



## Human Services Planning Board of York Region 2023-2026 Terms of Reference

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### **Description**

The Human Services Planning Board of York Region (“HSPB”) is a multi-sector collaborative of human services agencies, government, and community leaders that provides Regional Council and staff with strategic advice on human services and other matters as directed by Council.

### **Mandate**

The mandate of HSPB is fulfilled by providing input in the following areas:

- Capacity building, community engagement and collaborative advocacy initiatives
- Development and delivery of integrated human services policies and programs

HSPB members are appointed by Regional Council and bound by these Terms of Reference.

### **Definitions**

Advisor – A non-member who may be invited to attend HSPB meetings and/or participate in working groups to inform and provide advice on topics the Board is addressing, funding opportunities and/or policy developments from the ministries or organizations they represent.

Ex-officio – The Regional Chair and Chief Executive Officer, who is considered a member because of their status and position they hold.

HSPB Co-chair – An appointed Regional Council member and an organization member who facilitate HSPB meetings, contribute to agenda setting and name members of working groups as required.

Human services – Human services are supports for people at every stage of their life that strengthen our communities and positively influence a person’s health and stability. Examples include healthcare, education, recreation, children’s services, newcomer supports and local community outreach programs.

Member(s) – An organization that is appointed to the HSPB.

Quorum – The minimum number of members who must be present, including at least one co-chair, at a meeting for a vote to proceed and be considered valid. This is defined as a majority of the membership with at least one co-chair present, unless the membership is comprised of an even number, in which case quorum is one-half of the membership, including at least one co-chair.

Representative – An individual chosen by a member organization to represent the organization on the HSPB.

Working Group – A group appointed by HSPB co-chairs to address specific issues or legislated requirements related to human services matters.

## **Membership**

### **1. Composition**

Membership includes organizations that represent various human service sectors and stakeholders in York Region and includes appointed members of Regional Council.

Subject to legislated requirements related to human services and depending on the needs and scope of work of HSPB, members may include, without limitation, organizations representing:

- Business community
- Community or social services
- Children, youth and family services
- Education
- Funding organizations
- Healthcare
- Housing
- Policing
- Seniors and healthy aging
- Workforce development, employment services
- Other levels of government
- Additional stakeholder groups prescribed by relevant legislation or that address key HSPB issues and opportunities that may arise

In addition to member organizations, as a Board of Regional Council, up to four members of Regional Council shall be appointed to serve on HSPB.

As an Ex-Officio member, the Regional Chair and Chief Executive Officer will be invited to HSPB meetings but is not required to attend and does not affect quorum.

All members' representatives are required to sign the Human Services Planning Board of York Region Membership Responsibility Agreement (Appendix 1).

Regional Council approves HSPB membership at the start of each term of Council and shall consider the need to ensure that HSPB is representative of the municipalities, having regard for the diversity of the population of York Region and for consistency with other advisory committees to Council.

Members' representatives should hold an executive position within an organization in a human services sector or regional government body in York Region, and meet the requirements outlined in the Qualifications section in these Terms of Reference.

## **2. Advisors**

Advisors may be invited to attend or speak at HSPB meetings on an occasional or as-needed basis. Advisors may inform and provide advice to HSPB on funding opportunities and policy developments from the ministries or organizations they represent.

Advisors may not participate in votes undertaken by HSPB, and their attendance does not affect quorum.

## **3. Qualifications**

To support delivery of HSPB's mandate, member preference is given to organizations:

- With in-depth knowledge, experience and influence within the human services sector and whose work benefits York Region residents
- Shares and supports the vision of York Region as a welcoming and inclusive community as outlined in the Region's [Inclusion Charter](#).

## **4. Terms of Office**

Members appointed to HSPB serve for a term coinciding with the term of Regional Council. Members remain eligible for reappointment after each municipal election.

## **5. Recruitment**

The Commissioner of Community and Health Services is responsible for identifying and developing recommendations regarding membership on HSPB for Regional Council consideration and approval for the start of the HSPB's term.

## **6. Appointment of Co-Chairs**

HSPB co-chairs are appointed by the Regional Chair or Regional Council. One co-chair position is a member of Regional Council, and the other Co-Chair is an HSPB community member.

## **7. Changes in Membership**

Membership and representatives may be reviewed and evaluated as required by the Regional Chair based on the ability of members to carry out responsibilities outlined in the Human Services Planning Board of York Region Membership Responsibility Agreement and to ensure the effective and efficient operation of HSPB.

