

REPORT
REGULAR COUNCIL MEETING
1990 JULY 23

THE CORPORATION OF THE DISTRICT OF BURNABY

COMMUNITY ISSUES AND SOCIAL PLANNING COMMITTEE

HIS WORSHIP, THE MAYOR
AND ALDERMEN:

REPORT OF THE COMMUNITY ISSUES
& SOCIAL PLANNING COMMITTEE

RE: FURTHER INFORMATION ON PROPOSED
CHILD CARE RESOURCES GROUP

RECOMMENDATIONS:

1. THAT Council approve the establishment of a Child Care Resources Group as a subcommittee of the Community Issues & Social Planning Committee, based on the proposed Terms of Reference contained in Appendix 2 of the attached report.
2. THAT staff be authorized to include an additional \$2600 in the 1990 Recast Budget and an additional \$6825 in the 1991 Provincial Budget, under the Council Committee and Boards account, to cover the anticipated costs of the Child Care Resources Group.
3. THAT the mandate of the Child Care Resources Board be reviewed after a period of one year.

R E P O R T

The Community Issues & Social Planning Committee, at its meeting of 1990 June 27 received and adopted the attached staff report providing further information on the proposed Child Care Resources Group.

In concluding its review of the attached report, the Committee adopted a motion that, with Council's approval, the mandate of the Child Care Resources Board be reviewed after a period of one year. Recommendation No. 3 above noted is submitted in response to that direction.

Respectfully submitted,

Alderman D.R. Corrigan,
Chair

Alderman R.G. Begin,
Member

Alderman E. Nikolai,
Member

Alderman F.G. Randall,
Member

Alderman J.M. Sawicki,
Member

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: AGENDA 1990 JULY 23
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- DIRECTOR FINANCE

TO: CHAIRMAN AND MEMBERS
COMMUNITY ISSUES &
SOCIAL PLANNING COMMITTEE

1990 JUNE 27

FROM: DIRECTOR PLANNING &
BUILDING INSPECTION

OUR FILE: 17.920
X-Ref: 17.315

SUBJECT: FURTHER INFORMATION ON PROPOSED CHILD CARE RESOURCES GROUP

PURPOSE: The purpose of this report is to provide further information on the proposed Child Care Resources Group, as requested by the Community Issues & Social Planning Committee at its meeting of 1990 April 25.

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RECOMMENDATIONS:

1. THAT the Community Issues & Social Planning Committee establish a Child Care Resources Group as a subcommittee of the Committee, based on the proposed Terms of Reference contained in Appendix 2, attached.
2. THAT staff be authorized to include an additional \$2600 in the 1990 Recast Budget and an additional \$6825 in the 1991 Provisional Budget, under the Council Committee and Boards account, to cover the anticipated costs of the Child Care Resources Group.

R E P O R T

1.0 BACKGROUND

At its meeting of 1990 April 25, the Community Issues & Social Planning Committee received the staff report, "Proposed Child Care Resources Board." The report recommended that a Child Care Resources Group be established as a subcommittee of the Community Issues & Social Planning Committee. To assist it in dealing with this recommendation, the Community Issues & Social Planning Committee requested staff to provide additional information on the resource requirements for the proposed group (e.g. staffing, budget, meeting space). The Committee also asked staff to consult with the proposed members of the Resources Group for their comments and suggestions regarding the proposal.

This report provides the additional information requested by the Committee.

2.0 RESOURCE REQUIREMENTS

The Resources Group will have costs associated with its operation. Some of the more obvious costs include secretarial costs, postage, printing and incidentals.

Rather than setting up separate budget accounts for new committees, the standard practice is to include additional funds in the Council Committee and Boards account. Staff recommend that this practice be continued for the proposed Child Care Resources Group.

3.3 Key Issues

Eleven issues were identified for the Resources Group to address:

- a) Incentives to encourage employee sponsored day care.
- b) Encouragement of developers to provide child care space in new developments.
- c) Long term planning (i.e. What are the projections of child care service needs for the future? What are the options for meeting these needs?).
- d) Creation of a support system for child care providers.
- e) Creation of a support system and information network for parents with young children - including children with special needs.
- f) Educational programs for parents seeking child care for their children.
- g) Provision of affordable, integrated child care options for children aged 0 - 12 years (note: integrated child care facilities accommodate children with special needs in a "mainstream" setting).
- h) Resources for teen parents.
- i) Advocacy concerning a range of child care issues (e.g. standards, accessibility, availability, convenience, cost, and options - for full time and out-of-school care).
- j) Services for children with special needs.
- k) Coordination of child health, education, and protection services.

