

# FEDERAL HEALTH PORTFOLIO CONSULTATIVE COMMITTEE FOR OFFICIAL LANGUAGE MINORITY COMMUNITIES IN CANADA

## TERMS OF REFERENCE

### INTRODUCTION

Section 41 of the *Official Languages Act* commits the federal government to promote the vitality of Canada's French and English linguistic minorities and to promote the full recognition and use of French and English in Canadian society. Under this section, it is the responsibility of federal institutions to ensure that positive measures are taken to implement this commitment.

Members of the Health Portfolio, including Health Canada, the Canadian Institutes of Health Research and the Public Health Agency of Canada, commit to consider the impact of their activities on official language minorities during the planning, development, implementation, and accountability stages. To facilitate the integration of the needs of these minorities, the Portfolio members agreed to create the Federal Health Portfolio Consultative Committee for Official Language Minority Communities in Canada (FHPCC-OLMC).

### RESPONSIBILITIES

The FHPCC-OLMC (the committee) reports to the Health Portfolio and plays a supporting role to the senior management of each member organization in the development of policies and programs that take into account Canada's Francophone and Anglophone minorities.

The mandate of this consultative committee includes:

1. Addressing the health needs of official language minority communities;
2. Consulting with communities about health portfolio policies and priorities that directly affect OLMCs;
3. Encouraging discussion and exchange of knowledge, tools and best practices for the promotion of official languages;
4. Fostering networking, collaboration and coordination between government and community partners; and,
5. Reporting back to the deputy heads<sup>1</sup> of the Health Portfolio on the committee's discussions and the resulting outcomes and recommendations through an annual report.

---

<sup>1</sup> The deputy heads are the Deputy Minister of Health Canada, the President of the Canadian Institutes of Health Research, and the President of the Public Health Agency of Canada.

## CHAIR

The committee is co-chaired by a member of the Health Portfolio and by one of the OLMC representatives.

The federal co-chair will have a duration of one year and will alternate between members of the Health Portfolio. The Regional Director, Atlantic Regional Operations at the Public Health Agency of Canada (2020-2021), the Director General, Science Policy Directorate at the Canadian Institutes of Health Research (to be confirmed) and the Director General, Health Canada programs and policies at Health Canada will each take on this role.

The OLMC co-chair is appointed by consensus among the community members. The term of office of the community co-chair shall not exceed 18 months and shall alternate between a member of the Francophone communities and a member of the English-speaking communities.

The co-chairs will act as chair of the committee in turn. The co-chairs set the calendar of committee meetings and inform the members. They lead the meeting according to the agenda and the time available for the committee's deliberations.

## MEMBERS

The mandate of the consultative committee is for two years and may be renewed.

---

### Health Portfolio Members

Members representing the Health Portfolio are selected by their respective organizations, including:

- **Health Canada**  
Health Care Programs and Policy Directorate
- **Public Health Agency of Canada**  
Centre of Excellence for Official Language Minority Communities
- **Canadian Institutes of Health Research**  
Science Policy Directorate (to be confirmed)

Each Health Portfolio member will be required to nominate at least one committee member at the Director level (or higher).

---

### Community members

The Health Portfolio determines which community organizations are invited to participate in the consultative committee meetings, based on their experience and knowledge of OLMC issues in the health sector. Community members are selected among the organizations invited to participate on the committee, including:

- **The Société Santé en français**

- **The Community Health and Social Services Network**
- **McGill University**
- **The Association des collèges et universités de la francophonie canadienne**

---

*Ex-officio* members

- **Health Canada Official Languages Champion\***
- **Public Health Agency of Canada Official Languages Champion\***
- **Canadian Institutes of Health Research Official Languages Champion\***

\* Or any other person designated as an alternate

Other community organizations, researchers and federal / provincial / territorial representatives may be invited to participate to meetings. In addition, observers or experts may also attend committee meetings.

## **SECRETARIAT**

The secretariat functions are provided by Health Canada's Official Language Community Development Bureau (OLCDB). The OLCDB is responsible for the logistical aspects of meetings, including the preparation of agendas and minutes, in collaboration with the co-chairs\*, and the sending of invitations.

Committee operating costs and travel expenses for community members are funded by the OLCDB.

\*The agenda and the minutes are subject to the approval in principle of the two co-chairs before being adopted by the members at the next meeting.

## **MEETINGS**

Meetings are held at least twice a year in Ottawa, Ontario. It is possible to participate by conference call.

## **RULES OF PROCEDURE**

Members are not remunerated for their participation to the committee meetings. Travel expenses incurred may be reimbursed for community members in accordance with current Treasury Board standards.

Agendas and minutes must be available in both official languages before any meeting. The committee's discussions may be in French or English, but both co-chairs must encourage the use of both official languages.

## **MODIFICATION**

The mandate of the committee will be revised or reconfirmed at the end of this cycle (2020-2023)