

Terms of Reference

Child Care Development Advisory Committee

1. Purpose

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

2. Mandate

To act as a resource and provide advice to City Council regarding the planning, development support and promotion of a range of quality, affordable and accessible child care in Richmond.

3. Role

The role of the CCDAC is to carry out the following functions:

- 3.1 Act as a resource and provide advice to City Council by providing information and recommendations regarding issues and opportunities related to child care and child care development referred by City Council and/or staff to the CCDAC.
- 3.2 Provide input to the City on the development, implementation, monitoring and update of strategies and plans that support and enhance the social well-being and quality of life of Richmond's community members.
- 3.3 Encourage public awareness, participation and involvement of the Richmond community in the identification and development of solutions to the social needs and issues in Richmond.
- 3.4 Produce annual reports, work programs, budgets and other reports for Council approval.

4. Composition

- 4.1 Voting Members
CCDAC shall be comprised of up to 12 Council appointed members.
- 4.2 City Council Liaison
There shall be one (1) Council Liaison assigned to the CCDAC (non-voting).
- 4.3 City Staff Liaison
There shall be one (1) Staff Liaison assigned to the CCDAC (non-voting) from the Community Social Development Department.
- 4.4 School Board Liaison
There shall be one (1) representative from the Richmond School Board appointed to the CCDAC (non-voting).
- 4.5 Recording Secretary
There shall be one (1) Recording Secretary assigned to the CCDAC (non-voting).
- 4.6 CCDAC Support Resources
There shall be one (1) representative from the following organizations may be appointed to the CCDAC (non-voting):
 - 4.6.1 Richmond Child Care Resource and Referral Centre;
 - 4.6.2 Vancouver Coastal Health;
 - 4.6.3 Senior governments (e.g. Federal, Provincial);
 - 4.6.4 Regional groups (e.g. Metro Vancouver); and
 - 4.6.5 Others, as appropriate.

5. Recruitment, Selection and Appointment

- 5.1 Recruitment
 - 5.1.1 Recruitment of citizen appointees shall be according to Council policy and procedures.
 - 5.1.2 Organizations shall recruit and nominate their own representatives.

5.2 Selection

All members of CCDAC shall be selected based on the following criteria:

- 5.2.1 Demonstrates an interest in, and commitment to, City child care development;
- 5.2.2 Reflects the diversity of the community;
- 5.2.3 Ability to contribute a range of child care development knowledge, experience and perspectives, including experience in:
 - 5.2.3.1 Parenting;
 - 5.2.3.2 Community child care related organizations (e.g. Richmond Child Care Resource and Referral Centre);
 - 5.2.3.3 Business and the development community (e.g. the Urban Development Institute);
 - 5.2.3.4 Child care operations as an administrator or educator;
 - 5.2.3.5 Health and human environments;
 - 5.2.3.6 Community planning;
 - 5.2.3.7 Organizational development;
 - 5.2.3.8 Accounting and finance;
 - 5.2.3.9 Communications and public relations; and
 - 5.2.3.10 Others, as appropriate.
- 5.2.4 Members are selected based on their availability, experience, efforts to engage in consensus building, expertise and ability to advance the work of the CCDAC (not as formal representatives of particular organizations).

5.3 Appointment

All members shall be appointed by City Council.

6. Term

Members shall be appointed or reappointed to CCDAC with term limits in accordance with *Appointments – Term Limits Policy 1020*.

7. Membership Responsibilities

7.1 Members shall:

- 7.1.1 Be familiar with the Terms of Reference, goals and work program of the CCDAC.
- 7.1.2 Attend meetings with regularity and punctuality.
- 7.1.3 Thoroughly familiarize themselves with all agenda materials in preparation for active participation in discussions.
- 7.1.4 Act in accordance with and uphold the City's Respectful Workplace Policy (Policy 6800).

7.2 The Chair shall:

- 7.2.1 In consultation with the Staff Liaison, prepare the agenda and any necessary supporting material in time for preparation and distribution by the Staff Liaison.
- 7.2.2 Assume responsibility of signing or authorizing all correspondence arising from Committee or Subcommittee activities.
- 7.2.3 Ensure decisions made by the CCDAC are acted upon in a timely manner and align with the CCDAC's mandate.
- 7.2.4 Chair meetings on an informal consensus basis, but when necessary, refer to Robert's Rules of Order, demonstrate knowledge of the work at hand, facilitate inclusive discussions, and ensure that all members have a full and equal opportunity to participate in decision-making.
- 7.2.5 Accurately present the views and work of the CCDAC to City Council when required.

