

EarlyON Collaborative Committee  
Terms of Reference

**Overview**

The Regional Municipality of York and EarlyON Services providers have formed the EarlyON Collaborative Committee (EOCC). All members are responsible for sharing information, identifying trends and gaps in service, recommending, and developing system wide program offerings, and formal professional development opportunities to ensure EarlyON Child and Family Programs are designed and delivered to achieve the Ministry of Education Mandatory Core Services. This committee will leverage the Region's support and resources to ensure programs are meeting local community needs and have consistent service delivery methods across York Region.

**Purpose**

The purpose of the EarlyON Collaborative is to:

- Ensure the Ministry of Education and York Region program requirements are being consistently implemented across all EarlyON programs
- Develop, review and recommend EarlyON system wide programs, services, and capacity building opportunities, while meeting the unique needs of local communities
- Identify trends and gaps in services
- Share resources, and experiences, provide community presentations
- Provide opportunities for the Region to share system updates

**Collaborative Structure**

**Membership:**

The EarlyON Collaborative will include:

- York Region staff supporting EarlyON Child and Family Programs
- EarlyON agency supervisors/management staff

**Responsibilities of York Region include:**

- Provide all administrative support and coordination to ensure the efficient and effective functioning of meetings
- Chair meetings and create calendar invites, book rooms and create agendas
- Call for agenda items and time required for discussion to ensure alignment on agenda to facilitate the flow of the meeting
- Complete meeting notes and minutes
- Distribute communications, request forms, minutes from meetings, and any other necessary documentation to all members one week prior to meeting date
- Schedule meetings for the following year on the last meeting of each year

**Responsibilities of EarlyON Agencies include:**

- Submit any new agenda items for discussion 2 weeks before the next meeting. (Submit to [matthew.raponi@york.ca](mailto:matthew.raponi@york.ca))
- Member with a new request(s) leads a discussion(s), or arrange for a designate to lead discussion
- Members discuss services to meet local community needs

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- Participate in discussion, invite guest speakers, and share resources

### **Review and Decision-Making**

- At least one member from each agency must be present to form a quorum
- Each main centre will have 1 vote on each request
- Any request will require at least 8 votes for the motion to be carried
- York Region staff will not be included in the voting process
- Upon completion of the discussion, an agency may request time to reconsider their vote. If this happens, agency members will have 48 hours to submit their electronic vote to the York Region
- The Region will share the voting results with all members within 48 hours of receiving the electronic vote

#### **Members will make decisions regarding the following:**

1. New Program Offerings
2. Remove Program Offerings
3. Request System Wide Capacity Building training
  - Based on community need, some centres may receive training on certain trainings, on the condition of knowledge sharing and/or referrals

Any System Wide Capacity Building recommendations will be forwarded to EarlyON Manager, for funding approval

### **Meeting Format, Frequency and Duration**

EarlyON Collaborative meetings will be held 4 times a year:

- **1<sup>st</sup> quarter**
- **2<sup>nd</sup> quarter**
- **3<sup>rd</sup> quarter**
- **4<sup>th</sup> quarter**

EarlyON Collaborative Committee Meeting agenda will include:

- New Program Offering requests discussion/review and decision making
- System Wide Capacity Building request/discussion and decision making
- OCCMS Registration/Calendar functions and recommendations
- Agency Round table discussion to share information
- Professional development opportunities from guest speakers
- Regional updates
- Other business
- Review Terms of Reference – yearly

EarlyON Collaborative Committee Meeting duration: 3 hours

#### **Additional meetings**

To address time sensitive matters for which decisions need to be made before the next quarterly meeting, additional communication between committee members may be

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required. These matters may be addressed through the convening of an additional meeting or through email.