

CMSM System Planning Working Group



Terms of Reference

Context

This sub-committee completes work on behalf of the Peterborough Early Years Planning Network. Our vision, guiding principles, and other overarching aspects will be dictated by the Planning Networks Terms of Reference.

Goals

Members will work collaboratively to:

- Support the service transformation of the EarlyON child and family programs
- Identify evolving community needs, service gaps, and service duplication;
- Enhance service affordability, accessibility and quality for all children and families, particularly isolated, newcomer, and low-income families;
- Ensure the active engagement of Indigenous, Francophone and Newcomer partners in the planning, management and delivery of responsive programs and services for children and families;
- Solicit advice to inform local decision-making to enrich programs, facilitate smooth transitions and enhance integration between early years services, schools and specialized community services;
- Review analysis of insights from parents, caregivers and children to inform local programs and services and the development of local child care and early years service plans.
- Help to build capacity of the early years workforce through advocacy and collaborative planning

Guiding Principles

The following principles will guide our work:

- Children and families are our first priority.
- It is essential to demonstrate that we value all children and their families.
- Promote and foster collaboration, cooperation and integration of children's services by building community capacity to support children and families.
- Embrace and value Peterborough's indigenous, francophone, newcomers and other diverse communities.
- All child development supports will be equitable, accessible, inclusive and of high quality and based on current research and best practices.
- Promote and support maximizing effective use of resources.

Membership

Membership is open to staff in leadership/decision-making roles from an organization that is included on the Early Years Planning Network and will range from 6-8 members. To ensure that

decisions are informed by a broad range of early years partners, the following sectors should be represented:

- School boards;
- Licensed child care providers;
- EarlyON Child and Family Centre service providers;
- Children's Service providers (ie. Health Unit, 5 Counties etc)
- City of Peterborough

Chair

The CMSM System Planning sub-committee will have two co-chairs, one will be the CMSM for the City of Peterborough's Children's Services program and the second co-chair will be a recognized leader in the community.

Accountability

The co-chairs will report back to the Early Years Planning Network by providing updates at each meeting to ensure the community stays informed.

A committee self-assessment / evaluation regarding the committee's process and work will be completed around the 12 month mark, given this is a new committee.

Decision Making

Decisions will be made whenever possible by consensus. In the event that consensus cannot be achieved, the committee will design and then implement a voting process that is fair and equitable.

Meetings

Meetings will be scheduled once a month during projects (otherwise as needed), for a duration of approximately 1.5 hours.

Agendas/Minutes

Agendas and meeting materials will be prepared and circulated one week prior to each meeting. Minutes and presentation materials will be circulated following each meeting.