

# Child Care Advisory Committee Terms of Reference

## Mandate

The **Child Care** Advisory Committee, a sub-committee of the Brantford-Brant Best Start Network (BSN). It is a working group responsible for gathering/sharing information and completing tasks as it pertains to the BSN, providers, stakeholders, consumers, and funders to plan for an integrated children and family service system for children ages 0-12 years. It is also responsible for making recommendations to Best Start Network (BSN).

This may include but is not limited to responses to the Ministry of Education as they pertain to child care services, recommendations to move the sector forward during times of change, gathering and collating data on child care fees, structure and wages.

## Membership

The committee may be comprised of :

Child Care Providers;	Licensed Home Child Care Agencies Non-Profit Child Care Centres Commercial Child Care Centres Representative of Private Home Child Care Operators
Consumers and Community Representatives	
Stakeholders	May include but is not limited to: <ul style="list-style-type: none"><li>• Aboriginal Representation</li><li>• Brant Community Healthcare System</li><li>• Brant County Health Unit</li><li>• Children's Aid Society of Brant</li><li>• Kids Can Fly</li><li>• Lansdowne Children's Centre</li><li>• Local Boards of Education</li><li>• Mohawk College/Fanshawe College/Universities</li><li>• Parks &amp; Recreation</li><li>• Ontario Early Years Centre: Brant</li><li>• Woodview Children's Centre</li><li>• County of Brant</li></ul>
Ex-Officio Resources	Representative of <b>Child Care</b> Services, City of Brantford Ministry of Education Program Supervisor Ministry of Education Program Advisor Data Analysis Coordinator of Brant

## Child Care Advisory Committee Terms of Reference (cont.)

*The **Child Care** sectors are defined as follows:*

*Provider            An individual or organization that provides direct children and family services.*

*Consumer          Any individual who is currently or has the potential to use children and family services.*

*Stakeholder       Any other individual or agency that works, deals with, or plans for children between the ages of prenatal to 12 years.*

*Any other individual or agency that trains and educates professionals working with children and families.*

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*Ex-Officio        Individuals that provide resources and information to the table but do not have a vote.*

### Executive Committee: Chairperson(s), Vice-Chairperson, Secretary

- The Chairperson(s) and Vice-Chairperson shall be selected from within the membership by the members of the **Child Care** Advisory Committee
- The Executives serve for a minimum of two years and not more than two consecutive terms. The Vice-Chairperson will assume a Chairperson position when open and will assume the role as necessary during their term as Vice-Chair.
- **The Chair(s)** of the **Child Care** Advisory Committee is a member of the BSN and will be responsible for communication and representation on the BSN.
- Draft and distribute agenda
- Lead meetings
- Sit on Best Start Network and act as Liaison
- The Executive will be responsible for an annual review of TOR and voting members.
- **The Secretary Position** will be a rotating position
- Responsibilities: Take minutes of the meeting and any other documentation, send draft minutes, any other documents and reminder of next meeting date to the distribution list and cc the Secretary of Child Care Services for record keeping. Note that approved minutes are to be distributed to all child care, early learning and home child care agencies via the OEYC: Brant distribution lists.

### Membership Selection

All selection will be done by the **Child Care** Advisory Committee. The **Child Care** Advisory Committee will appoint members through the Chair(s). A formal letter of invitation will be sent out by the Chair(s). Interested parties that are not currently represented at the table can ask for consideration through the Chair(s). The Chair(s) will bring the request to the table and a decision will be made by the membership. The membership will be reviewed by-annually.

### Membership Commitment

- Agency commitment
- Bi-monthly **Child Care** Advisory Committee meetings (September through July)

- Specific tasks may require additional work outside of the group
- Openness i.e. active input and response to materials presented and cooperation with necessary data requests
- Responsibility to larger sector

