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| <br>Alexandra Marine and General HHS<br>South Huron HHS | <input type="checkbox"/> Policy<br><input type="checkbox"/> Procedure<br><input type="checkbox"/> Protocol<br><input checked="" type="checkbox"/> Terms of Reference | Section<br>Governance  | Number<br>01-104 |
|  | <b><i>Terms of Reference-Community Engagement Council</i></b>  |  |                  |
| <b>Date Issued:</b> March 2023<br><b>Date Review/Revised:</b> 2023-11-27<br><b>Next Review Date:</b> March 2025                          |  |  |                  |
| <b>Owner:</b><br>Community Engagement Council  | <b>Reviewer(s):</b><br>Governance & Nominating Committee   | <b>Approver:</b><br>Common Board of Directors (Common Board) |                  |

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Except as expressly stated to the contrary herein, these Terms of Reference apply to both the Alexandra Marine & General HHS (AMGH) and the South Huron HHS (SHH). AMGH and SHH are referred to individually and collectively as the HHS.

### **Purpose**

The Community Engagement Council (CEC) is established by the Huron Health System's (HHS) Common Board.

The primary purpose of the CEC is to enhance communication and collaboration between the HHS and the communities it serves so that community members can be informed and involved in the planning and, when appropriate, the decision-making process for health care services and policies that affect their lives. It is also a means of helping people to understand the issues confronting their community and possible solutions. Community engagement is the process of working collaboratively with and through groups of people to enact positive action. It includes information sharing, consultation and active involvement in decision making.

### **Scope of Work**

The CEC will focus on issues related to community health, access to healthcare services, and the overall well-being of the community. It will provide a platform for community members to express their opinions, concerns, and suggestions regarding HHS services, policies, and programs.

### **Roles and Responsibilities**

1. Facilitate open communication between the HHS board, senior leadership team, and the community.
2. Provide input on HHS policies, programs, and services to ensure they align with community needs.
3. Act as a liaison between the HHS and the community, conveying relevant information in both directions.
4. Collaborate with the HHS senior leadership team to address community concerns and provide feedback on proposed initiatives.

5. Foster collaboration between community members and decision-makers in the planning and decision-making processes.
6. Help ensure that decisions reflect the diverse needs and perspectives of the community.

### **Leadership**

- Co-Facilitators: Community Member and HHS Board Chair or Vice Chair
- HHS President & CEO

### **Terms of Appointment**

Community member as Co-Facilitator will be no more than 2 years.

### **Frequency of Meetings**

Annually or at the call of the Co-Facilitators.

### **Meeting Venue**

AMGH, SHH or Virtual Platform, i.e., MS Teams or WebEx, as required.

### **Notices and Outcomes**

Notices for meetings will be communicated as reasonably required.

Outcomes will be circulated as deemed necessary by the Co-Facilitators.

### **Reporting Relationship**

Common Board

The CEC will provide regular reports to the Common Board summarizing discussions, recommendations, and outcomes. The Common Board will review these reports and take appropriate actions based on the recommendations.

### **Confidentiality**

In the course of committee business, confidential information may become known to committee members. Members have a responsibility to keep such information confidential.

### **Conflict of Interest**

All HHS Common Board and committee members have a duty to ensure that the trust and confidence in the integrity of the organizations' decision-making processes are maintained. Members will ensure that they are free from conflict, potential, or perception of conflict in their decision-making. It is important that all HHS Common Board and committee members be held accountable to understand and acknowledge their obligations when a conflict of interest, potential or perceived, arises.

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| Approval Process | • Governance & Nominating Committee | 2023-XX-XX |
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