

## **District of North Vancouver Child Care Grants Committee Terms of Reference**

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The Child Care Grants Committee is an advisory committee of the District of North Vancouver Council to provide advice and community perspective on issues related to municipal child care grants.

### **Committee Responsibilities**

Within the scope of Council priorities, the Child Care Grants Committee advises council and staff on the specific responsibilities which include:

- Make recommendations to staff on improvements and amendments to the child care granting process;
- Assist staff in setting annual priorities for child care grants; and,
- Make recommendations to staff regarding the allocation of Municipal child care grants.

The Committee will provide an annual report to Council as outlined in the District's Council Procedure Bylaw.

### **Committee Membership and Meetings**

Committee members are appointed annually by the Advisory Oversight Committee. Committee members are appointed for two-year terms, with an option to renew for an additional two-year term. Members may then reapply for two, one-year subsequent terms thereafter for a total of six years.

Membership will be comprised of a maximum of five members, seeking representation and qualification as follows:

- Members will be residents of the District of North Vancouver; however, child care professionals appointed to the Committee need not be residents of the District.

The Advisory Oversight Committee may appoint any other person not outlined above based on the consideration of a combination of skills and experience, or at the recommendation of the Committee Staff Liaison.

The Committee meets at the call of the Chair. Additional meetings may be called throughout the year at the call of the Chair upon recommendation of the Committee Staff Liaison. A quorum of 50% plus one of the Committee membership is required to conduct Committee business. The Committee will conduct meetings in accordance with the District's *Council Procedure Bylaw*.

The Chair and Vice Chair will be elected by the Committee at its first meeting each year. If both are absent from a meeting, an Acting Chair will be chosen by the members present to preside over the meeting.

## **Committee Management**

An annual work plan related to the committee's responsibilities will be prepared jointly by the Committee and the Committee Staff Liaison, through the Manager, to provide direction for achieving the Committee's mandate.

Staff support will be provided by Committee Staff Liaison or designate. Professional advice will be provided by staff, consultants or guest speakers retained by the District. There is no delegated authority to the Committee. The Committee Staff Liaison is responsible for coordinating agendas in consultation with the Chair and serves as the principal point of contact for committee members.

Dissolution of the committee is at the direction of Council at the recommendation of the Advisory Oversight Committee.

Committee members are required to conduct themselves in accordance with the District's Code of Ethics and all associated Council and corporate policies, which includes any real or perceived conflict of interest issues. The Committee Orientation Manual provides an overview of committee involvement and expectations and is provided to all committee members.