

**Terms of Reference – Updated 2019**  
**Prince Albert Hub Steering Committee - Prince Albert Hub**

<b>Vision</b>	Children, adults and families will grow and thrive in a safe and healthy community as a result of agencies working collaboratively and implementing integrated services.
<b>Mission</b>	<p>Hub is a collaborative, integrated multi-agency team striving to build safer and healthier communities through mobilization of existing resources to support individuals/families at acutely elevated risk.</p> <p>Hub is collaborative risk-driven intervention by mobilizing existing services in situations of acutely-elevated risk. Acutely elevated risk means that a situation meets these elements:</p> <ul style="list-style-type: none"> <li>- Significant interest at stake,</li> <li>- Probability of harm occurring,</li> <li>- Significant intensity of harm, and</li> <li>- Multi-agency nature of the risk.</li> </ul>
<b>Purpose</b>	<p>Hub</p> <ul style="list-style-type: none"> <li>• Enhance provision of integrated service delivery to those at acutely elevated risk through early identification of acutely elevated risk situations and rapid mobilization of existing services in an integrated approach.</li> <li>• Short-term interventions to address emerging issues and assist at risk community members to move to long-term solutions</li> </ul> <p>Hub discussants</p> <ul style="list-style-type: none"> <li>• Participate in the discussion on acutely elevated-risk situations at the Hub and collaborate with the other Hub discussants on performing Hub work based on their involvement in any given situation</li> </ul> <p>Steering Committee</p> <ul style="list-style-type: none"> <li>• Ensure that Hub and the Hub discussants are getting the support and resources required to perform Hub-work;</li> <li>• Building and maintaining partnerships to contribute to a reduction of root causes of social problems such as crime, violence, victimization, and other.</li> </ul>
<b>Guiding Principles</b>	<ul style="list-style-type: none"> <li>• Respect and support the right to individual privacy</li> <li>• Share information where there is an operational purpose to do so in the interests of community safety and well-being as per the <i>Interim Information Sharing Guidelines for Community</i></li> </ul>

	<p><i>Mobilization and Hubs</i>, prepared by the Information Sharing Issues Working Group (ISIWG) consisting of members from the Ministries of Justice; Health; Social Services; Education; and Justice, Corrections and Policing Division – April 2013</p> <ul style="list-style-type: none"> <li>• Remain culturally sensitive and respectful of diversity</li> <li>• Ensure that our work remains coordinated, aligned and inter-connected across the agencies and services we represent</li> <li>• Ensure our work is evidence-based with an emphasis on predictive and forward thinking solutions</li> <li>• Focus on meaningful and cooperative actions</li> </ul>
<p><b>Operational Principles</b></p>	<ul style="list-style-type: none"> <li>• Holistic efforts to address the complex and integrating factors that influence crime, victimization and community well-being</li> <li>• Efforts and solutions that are balanced and well integrated across the spectrum of prevention, integration, suppression, rehabilitation and restoration</li> <li>• Efforts leading to solutions that are sustainable and incremental, and able to address the need in the short, medium and long term</li> <li>• Efforts that build on continuing and meaningful engagement, shared commitment, and clear roles and accountability</li> </ul> <p><b>Hub and Hub discussants</b></p> <ul style="list-style-type: none"> <li>• Efficiently and effectively target efforts to the highest need clients</li> <li>• Share information that is relevant and within the provisions of information sharing and privacy regulations</li> <li>• Maintain confidentiality in regards to Hub discussions</li> <li>• Use the Four Filter Approach at all Hub meetings</li> <li>• Establish trusting relationships with Hub stakeholders that allow for cross sectorial and collective approaches which will guide interventions and supports</li> </ul> <p><b>Steering Committee</b></p> <ul style="list-style-type: none"> <li>• Community-based efforts that advance local capacity, local ownership and local responsibility for community well-being and safety</li> <li>• Efforts that focus on building positive assets to reduce the risk profile of citizens and communities with specific needs</li> <li>• A continuing focus on measurable outcomes and results</li> </ul>

