

**Winnipeg Regional Health Authority  
Regional Mental Health Adult Program Advisory Council**

**Terms of Reference**

**Purpose:**

The Mental Health Advisory Council is an advisory group appointed by the WRHA Regional Adult Mental Health Team. The council is comprised of individuals with lived experience facing mental health issues along with family members and concerned citizens who together provide one important mechanism for input into the planning, implementation and evaluation of WRHA Regional Mental Health Adult Programs.

**Need:** The council provides an on-going opportunity for involved community members to have input into regional mental health service planning, implementation, and evaluation.

**Expected Results:**

The Council will include a minimum of 8 members and not exceed 16 members with at least 60% of the council members being individuals with personal experience living with a mental health issue. The balance will be people who are family members of individuals with lived experience with a mental health issue or community members at large with strong interests in improving mental health services for the population in Winnipeg. A WRHA staff member will participate as an "ex officio" member, serving as chair. Support for the council will be provided by the Mental Health Program.

**Advisory Council Role**

As a representative of the community, the Adult Mental Health Advisory Council will perform the following duties from the perspective of an individuals with lived experience facing mental health issues, a family member or a citizen:

- Dialogue on a broad range of health and human service issues that impact the lives of people with mental illness and their support networks.
- Identify, develop and support strategies in regards to capacity building of people with mental illness to play an increased role in providing input into planning, implementation and evaluation of the regional services and initiatives.
- Provide assistance, advice and information to the Regional Mental Health Program that reflect the vision and principles set out in the Terms of Reference. The level of this Council's participation will vary depending on the specific issue and need. Levels of participation include: inform, consult, involve, collaborate and empower.

**Member's Responsibilities**

Members of the council shall function as individuals with a regional interest rather than as representatives of organizations or personal agendas. All members will participate on the basis of their personal passion for and commitment to ongoing improvements to the mental health system and the quality of life of those living with mental illness. Members of the council shall be guided by the vision and principles as set out in the terms of reference. We are looking for individuals who have a personal passion for and commitment to ongoing improvements to the mental health system and the quality of life of those living with mental illness. Council members volunteer for terms up to 3 years in length with an option for those who qualify to be considered for a second term. At minimum, each council will meet 4 times per year, with a maximum of 8 meetings, based on agenda items.

**Chairperson's Responsibilities**

The WRHA Regional Mental Health Team will appoint a chairperson. The WRHA chair will develop the agenda, prepare minutes, send materials, chair council meetings and arrange any logistical needs for the meetings. The Council chair will provide reports on the activities and outcomes of the meetings to the WRHA Regional Mental Health Team in order to ensure timely communication to and maximize input of the Advisory Council.

## *Notice of Approval by Regional Mental Health Team – June 4, 2012*

### **Accountability:**

The Council reports to the Regional Mental Health Team of the WRHA Adult Mental Health Program through the WRHA representative on the Council. The WRHA Mental Health Program will review the mandate and effectiveness of the Council annually. The Council will provide an annual presentation summarizing the years work to the Regional Mental Health Team. The council will conduct a self-evaluation annually.

The WRHA Adult Mental Health Program shall provide information to the Council on the progress made regarding recommendations, concerns, and/or innovations suggested by the Council. While the Council is an advisory body only, the WRHA Regional Mental Health Team values the input and feedback of the Council, however is under no obligation to implement any or all of the decisions/recommendations of the Council.

### **Meetings:**

Meetings will be scheduled by the WRHA appointed chair. There will be a minimum of 4 meetings a year. Additional meetings may be scheduled, based on agenda items, but shall not exceed 8 meetings in the year. Meeting schedules shall be reviewed after one year.

Meeting agendas will provide a forum for discussion of:

- Current issues and/or concerns
- Policy/system information and review.
- Program/service information and review.

Quorum shall be 50% of the filled positions.

### **Expenses:**

The WRHA Mental Health Program shall be responsible for council expenses. Transportation, including taxis and childcare expenses will be provided for all members, according to WRHA policy and directions. The WRHA Mental Health Program shall be responsible to provide clerical and logistical support including meeting facility/location, distribution of minutes, meeting notices and agendas and the printing and distribution of relevant information and documents and other materials required by the Council to perform its task. Food and / or beverages will be available during meetings as appropriate to the time of meeting.

### **Evaluation:**

Ongoing evaluation will occur and include some combination of the following methods of evaluating effectiveness:

- Council self evaluation
- Record of number of meetings and attendance
- Measure of interest in the WRHA Mental Health Advisory Council, as indicated by the number of applications received and the number of persons on the advisory council.
- Council member questionnaire to request feedback on member's perception of their input into WRHA Adult Mental Health Program planning.

