

**DRAFT**  
**Mental Health and Addictions – Family Advisory Panel**  
**Terms of Reference**

**Purpose:** The Advisory Panel serves as a forum to the Toronto Central LHIN to ensure that the voices and perspectives of families of those with lived experiences in the mental health and addictions system are considered in the planning and implementation of local health system improvements in Toronto.

The LHIN is using the Family Mental Health Alliance's (2006) definition of 'family':

*"Family describes people with a strong emotional, psychological and/or economic commitment to one another – regardless of the nature of their relationship. Family can include those connected by biology, adoption, marriage or friendship. Ultimately, it is the person seeking services (whether it be a family member or a consumer) who defines his or her own 'family.'"*

**Mandate:** The Advisory Panel will provide advice on how the Toronto Central LHIN's 2007-2010 Integrated Health Service Plan (the Plan), and refreshed versions of the Plan, can be put into action for those with lived experiences in the mental health and addictions system. The Advisory Panel will take into consideration the following two priorities for action:

- Improve access to coordinated and integrated mental health and addiction services so that more appropriate and timely referrals occur, access is improved, services are coordinated across settings, crises are prevented, hospitalizations are averted, continuity of care for service users and their families in each local area is improved and a recovery orientation is supported
- Improve coordination and integration of services for people with concurrent disorders

**Advisory Panel Members' Roles and Responsibilities:**

- Provide advice on proposed changes to the mental health and addictions system that have been developed by the Toronto Central LHIN's Mental Health and Addictions Council<sup>1</sup>
- Convey local health issues and needs that may emerge from the community to the LHIN
- Consider the needs of diverse populations, especially those whose access to health care is challenged by social exclusion (e.g. homelessness, isolation, language)
- Act as a local ambassador for the Toronto Central LHIN and the Plan to individuals, groups and organizations in each member's community
- Provide advice, as appropriate, to other Toronto Central LHIN Councils and Advisory Panels/forums

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<sup>1</sup> An advisory implementation committee of health service providers and residents that is developing proposals for mental health and addictions system improvements

- Two (2) Advisory Panel members will participate as members of the Mental Health and Addictions Council<sup>2</sup>

**Toronto Central LHIN's Roles and Responsibilities:**

- Support and attend meetings of the Advisory Panel (i.e. date, location, refreshments, meeting materials)
- Provide a template form for recording advice to the Toronto Central LHIN and/or Mental Health and Addictions Council
- Post the Advisory Panel's advice to the LHIN's Mental Health and Addictions Council on the Toronto Central LHIN website

**Membership:**

- Membership will consist of two (2) representatives from each of the LHIN's seven neighbourhood areas (refer to map on website)
- The Advisory Panel will be composed of residents that reflect Toronto's diverse populations
- Panel members will have demonstrated active community involvement and the experiences/skills which will enable them to contribute to the Toronto Central LHIN's work
- Advisory Panel membership will be approved by the Toronto Central LHIN's senior management
- Composition of the Advisory Panel will be assessed annually by Toronto Central LHIN's senior management and changes in membership may be made to align with the Advisory Panel's needs and activities

**Term of Office:**

- Membership is for a period of one (1) year, with the option to express interest to renew annually for a term not to exceed three (3) consecutive years
- Maximum terms may be extended upon mutual agreement and the approval of Toronto Central LHIN in accordance with the needs of the Advisory Panel and the Toronto Central LHIN's priorities
- A minimum of one-third of the membership will be retained each year to support continuity and to promote succession planning
- The Advisory Panel will exist for the length of time that mental health and addictions is a priority for the Toronto Central LHIN's planning

**Remuneration:**

- Membership in the Advisory Panel is voluntary

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<sup>2</sup> The process for selection of these two members has yet to be determined

- While members will not be compensated for their time, TTC tokens will be provided on request for travel to and from Advisory Panel meetings and any other LHIN activities

**Meetings:**

- A minimum of two (2) meetings per year will be held at the request of the LHIN when significant milestones in the work of the Mental Health and Addictions Council have been reached
- Meetings may be via teleconference, for a period of up to 3 hours in length
- Face-to-face meetings will be held in accessible facilities that are on a TTC route
- Advisory Panel members may request the Toronto Central LHIN to set up a meeting, when a significant health system issue is identified, to advise the LHIN
- English will be the working language of the Advisory Panel

**Quorum:**

- To constitute as a meeting of the Advisory Panel, 50% of its membership must be present

**Evaluation:**

- Short, post-meeting evaluations of each meeting will be undertaken by members

**Non-Disclosure:**

- Each Advisory Panel member will be asked to sign a non-disclosure agreement indicating their understanding of the roles and responsibilities with respect to the handling of information shared and received as a member of the Advisory Panel

**Early Termination of Membership:**

- Panel members who decide to resign from their position are requested to provide advance written notification to the Toronto Central LHIN's Senior Community Engagement Consultant