3.4 Meeting Times

Some respondents stated a preference for daytime meetings but acknowledged that this could create problems for day care owners/operators. None indicated that they would be unable to attend evening meetings.

3.5 Meeting Frequency

Most respondents indicated that monthly meetings would likely be needed - at least in the initial stages of the Resource Group's operation. One respondent felt that a meeting every two months would be sufficient.

3.6 Resources

Douglas College indicated that it could offer limited assistance with printing and mailing, as well as conducting literature searches and distributing educational/research materials. The School District offered to make meeting space and limited staff resources available. Burnaby Family Life Institute indicated that it had meeting space, as well as a child care room which could be used for children of Resource Group members, if required.

3.7 Other

One respondent indicated that she looked forward to meeting other members of the Resources Group and the networking opportunities that would arise. The SFU contact noted that SFU, in conjunction with the School District, will be planning a conference for the fall or winter concerning corporate (employee sponsored) day care. It was suggested that the Resources Group may wish to participate in the planning and organization of the conference. The rationale was that this would provide a good educational opportunity for Resource Group members and would give the group a solid project to become involved with during its initial stages.

It is difficult to predict, with confidence, the budgetary requirements of the Resources Group. The budget needs would be dependent on such factors as time and frequency of meetings and the nature of projects undertaken. Assuming that the Resources Group holds monthly evening meetings (excluding July and August), and requires secretarial support from the Clerks Department, it would likely incur about \$6500 per year in expenses (1990 rates). To cover the costs of the Resources Group from 1990 September to December, it is recommended that staff be authorized to include an additional \$2600 in the Council Committee and Boards Account in the 1990 Recast Budget. To cover the costs of the Resources Group for next year, it is recommended that staff be authorized to include an additional \$6825 in the 1991 Provisional Budget. (The \$6825 figure represents \$6500 plus a 5% inflation factor).

3.0 SURVEY OF PROPOSED MEMBERS

Staff sent a copy of the April 25 report to all parties proposed as members of the Resources Group in that report. We asked the parties to review the report and respond to a number of questions, which are contained in Appendix 1, attached. We received written or verbal responses from all but one of the parties. A summary of their responses is presented below.

3.1 Comments and Suggestions

Most respondents indicated that they thought the proposed Child Care Resources Group was a good idea. One questioned the desirability, however, of having the group under Municipal auspices. The feeling was that it might be more appropriate for the group to be under the auspices of the Burnaby United Way Community Committee or Inter-Agency Council. This view was not expressed by other respondents.

Several respondents stated that the Group's broad membership base was desirable. To build upon this base, suggestions were made to expand the membership to include representatives from Burnaby Psychiatric Services, Burnaby - New Westminster Family Day Care Association, and the business community.

While most comments about the Resources Group were favourable, the following concerns were also expressed: a) efforts should be made to ensure that the group has a positive thrust and does not merely become a forum for criticizing government departments and ministries, and b) the group's focus and mandate will need to be clearly identified. On the latter point, one respondent felt that the group's focus should be strictly on child care (i.e. day care and preschool) facilities. Another felt that the group should have a broader advocacy role, focusing on the overall developmental needs of Burnaby's children. This broader focus would extend beyond child care facilities to encompass health, recreation, counselling, and various other children's service needs.

3.2 Participation

All respondents indicated that someone from their organization would serve on the Resources Group.

4.0 PROPOSED TERMS OF REFERENCE

Based on the above responses from Resources Group members, as well as comments from the Community Issues & Social Planning Committee, staff developed proposed Terms of Reference for the Resources Group. These Terms of Reference are contained in Appendix 2, attached. They expand upon the preliminary Terms of Reference contained in the School Board's submission regarding the Resources Group, which were attached to the April 25 report. They are intended as a broad guide only. They will need to be amended and refined by the Resources Group, once the group is in place.

5.0 CONCLUSION AND RECOMMENDATIONS

The conclusion to be drawn from this report is that establishment of a Child Care Resources Group makes sense and is supported by those contacted. This confirms the conclusion of the April 25 report on the subject.

