

**TERMS OF REFERENCE  
RICHMOND CHILD CARE DEVELOPMENT ADVISORY COMMITTEE**

**1. Purpose**

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

**2. Mandate**

The purpose of the Child Care Development Advisory Committee is 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. Provide advice (e.g. information, analysis, options and recommendations) to Council regarding the planning, development, support, and promotion of a range of quality, affordable and accessible child care in Richmond.
- 3.2. Respond to child care planning and development questions referred to the CCDAC by Council through the Staff Liaison.
- 3.3. Provide input into the review of City child care development policies, programs, and procedures.
- 3.4. Provide feedback on development proposals for future City-owned child care facilities, including early childhood development hubs.
- 3.5. Manage the CCDAC annual budget, as per City policy.
- 3.6. Review and make recommendations on City child care grants.
- 3.7. Advise and/or provide professional development opportunities for Richmond child care providers (e.g. Child Care Month events).
- 3.8. Increase public awareness of, and public participation in, child care needs, challenges and solutions in the community, through education and involvement in the community.
- 3.9. Make recommendations to Council regarding advocacy that could be undertaken with other levels of government.
- 3.10. Advise Council regarding child care funding, challenges, priorities and solutions.
- 3.11. Participate in the process of selecting operators for City-owned child care facilities and early childhood development hubs.
- 3.12. Assemble and provide child care resource materials to Council, child care providers, parents, developers, professionals, and the community.
- 3.13. Conduct research regarding child care, as appropriate.

**4. Principles**

The activities of the Committee will be guided by the following principles:

**4.1. Representative**

- 4.1.1. CCDAC will seek to reflect the various interests in the provision of child care in Richmond by ensuring that key stakeholders are represented in its membership, including, but not limited to, parents, private and not-for-profit child care operators delivering different types of child care and age groups, and community members who are involved in, or support, child care services.

**4.2. Inclusive**

4.2.1. CCDAC will seek to ensure that the needs of children of differing abilities and diverse cultural and socio-economic backgrounds, are considered in the planning and development of City-owned child care facilities and early childhood development hubs. CCDAC also values diversity in its membership, and will seek members who bring a variety of experiences, viewpoints, backgrounds, and life experiences to the committee.

4.3. Collaborative

4.3.1. CCDAC members will endeavour to work collaboratively with each other to achieve the objectives and goals outlined in its work program.

4.4. Consensus Building

4.4.1. CCDAC will seek to achieve the best possible consensus and agreement on advice to be provided Council.

**5. Composition**

5.1. Voting Members

The Child Care Development Advisory Committee shall consist of a maximum of 12 voting members.

5.2. Council Liaison

There shall be one Council Liaison appointed to the CCDAC (non-voting).

5.3. City Staff Liaison

There shall be one Staff Liaison assigned to the CCDAC (non-voting).

5.4. School Board Liaison

There shall be one representative from the Richmond School Board appointed to the CCDAC (non-voting).

5.5. Recording Secretary

There shall be one Recording Secretary assigned to the CCDAC (non-voting).

5.6. CCDAC Support Resources

There shall be one (1) representative from the following organizations may be appointed to the CCDAC (non-voting):

- 5.6.1.1. Richmond Child Care Resource and Referral Centre;
- 5.6.1.2. Vancouver Coastal Health;
- 5.6.1.3. Senior governments (e.g. Federal, Provincial);
- 5.6.1.4. Regional groups (e.g. Metro Vancouver);
- 5.6.1.5. Others, as appropriate.

**6. Recruitment, Selection and Appointment**

6.1. Recruitment

6.1.1. The recruitment of citizen appointees shall be according to Council policy and procedures (e.g. the City Clerk's Office will place appropriate public advertisements in the media to ask for volunteers).

6.1.2. Organizations (e.g. Richmond School Board) shall recruit and nominate their own representative. These representatives will then be appointed by Council.

## 6.2. Selection

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

- 6.2.1. Demonstrates an interest in, and commitment to, City child care development;
- 6.2.2. Reflects the diversity of the community;
- 6.2.3. Ability to contribute a range of child care development knowledge, experience and perspectives, including experience in:
  - 6.2.3.1. Parenting;
  - 6.2.3.2. Community child care related organizations (e.g. Richmond Child Care Resource and Referral Centre);
  - 6.2.3.3. Business and the development community (e.g. the Urban Development Institute);
  - 6.2.3.4. Child care operations as an administrator or educator;
  - 6.2.3.5. Health and human environments;
  - 6.2.3.6. Community planning;
  - 6.2.3.7. Organizational development;
  - 6.2.3.8. Accounting and finance;
  - 6.2.3.9. Communications and public relations;
  - 6.2.3.10. Other, as appropriate.
- 6.2.4. 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).

## 6.3. Appointment

All members shall be appointed by Council.

## 7. Term

- 7.1. Members shall be appointed for a term of two (2) years.
- 7.2. At the end of a term, members may re-apply to serve for a subsequent term.
- 7.3. Members may serve for a maximum of four (4) consecutive terms, or eight (8) consecutive years, whichever is longer.
- 7.4. After members have reached their term limit, they are eligible to apply for another City advisory committee, or may take a one-term hiatus from CCDAC and then re-apply to return.

