



Patient And Community Advisory Committee

Terms of Reference

1.0 Mandate

The organization provides health care decision-makers with objective advice to help make informed decisions based on evidence and the appraisal of evidence through scientific methodologies and processes (e.g., health technology assessments) regarding the use of drugs and other health technologies in the health care systems in Canada.

The Patient and Community Advisory Committee (PCAC) provides advice on issues relevant to the organization's mandate, from the perspectives of those accessing health care systems in Canada. The committee's purpose is to provide advice on how to best ensure the voices of those with lived and living experiences accessing health care in health systems in Canada are consistently reflected and embedded in the organization's work. PCAC is also responsible for collaboratively planning and coleading, with the organization's Engagement team, meetings of the patient partner community to connect with the patient partners involved in contributing their perspectives and advice on the organization's projects, committees, and initiatives.

2.0 Roles and Responsibilities

The responsibilities of PCAC (herein referred to as "the committee") include:

- providing advice to inform strategic and other planning related to the organization's purpose, including, but not limited to, the approach to patient and community engagement in this planning
- contributing collaboratively to the planning, leadership, and facilitation of patient partner community meetings, which connect patient partners involved in contributing their diverse perspectives and advice on the organization's projects, committees, and initiatives
- helping the organization understand how its work impacts patients, families, and communities, and to raise awareness of the health care needs and experiences of those who live in Canada, especially those from Indigenous and Black communities, as well as other equity-deserving and underserved groups
- providing advice on approaches to enhance the transparency of the organization's processes and their effectiveness
- providing guidance on priorities and approaches to strengthen engagement with patients, families, and communities across all of the organization's programs
- participating in internal and external evaluations of the organization's activities.



3.0 Authority

The committee shall report to the President and CEO through its Chair.

4.0 Membership

The committee shall be composed of 8 members, including a Chair.

Members do not represent a specific constituency and are expected to bring views based on their range of experience.

Core competencies for members include:

- lived experience engaging with health care systems in Canada
- integrating personal experiences constructively
- familiarity with issues in health care systems in Canada (at the community, regional, or national levels)
- offering a unique perspective that contributes to the diversity of perspectives of the committee members
- awareness of others' experiences and views within a specific community or disease area; for example, experience as a patient or community organization board member, staff member, or volunteer
- acting with integrity and transparency, independent of specific interests
- working constructively as a team member and respecting the diverse viewpoints and opinions of committee members, staff, partners, and collaborators
- interest in enabling patients and community members, including those from equity-deserving groups, to contribute their perspectives and experiences on strategic and operational issues related to the organization's purpose.

The President and CEO (or their delegate) is an ex-officio member of the committee, without voting privileges.

4.1 Appointment Process

Members shall be appointed by the President and CEO.

4.2 Removal

Notwithstanding anything set out in these terms of reference, the President and CEO shall have the right to remove and/or replace a committee member at or before the expiry date of their term.

4.3 Resignation

A member may resign from office by providing the Chair and President and CEO with a written resignation; such resignation becomes effective when received by the organization, at the time specified in the resignation, or at a mutually agreed to time.



5.0 Term of Appointment

Members shall normally be appointed for a 3-year term, but the term may be renewed once at the discretion of the President and CEO.

Any member who has served 2 consecutive terms of office shall not normally be eligible for reappointment to the committee until a period of at least 1 year has elapsed since the end of that member's second consecutive term in office.

For the purposes of succeeding to the role of Chair, a member may be appointed for additional terms(s) in accordance with section 6.2.

The President and CEO may appoint a member who has served 2 consecutive terms of office for an additional term for the purpose of that member serving as an officer or if a third term is in the best interest of the organization.

6.0 Officers

The officers of the committee are the Chair and Vice-Chair.

6.1 Appointment Process

The President and CEO shall appoint 1 member to serve as Chair and 1 member to serve as Vice-Chair of the committee. The Vice-Chair is not the Chair-Elect.

6.2 Term

Officers shall ordinarily hold office for a term of 3 years from the date of their appointment as Chair or Vice-Chair, irrespective of years served as a member. The term may be renewed once, at the discretion of the President and CEO.

Any officer who has served 2 consecutive terms shall not be eligible for appointment to the committee as a member until a period of at least 1 year has elapsed since the end of that officer's second consecutive term.

6.3 Powers and Duties

The Chair shall, when present, preside at all meetings of the committee. The Chair shall act as the committee spokesperson when requested to do so by the President and CEO. Per sections 7.3 and 12.0, the Chair shall participate in the development of meeting agendas and report on committee activities to the Board of Directors.

