

Lanark Renfrew Health & Community Services and Township of Lanark Highlands

JOINT PLANNING COMMITTEE – Terms of Reference

Purpose: The Joint Planning Committee oversees and co-ordinates activities and advocacy directed at the achievement of common goals which are consistent with the mandates of the North Lanark Community Health Centre (NLCHC) and the Township of Lanark Highlands (TLH). We serve as an advisory committee and communications link supporting the Township of Lanark Highlands Municipal Drug Strategy.

Background: The Joint Planning Committee formed as a result of a partnership between the Township of Lanark Highlands and the North Lanark County Community Health Centre in 1999 called “The Highlands That We Want 2020” strategic planning process.

Functions: Within the framework of the member bodies’ mandates, and respecting the resources available to both organizations, the responsibilities of the Joint Planning Committee include:

1. Sharing information about current and developing programs, services and/or initiatives that are intended to benefit the local (Highlands) population;
2. Identifying trends and issues that could have a significant impact on the health of the local (Highlands) community;
3. Co-ordinating activities and advocacy directed at common community concerns where a joint/shared approach or position provides strength or enhances the effort;
4. Reporting and providing information and/or recommendations to their respective governing bodies (LRHCS Board of Directors and the Township of Lanark Highlands Council) regarding common issues and proposed direction;
5. Monitoring data and progress related to the Municipal Drug Strategy, and initiate and /or assist with drug strategy initiatives; and
6. Providing information and/or updates to the community-at-large on common undertakings and joint initiatives.

Frequency of Meetings: The committee shall meet three times per year (tentatively February, May and October) or at the call of the Chair. Meetings will be conducted at a time and place convenient to the members of the committee.

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Reporting Requirements: The minutes of the Joint Planning Committee will be circulated to the members of the committee and once approved, through their representatives, to the Township of Lanark Highlands Council and the Board of Directors of Lanark Renfrew Health & Community Services.

Membership: The Joint Planning Committee shall consist of: a maximum of three members representing the Township of Lanark Highlands; a maximum of three members representing the North Lanark Community Health Centre – a part of Lanark Renfrew Health & Community Services; a member from the Lanark Highlands Youth Centre, and up to two representatives from the community-at-large.

The Committee Chair and Vice Chair shall be elected by the Committee at the first meeting after the LRHCS AGM and/or after a municipal election and change in Council representation.

Confirmed Membership for 2019:

Peter McLaren – Reeve, Township of Lanark Highlands

Bill King – Council Member, Township of Lanark Highlands

John Jordan - Executive Director, Lanark Renfrew Health & Community Services

Jean Dunning – Community Member

Jean Knowles – Community Member

Warren McMeekin – Executive Director, Lanark Highlands Youth Centre

Kara Symbolic – Community Programs and Communications Coordinator, North Lanark Community Health Centre

Quorum equals four (4) members with at least one member from the Township of Lanark Highlands and one member from the North Lanark Community Health Centre