**New Campus Development Community Advisory Council**

**Terms of Reference**

**Purpose:**

The TOH New Campus Development Community Advisory Council has two purposes:

1. For TOH to provide the community with current information about the project.
2. For the Council to provide TOH with feedback about the New Campus Development and the many communities it will serve.

The Council’s role will be strictly advisory. Decisions about the planning and design of the New Campus Development will be taken by TOH in collaboration with government partners and approval bodies.

**Membership:**

The council will consist of members from four distinct groups:

1. One representative each from the neighborhood associations adjacent to the new campus:
	1. Carlington Community Association
	2. Dow’s Lake Residents Association
	3. Glebe Annex Community Association
	4. Civic Hospital Neighborhood Association
	5. Dalhousie Community Association
2. One representative each from regional partners from TOH’s health care service area
	1. Renfrew Victoria Hospital
	2. Cornwall Community Hospital
	3. Kemptville District Hospital
	4. Centre intégré de santé et des services sociaux de l’Outaouais
	5. Nunavut Ministry of Health
3. One representative each from community health organizations who support underserved or marginalized populations in TOH’s region.
	1. Ottawa Health Team
	2. Ottawa Inner City Health
	3. Ottawa Local Immigration Partnership
	4. TOH’s Patient and Family Advisory Council
4. Staff from TOH
	1. Executive Vice President and Chief Planning and Development Officer
	2. Chief Communications Officer
	3. Stakeholder Engagement lead
	4. Administrative support
	5. And others whose input may be vital to a specific topic

Representatives will be nominated by their organization and will serve on a voluntary basis.

**Scope of work:**

The Advisory Council will be led by TOH and chaired by a member of the community. Proposed topics for discussion include transportation, accessibility, environmental sustainability, and other areas of interest.

Organizations outside of the group’s membership may be asked to attend a meeting to provide expertise on a specific topic of interest.

The Community Advisory Council will provide TOH with a variety of perspectives from the people who will be served by the hospital. This valuable feedback will inform project development and help TOH design a hospital that supports the health and wellness of its community.

In alignment with a motion passed at Ottawa City Council, a transportation subcommittee will be struck to provide feedback on transportation to hospital from across the region, and to inform a traffic calming study, off-site parking strategy, and the transportation monitoring program. The transportation advisory subcommittee will, augmented by additional stakeholders from across the region, inform the hospital’s Transportation Demand Management strategy.

**Meetings:**

Meetings will be held three times per calendar year or more frequently at the call of the Chair to provide project updates and opportunities for members to share ideas and feedback with TOH. Meetings will be held virtually to ensure our members may participate fully.

**Minutes:**

Meeting minutes, including feedback from members and action items, will be recorded by TOH staff and distributed to all members following each meeting. Feedback from the Advisory Council will also be provided to the project team for consideration in decision making.

**Reporting:**

The Advisory Council will report into the project team via the TOH’s Chief Planning and Development Officer.

Administrative support will be provided by TOH.