

## **Terms of Reference Seniors & Continuing Care Provincial Advisory Council**

### **A. PURPOSE**

The following terms of reference will outline operations of the Seniors and Continuing Care Provincial Advisory Council (Advisory Council). Continuing care is defined as an integrated range of services supporting the health and wellbeing of individuals living in their own home, a supportive living or long term care setting. Continuing care clients are not defined by age, diagnosis or the length of time they may require service, but by their need for care.

The Advisory Council will provide advice and suggestions to the Alberta Health Services (AHS) Board (Board) and AHS management on planning, policy/strategy development, and service delivery for a province-wide seniors and continuing care system inclusive of **long term care, supportive living, home care, and palliative and end-of-life care** (right care, right place, right time). The advice and suggestions will draw upon evidence-based practice and innovative delivery, while meeting community and client needs, and taking financial parameters into consideration. The Board will provide advice to the Minister of Health relating to seniors and, continuing care policy that is developed as a result of the work of the Advisory Council that may impact Alberta's seniors and continuing care strategies.

### **B. MANDATE**

The Advisory Council shall provide:

- public input into AHS Seniors, and Continuing Care strategy, policy, planning and service delivery that:
  - improves the quality of services and consumer satisfaction through effective planning of seniors and continuing care; and
  - enhances and creates opportunities to work towards a collaborative and integrated partnership among consumers, their family members and service providers.
- a vehicle for consumers and communities to identify existing and emerging seniors and continuing care issues; and
- suggestions to AHS on ways to improve quality, access and sustainability of seniors and continuing care services in Alberta.

## **C. ROLE AND RESPONSIBILITIES**

In an advisory role, the Council will encourage Albertans to participate in the development of its advice for comprehensive and effective seniors and continuing care services. The Advisory Council will also provide advice related to seniors and continuing care priorities for services provided throughout the province, drawing upon other expertise as required. Therefore, guided by the standards and tools provided by AHS' Community Engagement team, the Advisory Council will:

- seek and appropriately consider evidence and information from Albertans when advising on planning, delivery and evaluation of seniors and continuing care services;
- gather the perspectives of local residents by engaging with them through communications, discussions or through other methods to hear their experiences or those of others, as they pertain to seniors and continuing care in their region or locale;
- provide ongoing feedback about what is working well in the seniors and continuing care system and opportunities for improvement;
- consider information provided by AHS and provide feedback, or seek out further inputs to identify issues or trends from a local perspective;
- review key performance indicators for the AHS seniors and continuing care system;
- provide feedback to AHS about strategies to further engage the community on seniors and continuing care service delivery;
- develop an Annual Work Plan for review by the Community Engagement Committee of the Board; and
- develop an Annual Report of progress against its Annual Work Plan for review by the Community Engagement Committee of the Board.

## **D. MEMBERSHIP**

### **1. Members**

The Advisory Council shall be appointed by the Board. The membership will consist of a maximum of 15 members, including consumers and families with experience in seniors and continuing care issues, with a broad representation across Alberta.

- The term of office for members of the Council will be for a maximum of six (6) years (two 3-year terms or three 2-year terms), unless otherwise determined by the Board. All members will have voting rights.

## **2. Chair**

The Chair will:

- be appointed by the Board;
- be a person who is able to champion seniors and continuing care programs and services in Alberta; and
- hold the position for up to a maximum of six years.

## **3. Sub-Committees and Project Groups**

The Advisory Council may, from time to time as required, form sub-committees or project groups to achieve time-limited work, or to seek expertise not resident within the then current Advisory Council. These sub-committees or project groups will:

- be established by the Advisory Council at scheduled meetings with approval of the attending members;
- be established for a maximum length of time, appropriate to need;
- report back to the Advisory Council on progress;
- provide a written report to the Advisory Council and Community Engagement Committee upon completion of their specific task or project; and
- fulfill such deliverables as requested by the Advisory Council.

## **4. Recruitment and Vacancy Management**

A recruitment process will be developed for members of the general public, in consultation with consumer groups, ensuring representation from clients and families who have experience with seniors' health and/or continuing care. Vacancies on the Advisory Council shall be filled through appointment by the Board.

## **5. Remuneration of Provincial Advisory Council on Seniors and Continuing Care Members**

Members of the Advisory Council (including sub-committees and project groups) are volunteers and are not entitled to remuneration for acting as members; however, pursuant to the terms set out in the Ministerial Order, as amended from time to time and as administered by AHS Community Seniors Addiction & Mental Health, members will be reimbursed for pre-approved travel costs and expenses related to meetings.

## **E. MEETINGS**

### **1. Frequency**

The Advisory Council shall meet four times per year or more frequently as necessary at the call of the Chair.

### **2. Location**

Location of meetings will alternate between Calgary and Edmonton. Other locations may be chosen if deemed necessary by the Advisory Council.

### **3. Minutes**

Minutes and agendas shall be prepared and master copies of the minutes shall be retained by Community Seniors Addiction & Mental Health, AHS.

### **4. Quorum**

- A quorum shall be constituted by the presence of 50% (+1) of the members of the Advisory Council.
- Decisions shall be made on the basis of a quorum, and each Advisory Council member, including the Chair, shall be entitled to one vote only.

### **5. Support to the Seniors and Continuing Care Provincial Advisory Council**

Logistical and process supports to the Advisory Council to be provided by Community Seniors Addiction & Mental Health, AHS.

The Seniors and Continuing Care Provincial Advisory Council will also be supported by non-voting AHS and AH permanent resource persons that may include but are not limited to:

- AHS Community Seniors Addiction & Mental Health (CSAMH) Senior Program Officer;
- AHS CSAMH Seniors Health Medical Director;
- AHS CSAMH Seniors Health Executive Director;
- AHS Seniors Health Strategic Clinical Network (SCN) Senior Program Officer
- AHS Seniors Health SCN Senior Medical Director;
- AHS Seniors Health SCN Executive Director;
- AHS Community Engagement;

- AHS Zones (ad hoc); and
- AH representatives (TBD).

## **6. Key Relationships**

- Health Advisory Councils provide a valuable perspective on seniors and continuing care issues. The Advisory Council will establish relationships with other Health Advisory Councils and seek the input of other Health Advisory Councils, where appropriate.
- Resident and Family Councils also provide a valuable perspective on seniors and continuing care issues. The Advisory Council will establish relationships with resident and family councils and incorporate their perspective and advice on issues affecting settings where resident and family councils operate.

## **F. REPORTING**

The Advisory Council will report through the Chair to the Community Engagement Committee of the Board.

## **G. APPROVAL**

These terms of reference may be reviewed and revised as required by the Board.

## **H. EVALUATION**

The Advisory Council will conduct a self-evaluation annually, for inclusion in its Annual Report to the Board.

The Advisory Council will participate in activities to evaluate community engagement across AHS. AHS will facilitate an evaluation of the council every two years.