

***City of Kawartha lakes***  
***Human Service and Justice Coordinating Committee.***



Terms of Reference

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Purpose

The committee will bring together service providers to identify local priorities and establish processes for planning, education, joint problem solving and integrated seamless service delivery.

The local committee will undertake planning, coordination, and discuss service availability for individuals involved or at risk of involvement with the criminal justice system who are dealing with a mental disorder, acquired brain injury and concurrent disorder.

Structure

The Kawartha Lakes HSJCC will meet at a minimum of 10 times a year. The Chair (or Co-Chair) assumes responsibility for the preparation and circulation of an agenda and the circulation of meeting minutes.

Task specific sub-committees will be established on an as needed basis based on identified needs; sub-committee membership will not be limited to committee members only. All sub-committees will reports progress at each follow-up meeting until task(s) completion.

Terms of Reference will be reviewed every year.

Membership

- CMHA Kawartha Lakes Branch Justice Services
- Crown Attorney's Office
- Legal Aid
- City of Kawartha Lakes Police Services
- Ontario Provincial Police Services
- Ross Memorial Hospital Mental Health Program
- Probation and Parole Office
- Legal Counsel
- 4County Acquired Brain Injury Association
- FourCAST Addiction Services
- Adult Protection Services

- Central East Correctional Centre
- John Howard Society
- Boys and Girls Clubs of Kawartha Lakes
- Victim Services
- Seniors Support Services
- Four County Crisis (4CC)
- A Place Called Home

Membership will be reviewed on an as needed basis, at a minimum of yearly.

Voting Rights

Voting right privileges are awarded to identified service providers with regular attendance. Only one vote per service provider/ agency is allowed. Voting rights are forfeited when three consecutive meetings in a row are missed without viable reason or notification. Voting rights are reviewed yearly.

Current members with voting rights

- Crown Attorney’s Office
- CMHA Kawartha Lakes Branch
- City of Kawartha Lakes Police Services
- FourCAST Addiction Services
- Adult Protection Services
- Central East Correctional Centre
- John Howard Society
- Boys and Girls Clubs of Kawartha Lakes
- Ross Memorial Hospital
- Probation and Parole
- Four County Crisis
- A Place Called Home

Quorum

Quorum for meetings is determined by the attendance of 50% plus 1 of committee members with approved voting rights. Quorum will be determined at commencement of each meeting.

Approved on: \_\_\_\_\_

Chair: \_\_\_\_\_

Witness: \_\_\_\_\_