

Provincial HSJCC Advisory Committee:

Engaging Persons with Lived Experience across the
HSJCC Network

Terms of Reference

September 28, 2021

Background

Overview of HSJCC Network

Human Services and Justice Coordinating Committees (HSJCCs) 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. HSJCC's advocacy and support for people who experience conflict with the law is congruent with the mandate of *Ontario's Patients First Act* (2016), which ensures "equitable access to services that meet their unique needs". Priority consideration will be made for, but not limited to people with a serious mental illness, developmental disability, acquired brain injury, drug and alcohol addiction, and/or fetal alcohol spectrum disorder. The HSJCCs are a cooperative effort of the Ministries of the Attorney General, Children, Community and Social Services, the Solicitor General, and Health.

The two primary areas of emphasis for the HSJCCs are:

1. To provide a planning table to bring together service providers to find solutions to the problem of the criminalization of people with unique needs, and;
2. To develop a model of shared responsibility and accountability in dealing with this group of individuals at points of intersection with the justice system.

Regional HSJCCs were established to coordinate communication and service integration planning between health, criminal justice and developmental service organizations within specific regions. Local HSJCCs are formed as required in each Region. Regional and Local HSJCCs are formed and operated flexibly in accordance with the unique needs of the regions and communities they serve.

The goal of the Provincial HSJCC is to provide a provincial leadership mechanism to support the implementation of the Ontario government's policy framework *A Provincial Strategy to Coordinate Human Services and Criminal Justice System in Ontario* (1997) for people who come into contact with the justice system and who have needs that are appropriate to be met by one or more of the provincial human services systems.



Definition

For the purposes of this Terms of Reference, a person with lived experience is defined as an individual who has direct experience with mental health and/or substance use disorders and has used the resources of the mental health system and/or has come into contact with the criminal justice system.

Background of the Advisory Committee

The Provincial HSJCC values the full participation of persons with lived experience and family members. In keeping with this philosophy, the Provincial HSJCC draws frequently upon the expertise and resources of people who have lived experience in the human services and justice sectors and their family members in HSJCC work at the Provincial, Regional, and Local level.

In response to requests from committee members for additional guidance and support in improving the engagement of persons with lived experience in the HSJCC Network, the Provincial HSJCC approved the establishment of an Advisory Committee to oversee this work in November 2019. A call for members was sent to the HSJCC Network mailing list, and the Advisory Committee was first convened in April 2020.

Goals and Objectives

Goal of the Advisory Committee

The goal of the Advisory Committee is to improve the representation and active involvement of persons with lived experience in the human services and justice sectors at all levels of HSJCC work.

Objectives of the Advisory Committee

- Identify common challenges and issues relating to the engagement of persons with lived experience in the HSJCC Network
- Provide guidance for HSJCCs to improve the active engagement of persons with lived experience on their committees
- Promote best practices and key considerations for improving the experience of persons with lived experience involved in the HSJCC Network
- Provide advice on ongoing Provincial HSJCC projects and initiatives

Reporting Relationships

The Advisory Committee shall serve as a Standing Advisory Committee and shall report to the Provincial HSJCC. The Advisory Committee shall function in accordance with the [Provincial HSJCC Terms of Reference](#). As outlined in this document, the duties of this committee include:

- Establishing a Terms of Reference to outline their purpose and objectives
- Keeping a record of their proceedings and providing updates to the Executive Committee or Provincial HSJCC at its next meeting

Advisory Committee Membership

Membership

Members from across the HSJCC Network and external stakeholders are welcome to join the Advisory Committee. To ensure the Advisory Committee is optimally equipped to provide guidance and advice to the HSJCC that is authentic, focussed, efficient, and culturally appropriate, a minimum of 51% of the membership on the Advisory Committee will be reserved for persons with lived experience. As to the remaining Advisory Committee membership, priority consideration will be given to members from across the 14 HSJCC regions. Other persons who do not have lived experience but rather have an interest in working on issues associated with improving representation and active involvement of persons with lived experience in the human services and justice sectors may also join the committee.

To ground the work of the Advisory Committee, members will prioritize, promote and draw from the experiential knowledge, history, writing and research driven by people who are service users and/or current and former prisoners of carceral institutions. This work is further grounded via key tenets of intersectionality theory which acknowledges the complexity of discrimination for individuals who are diversely situated and impacted by structural barriers, oppression and violence. Members should be informed of, and supportive of, the goals and objectives of the HSJCC Network and agree they may be identified as Members of the Committee by the HSJCC in furtherance of its mandate.

Co-Chairs

The Advisory Committee will have at least one (1) Chair/Co-Chairs from the P-HSJCC membership. Should there be more than two (2) parties interested in chairing the committee, the selection process will be determined by the P-HSJCC Executive Committee.

Advisory Committee Co-Chairs shall preside at all meetings of members. The roles and responsibilities of the Co-Chairs will include:

- a) To review agendas assembled by the Secretariat in advance of each meeting
- b) To chair Advisory Committee meetings
- c) To represent the Advisory Committee at P-HSJCC meetings



Co-Chairs are eligible for appointment for two (2) consecutive full two (2) year terms, and thereafter are not eligible for re-appointment until a period of eleven (11) months has elapsed from the date of retirement of such Officer.

Any Co-Chair may resign or take a leave of absence at any time by notice in writing to the HSJCC Secretariat.

Provincial HSJCC Secretariat

The work of the Advisory Committee shall be supported by the Provincial HSJCC Secretariat. The Secretariat's roles and responsibilities will include:

- To schedule, coordinate and provide support for Advisory Committee meetings
- To complete action items as determined by the Advisory Committee during meetings
- To serve as a point of contact for members of the Advisory Committee on general matters

Advisory Committee Meetings

Meetings

A minimum of four meetings will be scheduled annually by the HSJCC Secretariat and held by teleconference or virtual means. Additional meetings may be held under the direction of the Advisory Committee.

Code of Conduct

Members of the Advisory Committee will agree to abide by the following code of conduct:

- Recognize and value the diversity in backgrounds and opinions of the different group members. Disagreement and opposing views are expected and will be treated as an opportunity for constructive debate.
- Members have been brought together for their respective experience, expertise and opinions. The group is expected to strive for consensus in decision-making.
- Members agree to act in good faith, especially concerning issues of information, disclosure and confidentiality.
- Members agree to work together where support for a specific pathway will benefit from a collaborative approach.

Honoraria

As outlined in the [Provincial HSJCCs Terms of Reference](#), persons with lived experience and family members who are not being supported by an organization for their participation in the Advisory Committee are eligible for an honorarium.

The honorarium rate for persons with lived experience and family members is to be determined by the Provincial HSJCC Ad-hoc Executive on an annual basis. The honorarium rate is provided per hour for the duration of meetings.