



# The Municipal Corporation of the Town of Fort Erie

## By-law No. 81-2023

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### Being a By-law to Re-Establish the Community Health Care Services Committee, Adopt Terms of Reference and to Repeal By-law Nos. 29-2018 and 66-2021

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**Whereas** By-law No. 29-2018, as amended, was passed to establish the Community Health Care Services Committee and its Terms of Reference; and

**Whereas** By-law No. 66-2021 was passed to amend the composition of the Community Health Care Services Committee; and

**Whereas** Report No. CAO-10-2023 was considered and approved at the Council-in-Committee Meeting held on May 8, 2023, to update Terms of Reference; and

**Whereas** it is deemed desirable to re-establish the Community Health Care Services Committee, adopt Terms of Reference and Repeal By-law Nos. 29-2018 and 66-2021;

**Now therefore** the Municipal Council of The Corporation of the Town of Fort Erie enacts as follows:

- 1. That** the Community Health Care Services Committee is re-established and its Terms of Reference attached to and forming part of this by-law as Schedule "A" are adopted and approved.
- 2. That** By-law Nos. 29-2018 and 66-2021 are repealed.
- 3. That** the Clerk of the Town is delegated authority to affect administrative modifications to Schedule "A" that facilitate improvement of the Committee's effectiveness.
- 4. That** the Clerk of the Town is authorized to affect any minor modifications, corrections or omissions, solely of an administrative, numerical, grammatical, semantical or descriptive nature to this by-law or its schedules after the passage of this by-law.

**Read a first, second and third time and finally passed this 29<sup>th</sup> day of May, 2023.**

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Deputy Clerk

I, \_\_\_\_\_, the Clerk, of The Corporation of the Town of Fort Erie, certify the foregoing to be a true copy of By-law No. 81-2023 of the said Town. Given under my hand and the seal of the said Corporation, this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_

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# **Community Health Care Services Committee (CHCSC)**

## **Terms of Reference**

### **1. Mandate and Objectives**

1.1. The mandate of the Committee is to:

- a) Work to ensure that the residents of Fort Erie have access to primary care, urgent care and associated community and health care services that are required within the community
- b) Develop an evidence-based strategy and a comprehensive business case regarding a Health Services model to effectively provide primary care, urgent care and associated community and health care services in Fort Erie; The Health Services model will ensure health care service demands are being met and services maintained and enhanced within the Town of Fort Erie prior to the closure of the Douglas Memorial Hospital and the opening of the new South Niagara Hospital in Niagara Falls
- c) Provide guidance on the Town's Physician Recruitment and Retention program

1.2. The objectives of the Committee shall be as follows:

- a) Work to ensure that the residents of Fort Erie have access to primary care, urgent care, community services and after hours health care services
- b) With the continued shortage of Fort Erie's primary care complement, the Committee must stay apprised of the numbers of un-rostered citizens to ensure ongoing access and preventative care is available to them
- c) Provide guidance on the Town's Physician Recruitment program and strategies to ensure that gaps in primary care and urgent care can be addressed (such as after-hours clinics urgent care coverage and satellite clinics)
- d) Engage local healthcare providers to ensure a robust complement of physicians with faculty appointments, teaching of future providers of care, and developing a recruitment and retention initiative to ensure our providers are supported by their community
- e) Develop a Health Services model that provides a seamless transition of health services for the residents of Fort Erie upon closure of the Douglas Memorial Hospital and the opening of the new South Niagara Hospital, including:
  - i. Identify the current baseline of health care service available in Fort Erie and future health service demands to inform the establishment of achievable goals, short term and long term, that will address any health service gaps identified; and
  - ii. Address specific health care needs of the Indigenous community in the business case and establish an appropriate Health Services Facility to serve this population; and
  - iii. Develop a compelling business case to demonstrate community need to secure primary health care, urgent care and related health services for the community including the establishment of an effective Health Services Facility; and
  - iv. Engage in all necessary action, including creating partnerships with other organizations and government agencies, to ensure access for the residents to all health care services deemed necessary for a Health Services Facility; and

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- v. Identify sources of funding for any capital and/or operational costs associated with the health services required; and
  - vi. Create a government relations and advocacy strategy for addressing the current and future healthcare needs of the community; and
  - vii. Identify a preferred location for the Health Services Facility that will provide accessible, sustainable primary care, urgent care, and associated health services to serve all residents of Fort Erie; and
  - f) Stay informed of emergency department wait times, off-load delays, wait times for specialist services, wait times for home and community care, the number of citizens using the emergency department for primary care servicing; and
  - g) Assess the significance of health care service proposals and the impact of the intended outcomes of those service proposals on the residents of Fort Erie; and
  - h) Engage the community in identifying, soliciting, pursuing and advocating for health care needs in Fort Erie, where appropriate; and
- 1.3. The Committee shall, following the appointment of Committee members:
- i. Prepare a timetable for Council that will outline milestones that will result in a health care strategy for Council's consideration
  - ii. The timetable will include a mandatory quarterly report to Council to provide regular updates until the final strategy is complete
  - iii. The quarterly report may include comments on problems or concerns the Committee has experienced with current government or agency policies and/or regulations in the development of the strategy

