

EarlyON Collaborative Committee Terms of Reference

Overview

The EarlyON Collaborative Committee (EOCC) is responsible for advising, recommending, and developing system wide program offerings, services, and capacity building to ensure EarlyON Child and Family Programs are designed and delivered to achieve the Ministry of Education Mandatory Core Services and ensure consistent Service Delivery Methods across York Region while meeting the unique needs of local communities.

Background

On January 1, 2018, The Regional Municipality of York (York Region) became responsible for the management of the EarlyON Child and Family Centres (previously known as the Ontario Early Years Child and Family Centres) in York Region. EarlyON Child and Family Programs bring together three former child and family programs funded by the Ministry of Education:

- Ontario Early Years Centres,
- Parenting and Family Literacy Centres,
- Child Care Resources Centres

In December 2017, York Region launched a comprehensive community engagement initiative consisting of three stakeholder meetings, six public pop-up sessions and a multilingual one-month online survey. This community engagement provided an opportunity to share information with families and stakeholders about the transition, and to collect valuable feedback for future planning.

Families and stakeholders provided feedback on:

- Planning for EarlyON programs and delivery of core services that best meet community needs
- Strengths, barriers or gaps in current child and family programs regarding:
 - Meeting demand
 - Inclusivity and diversity
 - Supporting children with special needs and their families
 - Staff capacity
 - Meeting unique needs of the community served
 - Creation of a consistent, integrated, and collaborative EarlyON system

Based on the families' and stakeholders' feedback, the below recommendations were proposed to create a consistent, integrated, and collaborative EarlyON system in York Region:

- Work with service providers to redefine outcomes of core programs in alignment with the mandatory core services, while working towards the same goal — that all EarlyON programs across York Region provide the same core programs with the same intended outcomes
- Work with service providers to improve registration processes for families

The Regional Municipality of York and 4 community service agencies (Family Day Care Services, Social Enterprise for Canada, YMCA of Greater Toronto and York Child Development and Family Services) are engaging collaboratively to develop and implement a system wide integrated registration system supported by the Ontario Child Care Management System (OCCMS) and Children's Services Portal.

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Purpose

The purpose of the EarlyON Collaborative is to:

- Ensure the Ministry of Education and York Region program requirements are being consistently implemented across all EarlyON programs.
- Develop EarlyON system wide programs, services, and capacity building opportunities
- Review, develop and make recommendations for Program Offerings to be added as system wide programs which will be made available through OCCMS calendars.
- System Wide Program Offerings will ensure consistent naming conventions and common outcomes across the Region while meeting the unique needs of communities.

Collaborative Structure

Membership:

The EarlyON Collaborative will include:

- York Region staff supporting EarlyON Child and Family Programs
- EarlyON agency supervisors/management staff

Roles and Responsibilities:

EarlyON Collaborative members have a shared responsibility and accountability for giving informed, appropriate recommendations to support the development, planning and implementation of EarlyON Service Delivery Methods and Program Offerings, and to establish System Wide Capacity Building needs.

Responsibilities of the York Region Community Program Coordinator include:

- Providing administrative support and coordination to ensure the efficient and effective functioning of the EOCC
- Minute taking - takes the meeting minutes and captures contributions on minutes template
- Sending completed minutes of meeting to all members within 3 weeks of meeting
- Collecting, reviewing and forwarding all EOCC request forms to meeting coordinator 2 weeks prior to the meeting date
- Responding to suggestions and providing follow up information on suggestions for new System Wide Capacity Building initiatives

Responsibilities of EarlyON Agencies include:

- Submit new System Wide Capacity Building, services, and Program Offering requests to York Region CPC's 3 weeks before the next EarlyON Collaborative Committee meeting. (Submit to earlyon@york.ca)
- Member with a new request(s) leads a discussion(s), or arranging for a designate to lead discussion at the EOCC meeting, to ensure Program Offering or Capacity Building request is fully understood by all members
- Members discuss EarlyON services to meet local community needs

Responsibilities of EOCC meeting roles include:

Meeting Coordinator

- Creating meeting invites, link for virtual platform, and agenda. Distributing these along with request forms, minutes from previous meeting, and any other necessary documentation to all EOCC members one week prior to EOCC meeting date

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Meeting Facilitator

- Facilitating the flow of the meeting, to ensure it runs smoothly and covers the agenda items

Time keeper

- Ensuring too much time is not spent on one agenda item, and keeping the meeting on time. Timekeeper should give a 5-minute warning prior to the end time of an agenda item and a 10-minute warning before the meeting ends

Process for preparing for EOCC meetings

1. One month before the meeting, Meeting Coordinator emails “hold the date” invite to all members and invites them to submit any new Program Offering, Capacity Building, or agenda requests
2. Members submit any completed EOCC request forms to EarlyON@york.ca at least 3 weeks prior to EOCC meeting date
3. Members submit any agenda items to the Meeting Coordinator 3 weeks prior to the EOCC meeting date
4. CPC reviews EOCC request forms to ensure all details of request have been completed, and forwards these to Meeting Coordinator 2 weeks prior to EOCC meeting date
5. Meeting Coordinator creates meeting invites, link for virtual platform, and agenda. Distributes these along with request forms, minutes from previous meeting, and any other necessary documentation to all EOCC members one week prior to EOCC meeting date
6. EOCC members review EOCC request forms prior to the meeting to support the voting process. In addition, all members from each individual agency will meet to discuss their agency’s voting position on any new request prior to the EOCC meeting as each agency will have only one consolidated vote on each request.

Review and Decision-Making

- At least one member from each agency must be present to form a quorum
- Each agency will have 1 vote on each request
- Any request will require at least 3 votes for the motion to be carried
- York Region staff will not be included in the voting process
- Upon hearing the discussion during the meeting, an agency may wish to change their prepared tentative voting status. If this happens, agency members will have 48 hours to submit their electronic vote to the Meeting Coordinator
- The EOCC Meeting Coordinator will share the voting results with all members within 48 hours of receiving the electronic vote

Members will make decisions regarding the following:

1. Add new Program Offerings to system wide OCCMS Calendar options
2. Remove Program Offerings from system wide OCCMS Calendar options
3. Request System Wide Capacity Building training

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Any System Wide Capacity Building recommendations will be forwarded to EarlyON Manager, for funding approval

Meeting Format, Frequency and Duration

EarlyON Collaborative meetings will be held 4 times a year which will facilitate the planning of the upcoming season's calendar 1 to 2 months in advance.

- **February** (review service delivery/capacity building for April-June-**Spring**)
- **May** (review service delivery/capacity building for July-September-**Summer**)
- **July/August** (review service delivery/capacity building for October-December-**Fall**)
- **October/November** (review service delivery/capacity building January- March-**Winter**)

EarlyON Collaborative Committee Meeting agenda will include:

- New Program Offering requests discussion/review and decision making
- System Wide Capacity Building request/discussion and decision making
- Review system wide OCCMS Registration/Calendar functions and recommendations
- Review EarlyON Collaborative planning opportunities/ shared program offerings for Implementation

EarlyON Collaborative Committee Meeting duration: 3 hours

Additional meetings

To address time sensitive matters for which decisions need to be made before the next quarterly meeting, additional communication between committee members may be required. These matters may be addressed through the convening of an additional meeting or through email.

Implementation

New Program Offering requests approved by the committee will be available for Agencies to add to their calendars for the month following the meeting

CPC's will work with agencies to arrange a suitable time frame to implement any approved System Wide Capacity Building training