

TERMS OF REFERENCE

RICHMOND CHILD CARE DEVELOPMENT ADVISORY COMMITTEE (CCDAC)

1. Application

These terms of reference shall apply to the "Child Care Development Advisory Committee" (CCDAC).

2. Purpose:

The purpose of the Child Care Development Advisory Committee is to provide advice (e.g., information, options, analysis and recommendations) to the Richmond City Council.

3. Mandate – see Schedule 1

4. Composition

- Voting Members
 - The Child Care Development Advisory Committee shall consist of a maximum of 12 voting members.
- Council Liaison

The Committee shall be supported by a City Council liaison (non-voting).
- City Staff Liaison

The Committee shall be supported by a City Staff Liaison (e.g., Policy Planning Department) (non-voting).
- CCDAC Support Resources
 - School Board Liaison

The Richmond School Board shall nominate a representative, appointed by Council (non-voting).

The following organizations may support (non-voting) the CCDAC:

- Richmond Health Authority Staff;
- Senior governments (e.g., Federal, Provincial);
- Regional groups (e.g., GVRD);
- Others, as appropriate.

5. Recruitment

The selection of CCDAC members shall be according to Council policy and procedures, (e.g., the City Clerk's office will place appropriate public advertisements in the press and media) to ask for volunteers.

6. CCDAC Membership Criteria

Members of CCDAC shall meet the following criteria:

- be anyone who demonstrates an interest in and commitment to City child care development;
- be appointed on the basis of their experience, consensus building, expertise and ability to advance the work of the CCDAC (not as formal representatives of particular organizations), and their availability;
- represent a range of child care development knowledge, experience and perspectives including:
 - the City's ethnocultural diversity;
 - experience in child care development issues, needs and solutions;
 - parents;
 - community child care related organizations (e.g., Richmond Child Care Resource and Referral Centre);

- business and the development community (e.g., the Urban Development Institute);
- health and the human environment;
- community planning;
- organizational development;
- accounting and finance;
- communications and public relations;
- Other, as appropriate.
- attend meetings regularly; non-attendance at three consecutive meetings may constitute a request for resignation.

7. Selection

All members of CCDAC shall be selected based on the above criteria.

8. CCDAC Appointments

- All CCDAC appointments shall be made by City Council.

9. Term:

- CCDAC members shall be appointed for 2-year terms.
- The CCDAC shall have rotating membership so that:
 - Six members shall initially be appointed for a one-year term;
 - Six members shall initially be appointed for a two-year term.
- When these respective initial terms expire, each subsequent appointment shall be for a two-year term.

10. Operation and Process

- Operation
 - At the beginning of each year, the CCDAC shall appoint a Chair, Vice Chair and Secretary.
 - The CCDAC Secretary shall be responsible for keeping CCDAC minutes.
 - The CCDAC shall meet at least six times a year.
 - Sub-committees may be appointed by the CCDAC, as necessary. Membership in the sub-committees is not restricted to Council appointed CCDAC members. The sub-committees will report to and take direction from the CCDAC.
- Accountability
 - CCDAC shall produce annual reports, work programs, budgets and other reports for Council's consideration.
- Communication
 - CCDAC shall report to Council through the City staff liaison, to Planning Committee and then to Council.
 - CCDAC may communicate regularly with the public.
- Decision-Making Process
 - Members of CCDAC shall:
 - follow the Council Procedure bylaw, as far as applicable (e.g., quorums shall be 50%+1);
 - strive for consensus; and
 - Each CCDAC member is entitled to one vote.

11. Resources

- CCDAC shall prepare and submit:
 - For the Year Just Completed;
 - an annual report; and
 - a financial statement.

- For the Upcoming Year
 - a proposed work program; and
 - a proposed budget.
- Richmond City Council will review the CCDAC proposed annual work program and budget submission and may provide funding in addition to the committee's base operating budget, subject to City budgetary priorities.
- CCDAC may incur expenses for items, which are consistent with the approved annual work program and budget, and City policy and procedures shall be followed.
- CCDAC may seek volunteers to assist in fulfilling its mandate, provided that any expenditure can be accommodated within the approved annual CCDAC budget.

Schedule 1 - Mission Statement, Richmond Child Care Development Advisory Committee

**MISSION STATEMENT
RICHMOND CHILD CARE DEVELOPMENT ADVISORY COMMITTEE (CCDAC)**

1. Mission Statement

As Council directs and as resources are provided, the Child Care Development Advisory Committee (CCDAC) provides Council with advice (e.g., information, options, analysis, recommendations), regarding the planning, development, support and promotion of a range of quality, affordable and accessible child care in the City of Richmond.

2. Goal

The goal of the CCDAC is to assist Council in planning for and supporting quality child care in Richmond.

3. Objectives

The CCDAC will:

1. Planning

- Respond to child care planning and development referred to the CCDAC by Council;
- Prepare plans and policies regarding the development, provision and management of child care priorities, programs, facilities, spaces, equipment, funding and providers,
- Identify long and short term issues, needs, priorities and solutions regarding child care programming, facility, site, space, equipment and funding;
- Undertake child care studies (e.g., planning, needs assessments), as required;
- Assist developers and professionals (e.g., architects) in planning child care space,
- Assist Council to periodically review City child care development policies and procedures;

2. Co-ordination

- Advise regarding the coordination of:
 - a. community interests, public participation and networking to identify issues and develop solutions regarding child care;
 - b. City child care activities with the School Board, existing and potential operators, government, developers and the community;

3. Organizational Development

- Advise regarding a range of appropriate:
 - a. organizational models (e.g., non-profit societies, for profit, co-operative) and
 - b. organizations (e.g., non-profit societies, private sector, co-operative sector, employers, senior governments, community groups, parents)
 to develop and operate child care facilities in Richmond.

4. Education

- Undertake community educational initiatives and programs, as necessary;

5. Information

- Assemble and provide child care resource materials to Council, child care providers, parents, developers, professionals, and the community;

6. Research

- Conduct child care research (e.g., needs assessments), as appropriate.

7. Promotion

- Increase public awareness of child care issues, needs and solutions in the community.
 - Enhance public involvement in child care;

8. Financial Management

- General
 - As requested, advise Council regarding:
 - child care funding issues and solutions;
 - the planning of City child care capital, operating and consulting (e.g., committees, facilities, studies) budgets;
 - a wide range of potential funding sources (e.g., senior governments, foundations) for child care (e.g., CCDAC, facilities, programs, research) in Richmond;
 - funding partnership opportunities;
 - manage the City CCDAC annual budgets (e.g., operating, consulting, project), as per City policies;
- City Statutory Child Care Development Reserve
 - Advise Council on the administration and management of the Richmond Child Care Development Statutory Reserve Fund;
 - Undertake the City's child care grants program, as funds are available (e.g., call for proposals, evaluations, recommendations to Council, distribution, letters, monitoring)

9. City Child Care Facility Management

- As requested, provide advice regarding
 - a. the City's child care facilities;
 - b. a process to select operators of City child care facilities;
 - c. potential child care facility operators of City child care facilities.

10. Community Development:

- Encourage community participation in identifying and planning for child care needs in the community.
- Encourage a wide range of partners and stakeholders (e.g., private sector, co-operative sector, non-profit societies, employers, senior governments, community groups) to develop, fund and provide child care programs, facilities, spaces and equipment, as deemed appropriate for Richmond.
- Increase public involvement in addressing child care issues through education and proactive involvement in the community.