

Positive Parenting Community Committee

Terms of Reference

Date first approved: September 12, 2012

Last date reviewed and approved: July 4, 2017

Background

The exploration of a comprehensive approach to positive parenting in Waterloo Region was initiated by a recommendation from the *One Stop Planning of Services for Young Children and their Families through Multi-use Community Sites* (One Stop) research project conducted by Region of Waterloo Public Health. The One Stop project examined the co-location of services for families of children 0 to 6 years. Parents suggested that they would like to see more coordination between organizations that work with families, and service providers suggested that exploring a comprehensive approach may help to achieve this goal.

This recommendation led to the planning of a community-wide forum to discuss the interest and possibility of working together on a comprehensive approach to positive parenting in Waterloo Region. This forum took place on December 1, 2010. Following from the forum, participant feedback indicated the need to form a Positive Parenting Community Committee to discuss next steps to the forum and to plan a second forum to continue the dialogue. The age range for the second forum changed to prenatal to 18 years due to the requirements in the Ontario Public Health Standards governing the work on Region of Waterloo Public Health as well as feedback from the community at the first forum indicating the need to expand the age range to include youth-serving organizations in conversations about positive parenting. The Positive Parenting Community Committee began meeting in the spring of 2011.

Positive parenting is a specific approach to parenting that emphasizes the importance of the relationship between caregivers and children that is child-centered, promotes non-punitive consequences for children's behaviour, and encourages positive reinforcement and consistent boundaries.

Vision

Waterloo Region will have a comprehensive approach to positive parenting for children prenatal to 18 years old.

Purpose

The Positive Parenting Community Committee exists to:

- Promote the importance of positive parenting.
- Engage community partners in discussions and planning activities for the development of a comprehensive approach to positive parenting in Waterloo Region.
- Implement/coordinate activities for the planning of a comprehensive approach to positive parenting in Waterloo Region.

Objectives:

In meeting the above purpose, the following objectives have been developed for the Positive Parenting Community Committee:

- To connect and align with existing community planning structures;
- To develop and follow strategic directions;
- To develop a common vision, mission, values and language to be used in the planning of a comprehensive approach to positive parenting;
- To develop a workplan based on research, practice and existing strengths, with concrete actions for planning a comprehensive approach to positive parenting in Waterloo Region. This workplan will include assessing needs and addressing gaps in positive parenting services in Waterloo Region;
- To share information with and engage community partners in the planning process as necessary;
- To build relationships with stakeholders and bring the community together in planning for a comprehensive approach to positive parenting in Waterloo Region.

Input and Reporting Responsibility

The Positive Parenting Community Committee is responsive to the community and will report on an 'as needed basis' to the community through existing planning tables. The Positive Parenting Community Committee is affiliated with the Children's Planning Table; although, there is no formal reporting structure to this planning table at this time.

Membership

Membership on the Positive Parenting Community Committee will consist of representatives from organizations in Waterloo Region who work with parents and children during the ages prenatal to 18 years (See *Appendix A* for current membership list).

Member Roles and Responsibilities

Members of the Positive Parenting Community Committee will:

- Gather relevant information as necessary from their sector/other committees
- Report back relevant information to their sector/other committees (See *Appendix B* for list of sectors)
- Be willing to speak to community groups/organizations about positive parenting
- Contribute to the work of the committee by;
 - actively engaging in the development of the work plan,
 - participating on relevant work groups, that includes providing working group updates to the full committee as needed, and
 - providing expertise and guidance related to the work plan

- Commit to regularly attend and participate at meetings, and complete action items as relevant.
- Review minutes, documents, and communications from meetings.
- Inform the Children's Planning Table of the work of this committee

Chair

The Chair position will be reviewed on an annual basis in July. The committee members may also select Co-Chairs. The term of the Chair (or Co-Chairs) is a minimum of two-years and the position can be held for a maximum of 2 consecutive terms (4 years). If Co-Chairs are selected, then the introduction of new Co-Chairs will be offset so that there is always a new Co-Chair paired with an experienced Co-Chair.

The Regional Co-Chair will be responsible for:

- Gathering agenda items
- Developing the agenda
- Distributing the agenda and minutes
- Maintaining membership list and voting list
- Updating the Terms of Reference
- Chairing the meeting (alternating with the community co-chair)
- Tracking actions coming from the meeting

The Community Co-Chair will be responsible for:

- Reviewing and providing input into the agenda
- Chairing the meeting (alternating with the regional co-chair)
- Maintaining a relationship with the Children's Planning Table
- Advocating for the Positive Parenting Community Committee

Minute-Taking

A Program Assistant from Region of Waterloo Public Health will take minutes at each meeting. In the event, that he/she is not available, a minute-taker will be requested from the membership at the beginning of the meeting. Minutes will be sent to all committee members within one week of the meeting. Minutes will be approved at the beginning of the following meeting.

Timeframe and Meeting Frequency

Terms of Reference will be reviewed annually in July when the Chair (or Co-Chairs) is selected. (First draft of Terms of Reference will be reviewed after creation of work plan.)

Meetings will be held at a minimum of once per quarter, with additional meetings or working group meetings planned as necessary.

Meetings will be two hours in length.

The meeting locations will rotate among the organizations represented on the Positive Parenting Community Committee.

Decision Making/Recommendations

Decisions will be made and recommendations generated through a consensus process whenever possible. Recommendations and decisions are adopted when all participants consent to the result of the discussion about the original proposal. When concerns remain after discussion and consensus cannot be reached, recommendations and decisions will be generated through voting on a proposal. A 2/3rd majority vote of those present must be met for recommendations and decisions to move forward. Voting will only occur if a quorum present (quorum is 2/3rds of the voting member list). To be a voting member you (or a representative from your organization) need to attend a minimum of four meetings per year (includes full committee meetings and work group meetings). If a voting member is not able to attend the meeting when the vote is to take place, they can give proxy to another member of their organization who will be present at the meeting. A list of voting members will be maintained by the Chair.

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