

## District of North Vancouver

### Terms of Reference

#### Child Care Grants Committee

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<b>Name</b>	Child Care Grants Committee.
<b>Purpose</b>	To make recommendations to District staff on municipal childcare grants.
<b>Delegated Authority</b>	There is no delegation of authority to the Committee.
<b>Origin of Work</b>	Work assignments for this Committee will come through the Manager of Sustainable Community Planning and be consistent with the purpose of the Committee.
<b>Membership</b>	The Committee will be comprised of five members from the community at large but will represent a balance of child care professionals and residents. There will be no Councillor appointed to this Committee and no staff member will be a voting member of the Committee.
<b>Member Emeritus</b>	The Committee or staff liaison may nominate a Member Emeritus for a one-year term. A Member Emeritus is a non-voting advisor to the committee. There may only be one such member at any time and the one-year appointment is renewable.
<b>Appointment</b>	
<b>Qualification</b>	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.
<b>Recruitment and Selection</b>	Annually the Clerk's Office will undertake a process of advertising for residents who are interested in volunteering to fill any vacancies on the Committee. Names of interested residents will be passed on for review by the staff liaison who will recommend appointees.
<b>Appointment</b>	The staff recommended appointees may be ratified by the Advisory Oversight Committee.
<b>Term</b>	Members will be appointed for a two year term. Half of the

Committee's members will be appointed each year to ensure continuity. No member will serve more than two consecutive terms.

If a member misses three consecutive meetings without giving reasonable cause to the Chair in advance, they will be deemed to have resigned.

<b>Revocation of Appointment</b>	The Advisory Oversight Committee retains the ability to revoke an appointment as may be deemed necessary.
<b>Vacancy</b>	Any vacancy created will be filled by a new appointee for the remainder of the term of the person being replaced.
<b>Chair</b>	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.
<b>Duties</b>	<p>The Committee may deal with matters concerning:</p> <ul style="list-style-type: none"><li>a) To assist District staff in development of a child care grants process, including development of guidelines and grant form;</li><li>b) To make recommendations to staff on improvements and amendments to the child care granting process;</li><li>c) To assist staff in setting annual priorities for child care grants; and,</li><li>d) To make recommendations to staff regarding the allocation of Municipal child care grants.</li></ul>
<b>Work Plan</b>	Unless otherwise required by the Manager of Sustainable Community Planning, an annual work plan is not required.
<b>Budget</b>	There is no budget for this committee.
<b>Meeting Schedule</b>	The Committee will meet at the call of the Chair.
<b>Procedures</b>	A quorum will be three members of the committee.

Decisions of the Committee will be determined by a simple majority of members present.

All other procedural points will be decided and determined in accordance with Robert's Rules of Order.

**Reporting**

The Committee will report to the designated professional staff liaison.

**Staff Support**

The social planning staff of the Sustainable Community Planning Department will provide professional advice and staff assistance at the discretion of the Manager of Sustainable Community Planning.

**Remuneration**

Appointees will receive no remuneration for their service.

**Conflict of Interest**

Appointees are required to be vigilant for issues of real or perceived conflict of interest and take appropriate action. District staff (Clerk, Directors, CAO) are available to discuss issues of conflict of interest with a potentially affected appointee.

**Code of Ethics**

Appointees will be required to sign a statement saying that they have read, understood, and will conform to the District's Code of Ethics. This will be required immediately upon appointment.

**Dissolution**

At the discretion of the Manager of Sustainable Community Development.