

## Simcoe Muskoka Drug Strategy Community Partner Advisory Committee (SMDS CPAC)

### Purpose:

The Community Partner Advisory Committee (CPAC) works collaboratively with the People Who Use Drugs/Peer Advisory Committee, (PWUD/Peer AC) in the integrated development and implementation of priority cross-sector activities to address substance use related harms throughout Simcoe and Muskoka.

### Shared Values:

- SMDS CPAC and PWUD/Peer AC will collaborate at every opportunity with Indigenous Lead agencies from a place of trust, mutual respect, understanding and reciprocity, creating safety for all who attend.
- The work of the SMDS CPAC and PWUD/Peer AC will incorporate an anti-racist/anti-oppressive and health equity lens.
- Recognizing that remuneration for people participating outside of paid time, for example, people with lived/living experience of substance use, is not routinely available, members can inquire with the Chair/working group lead about potential supports.
- Members are encouraged to contact the Chair/working group lead with other needs such as access to technology, accommodations for disabilities, etc.
- The SMDS CPAC and PWUD/Peer AC
  - Accepts that pharmaceutical and unregulated drug use is part of our world and strives to minimize the associated harmful effects.
  - Understands substance use as a complex, multi-faceted phenomenon that encompasses a continuum of behaviours from chronic and regular use to abstinence.
  - Embraces a quality of individual and community life and well being as the criteria for successful interventions and policy. Success is not based on cessation of substance use.
  - Calls for non-judgmental, non-coercive provision of services and resources to people who use drugs and the communities they live in.
  - Ensures people who use drugs and those with a history of drug use routinely have a real voice in the creation of programs and policies designed to serve them.
  - Affirms people who use drugs themselves as the primary agents of reducing the harms of their drug use and seeks to empower people who use drugs to share information and support each other.
  - Recognizes that the realities of poverty, class, racism, social isolation, past trauma, sex-based discrimination, and other social inequalities affect both people's vulnerability to and capacity for effectively dealing with drug related harm.
  - Does not attempt to minimize or ignore the real and tragic harm that can be associated with use of an unregulated drug supply.

## Objectives:

- Co-created with the People Who Use Drugs/Peer AC, the SMDS CPAC will collaborate in equal partnership with the People Who Use Drugs/Peer AC to guide the strategic direction of the SMDS working groups.
- In equal partnership with the PWUD/Peer AC, the SMDS CPAC and PWUD/Peer AC will support the development of evidence-informed and community-informed action plans for cross sector working groups that are based on the principles associated with Prevention, Treatment, Harm Reduction, Community Safety and Emergency Management.
- The SMDS CPAC will embrace priorities shared by the PWUD/Peer AC and will work as equal partners with them to ensure a timely response to the emerging issues impacting people who use drugs. This may include the planning, implementation, and dissemination of the response and may also involve the creation of new working groups to address emerging issues identified, as well as sun-setting the working groups with completed action plans.
- The SMDS CPAC will work equally with the PWUD/Peer AC to support the work of the SMDS through providing high level organizational, community, and system level context to the work being done, including linking to other community projects and initiatives that may be ongoing outside of the work of SMDS, communicating about and championing the priorities of the SMDS at all levels, and integrating the priorities of the SMDS into members' own work when possible.
- The SMDS CPAC will work collaboratively with the SMDS PWUD/Peer AC to champion efforts related to addressing harms associated with substance use, promoting advancement in evidence-based/informed approaches to care and supporting healthy public policy.
- The SMDS CPAC will recognize, and value concerns/issues raised by the SMDS PWUD/Peer AC as priorities.
- SMDS CPAC will work with the SMDS PWUD/Peer AC to develop and conduct evaluation of the SMDS activities as needed.
- The SMDS CPAC and SMDS PWUD/Peer AC will strive to make decisions using a model of consensus. (see below: Decision Making)

## Scope:

All psychoactive substances are in scope for the SMDS. However, the SMDS CPAC and the SMDS PWUD/Peer AC will work in a collective manner to determine which substances and related issues will be prioritized in a given time period, based on current community need, as well as capacity for a coordinated response. At the present time, the unregulated drug supply is of primary focus, and opioids as they are the most common cause of drug poisonings/toxicity.

## Decision Making:

Throughout the work associated with the SMDS, decision making will be needed to identify issues/priorities and maximize the effectiveness of a response.

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## Terms of Reference

Decision making will be done wherever possible by consensus, both within and between the SMDS CPAC and the SMDS PWUD/Peer AC. A difference in approach could arise, again within the two identified Advisory Committees or between them.

Ongoing discussion will take place to identify the merits of the priority/issue and suggested mitigation with the goal of reaching consensus.

