



EARLY LEARNING AND CHILD CARE ENGAGEMENT GROUP

TERMS OF REFERENCE

1. DEFINITIONS

1.1 In these Terms of Reference:

- a) “*Community Charter*” means the *Community Charter*, SBC 2003, c.26, as amended from time to time.
- b) “Council” means the municipal Council for the City of Kamloops.
- c) “Director” means the person duly appointed from time to time as the Community and Protective Services Director and any person delegated to assist in carrying out his or her duties under these Terms of Reference.
- d) “Standing Committee” means the Community Services Committee.

2. ESTABLISHMENT

- 2.1 The Early Learning and Child Care engagement group is established as a non-statutory body to assist and support the Standing Committee as of June 16, 2020.

3. PARTICIPANTS

- 3.1 The Early Learning and Child Care engagement group is a working and advisory group consisting of City staff from the Social and Community Development department and Development and Engineering Services department, and (9) representatives from the public and applicable community organizations. Group membership must consist of one (1) representative from the Interior Health Licensing, one (1) representative from School District No. 73, one (1) representative from an early childhood education certifying body, and three (3) representatives working in the childcare. The remaining three (3) representatives may be members of the public or from applicable community organizations.
- 3.2 Members of the public will sit for a maximum 2-year term, before re-application is required. Membership approval is at the discretion of the Director
- 3.3 3 consecutive absences from meetings will result in a suspension of voting privileges and may result in removal from the committee at the discretion of the Director
- 3.4 Replacement of committee members mid term may result in a public re-application process, or an appointment at the discretion of the Director

4. ROLE AND RESPONSIBILITIES

- 4.1 The Early Learning and Child Care engagement group is to assist and support the Standing Committee by, among other things:
 - a) providing coordination and support for the Standing Committee’s activities

- b) providing information and professional advice for the Standing Committee's consideration
- c) gathering public input for matters coming within the Standing Committee's mandate and reporting that information to the Standing Committee
- d) assisting in the advancement of the Community Child Care Planning Project Action plan
- e) providing input and recommendations for child care development and re-zoning applications
- f) providing input with respect to policies and processes as they relate early learning and child care
- g) promoting public awareness and advocacy in all matters related to early learning and child care programming
- h) providing input and recommendations with respect to funding decisions as they relate to early learning and child care programming including, but not exclusive to: letters of support, grant funding, budgetary items

4.2 The Early Learning and Child Care engagement group will provide assistance and report to the Standing Committee on any matter falling within its mandate, as and when requested.

4.3 The Early Learning and Child Care engagement group does not have any delegated authority of Council or the Standing Committee, authority to speak on behalf of Council or the Standing Committee, or power to authorize any actions on behalf of Council or the Standing Committee.

4.4 Being a non-statutory body without delegated authority, no action of the Early Learning and Child Care engagement group will be binding on the City, unless Council specifically approves the action.

4.5 The Early Learning and Child Care engagement group, in carrying out its role and responsibilities, must do so in accordance with all applicable federal and provincial laws as well as City bylaws, policies, and procedures.

5. MEETINGS

5.1 The Director is responsible for scheduling the meetings of the Early Learning and Child Care engagement group and coordinating attendees. The Early Learning and Child Care Advisory Committee shall meet, at minimum, four (4) times per calendar year and when needed.

5.2 Members of the Standing Committee will be considered liaisons to the Early Learning and Child Care engagement group and may attend its meetings.

5.3 The Director will assign a staff person to record a summary of any topical discussion points raised at a meeting, as and when needed. Meeting summaries will be forwarded to the Standing Committee.

6. PROTOCOLS

6.1 Quorum is set at five (5) voting members. Meetings may still occur without quorum but voting may not take place.

- 6.2 City Staff will not count towards quorum and will not participate in voting
- 6.3 Virtual voting during or after meetings in a prescribed timeframe may be permitted if members are not able to attend meetings in person
- 6.4 Members shall disclose conflicts of interest prior to tabled motions, discussion and voting. Those with a disclosed conflict will recuse themselves from voting
- 6.5 All voting will be done publicly

AMENDED: