

# CSS Transportation Providers Service Network East Region

## Terms of Reference

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### **1.0 Purpose**

The purpose of the Network is to engage community Health Service Providers (HSPs) in substantive and meaningful strategic discussions to:

- Collaborate, as health system leaders across the East region, to provide input on policy/policy changes, performance standards, indicators and/or service targets as well as quality improvement initiatives that support service provision and improvement of the client experience;
- Identify and consider options to address service gaps and funding levels;
- Share innovative ideas and leading practices;
- Support individual members of the Network in their provision of Assisted Living Service for High Risk Seniors;
- Work towards alignment of service-related practices for greater consistency across Ontario Health East; and
- Provide recommendations for reforming the service and, therefore the health care system.

Successful outcomes of discussions will:

- Improve quality of and access to the service; and
- Be broadly-supported (ie thru consensus) by Network members.

### **2.0 Membership**

- The Network will consist of leadership representatives from Health Service Providers (HSPs) who are receiving government funding to support CSS Transportation services. These are the voting members of the Network.
- CSS shared Resources, Ontario East staff representation – standing; non-voting.
- Ontario Health East (OHE) Representation – by invitation; non-voting
- Ontario Health @Home Representation – by invitation; non-voting.
- Additional participants may be included as guests, on an ‘as needed’ basis.

### **3.0 Responsibilities of Members**

1. Arrive prepared, participate and contribute to the meeting and work collaboratively to create solutions that meet the broadest range of members' viewpoints and interests.
2. Support a regional view to Network efforts, while contributing local experience.
3. Participate and champion follow-up required to achieve deliverables.
4. Select Network Co-Chairs.

*\* The term of the Co-Chairs will be for a period of 2 years. Incumbents may be re-elected for another term. If a vacancy exists, another member from the Network shall be elected.*

### **4.0 Responsibilities of the Co-Chairs**

1. Call and facilitate meetings, at the intervals determined by the Network
2. Ensure the agenda, meeting summaries, and related documentation are prepared and circulated to members prior to meetings.
3. Provide regular updates to the CSS Collaborative, Ontario East Leadership and other community Networks/Committees as needed.

### **5.0 Meetings**

1. Frequency of meetings to be determined by the group.
2. Work between meetings will be via electronic communications.
3. Meeting summaries will be circulated following each meeting.

### **6.0 Decision Making**

The Network will strive for consensus with consensus being defined as *being able to live with and support a decision*, which does not necessarily require total agreement. *If consensus cannot be reached*, a vote among members will be taken and the majority will stand. In the case of a vote, one vote per agency will be accepted. Should a majority of members not be present, a decision will be made via email, including all CSS Transportation HSPs.

Approved: 19 February 2026