If a participating partner cannot agree with the course of action decided upon at or between the Advisory committees, that agency can withdraw from participating in the decision making. The agencies can request that their difference be noted in the minutes and recuse themselves from the discussion.

### Reporting:

The SMDS reports to the Ontario Health Central North Mental Health and Addictions Planning Table, through the participation of the SMDS Chair in this Table.

The Ontario Health Central North Mental Health and Addictions Planning Table will be kept informed of decisions made by SMDS CPAC and PWUD/Peer AC that are of a strategic nature, such as, but not limited to, the creation of new working groups, taking a formal position on issues, and the communication of these positions publicly.

### Membership:

The SMDS will seek to have representation from the following:

- Composition size will be determined by the number of agencies showing interest in a collaborative response to the drug toxicity crisis.
- Representation of key partners with a focus on the underlying principles of *prevention, clinical practice/treatment, harm reduction, community safety, data, and evaluation*.
- Representation will be sought from the different geographic communities comprising Simcoe Muskoka.
- See Appendix B for potential membership composition.

### Term of Service:

Participating agencies are asked to commit for a term of 2 years. Participating members who are unable to fulfill this commitment will be asked to work with their agency to identify an alternate representative. The term of participation is renewable and is not time limited.

### Role of Members:

- Commitment to prepare for and attend quarterly meetings. If a member is unable to attend, they will send their regrets and try to send an alternate representative.
- To use a culturally sensitive, person first language, and a trauma informed lens to create safer spaces when participating in discussion.
- To respect the different perspectives of CPAC members recognizing the need for inclusivity and diversity.

## Terms of Reference

- To participate in discussion and planning.
- To enhance collaboration through communicating information back to relevant individuals within their organization, and other working groups relevant to the work of the strategy.
- Consider acting as a spokesperson for the SMDS CPAC related to one's area of expertise, if called upon by the Chair.
- Endeavour to participate on and/or provide leadership/guidance to strategy working groups as appropriate. (See Appendix A)
- Act as a liaison with identified working group leads to provide updates to the CPAC and/or Chair. (See Appendix A) Committee members may be asked to be a liaison to more than one working group, dependent upon the priority identified.

### Role of Chair/Co-Chair:

- Lead planned meetings quarterly.
- Assess the need for and coordinate additional meetings of the CPAC as needed to address emerging trends. Address requests received from other members of the SMDS including the PWUD/Peer AC that are deemed a priority.
- Ensure minutes and agenda are complete and circulated to members prior to meetings.
- Act as primary spokesperson for the CPAC or ensure availability of alternative spokesperson.
- Monitor and ensure assigned timelines are met.

### Role of Minute Taker:

- Take minutes and submit to Chair within one week following the meeting for review.
- Perform tasks as needed in providing administrative support for scheduling meetings and preparing documents for members in preparation of meeting.
- Identify, with the support of the Chair, in camera items. Maintain confidentiality of any in camera items. The secretary will not take minutes when in camera.

### Frequency of Meetings:

- Meetings will be held quarterly (February, May, September, November) and at the discretion of the Chair/Committee.
- In-person, virtual, and teleconference options will be considered.

### Monitoring and Reporting:

The CPAC will work with the PWUD/Peer AC to ensure monitoring and reporting on SMDS activities and outcomes to partner agencies and the public, at intervals to be determined.

## Appendix A:

### Simcoe Muskoka Drug Strategy Working Groups

#### *Purpose:*

Working groups (WG) will be developed to address priority issues identified by the SMDS Community Advisory Committee and the SMDS Peer Advisory Leadership Committee.

Working groups are a key component of the Simcoe Muskoka Drug Strategy and will share the same values as the People Who Use Drugs/Peer Advisory Committee (PWUD/Peer AC) and the Community Partner Advisory Committee (CPAC).

#### *Objective:*

Working groups will develop an action plan to address the specific priority identified. During the development of the action plan, a lead for the working group will be identified, who will be responsible for helping to organize the work, will be accountable for its completion, and will report/liaise with the SMDS PWUD/Peer or Community Partner Advisory Committee member assigned to the priority.

#### *Membership:*

Working groups may be comprised of representatives identifying with one or more of the underlying principles of, *Prevention, Treatment, Harm Reduction, Community Safety and Surveillance* and/or they may identify with a specific sub-population/equity-seeking population. Working group members are not limited to one priority issue and may participate in multiple working groups. Working group membership is not limited to those agencies participating on the SMDS; call outs for participation will be made to ensure different perspectives are represented when required.

#### *Reporting:*

The lead of the working group will report/liaise with the identified representative from the SMDS Community Advisory Committee and or SMDS PWUD/Peer Advisory Committee to facilitate reporting back to the Community and/or PWUD/ Peer Advisory Committee. The member from the SMDS PWUD/Peer Advisory Committee or SMOS Community Partner Advisory Committee may or may not be an active participating member in the working group.

