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COALITION FOR HEALTHY FRANCOPHONE COMMUNITIES IN SCARBOROUGH (CHFCS)
COALITION POUR DES COMMUNAUTES FRANCOPHONES EN SANTÉ DE SCARBOROUGH (CCFSS)

Terms of Reference

Context

The Central East Local Health Integration Network (Central East LHIN), recognizing that health services must reflect the needs of the communities it serves, consistently engages the community by informing, educating, consulting, involving, and/or empowering stakeholders to participate in planning and decision-making processes that improve the local healthcare system. Currently, the French Language Health Planning Entity 4 (FLHPE) collaborates with the Central East LHIN to recommend and advise on the health needs and wellness of the Francophone population of the Central East LHIN. Central East LHIN and the Entity 4 will enter into a partnership with the TAIBU Community Health Centre TAIBU CHC), a health service provider (HSP) who provides primary healthcare and community development programs and services for the African and Caribbean community in Scarborough, to support the implementation of the Coalition for Healthy Francophone Communities in Scarborough (CHFCS). The primary focus of the CHFCS is on health promotion and secondary prevention to slow or stop the progression of chronic disease and, where possible, prevent adverse events or disability.

Since the Central East LHIN Scarborough Cluster is a designated area under the French Language Service Act (FLSA), and TAIBU CHC has the desire to work together with the Central East LHIN and the Entity 4 in order to improve the health of the Francophone Community, the LHIN, Entity 4 and TAIBU CHC will collaborate with the CHFCS to enhance community engagement with stakeholders and community members recognizing engagement as a core success factor of the CHFCS. It is a commitment of the Central East LHIN and the TAIBU CHC to address equity and respect diversity in engaging the Francophone community on issues that would improve the health and wellness of the Francophone community in the Scarborough Cluster.

Purpose

The CHFCS is committed to alignment with the Provincial Francophone Action Plan and the Central East LHIN Integrated Health Service Plan (IHSP) for 2013-2016. CHFCS activities will be guided by the Joint Action Plan that has been agreed upon by the Central East LHIN and the Entity 4. This will include emphasis on health promotion, such as educating the Francophone population of Scarborough regarding Chronic Disease, Mental Health and Lifestyle in order to prevent illness related to such health conditions.

The CHFCS will specifically:

- Discuss best practices of health promotion, lifestyle modification and management of chronic diseases;
- Share and present new initiatives, programs, services;
- Identify possible shared initiatives and projects;
- Provide feedback to the LHIN on Francophone needs in Scarborough Cluster;
- Promote use of existing programs and initiatives including self-management of chronic diseases and to promote better health outcomes for Francophone of diverse and multicultural community;
- Advise and provide input on the development of a Health Promotion and Prevention Action Plan for Scarborough;
- Advise on community projects that benefit the Francophone community recognizing diverse ethnicity in in Scarborough;
- Review information gathered during project consultations, and develop reports and recommendations on initiatives regarding the health and wellness of the French-speaking population of Scarborough.

The Central East LHIN and the Entity 4 will support the CHFCS in building French Language service capacity through initiatives undertaken at the TAIBU CHC or other Health Service Providers within the Scarborough area.

Membership

Membership of the CHFCS is a representation of various Francophone community members, organizations (both French-speaking and/or bilingual) including French-speaking faith institutions and community leaders who are interested in the health and wellbeing of the Francophone community in the Scarborough Cluster.

Representatives on the CHFCS will also include health service providers who have an interest in the development of services in French and the wellness of the Francophone community in Scarborough. It will also reflect a balance of skills and expertise of organizations that offer services or some services in French related to the health and wellness of the Francophone community in Scarborough. Members will have the ability to converse in both French and English during the Coalition meeting's.

The membership of the CHFCS will include:

One Central East LHIN representative
One French Language Health Planning Entity 4 representative
Two TAIBU CHC representatives
Three Members of the Faith Community (French-speaking) representatives in the Scarborough Cluster
Two Community Organization representatives, including but not limited to a school board representative
Three Other Francophone/bilingual Leaders and community members as identified

Guiding Principles

TAIBU CHC will be the Lead for the Coalition, on behalf of the Central East LHIN and the Entity 4. It will play the role of a sponsor organization, and will report the Francophone Coalition activities to the Central East LHIN FLS Coordinator. The following guiding principles will guide the work of the Coalition:

