

THE CORPORATION OF THE MUNICIPALITY OF PORT HOPE

BY LAW NO. 30/2011

Being a By-law to establish and provide for the operation of an Early Years Advisory Committee.

WHEREAS Section 11 of the Municipal Act 2001, S.O. 2001, c.25, as amended, in part provides that a lower-tier municipality may pass by-laws respecting the governance and structure and its local boards;

AND WHEREAS the Council of the Corporation of the Municipality of Port Hope deems it advisable to enact a By-law for the operation of an Early Years Advisory Committee;

AND WHEREAS the Early Years Advisory Committee will provide advice and recommendations on matters relating to early years services in the Municipality;

AND WHEREAS the Early Years Advisory Committee will report directly to the Parks and Recreation Advisory Committee;

NOW THEREFORE the Council of the Corporation of the Municipality of Port Hope enacts as a By-law as follows:

1. Committee Title

That a Committee to be known as the Early Years Advisory Committee is hereby established.

2. Definitions

That the definitions as outlined in the Corporation of the Municipality of Port Hope Procedural By-law shall govern all proceedings of the Early Years Advisory Committee and that for the purposes of this by-law and any future interpretations, early years refers to parents and caregivers of, and those children who are 0 to 6 years of age.

3. Policies/Procedures

3.1 That the rules and regulations of the Corporation of the Municipality of Port Hope Procedural By-law shall govern all proceedings of the Early Years Advisory Committee.

3.2 That policies, practices and procedures governing the provisions of its goods or services are consistent with the Corporation's Accessibility Standards for Customer Service Policy and Procedures as adopted in accordance with the requirements of the Accessibility for Ontarians with Disabilities Act (AODA), Customer Service Standard – Ontario Regulation 429/07.

4. Records

That the records of the Early Years Advisory Committee shall be retained and preserved in accordance with the provisions of the Corporation of the Municipality of Port Hope Records Retention By-law.

5. Composition

That the Early Years Advisory committee shall consist of five (5) members appointed by Council as follows:

- 5 members who are residents and/or ratepayers of the Municipality, being a minimum of 18 years of age, and not an employee of the Municipality.

All being voting members

A minimum of one (1) member, preferably two members, of this committee, will be appointed to the YMCA Northumberland OEYC Advisory Committee.

Ex-officio

The Director of the Department of Parks, Recreation and Culture or designate and the General Manager of YMCA Northumberland OEYC or designate, will be an ex-officio member of the Committee who shall act in an advisory capacity and shall be a non-voting member.

6. Term of Office

That members at large shall be appointed by Council for staggered terms, consistent with intervals for the term of office of Council, or until their successors are appointed. Council may reappoint any member whose term has expired and otherwise has discretion in filling any vacancy by appointment for the remainder of any applicable term. There shall be no limit on the number of terms a member may be appointed and all appointments shall be at the discretion of Council. In the event a Committee member resigns prior to the completion of their term, a replacement appointed by Council, will assume the duties to the completion of the term.

7. Mandate

That the Mission Statement, Goals and Terms of Reference of the Early Years Advisory Committee are set out in Schedule "A" attached hereto and forming part of this By-law.

That in carrying out the provisions of this By-law, the Committee shall at all times be the agent of the Municipal Corporation and while acting bona fide within the limits of the authority of this By-law neither the Committee nor any member thereof shall incur any liability by reason of anything done or left undone by the Committee; provided however, that nothing in this section contained shall authorize or empower the Committee to incur any debt, liability or obligation for which the Municipal Corporation shall become liable without having previously obtained the consent of the Council of the Municipality of Port Hope.

8. Repeal of By-laws

That By-law 78/2007 pertaining to the establishment of an Early Years Advisory Committee is hereby repealed.

9. Force and Effect

That this By-law comes into force and takes effect upon the final passing thereof.

READ a FIRST, SECOND and THIRD time and finally passed in Open Council this 29th day of March, 2011.

