



Terms of Reference

Updated, November 2013

CHILLIWACK CHILD AND YOUTH COMMITTEE

TERMS OF REFERENCE

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CHILLIWACK CHILD AND YOUTH COMMITTEE

TERMS OF REFERENCE

Mission Statement

“The Chilliwack Child and Youth Committee (CYC) provides leadership and advocacy in the delivery of human/ social services to children, youth and their families. Our mission is to work collaboratively in the design, implementation and evaluation of the continuum of services that promote and build capacity of children, youth and families at risk.”

Vision Statement

The CYC aspires to enhance and develop services which contribute to the health and wellness of children, youth and families at risk in the Chilliwack Community. In partnership with service providers, business, and government; we aspire that Chilliwack will be a community where all children, youth, and families thrive.

Core Values

The CYC values relationships and the context of work between community partners in the process of engaging families, neighborhoods, and the community to enhance the well-being of our children and youth. It takes representation from all sectors of the community to work together to address the needs of children, youth, and families.

The CYC engages in the following best practices to provide optimal services to children, youth and families at risk in Chilliwack:

1. Using a Humanistic Approach to empower children, youth, and families to advocate for themselves and identify their priorities, strengths and needs. (The Humanistic approach emphasizes each individual’s freedom in directing his/her own future. As well, the importance of self and self-image to good psychological health)
2. Using effective strength-based approaches such as Care Team Meetings and Appreciative Inquiry to assist children, youth and families with the development of cohesive individual plans and collaborative systems of care. (A Care Team Meeting refers to a process of all involved agencies/services coming together with a common purpose of serving the child, youth or family. By using Appreciative Inquiry, the agencies will focus on what the child, youth, or family does well; their assets. They will build upon their strengths)
3. Using an ecological approach to service delivery to ensure that all systems of the child, youth and families life are positively engaged. (The ecological approach refers to the acknowledgement that the individual is influenced and has influence over their environment and community. Eg. School, neighborhood, church, family, and peers could be a starting point for a child or youth.)

4. Allocating services and resources to children and youth based on a three tier prevention approach to service delivery. (A three tiered approach refers to the delivery model. In the first tier are universal prevention approaches, addressing all settings. The second tier refers to a targeted approach, where a particular group has been targeted, or identified. In tier three, a more intensive prevention approach is utilized; delivering services to small groups or individuals).
5. Integrating inclusive community collaboration for the following processes:
 - Consultation
 - Pooling and allocating resources
 - Decision making
 - Planning

(Inclusive collaboration involves service providers delivering services to children, youth, and families. It also may include political representatives, business, parents, and interested citizens in the Chilliwack Community. The Collaboration refers to the aforementioned groups working together toward the best outcome for children, youth, and families in Chilliwack).

Definition of At Risk Children and Youth

The Chilliwack Child and Youth Committee defines the term ‘At Risk’ or ‘Vulnerable’ children and youth as young people who do not have their basic and/or universal needs met and their healthy development and well-being is affected. The term includes those children and youth identified as having learning challenges, have witnessed or experienced abuse or live in a situation affected by underlying social, psychological, developmental and/or emotional issues and are more likely to participate in unhealthy activities.

Basic needs include: food, clothing and shelter; social, emotional and physical safety; and health.

Universal needs include: attachment and belonging; competence based skill; ability to make wise choices; knowledge of and ability to participate in the broader community.

Risky behaviours include: early sexual activity, gang affiliation, transience, criminal behaviour, and drug and alcohol use.

1.0 Purpose of the Chilliwack CYC

The Chilliwack CYC endeavors to work collaboratively to coordinate the best possible services for children/youth and families at risk. As well, the CYC seeks to remain current in issues affecting children, families, and youth. In order for the committee to successfully fulfill this mandate, there are many functions essential for the CYC to facilitate, these include:

1. To make priority RECOMMENDATIONS on discretionary funding
2. To IMPROVE and EVALUATE existing services-identifying gaps and possible duplications in services
3. To plan and implement the DEVELOPMENT of new services-keeping abreast of current research and best practice

4. To provide a FORUM for the information exchange for providers and stake holders in the child/youth sector
5. To PROMOTE the development and information of inter and intra regional initiatives for children, youth and their families, in partnership with other communities
6. To COORDINATE a process for formal and informal community participation and active engagement.
7. To ADVOCATE for policy and systematic change
8. To provide a FORUM for consultation, planning and coordinating service programs and delivery.
9. To increase VISIBILITY of client/consumer goals
10. To IMPLEMENT community priorities collaboratively and to DEVELOP the capacity to respond individually or collectively.



2.0 Membership on the Chilliwack CYC

The Chilliwack Child and Youth Committee is dedicated to developing and implementing innovative multi-agency collaborative approaches to optimize the capacity of children, youth and families at risk. All active core members of the CYC have signed an Integrated Planning and Practice (IP&P) Memorandum of Understanding (See Appendix 1).

To become an active member of the CYC, the following terms will be considered for individual membership:

- 2.1 CYC members will have read the Terms of Reference, CYC Strategic Plan and signed the IP&P Memorandum of Understanding
- 2.2 Individual members will be a provider of services or resources to children, youth and families at risk. This definition could include interested business, local council members, police, etc.
- 2.3 Individuals/or Agency is committed to enhancing services for children from prenatal to 19 years of age.
- 2.4 Individuals must be designated to represent and speak for their organization.

- 2.5 Each core member will be committed to attend regular monthly meetings or they will cover absences with an alternate individual from their organization
- 2.6 Each member will be committed to active participation in the work of CYC through one or more of the following: task groups and/or a sub-committee of the CYC.

