



Health Advisory Council Charter

January 2012

Created by: Community Engagement
Alberta Health Services



Introduction

The Alberta Health Services Board established 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:

- Develop an annual Work Plan to guide 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
- The Councils shall hold public meetings four (4) to six (6) times per year. A Council may convene other informal meetings, if required, at the call of the Chair. The proceedings of the meetings shall be in accordance with Roberts’ Rules of Order, unless otherwise provided for in the Bylaw.

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;
- Attend the private meeting of the Alberta Health Services Board upon receiving an invitation to attend.

- Ensure they and members 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 were established in accordance with the geographic areas identified on the attached map.

Councils are named:

Health Advisory Council 1
True North Health Advisory Council,

Health Advisory Council 2
Peace Health Advisory Council,

Health Advisory Council 3
Lesser Slave Lake Health Advisory Council,

Health Advisory Council 4
Wood Buffalo Health Advisory Council,

Health Advisory Council 5
Lakeland Communities Health Advisory Council,

Health Advisory Council 6
Tamarack Health Advisory Council,

Health Advisory Council 7
Greater Edmonton Health Advisory Council,

Health Advisory Council 8
Yellowhead East Health Advisory Council,

Health Advisory Council 9
David Thompson Health Advisory Council,

Health Advisory Council 10
Prairie Mountain Health Advisory Council,

Health Advisory Council 11
Palliser Triangle Health Advisory Council, and

Health Advisory Council 12
Oldman River Health Advisory Council.

Membership of Council

Appointment

Councils have between ten (10) and fifteen (15) public members who serve terms of three (3) 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.

Members 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 on an as needed basis, 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. 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 Relations Department shall:

- Provide secretariat and communications support to Councils through Advisory Council Officers 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 meaningful opportunities for consultation are provided to Councils and there is effective two-way communication between operation leaders and Councils for each of the major facilities and program areas within their areas of responsibility;
- 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 reviews and makes recommendations:

- On the Council Bylaw to the Board;
- On Council members to the Board; and

- Reviews and makes recommendations on Council policy and guidelines to the Board;
- Reviews the annual Work Plans of Councils;
- Reviews the Annual Reports of Councils;
- Attends a province-wide, annual meeting with Chairs, and members of each Council and Alberta Health Services management to share information;
- Meets with each Council Chair to share information and discuss the annual Work Plan and Annual Report for the Council;
- Ensures there will be one Board member in attendance at each Council's meetings twice per annum.

Role of the Alberta Health Services Board

The Alberta Health Services Board shall:

- Appoint Council Members;
- Approve the Council Bylaws; and
- Meet with individual Council Chairs on a regular basis by inviting the Chairs to meet with (in person or via conference call) the Board during regular Board meetings.

Health Advisory Council Boundaries