Therefore, it is recommended that the Community Issues & Social Planning Committee establish a Child Care Resources Group as a subcommittee to the Committee. It is also recommended that staff be authorized to include appropriate sums in the 1990 Recast and 1991 Provisional Budgets to support operation of the Resources Group.

To implement the first recommendation above, it is proposed that the Chairman of the Community Issues & Social Planning Committee write to invite prospective member organizations to designate a representative to serve on the Child Care Resources Group. It is further proposed that the Committee appoint its own representative to the Resources Group. It is suggested that the Terms of Reference contained in Appendix 2, attached be used as a preliminary guide for the functioning of the Resources Group.

In closing, it should be noted that caution will be needed to ensure that the Resources Group remains focused and sets clear, realistic objectives. If the group is able to do this, and gains the ongoing support of the Community Issues & Social Planning Committee, staff believe it should be an effective vehicle to assist in addressing Burnaby's child care needs.

ALP
JF/jp

Attachment

cc: Director Finance
Director Administrative & Community Services
Director Recreation & Cultural Services
Medical Health Officer
Municipal Clerk

A.L.L. Parr
A.L.L. Parr
DIRECTOR PLANNING &
BUILDING INSPECTION

QUESTIONS SUBMITTED TO PROSPECTIVE MEMBERS

OF THE CHILD CARE RESOURCES GROUP

1. What are your comments and suggestions regarding the attached report and the proposed Child Care Resources Group?
2. Would you be willing to appoint someone from your organization to serve on the Resources Group?
3. What are the key issues you would like to see the Resources Group address?
4. Could you or your appointee attend meetings during the day, or would you need or prefer evening meetings?
5. How frequently would you or your appointee be able to attend meetings (e.g. once per month, once every two months)?
6. Do you have any resources available which you would be willing to contribute to the Resources Group (e.g. secretarial support, mailing, printing, coffee)?
7. Do you have any other comments?

APPENDIX 2

PROPOSED TERMS OF REFERENCE

CHILD CARE RESOURCES GROUP

PURPOSE - The Child Care Resources Group will serve as a subcommittee of the Community Issues & Social Planning Committee. Its main functions will be as follows:

- 1) To serve as an advisory body to the Community Issues & Social Planning Committee on child care services and programs.
- 2) To act as an advocate for child care services and programs in Burnaby.
- 3) To assist with the coordination of Burnaby child care services and programs.

MEMBERSHIP - The Resources Group will consist of representatives of the following bodies:

Community Issues & Social Planning Committee
Burnaby School Board
Burnaby Parks & Recreation Commission
Burnaby Health Department
Burnaby Planning & Building Inspection Department
Ministry of Social Services and Housing
Burnaby Psychiatric Services
SFU Child Care Society
Burnaby Family Life Institute
Burnaby Council of Parent Participation Preschools
Burnaby Association of the Mentally Handicapped
Douglas College Early Childhood Education Program

In addition, the Resources Group will have three representatives from the broader community and one from the business sector.

CHAIR - The Resources Group will appoint its own chairperson.

REPORTING STRUCTURE - The Resources Group will serve as a subcommittee of the Community Issues & Social Planning Committee. Therefore, on an ongoing basis, the Resources Group will keep the Community Issues & Social Planning Committee informed of its activities. It will also report its findings and recommendations through the Committee. (e.g. The Resources Group would not undertake advocacy efforts with the Provincial or Federal governments directly; it would provide recommendations to the Community Issues & Social Planning Committee which, in turn, could conduct the advocacy itself or authorize the Resources Group to do so).

MEETING FREQUENCY - The Resources Group will hold ten monthly meetings per year, having a recess during July and August.

MEETING TIMES - The Resources Group will hold evening meetings, on dates to be determined by group members.

MEETING LOCATION - The initial meeting of the Resources Group will be held at Municipal Hall. Future meetings may be held at alternate locations, such as the offices of the Burnaby School Board or the Burnaby Family Life Institute.

STAFFING - The Resources Group will initially be staffed by a Committee Clerk from Municipal Hall. The possibility of securing other secretarial services, either on an ongoing or as available basis, will be explored with members of the Resources Group.

BUDGET - Funds will be included in the Municipality's Council Committee and Boards account to cover the costs of operating the Resources Group.

AMENDMENTS TO TERMS OF REFERENCE - The Resources Group will review the appropriateness of its Terms of Reference on an ongoing basis. It will recommend amendments, as deemed appropriate, to the Community Issues & Social Planning Committee for adoption.