### **Assumptions:**

The Regional Mental Health Adult Mental Health Program Advisory Council has an awareness and understanding of the current context and environment of health care and mental health care for Winnipeg (see Appendix A)

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### **Membership Maintenance Policies**

1. The Council will endeavor to maintain diversity in membership in terms of gender, age and culture of persons who reside in the Winnipeg region.
2. Individuals with lived experience with mental health issues will constitute a minimum of 60% of the membership of the Council and the balance will be family members of persons with lived experience facing mental health issues
3. Council will include a minimum of 8 members and will not exceed 16 members.
4. A staff member of the WRHA Mental Health Program will participate as an “ex officio” member and will serve as chair. The Regional Mental Health Team will appoint this person, for a one-year term.
5. Council members will provide an original commitment of a 3 year term, with an option to reapply for up to one additional three year term. An attendance record of 80% or greater in the preceding term is required for reapplication. The selection committee will review applications and requests for a renewable term and will recommend membership for the Council.
6. Members failing to attend two regular meetings of the council in a fiscal year without prior notification to the chair will be deemed to have resigned from the Council.
7. Members may request a one-time leave of absence for a maximum of three meetings without penalty.
8. Where the Council is of the opinion that a member has persistently refused or neglected to comply with the vision and principles; or has persistently and willfully acted in a manner detrimental to the functioning of the council, the chair in consultation with members of the Regional Mental Health Team may expel or suspend the member from the council. The termination of the member’s appointment shall become effective on the date set out in the written notice.
9. A list of members’ names will be available to the public.

### **Membership Criteria**

Membership is to reflect:

1. 60 % of members current or previous experience mental health issues.
2. The remaining 40 % will either be a family member or natural support of a person with a current or previous experience of mental health issues or an interested community member.
3. Have a demonstrated ability to incorporate their personal experiences into the task of regional representation and perspective.
4. Have a demonstrated ability to access, gather, and understand information regarding:
  - Mental health and related systems, policies, services and programs
  - Mental health issues and concerns.
  - The process of empowerment and recovery.
5. Have a demonstrated ability to constructively assess, evaluate and critique information regarding mental health and related systems, policies, services and programs.
6. Have a demonstrated ability to envision, define, and develop realistic and creative solutions.

### **Membership Recruitment Process**

1. The Regional Mental Health Team appoints a selection committee.
2. The selection committee will liaise with the WRHA volunteer services to develop a process for advertisement, screening and interviewing of potential candidates.
3. The selection committee will identify and implement a communication plan to raise awareness and interest in this opportunity, which may include information sessions, web site, or posters.

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4. Membership will be approved by the appointed selection committee through a process that will include:
  - A review of the nomination/application forms.
  - A personal interview.
  - A review of personal references.
5. Letters of acceptance or declination will be sent out to all applicants. Applicants not selected will be informed of other opportunities available through WRHA volunteer services. All applications will be kept for one year by volunteer services.
6. In the event there is a vacancy a council representative will contact WRHA volunteer services for potential applications on file. The chair will take responsibility for a timely filling of vacancies. At the discretion of the council, the member may be appointed for the remaining portion of the term of the member being replaced.
7. As terms expire the council will identify a recruitment process to ensure that the council remains a viable group.
8. An orientation program will occur for all new members at the commencement of their term. Orientation will include:
  - Council process and governance clarification.
  - Introduction to WRHA Mental Health Program policies and services.
  - Introduction to policies, services, funding criteria, and outcomes of agencies and programs funded by the WRHA Mental Health Program.
  - Empowerment and Recovery education.

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**Appendix A**

**Winnipeg Health Region's Board of Directors approved in 2011, a new Vision, Mission, Values statement:**

**Mission:**

To co-ordinate and deliver safe and caring services that promote health and well-being

**Vision:**

Healthy People. Vibrant Communities. Care for All.

**Values:**

Dignity - as a reflection of the self-worth of every person

Care - as an unwavering expectation of every person

Respect - as a measure of the importance of every person

**Our Commitments:**

Innovation - that fosters improved care, health and well-being

Excellence - as a standard of our care and service

Stewardship - of our resources, knowledge and care

**Guided by the WRHA approved six new strategic directions ( WRHA 2011)**

**Enhance Patient Experience**

Enhance patient experience and outcomes by listening more carefully to patients and considering their needs when designing and delivering services.

**Improve Quality and Integration**

Improve access to quality and safe care through improved integration of services and then use of evidence informed practice.

**Foster Public Engagement**

Work with the community to improve its health and well-being by forging partnerships and collaborating with those we serve.

**Support a Positive Work Environment**

Enhance quality care by fostering a work environment where staff are valued, supported and accountable, and who reflect the diverse nature of our community.

**Advance Research and Education**

Work with stakeholders to enhance academic performance through the development of an academic health sciences network where clinical education and research activities are better aligned and integrated.

**Build Sustainability**

Balance the provision of health-care services within the available resources to ensure a sustainable health-care system.

