



Beaverton-Thorah Health Centre Board (BTHCB)

Terms of Reference

1. Purpose

The Beaverton-Thorah Health Centre Board has been established as a result of citizen involvement to provide a facility offering health care services to the community. The Committee will review operational procedures related to the management of the health centre and identify capital and operating improvements to the facility.

2. Mandate

With staff support the committee will;

- 2.1 Assist to address the concerns of residents regarding issues related to health concerns and doctor recruitment;
- 2.2 Assist with recruitment initiatives;
- 2.3 Review Health Centre Models with new and/or existing tenants;
- 2.4 Review rental and lease agreements
- 2.5 Assist with the management of the Beaverton-Thorah Medical Centre Building

3. Term

- 3.1 Membership on the BTHCB shall be concurrent with the term of Council.

4. Composition

- 4.1 Council shall attempt to ensure that the Beaverton – Thorah Health Centre Board Committee is comprised of seven (7) voting members, appointed by Council, consisting of
- Five (5) voting members who are residents of the Township of Brock
 - Two (2) members of Council
- 4.2 Depending on the level of interest expressed by individuals, Council may, at its discretion reduce or increase the number of Committee members.
- 4.3 The Mayor is a non-voting ex-officio member of the BTHCB.

5. Staff Support

- 5.1 Township Staff have two principle functions in regard to the BTHCB:
1. Committee Coordinator Role – organizing meetings, preparing agendas and minutes.
 2. Staff Liaison Role - providing content support and policy advice.
- 5.2 The BTHCB will receive administrative support from the Clerk’s Department. This will include the recording of minutes, preparation of agenda, support necessary to convene a meeting and other support as may be necessary from time to time.

6. Membership Selection

- 6.1 At the beginning of each Council term, the Township of Brock shall place an advertisement within the newspaper and on its website requesting expressions of interest from individuals who are residents of the Township of Brock.
- 6.2 Applicants shall be required to submit a written expression of interest outlining their reasons for applying and whether they have experience working with persons who have disabilities or overcoming a personal disability.
- 6.3 Council may also receive applications for membership and may appoint members to the BTHCB at any time throughout its term.
- 6.4 Upon receipt, Council shall review all expressions of interest, and consider all candidates’ qualifications.
- 6.5 The Township of Brock Term Limits – Advisory Boards and Committees Policy shall be taken into consideration when selecting members to BTHCB.

- 6.6 All persons appointed to the BTHCB shall attend a mandatory Advisory Board and Committee Training prior to their first meeting.
- 6.7 All members appointed to the BTHCB shall be required to adhere to the established by-laws, policies, and procedures of the Corporation of the Township of Brock that pertain to the Beaverton-Thorah Health Centre Board.

7. Chair/Vice-Chair

- 7.1 A Chair, whose responsibility will be to chair the meetings in accordance with the Township's procedural by-law, shall be selected by the Committee at the start of each Council term and two years thereafter (each Chair shall be appointed for a two year period).
- 7.2 A Vice-Chair shall also be selected for the same term as the Chair and shall act as Chair when the Chair is absent or unable to fulfill his/her duties.

8. Meetings of BTHCB

- 8.1 The Committee shall hold a minimum of four (4) meetings per year. A schedule of meetings shall be established on an annual basis by the Committee at the final meeting of each calendar year. Meetings shall be scheduled at a frequency established by the Committee that best addresses the workload and objectives of the Committee. In accordance with the requirements of the *Municipal Act*, notice of meetings shall be posted on the municipal website.
- 8.2 A member of the Clerk's Department shall act as recording secretary for the Committee and, in consultation with the Chair, be responsible for preparing the meeting agendas. Should a member of the Clerk's Department be unable to fulfill these duties, the Committee shall appoint an acting secretary.
- 8.3 All meetings of the Committee shall be open to members of the public.

9. Quorum

- 9.1 A quorum shall consist of a simple majority of appointed voting-members.
- 9.2 If there is no quorum after fifteen (15) minutes of the scheduled start time, the meeting will be cancelled and/or rescheduled.

10. Sub-Committees

- 10.1 The BTHCB may form Subcommittees as may be necessary to address specific issues, studies or projects.

- 10.2 The purpose of a Subcommittee shall be to make recommendations on a particular issue to the BTHCB, or to assist with the implementation of an assigned project.
- 10.3 Subcommittees will be comprised of at least two (2) members of the BTHCB and at least three (3) outside members who are Brock residents or property owners, as deemed necessary.
- 10.4 The Chairperson of a Subcommittee shall be a voting member of the BTHCB.
- 10.5 Minutes of Subcommittee meetings must be approved by the BTHCB.
- 10.6 The Committee may participate in meetings with representatives of Health Centre Boards from surrounding area municipalities. The purpose of such meetings shall be to share best practices and enhance cross-border collaboration.

11. Annual Work Plan/Budget

- 11.1 Council and the BTHCB shall work jointly in developing an annual work plan. The allocation of fiscal resources necessary to implement the work plan shall be at the discretion of Council.
- 11.2 The BTHCB shall attend as a delegation before Council to present its accomplishments and work plan at the end of each year. Additional reports or deputations to Council shall be provided, as required.

12. Conflict of Interest

- 12.1 A conflict of interest may arise for Committee members when their personal business interests conflict with the duties and decisions of the Committee. Municipal conflict of interest requirements as defined by the *Municipal Conflict of Interest Act* will apply to the Committee.

13. Reimbursement of Expenses

- 13.1 It is acknowledged that there are no per diems for any Committee positions and it is acknowledged that none of the above positions shall be paid for their services.
- 13.2 All Committee members are considered volunteer positions.

14. Attendance Policy

- 14.1 Each member of the BTHCB shall assume an active role in the Committee's activities. After three (3) consecutive absences, the Chair or staff member shall

follow-up with the absent member to determine the cause of the absences. Members who miss three (3) consecutive meetings without providing reasonable cause and/or who are not fulfilling their respective responsibilities, as determined by the Committee, will be deemed to have forfeited their membership.