Linda Thompson, Mayor

S. C. Dawe, Municipal Clerk

SCHEDULE "A" TO BY-LAW NO. 30/2011
EARLY YEARS ADVISORY COMMITTEE
TERMS OF REFERENCE

MISSION STATEMENT

To provide quality, safe, affordable and accessible programs and facilities which improve quality of life for newborn children through age 6 years.

GOAL STATEMENTS

Facilities

To provide early years facilities that are properly maintained, safe and accessible.

Programs

To provide recommendations for the development of a variety of safe, creative and affordable programs for participants.

To provide a network with other groups (i.e. Seniors) to enrich the quality of life for the entire community, especially pertaining to early years programs.

Community Development

To promote volunteerism and service to the community to and for all residents.

Planning and Research

To proactively research and provide recommendations for present and future needs as they pertain to early years.

Short Term

To actively recruit new members from the community to play a role in the development of activities for early years.

Long Term

To work closely with the Staff of the Department of Parks, Recreation & Culture and OEYC Northumberland in seeking input from individuals and the community, in the ongoing process of providing quality, safe, affordable and accessible programs for early years populations.

TERMS OF REFERENCE

1. GENERAL

- 1.1 Committee Meetings shall be conducted in accordance with the Municipality's Procedural By-law and records shall be maintained in accordance with the Municipality's Records Retention By-law.
- 1.2 Members shall follow Municipal policies and procedures and comply with applicable legislation, and shall act in accordance with the Municipal Conflict of Interest Act.
- 1.3 Members shall ensure that policies, practices and procedures governing the provisions of its goods or services are consistent with the Corporation's Accessibility Standards for Customer Service Policy and Procedures as adopted in accordance with the requirements of the Accessibility for Ontarians with Disabilities Act (AODA), Customer Service Standard – Ontario Regulation 429/07.
- 1.4 The Committee shall hold regular monthly meetings, as required, unless otherwise agreed by a majority vote of the members.
- 1.5 The Committee shall elect a chairperson and may elect a vice-chairperson, annually at its first meeting, or as soon as practicable, from among the members. In the absence of the chairperson, and vice-chairperson as the case may be, an acting chairperson may be appointed by a majority vote of the members present to preside at the meeting where the chairperson is absent.
- 1.6 The Committee may appoint, as it deems necessary sub-committees to act in an advisory capacity to the Committee.
- 1.7 The Committee shall provide recommendations to the Committee of the Whole on matters referred by Committee of the Whole/Council to the Committee.
- 1.8 The Committee may liaise with community groups and individuals to maintain an awareness of their goals and mandate in order to gain support for approved initiatives and is authorized to work jointly with other Municipal Committees and/or services in establishing, operating and maintaining early years programs, primarily in consultation with the Department of Parks, Recreation & Culture and YMCA Northumberland OEYC.
- 1.9 The Committee, shall submit to the Department of Parks, Recreation and Culture, and YMCA Northumberland OEYC, regular minutes of its activities and such other reports as may be required from time to time. The Department of Parks, Recreation and Culture will forward through the Municipal Clerk (Director of Corporate Services, upon consultation with YMCA Northumberland OEYC minutes any information deemed necessary for inclusion in the Committee of the Whole agenda.
- 1.10 The Committee is authorized to work jointly with other Municipal Committees and/or services in establishing, operating and maintaining early years programs, primarily in consultation with the Department of Parks, Recreation & Culture and YMCA Northumberland OEYC.
- 1.11 The Committee shall in consultation with the Director of Parks, Recreation and Culture, in consultation with YMCA and Northumberland Ontario Early Years Centre review on an annual basis, the content associated with Schedule A of this By-law.
- 1.12 The Chair shall submit an annual report outlining the committee activities both past and current and proposed work plan for the upcoming year, to be submitted at the end of each year to Council through the Municipal Clerk (Director of Corporate Services).

