



(DRAFT) TERMS OF REFERENCE

Thunder Bay & District Human Services Justice Coordinating Committee (TBD-HSJCC)

PURPOSE

The 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. Priority consideration will be made for individuals with complex human service needs, which 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 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 committees are:

- To provide a planning table and 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 individuals at points of intersection with the justice system.

Regional committees were established to coordinate communication and service integration planning between health, criminal justice, and developmental service organizations within specific regions. Local committees provide input to these regional groups. The Provincial Committee, consisting of regional chairs and Ministry representatives, has been developed as a provincial planning body. (Provincial Strategy to Coordinate Human Services and Criminal Justice Systems - 1997)

It is understood that this Terms of Reference will apply to the Thunder Bay & District Human Services and Justice Coordinating Committee (TBD-HSJCC).

OBJECTIVES

- Assist in supporting an integrated, coordinated and seamless service delivery system that meets the needs of this client population and supports community safety.
- Using the developed Issues Management Framework (see Appendix A) and Systemic Issues Referral Form (Appendix B), the committee will discuss and address challenges and systemic issues relating to service delivery, capacity, access, duplication and gaps in service for Thunder Bay and within the Thunder Bay District.
- Coordinate district training opportunities for all sectors involved in serving the target population.
- Share promising best/emerging practices
- Provide informed input and advice to relevant bodies concerning research, system design, planning, program implementation, and resource allocation
- Engage in collaborative analysis of data from local Situation Tables to identify trends, deficiencies and gaps in service, as well as any operational barriers, which will inform the identification of opportunities for systemic change.

- Address local and district service and policy issues, identify solutions to systemic problems and make recommendations to the North West Regional Human Service Justice Coordinating Committee by utilizing the Issues Management Framework (see Appendix A)

DECISION MAKING PROCESS AND AUTHORITY

Each participating member has accountabilities to their existing respective organizations as well as to the TBD-HSJCC, and is responsible for collective decision-making with respect to the planning, development and coordination of human services in the Thunder Bay district. It is expected that agencies appoint representatives from management and/or frontline service who can be granted the decision making authority during TBD-HSJCC meeting on behalf of their respective agencies.

Decision making requires that all members contribute, respect one another's point of view, seek clarification when needed, and feel encouraged to share emergent or innovative ideas. Every effort will be made to achieve consensus on issues requiring a decision. In the event that consensus cannot be reached, members may elect to vote. Decision-making will require a majority among members in attendance. The majority represents 50% plus 1 of members in attendance.

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

ACCOUNTABILITY AND RESPONSIBILITY

Each participating member is responsible for:

- Regular and active participation at meetings, or 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 TBD-HSJCC will develop an annual work plan. Work plans will be reviewed during meetings, or as needed, to identify work that has been completed, and projects still outstanding. The work plan is considered a living document that informs the work of the TBD-HSJCC.

FUNDING AND REPORTING RELATIONSHIP

Transfer Payment Agency

CMHA Thunder Bay Branch is the appointed Transfer Payment Agency (TPA) for TBD-HSJCC related funds and is thus responsible for the following:

- Managing in-kind and monetary contributions from community partner agencies and distributing funds to budgetary items accordingly

- Drafting a budget for the TBD-HSJCC, authorizing expenditures within the budget, and monitoring expenditures.
- Meeting accountability and reporting requirements for all funding sources.
- Employing and supervising staff associated with the TBD-HSJCC
- To act as a point of contact for issues arising relating to TBD-HSJCC staff
- Acting as the signing authority for all formal agreements

Funding and Reporting Relationships

The Ministry of Health provides funding for the HSJCC Network via CMHA Ontario and the Provincial HSJCC Secretariat. CMHA Ontario disseminates allocated funds to regional and local HSJCC's. CMHA Thunder Bay as the TPA is responsible for developing and submitting an annual budget and work plan on behalf of the TBD-HSJCC to the Provincial HSJCC Secretariat/CMHA Ontario before the end of the first quarter of each fiscal year. This work plan is developed with input and approval from the TBD-HSJCC membership. The TPA will be responsible for managing these funds as per the terms of the funding agreement and work plan.

Additional Funding and Reporting Relationships

In the event that other funding sources become available, the TPA will be responsible to the funder and will clarify all responsibilities of the TPA and the funder through a funding agreement.

CONFLICT OF INTEREST

Members will be asked to identify themselves as being in a conflict of interest on any relevant topic, either actual or perceived, and will absent themselves from the decision-making on that topic.

