



Human Services Planning Board of York Region

Terms of Reference

Description

The Human Services Planning Board of York Region (the Board) is a committee appointed by Regional Council. Board members are bound by these Terms of Reference and are responsible to Regional Council. The Board will report to Regional Council through the Community and Health Services section of Committee of the Whole, where applicable.

Mandate

The mandate of the Board is to provide Regional Council and staff with strategic advice on human services matters in York Region, including but not limited to, providing the Advisory Committee function as set out in the *Police Services Act, 2018*.

This mandate will be fulfilled by considering and providing input in three areas:

- Capacity building, community engagement and collaborative advocacy initiatives related to human services, community safety and well-being
- Legislated requirements related to human services and community safety and well-being, such as but not limited to the *Police Services Act, 2018*
- Development and delivery of integrated human services policies and programs

Membership

1. Composition

Membership will consist of up to 24 persons, not including the Regional Chair and Chief Executive Officer (Ex-Officio) and various Advisors and Resources. The membership shall be composed of, at minimum:

- A person who represents,
 - A local health integration network for York Region, as determined under the *Local Health System Integration Act, 2006*, or
 - An entity that provides services to improve the physical or mental health of individuals in York Region
- A person who represents an entity that provides educational services in York Region

- A person who represents an entity that provides community or social services in York Region, if there is such an entity
- A person who represents an entity that provides community or social services to children or youth in York Region, if there is such an entity
- A person who represents an entity that provides custodial services to children or youth in York Region, if there is such an entity
- A person who represents the York Region Police Service Board
- Any other person prescribed in regulation
- One to four members of Regional Council
- Community Leaders
- The Regional Chair and Chief Executive Officer is an ex-officio member
- Advisors and Resources such as key representatives from a cross section of senior level governments or community offices.

Advisors and Resources shall generally serve in an advisory role and provide advice to the Board on funding opportunities and policy developments from governments and community offices they represent. Advisors and Resources will be invited to attend Board meetings but it is not a requirement. The Regional Chair and Chief Executive Officer as an ex-officio member will be invited to attend Board meetings but it is not a requirement.

Regional Council has final approval of the members and shall consider the need to ensure that the Board is representative of the municipalities, having regard for the diversity of the population of York Region and to be consistent with other advisory committees to Council.

Members will be required to sign the Human Services Planning Board of York Region Membership Responsibility Agreement (Appendix 1).

2. Qualifications

To support delivery of the Board's mandate, preference will be given to persons at executive levels representing the highest levels of authority within an organization in York Region in a human services sector that benefits York Region residents, or has in-depth knowledge, experience and influence within the human services sector.

3. Terms of Office

Members appointed to the Board will serve for a term of up to four years to coincide with the term of Regional Council. Members remain eligible for reappointment after each municipal election.

4. Recruitment

A Selection Committee comprised of the Regional Chair, the Chief Administrative Officer and the Commissioner of Community and Health Services are responsible for recruiting Board members.

Candidates shall provide formal confirmation of acceptance to the Selection Committee's formal invitation. The list of prospective members endorsed by the Selection Committee shall be presented to Regional Council for approval and appointment.

5. Appointment of Co-Chairs

Board Co-Chairs shall be appointed by the Regional Chair or York Region Council. One Co-Chair position shall be a member of Regional Council and the other Co-Chair shall be a member of the Board.

6. Membership Review

The membership may be reviewed and evaluated annually by Regional Council or 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. Council has the ability to remove members should they fail to fulfill the responsibilities of the Membership Responsibility Agreement.

7. Resignation of Members

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

In order to maintain a high level of commitment, members may be required to resign if they have been absent for three consecutive meetings without good cause.

8. Reimbursement of Expenses

Members of the Board serve without remuneration. Members who are persons with disabilities will be provided with the resources related to their disability and that are deemed necessary for them to fully participate on the Board.

Meetings

A majority of the membership with at least one Co-Chair shall constitute a quorum, unless the membership is comprised of an even number, in which case the quorum is one-half of the membership.

Board meetings shall be scheduled on a quarterly basis, with no less than three meetings held per year. A public meeting with full membership must be held at least once per year. Additional meetings may be scheduled as required at the call of the Co-Chairs. Meetings will generally be held at the York Region Administrative Centre, located at 17250 Yonge Street in Newmarket.

The Board, by resolution or through its Co-Chairs, may invite any individual, interest group, agency or consultant to appear at a meeting of the Board or of a Working Group

as a delegation or to submit or present information which will assist the Board in carrying out its mandate.

