



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.