**Role Statement of the Winnipeg Regional Health Authority (WRHA) Adult Mental Health Program (WRHA, 2011):**

**Our Vision is Healthy People, Vibrant Communities, Care for All (WRHA Vision)**

**To bring this vision to reality the WRHA Adult Mental Health Program provides an integrated and comprehensive range of mental health services and supports primarily for adult residents of Winnipeg across the health care continuum that support and promote recovery.**

**Through collaboration and partnership across various health, social service and community sectors the program strives to promote mental health and well being for all, to reduce inequities and the impact of mental health problems and to work towards sustainability of mentally healthy individuals and communities.**

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**Provincial Mental Health Plan (Manitoba Health 2011)**

**Rising to the Challenge: A strategic Plan for Mental Health and Well-being of Manitobans**

**Vision:**

All Manitobans experience their optimal level of mental health and well being

**Mission:**

To develop, implement and maintain an integrated and coordinated model of mental health promotion, prevention, support and treatment for Manitobans in partnership and collaboration with people with lived experience of mental health problems and illnesses, family members, natural supports, service providers and other partners.

**Foundational Pillars**

- **Mental Health Promotion** – creating flourishing environments where people can experience satisfaction, life purpose, productively, personal growth, physical health and positive relationships
- **Recovery** – an approach that creates hope, meaning and a feeling of empowerment so that people can choose a path to recovery
- **Inclusion** – the opportunity to actively participate in community life and make a contribution while experiencing the same rights, entitlements and respect as other citizens
- **Shared Responsibility** – everyone has a role to play to contribute to the mental health and well being of the whole population
- **Leading & Promising Practices** – the use of best possible evidence in making decisions and creating new knowledge through innovation with evaluation
- **Cultural Safety**- reduces power imbalances and discrimination through the elimination of disparity in access and engagement in services by acknowledging and respecting differences in cultural values and norms

**Goals:**

1. **Mental health and Wellbeing** of the population are promoted and mental health problems and illnesses are prevented where ever possible, including the prevention of suicide
2. **Access to Service** through an enhanced range of recovery oriented mental health, health and social services accessible as close to home as possible
3. **Innovation and Research** capacity is strengthened, promoted and supported
4. **Social Inclusion** of people living with mental health problems and illnesses in communities and systems is promoted and supported
5. **Family Participation** is supported so that family members and natural supports can foster recovery and well-being
6. **Workforce Development** strengthens the policy environment and practices needed to promote mental health well being and recovery

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### **Manitoba Health Provincial Mental Health Policies are:**

#### **Mental Health Renewal:**

Mental Health Renewal is the broadening of the mandate of the mental health system to include practices that improve mental wellness as well as treat mental illness, It moves the mental health system in a direction towards a primary health care approach that stresses service delivery strategies focused on promotion, prevention, and early intervention. This approach reflects population health principles, and involves commonly –based strategies and coordinated, integrated approaches with services offered along a continuum of care.

<http://www.gov.mb.ca/healthyliving/mh/renewal.html>

#### **Individuals with lived experience facing mental health issues Participation in Mental Health Service Planning, Implementation and Evaluation**

Individuals with lived experience facing mental health issues have the right to participate and have a direct and active role in all processes that affect their lives. WRHA will develop plans for the enhancement of individuals with lived experience facing mental health issues participation in their individual treatment plans and in the planning, implementation and evaluation of mental health services in their region.

[http://www.gov.mb.ca/healthyliving/mh/docs/individuals with lived experience facing mental health issuesparticipation.pdf](http://www.gov.mb.ca/healthyliving/mh/docs/individuals%20with%20lived%20experience%20facing%20mental%20health%20issuesparticipation.pdf)

#### **Family Member and Natural Support Participation in Mental Health Service Planning, Implementation and Evaluation**

Whereas responsiveness to the needs of individuals with lived experience facing mental health issues and their families is the ultimate goal of all services, mental health planning, implementation and evaluation must reflect a variety of perspectives including family members and other natural supports. With the informed consent of the individual, family members and other natural supports will be encouraged to play an active role in processes that affect the lives of those living with mental illness.

<http://www.gov.mb.ca/healthyliving/mh/docs/familymember.pdf>

#### **Services to Individuals with Co-occurring Mental Health and Substance Use Disorders**

Whereas individuals with co-occurring mental health and substance use disorders are an expectation and not an exception in both the mental health and addiction service system, Manitoba Health, in partnership with the Regional Health Authorities, Addictions Foundation of Manitoba and applicable facilities and agencies will create a system of coordinated and integrated treatment and supports for both disorders. All components of the mental health and addictions service systems will develop capacity within their existing programs consistent with the, Comprehensive, Continuous, Integrated System of Care (CCISC) best practice model.

<http://www.afm.mb.ca/documents/CODIProvincialPolicy07.pdf>