



	<b>REPORT NO.: 2018-19</b>
<b>MEETING DATE: MARCH 15, 2018</b>	<b>DATE PREPARED: FEBRUARY 23, 2018</b>
<b>SUBJECT: CHILD CARE AND EARLY YEARS ADVISORY TABLE TERMS OF REFERENCE</b>	

**RECOMMENDATION**

THAT with respect to Report No. 2018-19 (Client Services Division) we, The District of Thunder Bay Social Services Administration Board, approve the Terms of Reference for the Child Care and Early Years Advisory Table as presented;

AND THAT the Chief Administrative Officer be authorized to amend the Terms of Reference with respect to housekeeping items as may be required from time to time.

**REPORT SUMMARY**

To request approval, and to provide The District of Thunder Bay Social Services Administration Board (TBDSSAB) with the draft Terms of Reference (TOR) that will guide the Service System Planning for the Child Care and Early Years Advisory Table within the District of Thunder Bay.

**BACKGROUND**

In July, 2017 the Ministry of Education released the Ontario Early Years Child and Family Centres Planning Guidelines for Service System Managers, designed to support Consolidated Municipal Service Managers (CMSM's) and District Social Services Administration Boards (DSSAB's) to effectively plan for and implement Early Years' Services, in partnership with school boards and local service providers. The scope will broaden to include child care in 2018.

At the time of the 2017 planning, an already existing Community Partners Table was acknowledged as the Table to provide a local perspective on the development of the required initial Early Years Plan for 2018. This initial plan was approved in Report No. 2017-50 (Client Services Division) by the Board at its July 27, 2017 meeting, and submitted to the Ministry of Education in September 2017.

This initial Plan identified continued involvement and engagement with parents and the community.

Under the Ontario Child Care and Early Years' Service System Plan Resource, the province recognizes the critical role CMSMs and DSSABs play in soliciting and maintaining in-depth knowledge about their community's needs, planning and managing the system, identifying and addressing service gaps, and supporting service coordination.

The *Child Care and Early Years Act, 2014* requires service system managers to establish a Child Care and Early Years Programs and Service System Plan for each of their areas that address matters of provincial interest under the Act.

With the initial Early Years Plan complete, and the work to develop a Child Care and Early Years' Service System Plan, an on-going Child Care and Early Years Advisory Table would support the continued engagement of community partners, stakeholders, and service system users, in the development of on-going service system plan.

Under By-law No. 01-2017, Governance and Procedural By-law, the Board may approve the creation of Advisory Tables as required, to achieve the goals of the Strategic Plan. The establishment of the Child Care and Early Years Advisory Table is consistent with this outcome.

### **COMMENTS**

The purpose of the Child Care and Early Years Advisory Table would be to support the development of the Child Care and Early Years' Service System Plan for the District of Thunder Bay.

The TOR outline expectations of the Child Care and Early Years Advisory Table membership, objectives and decision making principles.

The proposed Child Care and Early Years Advisory Table TOR is provided in Attachment #1.

### **FINANCIAL IMPLICATIONS**



Any costs associated with the implementation and operations of this Table will be accounted for within the Child Care and Early Years operating budgets.

### **CONCLUSION**

It is concluded that the establishment of a Child Care and Early Years Advisory Table would support broad engagement, and provide guidance related to the planning of the Child Care and Early Years' Service System Plan, and should be approved.

**REFERENCE MATERIALS ATTACHED**

Attachment #1: Child Care and Early Years Advisory Table Terms of Reference

<b>PREPARED BY:</b>	Louise Piercey, Manager, Child Care and Early Years The District of Thunder Bay Social Services Administration Board
<b>APPROVED / SIGNATURE:</b>	
	Georgina Daniels, Acting Director- Client Services Division The District of Thunder Bay Social Services Administration Board
<b>SUBMITTED / SIGNATURE:</b>	
	William (Bill) Bradica, Chief Administrative Officer The District of Thunder Bay Social Services Administration Board



## THE DISTRICT OF THUNDER BAY SOCIAL SERVICES ADMINISTRATION BOARD

### The District of Thunder Bay Social Services Administration Board

#### Child Care and Early Years Advisory Table

#### Terms of Reference

#### INTENT OF ADVISORY TABLE

The purpose of The District of Thunder Bay Social Services Administration Board (TBDSSAB) Child Care and Early Years' Advisory Table is to review the Child Care and Early Years' Service System Plan, and to assist the Board in meeting its obligations under the Ontario Child Care and Early Years' Service System Plan Resource Guide.

Section 34 of the Governance and Procedure By-law states that an Advisory Table may be established by the Board to examine, develop, administer, report upon recommended initiatives and programs of the TBDSSAB within the jurisdiction of the Board.

#### MEMBERSHIP / STRUCTURE

The composition of the Child Care and Early Years' Advisory Table may include members of the Board, members of District municipal councils, and members of the general public.

