

SOCIAL ISSUES COMMITTEE

*HIS WORSHIP, THE MAYOR
AND COUNCILLORS*

**SUBJECT: PROPOSED MINOR 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 Social Issues Committee, at its meeting held on 2009 September 17, received and adopted the *attached* report proposing membership-related amendments to the Terms of Reference of the Child Care Resources Group.

Respectfully submitted,

Councillor Pietro Calendino
Chair

Councillor Paul McDonell
Vice Chair

Councillor Anne Kang
Member

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| Copied to: City Manager Director Planning & Building Director Parks, Recreation & Cultural Services |
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TO: CHAIR AND MEMBERS
SOCIAL ISSUES COMMITTEE **DATE:** 2009 September 10

FROM: DIRECTOR PLANNING AND BUILDING **FILE:** 1750 20

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

PURPOSE: To propose membership-related amendments to the Terms of Reference of the Child Care Resources Group.

RECOMMENDATION:

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

REPORT**1.0 BACKGROUND**

The Child Care Resources Group (CCRG) was established in 1990 as a subcommittee of the Social Issues Committee. The mandate of the CCRG is to advise the Committee and Council on child care matters, and to assist with the development of and advocate for child care policies, services and programs in Burnaby. The CCRG membership includes representatives from non-profit child care societies operating in Burnaby, as well as the Fraser Health Authority, the Burnaby School District, and relevant Provincial ministries. Staff from the Planning Department and the Parks, Recreation and Cultural Services Department serve as staff resources to the Group.

The CCRG's Terms of Reference have been amended a number of times over the years to reflect changes in the Group's membership. They were last amended in 2003. The purpose of this report is to propose minor amendments to the Terms of Reference to reflect the current membership of the Group.

2.0 PROPOSED CHANGES TO CCRG TERMS OF REFERENCE

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

2.1 Replace Burnaby/New Westminster Child Care Resource and Referral with YMCA Child Care Resource and Referral

The Provincial Child Care Resource and Referral Program provides support, resources and referral services for child care providers and parents in all communities in the province. Local non-profit organizations are funded by the Ministry of Children and Family Development to deliver the program. In 2004, the work of the Burnaby/New Westminster Child Care Resource and Referral Program was assumed by the YMCA Child Care Resource and Referral. The latter organization was already providing child care resource and referral services in Coquitlam. With the transfer of responsibilities, the Burnaby-based program also became known as YMCA Child Care Resource and Referral.

2.2 Delete the Ministry of Human Resources and Westcoast Child Care Resources Centre

The mandates of two CCRG member organizations - the Provincial Ministry of Human Resources, and Westcoast Child Care Resources Centre - have changed since 2003, leaving them with no connection to child care issues in Burnaby. They should, therefore, be deleted from CCRG membership.

When the CCRG's Terms of Reference were last amended, the Ministry of Human Resources was responsible for administering the Provincial Child Care Subsidy Program. That program provides a monthly payment to assist low-income families meet the costs of child care. Responsibility for the Child Care Subsidy now resides with the Ministry of Children and Family Development, which does hold membership on the CCRG. Ministry of Human Resources no longer has responsibility for any aspect of child care, and no longer sends representatives to CCRG meetings.

At one time, Vancouver-based Westcoast Child Care Resources Centre had a mandate to provide a wide range of child care services to the whole province, in addition to child care resource and referral services within Vancouver. As part of its provincial role, Westcoast served on the CCRG beginning in 1991. However, the provincial mandate of Westcoast was significantly reduced in 2004, and it now focuses primarily on child care services within Vancouver. Westcoast no longer sends representatives to CCRG meetings, and no other organization has been funded to assume responsibility for its former province-wide activities.

3.0 CONCLUSION

This report proposes minor amendments to the Membership section of the Child Care Resources Group's Terms of Reference to reflect organizational mandate changes. The

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From: Director Planning and Building
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amendments do not constitute substantive changes, but rather reflect current participation in the CCRG.

It is recommended that Council be requested to approve the amended Terms of Reference for the Child Care Resources Group, as presented in Appendix 1, *attached*.


B. Luksun, Director
for PLANNING AND BUILDING

JS/jc
Attachment

cc: City Manager
Director Parks, Recreation & Cultural Services
City Clerk

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Child Care Resources Group Terms of Reference

2009 September

PURPOSE

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

- serve as an advisory body to the Social Issues Committee on child care policies, services and programs;
- assist with the development of Burnaby child care policies, services and programs; and
- act as an advocate for child care services and programs in Burnaby.

MEMBERSHIP

Representatives of the following organizations serve on the Child Care Resources Group:

Burnaby Association for Community Inclusion
 Burnaby Children's Centres Society
 Burnaby Social Issues Committee
 Burnaby School District No. 41
 Council of Parent Participation Preschools of British Columbia
 Fraser Health, Community Care Facilities Licensing and Preventive Services
 Lower Mainland Purpose Society for Youth and Families
 Ministry of Children and Family Development
 SFU Child Care Society
 South Burnaby Neighbourhood House Society
 YMCA
 YMCA Child Care Resource and Referral

The Child Care Resources Group, in consultation with the Chairperson of the Social Issues 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 Child Care Resources Group reserves the right to terminate his or her membership.

CHAIR

On an annual basis, at its September meeting, the Child Care 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 Social Issues Committee. It will also provide the committee with findings and recommendations of child care matters, with Child Care Resources Group members periodically appearing as a delegation before the Committee as required. The Child Care 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 Social Issues Committee.

MEETING FREQUENCY

The Child Care Resources 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 Child Care Resources Group.

BUDGET

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

AMENDMENTS TO THE TERMS OF REFERENCE

The Child Care Resources Group will review the appropriateness of its Terms of Reference on an ongoing basis. It will recommend amendments, as deemed appropriate, to the Social Issues Committee.

Terms of Reference originally approved by Burnaby City Council in 1990 April; amendments approved in 1991 October, 1995 October, 2003 March, and 2009 September.