



TERMS OF REFERENCE

BACKGROUND

The Bruce Grey Data Information Sharing Collaborative (BGDISC) is a collective of not-for-profit, social service, government, health and education organizations. We seek to mobilize community decision-makers to share vital local rural data. This will better inform regional programming, policies, funding and social services to support prosperity, sustainability and the well-being of the community.

Good collaboration leads to efficiency, breaks down silos, and leads to economy of scale and increased funding opportunities. Having access to relevant Bruce Grey evidence-informed reports and data will positively inform solutions, decision-making, advocacy and sense-making of complex systems and concepts. A robust data system will respond to the public demand for increased accountability and transparency.

Our Vision: Data assists well-informed decision-making, contributing to prosperity and well-being for the community of Bruce Grey.

PURPOSE

The Bruce Grey Data Information Sharing Collaborative (referred to as “BGDISC”) will build its partnership and systems step-by-step. Initially, we will act as a host for the sharing of information and data sets. An initial assessment of a potential central depository for data sets/reports will be carried out.

We will be guided by a Core Group to achieve the vision of the BGDISC.

The purpose of BGDISC will be carried out through the following **Guiding Principles**:

GUIDING PRINCIPLES

- Cross-sectoral
 - Working across many sectors and building, strengthening and sustaining inter-sectoral partnerships in the BGDISC.
- Sustainable
 - Partners design a BGDISC that is capable of being supported and maintained over time.
- Relevant for Bruce Grey
 - Data and information that is relevant to the work we do in Bruce and Grey counties.
- Responsible/Benefits analysis
 - Seeking positive benefits in the purpose of sharing data and information.
- Evidence-informed
 - Distilling and disseminating the best available evidence from research, context and experience, and using that evidence to inform and improve practice and policy.
- Contributes to capacity building
 - Developing and strengthening the skills, abilities, processes and resources of organizations in the BGDISC.
- Facilitates leverage
 - Partners contribute financial and human resources to the BGDISC, build upon resources to access additional resources, and build partnerships through established relationships.
- Clear communications
 - Effective communication that facilitates information sharing between BGDISC partners and contributes to the success of the BGDISC.
 - Two-way communication and process where each partner takes responsibility for their engagement in the BGDISC.
- Expanding access to data and information
 - Contributing to the purpose of the BGDISC to ensure access and transparency.

WORKING RELATIONS

BGDISC is comprised of various working relationships and roles – Core Group, Stakeholders' Group and Lead Agency. However, all members shall support the vision, mission and guiding principles of the BGDISC. All Members shall contribute evidence-informed data or reports.

LEADERSHIP

CORE GROUP

Organizations or individuals who are interested in being actively involved in the functioning and development of a collective data BGDISC for Bruce Grey.

- Members will adhere to the Terms of Reference, Shared Information/Data Agreement and End Use License Agreement.
- Members are part of the Healthy Communities Partnership, Grey Bruce Children's Alliance or other regional planning groups.
- Members will convene and attend meetings regularly.
- Members will prepare the agenda for BGDISC meetings, facilitate meetings and ensure that they address the priorities and work plan of the BGDISC.
- A spokesperson for BGDISC will be designated from the Core Group, unless otherwise determined.
- Members will serve as BGDISC liaisons with municipal/provincial governments and with other external stakeholders.
- Members will share information both within their organization and/or with external partners.
- Members will participate in working groups when required.



STAKEHOLDERS' GROUP

Organizations or individuals who want to be frequently consulted and given opportunities to provide in-depth feedback. Some organizations or individuals will only provide some sort of support and input, or may want to be informed of the progress of the initiatives but not directly involved in the work.

- Members will adhere to the Terms of Reference, Shared Information/Data Agreement and End Use License Agreement.
- Meeting will be regularly held every 2 months
- Members will attend meetings and participate in discussions, when possible.
- Members will share information within their organization and/or external partners, when possible.
- Members will attend community events, answer surveys and provide input online.
- Members will receive meeting minutes and newsletters to be kept informed of opportunities.

LEAD AGENCY

The Lead Agency is a critical backbone organization and member of the Core Group. The Lead Agency will act as the lead for the BGDISC and advise the BGDISC of any requests for membership

- The Lead Agency shall facilitate meetings and support the Core Group to implement the Action Plan.
- The Lead Agency shall act as a point of contact for unauthorized use of data and misrepresentation of data.
- BGDISC members are responsible to report to the Lead Agency any unauthorized use of data.
- The Lead Agency will report to BGDISC any issues/concerns arising to management of BGDISC.
- The Lead Agency will be the Signing Authority.



CONFIDENTIALITY

All BGDISC members are required to maintain confidentiality with respect to BGDISC related discussions to which the member has access to by virtue of membership in the BGDISC. Members agree to respect the confidentiality of the discussions.

Members of the Core Group will abide by confidentiality protocols in the event that information of a personal and private nature (related to staff or BGDISC initiatives) is disclosed.

INTELLECTUAL PROPERTY

All reports used, created or produced under this Terms of Reference/Agreements shall remain the property of the originating organization and the BGDISC.

