

COVID-19 Vaccine Implementation Committee – Greater Sudbury
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 Greater Sudbury 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 specified geographic 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 are to be established in the following geographic areas:

- Chapleau
- Greater Sudbury
- Lacombe 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 specified geographic area and as authorized by the Command Table.

Reporting Relationship

Through the co-command, the COVID-19 Vaccine Implementation Committee reports to the Public Health Sudbury & Districts COVID-19 Vaccine Command Table (Appendix A).

Vaccine Implementation Committee Membership

The Greater Sudbury 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 35. The present membership is listed in Appendix B.

- Public Health Sudbury & Districts
- Municipal
- Indigenous partners/First Nation communities
- Health Care
- Buildings & Support / Facilities
- Communications/Media
- Private Sector

Vaccine Implementation Committee Members' 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 Greater Sudbury.
- 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-Command.

Proceedings

IMS Structure

Co-Command and Section Chiefs

- > The Committee will utilize the Incident Management System (IMS) as the mechanism by which to set incident objectives and to manage resources effectively.
- > Co-command model, including leadership from Public Health Sudbury & Districts and a partner agency representative as supported by the Committee.
- > The functional roles of the Greater Sudbury Implementation Committee IMS include:
 - Co-Command
 - Operations Section Chief
 - Planning Section Chief
 - Logistics Section Chief
 - Emergency Information Officer
- > IMS roles and responsibilities are outlined in Appendix C.

Role of Co-Command

The Co-Command will share responsibility for the following:

- 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 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-Command in follow up as applicable.

Frequency and Duration of Meetings

- Meeting Frequency: **weekly** or at the call of the Co-Command 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 command, 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.