2. ROLES AND RESPONSIBILITIES

2.1 CHAIRPERSON:

- Provide leadership to the Committee
- Chair Committee meetings in accordance with the Municipality's Procedural By-law
- Prepare agendas for meetings
- Report to Council annually and at other times as required
- Ensure that adopted minutes are forwarded to the Municipal Clerk (Director of Corporate Services) in a timely manner
- Act as spokesperson for the Committee
- Express consensus as reached by Committee
- Ensure that the Municipality's By-laws and Policies are adhered to with respect to all matters
- Ensure that all invoices recommended for payment are recorded in the minutes
- Ensure that invoices recommended by the Committee for payment are forwarded to the Municipal Finance Department for processing in a timely manner

2.2 VICE-CHAIRPERSON:

- Act in the position of the Chairperson in the absence of the Chairperson.
- Otherwise, regular Committee member role.

2.3 COMMITTEE MEMBERS:

- Attend regular Committee meetings
- Advise the Chairperson if unable to attend a meeting
- Actively participate in Committee meetings
- Actively participate in carrying out the responsibilities of the Accessibility Advisory Committee

2.4 RECORDING SECRETARY:

- The duties of the Recording Secretary, approved by the Municipality, are to record, process and distribute minutes and agendas, and to maintain the files of the Committee, including but not limited to Minutes, Agendas, policies, correspondence and other file information, in accordance with the Records Retention By-law.
- When the Recording Secretary is a Municipal employee or has a service contract with the Municipality, such Recording Secretary is a non-member, with no voting privileges.
- When the Recording Secretary is a Member of the Committee, subject to the approval of the Municipal Clerk (Director of Corporate Services), the Member Recording Secretary may retain voting privileges.

3.0 PLANNING AND DEVELOPMENT

3.1 The Early Years Advisory Committee shall provide suggestions/recommendations and develop and provide goals and objectives for the delivery of early years services in the Municipality of Port Hope with particular regard to the following:

- 3.1.1 OEYC mandate and goal statements
- 3.1.2 Facility and operational developments
- 3.1.3 Program development and operations
- 3.1.4 Evaluation of programs and services
- 3.1.5 Community support services
- 3.1.6 Revenue generation
- 3.1.7 Promotion and marketing
- 3.1.8 Goals and priorities will be reviewed on an annual basis

3.2 The Early Years Advisory Committee may play an active role in on-going fundraising and organizing of ventures including, but not limited to, Playground Equipment, Learning Resources, Parent Handbooks, and any other equipment/products that impacts early years program delivery in the Municipality of Port Hope.

3.3 The Early Years Advisory Committee will continuously investigate and research innovative methods of early years programming and establish the necessary liaison with other organizations as they relate to programs and services.

4. COMMUNITY LIAISON

4.1 The Early Years Advisory Committee will assist Department of Parks, Recreation & Culture and YMCA Northumberland OEYC staff, in the identification of early years needs as they pertain to program requirements.

4.2 The Early Years Advisory Committee shall liaise with early years groups and individuals of that community to remain aware of their requirements and to solicit citizen input. The identification of these needs and their priorities will assist in the maintenance of a long term plan concerning early years services in the community.

5. FINANCE

5.1 The Early Years Advisory Committee may solicit or receive any gifts or bequests of money and services, to be applied in furtherance of the Port Hope Early Years programs.

5.2 An Early Years Account shall be maintained by the Municipality for expenditures related to the development of programs that meet the goals and objectives related to this by-law and the early years program participants. The funds may also be used for maintenance or upgrade of early years facilities or equipment. Funds may be received from gifts or bequests, or specific fund raising activities.

5.3 Recommendations for use of these funds shall be provided by the Early Years Advisory Committee to the Department of Parks, Recreation & Culture, and YMCA Northumberland OEYC for consideration within the context of the goals and objectives of the Municipal, County and Provincial programs.

5.4 No debt or obligation shall be incurred by the Early Years Advisory Committee. No payments shall be made by or on behalf of said Committee unless duly authorized by resolution of the Council, through the Early Years Advisory Committee.

5.5 As defined by the interpretation Act, R.S.O. 1980, c. 219, s.30, the terms “may” shall be construed as permissive and “shall” be construed as imperative.