

# The Niagara Community Health Centre Collaborative (NCHCC)

## Terms of Reference

### Who We Are

The Niagara Community Health Centre Collaborative (NCHCC) is composed of not for profit, community governed, inter-professional, Community Health Centres (CHCs) providing primary health care in the Niagara region.

### Membership

Community Health Centres in the Niagara Sub-Region of the Hamilton Niagara Haldimand Brant Local Health Integration Network (HNHB LHIN).

- Bridges Community Health Centre
- Centre de Santé Communautaire
- Niagara Falls Community Health Centre
- Quest Community Health Centre

### Organization Representatives

- Board Chair or designate, CHC in Niagara Sub-Region
- Executive Director or designate, CHC in Niagara Sub-Region

### Corresponding Member

- The Alliance for Healthier Communities

### Our Mission

The NCHCC champions transformative change within Niagara's primary health care system. We improve the health and wellbeing of people and communities who face exceptional barriers to health and ensure that people with complex needs have increased access to services in accordance with the CHC model of health and wellbeing.<sup>1</sup>

### Our Values<sup>2</sup>

The NCHCC

- Champions an equitable, inclusive and respectful primary health care system in Niagara
- Challenges the status quo with integrity and transparency and is a catalyst for system innovation



- Embraces community driven cooperation and partners to influence change
- Acts and learns from a community informed and evidence based approach
- Respects the local autonomy of each member CHC and the accountability of Organization Representatives to the Board of Directors of each Member CHC.

## **Our Work Together**

The NCCHC operates with a shared leadership model and each member contributes to the success of meetings and their outcomes. Members work collaboratively to promote clinical proficiency, continuous quality improvement, operational efficiency, and effective community led governance.

The NCCHC leverages our collective impact as Community Health Centres by creating a forum to:

- Meet and exchange ideas related to primary health care in the Niagara region
- Identify potential areas of collaboration
- Discuss the needs of communities, strategic priorities of the HNHB LHIN, directives from Ontario Ministry of Health and Long-Term Care, and developments in the Community Health Sector
- Give and receive peer support and mentoring
- Consider interactions with the HNHB LHIN and other policy makers and stakeholders on issues
- Create shared communication strategies to promote awareness of the work of CHCs.

## **Facilitator**

- The Members will appoint a Facilitator (from within or outside of the Membership) responsible for preparing agendas, facilitating meetings, identifying action items, and circulating draft minutes for approval by the Members.
- The Facilitator may call upon the Member hosting a meeting to provide support for minute taking for the meeting.
- The Facilitator's term and tasks will be determined by the Members and reviewed annually, or more frequently at the request of the Facilitator or a majority of the Members. The Facilitator is not the spokesperson for the NCHCC and is not authorized to meet with anyone on behalf of the NCHCC.

## **Decision Process**

- By consensus

## **Confidentiality**

- Members respect and maintain confidentiality

## **Meetings**

- Meetings will be held monthly for the first 6 months after inception; then every two months, or at the request of the Facilitator as approved by a majority of the membership.

## **Quorum**

- Shall consist of at least one Organization Representative (Board Chair or Executive Director, not including designates) from each member CHC participating either in person or by electronic means.

## **Meeting Location**

- The four Community Health Centres will take turns in hosting the meeting by rotation.

## **Documents**

- Minutes are kept by the Facilitator and distributed to Members 10 days before the next scheduled meeting.
- Agenda items are forwarded to the Facilitator at least 7 days prior to the meeting.
- Agenda is distributed at least 5 days before the meeting.

## **Annual Review and Evaluation**

- The NCHCC Terms of Reference will be reviewed annually (last updated, January 23, 2019).
- Annual evaluation of the effectiveness of NCHCC meetings will take place in December of each year.

<sup>1</sup> All NCHCC Members have endorsed the mission statement of The Alliance for Healthier Communities.

<sup>2</sup>Adapted from “Championing Transformative Change –The Alliance for Healthier Communities.” Our multi-sector approach to transformation of Niagara’s primary community health system has a high degree of integration which aligns with the overall objectives of the planning of the HNHB LHIN and the Niagara Sub Region.