

# Terms of Reference



2021

## 1. Purpose

The purpose of the Chatham-Kent Child and Youth Planning Network (CYPN) is to champion outcomes for children, youth and families in Chatham Kent through collaborative community leadership.

### *What does 'collaborative community leadership' mean?*

Collaborative community leadership means we work together to build leadership capacity, plan services for our neighbourhoods and municipality, and share information to offer the best for the children, youth and families we serve. Together we build strong community leaders and solve community challenges together.

### *Who are we?*

We are community leaders active in managing and delivering services which support children, youth and families (with children prenatally to 21 years).

### *Why do we exist?*

CYPN brings together community leaders from organizations serving children, youth and families because together we are more able to achieve one vision for CK's children and youth.

## CYPN Vision:

**A community where all children and youth have opportunities for an enriched quality of life and to reach their full potential.**

### *What guides us?*

Our shared values guide us in open and honest conversations that lead us to action. We start with the Family Voice on life quality and ability to reach potential. We believe that the rising tide lifts all boats, therefore Equity and Access steer our action to respond to gaps and plan for community needs. Data and Knowledge Mobilization inform us, both quantitative to appreciate the 'what', and qualitative to embrace the 'why'. Through Partnerships and Innovations, we collectively find solutions that lead to better quality of life and return us to maximizing the potential of children, youth and families in CK.

## CYPN Shared Values: The 4 Pillars



Family Voice



Equity and  
Access



Data and  
Knowledge  
Mobilization



Partnership  
and  
Innovation

## **CYPN Shared Values: The 4 Pillars:**

**Family Voice** is the driver for all services and decisions - it is who we exist for. “Nothing about us, without us.” Creating conversation channels to explore the experiences, needs and ideas with clients.

**Equity and Access** ensures we find families where they need us, when they need us, with what they need - in a way that is smooth and seamless. “No wrong door.” Uncovering, planning for, and addressing recurring gaps to create systemic solutions.

**Data and Knowledge Mobilization** tells the story of how well we support families and children, and how aligned we are at having an impact. “What counts we measure; what we measure counts: and what we know we share to improve what we measure.” Turning our shared knowledge, information and data into a collective resource.

**Partnership and Innovation** leverages our collective strengths (with existing and unlikely new partners) to creatively seize opportunities and solve challenges big and small. “Together we are greater than the sum of our parts.” Exploring new connections and approaches to challenges and opportunities.

## **2. Objectives**

### **The objectives of the Child and Youth Planning Network are to advance:**

- Strategic Planning - Identify service delivery gaps and potential solutions that will improve local outcomes for children, youth and families, and align with broader mandates e.g., CK Plan 2035.
- Data and Knowledge Mobilization - Collect, analyze and use local outcomes/evaluation data through a Human Centered Design approach to inform agency and community problem-solving and solutions.
- Program Innovation - Create a platform via ‘project pitches / design workshops’ to present service offerings and innovative concepts ‘under development’, and consult with peers to maximize partnerships, collaboration and success
- Peer Support and Network Development - Create a space via meetings to network and strengthen connections between organizational leaders accountable to CK’s children and families.
- Leadership Capacity Building - Provide professional development opportunities, shared learning, training platforms, and other tools to support ongoing growth for community leaders.
- Community Communication - Share the story of CK child, youth and family outcomes to families and the community at large including other allied health / education professionals, private sector business, government and other planning entities

### **CYPN will meet its objectives, and be responsible for:**

- Consolidated Annual Report / Annual ‘Snapshot’ on CK CYPN Initiatives / Outcomes
- CYPN web-page with member links, contact information, document management, and communication on CK child, youth and family service availability
- Work towards annual profile / date reporting on CK child, youth and family outcomes



### 3. Structure

The Chatham-Kent CYPN is accountable to the children, youth and families of CK, the member agencies and the broader community.

The Network contributes to action that affects local program and service delivery. To do so it must liaise with various partners, including government. Working Groups and Ad Hoc Committees will be established, as needed, to support the implementation of community wide strategic priorities and other planning initiatives.

Members on the CYPN have the authority to make decisions on behalf of the respective organization and/or sector they represent and communicate CYPN activities back to their respective organizations.

### 4. Membership

The Chatham-Kent CYPN is comprised of, but not limited to representatives from the following organizations:

- Corporation of the Municipality of Chatham-Kent; including Child Care and Early Years Division, EarlyON, Ontario and Employment Works, Library Services, Public Health and Recreation
- St. Clair Catholic District School Board
- Lambton-Kent District School Board
- Conseil scolaire catholique Providence (Francophone Community)
- CLASS
- Bkejwanong
- Delaware Nation Head Start (Indigenous Community)
- Mennonite Central (Mennonite/Low German Community)
- Adult Language and Learning (Newcomers)
- Chatham Kent Children's Services; including Developmental Services (SNR Program), Child Welfare and Child Protection, Mental Health and other related programs
- Children's Treatment Centre of Chatham-Kent; including Pre-school Speech and Language, Occupational and Physiotherapies, Infant Hearing Program and Blind Low Vision
- Chatham-Kent Community Health Centres
- Licensed and Home Child Care Agencies
- St. Clair College; representing ECE programs
- Community Care Access Centre
- Community Living
- WAYS (Mental Health Support)
- Family Services Kent
- United Way
- Ministry of Children Community and Social (ex-officio)
- Ministry of Education (ex-officio)

## 5. Term and Frequency of Meetings

Participation on the CYPN, including the role of co-Chair positions, is recommended as a 2 year term with the option of serving consecutive terms. CYPN encourages capacity building for multiple leaders within organizations, and invites member organizations to offer participation to 1-2 leaders (or emerging leaders) throughout each year. The goal is to encourage both continuity and community promotion.

Members are selected to fulfill the role of Co-Chair or Working Group Chairs based on declared interest and the knowledge and skill they bring to the position.

CYPN meetings will be held monthly, or more frequently at the discretion of the Co-Chairs. When established, meetings of Working Groups will be held quarterly or more frequently at the discretion of their respective Co-Chairs.

The Co-Chairs will be responsible for organizing monthly meetings, preparing agendas, and providing administrative support (provided by Co-Chair organizations).