The Vice-Chair shall, in the absence of the Chair, perform the duties and exercise the powers of the Chair.

7.0 Meetings

The committee will typically meet twice annually.



7.1 Attendance

Members shall make best efforts to attend all meetings of the committee. Alternates are not permitted to attend in place of a member.

7.2 Quorum

A majority (50% + 1) of incumbent committee members shall constitute quorum.

7.3 Agenda

Meeting agendas are prepared by the organization in consultation with the committee Chair.

7.4 Advice and Decision-Making

Participants will be encouraged to express and explore a diversity of perspectives during committee meetings, in the committee's work, and via verbal or written reports from the committee.

The committee predominantly provides advice in a manner that welcomes and highlights any diversity or variation in perspectives so that these perspectives and their associated impacts can be considered in organizational planning and decision-making. When, and if necessary, committee decisions shall be made by a consensus of the members present at the meeting. Should a consensus not be reached, the Chair shall refer the question to be decided by a majority vote of the members. The Chair of the meeting shall not normally vote, except in the event of a tie, in which case the Chair of the meeting may exercise a casting vote. All committee members will support a committee decision once it is made.

7.4.1 Abstaining

Although full participation of members is in the best interests of the work undertaken by the committee and the organization, in some cases members may abstain from voting. If a member is not present for the majority of the discussion on the motion being passed, or if the member has a conflict of interest, the member will abstain from voting.

When a member abstains, their vote is not counted and the decision is made by a majority of the remaining voting members.

7.5 Minutes

Staff will keep a written record of committee meetings. A copy of the minutes will be provided to each committee member.

7.6 Attendees

In addition to committee members and observers and guests invited in accordance with section 7.7, only the following persons shall be entitled to attend committee meetings:

- advisors designated by the organization



- the organization's staff (as subsequently noted).

The organization's staff attending the meeting shall serve as a resource to the committee. The staff provides administrative and secretariat support and may actively participate in the presentation of information at the request of the Chair. The staff shall also assist in obtaining additional information and/or expert advice at the committee's request.

7.7 Observers and Guests

The organization, in consultation with the Chair, may invite observer(s) and guest(s) to attend committee meetings. To maintain the confidentiality of committee discussions and information, invited observers and guests are required to sign a nondisclosure agreement before attending a committee meeting.

Observers typically represent external organizations, partners, or collaborators who have an interest in the committee's work. The role of an observer is limited to attending meetings to observe the proceedings. Observers are not permitted to actively participate in committee discussions or decision-making processes.

Guests are individuals who are invited to provide expertise or perspectives on a particular committee agenda item. Guests may participate in discussions related to their area of expertise, but do not hold a continuous role on the committee. Guests do not participate in committee decision-making processes.

The committee shall have the right to exclude observers and guests from any meeting held in camera, either in whole or in part.

8.0 Code of Conduct

All members of the committee shall comply with the organization's code of conduct.

9.0 Conflict of Interest

All members of the committee shall comply with the organization's conflict of interest policy. Conflicts of interest shall be declared at the start of each meeting.

10.0 Confidentiality

It is the responsibility of committee members to know what information is confidential and to obtain clarification from the organization when in doubt. Except as compelled by the applicable legal process, a committee member must, both while having and after ceasing to have that status, treat as confidential all information regarding the policies, internal operations, systems, business, or affairs of the committee and of the organization obtained by reason of their status as a committee member and not generally available to the public. A committee member shall not use information obtained as a result of their involvement on the committee for personal benefit. Each member shall avoid activities that may create the appearance that they have benefited from confidential information received during the course of their duties as a committee member.



Additional information on confidentiality is reflected in the organization's code of conduct (available on the organization's website).

11.0 Remuneration

Upon appointment, members will be eligible to receive remuneration in accordance with the organization's policy on remuneration. Remuneration will be paid to the individual and is subject to deductions for Canada Pension Plan (CPP) and income taxes.

Expenses incurred while performing duties as a committee member are eligible for reimbursement in accordance with the organization's travel policy.

12.0 Reporting

The committee shall make a report to the Board of Directors at least annually through its Chair by verbal and/or written means.

13.0 Secretariat Support

Secretariat support for the committee shall be provided by the organization's staff.

14.0 Amendments to the Terms of Reference

These terms of reference may be amended at any time at the discretion of the President and CEO.