



PRINCE EDWARD ISLAND
ÎLE-DU-PRINCE-ÉDOUARD

COMMUNITY HEALTH ENGAGEMENT COMMITTEE REGULATIONS

PLEASE NOTE

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This document is *not* the official version of these regulations. The regulations and the amendments printed in the *Royal Gazette* should be consulted on the Prince Edward Island Government web site to determine the authoritative text of these regulations.

For more information concerning the history of these regulations, please see the *Table of Regulations* on the Prince Edward Island Government web site (www.princeedwardisland.ca).

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HEALTH SERVICES ACT

Chapter H-1.6

COMMUNITY HEALTH ENGAGEMENT COMMITTEE REGULATIONS

Pursuant to section 35 of the *Health Services Act* R.S.P.E.I. 1988, Cap. H-1.6, the Lieutenant Governor in Council made the following regulations:

1. Definitions

In these regulations,

- (a) “**Act**” means the *Health Services Act* R.S.P.E.I. 1988, Cap. H-1.6;
- (b) “**committee**” means the Community Health Engagement Committee (Western Region) or the Community Health Engagement Committee (Eastern Region), each established by the Minister;
- (c) “**member**” means a member of a committee, except where otherwise indicated;
- (d) “**Treasury Board**” means the Treasury Board established pursuant to section 8 of the *Executive Council Act* R.S.P.E.I. 1988, Cap. E-12. (*EC275/16*)

2. Purpose of committees

- (1) Pursuant to subsection 5(2) of the Act, the Minister established the Community Health Engagement Committee (Western Region) and the Community Health Engagement Committee (Eastern Region) to provide local and regional input to the Minister and Health PEI with respect to health services.

Duties of committees

- (2) The duties of the committees are as follows:
 - (a) to gather and consider information from the public respecting health needs and services in the region of the committee;
 - (b) to identify health-related issues in the region of the committee;
 - (c) to provide feedback related to health policy to the Minister and feedback related to the delivery of health services to Health PEI respecting
 - (i) the health needs, services and issues in the region of the committee,
 - (ii) the strategic plan prepared and submitted by Health PEI pursuant to subsection 15(2) of the Act,
 - (iii) the strategic plan of the Department, and
 - (iv) provincial strategies relating to health care. (*EC275/16*)

3. Western Region committee - composition

- (1) The Community Health Engagement Committee (Western Region) shall consist of the following members appointed by the Minister:
 - (a) one member nominated by and from the membership of the Western Hospital Foundation Inc.;
 - (b) one member nominated by and from the membership of the O’Leary Community Health Foundation Inc.;
 - (c) one member nominated by and from the membership of the Prince County Hospital Foundation Inc.;
 - (d) up to six public representatives who reside in the federal electoral district of Egmont or Malpeque.

Eastern Region committee - composition

- (2) The Community Health Engagement Committee (Eastern Region) shall consist of the following members appointed by the Minister:
 - (a) one member nominated by and from the membership of the Kings County Memorial Hospital Foundation Inc.;
 - (b) one member nominated by and from the membership of the Eastern Kings Health Foundation Inc.;
 - (c) one member nominated by and from the membership of the Queen Elizabeth Hospital Foundation Inc.;
 - (d) up to six public representatives who reside in the federal electoral district of Malpeque, Charlottetown or Cardigan. *(EC275/16; 147/25)*

4. Term of office and reappointment

- (1) Subject to subsection (2), the term of office of a member is three years and a member may be reappointed for not more than one additional consecutive term.

Terms of initial members

- (2) The Minister may vary the terms of the initial members to ensure that the terms of all members do not expire at the same time. *(EC275/16)*

5. Remuneration

The members shall be remunerated for their service and reimbursed for their expenses in accordance with the policies of the Treasury Board. *(EC275/16; 147/25)*

6. Chair and secretary

Each committee shall elect one of its members as the chair of that committee and another of its members as the secretary of that committee. *(EC275/16)*

7. Chair to meet with Board

- (1) The chair of each committee shall meet with the Board at least once annually.

Annual report

- (2) Each committee shall submit to the Minister and the Board, at the time required by the Minister, an annual report summarizing its activities during the past year. *(EC275/16)*

8. Conduct of meetings

- (1) Each committee shall conduct its meetings in accordance with Robert's Rules of Order Newly Revised, 11th edition.

Meeting minutes

- (2) The secretary of a committee shall record minutes of each committee meeting and submit the minutes of a meeting, as adopted by the committee, to the Minister and the Board within 30 days of the date the meeting is held. *(EC275/16)*

9. Resignation of member

- (1) A member may resign by giving notice of the member's resignation to the Minister in writing and the resignation takes effect on the day the notice is served on the Minister.

Ceases to be member

- (2) A member automatically ceases to be a member
 - (a) in the case of a member nominated by and from the membership of a foundation pursuant to clause 3(1)(a), (b) or (c) or (2)(a), (b) or (c), on the day the member ceases to be a member of the nominating foundation;
 - (b) in the case of a member who is a public representative appointed pursuant to clause 3(1)(d) or (2)(d), on the day the member ceases to reside in one of the applicable federal electoral districts; and
 - (c) on the death of the member.

Revocation of appointment

- (3) The Minister may revoke the appointment of a member at the Minister's discretion for any reason, including where the member
 - (a) fails to attend three consecutive meetings of a committee without, in the opinion of the Minister, a reasonable excuse;
 - (b) is convicted of an offence that, in the opinion of the Minister, renders the member unsuitable to continue to hold office as a member;
 - (c) commits an act, other than one referred to in clause (b), that, in the opinion of the Minister, undermines the ability of the member to act credibly as a member; or
 - (d) in the opinion of the Minister, is unlikely to be able to fulfil the member's duties on a committee due to physical or mental incapacity.

Notice of revocation

- (4) Where the Minister revokes the appointment of a member, the Minister shall give the member notice of the revocation in writing and the revocation takes effect on the date specified in the notice. *(EC275/16)*

10. Filling a vacancy

Where a vacancy occurs on a committee, the Minister shall

- (a) in the case of a vacancy of a member nominated by and from the membership of a foundation pursuant to clause 3(1)(a), (b) or (c) or (2)(a), (b) or (c), appoint a member nominated by and from the membership of the applicable foundation to serve for the remainder of the term of the original member; or
- (b) in the case of a vacancy of a member who was a public representative appointed pursuant to clause 3(1)(d) or (2)(d), appoint a member who is resident in one of the

applicable federal electoral districts to serve for the remainder of the term of the original member. (EC275/16)

11. Giving or serving notice

- (1) Any notice required to be given or served under these regulations is deemed to be sufficiently given or served
- (a) upon a copy being personally given to or served on the person to whom it is directed or another person who is designated to accept service on behalf of that person;
 - (b) upon a copy being sent by facsimile or other electronic means to the person to whom it is directed and an acknowledgement of receipt being received; or
 - (c) five days after a copy is sent by registered mail or ten days after a copy is sent by regular mail, addressed to the person to whom it is directed at the last known address for that person.

Substituted service

- (2) Where it is impractical for any reason to give or serve a notice in a manner referred to in subsection (1), an application may be made, without notice, to the Supreme Court for an order for substituted service and the court may make such an order providing for the steps to be taken to bring the matter to the attention of the person to whom the notice is directed. (EC275/16)