

Child Care Grant Program Committee

Terms of Reference

1. Purpose:

The purpose of the Child Care Grant Program Committee (herein referred to as the committee) will be to encourage, review and make funding recommendations to City Council with regard to child care grants as specified in the Child Care Grant Program Guidelines.

2. Mandate:

The role of the committee is:

- To educate the public about child care grant opportunities and to communicate the application process.
- To receive grant applications prior to or on September 30, of each year, at City Hall (511 Royal Avenue).
- To review eligible grant applications and rank them according to criteria which has been developed by the Staff Advisor.
- To make funding recommendations to City Council prior to December 31, of each year, for remittance in the next calendar year.
- To receive and verify the suitable completion of the City funded project by means of a report from the non-profit child care operator, including all original receipts for remittance.
- To empower the Staff Advisor, upon committee satisfaction, to remit the grant funds to the non-profit child care operator.

3. Membership:

The committee shall consist of three voting members, as follows:

- Representatives from the community (2)
- Representative from the New Westminister Early Childhood Development Committee (1)

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4. Staff Advisor:

The City's Senior Social Planner will provide staff support for the committee. The Staff Advisor will be present at all committee meetings.

5. Term:

The term for all voting members appointed by City Council will be the period from February of the year to January of the following year.

6. Chair:

The Chair of the committee will be appointed by City Council. The Chair will determine meeting frequency and scheduling, based on the availability of the Staff Advisor. At the first meeting of the year, voting members shall elect an Acting Chair from its membership to preside over meetings when the Chair is absent.

7. Quorum:

A quorum shall consist of at least two voting members. If a quorum is not present within 30 minutes following the time at which the meeting was to commence, then the Staff Advisor shall record the names of the members present at the meeting, and the meeting shall stand adjourned.

8. Conflict of Interest:

If a committee member has a vested interest in a project or could benefit or profit from its funding, then he or she will be asked to declare that interest and abstain from reviewing or ranking the project.

9. Rules of Procedure:

The committee procedures shall be governed by:

- The Council Procedure Bylaw; and
- The "Rules of Conduct: Standing Committees and Advisory Bodies," as revised from time to time.

Adopted: