

Best Start Network- Service Integration Committee

Terms of Reference

1.0 Purpose and Scope

The Service Integration Committee (SIC) will be responsible for service planning and recommendations to the larger Network in matters relating to SIC services and for promoting community collaboration as they pertain to the Best Start initiative.

Mission Statement: The SIC, through coordination, collaboration and cooperation will provide an array of support for all children, prenatal to twelve years of age, and their families to ensure that children have the best possible start in life.

Vision Statement: We believe that all children and their families in the community deserve to be, and will be, supported in reaching their fullest potential.

Guiding Principles: The SIC will abide by the guiding principles of the Terms of Reference for the Best Start Network.

2.0 Objectives

In support of its purpose, the SIC, reporting to the Best Start Network, will achieve its scope and purpose through:

- Develop coalitions, partnerships and alliances across all sectors within the community, Best Start Early Learning and Parenting Centres and Child Care
- Reporting and recommending how best to organize and integrate services to meet community needs in the Best Start Early Learning and Parenting Centres
- Recommending a system of services that supports all children and their parents from birth to age twelve
- Planning for the early learning and care of overall services taking into consideration the needs of specific neighbourhoods

3.0 Membership

The SIC Committee will consist of members representing partner agencies in Best Start Early Learning and Parenting Centres. (See current agencies in Appendix A.) Agencies will have one vote regardless of the number of members per agency. Lead agencies of Early Learning and Parenting Centres are expected to participate on the committee.

Ex-officio members will include representative(s) from provincial Ministries, and municipal and provincial staff and/or elected officials. Ex-officio members will act in a resource role as advisors to the SIC. Ex-officio members may participate in all discussions, but will not be voting members of the SIC. The Data Analysis Coordinator will serve in an ex-officio resource capacity to the SIC.

The SIC will recruit members, on the basis of the identified sectors, and invite their participation.

Each member must demonstrate an interest in serving on the SIC and be cognizant of the duties and time commitment involved. Members must be able and willing to undertake active participation in

committee and/or task force work. In addition to scheduled meetings, SIC members should expect to spend time reviewing information in preparation for each meeting.

4.0 Procedures and Operations

4.1 Executive Responsibilities

The Chair/Co-Chair of the SIC will be recommended by the SIC and confirmed by the Best Start Network for a two-year term with the option to serve an additional term not exceeding a total of three consecutive years. The Chair will:

- Chair SIC meetings
- Prepare meeting agendas with the support of the Secretary
- Ensure the Terms of Reference of the SIC are reviewed annually and submitted to the Chair of the Best Start Network
- Oversee the orientation of new members as required
- Contact members who have missed meetings as necessary
- Serve as a representative of SIC at the Best Start Network.

In the event that the Chair/Co-Chair is not available, a designate will be chosen by members to lead the meeting.

The Secretary of the SIC will be the Ontario Early Years Centre: Brant (OEYC: Brant), in their role of coordination of early years services. The Secretary will:

- Circulate meeting agendas to members of the SIC
- Record and circulate minutes of the SIC as approved by the Chair of the SIC
- Forward approved minutes and any other correspondence to the Secretary of the Best Start Network to be stored at the City of Brantford, Child Care Services site
- Collate and send electronically, prior to each meeting, any Community Committee reports as received

Other Executive positions may be established as deemed necessary.

4.2 Meetings

The SIC will determine the schedule of dates, times and locations of meetings. The SIC will meet no less than six (6) times per year and is expected to meet more frequently as circumstances dictate on the call of the chair. Generally speaking, the duration of each meeting will not exceed two (2) hours.

4.3 Decision Making

Members will work toward a consensus model for decision making. If this is not possible, a simple majority vote will be held. A motion will be considered carried based on the majority of quorum present; half members plus one of those in attendance are in favour of the motion. Voting is based on one vote per agency.

4.4 Media Spokesperson

All media contact is made by the Best Start Network designate; see Communications Protocol of the Best Start Network Terms of Reference.

4.5 Conflict of Interest

All members of the SIC will be encouraged to participate fully in the business of the SIC. Conflict of interest refers to a situation where a member of the SIC speaks in favour of or recommends a course of action which may financially benefit them personally or the organization/agency with which they are associated. Where the advice of the SIC is sought on funding or financial matters, the onus of responsibility rests with each individual member as to whether or not they are in a conflict of interest.

4.6 Review of Terms of Reference

The Terms of Reference of the SIC will be reviewed on an annual basis by September of each year and revised as necessary, then forwarded to the Best Start Network for approval.

5.0 Remuneration

SIC members will serve without remuneration.

6.0 Task Forces and/or Working Groups

The SIC will establish task forces and/or working groups as deemed necessary. Such groups will be chaired by a member of the SIC and will consist of SIC members and/or other community members as is relevant to the task. Each task force or working group will be accountable to the SIC, and the Best Start Network, through their work plans.

7.0 Linkages

The SIC will maintain linkages with other relevant planning bodies and committees with early years and child care mandates in the community. Early years/children's services and other committees will be encouraged to make reports monthly, but at minimum quarterly, to the SIC, to be forwarded to the Best Start Network to promote community coordination and planning. The nature and extent of these linkages may be altered from time to time as necessary and appropriate.

Electronic Community Committee reports will be forwarded to the Secretary two weeks prior to the meeting date. Community Committees include:

- *Child Health – BCHU (April)*
- *Family Literacy Committee – Chair (Jan. & June)*
- *Ready Set Go Calendar Group – Brantford Public Library (Oct. & Feb)*
- *Preschool Speech and Language – Lansdowne Children's Centre (Mar., June & Sept.)*
- *Roots of Empathy – Kids Can Fly (May & Sept.)*
- *Raising the Bar on Quality – Ontario Early Years Centre: Brant/Chair (Jan., May, October)*

Appendix A

Membership Affiliations

Membership may include but is not limited to:

- Brant County Health Unit
- Brant County Public Library
- Brant Haldimand Norfolk Catholic District School Board
- Brantford Public Library
- Centre Based Child Care Providers
- Charitable Organizations
- Children's Aid Society of Brant
- Community Representative
- Family Counselling Centre of Brant
- Grand Erie District School Board
- Host Organization (may include school, faith organizations)
- Lansdowne Children's Centre
- Lead agencies of Early Learning and Parenting Centres
- Ontario Early Years Centre: Brant
- Preschool Speech and Language
- Recreation Programs
- Urban Aboriginal Services

Any other agency that hosts, leads or delivers programs through the BSELP Centres.

Ex-Officio

- City of Brantford, Child Care Services
- Data Analysis Coordinator for Early Years
- Ministry of Children and Youth Services
- Other Funders