

June 29, 2018

Ms. Kimberley Kitteringham  
City Clerk  
City of Markham  
101 Town Centre Boulevard  
Markham, ON L3R 9W3



Dear Ms. Kitteringham:

**Re: Revised Terms of Reference for the Human Services Planning Board  
of York Region**

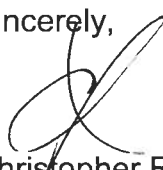
Regional Council, at its meeting held on June 28, 2018, adopted the following recommendations of Committee of the Whole regarding "Revised Terms of Reference for the Human Services Planning Board of York Region":

1. The mandate of the Human Services Planning Board of York Region be amended to include the functions of an Advisory Committee in accordance with Part XIII of the *Police Services Act, 2018*
2. Council approve the revised Human Services Planning Board of York Region Terms of Reference set out in Attachment 1.
3. The Regional Clerk forward this report to local municipalities, the Human Services Planning Board of York Region, York Regional Police Services Board and the Chief of York Regional Police for information.

A copy of Clause 18 of Committee of the Whole Report No. 10 is enclosed for your information.

Please contact Lisa Gonsalves, Director, Strategies and Partnerships Branch at 1-877-464-9675 ext. 72090 if you have any questions with respect to this matter.

Sincerely,



Christopher Raynor  
Regional Clerk

/C. Clark  
Attachments

Clause 18 in Report No. 10 of Committee of the Whole was adopted, without amendment, by the Council of The Regional Municipality of York at its meeting held on June 28, 2018.

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Revised Terms of Reference for the  
Human Services Planning Board of York Region

Committee of the Whole recommends adoption of the following recommendations contained in the report dated May 25, 2018 from the Commissioner of Community and Health Services:

1. The mandate of the Human Services Planning Board of York Region be amended to include the functions of an Advisory Committee in accordance with Part XIII of the Police Services Act, 2018
2. Council approve the revised Human Services Planning Board of York Region Terms of Reference set out in Attachment 1.
3. The Regional Clerk forward this report to local municipalities, the Human Services Planning Board of York Region, York Regional Police Services Board and the Chief of York Regional Police for information.

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Report dated May 25, 2018 from the Commissioner of Community and Health Services now follows:

1. Recommendations

It is recommended that:

1. The mandate of the Human Services Planning Board of York Region be amended to include the functions of an Advisory Committee in accordance with Part XIII of the *Police Services Act, 2018*
2. Council approve the revised Human Services Planning Board of York Region Terms of Reference set out in Attachment 1.
3. The Regional Clerk forward this report to local municipalities, the Human Services Planning Board of York Region, York Regional Police Services Board and the Chief of York Regional Police for information.

## 2. Purpose

This report seeks approval of a revised Terms of Reference for the Human Services Planning Board of York Region (the Board). The key reason for recommending revision is to establish the Human Services Planning Board of York Region as the “Advisory Committee” for development of a Community Safety and Well-Being Plan as required in accordance with Part XIII of the *Police Services Act, 2018*. Additional revisions establish the Board’s role in providing advice to the Commissioner of Community and Health Services on human services planning and service system management.

## 3. Background and Previous Council Direction

*Part XIII of the Police Services Act, 2018* requires Municipal Councils to prepare and adopt a Community Safety and Well-Being Plan and establish an Advisory Committee

Bill 175, the *Safer Ontario Act, 2018* received Royal Assent in March 2018. In [March 2018](#), Council received a report and memorandum on implications of the Act. Additional details, analysis and requirements of the Act were identified to Council in [May 2018](#). The *Safer Ontario Act, 2018* repeals the existing *Police Services Act*, and replaces it with six related statutes including the *Police Services Act, 2018*. The legislated requirement for Community Safety and Well-Being Plans is now included in Part XIII of the *Police Services Act, 2018* and is no longer referred to as the *Safer Ontario Act, 2018*. Provisions in the *Police Services Act, 2018* (the Act) requiring municipalities to develop and adopt a Community Safety and Well-Being Plan will come into effect on January 1, 2019. Council will therefore be required to prepare and adopt its first Community Safety and Well-Being Plan by December 31, 2020.

The purpose of these Plans is for municipal government, police, community based organizations and other representatives to work collaboratively to find solutions to crime, victimization and community safety issues by mobilizing resources. Municipalities that are required to prepare Plans must establish an Advisory Committee to consult with as part of developing the Plan. York Regional Police has expressed interest in a partnership with the Region to develop and implement a Community Safety and Well-Being Plan.

