

TERMS OF REFERENCE

NORTH EAST REGIONAL HUMAN SERVICE JUSTICE COORDINATING COMMITTEE

PURPOSE

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 were established in response to a recognized need to coordinate resources and services, and plan more effectively for people with human service needs who are in conflict with the law. Priority consideration will be made for people with a serious mental illness, 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 a Correctional Services.

The two primary areas of emphasis for the committees are:
to provide a planning table to bring together service providers to find solutions to the problem of the criminalization of people with the defined unique needs, and;
To develop a model of shared responsibility and accountability in dealing with this group of offenders at points of intersection with the justice system.

Regional committees are established to coordinate communication and service integration planning between health, criminal justice and developmental service organizations within specific regions.

It is understood that the Terms of Reference will apply primarily to Regional Human Services and Justice Coordinating Committees, and that local committees will be formed as required in each district of the region.

The Regional Human Services and Justice Coordinating Committee will address regional service and policy issues, identify solutions to systemic problems and make recommendations to appropriate Ministries.

OBJECTIVES

From a Regional perspective to:

- Develop an integrated, coordinated and seamless service delivery system that meets the needs of this client population and supports community safety.
- Facilitate communication through effective linkages among Ministries of Health, Criminal Justice, Adult/ Youth mental health services and Social Service Sectors, and between the local committees.
- Identify issues with respect to service delivery and capacity.
- Address issues such as access to and duplication of services.
- Consult with local committees to determine challenges and local issues.
- Coordinate regional training opportunities for all sectors involved in serving the target population.
- Share promising best/emerging practices
- Provide informed input and advice concerning research, system design, planning, program implementation, and resource allocation

DECISION MAKING PROCESS AND AUTHORITY

Each participating member has accountabilities to their existing funders as well as to the HSJCC that is responsible for decision-making with respect to the planning, development and coordination of the human services in the Region. Therefore, each member will need to discern for themselves whether recommendations made by the HSJCC need to be reviewed and endorsed by their district HSJCC or whether there is sufficient

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authority to proceed with recommendations regarding system planning and collaboration efforts. It is expected that agency/ministries appoint representatives with sufficient authority to move issues forward without undue delay.

Every effort will be made to achieve consensus on issues requiring a decision. In the event that consensus cannot be reached, the members may resort to a vote. No decisions will be executed unless there is quorum present (simple majority of 50% +1) and of quorum present 66% or 2/3 are in favour of the decision.

Where required, sub-committees or working groups will be formed to achieve objectives. These sub-committees or working groups will be given specific mandates and will be expected to make recommendations to the HSJCC.

ACCOUNTABILITY AND RESPONSIBILITY

Each participating member is responsible for:

- Regular and active participation at meetings, and identifying designated alternates when unable to attend.
- Communicating issues affecting the other stakeholders in a timely & proactive manner
- Working collaboratively towards common goals
- Sharing relevant information/policies/resources where able
- Protecting information that is shared in confidence
- Assigning staff or resources to HSJCC activities as required

Each participating member is also accountable for bringing information back to their respective Ministries/Organizations/ planning groups for information, and further input or consultation.

The Committee will develop a bi-annual work plan, and review those of the local committees to identify opportunities for sharing of best practices and innovative service solutions. Work plans will be reviewed bi-annually to identify outcomes, work that has been completed, and projects that will be continued in the next plan. The work plans is a living document that informs the work of the committee.

The Regional Committees will review the committee structure for that region and will determine the need for additional local committees.

The work plans will be submitted to the Provincial Committee for information purposes and to identify provincial opportunities for sharing of best practices and innovative service solutions.

REPORTING RELATIONSHIP

The Regional Committee will develop a work plan and budget for the region. The work plan will take into consideration needs identified by the four district/local committees. The committee sets and monitors the budget. The flow through agency submits financial reports to the LHIN on behalf of the committee. The Local Committees will develop work plans and budgets and will keep the Regional Committee informed.

CONFLICT OF INTEREST

Members will be asked to identify themselves as being in a conflict of interest on any relevant topic, and will absent themselves from the decision-making on that topic. "Conflict of Interest" in this case is defined as a situation with the potential for direct and specific benefit or harm to an individual or individual agency or program. It is acknowledged that there is potential for indirect benefit or harm to all members and member agencies in the majority of the Group's work; again, members are expected to operate from the position of the best interests of the people in the Region.

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CONFLICT RESOLUTION

Disagreement is unavoidable in groups and group process. It is expected that members will ensure that disagreements, and conflicts if they arise, will not impede the work of the Group. Members will be respectfully open regarding any disagreement on issues relating to the Group's purpose or process, and will follow through on mutually agreed outcomes. It is expected that inter-personal conflict will be resolved quickly and positively through a brief, conversational interchange outside of the Group.

MEMBERSHIP

The Regional Human Service Justice Coordination Committee will be comprised of representatives from each of the local district committees, Ministries and interest groups or an alternate:

Members represent their sector and geographical area

Chief Executive Officer, CMHA Sudbury/Manitoulin as the Flowthrough agency

Chair/Co-Chair, Algoma District Human Service Justice Coordinating Committee

Chair/Co-Chair, Cochrane District Human Service Justice Coordinating Committee

Chair/Co-Chair, Nipissing District Human Service Justice Coordinating Committee

Chair/Co-Chair, Parry Sound District Human Service Justice Coordinating Committee

Chair/Co-Chair, Sudbury/Manitoulin District Human Service Justice Coordinating Committee

Chair/Co-Chair, Timiskaming District Human Service Justice Coordinating Committee

NB: Local Committees may opt to select a member other than the Chair or, alternating Co-Chairs to sit as Regional representative at the Regional table.

Service Providers with Regional Interest

Ministry of Community Safety and Correctional Services/Adult Community Services/Adult Institutional Services

Ministry of Community and Social Services

Ministry of Children and Youth Services/Youth Justice Services

North East Local Health Integration Network (NELHIN)

North Bay Regional Health Centre – Forensic Programs

North Bay Regional Health Centre—Developmental Disabilities Services

Centre for Addiction and Mental Health

Ministry of Attorney General – Regional Representative

North Community Network of Specialized Care

Consumer

Family Member Representation

Corrections Services Canada

Ontario Association of Chiefs of Police

Ontario Provincial Police

Psychiatrist

Francophone Representation

Aboriginal Representation

Judicial Representation

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LEADERSHIP

The Human Service Justice Coordination Committee will elect Co-Chairs, who will each serve a 3yr. term with possibility of renewal. For continuity purposes the terms of the Co-Chairs should where possible, be staggered. .

The Co-Chairs are the official spokespersons for the Committee.

The Co-Chairs are responsible for developing the agenda and circulating minutes.

The recording secretary function will be provided by CMHA – Sudbury/Manitoulin. Draft minutes are forwarded by the recording secretary to the Co-Chairs for review and circulation.

FREQUENCY OF MEETINGS

Meetings are held at a minimum quarterly and are usually held in Sudbury at 10:00 am.

APPROVAL: Terms are to be reviewed and re-approved bi-annually, commencing in January 2012.

Approval	Revisions/Re-Approval
	October 18, 2012