The Regional Chair is granted delegated authority on behalf of Regional Council to appoint new members if there is a vacancy or to add another member as deemed required based on strategic or operational needs and/or to remove members and representatives. Members and

representatives may be removed by the Regional Chair if they fail to fulfill the responsibilities of the Membership Responsibility Agreement. Members may also be considered for removal if they have been absent for three consecutive meetings without good cause.

Resignation of a member during the HSPB term must be given in writing to the Co-Chairs. The Regional Chair may choose not to fill a vacancy, except where a resignation will leave HSPB unable to meet the minimum composition.

The Regional Chair will communicate changes in membership at Committee of the Whole or Regional Council.

## **8. Changes in representatives**

If a representative ceases to represent their organization, the member will identify a new representative subject to the Qualifications section in these Terms of Reference. If a member fails to select a new representative, that member may be removed by the Regional Chair.

The Regional Chair will communicate changes in representatives at Committee of the Whole or Regional Council.

## **9. Reimbursement of Expenses**

HSPB members serve without remuneration. Member representatives who are persons with disabilities are supported with the resources related to their needs that are deemed necessary for them to fully participate on HSPB.

## **Meetings**

HSPB meetings are scheduled on a quarterly basis, with no less than three meetings held per year. A public meeting with quorum must be held at least once per year. Additional meetings may be called by the Co-Chairs as required. Meetings may be held by means (e.g., in-person, virtual, telephone) that permit all persons participating in the meeting to communicate with each other simultaneously and instantaneously.

A majority of the membership present with at least one Co-Chair constitutes a quorum, unless the membership is comprised of an even number, in which case quorum is one-half of the membership, including at least one Co-Chair. If a quorum is not present at the scheduled start time, the members present may continue to meet but HSPB shall not make any decisions until such time as quorum is achieved.

HSPB, by resolution or through its Co-Chairs, may invite any individual, stakeholder, agency or consultant to appear at an HSPB meeting or HSPB working group as a delegation or to submit or present information that will assist HSPB in carrying out its mandate.

## Structure

### 1. Organizational Structure

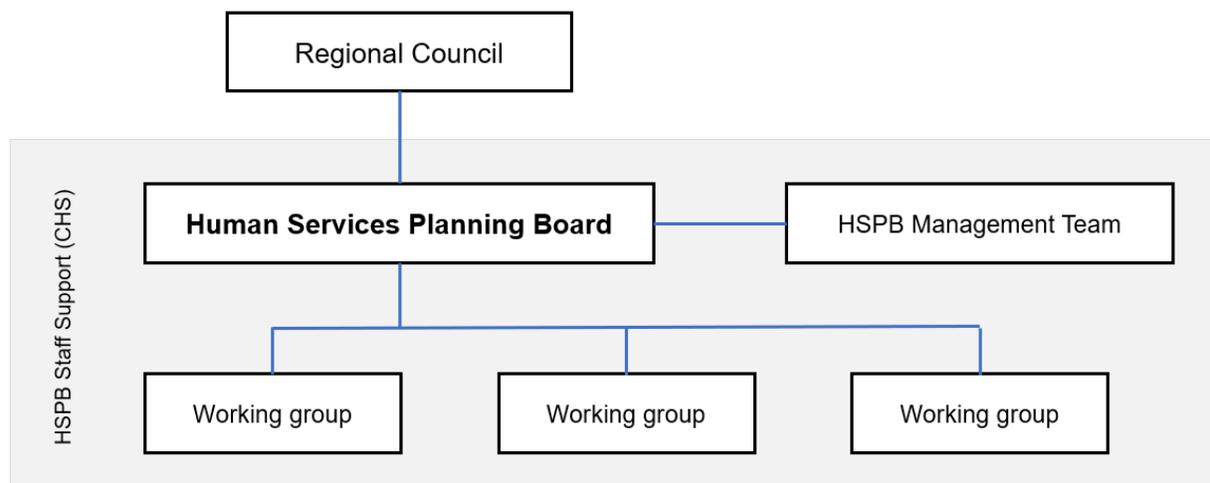


Figure 1: Reporting structure for the Human Services Planning Board of York Region

### 2. Advisory Committee

HSPB may also serve as an advisory committee for legislative requirements (e.g., community safety and well-being planning) and other issues related to its mandate as directed by Regional Council.

### 3. Management Team

The Human Services Planning Board of York Region Management Team (“Management Team”) provides HSPB leadership, including agenda review and approval, direction, procedural guidance and other applicable matters. The Management Team is comprised of HSPB Co-Chairs and the Commissioner of Community and Health Services. The Co-Chairs provide guidance, direction and community perspective, and the Commissioner of Community and Health Services sets the agenda, brings forward Regional priorities and provides procedural guidance.

