



**Ridge Meadows Early Childhood
Development Committee**

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**MIDDLE CHILDHOOD MATTERS
STANDING COMMITTEE**

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Ridge Meadows Community Children's Table (RMCCT)

Terms of Reference

January 2020

***Living Document – Subject to Change**

Mission:

The RMCCT, in partnership with children (prenatal to 12), family and community, promotes opportunities and undertakes initiatives that support the health and well-being of children (prenatal to 12) of Maple Ridge, Pitt Meadows and Katzie.

Vision:

The RMCCT celebrates the amazing children (prenatal to 12) and families of Maple Ridge, Pitt Meadows and Katzie communities. We envision a community that:

1. Promotes and respects diversity and the equal rights of all children to develop to their full potential;
2. Supports and invests in the future of all children and their families in an engaged and connected community;
3. Provides opportunities for the positive development and well-being of all children in our communities.

Guiding Principles:

1. Values the "whole" child as a developing individual;
2. Recognizes and honours the diversity of children and the communities in which they live and grow;
3. Honours and supports the role of relationships in the growth and development of children and families in the communities;
4. Is committed to working together with honesty, integrity and respect for all within a process that is transparent, accountable and family centered;
5. Is committed to innovation which gives the freedom to take risks and be creative;
6. Will cultivate a holistic approach to the work we do with the children and families in the communities;
7. Collaborates with children and families to drive the work of the committee;
8. Builds capacity by supporting and strengthening relationships amongst the community members, services, programs and resources.

Committee Structure:

The RMCCT is a standing sub-committee of the Maple Ridge Pitt Meadows Katzie Community Network (CN) Committee. The CN is an inclusive community organization of stakeholders that views the community from a holistic perspective. The network provides an opportunity for community-wide planning, development of community solutions and collaboration. The network supports and encourages opportunities for children, youth and families to increase their capacity to improve their quality of life.

As a standing sub-committee of the CN, the RMCCT will submit an annual work plan, provide monthly reports to the CN table (electronically and verbal updates during monthly CN meetings). The RMCCT will attend the annual Chair/Coordinator Standing Committee lunch meeting. RMCCT will present on the RMCCT endeavours at the annual CN Presentation meeting.

The RMCCT will also utilize the CN newsletter for dissemination of committee and representing agency information.

RMCCT Regular Committee

The Regular Committee meetings are used for:

- networking
- strategic planning
- input on service development and evaluation
- mutual support and celebration of community.
- resource sharing
- allocation of revenue
- annual work planning

The RMCCT will follow the work plan adopted in December of 2019.

RMCCT Working Groups

Within the committee's strategic plan, the RMCCT has determined that at times there may be a need for Task Groups. RMCCT Task Groups are occasionally created to address our Work Plan deliverables and could include:

- Grant Writing
- Special Planning
- Events
- Marketing and Promotion

Committee Organization:**Membership**

RMCCT is currently comprised of a collaborative group of professionals, service providers and community members who represent different areas of child development in Ridge Meadows and have ongoing contact with families with young children. Membership is voluntary and active members include:

- The Family Education & Support Centre
- Ridge Meadows Child Development Centre
- MCFD
- Westcoast Family Centres
- Big Brothers Big Sisters
- Ridge Meadows Association for Community Living
- Fraser River Indigenous Society
- School District 42
- ECE Professionals
- Maple Ridge ACT
- Maple Ridge Pitt Meadows Community Services
- Maple Ridge & Pitt Meadows Public Libraries
- Fraser Health – Public Health
- Community Schools

There is no membership fee and membership is open to all community members that have an interest in supporting the health and well-being of children under 12 and their families.

Committee Meetings Dates, Times & Locations

The RMCCT Committee meets monthly, the third Wednesday of every month, and usually takes place at the Ridge Meadows Association for Community Living from 1 to 3pm. We do not typically meet in July, August and December. Other locations include the Maple Ridge Library, MRPM Community Services and Family Education and Support Centre.

Agenda development and Minutes

Meeting agendas are developed by the Coordinator (provided there is funding for the Coordinator, otherwise, it will be the responsibility of the Chair) with the input of the RMCCT Chair using an agenda template. Agenda items may be forwarded to the RMCCT Coordinator and added to the agenda with input from the RMCCT Chair, in advance of both meetings.

