assets, to the RPHE for the LGLDHU.
9. **Communications** – Provide feedback on a stakeholder communications and engagement plan for the transition.
10. **Collaboration** - Identify opportunities to align with other provincial transformation initiatives in Leeds, Grenville and Lanark and Eastern Ontario.

Composition:

- Interested Board members including the Board Chair, and at least one of the members being a municipal appointee and at least one being a provincial appointee.
- The Chair and Vice-Chair of the Committee will be appointed by the Board with one member being a municipal appointee and the other a provincial appointee.

- The Medical Officer of Health/CEO and Directors will be ex-officio, non-voting members of the committee.
- From time to time, as deemed necessary by the committee, the committee will retain independent advice regarding financial, and legal issues, subject to approval by the Board, and may invite other Board members to attend committee meetings in order to contribute their knowledge/skills to the work of the committee.

Terms of Membership:

- The term of membership shall be until the Board is dissolved with the onset of the new Board of the Regional Public Health Entity.

Structure:

- The Committee will meet at least bi-monthly in person or by video or teleconference, or at the call of the Chair, the Board Chair, or the Medical Officer of Health/CEO.
- Quorum requires a majority of the members be in attendance.
- The Executive Assistant to the Board will provide administrative support.
- The Chair will identify agenda items in collaboration with members.
- Information to be discussed at the meeting will be circulated in advance of the meeting.

Accountability and Decision Making: The Transition Committee reports and makes recommendations to the Board of Health and to the Medical Officer of Health/CEO.

Responsibilities of members:

- Come prepared to the meetings.
- Follow the Board of Health Duties and Obligations of Members.

Communication

- The Chair of the committee will report on the work of the Transition Committee at the next Board meeting.
- Briefing notes will be prepared for any recommendations to the Board, and they will be circulated in advance of the Board meeting.

Related References:

Revision History:

Revision	Date	Description of changes	Requested By