

Terms of Reference

I. Background

In 1997, *A Provincial Strategy to Coordinate Human Services and Criminal Justice Systems in Ontario* was approved by the Ontario government. It is a cooperative effort of the Ministry of Health, the Ministry of the Attorney General, the Ministry of the Solicitor General, and the Ministry of Children, Community and Social Services. It was developed to improve coordination of resources and planning for people with complex human service needs who come into conflict with the criminal justice system or may be at risk of doing so.

People with complex human service needs may include but are not limited to those living with mental health issues, substance use concerns and/or behavioural dependencies, or neurodevelopmental and neurocognitive disabilities including developmental disabilities and dual diagnosis.

The **London-Middlesex Local Human Services and Justice Coordinating Committee** (“local committee”) is part of a province-wide network of local and regional committees. Its’ geographic catchment area covers the City of London and the County of Middlesex and is a member of the Southwest Regional Human Services and Justice Coordinating Committee (“regional committee”) and the Provincial Human Services and Justice Coordinating Committee (“provincial committee” or “HSJCC network”).

II. Purpose

1. To identify service gaps, barriers to access, or required resources or system improvements.
2. To identify and advocate for improvements to the experiences of individuals with complex needs who come into contact with the criminal justice system, to prevent inappropriate entry into the system and to advocate for appropriate supports and services.
3. To facilitate communication, problem-solving, and planning efforts among organizations.
4. To develop local solutions to problems or issues through more effective service coordination.
5. To conduct system case reviews for the purpose of evaluation and improvement.
6. To develop service delivery and system design recommendations.
7. To establish care delivery models through partnership agreements and protocols.
8. To educate professionals, politicians, and the general public about individuals with complex needs who are involved with the criminal justice system.
9. To sponsor research to identify best practices.

III. Membership

Membership will be broadly drawn from representatives of various organizations and government agencies including, but not limited to, the judiciary, legal system, police, community and institutional corrections, community and institutional mental health, developmental services, youth services, substance use services,

housing and homelessness services, First Nations, Inuit, and Metis organizations, Black organizations, and other racialized organizations, and people with lived experience.

Members should include representatives of organizations and agencies that cover the City of London, the County of Middlesex, and the First Nations reserves within the catchment area.

Members of the committee agree to:

1. Attend meetings regularly.
2. Participate in establishing the annual workplan.
3. Participate in working groups related to an area of interest or where their expertise is required.
4. Review committee correspondence by email.
5. Provide input and feedback regarding committee decisions.

IV. Meetings

Meetings of the committee will be held bimonthly, at least five times a year, on a prescheduled basis when possible.

V. Co-Chairs

The Committee will have two Co-Chairs, and one Co-Chair will be appointed by the Transfer Payment Agency.

Members may either volunteer to take on the role of the second Co-Chair when the position becomes vacant, or, if there is more than one person interested in the position, the Co-Chair will be chosen through an election process by members present at the meeting.

The Co-Chairs are responsible for representing the local committee at the regional committee meetings. This includes providing updates on the local committee to the regional committee and updates on the regional committee to the local committee.

VI. Decisions

As is tradition in the HSJCC Network, decisions will be made by consensus as often as possible. Where consensus is not possible, majority rules. Routine decisions may be made at meetings by those in attendance. However, for other decisions, such as those related to the development of the workplan, an attempt will be made to seek the opinion of all members in making these decisions.

In the event of a tie vote, the Co-Chairs will be responsible for making the final decision.

VII. Conflict of Interest

Members are asked to self-identify for any conflict of interest on any relevant topic, either actual or perceived, and absent themselves from the decision-making process on that topic.

VIII. Working Groups

Working groups may be established as needed for specific projects or subjects. Members of working groups may be drawn from this committee as well as non-members who bring their experience and expertise.

IX. Terms of Reference Review

These Terms of Reference shall be reviewed every two years or earlier if required.