



Health Advisory Council Charter

December 2009

Introduction

The Alberta Health Services Board will establish 12 Health Advisory Councils throughout Alberta to provide advice to Alberta Health Services on health care services in the context of the Alberta Health Services Strategic Plan.

This Charter sets out the roles and responsibilities of Health Advisory Councils (“Councils”), Alberta Health Services Management, the Health Advisory Committee of the Alberta Health Services Board (the “Committee”) and the Alberta Health Services Board (the “Board”).

Role of Health Advisory Councils

The objective of the Councils is to advise Alberta Health Services on health care in the best interest of Albertans. Councils provide feedback from the public to support the strategic direction of Alberta Health Services. The primary function of councils is advisory and includes:

- Providing feedback about what is working well in the health care system and areas for improvement;
- Engaging residents by talking to members of the community and advising of what they are saying about health services in their area;
- Considering information provided by Alberta Health Services and identifying issues or trends from a local perspective; and
- Providing feedback to Alberta Health Services on matters pertaining to health services and service delivery on an ongoing basis;
- Providing feedback to Alberta Health Services about strategies to further engage the community on health care delivery.

Councils shall:

- Act in an advisory capacity to Alberta Health Services management;
- Develop an annual work plan for their activities throughout the year which will include proposals for formal consultations with their communities, for submission to the Committee at the beginning of the fiscal year;
- Submit an annual report of activities to the Committee within three months of the end of the fiscal year;
- Provide minutes of meetings to the Committee; and
- Meet between four and six times per year or at the call of the Chair.

In addition, Council Chairs shall:

- Meet individually with the Committee, or Members of the Committee, once annually to share information and discuss the annual work plan and annual report of the Council they Chair;
- Ensure they and one additional member of their Council participate in a province-wide annual meeting of representatives from all Councils, with the Committee and Alberta Health Services management to share information.

Geographic Boundaries

Twelve (12) Health Advisory Councils will be established in accordance with the geographic areas identified on the attached map.

Councils will be named Health Advisory Council 1 – 12 when created. Council names may be changed by the Committee according to the preference of the Council in each area.

Membership of Council

Appointment

Councils will have between 10 and 15 public members who will serve terms of either two or three years with one option for renewal. To ensure local representation on Councils, members will be required to reside within the geographic area of the Council to which they are appointed.

Physicians and Alberta Health Services employees will not be eligible for Council membership except when membership is insufficient to constitute a Council.

Members including the Chair and Vice Chair will be appointed by the Board upon recommendation by the Committee.

Positions on Councils are voluntary. Members will be compensated for reasonable, approved expenses at prevailing Government of Alberta rates.

Recruitment

A province-wide public recruitment process will take place facilitated by Alberta Health Services to ensure interested individuals have an opportunity to become members.

As vacancies arise, public recruitment will take place as needed for a Council where the vacancy occurs.

Members will be recruited to represent the diversity of the geographic area and will possess various knowledge in the areas of mental health, addictions, wellness promotion, education sector, seniors' services, Aboriginal health, children and youth services, persons with disabilities and minorities. Individuals with a broad community perspective on health matters will be preferred over individuals who have a singular concern regarding health services.

Role of Alberta Health Services Management

Alberta Health Services Community Engagement Department shall:

- Provide secretariat support to Councils through Community Development Officers located throughout the province to include:
 - Administrative resources;
 - Provision of reports for consideration;
 - Provision of information on significant issues or developments within their area;
 - Liaising with Councils and all areas of Alberta Health Services;
 - Promotion of community participation and education on matters impacting health service delivery;

- Ensuring appropriate processes are in place to allow Councils to meet their objectives; and
- Ensuring Council activities are linked with the Alberta Health Services Strategic Plan.
- Ensure Zone, Hospital and Program Vice Presidents provide appropriate opportunities for consultation with Councils for each of the major facilities and program areas within their areas of responsibility;
- Ensure accountability will be clearly articulated by Zone, Hospital and Program Vice Presidents to ensure two-way communication is supported with Councils;
- Provide opportunities for ongoing professional development for members to support them to carry out their mandate in an appropriate manner.

Role of the Health Advisory Committee of the Board

The Committee shall:

- Review and make recommendations, as appropriate, on Council bylaws to the Board;
- Review and make recommendations, as appropriate, on Council members to the Board;
- Review and make recommendations, as appropriate, on Council Chair and Vice Chair positions to the Board;
- Review and make recommendations, as appropriate, on Council policy and guidelines to the Board;
- Review the annual work plans of Councils;
- Review the annual reports of Councils;
- Meet with Council members throughout the province in conjunction with Board meetings which take place throughout Alberta;
- Attend a province-wide, annual meeting with Chairs, an additional member of each Council and Alberta Health Services management to share information;
- Meet with each Council Chair to share information and discuss the annual work plan and annual report for the Council.

Role of the Alberta Health Services Board

The Alberta Health Services Board shall:

- Appoint Council Members;
- Appoint Council Chairs and Vice Chairs;
- Approve Council bylaws.

Health Advisory Council Boundaries

