



Lead Table Terms of Reference

Introduction

Every Kid in Our Communities (EKIOC) has a common agenda to build a community in which every child and youth is safe, healthy, valued and lives in a family and neighborhood where: all babies have the best start possible; all children and youth are cared for and safe; all children are ready for school; all children and youth are successful at school; all children and youth are practicing safe and healthy behaviors; and all youth are making successful transitions to adulthood. EKIOC operates from the framework of Developmental Assets. By nurturing the assets of every child, EKIOC plays a stewardship role, and facilitates cooperative planning to ensure the optimal use of resources for the benefit of our children, their families, and our communities. EKIOC works towards collaborative public action that will result in measurable change in the root conditions impacting the wellbeing of children and their caregivers. It offers no direct services but instead fosters collaboration between members so they can align their services into an integrated delivery of services for all.

EKIOC works within a collective impact model. Collective impact is a network of community members, organizations and institutions that advance equity by learning together, aligning, and integrating their actions to achieve population and systems-level change. It is a structured process with 5 essential conditions:

1. *A common agenda*, shaped by collectively defining a problem and creating a shared vision to solve it.
2. *Shared measurement*, based on an agreement among all partners to track and share progress in the same way, which allows for continuous learning, improvement, and accountability.
3. *Mutually reinforcing activities*, integrating partners' many different activities to maximize the result.
4. *Continuous communication*, which helps to build trust and to forge new relationships.
5. *A "backbone" team*, dedicated to aligning and coordinating the work of the group.

Creating a successful collective impact initiative requires a significant investment: the time partner organizations must dedicate to the work, the development and monitoring of shared measurement systems, and the backbone needed to lead and support the initiative's ongoing work.

Accountability

The EKIOC Lead Table is responsible to the communities of Leeds and Grenville, parents, children, and youth. The Lead Table responds to the Ministry of Children, Community and Social Services, one of our funders, as required. It may also bring specific issues to the community and Ministry as needed. EKIOC will maintain an up-to-date website (www.everykid.on.ca) where its' work will be accessible and transparent to all.

Mandate/Responsibilities

- To review work group plans/projects, celebrate successes, and address common issues, challenges & barriers to project delivery.
- To promote EKIOC's activities being carried out within the Developmental Assets framework.
- To provide means to evaluate initiatives offered to the community & communicate findings across Leeds & Grenville as well as among partners and stakeholders.
- To monitor the impact of EKIOC's programs and activities in relation to its targeted outcomes, through a Developmental Assets lens.
- To recommend priorities for community development by monitoring the outcomes of various work groups.
- To develop and monitor priorities on a regular basis.
- To encourage partner organizations to advocate with and on behalf of children, youth and/or their families, within their individual organizational mandates, to positively impact measurable change in the conditions that build success for children and youth. EKIOC aims to shed light on topics that promote equity and reduce harm through mutual education, courageous conversations, and the provision of talking points for discretionary use by partners.
- To provide advice and support to work groups.
- To facilitate and coordinate service planning activities across partner organizations in keeping with identified local service needs and priorities.
- To encourage the development of interagency and inter-program protocols including the monitoring and evaluation of those programs and protocols.

Coordinating & Planning Committee

The Coordinating & Planning Committee acts in an advisory and guiding capacity to the Lead Table and is comprised of the Coordinator, the co-chairs, and up to 2 Lead Table partners.

Work Groups

The common agenda of EKIOC is realized through several action-oriented work groups, designated to focus on priority areas which change from time to time depending on the research and data related to goals of EKIOC. All work groups act in accordance with their terms of reference (see attached template). The report to and are accountable to the Lead Table. Work Groups include:

- a) Triple P
- b) Early Years Service Providers
- c) Joint Diversity, Equity, and Inclusion
- d) Data and Research
- e) French Language Services
- f) Developmental Assets

Membership

The membership consists of, but is not limited to, a senior decision maker of partner organizations. Members are expected to act for all kids regardless of their agency mandate and are responsible for providing knowledge and experience from the various disciplines/agencies/sectors and geographical areas across Leeds & Grenville and to provide the necessary expertise for project planning, implementation, and evaluation. Members with no formal affiliation to a partner organization, may request to participate as a recognized guest of the Lead Table but are not permitted to speak on behalf of the coalition.

EKIOC seeks representation from diversity of peoples and perspectives and those with lived experience from across our partner organizations, particularly representatives from equity seeking communities, including:

- Members from Indigenous communities
- Members from the Black community and people of colour
- Individuals who identify as 2SLGBTQ+
- Individuals with visible and invisible disabilities
- Other members of equity seeking or marginalized communities

Working Arrangements

- There will be two co-chairs of the Lead Table, which will rotate through the members of Lead Table. The chairs will serve a term of at least 3 years (staggered) to coincide with EKIOC's priority setting. Co-chairs may remain in place beyond 3 years with the agreement of Lead Table.
- The Lead Table will meet at such times and places as determined by its members and will work in person, through video conferences, and through e-mail. Hybrid meetings will generally be held once every month for 2 hours.
- The Lead Table meetings will be moved to virtual only in the event of a snow day or the unavailability of the current in person venue.
- A consensus building approach will be used whenever possible. In the rare case when a vote is required, all members present are voting members.
- Administrative support to the Lead Table Work will be provided by the EKIOC Coordinator, who also facilitates the work of Work Groups with the Work Group Chairs.

Financial

- Costs of coordination are provided through the Lead Table by means of a flow through agreement with one of its members (currently Children's Mental Health of Leeds & Grenville). This member provides accounting support.
- Resources required to support the work groups identified by the strategic plan are made available through process of the Lead Table to allow the work groups to focus on action rather than acquiring funding. Work groups act to support the Lead Table obtaining funding by providing data and results and creation of funding applications submitted through a member of the Lead Table.

Risk Management

EKIOC members participate in a collaborative table supported by a wide range of community organizations. Members understand that risk associated with the activities of EKIOC cannot be eliminated completely. EKIOC adopts best practices in the identification and mitigation of risks, to ensure that they are either eliminated or reduced to an acceptable level. EKIOC's risk management objectives are to:

- Integrate risk management into the culture of EKIOC.
- Manage risk in accordance with best practice.
- Consider legal compliance as an absolute minimum.
- Anticipate and respond quickly to social, environmental, and legislative change.
- Prevent injury and damage and reduce the cost of risk.

These objectives will be achieved through the work of the Coordinating and Planning Committee.

Review of Terms of Reference

These terms of reference will be reviewed annually in November.

Date of Approval and Review

November 8, 2023

November 6, 2024

November 5, 2025