- Careful Planning and Preparation : Ensure that the work of the Coalition and meetings serve a clearly defined purpose aligned to the needs of the members and the community through adequate and inclusive planning/consultation
- Everyone is a Stakeholder: the Coalition recognizes that all represented are equal stakeholders. The Coalition will support and encourage members to collaborate and work together for the common purpose that is the health and wellbeing of the Francophone community in the Scarborough Cluster
- Inclusion and Demographic Diversity: Equitably incorporate diverse communities voices, ideas and information
- Openness and Learning: The Coalition will ensure that members will listen to each other, explore new ideas unconstrained by predetermined outcomes, and apply information in ways that generate new options or initiatives
- Transparency and Trust: The Coalition will be open about its process and provide regular reports for public consumption
- Impact and Action: The Coalition will ensure that its efforts will lead to making real difference in the health and wellbeing of the Francophone communities in the Scarborough Cluster.

Roles and Responsibilities

- Identify local needs, service innovations and opportunities that would benefit the delivery of services in French at the TAIBU CHC or other HSP for Francophones and their families within the Scarborough Cluster;
- Facilitate the development, integration, implementation of services in French in Scarborough and undertake monitoring of a wide variety of subjects related to French-speaking health and wellness, including community engagement;
- Provide expert advice and recommendations on prioritization of services in Scarborough to the Entity 4 which will consult with the Central East LHIN to consider and/or implement based on the Central East LHIN-wide strategic planning priorities, the Joint Action Plan, as well as specific areas that relate to better health of the Francophone population, best practices and system effectiveness;
- Maintain active linkages with local, provincial, national or international initiatives and organizations that are working towards a strategies for better health and better value for money;
- Promote implementation of evidence-based practices for health promotion and secondary prevention of chronic diseases within the Francophone Community of Scarborough;
- Facilitate community partnerships and networks to ensure a better access to health care services for French-speaking citizen with the Scarborough area;
- Establish subcommittees, working groups as needed, to ensure high quality initiatives are implemented and are aligned with the identified deliverables of the Coalition.

Governance and Terms of Office

The governance of the Coalition will be comprised of Co-Chairs and a Recorder.

Chairs

The Coalition will be Co-Chaired by TAIBU CHC and a community representative. The Chair will be responsible for leading the Coalition's meetings, preparing meeting agendas, reviewing minutes and facilitating their timely distribution, ensuring members remain actively engaged in the work of the Network. The Community representative Co-Chair will step in when TAIBU CHC representative is not available for conducting the meeting.

The community representative Co-Chair will be appointed at the first meeting by the members of the Coalition.

CHFCS Recorder

A Recorder will be identified at the first meeting; this role will be rotating quarterly.

CHFCS Members

Members are expected to serve as active participants, they are responsible for attending meetings, advising on items presented for discussion, reviewing and providing feedback on any draft materials and communicating information within their own stakeholder groups (e.g. across Community Health Centres, with staff and Boards of their organizations, etc.). Core active participation will be on-going identification of opportunities or challenges with services in the Central East LHIN related to access health services in French to support optimal outcomes for French-speaking people within the Scarborough area.

CHFCS Decision-making Process

Members share accountability for decisions. There should be open and direct communication based on honesty, respect and transparency, to ensure that all perspectives are heard. Decisions should be based on evidence or most promising practices.

Decisions will be made by consensus under normal circumstances. For any decision to be made there has to be a quorum at the meeting when the issue is discussed.

However, under extraordinary circumstances, meaning that when opportunities emerge through the Network that require rapid response, the Chair or the Vice-Chair will identify a clear decision-making process adapted to the specific extraordinary circumstances. Different options may be pursued, such as:

- Someone might be assigned to investigate and bring information back to the CHFCS;
- An alternative voting format maybe considered (with a 2/3 majority required). If voting is required, all members will have one vote;
- In case that consensus cannot be reached, or if anytime there is divergence of opinion/position related to decision-making, the CHFCS will seek advice from the Entity 4 and the Central East LHIN.

In those circumstances, anyone assigned to make or approve a decision on behalf of the CHFCS will think beyond the interest of his/her organization and act in the best interest of the CHFCS and all its members.

Quorum

50% + 1 (should a vote be required).

Meeting Frequency

The Coalition will meet on a quarterly basis. If required, additional meetings may be called.

Scarborough, Ontario, January 30, 2014

Signature

Deborah Hammons Chief Executive Office Central East Local Health Integration Network	Liben Gebremikael Executive Director TAIBU Community Health Centre