

Windsor-Essex County Children and Youth Planning Committee Terms of Reference

The Windsor-Essex County Children and Youth Planning Committee is working to build an effective integrated system of services that supports children and youth, ages birth to 12 years and their families. The committee provides leadership for this process in the form of input, advice and recommendations. This serves to inform the broader system planning as well as planning done by individual agencies/sectors in an effort to integrate services into a system and create a seamless service experience for children, youth and their families.

Vision:

All children, youth and families are healthy and valued.

Mission Statement:

Through a collaborative, integrated approach, we plan, lead and implement strategies to achieve the best outcomes for children, youth and families in Windsor-Essex County.

GUIDING PRINCIPLES

The following principles guide the work of the Children and Youth Planning Committee:

Family Centred	Children, youth and families are our priority. They are engaged in decisions made and plans developed.
Respect	We value each other's knowledge and input and commit to treating each other with integrity and respect.
Accountable	We accomplish our work in a professional and transparent manner and are accountable to families, communities and other planning groups.
Strength Based	We plan together for an integrated service system that builds on strengths of children, youth, families and our community.
Responsive	We aspire to create an integrated service system that is responsive to the changing needs of children, youth and families.
Inclusive	We plan for an integrated service system that is uniquely designed to meet the needs of all children, youth and families and celebrates differences to foster a sense of belonging.
Evidence Based	We plan together for an integrated service system that is evidence based and outcome focused.

OUTCOMES

We will achieve the following outcomes for all children, youth and their families:

- Improved quality of life
- Increased integration of services
- Improved access to services and supports
- Increased quality of services and supports
- Increased engagement of stakeholders in service planning

STRUCTURE AND MEMBERSHIP

The Windsor-Essex County Children and Youth Planning Committee is comprised of representatives from a diverse cross sector of agencies that reflect the unique composition of our community. Individuals representing agencies at the planning table reflect the mandate of their organization and those individuals representing sectors reflect the views of the sector. It is the expectation that additional members will join the table as gaps in representation of services for children and youth are identified. The planning table is comprised of (but not limited to) representatives from the following organizations/sectors:

- The City of Windsor, Manager of Children's Services (Chair)
- Parent Representatives
- Data Analysis Coordinator
- EarlyON Child and Family Centres (City of Windsor and Agency Led)
- Local School Boards (Greater Essex County District School Board, Windsor-Essex Catholic District School Board, Conseil Scolaire de District du Centre-Sud-Ouest, Conseil Scolaire de District des Ecoles Catholiques du Sud-Ouest, John McGivney Children's Centre School Authority)
- Windsor-Essex County Health Unit
- Children First
- John McGivney Children's Centre
- Preschool Speech and Language/Infant Hearing Program (Talk 2 Me)
- Blind Low Vision Program (CNIB)
- Building Blocks for Better Babies
- Ready Set Go
- St. Clair College Early Childhood Education Program Faculty
- United Way Centraide/Windsor-Essex County
- Windsor Public Library
- Essex County Public Library
- City of Windsor Recreation
- Ska:na Family Learning Centre (Indigenous-led Child Care and EarlyON CFC)
- Caldwell First Nation
- Franco-sol (Francophone Child care and EarlyON CFC)
- CAN AM Indian Friendship Centre of Windsor
- Windsor-Essex Children's Aid Society
- City School-Based Child Care Operators
- City Non-School Based Child Care Operator
- County School-Based Child Care Operators
- County Centre-Based Child Care Operator
- Licensed Home Child Care
- Pathway to Potential
- Family Respite Services
- Building Blocks for Better Babies
- Windsor Regional Children's Centre
- The Summit Centre
- Erie St. Clair LHIN
- Multicultural Council of Windsor and Essex County
- Essex Community Care Access Centre
- Workforce Windsor Essex
- Windsor Essex Local Immigration Partnership
- Ministry of Education

In order to maintain equity in representation, one representative will be identified for each agency/sector, except in cases where an agency has multi-program delivery which requires program specific representation. When unable to attend meetings, the member may name a replacement representative. Sector representation such as child care and EarlyON Child and Family Centre satellites have a two year term and the call for membership goes out to the sector on a bi-annual basis to ensure an inclusive approach.

This committee is chaired by the City of Windsor, Manager of Children’s Services.

The Children and Youth Planning Committee has five Networks which report to the main committee. The five Networks include (see organizational chart below):

Network	Purpose
Inclusion Network	The purpose of the Inclusion Network is to give input/advice to the City of Windsor as Consolidated Municipal Service Manager (CMSM) for child care in Windsor/Essex County. This advice will serve to assist in service system management responsibilities for the planning and implementation of services for children with special needs ages 0 – 12 years with a focus on children ages 0 to 5 years, including the transition to services with the Boards of Education.
EarlyON Child and Family Centre Network	The purpose of the EarlyON Child & Family Centre Network is to give input/advice to the City of Windsor as the Consolidated Municipal Service Manager (CMSM) with respect to identifying gaps and overlaps of early years services for families with children 0 – 6 years and to integrate parenting programs into the early learning and care hubs.
Professional Development Network	The purpose of the Professional Development Network is to give input/advice to the City of Windsor as Consolidated Municipal Service Manager (CMSM) for training opportunities to early childhood educators/caregivers working with children ages 0 to 12 years of age in early learning programs in Windsor/Essex County. Through the CMSM, this committee will also provide advice to the Ministry of Education (MEDU) on issues relative to the needs of early childhood educators/ caregivers providing services to children and their families in our community.
Urban Indigenous Early Child Development Network	The purpose of the Urban Indigenous Early Child Development Network will be to give input/advice to the City of Windsor as Consolidated Municipal Service Manager (CMSM) for planning purposes as it relates to child care, EarlyON Child and Family Centres and system integration for children and youth in Windsor/Essex County. Through the CMSM, this network will also provide advice to the Ministry of Education (MEDU) on issues relative to the needs of children and their families in our community.
Child Care Network	The purpose of the Child Care Network is to provide input/advice to the City of Windsor as Consolidated Municipal Service Manager (CMSM) for child care and as applicable to the Windsor-Essex County Children and Youth Planning Committee. This advice will

Network	Purpose
	serve to assist in service system management responsibilities for the planning and delivery child care funding and child care services. Through the CMSM, this committee will also provide input/advice to the Ministry of Education (MEDU) as applicable.

Each Network has its own Terms of Reference.

The chair/those with responsibility for the program area of each of the Networks sits on the Children and Youth Planning Committee. The agenda of the Children and Youth Planning Committee has a standing agenda item for Network reporting. Each of the chairs reports back on the work of the Networks. These updates are usually verbal in nature and they then appear in the minutes of the meeting for others to review. In some cases, the chair of the Network brings a recommendation for approval and/or a document for review and input.

On occasion, a working group or task group is established to work on a specific, time limited task.



DECISION MAKING

It is a clear expectation that all committee members will work cooperatively and collaboratively in decision-making and implementation activities, with a primary focus on broad community needs and the needs of all children and families rather than individual agency interests. Due to this, a consensus decision making model is employed by the planning committee and its networks. If consensus can't be reached, the majority will rule.