



February 18, 2015

Mayor Erika Demchuk and Council
Town of Gananoque
30 King Street East, PO Box 100
Gananoque ON K7G 2T6
mayor@gananoque.ca

Dear Mayor Demchuk and Members of Council:

On behalf of the Board of Brockville General Hospital we would like to invite the Town of Gananoque to nominate two (2) representatives to our Community Advisory Council. The purpose of this Council is to assist the Hospital in providing exceptional care to the people of our communities.

The Community Advisory Council helps the Board and Senior Leadership better understand what specific needs for hospital based services are important to our communities. Their input is invaluable to evaluate the services and programs being provided as well as identify future needs. Over the past year the Community Advisory Council has advised the Hospital on a variety of projects including: strategic planning, the revitalization of 1-East, and Health Care Tomorrow.

Enclosed please find a copy of the Terms of Reference for the Advisory Council along with an application form. Nominations may be submitted to: Patty Dimopoulos, Board Coordinator/Executive Assistant, at the address above or via email to dimpa@bgh-on.ca. The deadline for nominations is 12 noon on Friday, March 6, 2015.

Thank you for your consideration.

Sincerely,

A handwritten signature in blue ink, appearing to read 'Charlotte Patterson'.

Charlotte Patterson
Chair, Board of Governors

A handwritten signature in blue ink, appearing to read 'Tony Weeks'.

Tony Weeks
Secretary, Board of Governors
President and Chief Executive Officer

CP/TW/pd

cc: Kelly Shipclark, Interim Clerk



Community Advisory Council Terms of Reference

- PURPOSE** To assist the Hospital in providing exceptional care to the people of our communities.
- ROLES**
- I. Assist the Hospital and Senior Leadership in understanding the communities that BGH serves and their specific needs for hospital based services;
 - II. Assist management, when requested, in the review and development of BGH programs and services consistent with the needs of the communities served and assist the hospital in setting priorities in program areas;
 - III. Assist management in the strategic planning process;
 - IV. Serve, as appropriate, as a communication link between the hospital and the communities.
 - V. Advise the Hospital on how to best engage other groups in the community who are not represented by the current membership;
 - VI. Review the annual financial statements and the report of the auditor;
 - VII. Recommend members who may be willing to serve as community members on Board committees, through the Governance Committee of the Board;
 - VIII. Recommend the names of potential new Board members, through the Governance Committee of the Board;
 - IX. Support BGH's community engagement by answering questions from neighbours, families or others in the communities represented, if appropriate, or by assisting them to contact BGH to have questions and concerns addressed.
- MEMBERSHIP** There shall be a maximum of 26 members admitted to the Advisory Council in accordance with the provisions of this section and Appendix A.
- Up to 21 of the members shall be admitted by the Board on the recommendation of the following local Municipal councils:
- Two (2) from the City of Brockville
 - Two (2) from the Town of Athens
 - Two (2) from the Township of Elizabethtown-Kitley
 - Two (2) from the Township of Augusta
 - Two (2) from the Township of Front of Yonge
 - Two (2) from the Town of Prescott
 - Two (2) from the Township of Edwardsburgh/Cardinal
 - Two (2) from the Township of Leeds and the Thousand Islands
 - One (1) from the Town of Gananoque
 - One (1) from the Village of Westport
 - One (1) from Rideau Lakes

- One (1) from Merrickville-Wolford, and
- One (1) from North Grenville.

Up to three (3) members of the Advisory Council shall be admitted to the Advisory Council on the recommendations of the BGH Foundation, (1), the BGH Volunteer Association (1), and the BGH Nurses Alumnae Association (1).

Two (2) individuals may be admitted as Members at Large based on the recommendation of the Nominations Committee (See Appendix B).

TERM OF MEMBERSHIP

Members of the Advisory Council shall be appointed for an initial term of up to three (3) years expiring at the end of the annual meeting at which such a term expires. A member of the Advisory Council may be appointed for a second three (3) year term, but may serve only two (2) three (3) year terms. After an absence of at least three (3) years, an individual shall be eligible to be reappointed as a member of the Advisory Council. See Termination of Membership in Appendix C.

