

# **Terms of References: York-South Simcoe Regional Human Services & Justice Coordinating Committee**

**Approved: September 10, 2019**

**Amended: May 20, 2020**

## Background & Operational Context

Regional Human Services & Justice Coordinating Committees (HSJCC) 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.

The York-South Simcoe Regional HSJCC (the Committee) operates in accordance with current Ministry policy as articulated in Making It Happen (1997), the Human Services and Justice Coordination Project (1997), the Forensic Mental Health Services Expert Advisory Panel's Final Report (Assessment, Treatment and Community Reintegration of the Mentally Disordered Offender) (2002), and the Mental Health Accountability Framework (2003).

## Role

The objectives and overall mandate of the Committee align with those of the Provincial HSJCC. The role of the Committee is to coordinate communication and planning efforts between health, criminal justice and developmental service organizations within York and South Simcoe Regions in relation to individuals with involvement in the criminal justice and mental health systems.

## Goals and Key Commitments

The goals and key commitments of the Committee are as follows:

- To find local solutions to local problems/issues through more effective service coordination.
- To promote coordination and communication within the criminal justice system.
- To promote and support new initiatives in the regions.
- To participate in knowledge exchange activities.
- To promote cross sector coordination for specific client groups.

## Objectives

The objectives of the Committee are as follows:

- Facilitate communication through effective linkages among health, criminal justice and social service sectors.
- Identify issues with respect to service delivery and capacity.
- Address issues such as access to and duplication of services.
- Complete a needs assessment to determine predominant issues.
- Foster understanding of target population through community education.
- Provide informed input and advice concerning system design, planning and resource allocation to partner ministries.

- Submit reports and provide information to the Provincial HSJCC in accordance with funds received by the Committee, managed in a transparent manner with regular budget status updates.
- To provide Regional representation at the Provincial HSJCC meetings.
- To provide training and education opportunities to justice system participants and social service agencies.
- To assign, organize and assess working sub-committees within the committee as required.
- To move forward on key issues regarding enhancement of services.
- To encourage collaboration of stakeholders to bring about change for quality care and services provided.

### Membership

The Committee may consist of, but is not limited to, the following key Justice and Social Service Agencies:

- Addiction Services for York Region
- AIDS Committee of York Region
- Canadian Mental Health Association York Region & South Simcoe
- Central Acquired Brain Injury Central LHIN
- Central East Correctional Centre
- Community Networks of Specialized Care - Central East
- Duty Counsel – Newmarket and Bradford Courthouses
- John Howard Society of York Region
- Judiciary, Ontario Court of Justice
- Justice of the Peace, Ontario Court of Justice
- Kerry's Place Autism Services
- Metis Nation of Ontario – Community/Restorative Justice
- Ministry of the Attorney General, Crown Attorney's Office
- Ministry of Children, Community and Social Services, Ontario Works
- Ministry of the Solicitor General, Probation and Parole Office
- Correctional & Justice Services, Salvation Army
- South Simcoe Police
- Toronto Bail Program
- Victim Witness Assistance Program
- Women's Support Network
- York Region Law Association
- York Regional Police
- Yellow Brick House

Each agency will provide a representative who is in a decision-making capacity for the organization. In the event an agency representative is unable to attend, they may send a delegate. If a member/delegate of a designated agency fails to attend 3 consecutive Committee meetings, the Co-Chairs of the Committee will reach out via letter to determine the status of their membership.

New Justice and Social Service Agencies are welcome to become Committee members if an interest is expressed.

## York-South Simcoe Regional HSJCC Meetings

### **Meetings**

A minimum of 5 in-person meetings will be scheduled by the Co-Chairs of the Committee. Additional meetings can be called by the Co-Chairs as necessary.

### **Notice of Meetings**

The schedule of meetings will be provided to members by e-mail with adequate notice. Members will be notified by e-mail of the time and location of where the meeting is to be held.

### **Quorum**

Decisions of the Committee will be made by consensus or by a majority vote. Majority vote shall consist of no less than 5 members in good standing who are in attendance either in person or by video/teleconference.

### **Voting**

Each Committee member declared a member in good standing shall be entitled to 1 vote. A Committee member in good standing is defined as one who:

- Is respectful in their communication and,
- Attends a minimum of 3 committee meetings per year

At a meeting of members, voting is invested in the Co-Chairs of the Committee. This task may be delegated to a member of the Committee who is in attendance in person.

### **Non-Voting Members**

Any person who receives a direct financial benefit from the Provincial HSJCC, Regional HSJCC or Local HSJCC budgets shall be deemed an ex-officio (or non-voting) member of the committee. This would exclude committee members who receive travel and/or training compensation while conducting committee business during their committee responsibilities.

Additionally, special guests may be welcome to attend committee meetings but are only invited as visitors and have no voting rights.

## York-South Simcoe Regional HSJCC Co-Chairs

### **Co-Chairs Roles and Responsibilities**

- To review meeting agenda assembled by HSJCC members, and contact members where input is needed.
- To chair HSJCC meetings.
- To act as points of contact for issues relating to the Committee.
- To be the official spokespersons for the Provincial HSJCC.

The Co-Chairs shall preside at all meetings of members as well as at Provincial HSJCC meetings. A designate may be elected by the Co-Chairs if necessary.

Two York-South Simcoe Regional HSJCC Co-Chairs will be nominated and approved by members in good standing of the Committee during the annual committee meeting closest to the end of the fiscal year. Nominations can be made orally or in writing by any member in good standing of the Committee and should be communicated to the Co-Chairs at or during the said meeting. The two nominated Co-Chairs shall be elected for a two-year term.

Interim Co-Chairs shall be appointed to act when required. Interim Co-Chairs shall be nominated and approved by members in good standing of the York- South Simcoe Regional HSJCC.

#### York-South Simcoe Regional HSJCC Recording Secretary and Keeping of Minutes

The position of Recording Secretary is carried out by the Project Support role and may also be selected from within the membership as required. The Recording Secretary is to ensure that Minutes are taken at each Meeting of the Committee and circulated to all committee members for approval at next scheduled committee meeting. In addition to recording minutes attendance, regrets and absences shall be maintained by the Recording Secretary or a delegate to ensure the Committee is complying with the Terms of Reference.

Minutes shall be kept for 3 years and submitted to the Provincial HSJCC for uploading to their website.

#### Transfer Payment Agency (TPA) – Canadian Mental Health Association (CMHA) of York Region & South Simcoe

##### **TPA Roles and Responsibilities**

CHMA will oversee the operating funds of the Committee, including leading yearly budget projections, budget monitoring and reporting and end of fiscal year reporting.

#### Approval and Posting of Terms of Reference

The Terms of Reference of the Committee will be reviewed and revised every 3 years by the Committee. Any revisions to the Terms of Reference require approval from the Committee. Notice of revisions must be given to the Committee 3 months in advance for approval.

The Terms of Reference shall be posted on the Provincial HSJCC website.