

## **Terms of Reference**

### **Niagara's Best Start Child and Family Service System Committee**

#### **PURPOSE**

The Best Start Child and Family Centre Service System Committee (BSCFSSC) exists to further advance Niagara's BSCF service system framework by using a collective leadership approach and by contributing to the maturation of an integrated service system characterized by clear identifiable entry points, clear access processes and a seamless service delivery which considers core and specialized functions and which promotes shared outcome goals.

#### **KEY PRINCIPLES**

1. We believe that an integrated service system of supports, services and programs will result in improved outcomes for children and families.
2. We believe that service systems need to be flexible, adaptable and attentive to the unique circumstances of Niagara Region's diverse communities
3. We believe standards of practice are required on both a systems management and operations level.
4. We believe consistent and open communication is critical to build trust, to advance our common goals and to generate investment and motivation.

#### **REPORTING RELATIONSHIP AND ACCOUNTABILITY**

As a subcommittee of the Early Years Niagara Planning Council, the NBSCFSS Committee will report to the Council through the Co-Chairs and will ensure that formalized linkages with existing committees with overlapping responsibilities are in place.

#### **CHAIR (CO-CHAIR)**

A Chair or Co-Chairs will chair the committee as elected on an annual basis, each June, by consensus of the Best Start Child and Family Service System Committee. They will serve a one year, renewable term.

The Chair/Co-Chairs are charged with fulfilling the purpose of the committee and ensuring that their actions reflect the wishes of the larger group. A call for nominations will occur each May, with anonymous voting being conducted at the June meeting. Self-nominations are also acceptable.

#### **MEMBERSHIP** (not finalized)

Members will consist of individuals from the following sectors with an invested interest in the Best Start Child and Family Service System:

##### **CORE:**

- Early Years Educators
  - Child Care Sector
  - Ontario Early Years Centres (OEYC)
  - Family Resource Programs

- Parent and Family Literacy Centres
- Early Learning Programs (School Boards)
- Children's Services (Niagara Region)
- Public Health (Infant Development, Healthy Babies Healthy Children)
- Special Needs Services
- Early Identification Services
- Early Literacy Consultants/Speech Services

- Niagara Aboriginal Children's Planning Council
- Francophone Services
  - Mental Health Services
  - Child Protection
  - Multicultural Services
  - Recreation
  - Libraries

#### **SUPPORT:**

- Early Years Research
- Data Analysis Coordinator
- Early Childhood Community Development Centre
- Ministry of Education
- Ministry of Children and Youth Services

#### **RESPONSIBILITY OF MEMBERS**

- Regularly attend meetings of the committee and actively participate in discussions (or endeavour to send a designate from the sector they are representing)
- Review all materials provided for the meeting in advance of the meeting
- Provide updates/reports as requested by the committee
- Ensure that recommendations made are inclusive of all children and families
- Maintain confidentiality with respect to meeting discussions, decisions and materials

#### **STANDING COMMITTEE**

The Best Start Child and Family Service System Committee will establish ongoing committees with specific terms of reference to support the work of the committee

##### **The Best Start Child and Family Service Operators Group (to be further developed)**

- Application of the framework as it is further developed - operationally
- Developing Standards of Practice at an operations level
- Determining shared data collection practices and common measures
- Defining core functions, contributing to determination of specialized functions
- Contributing to defining pathways to referral based services
- Facilitating seamless service delivery...
- ...

##### **The Community Integration Leadership Site Committees (to be further developed)**

- Responsible for the operational recommendations.....of CIL projects
- ....

## **TASK GROUPS**

As required, the Best Start Child and Family Service System Committee will establish task groups with a clearly defined purpose and time line to carry out specific tasks of projects. The task groups will meet as necessary and report back to the NBSCFSSC.

## **FREQUENCY OF MEETINGS**

Two hour meetings held monthly (schedule to be determined) unless otherwise necessary at the call of the chair (co-chair).

## **AGENDA**

Agendas items will be determined in collaboration with the members and in alignment with the purpose of the committee

## **DECISION MAKING**

Decisions will be made by consensus of the members present at the meetings. If consensus cannot be reached, the decision will be voted upon on the basis of a simple majority vote of those present. In the event of a tie, the issue would go to EYNPC for a final decision. CORE members are eligible to vote

The BSCFSSC is a subcommittee which provides reasoned recommendations to EYNPC for final approval.

## **CONFLICT OF INTEREST**

Committee members are expected to declare conflict of interest when entering into the decision making process in situations where they, or their organization would benefit financially or otherwise from the outcome of that decision.