<p><b>Governance</b></p>	<p>Prince Albert Hub Steering Committee will:</p> <ul style="list-style-type: none"> <li>• Work with support and guidance from the Saskatchewan Community Safety and Well-Being (CSWB)</li> <li>• Develop the terms of reference to be reviewed annually or as needed</li> <li>• Adopt provincial information sharing and privacy agreements and localize to include cross provincial sharing</li> <li>• Develop a process for communication with general public and media in conjunction with CSWB and CMPA</li> <li>• Adopt documentation and data collection methods as developed by CSWB</li> <li>• Liaise with CSWB and the Hub Community of Practice, thereby benefiting from training and supports to ensure ongoing and effective Hub implementation.</li> </ul>
<p><b>Prince Albert Hub Steering Committee Membership</b></p>	<p>Membership of the Prince Albert Hub Steering Committee includes representation from:</p> <ul style="list-style-type: none"> <li>• Prince Albert Roman Catholic Separate School Division (PARCSSD)</li> <li>• Saskatchewan Rivers Public School Division (SRPSD)</li> <li>• Royal Canadian Mounted Police (RCMP)</li> <li>• Saskatchewan Health Authority</li> <li>• SK Ministry of Social Services, Child and Family Services (MSS)</li> <li>• SK Ministry of Justice, Corrections and Policing Division, Community Corrections (CORR)</li> <li>• Prince Albert Police Service (PAPS)</li> <li>• City of Prince Albert</li> <li>• Prince Albert Grand Council (PAGC)</li> <li>• The John Howard Society of Saskatchewan</li> <li>• Saskatchewan Polytechnic</li> <li>• Prince Albert Mobile Crisis Unit</li> </ul> <p>Representatives on the Prince Albert Hub Steering Committee will have the authority to make decisions for their organizations.</p> <p>Each member of the Prince Albert Hub Steering Committee is accountable for information flow to their own organizations.</p>
<p><b>Hub Discussants</b></p>	<p>The Hub will be made up of Hub discussants from:</p> <ul style="list-style-type: none"> <li>• Prince Albert Roman Catholic Separate School Division (PARCSSD)</li> <li>• Saskatchewan Rivers Public School Division (SRPSD)</li> <li>• Royal Canadian Mounted Police (RCMP)</li> <li>• Saskatchewan Health Authority</li> </ul>

	<ul style="list-style-type: none"> <li>• SK Ministry of Social Services, Child and Family Services (MSS)</li> <li>• SK Ministry of Justice, Corrections and Policing Division, Community Corrections (CORR)</li> <li>• Prince Albert Police Service (PAPS), its Bylaw Unit (PAPS Bylaw), and its Victim Services Unit (PAPS VS)</li> <li>• City of Prince Albert</li> <li>• Prince Albert Grand Council (PAGC)</li> <li>• The John Howard Society of Saskatchewan</li> <li>• Saskatchewan Polytechnic</li> <li>• Prince Albert Mobile Crisis Unit</li> </ul>
<p><b>Roles &amp; Responsibilities</b></p>	<p><b>Prince Albert Hub Steering Committee</b></p> <ul style="list-style-type: none"> <li>•</li> <li>•</li> <li>• HSC Chairs -</li> <li>• Guide the development of the Prince Albert Hub</li> <li>• Support the Hub process and the Hub discussants</li> <li>• Monitor the Prince Albert Hub’s ongoing operations and effectiveness, including any financial impact resulting from Hub activities</li> <li>• Determine the Hub Chair</li> <li>• Determine the Hub data entry person in consultation with the Hub Chair</li> <li>• Provide guidance and direction to the Hub Chair and the Data Entry Person</li> <li>• Identify targeted areas for improvement and develop strategies to address areas where improvement is needed based on available data and focus on measurable outcomes and results</li> <li>• Communicate with the general public in consultation with CSWB and CMPA</li> <li>• Ensure issues that need to be identified to the CSWB are brought forward to them</li> </ul> <p><b>Chairpersons of the Hub Steering Committee:</b></p> <ul style="list-style-type: none"> <li>• Approve meeting agendas and meeting minutes prior to distribution</li> <li>• Chair the Hub Steering Committee meetings</li> <li>• Implement dispute resolution as necessary</li> <li>• Liaise with the Hub Chair</li> <li>• Puts in place procedures for dispute resolution between partners</li> </ul> <p><b>Hub Chair</b></p>

