

Health Services Committee Terms of Reference

2024

MANDATE

As a committee of Council, the role of the Health Services Committee is to provide recommendations and volunteer support to Staff and Council on matters pertaining to the provision of health care services in the Resort Village of Candle Lake.

DECISION MAKING

1. Voting

When a resolution is to go to Council, a resolution must be moved and seconded and recorded in writing prior to voting. A resolution is deemed to be carried if the majority of members present vote in the affirmative. In the event of a tie the resolution shall be lost. The Committee shall not reconsider a previous resolution, unless directed to do so by Council.

2. Quorum

Quorum shall be a simple majority of the total number of Committee members (i.e. 50% plus one).

If determined practical, a meeting may proceed without a quorum, however, substantive recommendations are not to be fully ratified until supported by the majority of members.

If there are time constraints with respect to a specific item, the Chair may canvass members through alternative means (ie. telephone/email/in person) to determine Committee support for that item.

3. Reporting

The Council Representative and/or Staff Delegate(s) shall regularly provide information pertaining to Committee matters to Council. Recommendations provided by the Committee that require expenditures, reports or staff actions will first be considered by Staff and/or Council. Council may ask the Committee to review and report on matters pertaining to the Committee's mandate.

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MEETING STRUCTURE AND FORMAT

1. Meetings

The Committee shall meet at least eight (8) times per year at a time and place as set by-resolution of the Committee no later than January 31st of the current year. The ensuing meeting schedule shall be provided to the Staff Delegate(s) and Council.

The Committee shall conduct all regular meetings in public, in an accessible location. Special meetings may be called by the Chairperson of the Committee or at the request of any three (3) members of the Committee with forty-eight (48) hours' notice to all members. Special meetings may be conducted entirely by means of telephone, email or other communication method that permits all participants to communicate adequately with each other during the meeting. All decisions shall be made according to voting procedures and shall be documented and presented at the next regular meeting of the Committee.

Committee meetings are open to the public and are subject to the provisions of *The Municipalities Act*, Chapter M-36.1 of The Statutes of Saskatchewan, 2005. Members of the public who are in attendance shall not participate in the meeting unless they appear as registered delegation.

The Staff Delegate(s), other Municipal Staff from other departments and/or members of other agencies may attend meetings as required. The Resort Village of Candle Lake Bylaw No. 20-2021 Council Procedure Bylaw and bylaw No. 06-2024 To Establish a Health Services Committee shall be followed for all matters not specifically addressed within this document. These Terms of Reference are established by Council and can only be altered by Council.

2. Attendance

If a Member is unable to attend a meeting, he/she should inform the Chair and the absence should be recorded in the minutes. In the event that a member of the Committee is absent for three (3) consecutive meetings without being formally excused and such permission recorded in the minutes, Council may terminate the appointment and may appoint a new person to fill the vacancy. If the Chair is absent, the Vice-Chair will chair the meeting. While presiding, the Vice-Chair shall have all the powers of the Chair.

3. Agenda & Minutes

The Chair or Vice-Chair of the Committee shall generate content for each meeting to ensure progress of the Committee's work. Agendas for each meeting will be distributed to members 5 days in advance along with the minutes of the previous meeting. Recommendations of the Committee will be reviewed by Staff for action if deemed necessary. Recommendations must relate to the Committee's mandate. Committee approved minutes from a meeting will be received by Council as information.

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4. Sub-Committees

The Committee may appoint subcommittees as related to the Committee mandate. Subcommittees shall appoint a Chair. These subcommittees may remain active until outlined tasks have been completed. Subcommittees shall have no decision making or spending authority without approval by the Committee. Written meeting notes including recommendations from all appointed subcommittee meetings will be reported by the subcommittee chair to the full Committee at the ensuing regular Committee meeting.

5. Code of Conduct & Conflicts of Interest

Committee members shall, at all times follow any policies and procedures established by the Resort Village of Candle Lake as provided on the Resort Village of Candle Lake website.

Committee members are bound by the Resort Village of Candle Lake Conflict of Interest Policy, which contains strict rules regulating participation in matters to which there is a direct or indirect pecuniary interest. The onus to declare a conflict of interest lies with the Committee member and not municipal staff. At a meeting at which a Committee member discloses an interest, or as soon as possible afterwards, the member shall file a written statement of the interest and its general nature with the Chief Administrative Officer of the Resort Village of Candle Lake and the recording clerk of the Committee.

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FINANCES

1. Budget & Expenses

The Committee shall not be permitted to borrow, from any person or financial institution, any monies, that the Committee considers necessary to meet the expenditures for its mandate at any time.

Providing Council has approved funding in the municipality's budget to facilitate the mandate of the Committee, all expenses shall be authorized by motion of the Committee at a meeting and recorded in the minutes to be reviewed for approval by Staff Delegate(s). Expenses incurred by a Committee member against an approved budget with a previous motion authorizing an expenditure up to a certain limit shall be submitted at the next appropriate meeting for payment and should be documented in the meeting minutes.

The Recreation and Community Development Manager or appointed Resort Village of Candle Lake Staff Delegate(s) shall be responsible to ensure that all purchases are in accordance with the Resort Village of Candle Lake policies. The Recreation and Community Development Manager or appointed Resort Village of Candle Lake Staff Delegate(s) shall oversee the finances of the Committee and ensure that procedures and policies of the municipality are followed and to approve payment of expenses incurred and paid out.

2. Fundraising

The Committee may undertake fundraising initiatives with advance approval by resolution of Council.

3. Grants

The Recreation and Community Development Manager or appointed Resort Village of Candle Lake Staff member shall oversee applications to and for grants.

The Resort Village of Candle Lake may seek recommendations from the Committee concerning application to grants.

4. Financial Reports

Project financial reports may be prepared and presented to the Committee.

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APPENDIX "A"

Criteria for Selecting the Committee

1. The Council of the Resort Village of Candle Lake shall use the following criteria in approving members to serve on the Resort Village of Candle Lake Health Services Committee:

- The Committee shall be comprised of individuals who have a wide range of skills and wish to serve the community by volunteering time for the betterment of health services in the Resort Village of Candle Lake.
- In approving Committee members, Council shall strive to achieve gender equality, geographic diversity, and representation from various health services related groups.
- Members willing to bring new perspectives to the Committee in priority areas of health including service delivery, mental, physical, social and environmental health, health related issues as they pertain to the Municipality, seniors, community engagement, fundraising, accessibility, volunteer recruitment and retention.
- Demonstrated commitment and connections with other community groups and/or organizations.
- Business or governance experience on other boards, committees or community groups would be an asset.

2. Prospective members must be able to:

- Work in a co-operative manner with other Committee members,
- Consult with community members on health-related issues,
- Attend regularly scheduled Committee meetings, and
- Attend special meetings, sub-committee meetings, or meetings of Council, as may be required.

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APPENDIX "B"

Health Services Committee Application Form

Name: _____

Address: _____

Home Telephone: _____

Cell Phone: _____

Email: _____

Are you available to meet during the day? Yes No

Please summarize your experience with or interest in health services.

Why are you interested in joining the Health Services Committee?

Please briefly outline your past experience as a volunteer. Also list any other experience that would be an asset.

What skills and knowledge would you bring to our Committee?