CONFLICT RESOLUTION

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

TASK FORCE/WORKING GROUP/THINK TANKS

Where required, sub-committees will be formed to achieve objectives during or between TBD-HSJCC meetings. These sub-committees will be initiated based on TBD-HSJCC meeting discussions and given specific mandates in alignment with the objectives of the TBD-HSJCC.

Task Force: Assembled to accomplish a defined task/objective

Working Group: Assembled to study/explore a topic in depth and make recommendations based on findings

Think Tank: Assembled to explore a topic in greater depth and provide information, ideas, or advice

Each Task Force/Working Group/Think Tank shall:

- Determine the purpose/desired outcome(s) of the Think Tank/Task Force/Working Group, develop a Project Charter and make recommendations and bring updates to the TBD-HSJCC
- Identify a member to take the “lead” of the Task Force/Working Group/Think Tank who will facilitate meeting discussions and set agendas
- Limit meeting time to one-hour, when possible, and provide a teleconference option

ROLE OF THE COORDINATOR

The Coordinator shall be responsible and accountable to the TBD-HSJCC. The objectives of the Coordinator shall be:

- To support the TBD-HSJCC in meeting its goals and objectives.
- To coordinate external relations and represent the TBD-HSJCC as a knowledgeable source of information.
- To respond to requests and inquiries made about the TBD-HSJCC.
- To respond to issues brought forward by the HSJCC membership, and ensure compliance with the Issues Management Framework.
- To coordinate all administration related to scheduling meetings, recording and distributing meeting packages including minutes, creating the agendas
- To bring forward any issues discussed by the TBD-HSJCC which may require a regional focus to the North West Regional HSJCC
- To act as a resource and main point of contact for the TBD-HSJCC.
- To serve as a representative at the Provincial HSJCC.

ROLE OF CO-CHAIRS

The TBD-HSJCC will implement a Co-Chair model.

The TBD-HSJCC Co-Chairs will be nominated and approved by the TBD-HSJCC. One Co-Chair shall be from the justice sector, and the other Co-Chair will be from the human services sector, whenever possible.

- The Co-Chairs will be elected from by the TBD-HSJCC and will serve a 3-year term
- The Co-Chairs will be the official spokespersons and signing authorities for the TBD-HSJCC
- The Co-Chairs will rotate chairing duties for TBD-HSJCC meetings and other trainings or special events.
- The Co-Chairs are responsible for reviewing meeting agendas assembled by the Coordinator, and contacting members where input is needed.

MEMBERSHIP

The TBD-HSJCC membership is open and welcome to all agencies within Thunder Bay and the Thunder Bay District who feel they are able to contribute to the noted goals and objectives. New members will be welcomed to the committee on an ongoing basis. Orientation sessions may be set up for new members if needed. Member agencies shall

appoint at least one (or more) representatives who can speak to the issues that arise at the TBD-HSJCC. This committee will be comprised of a mix of leadership and frontline positions.

Each member will represent their respective organization and geographical area. Every effort will be made to ensure membership reflects cultural diversity, cultural languages, diverse sectors and geographical regions. This includes representation from the Indigenous and Francophone sectors.

While meeting attendance is encouraged and appreciated, members may choose to attend meetings at their own discretion. Any other agencies who can add value and/or insight will be welcomed to join the committee on an ongoing basis. The Coordinator will maintain a list of current TBD-HSJCC members.

RESPONSIBILITIES AS MEMBERS

Each participating member agency is responsible for:

- Signing a Letter of Agreement prior to becoming a full member.
- Protecting information that is shared in confidence.
- Representing the interests of TBD-HSJCC
- Actively participating in meetings, or identifying a designate that has decision-making authority.
- Providing timely feedback to any TBD-HSJCC communications that necessitate input and/or approval.
- Working collaboratively towards common goals, and assigning staff or resources to TBD-HSJCC activities as needed.
- Sharing relevant information/policies/resources/data where able.
- Understanding and acknowledging each participating agency's unique strengths and limitations.

* The NW Community Mobilization Coordinator will serve as an ex-officio on all committees.