## Revised Terms of Reference for the Human Services Planning Board of York Region

The Act only requires the Region to prepare and adopt a Community Safety and Well-Being Plan and establish an Advisory Committee and not local municipalities within a Regional municipality

The Act now includes a definition of the meaning of municipality which does not include local municipalities within a Regional municipality. Consequently, there is no mandatory requirement for local municipalities in the Region to develop and adopt these plans. The requirement still exists for the Region as a Regional municipality and single-tier municipalities such as City of Toronto.

Council directed the Commissioner of Community and Health Services to revise the mandate of the Human Services Planning Board of York Region to incorporate the “Advisory Committee” requirements set out in the *Police Services Act, 2018*

In [March 2018](#), Council directed staff to revise the Board's Terms of Reference to expand its mandate to include the legislative requirement to act as the Advisory Committee to Council for preparation of a Community Safety and Well-Being Plan. The Board is well positioned to take on this new and expanded role:

- Membership already includes representatives from many of sectors required by legislation (others will need to be added)
- Board's current mission is “to develop and implement systems solutions which enhance community health and well-being”. The Board's current approach to bring a ‘systems-thinking’ lens to its work, seek new ideas/innovative solutions, focus on prevention, collaboration, advocacy and engage with communities aligns with the purpose of Community Safety and Well-Being Plan.

Human Services Planning Board of York Region Members are interested in taking on the Advisory Committee role and being more engaged in the human services delivery system

The Board is currently in the final year of its 2015 to 2018 term. The Board's Terms of Reference is reviewed and amended, if needed, in the fourth year of every Council term. The Terms of Reference was last reviewed and amended by Council in [May 2014](#).

## Revised Terms of Reference for the Human Services Planning Board of York Region

Human Services Planning Board of York Region Members were surveyed and interviewed through group and one-to-one meetings to determine what was working well and areas for improvement

Members also provided specific feedback on the implications of the proposed expanded Board mandate to include new legislative requirements of the *Police Services Act, 2018*. Key findings included:

- Members support the proposed expanded Advisory Committee role and feel the mission of the Board fits with the purpose and goals of community safety and well-being
- Members point out a strength of the Board is that it brings a systems approach to its collaborative work and has a good mix of representation from different sectors and decision makers around the table
- Members recognize the Board functions well and achieves a common understanding in setting collective goals, research and communication to the broader community
- Members recognize the Board has strong governance and administrative leadership, which are critical to the success of any collaborative
- Members would like to continue as a standing community group of senior leaders that advises the Region on human services issues, challenges and solutions. They want to provide strategic advice, learn and be more engaged with evolving issues in the human services system, related social policies, and the Region's role as a service system manager. They also want to continue with the current mandate and complete the actions that were endorsed by Council in [January 2017](#).
- Members support a reduction in overall membership of the Board to further enhance effectiveness. Non-members may be invited to participate on working groups to provide specific expertise as required.

A list of current members is provided in Attachment 2.

#### 4. Analysis and Implications

Attachment 1, the proposed revised Terms of Reference for the Board includes new responsibilities under the *Police Services Act, 2018* and addresses findings of the review

Highlights of the recommended revisions include the following:

**Mandate:** Revised to include three components:

- Continue - maintain current/existing capacity building and collaborative advocacy initiatives within the human services sector
- New – act as an Advisory Committee as set out in the Act, and potentially also for future federal and provincial legislated requirements related to human services, community safety and well-being, subject to approvals of authority as required
- New - act as a consultative body on matters related to Community and Health Services Department priorities to inform planning and delivery of integrated human services policies and programs

**Composition:** Revised to include the following:

- At a minimum, composition of the Board will meet legislated requirements under the [\*Police Services Act, 2018\*](#), many of which are achieved by the current membership, as shown in Table 1. New members are required in areas such as a representative of the Police Services Board and representative from an entity that provides custodial services to children or youth in York Region.
- Membership is reduced from a maximum of 26 members to a maximum of 24 members to allow the Board to be effective operationally and to address the expertise needed to provide advice on the Community Safety and Well-Being Plan. The Regional Chair and Chief Executive Officer are Ex-Officio members, and not counted in the 24 member maximum.
- Advisors and Resources will participate in the work of the Board as required. As they are not members, they are not counted in the 24 member maximum.
- Selection of membership will continue to consider the need for the Board to be representative of the Region, while having regard for diversity of the population.

