

COVID-19 Vaccine Implementation Committee – Sudbury East

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 Implementation Committee for Sudbury East 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 ensure the implementation of the Public Health Sudbury & Districts Vaccination Program in the Sudbury East area.

The Vaccine Implementation Committees are established for the five geographic clusters within Public Health Sudbury & Districts. This committee structure recognizes that while adherence to core elements of the Vaccination Program is required (e.g. sequencing of priority groups, vaccine storage and handling, COVID-safe measures, key communications, etc.), actual implementation will look different across the region. Health system capacity, vaccine availability, administrative supports, population density, and community infrastructure are all characteristics that will impact on how vaccines are most effectively delivered across the region.

COVID-19 Vaccine Implementation Committees have been established in the following geographic areas:

Chapleau
Greater Sudbury
Lacloche Foothills
Manitoulin Island
Sudbury East

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.

Vaccine Implementation Committee Objective

- > To ensure the implementation of the Public Health Sudbury & Districts COVID-19 Vaccination Program within the Sudbury East area and as authorized by the Command Table.

Reporting Relationship

Through the co-chairs, the COVID-19 Vaccine Implementation Committee reports to the Public Health Sudbury & Districts COVID-19 Vaccine Command Table.

Vaccine Implementation Committee Membership

The Sudbury East Vaccine Implementation Committee will decide on membership as is appropriate to local circumstances. Representation from the following sectors, and others as appropriate, should be considered with a maximum membership of 20. Appendix B

Public Health Sudbury & Districts
Municipalities of the French River
Municipality of St.-Charles
Municipality of Markstay/Warren
Municipality of Killarney
Killarney Health Centre
Dokis First Nation Health Centre
Centre de santé UNIVI Health Centre
Aide Aux Senior, Sudbury East Senior Supports
Manitoulin –Sudbury District Services Board - Paramedic Services
Alban/Noelville Pharmacy
St.-Charles Pharmacy

Vaccine Implementation Committee's Responsibilities

- > To actively participate in meeting the Vaccine Implementation Committee's objectives.
- > To carry out the objectives outlined within the Terms of Reference.
- > To participate in the Vaccine Implementation Committee's meetings and complete assigned tasks.
- > To facilitate coordinated communication with all stakeholders in Sudbury East
- > To liaise with the COVID-19 Vaccine Advisory Task Force, as appropriate.
- > 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 Co-Chairs

Proceedings

Co-Chairs

- > The Committee will be a co-chair model, including leadership from Public Health Sudbury & Districts and Centre de Santé UNIVI Health Centre as supported by the Committee.

Role of Co-Chairs

The Co-Chairs will share responsibility for the following:

- > Coordinate and chair meetings
- > Hold meetings at a location convenient for all committee members, including option for virtual meetings
- > Disseminate all materials relevant to meetings (given dynamic circumstances, these may be just-in-time receipts)
- > 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 in writing from the Vaccine Implementation Committee to the Public Health Sudbury & Districts 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: **weekly** or at the call of the Co-Chairs until the development of the operationalization plan for the Public Health Sudbury & Districts COVID-19 Vaccination Program is complete. Following this, meetings will take place monthly to monitor implementation of the COVID-19 Vaccination Program.
- > 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 chairs, or if there is an identified need to complete projects, agreed to by all members.
- > Meeting schedule/dates to be mutually agreed upon by the Vaccine Implementation Committee members.
- > Meetings will be held virtually.

Quorum

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

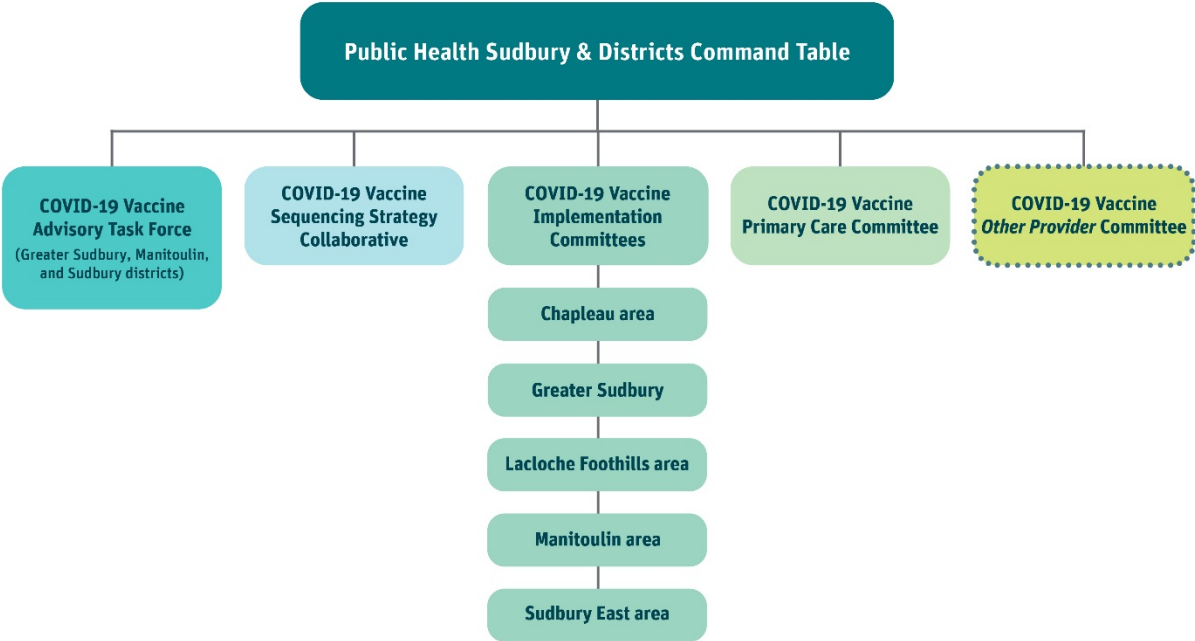
Date Committee Formed

January 22, 2021

Appendix A

Local Organizing Structure

COVID-19 Vaccination Program Organizing and Partner Engagement Framework



Appendix B

Membership

Representative	Organization
Michelle Belanger	Aide aux seniors
Jason Chenard	Alban/Noelville Pharmacy
Nicolle Plante-Dupuis	Centre de santé Univi Health Centre
Sarah Trottier	Centre de santé Univi Health Centre
Charlene Restoule	Dokis First Nation
Darlene Kidd	Killarney Health Centre
Frank Seguin	Manitoulin-Sudbury District Services Board
Jennifer Tasse	Manitoulin-Sudbury District Services Board
Marc Gagnon	Municipality of French River
Candy Beauvais	Municipality of Killarney
Rheal Forgette	Municipality of Markstay-Warren
Denis Turcot	Municipality of St.-Charles
Adam Day	NE LHIN (Ontario Health)
Martha Musicco	NE LHIN (Ontario Health)
Robert K. Lewis	Ontario Provincial Police
Nastassia McNair	Public Health Sudbury & Districts
Stephanie Bale	Public Health Sudbury & Districts
Lisette Lamoureux	Public Health Sudbury & Districts
Hazam Sharaf	St.-Charles Pharmacy