Structure

1. Organizational Structure

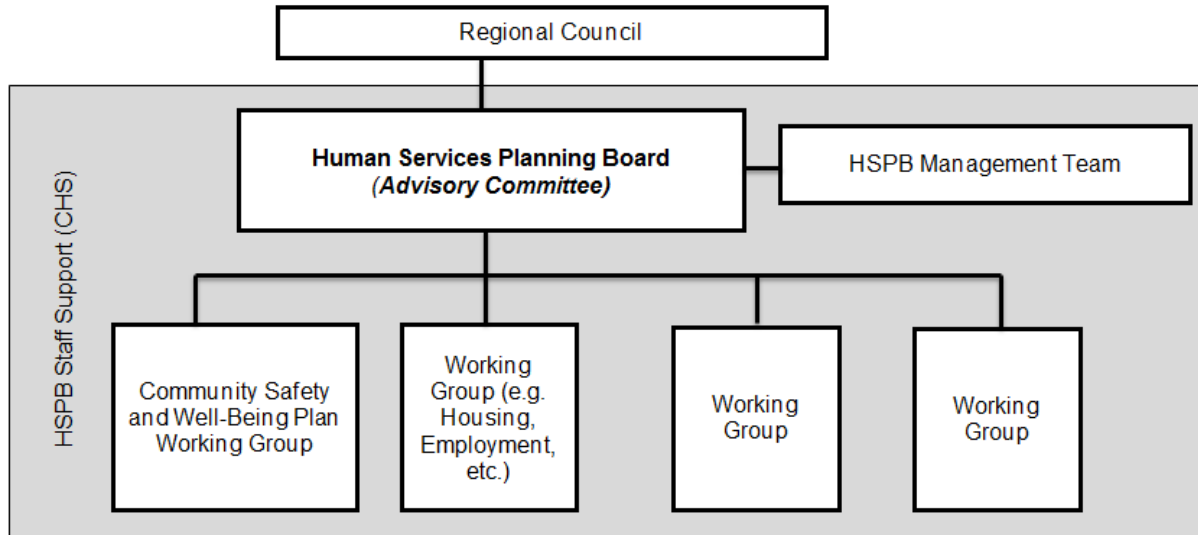


Figure 1 – Organizational structure for the Human Services Planning Board of York Region

2. Advisory Committee

The Board will also serve as an advisory committee for legislative requirements and other issues related to human services and community safety and well-being as part of its mandate. Legislative requirements include but are not limited to the *Police Services Act, 2018*.

3. Management Team

The Human Services Planning Board of York Region Management Team will provide leadership to the Board, including agenda review and approval, direction, procedural guidance and other applicable matters. The Management Team will be comprised of the Board Co-Chairs, Commissioner of Community and Health Services. The Co-Chairs will provide guidance, direction and community perspective and the Commissioner of Community and Health Services will set the agenda, bring forward Regional priorities, and provide procedural guidance.

4. Working Groups

The Board, in consultation with the Board 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 shall report to the Board.

Working groups shall be chaired by a Board member (or a designate) and may include non-members (such as non-elected representatives of local municipalities, provincial or federal governments, agencies, organizations and community members). Non-members of the Board appointed to a working group shall be required to sign the Human Services Planning Board of York Region Membership Responsibility Agreement (Appendix 1). A Project Charter shall be prepared for each group where appropriate and approved by the Board. Members of the Board shall participate on a minimum of one working group, where possible.

Membership of working groups will be decided by Co-Chairs. Working groups, by resolution or through its Chair(s), may also invite any individual, interest group, agency or consultant to appear at a meeting as a delegation or to submit or present information which will assist the group in carrying out its mandate.

A Community Safety and Well-Being Plan working group will be established to undertake the legislated requirement to develop a Community Safety and Well-Being Plan.

5. Staff Support

Community and Health Services Department staff will provide expertise and assistance to the Board, its Management Team and Working Groups. Regional staff will coordinate involvement of other Regional Departments and agencies as necessary, and prepare communications and materials as required by the work of the Board.

6. Resources

Expenses and other resources for the normal ongoing work of the Board shall be provided as part of the Region's operating budget.

Conduct and Procedures

1. General

Where not otherwise specified in these Terms of Reference, conduct and procedures of the Board will be governed by the relevant policies and procedures of the Board.

2. Conflict of Interest

Member conflict of interest matters will be addressed through the Human Services Planning Board of York Region Membership Responsibility Agreement.

3. Reporting Structure

The Commissioner of Community and Health Services will report the Board's work plans and activity to Regional Council through the Community and Health Services section of Committee of the Whole.

4. Amendments to the Terms of Reference

These Terms of Reference will be reviewed and amended to meet legislative or strategic direction changes as appropriate, or in the fourth year of every Regional Council term.

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

Appendix 1



Membership Responsibility Agreement

I, _____, understand that I have the following responsibilities as a member of:

- The Human Services Planning Board of York Region and its working groups
- A working group of the Human Services Planning Board of York Region

My role is to provide Regional Council and staff with advice regarding human services matters in York Region.

As a member of the Human Services Planning Board of York Region or one of its working groups, 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 of the Human Services Planning Board of York Region or one of its working groups.

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 interests of my immediate family, being my parent, my spouse or my child.
2. I am ultimately responsible and accountable for using good judgment in the course of carrying out my duties.
3. If I am asked to speak publicly to an organization or professional association as a member of the Human Services Planning Board of York Region or one of its working groups I must notify the Region.
4. If I choose to speak as a 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 do not appear to represent the opinion or policy of the Region and may not present any information I have received or reviewed as a result of my membership on the Human Services Planning Board of York Region or one of its working groups.
5. If I am approached by the media I will refer all inquiries to the Region's Community and Health Services Department.
6. I understand that the information discussed at the Human Services Planning Board of York Region meetings may become public record.
7. I will not use confidential information shared with the Human Services Planning Board of York Region or one of its working groups for personal, financial or business use without written consent from the Region.
8. I will not use the Human Services Planning Board of York Region mail, phone or email communication list, or those of its working groups, for personal or business purposes

and understand that this information must only be used to conduct the business of the Human Services Planning Board of York Region or r one of its working groups.

9. I will not use my personal email, listserv, 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 the Human Services Planning Board of York Region or one of its working groups starting on [DATE] and ending on [DATE] 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 Human Services Planning Board of York Region or one of its working groups:

Signature: _____

Name: _____

Date: _____