

COMMUNITY ISSUES AND SOCIAL PLANNING COMMITTEE

*HIS WORSHIP, THE MAYOR
AND COUNCILLORS*

RE: PROPOSED AMENDMENTS TO TERMS OF REFERENCE FOR
CHILD CARE RESOURCES GROUP

RECOMMENDATION:

1. **THAT** Council approve the amended Terms of Reference for the Child Care Resources Group, as presented in Appendix 1, attached.

REPORT

The Community Issues and Social Planning Committee, at its meeting held on 1999 March 24, received and adopted the attached report recommending amendments to the Terms of Reference for the Child Care Resources Group.

Respectfully submitted,

Councillor D. Johnston,
Chair

Councillor N. Volkow,
Vice Chair

<p>:COPY - CITY MANAGER - DIRECTOR PLANNING & BUILDING - DIRECTOR PARKS, RECREATION & CULTURAL SERVICES</p>

TO: CHAIRMAN AND MEMBERS
COMMUNITY ISSUES & SOCIAL
PLANNING COMMITTEE

1999 MARCH 17

FROM: DIRECTOR PLANNING AND BUILDING

OUR FILE: 17.315

SUBJECT: PROPOSED AMENDMENTS TO TERMS OF REFERENCE FOR CHILD CARE
RESOURCES GROUP

PURPOSE: To recommend amendments to the Terms of Reference for the Child Care Resources Group.

RECOMMENDATION:

1. **THAT** the Committee approve the amended Terms of Reference for the Child Care Resources Group, as presented in Appendix 1, *attached*.

REPORT

1.0 INTRODUCTION

The Community Issues & Social Planning Committee (CISPC) established the Child Care Resources Group in 1990 to:

- ▶ serve as an advisory body to the Committee on child care services and programs
- ▶ act as an advocate for child care services and programs in Burnaby
- ▶ assist with the coordination of Burnaby's child care services and programs.

Since the Resources Group's Terms of Reference were last amended in 1995, some changes have occurred in the group's membership. The purpose of this report is to propose some minor amendments to the Terms of Reference which reflect the current practices and membership of the group.

2.0 PROPOSED AMENDMENTS TO TERMS OF REFERENCE

The proposed amended Terms of Reference are presented in Appendix 1, *attached*. The key changes from the current version are summarized below.

2.1 Membership

The proposed changes to the membership involve the following:

- ▶ *Replacing Ministry of Social Services with Ministry for Children & Families* - In 1996, the Provincial Government established the Ministry for Children & Families (MCF). As MCF assumes responsibility for most of the child care programs that had previously been under the auspices of other ministries, it is considered appropriate to include the Ministry in the Resources Group's membership.
- ▶ *Changing Burnaby Family YMCA to YMCA of Greater Vancouver* - This change reflects the fact that the YMCA has now adopted a more centralized administrative structure for its child care programming.
- ▶ *Changing Burnaby/ New Westminister Child Care Support Program to Burnaby/ New Westminister Child Care Resource & Referral* - This change reflects the current name of the organization.
- ▶ *Adding Simon Fraser Health Region, Community Care Facilities Licensing* - With the transfer of the Burnaby Health Department to the Simon Fraser Health Region, it is considered appropriate to include the Health Region amongst the Resource Group's members.
- ▶ *Adding Kolumbia Inn Day Care Society* - The former representative from the Burnaby Association for the Mentally Handicapped recently moved to the Kolumbia Inn Day Care Society, an agency based in New Westminister. Given her expertise in child care matters, and her interest in remaining with the group, it is proposed that her agency be included in the amended membership list.
- ▶ *Adding District Parents' Advisory Committee* - A member of the District Parents' Advisory Committee (DPAC) has been participating in the Resources Group since 1996. This participation is consistent with the Terms of Reference, which includes School District 41 in the membership list. As District staff also participate in the Resources Group, it is believed that the DPAC should be specifically referenced in the list of members.
- ▶ *Adding Burnaby Family Life Institute* - Burnaby Family Life Institute operates the Teen Parent Child Care Program at Burnaby South Secondary School. The Institute also has a wealth of knowledge and experience regarding broader family issues in the city. Given this background, the Institute is regarded as a valuable addition to the Resources Group.
- ▶ *Deleting "a representative from one of the unions representing City staff"* - A member of CUPE Local 23 served on the Resources Group from 1994 to 1996. Since that time, Local 23 has not appointed a replacement. It is thus proposed that reference to a union representative be deleted from the Resource Group's membership, on the understanding that the matter could be revisited in the future if the union was able to find an interested volunteer. The President of CUPE Local 23 has been advised of this proposal.