The working group lead may also be requested to participate in other forms of reporting and communications to the community.

#### *Term of Service:*

Working groups are meant to be time limited, recognizing that some WG's may be short (2-6 months), while others may require a multi-year time commitment.

## *Role of Members:*

- Commitment to prepare for and attend meetings as determined by the Lead. If a partner is unable to attend, they will send their regrets and try to send an alternate representative.
- To create, implement and follow up on an action plan specific to their identified priority.
- To use a culturally sensitive approach, including person first language and a trauma informed lens, to create safer spaces when participating in discussion.
- To respect the different perspectives of committee members recognizing the need for inclusivity.
- To participate in discussion and planning.

## *Role of Lead/Co-Lead:*

- To lead meetings and ensure note taking for sharing with working group members and SMDS PWUD/Peer and or Community Partner Advisory Committee Liaison.
- Provide regular progress updates on their action plan to the identified SMDS PWUD/Peer and or Community Partner Advisory Liaison. These updates will be at a minimum quarterly, to inform discussion at the SMDS PWUD/Peer and or Community Partner Advisory Committee.
- Participate in communication with the greater community as requested.

## *Meeting Frequency:*

- Meeting frequency will be at the discretion of the working group and lead and be dependent upon the priority issue being actioned.
- Meetings will occur to ensure timely reporting back to the SMDS PWUD/Peer and/or Community Partner Advisory Committee Liaison.
- In person and virtual options will be provided.

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## Terms of Reference

### Appendix B:

#### Simcoe Muskoka Drug Strategy – Community Partner Advisory Committee Membership by Agency

(current as of April 8, 2024)

Barrie Area Native Advisory Circle (BANAC)
Barrie Police Service
Canadian Mental Health Association – Muskoka Parry Sound
Canadian Mental Health Association - Simcoe County Branch
Chippewas of Rama First Nation, Wewena Minodoodawin Health, and Social Services
County of Simcoe Paramedic Services
District Municipality of Muskoka
District of Muskoka Paramedic Services and Emergency Management
Gilbert Centre
Huronian Transition Homes
Ontario Health
Ontario Provincial Police
Simcoe County District School Board
Simcoe Muskoka Catholic District School Board
Simcoe Muskoka District Health Unit (SMDHU)
Trillium Lakelands District School Board
Waypoint Centre for Mental Health Care

### Potential Working Group Partners

(Priorities, leads and size of groups to be determined)

Hospitals in the area – if there is a working group with a designated geography and it is an appropriate fit, hospitals could be invited to join the working group. Hospitals within SM include Huntsville District Memorial Hospital (MAHC); South Muskoka Memorial Hospital (MAHC); Orillia Soldiers Memorial; Georgian Bay General; Royal Victoria; Stevenson Memorial; Collingwood General and Marine.
Rapid Access Addiction Medicine – sites in both the previous North Simcoe LHIN and Central LHIN as appropriate based on the geographic focus of the WG
Ontario Aboriginal AIDS and HIV Strategy (Flint)
Busby Street Centre
Gilbert Centre
Lighthouse
Elizabeth Fry Society Simcoe Muskoka
John Howard Society of Simcoe and Muskoka
Youth Haven
SHIFT Support and Hope for Individuals and Families Today
Local Food Banks
Ryan’s Hope – Christine Nayler
Other grass roots organizations

## Terms of Reference

Barrie Police Service – invite to working groups where appropriate when work is geographically centered in the City of Barrie or where there is vested interest in the working group activity/goal
South Simcoe Police – invite to working groups where appropriate when work is geographically centered in South Simcoe or there is vested interest in the working group activity/goal
Municipal Leaders – invite to working groups when work is geographically centered in their respective municipalities, or vested interest in expressed
Membership from BIPOC Organizations
Pharmacies
Ontario Health – Data and Evaluation
SMDHU – Substance Use and Injury Prevention PHNs
SMDHU – Population Health Assessment Surveillance and Evaluation (PHASE) Program
SMDHU – Health Equity, Health Promotion Program
SMDHU PHNs from other programs as appropriate (School Health, Healthy Growth and Development, Chronic Disease Prevention, Sexual Health)
School Boards – Social workers from local schools as appropriate and mental health leads as appropriate
Indigenous Harm Reduction – Denise Baldwin
Rosewood Transitional Homes - Midland
Youth Justice Organizations, ex. Barrie Youth Probation
Family Connexions Simcoe Muskoka
Others as deemed appropriate by the SMDS PWUD/Peer Advisory Committee or SMDS CPAC