

Terms of Reference

Provincial Advisory Council on Addiction & Mental Health

A. PURPOSE

In fulfillment of the proclamation made by the Minister of Health and Wellness in May 2008, to establish an advisory council for addiction and mental health, the following terms of reference will outline operations of the Provincial Advisory Council on Addiction & Mental Health (Advisory Council).

The Advisory Council will provide advice to the Alberta Health Services (AHS) Board (Board) and AHS management on service delivery and program design for a province-wide addiction and mental health treatment system, including continuing care, after care and promotion/prevention. 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 communicate to the Minister of Alberta Health and Wellness, any advice relating to addiction and mental health policy that is developed as a result of the work of the Advisory Council that may impact Alberta's Addiction and Mental Health Strategy.

B. MANDATE

The Advisory Council shall:

- consider and provide evidence-based suggestions to Alberta Health Services in the development of their plans for meaningful consumer participation that:
 - improves the quality of services and consumer satisfaction through effective addiction and mental health service planning; and
 - enhances and creates opportunities to work towards a collaborative and integrated partnership among consumers, their family members and service providers;
- provide a vehicle for consumers and communities to identify existing and emerging addiction and mental health issues; and
- provide suggestions to AHS on ways to improve quality, access and sustainability of addiction and mental health services in Alberta.

C. ROLE AND RESPONSIBILITIES

In an advisory role, the Advisory Council will encourage Albertans to participate in the development of its advice for comprehensive and effective addiction and mental health services. The Advisory Council will also provide advice related to addiction and mental health priorities for services provided throughout the province, drawing upon other expertise as required. Therefore, the Advisory Council will:

- seek and appropriately consider evidence and information from Albertans when advising on planning, delivery and evaluation of addiction and mental health services.

- engage communications by talking to local residents of the community and advising on what they are hearing about addiction and mental health in their area;
- provide ongoing feedback about what is working well in the addiction and mental health system and areas for improvement;
- consider information provided by AHS and identify issues or trends from a local perspective;
- review key performance indicators for the AHS addiction and mental health system;
- provide feedback to AHS about strategies to further engage the community on addiction and mental health care delivery;
- develop an Annual Work Plan for review by the Health Advisory Committee of the Board; and
- develop an Annual Report of progress against its Annual Work Plan for review by the Health Advisory 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 addiction and mental health issues, with a broad representation across Alberta.

- Appointments will be made for either two or three years with option for renewal, not to exceed six years of total time served. All members will have voting rights.

2. Chair

The Chair will:

- be appointed by the Board;
- be a person who is able to champion addiction and mental health 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 Health Advisory 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 whose experiences include addiction and/or mental health issues. Vacancies on the Advisory Council shall be filled through appointment by the Board.

5. Remuneration of Provincial Advisory Council on Addiction & Mental Health Members

Members of the Advisory Council (including sub-committees and project groups) 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 Community Relations, 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 Relations, 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 Provincial Advisory Council on Addiction & Mental Health

Logistical and process supports to the Advisory Council to be provided by Community Relations, AHS.

6. Relationship with Health Advisory Councils

Health Advisory Councils can provide a valuable perspective on addiction and mental health issues. The Advisory Council will establish relationships with other Health Advisory Councils and seek the input of other Health Advisory Councils where appropriate.

F. REPORTING

The Advisory Council will report through the Chair to the Health Advisory 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.