**Table 1**  
**Proposed changes to Membership of Human Services Planning Board of York Region in response to composition requirements of *Police Services Act, 2018 and Review Findings***

Sectors	Proposed	Rationale
Custodial services to children and youth	Add	Required by Act
Representative of York Region Police Services Board	Add	Required by Act
Local Health Integration Network or services to improve physical or mental health	No change, continuation	Required by Act
Educational services	No change, continuation	Required by Act
Community or social services	No change, continuation	Required by Act
Community or social services to children or youth	No change, continuation	Required by Act
Municipal employee or member of York Region Council	No change, continuation	Required by Act
Any other person prescribed in regulation	To be determined	Required by Act
Community Leaders	No change, continuation	Support Delivery of Board Mandate
The Regional Chair and Chief Executive Officer as an ex-officio member	No change, continuation	Support Delivery of Board Mandate
Advisors and Resources (non-members)	No change, continuation	Support Delivery of Board Mandate

- **Resignation of Members:** Revised to clarify that if there is a resignation during the term, Council or the Regional Chair may appoint another member to serve the remainder of the term

## Revised Terms of Reference for the Human Services Planning Board of York Region

- **Working Groups:** “Action Groups” have been renamed “Working Groups”. Working Groups may be established by the Board on an as needed basis to undertake specific initiatives. A Community Safety and Well-Being Plan Working Group will be established. Working Groups shall be chaired by a member of the Board. Membership will be decided by the Co-chairs, and may include non-members of the Board such as representatives of local municipalities, provincial or federal governments, agencies, organizations and community members at the direction of the Board to help support delivery of the Board’s mandate.
- **Other Updates:** Housekeeping changes to make the format and organizational structure consistent with other recent advisory committees’ Terms of Reference. To enhance accessibility, the Terms of Reference was simplified.
- Consistent with the practice of the current Board and the Region’s other advisory committees, the practice of not remunerating members will continue

Recruitment planning for the 2019 to 2022 Human Services Planning Board of York Region will begin summer 2018, and new members will be appointed by Council in spring 2019

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

Organizations/entities within each sector will be canvassed by staff to elicit their interest in putting forward an individual to represent the sector. The selection committee will chose individuals based on factors such as the needs of the Board, in-depth knowledge and experience in the human services sector in York Region, and the individual’s expertise and executive level influence in representing the highest levels of authority within an organization in their respective sector. Organizations and individuals that formally accept the offer of membership, subject to Council approval, will be recommended to Council for appointment in spring 2019.

## 5. Financial Considerations

The new mandated responsibilities will require additional resources

The Province has mandated new responsibilities to develop, consult, publish, implement, monitor, evaluate and report on progress of municipal Community Safety and Well-Being Plans. As reported earlier this year, the requirements are



significant and cannot be met within existing resources. Both Council and the Association of Municipalities of Ontario have asked the Province to fund this new obligation.

By revising the Board's Terms of Reference to function as the Advisory Committee and using existing capacity assigned to the Board, it will help deliver on the new legislated requirements to some extent, however, current capacity is not sufficient to deliver on all of the new mandated requirements. In addition, as regulations have not yet been released, it is not possible at the current time to fully assess all potential impacts, including resource implications. Any additional costs incurred in 2018 will be managed within existing approved budgets and any provincial funding made available will be leveraged. Future staffing and budget needs will be addressed through the upcoming budget process.

## 6. Local Municipal Impact

Local municipalities within the Region do not have to develop and adopt a Community Safety and Well-Being Plan or establish an Advisory Committee. The Region will consult with local municipalities as part of developing the Plan. Enhanced local knowledge and identification of local partnership opportunities and will support the Region's ability to respond to human service systems changes impacting our communities.

## 7. Conclusion

The Human Services Planning Board is able to efficiently and effectively advise, collaborate and advocate for enhancing community health and well-being in York Region. The Board's strength and experience with innovation, working well together, strong leadership, and collaboration are assets that serve well in changing environments. Board members are senior decision makers from a wide range of human service sectors, able to provide strategic advice, identify and implement partnerships, and to advocate for ongoing improvements to human services in York Region. These strengths position the Board well to take on the new requirements under the Act to advise Council on the Community Safety and Well-Being Plan.