The minutes will include all relevant discussion, recommendations and updates by committee members. Committee members are to provide a written (can be constructed at the meeting in point form and given to coordinator at end of meeting or leave on table) or email update to the coordinator, to add to the Community Updates section of the Regular RMCCT minutes, prior to or at the meeting, for minutes to be distributed in a timely fashion.

Decision making

The RMCCT and its Task Groups make decisions by consensus of the members present at the meeting. It is agreed that consensus pertains to a 'round table discussion and comment' by each participating member to express their input towards the decision. All recommendations are sought by the Committee Chair and captured in the meeting minutes. Working groups recommendations are to be forwarded to the RMCCT where a final decision is made unless they have given autonomy for Working Groups to make decisions.

It is recognized that items for further discussion and decision making may be carried forward to a following meeting prior to a decision-taking place. Members are encouraged to ask the Chair for extension of time for adequate time to process issues prior to decision.

In some cases, where time sensitive decisions are required, it is acknowledged input and consensus may be necessary through the use of email conversations. When such requirements are needed, time deadlines will be clearly noted in the emails as well as indicating non-response to such requests may be interpreted as approval.

Communication

RMCCT fosters a transparent, respectful and collaborative atmosphere of communication. All relevant communication is sent in a timely fashion, including agendas and minutes.

The flow of information is an important element to successful committee communication:

- Agency projects and/or programs that are linked to the work of the RMCCT will provide, at a minimum, an annual update in terms of information sharing. Depending on the complexity of the program, there may be more regular presentations/communication with the RMCCT
- Any queries of a political or controversial nature will be addressed by the Chair and Committee.
- While participation at RMCCT is open and inclusive, anyone who 'represents' the committee must be delegated by the group to do so.

Conflict Resolution Procedure

- Should the RMCCT Coordinator or an RMCCT member encounter a conflict with a Committee member or from someone outside the Committee, it is expected that this matter would be directed to the Chair of the RMCCT.
- A scheduled meeting/phone meeting will take place with the Committee Chair. Specific concerns will be shared in a respectful and straight forward manner.
- Both parties will have the opportunity to address concerns with the goal of clarifying the core issue/issues.
- When there is agreement as to the core issue/s, possible solutions will be discussed, and the development of a resolution will be worked on by both parties.
- Agreement on a solution will be generated and put in writing with a clear action plan.
- The agreement will be put in place and reviewed on an agreed upon time line. (or as needed).
- If no agreement is possible, the dispute will be taken to the CN Facilitator's group. If a CN Facilitator is involved in the dispute, they would excuse themselves from the process.
- A recommendation will be made by the Facilitator's group and communicated to the Chair of the RMCCT. The Chair of the Committee will confer parties involved with the recommendation as a final decision.

Committee Chair

The RMCCT is supported by a Chair and Coordinator (depending on funding). The Chair position is accepted on a voluntary basis through an annual election process that takes place in June. The duties of the Committee Chair include: developing, in conjunction with the Coordinator, the agenda for the Committee and to chair the meetings; to ensure the RMCCT develops and adheres to a current work plan; decides cancellation of meetings in lieu of inclement weather.

Coordination

The Coordinator is supported with a job description and work plan based on:

- Number of Hours that Funding Covers
- Funding Proposal and Service Contract
- Committee annual work plan (Strategic Plan)

Within the Coordinator's responsibilities is the on-going support for the RMCCT.

Coordinator's Job Description

- Work 5 hours per month (until March 31, 2020)
- Provide timely advice to the chair regarding any developments that might affect the committee's capacity to pursue its objectives;
- Develop and maintain effective, professional relationships with the committee members, contractors, funders, other key stakeholders, the media and the public at large;
- Attend monthly RMCCT meetings; support table members in their work related to implementation of the strategic plan, as time permits;
- Forward information from ECD networks including First Call
- Provide administrative support to the RMCCT committee (minute taking, agendas, and the completion of forms, questionnaires as indicated by the committee, etc.);
- Manage correspondence; update RMCCT mailing list regularly and create a yearly meeting calendar;
- Perform other related duties as required and time permits.