



Guelph Wellington and Waterloo Region Local Human Services and Justice Coordinating Committees

Terms of Reference

Introduction

The Ontario government's policy framework for people with clinical needs who come in conflict with the law, *A Provincial Strategy to Coordinate Human Services and Criminal Justice Systems in Ontario*, was approved in June 1997.

Regional Human Services and Justice Coordinating Committees, across the province including Waterloo-Wellington, were established in response to a recognized need to coordinate resources and services, and plan more effectively for people who are in conflict with the law. Priority consideration will be made for people with a serious mental illness, which may include individuals with developmental disability, acquired brain injury, drug and alcohol addictions, and/or fetal alcohol syndrome. The Committees are a cooperative effort of the Ministries of the Attorney General, Community and Social Services, Children and Youth Services, Health and Long-term Care, and Community Safety and Correctional Services. Regional Human Services and Justice Coordinating Committees may create Local Human Services and Justice Coordinating Committees given local community needs and interests.

The two primary areas of emphasis for Human Services and Justice Coordinating Committees are to:

1. Provide a planning table to bring together stakeholders to find solutions to the problem of the criminalization of people with the above-defined unique needs in the local area, and;
2. Develop a model of shared responsibility and accountability in dealing with people at various points of intersection with the justice system.

Mission:

To work proactively to develop and implement collaborative strategies and protocols that serve the needs of people with a serious mental illness, which may include individuals with developmental disability, acquired brain injury, drug and alcohol addictions, and/or fetal alcohol syndrome and are in contact with the criminal justice system in the regional or local area.



Objectives:

The Waterloo-Wellington Regional Human Services and Justice Coordinating Committee has two Local Human Services and Justice Coordinating Committees – one for Waterloo Region and another for Guelph/Wellington both of which have the following objectives:

- Facilitating communication through effective linkages among health, criminal justice & social service sectors
- Coordinating training opportunities in conjunction with the Regional Committee
- Identifying, prioritizing, and addressing issues with respect to capacity and seamless service design & delivery; making recommendations regarding local priorities to the Waterloo-Wellington Regional HSJCC committee.
- Sharing information between participating members regarding what their services are and how they can be accessed and utilized effectively to assist with emerging problems.
- Reviewing and providing feedback on difficult situations and effective use of community intervention strategies – see *Sharing of Information* below.
- Creation of a work plan and budget for submission to the Regional Human Services and Justice Coordinating Committee
- Planning and developing protocols for pre-diversion activities in order to assist individuals access appropriate services prior to entering the criminal justice system.
- Planning and developing protocols for increasing supports and services, and decreasing stigma following involvement with the criminal justice system in order to assist individuals with re-integration into the community, including case management and crisis plans.

Special Area of Focus:

A Local Committee may select one or a number of unique areas of focus pertinent to the geographic area and membership (e.g., mental health court); this focus would be reflected in its annual plan.

Sharing of Information:

A Local Committee can offer support and advice on the management of high-risk problems from a systems perspective. While this can involve suggesting ways that the presenting agency can use community resources, it does not include sharing of names of specific clients/service recipients or any other Personal Health Information.

This level discussion is not intended to duplicate other local service resolution services or connectivity processes at the individual level. The HSJCC discussion and examination of issues occurs at a system level. This may involve identifying root causes and lessons learned to inform the regional level about system barriers, gaps and community trends.



Membership:

Membership will be invited from representatives of a range of interested organizations that provide direct relevant services:

Waterloo Region	Guelph and Wellington
Addiction	Addiction
Bartimaeus	Bartimaeus
CMHA WW	CMHA WW
Community Health Centre	Community Health Centre
Crown Attorney’s Office	Crown Attorney’s Office
Developmental Services	Developmental Services
Family Counselling Centre, Cambridge	Guelph Police Service
Hospitals	Homewood Health Centre
John Howard Society, Waterloo	Hospitals
Wellington	John Howard Society, Waterloo
Legal Aid Ontario	Wellington
Lutherwood	Justice Services
Maplehurst Correctional Center	Lutherwood
Probation and Parole – Adults and Youth	Maplehurst Correctional Centre
Shelters	Probation and Parole – Adults and Youth
The Working Centre	Shelters
Thresholds	Traverse Independence
Traverse Independence	Wellington OPP
Waterloo Regional Police Services	
Youth In Conflict with the Law	
Other community agencies as appropriate	Other community agencies as appropriate

Chair and Co-Chair of Local HSJCCs

- The Chair will be a manager at CMHA appointed by the relevant CMHA director. The Co-Chair will be nominated from among the members of the Local Committee.
- The role of Co-Chair is to assist with the planning functions required for the Local Committee and to fill the duties in the absence of the Chair; this role is often commonly referred to as Vice Chair.
- The Chair and Co-Chair will take all reasonable steps to ensure that the responsibilities and duties of the Local Committee, as outlined in this Terms of Reference, are well understood and executed.
- The term of office for the Co-Chair of a Local Committee will be two years, with the option of extension by mutual consent of the individuals and the Committee to a three-year maximum term.
- The Local Committee Chair and/or Co-Chair will attend the Regional HSJCC meetings to ensure clear communication.



Meetings:

- The Chair will be responsible for providing process facilitation for all meetings of the Committee. If the Chair is not present at the meeting, the Co-Chair will chair the meeting.
- The Chair will ensure that the local Committee meets at least 4 times annually or more often if necessary to carry out its duties effectively.
- The Chair and Co-Chair will establish the agendas for meetings of the Committee; the focus at the meetings will be around pertinent interagency issues or initiatives. The HSJCC admin support person providing administrative support to the Regional and Local HSJCCs, will be invited to attend such meetings to support the Chair and Co-Chair in planning and record keeping for the Local Committees.

Location:

Meeting location is decided by the relevant Local Committee Chair and Co-chair.

Reporting:

Local Committees report to the Regional Human Services and Justice Coordinating Committee Waterloo-Wellington. Issues will be brought to the Regional Committee for discussion and feedback as deemed necessary by the Chair of the Regional Committee. Work plans and budgets will be submitted to the Regional HSJCC-WW for approval.

See attachment below for overview of the Reporting Relationship provided by the Provincial level HSJCC.

Minutes:

Minutes will be circulated to the chair and co-chair of the Regional Coordinating Committee.

Approved Minutes of the Regional and Local HSJCCs are posted to the public website hosted provincially at www.hsjcc.on.ca