7.3 The Vice Chair shall:

Assume the duties of the Chair in the absence of or in the event of a conflict of interest on the part of the latter, and shall perform and assume such other responsibilities and duties as assigned by the Chair.

8. Operation and Process

8.1 Operation

- 8.1.1 During the first meeting of each calendar year, CCDAC shall appoint a Chair and Vice-Chair.
- 8.1.2 Meetings shall be held a minimum of six (6) times a year.
- 8.1.3 Sub-committees may be appointed by the CCDAC as necessary. Membership in the Sub-committees is not restricted to Council appointed CCDAC members. Sub-committees will be chaired by a CCDAC member and report to and take direction from the CCDAC.

8.2 Communication

- 8.2.1 The CCDAC shall report to Council through the Staff Liaison.
- 8.2.2 The CCDAC may communicate with the public. However, without the express consent of the City, members are not authorized to present themselves as representing the City in the course of carrying out their duties.
- 8.2.3 CCDAC meetings shall be open to the public in accordance with the Local Government Act.

8.3 Decision-Making Process

- 8.3.1 Members of CCDAC shall:
 - 8.3.1.1 Follow Council decision-making policy and procedures.
 - 8.3.1.2 Strive for consensus.
 - 8.3.1.3 In the absence of consensus, a decision will be determined by a simple majority of members present.
- 8.3.2 Each voting member is entitled to one (1) vote.
- 8.3.3 A quorum is established when 50 per cent + one (1) members are present.

9. Code of Conduct

9.1 Conflict of Interest

- 9.1.1 A conflict of interest exists if a Committee member is a director, member or employee of an organization seeking to benefit from the City or if the Committee member has a direct or indirect pecuniary (financial) interest in the outcome of Committee deliberations.
- 9.1.2 Committee members who have a conflict of interest with a topic being discussed shall declare the conflict, describe the nature of the conflict, leave the room prior to any discussions and shall refrain from voting.
- 9.1.3 Committee members are not permitted to directly or indirectly benefit from their participation on the Committee during their tenure and for a period of 12 months following their term(s).

9.2 Professionalism

- 9.2.1 Committee members are expected to act in accordance with the City's Respectful Workplace Policy (Policy 6800), including being respectful towards other members.
- 9.2.2 Committee members must devote the necessary time and effort to prepare for meetings, arrive at meetings on time and provide feedback consistent with the Committee's mandate.
- 9.2.3 Any Committee member who is absent for three (3) meetings of the Committee without reason satisfactory to the Committee may be removed from the Committee.

9.3 Reporting and Social Media

- 9.3.1 The Committee members may not represent themselves as having any authority beyond that delegated in the Terms of Reference approved by Council. Items will be presented to the Committee if referred by Council or staff and the standard process of communication is through staff to Council. Committee members may communicate directly to Council or the media, if the Committee members identify themselves as an individual, and not as representatives of the Committee.
- 9.3.2 Any use of social media must, as with all other forms of communication, meet principles of integrity, professionalism and privacy.

Should a Committee member violate the Code of Conduct or act outside the Terms of Reference, the Committee member may be removed from the Committee.

10. Resources

- 10.1 There shall be one (1) Staff Liaison appointed to the CCDAC. The Staff Liaison's role is to:
 - 10.1.1 Update the CCDAC on City initiatives that relate to child care development.
 - 10.1.2 Refer issues for advice and options.
 - 10.1.3 Relay feedback from the CCDAC to City Council and to City Departments as appropriate.
 - 10.1.4 Provide an orientation to new Committee members.
 - 10.1.5 Ensure the minutes are signed and submitted to the City Clerk for public record.
 - 10.1.6 Provide administrative support as necessary.
- 10.2 CCDAC shall prepare and submit:
 - 10.2.1 For the Year Completed
 - 10.2.1.1 An annual report; and
 - 10.2.1.2 A financial statement.
 - 10.2.2 For the Upcoming Year
 - 10.2.2.1 A proposed work program; and
 - 10.2.2.2 A proposed budget.
- 10.3 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.
- 10.4 CCDAC may incur expenses only for authorized items, within the CCDAC's approved annual budget, and City policy and procedures shall be followed.
- 10.5 The CCDAC may seek volunteers to assist in fulfilling its mandate, provided that any expenditure can be accommodated within the approved annual CCDAC budget.
- 10.6 The Staff Liaison and Recording Secretary shall be assigned by the Community Social Development Department.