



Terms of Reference
(approved October, 2011)

1. Description of the Centre:

The Healthy City Stewardship Centre (HCSC) was created in 2004. It is a volunteer initiative that brings together key, decision-making, organizations in the City of Mississauga and Region of Peel to work together for the betterment of health of the people, community and environment. The Stewardship Centre is a virtual centre and time and resources are in-kind.

Vision: Mississauga will be a Healthy City of people with optimal physical, mental and spiritual health.

- Goals:
- All people in Mississauga will value and strive for optimal health.
 - All people in Mississauga will feel safe in their communities.
 - All people in Mississauga will have equal access to information and services.
 - All people in Mississauga will live in and contribute to a clean and sustainable environment.
 - All people in Mississauga will feel part of a larger community and will know that they will be cared for in times of need.

2. Purpose of the HCSC:

The purpose of the Healthy City Stewardship Centre is to advance the common vision for improving overall health in the City of Mississauga which includes physical, mental, spiritual, social and environmental health, by collectively:

- Sharing information on important topical and local issues
- Aligning strategic directions and policies and understanding the gaps that exist
- Communicating broadly to increase health awareness
- Supporting local programs and HCSC member initiatives that touch a broad spectrum of the population

- Sharing research and best practices that utilize evidence-based study
- Reporting on a high-level trends and issues of the current local health condition
- Championing new ideas and research initiatives
- Advocating for improved legislation and/or public policy
- Understanding the changes occurring in the local population that affect overall health
- Listening to the ideas of citizens and communicating their health concerns to local leaders
- Utilizing the local area experts’ knowledge, technology and research that assist in bettering local health policy or programs
- Recommending potential actions, programs that would contribute to improved health policies
- Participating, as an HCSC member, to incorporate the Stewardship Centre’s vision and goals into their own organization’s policies and endeavours.

The HCSC members may choose to be involved in specific projects. This would be on an individual, as required, basis and resources, other than in-kind, would need to be found.

3. HCSC Membership:

a. Membership Criteria

A cross-section of Mississauga representatives will be invited by the Mayor based on the following criteria:

- Represents a sector that influences health
- Community leader and influencer (the top official of the organization will be asked to serve)
- Ability to commit necessary time
- Demonstrates a strong interest in the health of Mississauga citizens

Honorary Chair:

Mayor McCallion, City of Mississauga

Chair:

Appointed by the Mayor from one of the representatives

Representatives

From the following sectors:

- Health Care (1): representing the local hospital (this assumes the merger of Trillium Health Centre and Credit Valley Hospital)
- Education (2): representing both local school boards
- Municipal Government (1): representing the Corporation of the City of Mississauga
- Public Health (2): representing the Medical Officer of Health and LHIN
- Post Secondary Education (2): representing University of Toronto Mississauga and Sheridan College Institute
- Youth (1): representing the Mayor’s Youth Advisory Committee
- Neighbourhood/Diversity (1): representing a local Neighbourhood

Health Centre

- NGO (1): representing United Way of Peel
- Business (2): representing Mississauga Board of Trade and a local business in the health industry
- Safety (1): representing Peel Regional Police
- Open: allows for the Chair to appoint a person(s) who has individually shown deep commitment to the betterment of health in the local community and/or a representative of an organization or business not represented in the sectors above

Note: if the organization approached does not wish to be represented as a member of the Stewardship Centre, another group from that sector will be approached.

b. Chair

The Chairperson will be appointed by the Mayor and will:

- Be the official spokesperson for the HCSC
- Prepare meeting agenda in consultation with the City Manager
- Chair and host meetings
- Assist with the invitations to new members
- Serve a term of two years

The City Manager will be the Vice-Chair.

4. Operating Procedures

a. Term of Office

As the HCSC member will be a top official of their organization, a specific term of office is not practical.

b. Meetings

The HCSC will plan to meet three times per year (Spring/Fall/Winter). Additional meetings may be called as required.

Meetings are designed to share health knowledge and to facilitate dialogue on maintaining the overall health of citizens. Each meeting will have an agenda that outlines the discussion items. Guest speakers will be at the invitation of one of the HCSC members. Unsolicited requests to make a presentation, by an individual or group, will be at the discretion of the Chair.

The City of Mississauga will provide appropriate secretariat support relating to the operation of the HCSC.

c. Alternates

While alternates for a HCSC member are discouraged, on occasion this is acceptable. The alternate should also be a top official of the organization they represent. HCSC members are also welcome to bring up to two members of their organization to the HCSC meetings to observe the meeting and hear the discussion.

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