

**COVID-19 Vaccine Advisory Task Force –
Greater Sudbury, and the districts of Sudbury and Manitoulin
TERMS OF REFERENCE
O: January 2021**

As a local public health agency with responsibilities under the [Ontario Public Health Standards](#) for immunization and infectious and communicable disease control, Public Health Sudbury & Districts has the overall responsibility for the unprecedented COVID-19 Vaccination Program. This responsibility is executed in close collaboration with others in health care and non-health care sectors.

The work of the COVID-19 Vaccine Advisory Task Force for Greater Sudbury, and the districts of Sudbury and Manitoulin will be informed by the [Public Health Sudbury & Districts COVID-19 Vaccination Program Playbook](#) which provides the essential pillars/overarching framework for the development of geographic and sector-specific implementation plans to outline a coordinated approach for vaccine program. This monumental collective effort will ensure that the overall objectives of the Public Health Sudbury & Districts COVID-19 Vaccination Program are achieved. These objectives include:

1. Minimize societal disruptions, including infrastructure and economic impacts.
2. Implement sustained public education and community outreach efforts.
3. Maintain public confidence.
4. Achieve a coverage rate of 75% of those eligible for vaccine by the provincially prescribed timelines.

Purpose

To advise Public Health Sudbury & Districts on the planning and coordination of the COVID-19 Vaccination Program for the population across the Public Health Sudbury & Districts catchment area.

Planning Assumptions

The COVID-19 vaccine environment is very dynamic with many key elements either yet not known or rapidly evolving. Assumptions are therefore required to make planning possible. Refer to the [Public Health Sudbury & Districts COVID-19 Vaccination Program Playbook](#) for the current planning assumptions. As the assumptions are confirmed or otherwise stated, the Playbook will be adapted OR updated.

Advisory Task Force Objectives

1. To advise Public Health Sudbury & Districts Command Table on key operational aspects of the COVID-19 Vaccination Program.
2. To identify opportunities and risks for the implementation of the Vaccination Program.
3. To identify and assist in mobilizing resources and creative solutions to manage risks and leverage opportunities for the Vaccination Program.
4. To support the identification of and engagement with priority populations for the Vaccination Program.
5. To facilitate coordinated communication with all stakeholders involved in with the Vaccination Program.
6. To liaise with Vaccine Implementation Committees, as appropriate.

Reporting Relationship

The COVID-19 Vaccine Advisory Task Force (Advisory Task Force) is advisory to the Public Health Sudbury & Districts COVID-19 Vaccine Command Table (Appendix A).

Advisory Task Force Membership

The Advisory Task Force will consist of representation from each of the following sectors, and membership will not exceed 20. Initial membership will be upon invitation from Public Health Sudbury & Districts and will ensure representation from across the service area.

- Public Health Sudbury & Districts
- Acute care
- Long Term Care Homes/Retirement Homes
- Congregate settings
- Municipal
- Paramedic Services
- Manitoulin-Sudbury District Services Board
- Ontario Health
- Indigenous Service Agency/Partner
- Primary Care
- Pharmacy
- Police Services

Advisory Task Force Member's Responsibilities

- To actively participate in meeting the Advisory Task Force objectives.
- To carry out the objectives outlined within the Terms of Reference.
- To participate in the Advisory Task Force's meetings and complete assigned tasks.
- To seek input from, and relay information to, their respective sectors, including their own organizations and relevant tables.
- To work in a respectful, professional, collaborative, consensual and empowering manner and recognize and respect the diversity of opinions
- To make every reasonable effort to ensure the effective, meaningful and fair participation of all members.
- To keep confidential any issues or materials indicated as such by the Chair.

Proceedings

Chairperson

- Medical Officer of Health is initial Chairperson, transitioning to a Member upon consensus among the Members.

Role of Chair

The Chairperson will:

- Coordinate and chair meetings
- Hold meetings at a location convenient for all committee members
- Disseminate all materials relevant to meetings (given dynamic circumstances, these may be just-in-time receipt)
- Indicate if any materials or issues are to be handled in a confidential manner

- Retain official committee documents, including but not limited to agendas, minutes and correspondence (PHSD responsibility)
- Forwards reports, minutes, recommendations and supporting documentation from the Advisory Task Force in writing to the COVID-19 Vaccine Command Table.

Role of the Recorder

- A recorder appointed by Public Health Sudbury & Districts will track key decisions and meeting action items and assist the Co-Chairs in follow up as applicable.

Frequency and Duration of Meetings

- Meeting Frequency: Bi-weekly or at the call of the chair and depending on the stage of the vaccination program development and operationalization.
- Duration: 1 hour or determined by chair
- Commencement date: the third week in January 2021
- Additional meetings may be called at the discretion of the chair, or if there is an identified need to complete projects, agreed to by all Advisory Task Force members.
- Meeting schedule/dates to be mutually agreed upon by the Advisory Task Force members.
- Meetings will be held virtually.

Quorum

Quorum is met when at least 50% of members are present.

Date Committee Formed

January 25, 2021

APPENDIX A

Local Organizing Structure

COVID-19 Vaccination Program Organizing and Partner Engagement Framework