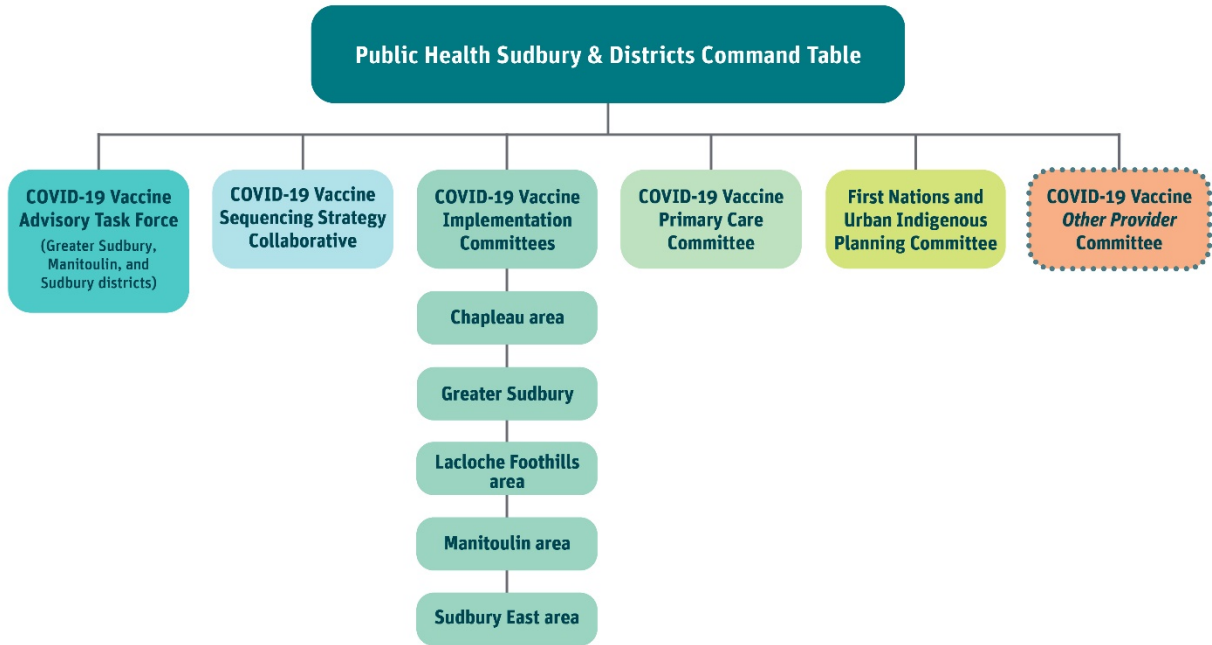
Date Committee Formed

January 20, 2021

APPENDIX A

Local Organizing Structure

COVID-19 Vaccination Program Organizing and Partner Engagement Framework



APPENDIX B

COVID-19 Vaccine Implementation Committee Membership – Greater Sudbury

	Committee Member	Agency
1	Anne Punkkinen	Health Sciences North
2	Jennifer Hawkins	Finlandia Village
3	Lisa Schell	Pioneer Manor
4	Valerie Scarfone	Health Sciences North
5	Carmen Sampson	Independence Center and Network
6	Tony Cecutti	City of Greater Sudbury
7	Melissa Roney	City of Greater Sudbury
8	Adam Day	Local Health Integration Network
9	Chad Hayes	Local Health Integration Network
10	Christine Barbeau	Local Health Integration Network
11	Carmen Nootchtai	Atikameksheng First Nation
12	Sara Peterson	Wahnapiatae First Nation
13	Ryan Taggart	Shkagamik-Kwe Health Centre
14	Dr. Reich	Primacy Clinic
15	Catherine Pichette	Family Health Team
16	Jennifer Clement	Sudbury Nurse Practitioner Clinic
17	Tiffany Niro	Health Sciences North
18	Marc Brunette	Greater Sudbury Police Service
19	Jody Cameron	City Greater Sudbury
20	Luc Poulin	City Greater Sudbury
21	Suzanne Lemieux	Public Health Sudbury & Districts
22	Bernadette Walicki	Public Health Sudbury & Districts

23	Monique Schler	Public Health Sudbury & Districts
24	Callan Rogers	Public Health Sudbury & Districts
25	Christopher Pollesel	Public Health Sudbury & Districts
26	Marie Litalien	City of Greater Sudbury
27	Tanya Denniston	Shoppers Drug Mart
28	Debbi Nicholson	Greater Sudbury Chamber of Commerce
29	Cindy Rose	Canadian Mental Health Association
30	Denis Constantineau	Centre de santé communautaire du Grand Sudbury
31	Lyne Rivet	Laurentian University
32	Monique Rainville	College Boreal
33	Maurice-Eric Rancourt	College Boreal
34	Leo Vienneau	Cambrian College
35	John M. Valtonen	Greater Sudbury Police Services
36	Krista Galic	Public Health Sudbury & Districts

APPENDIX C

COVID-19 Vaccine Implementation Committee – Greater Sudbury: IMS Structure Roles and Responsibilities Defined

Co-Command: Krista Galic and Tony Cecutti

Command has overall responsibility for the incident and managing the response. Command assumes or delegates IMS responsibilities, sets objectives and priorities, and oversees the coordination of activities and cooperation of organizations.

Planning Section Chief: Suzanne Lemieux

The Planning Section Chief is responsible for collecting, evaluating, and disseminating information to support and develop public health intelligence regarding the incident. The Planning Chief will present relevant documentation and findings that will inform next steps of incident planning.

Logistics Section Chief: Jody Cameron

The Logistics Section Chief is responsible to provide facilities, services, and materials necessary for responding to the incident and to maintain essential services.

Operations Section Chief: Melissa Roney

The Operations Section Chief is responsible for carrying out the response activities appropriate to the incident. The Operations Section Chief directs and coordinates all tactical operations including determining organizational structure for the section.

Emergency Information Officer: Christopher Pollesei

The Emergency Information Officer (EIO) is responsible for the development and release of incident-related information to the public. The EIO is the primary media contact who may or may not be the spokesperson for the media interviews and is responsible for developing any media-related products (e.g., news releases).