

Community Indicators and Measures Committee

TERMS OF REFERENCE

February 25, 2013

Background

The Network's strategic plan developed in November 2010 identified a commitment to the following action plan priority: develop processes to measure outcomes and ensure accountability to the Network and community/clients, through measurable evaluations and outcomes. The Child Welfare Integration (CWI) Team included this priority in their 2010/11 work plan, resulting in a recommendation to the Core Integration Team that the Results Based Approach (RBA) be approved as the vehicle to carry out the measurement process. The RBA was endorsed by the Core in December 2011. With the dissolution of the CWI Team at that time, the Outcome Measures and Accountability Committee was established by the Core to carry out this work. Development of a Community Report Card was endorsed by the Core in February 2012. To clarify language, the newly restructured Children and Youth Services Network (CYSN) changed the name to Community Indicators and Measures Committee in January 2013.

Mandate:

The Community Indicators and Measures Committee, using RBA, will propose the structure for and complete a community report card about the health and well-being of children, youth and families in HPE using indicators that have been identified by the Committee and endorsed by the Network. To develop tools necessary to evaluate Network operations, and provide analysis and interpretation of data to the Network.

Membership:

The Committee will be comprised from a broad spectrum of community service providers and individuals with expertise in data management. Membership will include, but not be limited to, representatives from:

Algonquin and Lakeshore Catholic District School Board (ALCDSB)
Children and Youth Services Network (resource)
Community Development Council Quinte
Data Analysis Coordinator (resource)
Hastings County Social Services
Hastings and Prince Edward Counties Health Unit
Hastings and Prince Edward District School Board (HPEDSB)

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Highland Shores Children's Aid
Kingston Literacy and Skills
Prince Edward – Lennox & Addington Social Services
Quinte Children's Treatment Centre / Preschool Speech and Language
Quinte and District Rehabilitation
Quinte Healthcare Corporation – Parent Child Youth Clinic
Trenton Military Family Resource Centre
United Way Quinte

Meetings:

The Committee will meet on the Monday before Children and Youth Services meetings which are held on the 4th Thursday of each month except July, August and December.

Meetings will be held at Highland Shores Children's Aid, 363 Dundas Street West, Belleville. Meetings may be attended via teleconference and/or video conference.

Minutes will be taken at each meeting.

A quorum consists of a simple majority of Committee member organizations.

Governance:

Committee meetings will be facilitated by two co-chairs who have been appointed by the Committee for a period of up to two years and endorsed by the Network. At least one of the co-chairs must be an attending member of the Children and Youth Services Network. Co-chairs will be responsible for preparing agendas, reporting on the work of the Committee at Network meetings, as needed, and reporting any feedback from the Network to Committee members. An attending member of the Children and Youth Services Network will be selected by the Committee to sit on the Coordinating Team. Each Committee member organization is entitled to one vote and co-chairs may vote at meetings.

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Accountability:

The Committee reports to the Network through its co-chairs. Co-chairs in turn report on Network meetings to the Committee.

A Committee representative will sit on the Coordinating Team to assist with the organization of Network meetings, identify issues, review membership and partnerships, provide general direction to the coordinator, provide information and advise the Network.

Committee Co-chairs, Coordinating Team representative, work plan, Terms of Reference (TOR) and recommendations are to be endorsed by the Network. The Committee will review and update the work plan and TOR annually.