

## **Terms of Reference Provincial Advisory Council on Sexual Orientation, Gender Identity and Expression (SOGIE)**

### **A. PURPOSE**

The following Terms of Reference will outline operations of the Provincial Advisory Council on Sexual Orientation, Gender Identity and Expression (SOGIE PAC).

The Advisory Council will provide advice and recommendation, guided by the standards and tools provided by Alberta Health Services (AHS), to the AHS Board and management on strategies, policy, planning and service delivery to build a healthcare system that is safe and inclusive for all Albertans. The advice and suggestions of the PAC will draw upon evidence-based practice and innovative delivery, while meeting community and patient needs, and taking financial parameters into consideration. The Board will provide advice to the Minister of Health relating to safe and inclusive care policy that is developed as a result of the work of the Advisory Council that may impact Alberta's sexual and gender minorities.

### **B. MANDATE**

The Advisory Council shall provide:

- evidence-informed public input into AHS strategy, policy, planning and service delivery that:
  - improves the quality of services and consumer satisfaction through effective planning of sexual and gender minority care;
  - prevents stigma and discrimination faced while accessing and navigating the healthcare system; and
  - enhances and creates opportunities to work towards a collaborative and integrated partnership among consumers, their family members and service providers.
- a vehicle for patients and communities to identify existing and emerging healthcare issues affecting sexual and gender minorities; and
- suggestions to AHS on ways to improve quality, access and sustainability of safe and inclusive healthcare services in Alberta.

## **C. ROLE AND RESPONSIBILITIES**

In an advisory role, the Council will encourage Albertans to participate in the development of the advice the PAC provides to build safe and inclusive healthcare services. The Council will also provide advice related to their communities' priorities for services provided throughout the province, drawing upon other expertise as required.

Guided by the standards and tools provided by AHS' Community Engagement team, the Council will:

- seek and appropriately consider evidence and information from Albertans across the spectrum of sexual orientation and gender identity and expression when advising on planning, delivery and evaluation of healthcare services;
- gather the perspectives of the intersectionality of diversity by engaging with Albertans across the spectrum of sexual orientation and gender identity and expression through communications, discussions or through other methods to hear their experiences, as they pertain to improving healthcare for sexual and gender minorities in their region or locale;
- provide ongoing feedback about what is working well in the healthcare system and opportunities for improvement based on their experience and perspectives;
- provide feedback on tools, resources and training to support AHS in developing safe and inclusive care for all Albertans;
- provide advice and input on strategies to address stigma and discrimination affecting the access and quality of care for sexual and gender minorities;
- consider information provided by AHS and provide feedback, or seek out further inputs to identify issues or trends from a diverse perspective;
- review key performance indicators for AHS;
- provide feedback to AHS about strategies to further engage the community on sexual orientation, gender identity and expression in healthcare;
- 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 Council shall be appointed by the Board. The membership will consist of a maximum of 15 members, including patients and patients' families with experience in sexual and gender minority healthcare 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 safe and inclusive healthcare in Alberta;
- Join the Advisory Council of Chairs which meets quarterly; and
- hold the position for 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 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 patients and patients' families with experience in sexual and gender minority healthcare. Vacancies on the Advisory Council shall be filled through appointment by the Board.

## **5. Remuneration of Provincial Advisory Council on Sexual Orientation Gender Identity and Expression**

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 Engagement and Communications, 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 Engagement and Communications, 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 Sexual Orientation Gender Identity and Expression Provincial Advisory Council**

Executive sponsorship of the Council will be provided through the office of the Vice President and Medical Director, Central and Southern Alberta with the Vice Presidents & Chief Operations Officers, Northern Central and Southern Alberta.

Logistical and process supports to the Advisory Council will be provided by Community Engagement and Communications, AHS.

The Sexual Orientation, Gender Identity and Expression Provincial Advisory Council will also be supported by non-voting AHS and AH permanent resource persons that may include but are not limited to representatives from the following:

- AHS Community Engagement;
- AHS Diversity and Inclusion;
- AHS Addiction and Mental Health;
- AHS Population, Public and Indigenous Health;
- AHS System Innovations & Programs;
- AHS Primary Care;
- AHS Zones (ad hoc); and

- AH representatives (TBD).

## **6. Key Relationships**

- Health Advisory Councils provide a valuable perspective on sexual and gender minority healthcare issues. The Council will establish relationships with other Health Advisory Councils and seek the input of Health Advisory Councils, where appropriate.

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

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