



## District Health Advisory Councils

There are four District Health Advisory Councils within the Interlake Region, aligned with the four geographically defined districts established within the region. The DHAC's, whose membership is appointed by the Interlake Regional Health Authority Board, became functional in December 1997. The DHAC's are the focal point for community participation in the health service/program planning and evaluation process. Maximum membership to the Advisory Council is fifteen.

### **North East**

Roland Barrett, Fisher Branch  
Jean Simundson, Pine Dock  
Neill von Gunten, Riverton

### **South East**

Dexter Harvey, Petersfield  
Reg Haddad, Clandeboye  
Heather Hogg, Clandeboye

### **North West**

Faye Gorenson, Lundar  
Kris Vigfusson, Lundar

### **South West**

Terry McKay, Stonewall  
Patricia Corbin, Stonewall  
Frederick deLaroque, Argyle  
Raymond Massey, Stonewall  
Carol Nichol, Grosse Isle  
Jim Gray, Stonewall

# **INTERLAKE DISTRICT HEALTH ADVISORY COUNCILS**

## **TERMS OF REFERENCE**

### **PURPOSE**

District Health Advisory Councils (DHAC) encourage community ownership, responsibility and accountability for health through citizen involvement in the decision making process and the health reform process. They contribute to the improvement of community health and health services by acting in an advisory capacity to the Interlake Regional Health Authority Inc. (IRHA) Board.

### **AUTHORITY, MANDATE AND ACCOUNTABILITY**

#### **Authority**

The DHACs are established pursuant to the Regional Health Authorities Act and Regulations and exercises powers and duties delegated to it by the IRHA Board.

(The DHACs will provide an advisory function to the IRHA Board of Directors and maintain a working relationship with the CEO and regional staff.)

#### **Mandate**

By acting in an advisory capacity the DHAC will provide liaison between the IRHA Board and the community.

#### **Accountability**

DHACs are accountable to both the IRHA Board and the Community.

### **COMPOSITION**

The DHAC's shall consist of (1) Advisory Council for each of the following districts:

- North West
- North East
- South West
- South East

### **MEMBERSHIP**

Each DHAC will have a maximum of 15 members appointed by the IRHA Board of Directors.

Membership will be representative of the demographic characteristics of the community they represent within the district.

Recruitment for members will be through a process of public advertisements and may include invitations to specific groups to ensure membership reflects the community.

Citizens will apply through an established application process. The IRHA Board of Directors will review all applications prior to appointment.

DHAC members can identify gaps in the representation of the DHAC's composition and recommend solutions.

Members must reside in the geographic areas of the DHAC and demonstrate an interest in health and the Community.

## **TERMS OF OFFICE**

Appointments will be for a three (3) year term for a maximum of two (2) terms.

A member who does not begin a term on April 1st shall have their beginning date revert back to April 1st of that year if they join at any time six (6) months after that date. For those joining after the six (6) month period, their beginning date shall be calculated from April 1st of the next year.

## **RESPONSIBILITY OF MEMBERS**

Members will work within the mandate and goals of the DHAC and work collaboratively towards their attainment by:

- gathering community input regarding values, needs, priorities and emerging health related issues
- identifying gaps in health services
- providing feedback on the community impact of IRHA Board policies and decisions
- advocating to the IRHA Board for health care and health opportunities
- submitting meeting minutes to the IRHA Board
- developing an annual written plan of activities in keeping with the DHAC mandate
- providing an annual report of outcomes achieved
- attending meetings of the DHAC - any member who does not attend three (3) consecutive meetings without reason acceptable to the Council shall automatically forfeit their membership on the DHAC
- reviewing the status of unfinished business and taking action if required
- operates within the parameters of the DHAC Informational Process January 2002 (see attached)
- participating in IRHA Board working committees as determined by the IRHA Board
- evaluating the functions of the DHAC

## **RESPONSIBILITY OF STAFF**

Staff will enable the functions of the DHAC by:

- being available for a DHAC meeting with notice when requested
- providing information about current health issues
- facilitating access to regional resources as requested by the DHAC
- facilitating the operational funding requirements of the DHAC

## **RESPONSIBILITY OF BOARD LIAISON**

- Members are to report to DHACs as instructed by the Board.
- Members shall report to the Board on items deemed significant, raise items as requested by the DHAC and report back to the DHAC.

## **MEETINGS**

Meetings will be held monthly or at a minimum of quarterly as determined by the DHAC:

- a simple majority will constitute a quorum
- date, time and location of meetings will be determined by the Council
- a special meeting may be called by the Chairperson if a need arises, or at the request of at least two (2) members of the Council.

## **ELECTIONS**

The DHAC will hold elections (in April) annually.

The following officers shall be elected:

- Chairperson
- Vice Chairperson
- Secretary

## **COMMITTEES**

The DHAC shall establish Ad-Hoc Committees as deemed necessary.

## **FUNDING**

- Membership on the DHAC will be voluntary.
- Funding will be provided by the IRHA Board for reasonable expenses incurred such as mileage.
- Clerical support shall be provided by the IRHA.
- Annual funding will be provided in accordance to the following criteria:
  - I. The DHAC shall have discretion in spending in those areas determined in the Terms of Reference for DHACs.
  - II. Each DHAC will develop and submit to the Board an annual plan by January 31 each year, which is intended to forecast the activities of the DHAC for the upcoming fiscal year.
  - III. The DHAC shall require approval of the Board for any planned expenditure which causes a financial commitment that exceeds one fiscal year
  - IV. Any money not used in a fiscal year shall not be carried forward to the following fiscal year.

## **REVIEW**

The Terms of Reference shall be reviewed annually.

## **DUTIES OF OFFICERS**

### **CHAIR**

1. Calls and presides at all meetings.
2. Prepares the agenda - including reviewing unfinished business.
3. Performs other duties as requested by the Council.
4. Facilitates community consultation.
5. Facilitates DHAC evaluation
6. Participates with the IRHA Board in reviewing the Terms of Reference annually.
7. Ensures that the direct communication with the IRHA Board is facilitated and reported.
8. Facilitates the election process for DHAC officers.
9. Deals with all correspondence on behalf of the Council.

### **VICE CHAIR**

1. Assumes all duties of the Chair in his/her absence.
2. Reviews the Terms of Reference with each new member.

### **SECRETARY**

1. Records the minutes of the meetings and forwards to the IRHA
2. Ensures all expense claims are submitted to IRHA quarterly.



## DHAC INFORMATION PROCESS

Revised January 23, 2003

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- Board member and staff attend DHAC meeting. Operational items will be dealt with in a timely manner by Doreen Fey/Kevin Beresford.
- DHACs will pass a motion on any urgent items that they wish the Board to act on, put in writing and forward to the Board Chair. The Board will provide a written response to the DHAC on all DHAC motions.
- DHAC minutes are received by IRHA office, processed in 24 hours and reviewed by staff for issues / concerns.
- Board Planning meeting has a standing DHAC agenda item and will review all minutes for items to follow up and patterns emerging.
- All DHAC minutes and Board meeting summaries will be sent to all 4 DHAC Chairs for their information once a month.
- Board package will include all DHAC minutes of meetings held since the last Board meeting.
- For your information the following is the schedule of DHAC and Board meetings each month:
  - 1<sup>st</sup> Thursday – SW DHAC
  - 1<sup>st</sup> Thursday – NW DHAC
  - 3<sup>rd</sup> Tuesday – NE DHAC
  - 3<sup>rd</sup> Thursday – Board Meeting
  - 4<sup>th</sup> Thursday – Planning Committee
  - 4<sup>th</sup> Monday – SE DHAC