BGDISC acknowledges that all shared information and/or data products are shared on an “as is” basis. The BGDISC is not liable for any defect, errors or omissions in the data or information supplied by third party data analysts to BGDISC. The BGDISC is not responsible for the quality of the data or information.

BGDISC MEMBERSHIP

BGDISC consists of representatives from various sectors that have access to relevant Bruce Grey evidence informed reports and data that will positively inform solutions, decision-making, advocacy and sense-making of complex systems and concepts.

- All Members may propose new Members to the Core Group for review and BGDISC for approval.
- The Core Group shall approve membership.
- All members must comply with all Information/Data Sharing and End Use License Agreements, once developed.

A complete list of the Core Group and BGDISC membership is attached (Appendix 1).



MEETINGS

The BGDISC will meet on a bi-monthly basis or at the call of the Core Group.

Minutes are taken at each meeting of the BGDISC. The Core Group is responsible for reviewing and editing the minutes and approving the agenda of BGDISC meetings.

Minutes are intended to be informational and thus will reflect the fullness of discussions held at the meeting. As well, the minutes will capture attendance/regrets, decisions made and future action to be taken. The meeting minutes and agenda are distributed to members by email.

DECISION-MAKING

Decision-making will be made by general consensus.

COMMUNICATION

BGDISC shall establish mechanisms for sharing information with and seeking input from its members.

BGDISC may establish Ad Hoc working groups in order to address specific, time-limited tasks and projects.

CONFLICT OF INTEREST GUIDELINES

Whenever a BGDISC member has a personal interest in the same subject matter as BGDISC, a conflict of interest arises. A conflict of interest must be disclosed to the BGDISC.

Failure to disclose and take measures to avoid a conflict of interest may result in a BGDISC member being asked to leave the meeting and further conflict may result in the BGDISC member being asked to step down from the BGDISC permanently.

REVIEW OF TERMS OF REFERENCE

The Terms of Reference will be reviewed annually. Subject to approval by BGDISC, the terms may be altered to reflect changing needs and priorities.



APPENDIX 1: BRUCE GREY DATA INFORMATION SHARING BGDISC (BGDISC) MEMBERS

MARCH 2022

CORE GROUP (STEERING COMMITTEE)

- Grey County
- Bruce County
- Community Foundation Bruce Grey
- Grey Bruce Health Unit (Lead Agency)
- United Way Bruce Grey
- Bruce Grey Children's Alliance
- Four County Labour Market Planning Board (Treasury Management)

Core Group members make decisions concerning the objectives and terms of reference of the committee. They submit plans for activities and decide the designation of chairpersons and the composition of the committee. They may invite guests to present on specific topics of interest.

FUNDING

BGDISC funding is essentially a contribution from Grey and Bruce County on an annual basis. The chair of the Lead Agency submits a proposal letter to the county for budget approval. The proposal is reviewed by the Council. The funding is hosted by a treasury management organization which must be a core group member and a treasurer lead. The funding for projects is approved by consensus of the Core Group.

STAKEHOLDERS GROUP

BRUCE GREY CHILDREN'S ALLIANCE MEMBERS

Grey Bruce Children's Alliance is a membership organization dedicated to identifying community needs and supporting collective action that improves the well-being of children and youth in Grey Bruce.

- Together we promote fairness in the distribution of resources and local access to services.
- Together we collect data to identify and publish trends to advocate for better services.
- Together we strengthen linkages and integrate planning with other Grey Bruce networks and groups.

For more information go to: www.greybrucechildrensalliance.ca

HEALTHY COMMUNITIES PARTNERSHIP MEMBERS

MEMBERSHIP is voluntary and continues to evolve to include community leaders and decision makers from all communities within Grey Bruce and a variety of sectors. The expectation is that members annually identify their level of engagement as Core, Involved, Supportive or Interested.

COMMON AGENDA: Create healthy and safe communities for all.

2021/2022 ACTIVITIES FOR COLLECTIVE IMPACT:

<https://www.collaborationforimpact.com/collective-impact>:

1. Monthly knowledge exchange opportunities to build the capacity of community leaders and organizations to take collaborative action on health and community safety priorities. Strategies could include educational sessions, guest speakers and presentations and the sharing of sector-specific best practices, policies and research.
2. Conferences on two and four year intervals regarding topics based on agreed upon needs. The two year conferences are typically a single session (i.e. a half day seminar) and the four year conferences are larger with an evening and full day component.
3. Continue to educate ourselves on our relationship and shared histories with Indigenous people, committing to the Call(s) to Action set out by the Truth and Reconciliation Commission: #19 to establish measurable goals to identify and close the gaps in health outcomes between Indigenous and Non-Indigenous communities, and to publish annual progress reports and assess long term trends. To support an Indigenous working group that will collaborate with the Indigenous Health Council.
4. Participate in/support the development of a Healthy Communities Partnership shared measurement system by utilizing the Bruce Grey Data and Information Sharing Collaborative (BGDISC) platform.
5. To support the development of the Grey Bruce Community Safety and Well-Being Planning process.



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- *"You"* means the natural or legal person, or body of persons corporate or incorporate, acquiring rights under this license.

VERSIONING

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