Staff will continue to monitor progress of the pending provisions and future regulations under the statutes contained in the *Police Services Act, 2018* and the potential impacts on the Region.

Revised Terms of Reference for the Human Services Planning Board of York  
Region

For more information on this report, please contact Lisa Gonsalves, Director,  
Strategies and Partnerships Branch at 1-877-464-9675 ext. 72090.

The Senior Management Group has reviewed this report.

May 25, 2018

Attachments (2)

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Accessible formats or communication supports are available upon request

## Human Services Planning Board of York Region

### Terms of Reference

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#### 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

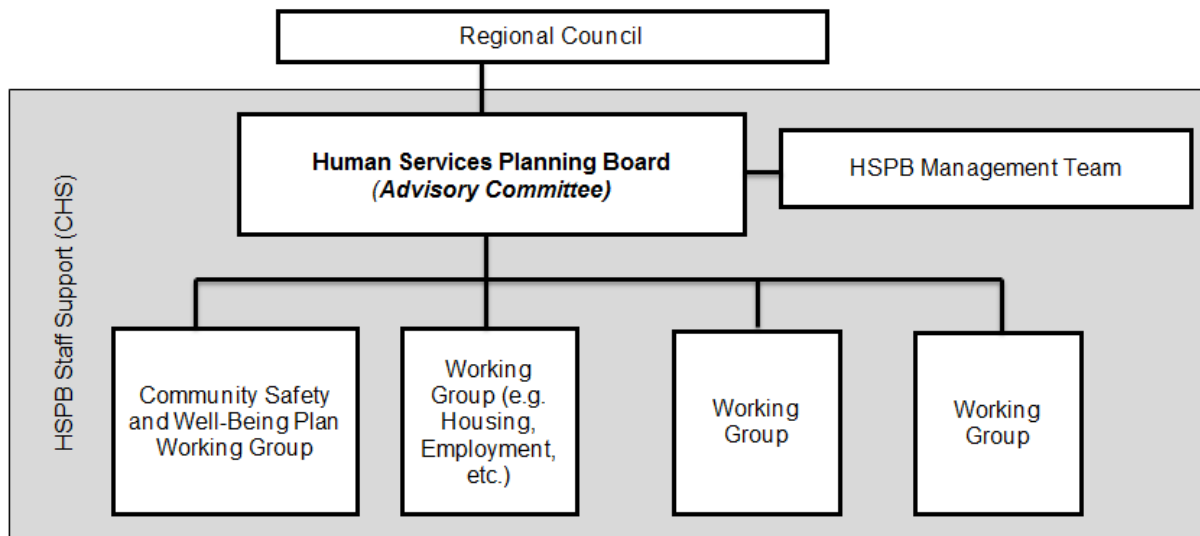


Figure 1 – Organizational structure for the Human Services Planning Board of York Region

### 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.





## 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 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: \_\_\_\_\_

## **Human Services Planning Board Current Membership List 2015 to 2018**

### **HSPB Co-Chairs:**

Regional Councillor John Taylor, Town of Newmarket  
Susan LaRosa, Community Leader Member

### **Organizations:**

#### **Government:**

- The Regional Municipality of York
- Town of Newmarket
- City of Vaughan

York Catholic District School Board

York Region District School Board

Southlake Regional Health Centre

Canadian Mental Health Association York Region

Markham Stouffville Hospital

United Way of Toronto York Region

York Regional Police

360 kids

CHATS – Community & Home Assistance to Seniors

IBM Canada

TD Bank

ventureLAB

Seneca College

York University

Centre of Immigrant and Community Services (CICS) representing the Welcome Centre

Immigrant Services

Human Endeavour

YMCA Greater Toronto

### **Community Leaders:**

Habitat for Humanity

Community Development Leaders

Counsel Public Affairs

Canadian Observatory on Homelessness/Homeless Hub

Mosaic Interfaith Out of the Cold

### **Government Advisors and Resources**

Ontario Ministry of Advanced Education and Skills Development

Central Local Health Integration Network

Canada Mortgage and Housing Corporation

City of Markham

Toronto and Region Conservation Authority

Ontario Trillium Foundation

Greater Toronto Apartment Association