



**The Halton Resource Connection (THRC)  
Professional Learning Advisory Committee  
Terms of Reference**

**Purpose:**

To work collaboratively to identify the ongoing professional learning trends and needs for Professionals working in Halton's Early Years and Child Care sector.

**Guiding Principles:**

THRC is committed to creating safe and brave spaces that support DIVERSITY, EQUITY AND INCLUSION.

As a leader and essential partner for professional excellence in the Halton Early Learning and Child Care community, THRC is committed to fostering diversity, equity and inclusion.

We understand that equitable and inclusive spaces provide a sense of belonging and well-being among children and youth. THRC strives to create programs and services that support and empower Early Learning and Child Care professionals to create these spaces.

THRC believes that all children are sacred, and we play a role in supporting educators to guide children and youth to embrace their authentic identities, and in standing in active and ongoing allyship with them.

THRC acknowledges the importance of continuing on our journey to learn more and to do more in support of marginalized individuals, and are committed to: Listening, Learning and Action; To meet the needs of Early Learning and Child Care professionals, and the challenges faced by Black, Indigenous, People of Colour as well as other marginalized individuals in support of safe and brave spaces, programs and services to support their learning toward fostering diversity, equity and inclusion.

We understand that the journey is an active and intentional one, which requires ongoing commitment and effort. We understand that we may make mistakes along the way, and hold ourselves accountable to listen, to learn and to act.

**Membership:**

The Professional Learning Advisory Committee shall consist of a minimum of one member from The Halton Resource Connection leadership team and will include members from the broader child care and early years sector.

The Committee can include representatives from, but not limited to:

- The Halton Resource Connection (Chair)

- Halton Region Children's Services
- Licensed Child Care (Nursery/Infant/Toddler/Preschool/School Age)
- Licensed Home Child Care
- EarlyON Child and Family Centres
- Developmental Service Agencies/Special Needs Agencies
- Education/post-secondary institutions

### **Roles and Responsibilities:**

Serve as a consultative body and actively guide the overall strategic direction of the professional learning opportunities offered through The Halton Resource Connection, for Licensed Child Care and EarlyON Child and Family Centres.

- Actively contributes evidence-based insights and providing expertise to support the professional learning needs of the child care and early years sector through information sharing information, and experience
- Engage in and inform system wide professional learning days/conferences
- Represent the ongoing professional learning needs of their organizations and reflecting the voice of the sector
- Review professional learning plans and provide feedback to guide future direction
- Review evaluation metrics and tools and modify if necessary
- Disseminate and share information on professional learning opportunities to relevant networks
- Participates in working groups as needed

### **Role of Committee Chair:**

Ensure the Purpose and Guiding Principles are supported throughout the work of the Professional Learning Advisory Committee and that the membership representation is based on the membership section outlined above.

- Facilitate open communication with members
- In collaboration, ensure the review of the Committee's Terms of Reference annually
- Provides agenda, report summaries, and/or questions, 1 week prior to the meeting to provide participants time to review and come ready to engage in dialogue and information sharing
- Put forward advice and/or recommendations to Halton Region, Children's Services Division.

### **Meetings:**

- Meetings will be held quarterly or as needed
- Meetings will be held virtually or in-person (hybrid model)
- Committee members may send someone in their place who carries a similar scope of practice, experience or expertise
- Committee members who are absent for three consecutive meetings will be contacted regarding their intent to stay on the committee

### **Secretariat Support:**

Minutes will be taken by THRC's Senior Administrative Assistant and distributed to the

committee members within 48 hours of the meeting.

**Term:**

Two-year term for committee members – renewable 2 times

**Working Groups:**

The Professional Learning Advisory Committee can identify working groups needed to address the various learning needs within the sector, based on specific needs. The working groups will inform the work of the larger Committee and can be based on specific initiatives. All members of the Professional Learning Advisory Committee can be asked to participate in a working group (where applicable). Committee members can have staff from their organization participate on their behalf at a working group level, but the members' direct participation is required at Committee level.

Meetings will be held as needed and THRC will be responsible for chairing all working group meetings

\* Terms of Reference will be reviewed annually

Created: June 2025