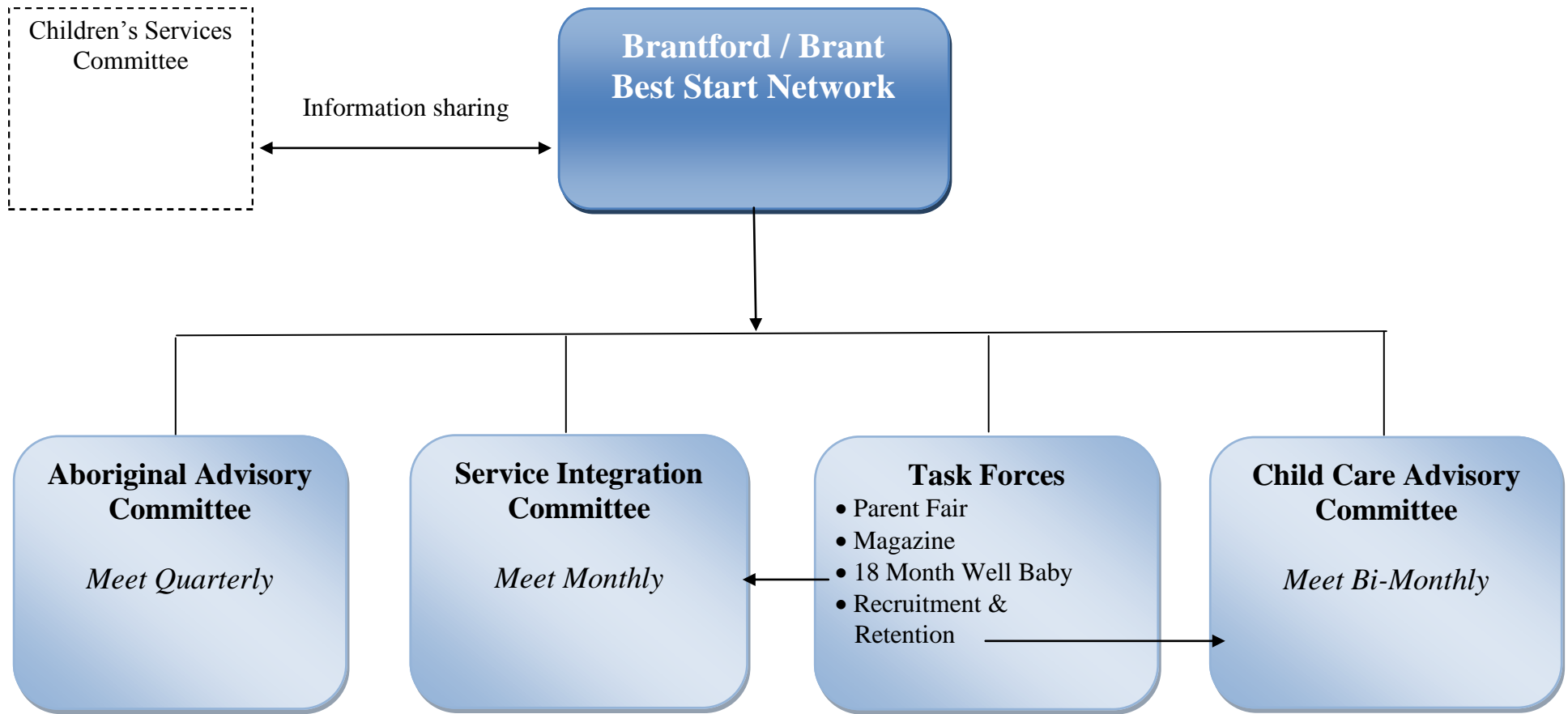
## **Role**

- Identify community gaps in the provision of **Child Care** services.
- Provide a vehicle for collaborative planning for **Child Care** services.
- To make recommendations to the BSN to ensure that services are consistent with local needs, considering established service and history of service provision.
- To act as a resource and share information respecting existing services, research projects and proposed plans relating to **Child Care**.
- Identify needs and recommendations for education and training with the **Child Care** System.
- Provide representation in other community initiatives that pertain to **Child Care** services.
- Implement work plan tasks as assigned by the Best Start Network

## **QUORUM**

- A quorum will consist of 50% plus one of voting members.

*Revised November 2012*



**Roles**

**Best Start Network (BSN)** = System planning, funding decisions, decisions from recommendations.

**Service Integration Committee (SIC)** = Service planning, recommendations to the BSN on services and programs, planning and implementing integrated services in the Early Learning and Parenting Centre (ELPC).

**Francophone Advisory Committee** is INACTIVE.