

**York South/Weston
Family Service Network
Terms of Reference**
Approved September 9, 2008

Background

The York South/Weston Family Service Network (YSWFSN) is a merger of the original Healthy Babies, Healthy Children (HBHC) Network of Service Providers and the Ontario Early Years (OEY) Advisory Committee, which had similar mandates and overlapping memberships.

Mandate

The YFSN is a group of health, education and social service providers that work to ensure that children – prenatal to six years of age and their families have access to an integrated support system of prevention and early intervention services that are responsive to need at the local level. The YSWFSN network identifies program priorities based on community need, knowledge of best practice and evaluation findings.

Accountability

The Network reflects the interest of the former City of York and the York South Weston community. Each of the members and/or agencies/organizations is responsible for facilitating the sharing of information, ideas and services among participating agencies and neighbourhood site committees.

A Network representative will be responsible for liaising with the Ministry of Children and Youth as required.

Roles/Responsibilities

1. Assist in setting overall direction and priorities for service delivery in the community
2. Identify service gaps and duplication of services
3. Review demographic information to assist programs in the community to serve culturally diverse populations
4. Link with other networks (i.e. MCSS Children's Services, Toronto Pre-school Speech & Language) by regularly inviting speakers to provide current information
5. Promote program coordination and collaboration
6. Information Sharing

Membership

Membership includes representatives from organizations/agencies that serve children 0-6 years and their families, agencies that reflect community diversity, service users, and relevant community organizations. Parent/guardian input is key to the network's mandate. The network is committed to making meetings accessible to service users as appropriate.

Meetings

The YSWFSN Committee will meet every six weeks or as needed

Chair and Minutes

1. The committee will be chaired by a network member and will be rotated as needed.
2. Minutes will be rotated among the membership. The minutes will be e-mailed to the chair person in a timely manner, who will then distribute to all members.

Decision Making

The YSWFSN is an Advisory body that makes recommendations as requested. Whenever possible consensus will be reached concerning recommendations made by the Committee. If consensus were not possible, the Committee will articulate the range of suggestions that are recommended and a majority vote will be taken.