## 8. Membership Responsibilities

### 8.1. Members shall:

- 8.1.1. Be familiar with the Terms of Reference, goals and annual work plan of the CCDAC.
- 8.1.2. Thoroughly familiarize themselves with all agenda materials in preparation for active participation in discussions.
- 8.1.3. Act in accordance with and uphold the City's Respectful Workplace Policy (Policy 6800).
- 8.1.4. Attend monthly meetings with regularity and punctuality; non-attendance at three (3) consecutive meetings may constitute a request for resignation.

### 8.2. The Chair shall:

- 8.2.1. In consultation with the Staff Liaison, prepare the agenda and any necessary supporting material in time for preparation and distribution by the Staff Liaison.
- 8.2.2. Assume responsibility of signing or authorizing all correspondence arising from Committee or Subcommittee activities. However, if a conflict of interest arises for

the Chair, the Vice-Chair will assume the responsibility of signing or authorizing the correspondence in question.

- 8.2.3. Ensure decisions made by the CCDAC are acted upon in a timely manner and align with the CCDAC's mandate.
- 8.2.4. Uphold the CCDAC Terms of Reference.
- 8.2.5. Chair meetings on an informal consensus basis, but when necessary, refer to Council Procedure Bylaw and then 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.
- 8.2.6. Accurately present the views and work of the CCDAC to City Council when required.
- 8.2.7. Generally all media requests are to be referred to the Corporate Communications and Marketing Department. The Chair, and only the Chair, may be authorized by the Committee to speak to the media on behalf of the Committee.

**8.3. The Vice-Chair shall:**

- 8.3.1. Assume the duties of the Chair in their absence, and shall perform and assume such other responsibilities and duties as assigned by the Chair.

**8.4. The Recording Secretary shall:**

- 8.4.1. Be responsible for recording the minutes of the CCDAC meetings and ensure that these are signed and submitted to the City Clerk for public record.

**9. Operation and Process**

**9.1. Operation**

- 9.1.1. In January of each year, the CCDAC shall appoint a Chair and Vice-Chair.
- 9.1.2. The CCDAC shall meet a minimum of six (6) times a year with a break in July and August.
- 9.1.3. Sub-committees may be appointed by the CCDAC, as necessary. Membership in the sub-committees is not restricted to Council appointed CCDAC members. The sub-committees will report to and take direction from the CCDAC.

**9.2. Accountability**

The CCDAC shall produce annual reports, work programs, and other reports for Council approval.

**9.3. Communication**

- 9.3.1. The CCDAC shall report to Council through the Staff Liaison, to Planning Committee and then to Council.
- 9.3.2. The CCDAC may communicate regularly 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.
- 9.3.3. The CCDAC meetings shall be open to the public, in accordance with the *Local Government Act*.

**9.4. Decision-Making Process**

- 9.4.1. Members of the CCDAC shall:
  - 9.4.1.1. Follow the Council decision-making policy and procedures;
  - 9.4.1.2. Strive for consensus; and
  - 9.4.1.3. In the absence of consensus, a decision will be determined by a simple majority of members present.

9.4.2. Each voting member is entitled to one vote.

9.4.3. A quorum is established when 50% + 1 members are present (e.g. if there are 12 members, 50% is six members so a quorum would be six plus one, or seven members).

## **10. Code of Conduct**

### **10.1 Conflict of Interest:**

10.1.1 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.

10.1.2 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.

10.1.3 Committee members are not permitted to directly or indirectly benefit from their participation on the Committee during their tenure and for a period of twelve (12) months following their term(s).

### **10.2 Professionalism:**

10.2.1 Committee members are expected to act in accordance with the City's Respectful Workplace Policy (Policy 6800), including being respectful towards other members.

10.2.2 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.

10.2.3 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.

### **10.3 Reporting and Social Media:**

10.3.1 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.

10.3.2 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.

## **11. Resources**

11.1. There shall be one Staff Liaison assigned to the CCDAC. The Staff Liaison's role is to:

11.1.1. Update the CCDAC on City initiatives that relate to child care development;

11.1.2. Refer issues for advice and options;

11.1.3. Relay feedback from the CCDAC to City Council and to City Departments as appropriate;

11.1.4. Provide an orientation to new committee members; and

11.1.5. Provide administrative support as necessary.

- 11.2. The CCDAC shall prepare and submit:
  - 11.2.1. For the Year Completed
    - 11.2.1.1. an annual report; and
    - 11.2.1.2. a financial statement.
  - 11.2.2. For the Upcoming Year
    - 11.2.2.1. a proposed annual work program; and
    - 11.2.2.2. a proposed annual budget.
- 11.3. 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.
- 11.4. The CCDAC may incur expenses only for Council authorized items, and City policy and procedures shall be followed.
- 11.5. The CCDAC may seek volunteers to assist in fulfilling its mandate, provided that any expenditure can be accommodated within the approved annual CCDAC budget.
- 11.6. The City Staff Liaison role and Recording Secretary and staff reports shall be coordinated through the Community Social Development Department.