



# Memorandum

**Date:** December 28, 2022  
**To:** Members of the Board  
**From:** William (Bill) Bradica, Chief Administrative Officer  
**Subject:** **Appointment to Child Care and Early Years Advisory Table 2023**

In accordance with the Governance and Procedural By-law Section 4(1) (iv) and Policy No. BRD-01:62 Board Committees and Advisory Tables, appointments to Board Advisory Tables are made at the Inaugural Meeting.

In accordance with the terms of reference for the Child Care and Early Years Advisory Table (CCEY), the CCEY Table will meet on a semi-annual basis or on an exceptional basis as required, at the discretion of the Advisory Table Chair.

The following resolution is presented for the Board's consideration:

"THAT the following Members of The District of Thunder Bay Social Services Administration Board be appointed to the Child Care and Early Years Advisory Table, for the term ending December 31, 2023:

1. \_\_\_\_\_
2. \_\_\_\_\_

Sincerely,

William (Bill) Bradica  
Chief Administrative Officer

/gf

Attachments: [Terms of Reference – CCEY Advisory Table](#)

<b>POLICY</b>	SECTION <b>BOARD – GENERAL</b>
	SUBJECT <b>TERMS OF REFERENCE CCEY ADVISORY TABLE</b>

**AUTHORITY**

POL BRD-01:62 Board Committee and Advisory Tables

TBDSSAB Resolution No. 18/39.

**INTENT OF POLICY**

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.

**POLICY**

**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 Members, appointed by the Board
- One municipal Councillor who is not a current member of the TBDSSAB
- 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, Integrated Social Services Division
- Manager, Child Care and Early Years Program
- One or two front-line staff

IMPLEMENTATION / BOARD APPROVAL DATE:

**March 15,2017**

REVISION DATE(S)(Hskpg 2020Dec14) (Bylaw and Policy updates  
2022Feb2)  
(Rev04/18)

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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 – Integrated Social Services.

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

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, or via e-meeting platforms, at the discretion of the Chair.

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.

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- 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 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 systemic 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.

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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.

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.

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**RELATED POLICIES AND PROCEDURES**

Governance and Procedural By-law No 03-2021  
POL BRD-01:61 Board Members Conflict of Interest  
POL BRD-01:82 Remuneration for Board Members  
POL BRD-01:103 – Board Members, Non-Members of Board Committees and Advisory  
Tables Code of Conduct  
POL CS-02:85 Travel and Business Expense