



Northern Capacity Building Advisory Committee Sudbury-Manitoulin District

Terms of Reference

Context

The Northern Capacity Building Advisory Committee was designed to support local service providers to increase service options and professional capacity, with special attention dedicated to rural and remote communities, bilingual and culturally inclusive services.

Scope of Work

The Sudbury-Manitoulin District Northern Capacity Building Advisory Committee will:

- Work in collaboration with families and professionals to develop a capacity-building strategy which will include short and long-term strategies to recruit, train and retain professionals in the Sudbury-Manitoulin District;
- Provide advice and recommendations to CCR on allocation of funding to support professional capacity-building strategies
- Engage stakeholders (as required), to obtain additional feedback and insight; and
- Monitor and evaluate progress, leverage innovation, and share lessons learned.

Committee Roles and Responsibilities

The committee includes 8-10 members (parents and professionals), from the public and private sector. The committee is accountable to CCR and will play a critical role in ensuring the development and implementation of a capacity-building strategy.

Chair

The Northern Capacity Building Advisory Committee will be Chaired by CCR's Executive Director. The Chair will provide leadership and decision-support on the capacity-building strategy and associated funding allocations.

Co-Chair

Committee members will be invited to express interest in assuming the role of Co-Chair. If more than one member expresses interest, the committee will engage in a voting process to select the incumbent.

The Co-Chair will work in collaboration with the Chair to set the agenda and chair the meeting.

Revised May 2021

Committee Members

Committee members will attend scheduled meetings, review, and comment on meeting materials, provide advice and guidance and seek advice from other stakeholders as required.

Administrative Support

CCR will provide the administrative support for all committee meetings. This includes coordinating meeting schedules and minute taking. Administrative support will also be provided between meetings, which may include distributing materials, and acting as the point-person for questions between meetings.

Meeting Frequency and Duration

The Northern Capacity Building Advisory Committee will meet quarterly.

The term of the committee is from April 2021 to March 31, 2022.

Meetings will be 60 minutes in length.

Communication

The work of the committee is intended to be transparent and engaging. To ensure we are consistent in our communication, a standing agenda item will be implemented to review meeting content, minutes, actions, and next steps. Meeting minutes will be made public on CCR's website as means to maintain transparency with stakeholders.