



Health Canada Santé Canada

**The Canadian Integrated Public Health  
Surveillance  
(CIPHS)  
Collaborative**

*Executive Council*  
**Terms of Reference**



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Version 2.0

**(Disponible en français sur demande)**

## Canadian Integrated Public Health Surveillance (CIPHS) Collaborative

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### *Executive Council*

#### **Terms of Reference**

#### *Mandate*

The Executive Council is a governing body of the CIPHS Collaborative, and is responsible for setting the strategic direction of the CIPHS Collaborative, through ongoing governance and policy development.

This will be accomplished through:

- Effective representation of jurisdictional Collaborative members.
- Performing a national advocacy role.
- Establishing a consistent decision-making process.
- Facilitating the delivery of the plan of action within the member's jurisdiction\*.

#### *Responsibilities*

Executive Council members are expected to represent their jurisdictions in the following ways:

- To actively communicate with Collaborative members from their own, and other jurisdictions.
- To actively facilitate and gather input from Collaborative members and regional health authorities.
- To equitably represent Collaborative members at the Executive Council.
- To act as the officially delegated authority for decision-making and implementation on behalf of their jurisdiction.
- To facilitate decisions on behalf of their jurisdiction.
- To communicate decisions and outcomes of the Executive Council meetings to Collaborative members, as appropriate.

\* = A jurisdiction equals a province, territory, federal or local jurisdiction (if province opts out)

Executive Council members are accountable for ensuring that the necessary mechanisms are in place to adequately represent their own and other jurisdictions.

The Executive Council and Collaborative Terms of Reference are reviewed annually for relevancy, accuracy, performance measurement and goal setting. It is the responsibility of the Collaborative Manager to bring the Terms of Reference to the Executive Council for review.

The Executive Council approves the Collaborative Terms of Reference. The Executive Council approves the Executive Council Terms of Reference with input from the Collaborative. Terms of Reference are approved annually at the Retreat.

## *Accountability*

The Executive Council is accountable to the Collaborative members at large and for the delivery of the key responsibilities listed below:

- Set strategic direction on the CIPHS Collaborative initiatives.
- Participate in the development of and oversee the Collaborative Strategic Plan.
- Review and provide input to the legal agreements and Memorandum of Understanding (MOU) being utilized by the project.
- Oversee the status and progress of all working documents, such as: the CIPHS Collaborative Charter, Collaborative Annual Operational Plans, Collaborative policies, project evaluations, Statements of Work for consultants, CIPHS work plans, and Terms of Reference.
- Oversee the status of action items from all retreats.
- Approve recommendations from the Collaborative, including funding and resource allocations, product development plan and priorities and the long term strategic plan in order to ensure appropriate planning and funding for the delivery of the project objectives.
- Participate in a forum for discussion representing the jurisdictional input of the Collaborative membership.

## *Membership*

The membership of the Executive Council is comprised of members from the Collaborative who's jurisdiction has supported the project, and represents a balance of roles represented in the Collaborative and will be from a cross-section of jurisdictions.

The Executive Council consists of a maximum of twelve (12) voting members. A list of current Executive Council members and contact information will be readily available to Collaborative members.

Executive Council members who sit on relevant external committees are encouraged to represent the interests of the Collaborative and to provide the Executive Council with updates on committee initiatives.

### **Voting Members**

- Co-Chair
- CIO (Chief Information Officer)
- CIO (Chief Information Officer)
- Program Representative
- Program Representative
- HIA Representative (Health Information Atlantic)
- WHIC Representative (Western Health Information Collaboration)
- First Nations Representative
- CIPHS Project Authority (Health Canada)
- Co-Chair (Collaborative Manager)
- Director General from the Centre for Surveillance Coordination.
- Member at Large\* (front line person)

One member at large position will be held open for strategic influencers. It will be appointed by the EC and have a one-year term, renewable at the EC's discretion.

### **Non-Voting Members**

- External Advisor\*\*

## *Selection of Membership*

Members will be selected from the Collaborative membership, in accordance with the affiliations listed above.

A Nominating Committee will be struck within the Collaborative membership annually and is responsible for initiating the replacement process, overseeing communications and voting procedures regarding the Executive Council membership.

\* = Member at Large: An independent EC or ex-EC member who supports the vision and mandate of the Collaborative.

\*\* = External Advisor: An independent EC member who observes activities and offers objective advice and counsel to the EC.

Expressions of interest from Collaborative members who would like to become an Executive Council member are forwarded to the Collaborative Manager, who will forward the name to the Chair of the Nominating Committee.

Nominees for the Executive Council must have actively participated in the Collaborative for a period of at least one year.

Acclamation by the Collaborative membership will occur at the Retreat.

The Executive Council Co-Chair must be selected from the Executive Council membership.

Executive Council members must be able to commit to Council meetings and membership for a three-year term with an option of a one-time renewal term of three (3) years for a maximum of six (6) years. The renewal must receive acclamation by the Collaborative membership.

In the event a replacement of an Executive Council member is required, every effort will be made to replace the member with a Collaborative member from the same jurisdiction, and if possible, within a similar role.

## *Meetings*

The Executive Council will meet monthly (teleconference or face-to face) or at the call of the Co-Chairs. Executive Council members are expected to attend as many meetings as possible, but at least 75% of scheduled meetings each year. Absentee votes may be utilized following discussion with one of the co-chairs, and supported in writing for the record of decision. Failure to attend meetings may result in replacement on the Executive Council.

Minutes of the Executive Council may be obtained through the Collaborative Management office, or any member of the Executive Council.

## *Leadership*

The Executive Council will be co-chaired with the Collaborative Manager. It is the responsibility of the co-chairs to set and post the agenda, to call the meeting to order, to facilitate the meeting, to put to vote all questions that are moved and seconded, to ensure rules of order are adhered to and to adjourn the meeting when the business is concluded.

In the absence of a face-to-face meeting, where a show of hands determines the outcome of a vote, meetings held by teleconference will be conducted by voting by exception. The moved and seconded motion will be assumed carried when there are no opposing views voiced when called for a vote.

When an Executive Council member requests a recorded vote, all voting members present at the meeting must vote orally. The secretariat must record, for the minutes, the names of ayes and nays.

### *In-Camera*

Proceedings of meetings, or portions of meetings, may be held in-camera when agenda items include personnel or budget issues not yet ready for public dissemination. Only voting members will remain in the room.

### *Decision-Making*

All Executive Council meetings will require quorum for decision-making. Quorum is achieved when at least 50% plus one Executive Council members with voting privileges are present at the meeting.

Decisions will be reached by majority-vote. Where consensus cannot be reached, majority-vote will carry.

### *Conflict of Interest*

When a member of the Executive Council has a pecuniary interest and is present at a meeting, he/she shall disclose his or her interest as soon as practical after the commencement of the meeting. The member must immediately leave the meeting and remain absent during all discussion on the matter. The member must not take part in any discussion, vote on the matter, nor attempt to directly or indirectly influence the vote.

### *Secretariat*

The CIPHS Project will provide secretariat support to the Executive Council by:

- Organizing Executive Council teleconferences jointly with the Chair.
- Preparing, coordinating, and making available relevant information and documents required for the Executive Council to discharge its responsibilities.
- Taking and distributing minutes of the teleconference meetings.
- Ensuring minutes are promptly posted on the Collaborative web site.
- Providing a point of contact for questions about the CIPHS program.

Information for the Executive Council teleconferences and general information regarding the CIPHS program will be posted, for the use of the Executive Council and Collaborative members, on the CIPHS web site.

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