



MPCCA Child Care Advisory Committee Terms of Reference

1. Purpose

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

2. Mandate

The purpose of the CCAC is to act as a resource and provide support for the MPCCA Child Care Director (the “Child Care Director”) and the MPCCA Board (the “Board”) on issues affecting MPCCA child care programs and provide the Board with the parent view point on such issues with the goal of ensuring that all MPCCA child care programs are successful and sustainable.

3. Role

The CCAC serves in an advisory capacity raising concerns and making recommendations to the Board from the parent perspective on matters that affect the experience of children and families participating in MPCCA child care programs. The role of the CCAC is to carry out the following functions:

- 3.1 To serve as a liaison between the broader MPCCA child care community and the Board on issues and opportunities related to MPCCA child care programs.
- 3.2 To review the Child Care Director’s monthly report regarding day-to-day MPCCA child care operations and report to the Board regarding areas of concern.
- 3.3 To review and provide feedback to the Board on the development or revision of MPCCA child care policies and procedures as raised by the Child Care Director.
- 3.4 To monitor the performance of the Child Care Director and provide feedback to the Board when requested, including but not limited to feedback for the Child Care Director’s annual performance review.
- 3.5 To organize and participate in events to support and show appreciation for MPCCA child care program staff.

- 3.6 To act as a resource to the Child Care Director and the Board and to review and report to the Board on issues as requested by the Board.
- 3.7 To be a collaborative, positive and rational force for the enhancement of high-quality child care programs.
- 3.8 To be an impartial advocate for all MPCCA child care programs, children, families and staff.

4. Principles

The activities of the CCAC are guided by the following principles:

4.1 Inclusivity

- The CCAC 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 provision of MPCCA child care programs.

4.2 Collaboration

- CCAC members will endeavour to work collaboratively with each other to achieve the CCAC's objectives and goals.

4.3 Consensus Building

- The CCAC will seek to achieve the best possible consensus and agreement on advice and recommendations to provide the Board.

5. Composition

5.1 Voting Members

- The CCAC shall consist of a maximum of seven (7) voting members and include not less than two (2) members of the MPCCA Board of Directors and one (1) member of the MPCCA Executive.
- The seven (7) voting members must include equal representation from all three of the MPCCA's child care programs: 3 Corners Child Care Centre, Our House Preschool and Our House Out of School Care.

5.2 Child Care Director

The Child Care Director shall be a non-voting member.

5.3 Recreation Supervisor

The Mount Pleasant Community Centre Recreation Supervisor shall be a non-voting member.

5.4 Selection

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

- Demonstrates an interest in and commitment to MPCCA child care programs.
- Reflects the diversity of the MPCCA community.
- Members are selected based on their ability, relevant experience, efforts to engage in consensus building, expertise and ability to advance the work of the CCAC.

5.5 Appointment

All voting members of the CCAC shall be appointed by the Board.

6. Term

- 6.1** Voting members of the CCAC shall be appointed for a period of two (2) years.
- 6.2** At the end of a term, voting members may re-apply to serve for a subsequent term.

7. Membership Responsibilities

7.1 Members shall:

- Be familiar with and uphold the CCAC's Terms of Reference and goals.
- Thoroughly familiarize themselves with all agenda materials in preparation for active participation in discussions.
- Act in accordance with and uphold the MPCCA Code of Conduct.
- Be familiar with the basics of Robert's Rules of Order.
- Attend monthly meetings with regularity and punctuality. Non-attendance at three (3) consecutive meetings may constitute a request for resignation.

7.2 Parent Members shall:

- Act as the CCAC liaison between the MPCA child care program they represent on the CCAC (3 Corners Child Care Centre, Our House Preschool or Our House Out of School Care) and other parents with children in that same program.
- Act as the CCAC point of contact for parents of the MPCCA child care program they represent.
- Bring concerns or issues raised by parents of the MPCCA child care program they represent to the attention the CCAC.
- Ensure that parents of the relevant MPCCA child care program are notified of their role as CCAC liaison.

7.3 The Chair or Co-Chairs shall:

- Assume responsibility for reporting the CCAC's activities to the Board.
- Ensure that decisions made by the CCAC are acted upon in a timely manner and align with the CCAC's mandate.
- Uphold the CCAC's Terms of Reference.
- Act as the impartial facilitator of each CCAC meeting, following the agenda until all listed items are resolved before taking on new business.
- Conduct all meetings in accordance with Robert's Rules of Order.
- Demonstrate knowledge of the work at hand, facilitative inclusive discussions and ensure that all members have a full and equal opportunity to participate in discussion and decision-making.
- Accurately present the views and work of the CCAC to the Board.

7.4 The Recording Secretary shall:

The Child Care Director shall be the recording secretary for the CCAC and is responsible for recording the minutes of the CCAC meetings, preparing the meeting minutes for member approval at the next meeting and submitting the approved minutes to the Board for public record.

8. Operation and Process

8.1 Operation

- In January of each year, the CCAC shall appoint a Chair or two (2) Co-Chairs.
- The CCAC shall meet monthly with a break in July and August.
- The Child Care Director will coordinate the CCAC's meeting dates, times and locations.
- Meeting agenda, related documents and minute will be posted electronically at least one working week (5 business days) in advance of the scheduled CCAC meeting date.
- The CCAC may appoint sub-committees as necessary. Membership in the sub-committees is not restricted to Board appointment CCAC members. Sub-committees will report to and take direction from the CCAC.

8.2 Accountability

The Chair or Co-Chairs shall co-produce with the Child Care Director an annual report summarizing the CCAC's for Board approval.

9. Decision-Making Process

9.1 Members of the CCAC shall:

- Strive for consensus and in the absence of consensus, a decision will be determined by a simple majority of members present.
- Each voting member is entitled to one vote.
- A quorum is established when 50% plus one (1) of voting members are present.

10. Code of Conduct

10.1 Professionalism

- Members are expected to be respectful towards other members.

- Members must devote the necessary time and effort to prepare for meetings, arrive at meetings on time and provide contributions consistent with the Committee’s mandate.
- Members wishing to raise an issue at a CACC meeting must contact the CCAC Chair and the Child Care Director prior to the meeting to request that the issue be added to the meeting agenda.
- Any CACC member who is absent for three (3) meetings without reason satisfactory to the CACC may be removed from the CCAC.

10.2 Confidentiality

- If an agenda item is deemed confidential, the CCAC shall maintain confidentiality including keeping all relevant discussions, documents and minutes confidential.
- A member found to have violated confidentiality may be removed from the CCAC.

10.3 Conflict of Interest

- Any committee member who has a real or perceived conflict of interest must declare it to the CACC and absent themselves from all relevant discussions.
- A conflict of interest is a situation in which a member has a private or personal interest sufficient enough to appear to influence their official duties as an impartial member of the CACC.
- A “private or personal interest” refers to an individual’s self-interest (e.g. to achieve financial profit or avoid loss, or to gain another special advantage or avoid a disadvantage); the interests of the individual’s immediate family or business partners; or the interests of another organization in which the individual holds a position (volunteer or paid).

11. Governance

- 11.1 The CCAC is accountable to the Board.
- 11.2 Formal motions, requests and recommendations to the Board must be in writing and forwarded to the MPCCA Executive Committee.

12. Review

- 12.1 The CCAC will review its Terms of Reference and recommend updates to the Board annually.
- 12.2 The Chair, Co-Chairs or their designate will review the CCAC's performance annually and report review outcomes to the Board through the CCAC's annual report.