



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

October 2017

***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), as well as demonstrate to the CN, that decision-making is inclusive for: allocation of resources, funding applications, and selection of sponsoring agencies. The Chair and Coordinator of RMCCT will attend the annual Chair/Coordinator Standing Committee lunch meeting. The Coordinator will present on the RMCCT endeavours at the annual CN Presentation meeting.

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

RMCCT Regular Committee

The Regular Committee meetings are used for:

- networking
- strategic planning
- service development and evaluation
- monitoring provincial trends and issues and communicating our consensus view points to political and/or other groups
- mutual support and celebration of community. The Committee will foster ECD activities to a stage where the activity is highlighted in the annual work plan.
- resource sharing
- allocation of revenue
- annual work planning

RMCCT Working Groups

Within the committee's strategic plan, the RMCCT has determined the need for a *Review Committee*, and at times, *Task Groups*.

The Review Committee's purpose is to review:

- budgets
- contract and funding
- strategic planning and deliverables
- monitoring provincial trends and issues and communicating our consensus view points to political and/or other groups
- Oversee planning and support for our Early Years Centres hosted by SD42
- and provide coordinator guidance and support.

All work conducted at the Review Committee is brought to the broader membership via recommendations to the RMCCT.

Any one member of the Regular RMCCT can attend a Review Committee meeting if they have questions regarding any agenda item (see Agenda development below) or submit, via email, their questions/discussion regarding the agenda item to the Coordinator prior to the meeting if they cannot attend.

Membership on the Review Committee is comprised of the Chair, previous Chair, Coordinator, Contracting Agency, Funders, and organizations that have direct links to ECD policies and frameworks at the municipal, provincial and federal levels. Therefore, the following agencies that currently sit at the Review Committee are: Family Education and Support Centre, Ministry for Children Family Development, Fraser Health, School District #42, and Parks, Recreation & Culture.

RMCCT Task Groups are occasionally created to address our Strategic Plans deliverables and could include:

- Grant Writing
- Special Planning
- Events

Committee Organization:

Membership

RMCCT is currently comprised of a collaborative group of professionals, service providers and community members who represent different areas of early 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
- United Way of the Lower Mainland
- School District 42
- ECE Professionals
- Maple Ridge Pitt Meadows Community Services
- Maple Ridge & Pitt Meadows Public Libraries
- Fraser 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

The RMCCT Committee meets monthly and takes place at the Ridge Meadows Association for Community Living from 1 to 3:30pm. We do not typically meet in July and August.

The Review Committee meets prior to the Regular RMCCT meeting of every third month (March, June, September, December) and takes place at The Ridge Meadows Association for Community Living from Noon to 1pm.

Agenda development and Minutes

Meeting agendas are developed by the Coordinator 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 Review Committee's agenda and minutes will be distributed to the entire RMCCT membership table one-week prior to the Regular Committee meeting to provide optimal communication and complete transparency between committees.

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 Working 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:

- RMCCT initiated projects that are sponsored by an agency with ECD funds will provide brief updates at the monthly RMCCT meetings.
- 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

- The months that the Review Committee does not meet, correspondence will take place via email where all Review Committee members will be involved in discussion and any recommendations will be brought to RMCCT for discussion and approval.
- 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: Committee and Coordinator

- 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 or in the Chair's absence, a member of the Review Committee
- A scheduled meeting/phone meeting will take place with the Committee Chair or members of the Review Committee. 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 Review Committee for discussion and possible direction. If no resolution is possible the matter would 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. 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 Regular and Review Committee and to chair these meetings; to ensure the RMCCT develops and adheres to a current strategic plan; decides cancellation of meetings in lieu of inclement weather; solicits feedback on the Coordinators performance annually and to provide a summary of that feedback to the Committee and to the Coordinator.

Financial Controls/Decisions

The RMCCT works within a system of transparency and accountability through Committee and project budgets.

The representative agency that manages MCFD funding, in consultation with the Review Committee, will develop a committee budget spreadsheet to capture committee revenue and expenses, for review and adoption by the RMCCT. The representative agency that manages MCFD funding will provide monthly written financial statements to the Review Committee and regular RMCCT and will develop and monitor all committee service contracts in conjunction with the committee Chair and committee TOR. The representative agency will also collect a fee for providing these services.

Annual Funding Recommendations

The RMCCT believes it is advantageous to the services in the community to make funding decisions collaboratively within the framework of the committee table.

The Committee established a process to evaluate each project against an agreed upon criteria. They were developed from the Committee's mission, objectives, outcomes, strategic plan priorities, service gaps and community needs, measurable outcomes and evaluation plan, research based (community specific), marketing plan, long term potential, community capacity, appropriateness and alignment of budget to the program/project goals, marketing plan and level of involvement of participants in the design/delivery of the program/project.

Each project/initiative is then presented and evaluated based on the pre-determined criteria. The Committee recommends funding for projects that fit within the criteria.

Opportunities for funding recommendations are distributed to the CN membership, through community newspapers and other sources that are available.

Coordination

The RMCCT receives financial resources from the Ministry for Children and Family Development to hire a Committee Coordinator. As revenues allow, the Review committee is responsible for the recruitment, hiring and supervision of the Coordinator. The representative agency that manages MCFD funding holds the Coordinator's contract and hiring documentation.

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

- Funding Proposal and Service Contract
- Committee annual work plan (Strategic Plan)

Within the Coordinator's responsibilities is the on-going support for the Review Committee and regular RMCCT.

Coordinator's Job Description

- Work 21 hours per week for 47 weeks;
- Develop an action plan to assist the Ridge Meadows Community Children's Table to implement the RMCCT strategic plan; work with RMCCT to develop a marketing plan;
- Provide timely advice to the chair regarding any developments that might affect the committee's capacity to pursue its objectives;

- Raise awareness of the importance of the early years through the development and implementation of a social media strategy and print resources; update as needed;
- Develop and maintain effective, professional relationships with the committee members, contractors, funders, other key stakeholders, the media and the public at large;
- Make community presentations on the importance of ECD;
- Attend monthly RMCCT meetings; attend quarterly Review Committee meetings; support table members in their work related to implementation of the strategic plan;
- Attend and report on regional ECD Coordinators meetings; HELP Expo and any other regional workshops, training or meetings;
- Forward information from ECD networks including First Call, Success by Six;
- Provide administrative support to the RMCCT committee (minute taking, agendas, and the completion of forms, questionnaires as indicated by the committee, etc.);
- Provide funding reports as required (i.e. Children First, etc.);
- Manage correspondence; update RMCCT mailing list regularly and create a yearly meeting calendar;
- Provide written progress reports to the committee chair prior to monthly meetings (to be highlighted and reviewed at monthly committee meetings; develop monthly meeting agendas collaboratively with Committee Chair;
- Represent committee at community events, meetings etc;
- Submit monthly invoices and receipts detailing specific deliverables worked on;
- Attend monthly CN meetings and provide annual work plan; attend annual Chair/Coordinator meeting and present to CN annually on RMCCT deliverables and initiatives;
- Perform other related duties as required.