The Table shall be comprised of the following membership:

- Two Board Member, appointed by the Board
- Two or Three community members (e.g. Parents / Caregivers)
- Two School Board Early Years Leads
- One EarlyON Child and Family provider Representative
- One Child Care provider Representative
- One Indigenous Representative
- One Francophone Representative
- Director, Client Services Division
- Manager, Child Care and Early Years Program
- One or Two front-line staff

The Table shall have a maximum of 16 people and a minimum of 8 people.

Meeting quorum shall be 50% + 1 of the appointed membership.

The Table shall be chaired by the Director – Client Services.

The Chief Administrative Officer shall be an ex-officio member of the Table.



## THE DISTRICT OF THUNDER BAY SOCIAL SERVICES ADMINISTRATION BOARD

### The District of Thunder Bay Social Services Administration Board

#### Child Care and Early Years Advisory Table

#### Terms of Reference

Notice of nominations for the Stakeholders positions will be distributed broadly.

Nominations will be reviewed and selected by the Table Chair in consultation with the Manager and any Board members chosen to sit on the Table.

The Table shall be established for a three year term.

Continuation of the Table will be at the discretion of the Board at the end of each Term.

Staff resources, as ex-officio members, required to support the work of the table will be determined by the Table Chair, in consultation with the CAO.

#### **FREQUENCY OF MEETINGS**

The Child Care and Early Years' Advisory Table will meet on a semi-annual basis or on an exceptional basis as required, at the discretion of the Chair. Meeting dates will be established to meet the information and reporting requirements of the Board and the Ministry of Education.

Meetings will be held at the TBDSSAB main office building.

Minutes of the Child Care and Early Years' Advisory Table will be recorded and submitted to the Board as a whole for information only.

#### **MANDATE OF THE COMMITTEE**

##### Knowledge

- The Table members shall keep abreast of any significant developments in the Child Care and Early Years' sector.
- The Table shall be aware of Ontario Child Care and Early Years' Service System Planning Resource from the Ministry of Education.
- The Table shall be made aware of any service system changes as a result of the service system planning.

##### Risk Management



## THE DISTRICT OF THUNDER BAY SOCIAL SERVICES ADMINISTRATION BOARD

### The District of Thunder Bay Social Services Administration Board

#### Child Care and Early Years Advisory Table

##### Terms of Reference

- The Table may be advised of any significant issues arising out of the development of the Child Care Early Years' Service System Plan.

##### Proposals

- The Table may review and provide input on Administration's proposal to the Board regarding the Child Care and Early Years' Service System Plan. The Service System Plan should support the design and improvement of a child care and early years' service system based on the needs, strengths, priorities, and desired outcomes of the community.

##### Advocacy

- The Table will be apprised of any systematic issues and barriers impacting on the local service system planning. The Table may make recommendations to the Board for advocacy initiatives to address issues and barriers.

##### Research and Development

- The Table will be kept informed of any stakeholder collaborations being conducted by TBDSSAB Administration to identify areas of strengths and issues and the work to improve on the delivery of Child Care and Early Years Services.
- The Table will review information on research and best practices as it relates to Early Childhood.
- Other matters as delegated to the Table by the Board.

#### **REMUNERATION**

The Child Care and Early Years' Advisory Table membership shall not be remunerated for their participation and service on the Table. However, if required, members will be reimbursed for travel, meal and accommodation expenses in accordance with the Board's Remuneration Policy.

#### **CONFLICT OF INTEREST**

All members of the Child Care and Early Years' Advisory Table are required to declare to the Chair any actual, potential or perceived conflict of interest arising in regard to any matter under discussion by the Table.



## THE DISTRICT OF THUNDER BAY SOCIAL SERVICES ADMINISTRATION BOARD

### The District of Thunder Bay Social Services Administration Board

#### Child Care and Early Years Advisory Table

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### **CONFIDENTIALITY, COMMUNICATIONS, CONSULTATIONS AND ACCESS TO INFORMATION**

Confidentiality, communications and consultation require balancing among the following objectives:

- Providing a confidential forum for open discussion that enables broad consideration of a range of issues and options
- Open communication with the broader child care and early years sector
- Opportunities for broader input and engagement on specific issues to enhance the work undertaken by the Table.

In order to create a climate of open dialogue, members are requested to keep detailed conversations at the Table confidential. However, recognizing the importance of multiple perspectives, participants will be encouraged to discuss the broad themes with relevant contacts in their respective organizations and communities.

There will be issues under consideration of the Table that may benefit from a broader consultation process. Administration will welcome advice from the Table on which issues would benefit from broader consultation. Consultation activities may be led by Administration.

Members agree that materials used to support and facilitate the discussions are working documents, and that their distribution will be limited to the Table membership.

All materials produced by the Table, including research analysis, reports and advice, remain the property of TBDSSAB.

Documents related to the work or support for the Table will be subject to the provisions of the *Freedom of Information and Protection of Privacy Act*.

All Table members will be required to sign a confidentiality agreement.