



Child Youth and Family Services Coalition of Simcoe County

INTEGRATED PLANNING TABLE TERMS OF REFERENCE

Mission To maximize the capacity, effectiveness and cultural uniqueness of the child, youth and family services system through collective efforts.

Vision All children, youth and families thriving in a strong, nurturing community

Values

- **Integrity** We demonstrate honesty, transparency and fairness in everything we do as a Coalition.
- **Respect** We treat each other with mutual consideration and sensitivity, recognizing the importance of diversity and inclusion.
- **Innovation** We seek new approaches, capitalize on opportunities and amplify the impact of initiatives.
- **Collaboration** We work together through our Values to accomplish our Vision and Mission.

Purpose:

To engage in systemic planning and coordinate the collective efforts of community initiatives to improve the integration of the service delivery system for children, youth and families in Simcoe County. Wherever possible, services will be jointly planned and actively modified and delivered based on advice, input and mutual discussion.

Functions:

Promotes and supports planning amongst service partners to maximize impact and increase capacity within the service system by:

- Reviewing new initiatives from funders and all levels of government, identifying local impact and opportunity
- Providing feedback and support to proposals to align with the Child Youth and Family Services Coalition (Coalition) of Simcoe County's principles and priorities
- Identifying gaps in services for children, youth and families in Simcoe County, facilitating discussion and developing an action plan to address the gaps
- Identifying new opportunities for collaboration, supporting coordinated efforts amongst system partners and making recommendations for new projects or proposals to Coalition Council for approval or endorsement
- Providing feedback and recommendations to projects or initiatives that are seeking support to align with Coalition priorities
- Developing processes for cross sectoral protocols and pathways to service
- committing to system planning that incorporates the needs and goals of all children, youth and families, and includes the voice of lived experience as integral to system planning
- committing to system planning that is inclusive in that programs and services are accessible and responsive to children, parents and caregivers with varying abilities and cultural, race, colour, language, socio-economic, sexual orientation, gender identity, gender expression, and religious backgrounds
 - Programs and services are accessible and culturally responsive in accordance with the tenants of the Ontario Human Rights Code, with a specific focus on Indigenous, Francophone and Immigrant children, youth and families

- Supporting the Coalition strategic plan by:
 - overseeing new work of the Coalition as reflected in the Coalition Strategic Plan;
 - developing an annual work plan;
 - ensuring that the priority goal areas of the plan assigned to the Integrated Planning Table (IPT) are resourced through Coalition contractors and task groups as appropriate.

Membership:

The Integrated Planning Table will reflect the unique composition of our community and a broad range of community perspectives. Members of the Table will be from cross sectoral organizations who have membership within Coalition and/or who represent one of the Coalition’s working groups, Tables and Networks.

Members will participate actively and will represent their respective organizations and sectors and communicate to and from their organization, sector and working groups. A delegate may be sent to represent a member unable to attend a meeting, but not as a regular alternative.

Membership will be reviewed on an annual basis in September to reflect an Integrated Planning Table that is representative of Coalition priorities as well as identified gaps and opportunities. The Integrated Planning Table will request representation from the established Coalition working groups, Coalition members and sectors for a minimum one year term. Integrated Planning Table members may represent multiple roles. This list is intended to be inclusive but not exhaustive:

Tables/Networks/Initiatives:	Community
Autism Spectrum Disorder Partnership Table	Indigenous
Best Start Network	Francophone
COMPASS	Sectors:
Crisis Steering Committee	Child Welfare
Fetal Alcohol Syndrome Advisory Committee	Community Mental Health and Addictions Service Providers
Francophone COMPASS	Developmental Services
Lesbian, Gay, Bisexual, Trans, Queer Network	Health
Local Immigration Partnership	Housing and Homelessness Representation
Moving on Mental Health	School Boards
Ontario Autism Program	Other:
Poverty Reduction Task Group	County of Simcoe
Special Needs Strategy	Data Consortium
Triple P	District Health Unit
Youth Justice Advisory Group	United Way Simcoe Muskoka
Youth Wellness Hub	Ex-Officios:
	Ministry of Children, Community and Social Services
	North Simcoe Muskoka Local Health Integration Network

Selection of Co-Chairs:

Integrated Planning Table Co-Chairs are appointed by the Executive Committee of the Coalition in May of each year. Each Co-Chair commits to a two year term, staggered so that co-chairs are not starting in their positions at the same time.

Accountabilities:

The Integrated Planning Table is accountable to the Executive Committee of the Coalition.

Conduct of Meetings:

The agenda of the Integrated Planning Table is set by the Co-Chairs with support from the Executive Assistant. Decisions will be made through consensus. When consensus is not possible, the Co-Chair will call for a vote requiring 50% plus one of members present for the decision.

Meeting Frequency:

Meetings will occur monthly, with the exception of July and August, unless otherwise determined based on system planning needs.

Communication:

Meeting minutes will be kept by the Coalition Executive Assistant with approval of minutes by Co-Chairs. Minutes will be distributed to IPT members as well as posted on the Coalition website.

Review:

The Terms of Reference will be reviewed annually, in September.

Co-Chair

Co-Chair

Date

Date