2.1 Purpose-Function on the CYC

2.1a CYC members will share current, relevant information regarding their agency at each meeting; updating CYC members of relevant upcoming events, changes, or accomplishments within their organizations.

2.1b CYC members will disseminate relevant information within their own agencies; taking responsibility for reporting back to their employees any current information-encouraging participation and support among agencies for supporting current tasks or events supported by the CYC.

2.1c CYC members will take an active role in one of the sub-committees or task groups; serving on those that are most relevant to their position within their organization, or reflect their strengths and interests.

3.0 Chilliwack CYC Sub-Committees

- 3.1 The following four Sub-Committees represent the CYC (See Diagram I for CYC Structure):
 - The Early Years Sub-Committee
 - The Middle Years Sub-Committee
 - The Youth Matters Sub-Committee
 - The Clinical Sub-Committee
- 3.1 (i) - Emerging Sub Committees: The CYC is working with the Aboriginal Community to identify where in the CYC Structure best suits the Aboriginal Communities needs. *The CYC structure of sub-committees may change due to demographics and community trends.
- 3.2 Each of the Sub-Committees is defined by their own Terms of Reference (See Appendix 2 for CYC Sub-Committees Terms of Reference).
- 3.3 Each Committee develops an Annual Work Plan-Strategic Plan which is presented at the Chilliwack CYC Meeting as scheduled within the CYC Annual Planning Calendar (See Appendix 5).
- 3.4 All Work Plans will be implemented and assessed according to the cyclical Planning Cycle (See Appendix 3)



Chilliwack CYC Structure Diagram I



4.0 Membership on Sub-Committees

- 4.1 Membership in each CYC sub-committee is consistent with the purpose and terms of reference of the committee.
- 4.2 (Co) Chair of each sub-committee will participate at the CYC table. They will be prepared at each meeting to report on the activities of the sub-committee at each CYC meeting.

5.0 Task Groups of the CYC11/5/2010Created on 10/21/2010 8:40:00 AM

- 5.1 Task groups are structured to assist in completing specific actions-tasks for the CYC Strategic Plan. A task group may also be assigned to complete relevant tasks agreed to by the CYC Committee.
- 5.2 Each task group will identify their Annual Work Plan (See Appendix 4) to the Chilliwack CYC.

6.0 Guests

- 6.1 Guests are welcome to attend a CYC Meeting by a verbal invitation request through a core member of the Chilliwack Child and Youth Committee.
- 6.2 Guests are encouraged to participate in discussions at the CYC Meetings.
- 6.3 Guests may also request to be placed on an available agenda time through a CYC member. Any presentations will be relevant to the CYC's current Strategic Plan, and must be approved by the chair and co-chair prior to the meeting.

7.0 Decision Making Process

- 7.1 The Chilliwack Child and Youth Committee uses a collaborative and participatory model of consensus to support the decision making process.
- 7.2 All participants are encouraged to share in the CYC discussion items.
- 7.3 CYC Core Members who have signed the IP&P Memorandum of Understanding will participate in the Decision Making Process.

8 Conflict of Interest

- 8.1 A conflict of interest arises when a CYC member's personal interests or those of close family, friends, business associates and/or partnership are at stake due to the CYC decision making process.
- 8.2 In the event where discussions/decisions may reflect a conflict of interest for a core member of the CYC, the member will disclose their conflict of interest at the earliest moment possible.

9 Strategic Planning

- 9.1 The Chilliwack CYC is committed to using a transparent community process in developing the Strategic Plan.
- 9.2 The Annual Consultation is an active annual community process with the following concrete objectives:
 - I. Report to the community on the previous years strategic plan
 - II. Disclose and evaluate potential goals for the following years strategic plan
 - III. Elicit strategies/recommendations and direct input for the upcoming strategic plan.
- 9.3 The Chilliwack Child and Youth Committee will review the Strategic Plan as a regular agenda item to ensure that the activities of the Action Plan are completed as scheduled.

10 .0 Chair

- 10.1 The Child and Youth Committee will be represented by two co-chairs.
- 10.2 The chairs are selected through consensus of the Chilliwack CYC Committee.
- 10.3 After a two year term, the position of a co-chair is re-appointed. The positions are staggered; therefore the new co-chair can be mentored through the process by an experienced co-chair of the CYC process.
- 10.4 Duties of the Co-Chairs include:
 - I. Preparing an agenda together with the Child and Youth Community Coordinator
 - II. Chairing positive group process at the CYC meetings and practicing the guidelines of the MOU and Terms of Reference.
 - III. Participating on task groups that promote the actions of the Strategic Plan.
 - IV. Ensuring that new members receive the Chilliwack Child and Youth Committee Strategic plan, a copy of the Terms of Reference and signing of the IP&P Memorandum of Understanding, by the Child and Youth Community Coordinator.

11.0 Meetings

- 11.1 CYC meetings will take place on the first Tuesday mornings of each month from 9:00 a.m. – 11:00 a.m. September through June. Meetings will be hosted each month by a different member agency.
- 11.2 Agenda items are to be sent to the co-chairs or Child and Youth Community Coordinator, who will then determine availability for the next CYC meeting or subsequent meeting.
- 11.3 Minutes will be recorded by the Child and Youth Community Coordinator and once approved, posted to website.
- 11.4 Meeting reminders and agendas will be sent out to members one week prior to the CYC meeting by the Child and Youth Community Coordinator.

12.0 Revisions to Terms of Reference

- 12.1 The terms of reference will be reviewed on an annual basis by co-chairs and presented to the Child and Youth Committee.