

# **DISTRICT CHILD CARE ADVISORY**

---

## **TERMS OF REFERENCE**

### **1. NAME**

The name shall be the District Child Care Advisory of Toronto. There will be one District Child Care Advisory for each of the four City districts (North, South, East, and West). Each DCCA will be aligned with Children's Services respective geographic area.

### **2. PURPOSE**

- 2.1** The District Child Care Advisory (DCCA) represents the licensed child care community in its efforts to maintain and expand quality child care access to all children.
- 2.2** The DCCA shall have the right to present its views and opinions on any matter within the limits defined in 2.1 to any body or group it deems appropriate.
- 2.3** The DCCA provides a forum for the whole child care community and will work in partnership with all organizations that support quality child care and other services for young children and families.

### **3. MEMBERSHIP**

The membership composition is intended to ensure the broadest possible representation of those organizations and agencies that provide child care throughout Toronto.

#### **3.1 Voting Members**

Each licensed child care centre in the District would be a voting member of the DCCA with one vote.

Each licensed Home Child Care agency in the District would be a voting member of the DCCA with one vote.

Each Special Needs Resource agency in the District would be a voting member of the DCCA with one vote.

### **TOTAL VOTING COMMITTEE MEMBERS**

Total voting members will be determined based on the number of licensed child care sites, Home Child Care agencies and Special Needs Resource agencies in each geographic district. In order to achieve quorum, 10% of the members must be present.

### **4. CHAIR**

- 4.1** The DCCA will be co-chaired by a voting member and a Children's Services District Director. The Community Chair will be elected by ballot for a two-year term in the final year of the term. There will be a call for nominations for the Community Chair in May with election at the September meeting. To be eligible for nomination, the Community Chair must be an experienced member of the child care community in a position such as a Supervisor or Executive Director of a voting member organization. The Community Chair may opt to serve in that position for a maximum of two consecutive terms and in that case an election process is not required.
- 4.2** The Community Chair will resign from the position of Co-Chair during his/her term if he/she is unable to fulfill the duties in accordance with the expectations of the DCCA.

- 4.3 In the event the Community Chair is not able to complete his/her term of office, the Community Vice Chair will assume the position of Co-Chair to complete the current term.
- 4.4 If the Community Vice Chair assumes the position of Community Chair, the DCCA is responsible for appointing a Vice-Co-Chair from its members to complete the term.
- 4.5 The Community Chair from each district will represent the DCCA on the Early Learning and Care Committee of the broader Toronto Integrated network.

## **5. VICE-CHAIR**

- 5.1 The Community Vice Chair will be elected by ballot for a two-year term by the members of the DCCA. The community Vice Chair may opt to service in that position for a maximum of two consecutive terms and in that case an election process is not required.
- 5.2 The Community Vice Chair will assume the Chair in the absence of the Community Chair and will assist and work collaboratively with the Children's Services District Director Co-Chair in carrying out his/her duties.

## **6. SECRETARY**

- 6.1 The Secretary of the Committee shall be a staff member of Children's Services.

## **7. MINUTES OF MEETING**

- 7.1 Minutes of meetings shall be recorded by a member of Children's Services and a consolidated report of all four DCCA meetings will be posted on the Children's Service website.

## **8. FREQUENCY OF MEETINGS**

- 8.1 Meetings shall be held every other month during the period of September 1<sup>st</sup> and May 30<sup>th</sup> and additionally as the need arises at the call of the Co-Chairs.

## **9. RULES OF ORDER**

The Rules of Order are intended to facilitate an open dialogue about issues related to the operation and delivery of child care services amongst the committee members.

- 9.1 Meetings of the DCCA will adopt "modified parliamentary practice" as the official Rules of Order and Toronto Council Procedural By-law No. 23-1998 will serve as the model format.
- 9.2 Meetings of the ad-hoc committees of the DCCA will adopt "informal consensus" as their accepted Rules of Order.
- 9.3 Members may submit agenda items in addition to the standing items. This must be done in writing and no later than two weeks in advance of the scheduled meeting. It will be at the discretion of the Co-Chairs to include the new business should time permit.
- 9.4 All members of the public are welcome to attend the DCCA meetings.

## **10. AD-HOC COMMITTEES**

- 10.1 Sub-committees and task forces may be established on an ad-hoc basis as the need arises and their members will be appointed by the DCCA and will report back to the DCCA.

## **11. ORIENTATION SESSION**

- 11.1 An orientation session for a new Community Chair will be held as soon as possible after they are elected or appointed to the DCCA. The District Director is responsible for conducting orientation.