MEETING STRUCTURE AND FREQUENCY

- Meeting packages will be circulated one week before each TBD-HSJCC meeting
- Request for agenda items or completed systemic issues referral forms will be requested at least two weeks prior to the scheduled meeting
- Access to video conferencing, teleconferencing or virtual platform (e.g. Zoom, Microsoft Teams) will be arranged to ensure regional partner engagement
- Meeting will be held bi-monthly or at least 5 times per year

APPROVAL

The TBD-HSJCC Terms of Reference will be approved by consensus and reviewed annually.
Approved by Consensus: Pending



NORTH WEST REGIONAL HUMAN SERVICES JUSTICE COORDINATING COMMITTEE (NWR-HSJCC)

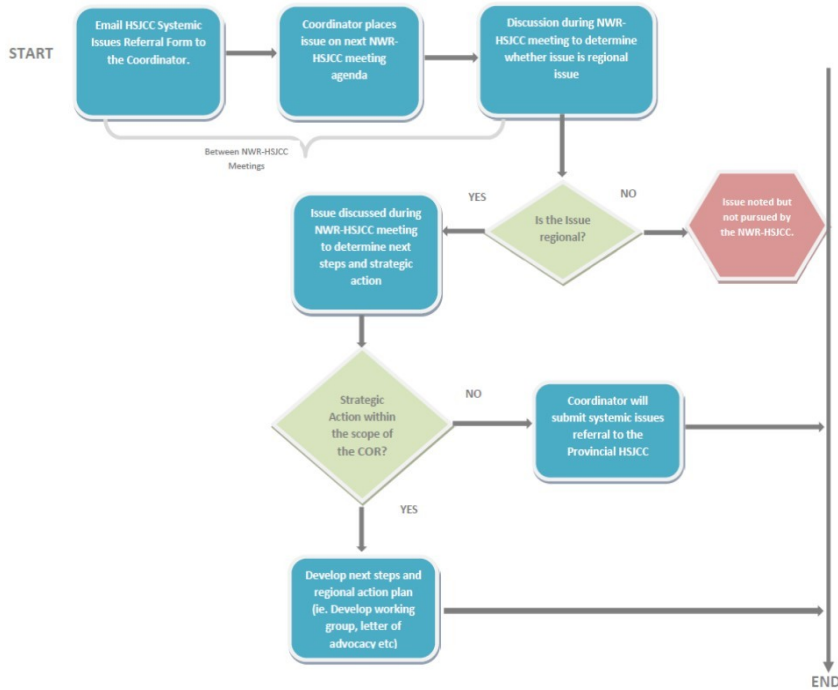
ISSUES MANAGEMENT FRAMEWORK

Context: HSJCC-related regional issues may be brought forward by the Kenora Rainy River and Thunder Bay District HSJCC membership, regional Situation Tables and other community tables. The purpose of this document is to establish an issues management framework for any future issues raised for discussion at the NWR-HSJCC. A process has been established to determine the role of the Coordinator, the NWR-HSJCC membership and the local HSJCC's in managing issues as they arise.

Goals:

- To have a deliberate process for management and flow of identified systemic issues
- To have a focused and informed discussions that create purposeful outcomes
- To mitigate barriers between the levels of the network – local/regional/provincial
- To facilitate communication on emerging regional issues that are relevant to the Network

How to raise an issue for discussion at the NWR-HSJCC:



Appendix B

HSJCC and Situation Tables **SYSTEMIC ISSUE REFERRAL FORM**

_____ Issue No.

PURPOSE

- To enhance situation table or community table functioning by having a focused, informed and purposeful dialogue at a local or regional HSJCC about systemic issues emerging at situation tables and within the community.
- To improve human service delivery system to better meet diverse social and health care needs of clients.

WHAT IS A SYSTEMIC ISSUE? A systemic issue is a problem due to inherent issues in the overall system. Systemic issues are not caused by a specific, individual, isolated factor. Systemic issues can be mitigated through a change to the structure, organization and/or policies within that system.

INSTRUCTIONS

Systemic issues may be identified at situation tables and community tables. If these systemic issues hinder the functioning of these tables, prevent efficient operations and impact the human service delivery system to meet the diverse social and health care needs of clients, serve as a barrier to, or plainly fail to alleviate situation of acutely elevated risk, please complete this issues management referral form. This form may be tabled at a local or regional HSJCC meeting, where a formal and informed discussion about this issue may take place. Please do **NOT** include any identifiable information about clients.

Date:

Agency Representative:

Phone:

Community:

Agency:

Email:

FOR SITUATION TABLES ONLY

Discussion Number(s):

Lead Agency:

1. Description of Systemic Issue: (eg. Long wait lists, lack of funding, transportation issues etc)
2. How was the systemic issue identified?
3. How has the systemic Issue impacted the ability of agencies to help their clients? (eg. Strain on resources)
4. Suggested solutions or recommendations to the systemic issue (If any):
5. Suggestions of data sources that could be of interest for showing the scope of the systemic issue or how the issue could be resolved:

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