### 4. Staff Support

York Region Community and Health Services Department staff acting in their capacity as HSPB Secretariat provides expertise and assistance to HSPB, its Management Team and working groups. Staff also coordinate involvement of other regional departments and agencies as necessary, and prepare communications and materials as required by the work of HSPB.

Staff may not participate in votes undertaken by HSPB, and their attendance does not affect quorum.

## **5. Working Groups**

HSPB, in consultation with the Management Team, may establish working groups as required to undertake specific initiatives to address issues or legislated requirements related to human services matters. Working groups report to HSPB.

Working groups are chaired by an HSPB member representative appointed by HSPB co-chairs and may include non-members who meet member qualifications. Non-members appointed to a working group are required to sign the Human Services Planning Board of York Region Membership Responsibility Agreement (Appendix 1). A Project Charter is prepared for each group where appropriate and approved by HSPB.

Membership of working groups is decided by HSPB co-chairs. Working groups may also invite any individual, stakeholder, agency or consultant to appear at a meeting to present information that will assist the group in carrying out its mandate.

## **6. Resources**

Expenses and other resources for the normal ongoing work of HSPB are provided as part of the Region's operating budget.

## **Conduct and Procedures**

### **1. General**

Where otherwise not specified in these Terms of Reference, the conduct and procedures of HSPB are governed by the Management Team. This includes matters such as member conflicts of interest that are addressed through the Human Services Planning Board of York Region Membership Responsibility Agreement.

### **2. Amendments to the Terms of Reference**

These Terms of Reference will be reviewed and amended to meet legislative or strategic direction changes as appropriate.

Regional Council has the authority to make changes to these Terms of Reference as required.

## Human Services Planning Board of York Region Membership Responsibility Agreement

I, \_\_\_\_\_ understand I have the following responsibilities as a member of the Human Services Planning Board and/or its working groups.

My role is to provide Regional Council and staff with advice regarding issues as set out in HSPB's Terms of Reference as they relate to matters in York Region.

As a member, I understand and agree to carry out the responsibilities set out in this Membership Responsibility Agreement and further detailed in the Terms of Reference.

I understand that if I fail to fulfill those responsibilities, I may be removed as a member by the Regional Chair.

### Responsibilities

- 1) It is considered a conflict of interest if I give advice, in the course of carrying out my duties, that directly benefits my personal, financial or business interests, or the personal, financial or business interest of my immediate family, including but not limited to my parent, sibling, spouse or child.
- 2) I am ultimately responsible and accountable for using good judgment in the course of carrying out my duties.
- 3) I will conduct myself with appropriate decorum at all times while carrying out HSPB or working group business and ensure that my behaviour does not bring the reputation of the Region into disrepute.
- 4) I understand and acknowledge that Council as a whole approves budget, policy and governance of the Region through its bylaws and resolutions. Members do not direct or oversee the functions of the administration or staff of the Region or a Committee.
- 5) I understand and acknowledge that staff provide advice and make policy recommendations in accordance with their professional ethics, expertise and obligations and I will not falsely or maliciously injure the reputation of staff members whether professional or ethical or otherwise.
- 6) I understand and agree that all members have a duty to treat the public, one another, and staff with respect and without abuse, bullying or intimidation and to ensure this is an environment free from discrimination, harassment and violence.
- 7) If I am asked to speak publicly to an organization or professional association as a member of HSPB or its working groups, I must notify the Region.

- 8) If I choose to speak as an industry representative or private citizen at a conference, meeting or other public forum and I am not speaking as a representative of the Region, I understand that I must not appear to represent the opinion or policy of the Region and must not present any information I have received or reviewed as a result of my membership on HSPB or its working groups.
- 9) If I am approached by the media, another government or member of the public, I will refer all inquiries to relevant Regional staff to address the inquiry as applicable.
- 10) I understand that the information discussed at meetings may become public record.
- 11) I will refrain from making disparaging comments or unfounded and speculative accusations about the motives or another member, staff or the public.
- 12) I will not use confidential information shared with HSPB or its working groups for personal, financial or business use without written consent from the Region.
- 13) I will not use HSPB or working group mail, phone or email communication lists for personal or business purposes and understand that this information must only be used to conduct the business of HSPB or its working groups.
- 14) I will not use my personal email, social media accounts, or other modes of communication to represent the opinions or policies of the Region.

I understand and agree that I will be a member of HSPB and/or its working groups starting in December 2022 and ending in November 2026 unless my membership ends early for any of the reasons outlined in this Membership Responsibility Agreement or the Terms of Reference.

**Acceptance of appointment to the Human Services Planning Board of York Region and/or one of its working groups:**

Signature: \_\_\_\_\_

Name: \_\_\_\_\_

Date: \_\_\_\_\_