

# **TERMS OF REFERENCE**

## **Pincher Creek Day Care Committee**

---

### **PURPOSE OF THE COMMITTEE:**

**The Pincher Creek Day Care Committee shall research, study and provide advice to the Town of Pincher Creek Council regarding matters related to:**

- identification of child care trends/needs within the Town of Pincher Creek.
- current day care/child care operations in Pincher Creek.
- the exploration of options to better deliver child care services in Pincher Creek.
- the renovation or expansion of child care infrastructure/facilities in Pincher Creek.
- Federal/Provincial day care/child care grants and subsidies.
- the current operation of Children's World Day Care (to assure uninterrupted service delivery to the citizens of the community).

Specifically, the Committee will:

- review the 2016/17 Day Care consultant reports.
- discuss and make recommendations based on those reports.
- discuss current day care strengths, weaknesses and service gaps.
- discuss and prioritize available properties for day care development.
- receive and consider day care information from the public.
- consider all structural/operational options including public-private partnerships for construction, ownership and operation of day care.
- provide regular reports to the Town Council regarding the progress of the Committee.

### **MEMBERSHIP:**

The Committee shall be composed of up to 7 voting members. Composition shall be as follows:

- Town of Pincher Creek – three (3) Councillors and Mayor (voting)
- Members-at-large – three (3) representative (voting)

Town staff – CAO, Director of Community Services, Project Coordinator (non-voting advisory)

A member of the Committee will be disqualified to serve on the Committee if they:

- Are absent for three (3) meetings unless absences are authorized by the Town of Pincher Creek.
- Send written notice of resignation to the Town of Pincher Creek.

## **TERM OF THE COMMITTEE:**

- One (1) year (January 1, 2018 to December 31, 2018) or until such time as the purpose of the Committee has been fulfilled.
- The Committee shall serve at the pleasure of Council and may be dissolved at any time with the agreement of the Town of Pincher Creek or by Committee resignation or recommendation.

## **CONDUCT OF MEETINGS:**

- Meetings will be conducted in accordance with Bylaw 1596-17 and Policy 101-93.
- Meetings to be held on an as needed basis.

## **AUTHORITY OF THE COMMITTEE:**

- The Committee shall act in an advisory capacity to the Town Council and shall not have the power to direct Town consultants or enter into any agreements.

## **FINANCIAL:**

- The Committee may not incur any expenses unless authorized by the Town of Pincher Creek.