



Local Health Involvement Groups (LHIGs) Terms of Reference

Background

Bill 6, *The Regional Health Authorities Amendment Act (Improved Fiscal Responsibility and Community Involvement)* mandates the creation of Local Health Involvement Groups (LHIGs) to strengthen local involvement in RHAs:

In accordance with guidelines approved by the minister, a regional health authority shall establish local health involvement groups to explore and provide advice to the board of the authority on issues that impact the delivery of local health services.

Purpose

- To engage the community in providing input about the impact and delivery of health services.
- To inform the community about IERHA activities.
- To gain insights from the users of our services about accessibility, quality, equity, etc.
- To encourage the community to think regionally within the local perspective and to understand the broader system-wide issues in health care.

Nomination/Appointment Process

On an annual basis, community members will be recruited through a transparent and open public call for nominations and applications. The IERHA Board will make the final decision regarding the selection and appointment of LHIG members. Prior to confirmation of each approved LHIG member, reference checks will be completed. In the event of a negative reference check, the Board will be advised and an alternative member will be proposed.

Structure

There are three LHIG groups in the Interlake-Eastern IERHA:

Central LHIG – Northern most limit of East. St. Paul, including Selkirk, Beausejour, Oakbank and Stonewall.

East LHIG – Commencing at the point of intersection with the Eastern boundary of the Province of Manitoba and the Southern limit of the Trans Canada, including all towns and First Nations on the East side of lake Winnipeg.

Highway,

West LHIG – North Western most limit of the RM of East St .Paul to the intersection with the shoreline of Lake Manitoba including all Towns and First Nations up to and including Berens River First Nation.

Membership

Each LHIG will be made up of the following:

- LHIG members (a maximum of 13 members per group).
- Board Liaison.
- IERHA LHIG / Community Engagement Coordinator.

LHIG Members

In representing the broader public and more specifically their geographic community areas, the LHIGs perform the following duties:

- Provide assistance, advice and information to the IERHA with respect to planning and delivery of quality health services in the community;
- Bring forward community perspectives;
- At the request of the IERHA, provide community perspectives related to the topics and questions reflective of the IERHA's priorities asked by the IERHA Board; and,
- Perform any other duties which the IERHA may delegate to the LHIGs from time to time.

Board Liaison

The IERHA will name board representatives to act as liaisons to each of the Local Health Involvement Groups. The Board Liaison is an ex-officio, non-voting member of the LHIG. The Board member (Liaison) attends as many LHIG meetings as possible. Board Liaisons are encouraged to provide LHIG updates to the Board. The role of the Board Liaison is as follows:

- Attend meetings of their LHIG;
- Serve as a representative of the IERHA Board;
- Promote and support the work of their LHIG; and,
- Participate with evaluation of their LHIG.

LHIG / Community Engagement Coordinator

A designated IERHA staff member will act as a resource to each of the Local Health Involvement Groups. The role of LHIG / Community Engagement Coordinator includes the following:

- Provide administrative support (i.e. record and maintain minutes, prepare reports).
- Facilitate meetings.
- Support Board Liaisons and alternates.
- Facilitate and support process to address concerns raised at meetings by individual LHIG members.
- Manage the recruitment and selection process.
- Complete and submit an annual evaluation of the LHIGs' progress present information from the local health involvement groups to the IERHA Board.

Termination of a Member's Appointment

By notice in writing, the IERHA may terminate the appointment of a LHIG member for just cause.

A LHIG member may terminate his or her appointment on written notice to the LHIG Coordinator and the IERHA Board.

LHIG members that are absent 3 meetings without appropriate notice will be asked to resign.

The termination of a LHIG member's appointment shall become effective on the date set out in the written notice.

Remuneration

As volunteer representatives of the community, LHIG members will not be entitled to compensation for their activities. Reimbursement for caregivers (childcare/respite), mileage, parking, and taxi or Handi Transit incurred by members in carrying out their activities will be provided in accordance with prevailing IERHA policy and directives.

Terms of Appointment

Terms of LHIG members will be three years in length. If interested, LHIG members may reapply after an absence of a minimum of two years.

Meetings

- In-person LHIG meetings will be held at least four times per year.
- Teleconferencing may be available to facilitate participation.
- Additional engagement opportunities beyond the scope of the LHIG may be offered to LHIG members.
- Location/times will be determined by the LHIGs.

Topics

In accordance with legislation the LHIG Coordinator and IERHA Board will develop an annual plan which includes topics for discussion.

Documentation/Feedback

- Meeting notes will be taken and reviewed after each meeting by LHIG members for accuracy.
- Written reports are made to the IERHA Board twice annually.
- The IERHA Board will provide a minimum of two feedback reports to the LHIG annually.