FREQUENCY OF MEETINGS AND CALL FOR QUORUM

The Chair or External Vice-Chair of the Board shall call a meeting of the Advisory Council for the purposes of obtaining the advice of the membership. At least two (2) meetings of the Advisory Council shall be held each fiscal year. Members of the Advisory Council shall be provided at least two (2) weeks notification of meetings.

RESOURCES

A Secretary is appointed by the Chairperson and will take minutes and keep a record of each meeting.

AGENDA/MINUTES

Minutes to be distributed one (1) week post monthly meeting to ensure items are followed-up. Every effort will be made to publish an agenda one week prior to the next meeting; however, in an effort to keep the meeting as current as possible, agenda items may be added subsequent to issuing the agenda.

DATE OF REVIEW AND APPROVAL

July 2012

Appendix A

Advisory Council Membership Qualifications

To qualify for membership, a person must,

- I. Have a strong interest in health care policy and a willingness to learn about how it impacts our community;
- II. Have a sound knowledge of the community in which he or she resides;
- III. Be at least eighteen (18) years of age;
- IV. Be, for at least the previous three (3) months preceding the application for membership, a resident of, or work in the area served by the Hospital .
- V. Be able to attend at least two-thirds of the meetings over the 3-year term;
- VI. Not have the status of undischarged bankrupt;
- VII. Not be, nor have been in the past year, an employee of the corporation, a member of the Professional Staff or an employee of the BGH Foundation or BGH Volunteer Association or an immediate family member of any such person;
- VIII. Not hold elected office in any city, town, municipality or county council or other local government wholly or partly within the area served by the corporation.

Appendix B

Nominations to the Advisory Council

Each year at least three (3) months before the Annual General Meeting, the Board Secretary will:

- I. Issue a notice to current members of the Advisory Council who have completed their initial three-year term to apply for renewal of their membership by completing an application form;
- II. Issue an invitation to the Municipalities, Foundations and Auxiliaries/Volunteer Associations/BGH Nurses Alumnae as specified to nominate individuals for appointment to fill the designated vacancies;
- III. Issue a notice of advertisement on the BGH website and local and regional media inviting applications for “At large” members of the Advisory Council from qualified individuals in the BGH catchment area;
- IV. Compile a list of interested and nominated members of the Advisory Council and provide the list to the Nominations Committee.

The Nominating Committee will:

- I. Receive the list of potential candidates for the at large members of the Advisory Council and assess each of the candidates;
- II. Forward the recommendations of the Municipalities, BGH Foundation, BGH Volunteer Association and BGH Nurses Alumnae Association for designated members of the Advisory Council to the BGH Board of Governors.

Appendix C

Termination of Membership on Advisory Council

Membership on the Advisory Council is not transferable and terminates automatically upon the happening of any of the following events:

- I. If the member of the Advisory Council resigns in writing;
- II. If the member of the Advisory Council dies;
- III. If the member of the Advisory Council is expelled by resolution of the Board;
- IV. If the member of the Advisory Council becomes a member of the Board of Governors of BGH;
- V. If the member of the Advisory Council does not meet the basic qualifications as outlined in Appendix A;
- VI. When the term of the member of the Advisory Council expires.

1. Applicant Contact Information

Surname:	_____	First Name:	_____
Residential Address:	_____	City:	_____
Province:	_____	Postal Code:	_____
Residential Telephone Number:	_____	Business Telephone Number:	_____
E-Mail Address	_____		

Preferred Method of Contact:

Home Phone Business Phone E-Mail

2. Eligibility Criteria & Conditions of Appointment

- Must be at least 18 years of age;
- Undischarged bankrupts are ineligible to serve;
- Must be, for at least the previous three (3) months preceding their application for membership, a resident of or work in Leeds and Grenville;
- Must not be, or been in the past year, an employee of the corporation, a member of the Professional Staff or an employee of a Foundation or an Auxiliary;
- Is not an immediate family member of a person identified in (d); and
- Must not hold elected office in any city, town, municipality or county council or other local government wholly or partly within the area served by the corporation.

3. Declaration

By submitting this application, I declare the following:

- I have read and understand the terms of reference of the Community Advisory Council;
- I agree to abide by the Mission, Vision and Values of the Brockville General Hospital;
- I meet the eligibility criteria and accept the conditions of appointment set out above; and
- I certify that the information in this application and my attached resume or biographical sketch is true.

Signature: _____ Date: _____