The Terms of Reference also indicate that the Resources Group, in consultation with the CISPC Chairperson, may invite up to three members of the community to join the group. Unless directed otherwise by the Committee, the Resources Group would like to invite Jean Brown to assume one of the community positions. Prior to her recent retirement, Ms. Brown served as the representative of Burnaby College and, before that, the Ministry of Social Services. She possesses a wealth of knowledge and experience regarding child care and would be a valuable asset to the group.

2.2 Meeting Frequency and Location

It is proposed that the sections on meeting frequency and location be changed to indicate that the Resources Group is now meeting from 9:30 to 11:30 a.m. on the second Thursday of the month at the Bill Copeland Sports Centre.

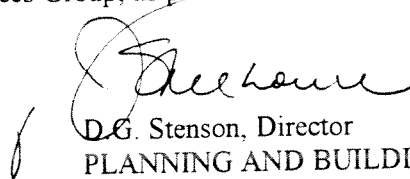
2.3 Staffing

As indicated, with the establishment of the Simon Fraser Health Region, it is no longer appropriate for a Health Department representative to be included in the list of staff resources.

3.0 CONCLUSION AND RECOMMENDATION

This report has proposed some minor amendments to the Terms of Reference of the Child Care Resources Group. The amendments do not constitute substantive changes, but rather reflect the current attendance patterns and practices of the group.

Based on the foregoing, it is recommended that the CISPC approve the amended Terms of Reference for the Child Care Resources Group, as presented in Attachment 1 of this report.


D.G. Stenson, Director
PLANNING AND BUILDING

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Attach.

cc: City Manager
Director Parks, Recreation & Cultural Services

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Proposed Amended Child Care Resources Group

1999 March 16

PURPOSE

The Child Care Resources Group is a subcommittee of the Community Issues & Social Planning Committee, with its main functions being to:

1. Serve as an advisory body to the Community Issues & Social Planning Committee on child care policies, services and programs.
2. Assist with the development of Burnaby child care policies, services and programs.
3. Act as an advocate for child care services and programs in Burnaby.

MEMBERSHIP

Representatives of the following organizations serve on the Resources Group:

Burnaby Association for the Mentally Handicapped
Burnaby/New Westminster Child Care Support Program
Burnaby Children's Centres Society
Burnaby College Early Childhood Education Program
Burnaby Council of Parent Participation Preschools
Burnaby Family Life Institute
Community Issues & Social Planning Committee
District Parents Advisory Committee
Douglas College Early Childhood Education Program
Kolumbia Inn Day Care Society
Ministry for Children & Families
School District No. 41
SFU Child Care Society
Simon Fraser Health Region, Community Care Facilities Licensing
Westcoast Child Care Resources Centre
YMCA of Greater Vancouver

The Resources Group, in consultation with the Chairperson of the Community Issues & Social Planning Committee, may also invite up to three members of the community to join the group, as deemed appropriate.

ATTENDANCE REQUIREMENTS

If a member or designate misses three consecutive meetings without due cause, the Resources Group reserves the right to terminate his or her membership.

CHAIR

On an annual basis, at its September meeting, the Resources Group will elect its own chairperson and vice chairperson.

REPORTING STRUCTURE

The Child Care Resources Group will forward copies of its regular meeting minutes to the Community Issues & Social Planning Committee. It will also provide the Committee with findings and recommendations of child care matters, with Resources Group Members periodically appearing as a delegation before the Committee as required. The Resources Group will not directly advocate to senior governments regarding child care. Rather, when advocacy is deemed necessary, the group will make appropriate recommendations for action to the Community Issues & Social Planning Committee.

MEETING FREQUENCY

The Resource Group will meet from 9:30 to 11:30 a.m. on the second Thursday of the month, unless decided otherwise by group members.

MEETING LOCATION

Meetings will be held at the Bill Copeland Sports Centre or an alternate location agreeable to the Child Care Resources Group.

STAFFING

Representatives from the Planning & Building and the Parks, Recreation & Cultural Services Departments will provide staff support to the Resources Group.

BUDGET

Costs for printing, mailing, and other incidental support for the Resources Group will be absorbed by the Planning and Building Department.

AMENDMENTS TO THE 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.