

**THE TOWN OF COCHRANE**

171 Fourth Avenue  
Cochrane, Ontario, Canada, P0L 1C0  
T: 705-272-4361 | F: 705-272-6068  
E: townhall@cochraneontario.com



## Cochrane Community Well-Being Framework Advisory Committee

### TERMS OF REFERENCE

---

#### Purpose of the Community Well-Being Framework Advisory Committee

The Cochrane Community Well-Being Framework Advisory Committee is reflective of the community of Cochrane which includes multi-sectoral representation. The Advisory Committee's role is to provide input, direction, and perspectives on matters that impact the safety and well-being of Cochrane's residents.

#### Advisory Committee Composition

The Advisory Committee consists of the following representation:

- head of council;
- a person who represents town council;
- an employee of the municipality;
- a person who represents the first nation community;
- a person who represents the education sector;
- a person who represents the health sector;
- a person who represents the mental health sector;
- a person who represents the health unit;
- a person who represents the community/social services sector;
- a person who represents the children/youth services sector;
- a person who represents an entity that provides custodial services to children/youth, and;
- a person who represents the Ontario Provincial Police.

It is important to mention that the preceding representatives recruited to the Advisory Committee is reflective of the diverse make-up of the community of Cochrane who have:

- knowledge/information about the risks and vulnerable populations in the community;
- understanding of protective factors needed to address those risks;
- experience developing effective partnerships in the community;
- experience with ensuring equity, inclusion and accessibility in their initiatives;
- understanding and experience working with individuals with lived experience

- and/or who are part of a vulnerable group in the community, and;
- a proven track record advocating for the interests of vulnerable populations.

## Responsibilities of the Advisory Committee

The specific responsibilities of the Cochrane Community Well-Being Framework Advisory Committee include:

- Thinking about ways in which the underlying structures and systems currently in place can be improved to better enable service delivery.
- Determining the priorities of the plan, including references to risk factors, vulnerable populations and protective factors.
- Ensuring outcomes are established and responsibilities for measurement are in place and approving performance measures by which the plan will be evaluated, as well as the schedule and processes used to implement them.
- Ensuring each section/activity under the plan, for each priority risk, is achievable.
- Ensuring the right agencies/organizations and participants are designated for each activity (i.e. implementation team).
- Maintaining the confidentiality, security, and integrity of all materials (i.e. data) relevant to the development of the well-being framework during and after their term on the committee.
- Providing insight and direction in relation to the communication of well-being framework material with community stakeholders (i.e. general public).
- Aligning implementation and evaluation of the plan with the municipal planning cycle and other all relevant sectors specific planning and budgeting activities to ensure alignment of partner resources and strategies.
- Setting a future date for reviewing the plan's achievements in order to prepare the next Advisory Committee, who will be developing the next version of the well-being framework plan.

## Responsibilities of the Advisory Committee Chairperson

The Chairperson of the Advisory Committee is the well-being framework Lead. The well-being framework Lead is responsible for the coordination/management of the well-being framework, leading the Advisory Committee and all endeavors associated with and recommended by the Advisory Committee.

Other responsibilities include the following:

- Planning and coordinating advisory committee meetings.
- Leading and participating on the Advisory Committee.

- Planning community engagement sessions.
- Ensuring the Advisory Committee decisions are acted upon.
- Preparing documents for the Advisory Committee.
- Receiving and responding to requests for information about the plan.
- Ensuring the plan is made publicly available.

## Key Deliverables of the Advisory Committee

The Cochrane well-being framework Advisory Committee will:

- Develop a comprehensive and inclusive well-being framework, to be implemented and monitored.
- Developing and undertaking a broad community engagement strategy to build on the members' awareness of local risks, vulnerable groups and protective factors.
- Developing and maintaining a dynamic data set and ensuring its ongoing accuracy as new sources of information become available.
- Determining the priority risk(s) that the plan will focus on based on available data, evidence, community engagement feedback and capacity.
- After priority risks have been identified, all actions going forward should be designed to reduce these risks, or at least protect the vulnerable groups from the risks.
- Based on community capacity, developing an implementation plan or selecting, recruiting and instructing a small number of key individuals to do so to address the selected priority risk(s) identified in the plan (i.e. implementation teams, task forces).
- Consult and develop partnerships with community organizations, agencies and others to assist in identifying and addressing the risk factors of crime.
- Approve the well-being framework Lead's final report to City Council and the community on the results achieved through the implementation of the Plan.

## Advisory Committee Meeting Structure

The Cochrane well-being framework advisory committee will meet once per month during the lunch hour for the period of August 2020 to December 2020. Additional meetings may be requested and set at the discretion of the Lead. Meetings will be scheduled in advance and will be held at the Cochrane Fire Hall located at 23-Fifth Street.

Correspondence and communication for and outside of regularly scheduled meetings regarding committee business will occur via email. Meeting minutes will be taken at each meeting and circulated to committee members accordingly.