

## **TERMS OF REFERENCE**

### **NORTH WEST LHIN SENIORS' SERVICES ADVISORY TEAM**

#### **Background**

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Local Health Integration Networks (LHINs) have been established across Ontario to plan, integrate and fund health care services within their geographic areas. LHINs are part of the Ministry of Health and Long-Term Care's transformation agenda aimed at improving the delivery of health services within Ontario. To be effective, LHINs will need to establish effective collaborative relationships with key partners including health service providers, professionals and other community members. Creative and innovative solutions for the local health system are needed to improve outcomes and achieve the desired and necessary results for our health care system.

#### **Overall Roles and Responsibilities**

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The role of the Seniors' Services Advisory Team is to provide advice to the North West LHIN on the planning and implementation of comprehensive services within the context of the Integrated Health Services Plan.

#### **Specific Responsibilities & Objectives**

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1. Be a resource/support for the planning of Seniors' Services for the health care system in Northwestern Ontario.
2. Identify and explore opportunities for the innovative use of existing resources and enablers to improve Seniors' Services in the Northwest.
3. Identify and address challenges, barriers and opportunities for improved system integration and coordination of Seniors' Services.
4. Promote linkages and communication across sectors and ministries with an interest and/or mandate related to Seniors' Services.
5. Champion Seniors' Services in the Northwest and actively promote at a regional, provincial and national level.

## Principles

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**Representation:** While it is recognized that members will bring diverse perspectives and expertise to the Seniors' Services Advisory Team based on experiences in their own communities, sectors and organizations, all members will be expected to represent the interests of the North West LHIN.

**Decision-Making:** The Seniors' Services Advisory Team will work on a consensus basis. A simple majority favourable vote of those members in attendance to resolve or approve any issue requiring a vote will be used.

**Confidentiality:** In general, the Seniors' Services Advisory Team will work in a transparent manner supporting open communication throughout the North West LHIN. However, on occasion, the Senior Services Advisory Team may determine that aspects of its deliberations are confidential for a period of time. All members will be expected to respect this confidentiality and will be encouraged to discuss information that can be reported publicly at the end of each meeting.

A Non-Disclosure Agreement will be signed by all members at the initial meeting.

**Conflict of interest:** Members will be required to declare any pecuniary and non-pecuniary conflict of interest to the Seniors' Services Advisory Team and refrain from discussions, as appropriate.

## Meetings

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**Frequency:** Meetings will take place 4-6 times per year, or more frequently at the call of the Chair. Meetings will be held in person, or via video or teleconferencing.

**Agenda:** The agenda for the meetings will be developed by the Chair and the North West LHIN staff. Efforts will be made to have the material in the hands of team members no later than one week prior to the meeting, whenever possible.

**Quorum:** A quorum shall be a majority of Advisory Team members.

## Membership

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Members of the North West LHIN Seniors' Services Advisory Team will be appointed by the North West LHIN Senior Leadership Team. In selecting the members, attempts will be made to reflect a broad spectrum of partner interests and expertise from across the North West LHIN. No substitutes will be accepted.

**Resource Support:** North West LHIN staff will provide support to the Seniors' Services Advisory Team.

**Term:** The role and ongoing need for the North West LHIN Seniors' Services Advisory Team will be evaluated on an annual basis.

**Chair:** The Chair will be identified by the North West LHIN.