## 2. Membership

### 2.1. Qualifications

- a) Members shall have access to a computer and an email address to receive meeting invitations and agenda packages with large files
- b) Consideration of appointments to the Committee shall be based on representation by specific health service providers and/or demonstrated knowledge or expertise related to health services

### 2.2. Composition

- a) The Committee shall be comprised of thirteen (13) members including representation from the following:
  - i. Town of Fort Erie, five (5):
    - Mayor
    - Coordinator, Community Health Care Services
    - Two (2) appointed Councillors, and one (1) Alternate
    - Chief Administrative Officer
  - ii. Fort Erie's Indigenous Community: two (2) and one (1) Alternate
  - iii. Hospice Niagara: one (1) and one (1) Alternate
  - iv. Niagara Health: one (1) and one (1) Alternate
  - v. Local Physicians: one (1) and one (1) Alternate
  - vi. Bridges Community Health Centre: one (1) and one (1) Alternate

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- vii. Niagara Region: one (1) and one (1) Alternate
- viii. One (1) member from the community at large
- b) Each organization listed in subsection (a) shall make written recommendations for consideration of appointment by Council
- c) The Local Physicians shall be recommended by a consensus of the Mayor, Coordinator, Health Care Services and the Chief Administrative Officer
- d) Consideration will be given to membership within the Niagara Ontario Health Team or any other health-based community planning organization

2.3. Term

- a) Committee members shall hold office concurrent with the term of Council, and shall continue until a new Council appoints new Committee members following an election

**3. Roles and Responsibilities**

3.1. At the first meeting of the term, Committee members shall appoint a Chair, Vice-Chair and Secretary

3.2. Chair and Vice-Chair

- a) Chair all regular meetings of the Committee and exercise authority, and perform duties as required
- b) Maintain decorum at each meeting and ensure that the Rules of Procedure are observed under By-law No. 36-2016 (Council Rules of Procedure), as amended or replaced
- c) Ensure that all committee members are provided with an opportunity to comment
- d) Provide guidance and leadership to the Committee in the completion of its mandate
- e) Vice-Chair shall assume all functions of the Chair in the Chair's absence

3.3. Secretary

- a) Circulate agendas and record and prepare minutes of Committee meetings
- b) Distribute the minutes to the Town Clerk

3.4. Committee Members

- a) Attend meetings of the Committee (if unable to attend, notification should be sent to the Secretary and Town Staff as soon as possible before the meeting)
- b) Review agendas and materials before the meeting
- c) Contribute time, knowledge, skill and expertise to the fulfillment of the committee mandate

3.5. Town Staff

- a) Provide guidance and advice to the Committee in fulfillment of its mandate and objectives
- b) Prepare and submit reports to Council as required

3.6. Ad-Hoc Working Groups

- a) The Committee is permitted to form ad-hoc working groups which may include external personnel (if required) to address any specific objectives with reporting back to the Committee (as needed)

3.7. Resignations and Vacancies

- a) Notices of resignation shall be submitted in writing to the Clerk's Office and the Staff Liaison

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- b) The Committee shall self solicit to fill vacancies during the Term
- c) Applications to fill vacancies during the Term shall be forwarded to the Clerk for consideration and appointment by Council

**4. Reporting**

4.1. This Committee reports to Council through its minutes and through reports prepared by Town Staff

**5. Meetings**

5.1. Meeting Schedule

- a) Generally, the Committee will meet bi-monthly or as required to conduct business to carry out its mandate and objectives
- b) Special meetings may be held at the call of the Chair or by a call of 2/3 majority of the Committee

5.2. Quorum shall be seven (7) members

5.3. Rules of Procedure

- a) The Committee shall follow the Council's Rules of Procedure By-law, as amended or replaced, with modifications as necessary
- b) In the event of a conflict between the Terms of Reference and any by-law of the Town of Fort Erie, the Terms of Reference shall prevail

5.4. Agendas and Minutes

- a) The format of agendas and minutes shall be in a form approved by the Clerk

5.5. Notice

- a) Formal notice shall be given seven (7) days in advance of the meeting

5.6. Ad Hoc Guests

- a) The Committee may invite additional attendees, from time to time, to address specific issues or topics

**6. Remuneration**

6.1. The Committee operates on a volunteer basis only

**7. Amendments to the Terms of Reference**

7.1. The Committee shall review the Terms of Reference on a bi-annual basis and make recommendations through their minutes, as needed