	<ul style="list-style-type: none"> <li>• Chair the Hub meetings following CSWB guidelines and the Four Filter Approach</li> <li>• Ensure Hub data is collected according to CSWB guidelines</li> <li>• Run the meetings within the designated time agreed upon</li> <li>• Bring forward any issues that require the attention of the Hub Steering Committee or some of its members to their attention</li> <li>• Liaise with the CSWB</li> </ul> <p><b>Members of the Prince Albert Hub Steering Committee</b></p> <ul style="list-style-type: none"> <li>• Participate in regularly-scheduled meetings</li> <li>• Accurately relate the perspectives of the organization they represent and ensure information feedback loop is maintained</li> <li>• Engage in collaborative problem solving and promote innovation</li> <li>• Place issues needing resolution at the table during meetings or as part of a committee, and engage in solution-focused problem solving</li> <li>• Champion the Hub within their organization and with others, as deemed appropriate</li> <li>• Identify capacity-building activities and information sharing needed to support improved integration or coordination of the Prince Albert Hub</li> <li>• Read meeting materials ahead of time and be prepared to respond/make decisions on behalf of their organization</li> <li>• Participate in discussions related to setting goals, priorities, outcomes and actions, and engage in analysis of data to determine results achieved, trends and areas for improvement over time</li> <li>• Participate in subcommittees, as needed</li> </ul> <p><b>Hub discussants</b></p> <ul style="list-style-type: none"> <li>• Take part in the Hub discussion on behalf of their home agency</li> <li>• Follow the Hub process according to provincial and agency internal guidelines</li> </ul> <p><b>Hub data entry person</b></p> <ul style="list-style-type: none"> <li>• Enter Hub data according to CSWB guidelines</li> </ul>
<p><b>Relevant documentation for Hub discussants includes</b></p>	<ul style="list-style-type: none"> <li>• Interim Information Sharing Guidelines for Community Mobilization and Hubs, April 2013</li> <li>• ISIWG Privacy Impact Assessment on the Prince Albert Hub (soon to be published)</li> <li>• CSWB Hub e-learning</li> <li>• OIPC Investigation Report 105-2014 on the Prince Albert Hub</li> </ul>

<b>Meeting Schedule</b>	<ul style="list-style-type: none"> <li>• Prince Albert Hub Steering Committee will meet every 4 to 6 weeks over a noon hour with the option of additional meetings as needed and agreed upon</li> <li>• The Hub will meet Tuesdays and Thursdays from 10:30 AM to 12:00 PM</li> </ul>
<b>Decision Making/Issue Management and Resolution policy</b>	<p>Prince Albert Hub Steering Committee</p> <ul style="list-style-type: none"> <li>• Makes decisions based on a consensus-based approach that engages team members in a collaborative process</li> <li>• Applies a solution-focused approach to resolve current or emergent issues</li> <li>• Ensures procedures for dispute resolution between partners are put in place by the Chairperson of the Hub Steering Committee</li> </ul>
<b>Terms of Reference Review</b>	<ul style="list-style-type: none"> <li>• The Terms of Reference for Prince Albert Hub Steering Committee will be reviewed at the first fall meeting.</li> <li>• Any revisions will be incorporated and approved at the next meeting</li> <li>• If no revisions are required, approval can be given at the first fall meeting</li> </ul>
<b>Budget/Resources/Financial Planning</b>	<ul style="list-style-type: none"> <li>• In the initial phase there has been no budget other than in kind contributions by the participating agencies.</li> <li>• Any Hub activity that is funded externally shall be reported to the Steering Committee</li> </ul>
<b>Approval</b>	<p>The members of the Prince Albert Hub Steering Committee agreed through consensus to adopt the Terms of Reference</p> <p>Date: March 15<sup>th</sup>, 2016 Revised: April 17<sup>th</sup>, 2019</p>