



# Child Care Services Working Group

## Terms of Reference

### 1.0 PURPOSE OF TERMS OF REFERENCE

The Child Care Services Working Group's main functions are:  
Provide advice (e.g. information, options, analysis and recommendations) to Council regarding the development of a new 10-year District of West Vancouver's Child Care Plan.

The Child Care Services Working Group's terms of reference are based on the "Working Group Guidelines" which were prepared by the Community Engagement Committee in 2014.

### 2.0 BACKGROUND

The development of the current Child Care Plan was undertaken during 2009-2010 under the direction of the Child Care Services Working Group (CCSWG). In November 2007, Council established the Working Group in response to parent concerns about a serious shortage of available child care spaces in the community. The Working Group's task was to come forward with updated policies and strategies to support the provision of quality, accessible child care in the community. The Working Group was comprised of residents and representatives from West Vancouver School District, Vancouver Coastal Health, and community agencies.

As a result of this work, West Vancouver has led the way in implementing best practices in a field that generates province-wide interest and concern about available quality child care and the importance of early childhood development. The District now works closely with other child care service providers on a regular basis and are viewed, in other parts of the province, as leaders in child care and early learning services.

Many of the Actions for Moving Forward in the District's present Child Care Plan have been achieved. In the five years since the Child Care Plan was developed, the early years landscape in West Vancouver has evolved (i.e. two successful years of operation for the Properties Family Hub, five "waves" of Early Development Instrument data). In order to prepare the District, West Vancouver child care providers and users, and those who rely upon other related child and family services, to respond to emerging issues and opportunities, the current Child Care Plan needs to be reviewed and updated.

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## **3.0 DUTIES**

### **3.1 Work Plan**

After an orientation session, the working group will review its terms of reference and prepare an initial work plan.

### **3.2 Review**

The Group will review existing information regarding the child care in West Vancouver, such as:

- the District of West Vancouver's Child Care Plan (2010);
- the Official Community Plan as it relates to Social Planning;
- the Parks Master Plan;
- the Blueprint for Social Responsibility and Change;
- a Municipal Survey of Child Care Spaces and Policies in Metro Vancouver (2011);
- recent and relevant community demographic data and studies;
- best practices from other jurisdictions and organizations; and
- other related documents as appropriate.

### **3.3 Engage**

The Group will discuss the achievements of the current Child Care Plan (2010) and will engage on:

- what components within the Child Care Plan (2010) should be carried forward into an updated plan (i.e. vision statement, goals, guiding principles, objectives, strategic initiatives, and actions);
- expanding the scope of the current Child Care Plan (2010) to include other elements of child care support; and
- the development of a child care plan for West Vancouver that is relevant for the next 10 years.

### **3.4 Recommend**

The Group will assess the relevant information and make recommendations to Council regarding, among other things:

- a revised child care plan for the next ten years;
- an appropriate long term strategy for the support and development of new or replacement child care facilities; and
- any other matters that the Group determines are of significance to children and families in West Vancouver.

### 3.5 Progress Report

At the mid-point of the working group's term, the group will prepare an interim progress report to Council and review its terms of reference with the Community Engagement Committee (CEC) to identify modifications in tasks and completion dates that may be indicated.

### 3.6 Final Report

Upon completion of its assignment, the Working Group will submit a report of its findings and recommendations to Council. The Staff Liaison and Chair shall collaborate to prepare the report. Following review by the Working Group, the report will be submitted to Council. The report shall include:

- an understanding and analysis of the issue under consideration;
- an overview of the work done and the process involved;
- the alternative considered, including minority views;
- an implementation and monitoring plan;
- recommendations and options for action by Council; and
- address areas where recommendations and options have financial implications.

The Working Group's function is advisory to Council, and in their role ends upon submission of their final report to Council. There is no continuing advocacy role concerning their findings and recommendations.

## 4.0 ORIGIN OF WORK

Within the Parks, Culture and Community Services Work Plan (2016), item 15.3.11, "Child Care Plan" states: Establish a working group to review the current Child Care Plan and make recommendations for revisions that reflect the future needs of child care in West Vancouver.

## 5.0 COMPOSITION

The Working Group consists of:

- at least one member of Council;
- nine citizens;
- one staff member (Staff Liaison);
- the Chief Administrative Officer, as an ex-officio member; and
- five additional ex-officio members from partner organizations; North Shore Community Resources' Child Care Resource and Referral Program, Vancouver Coastal Health Licensing Officer, West Vancouver School District; District Principal Early Learning and one Trustee; District of West Vancouver Child and Family Hub Coordinator.

The Working Group shall select a Chair and a Vice Chair from among its citizen members.

The role of the Council member is to:

- act as a liaison between Council and the Working Group; and
- provide periodic status reports to the Community Engagement Committee, and soliciting, where appropriate, Council's views on the issue being considered by the Group.

The role of the citizen members is to:

- represent the views and interests of West Vancouver citizens;
- contribute their expertise and experience to their Working Group;
- attend and participate in all Working Group and public meetings.

The role of the staff liaison is to assist the Working Group with facilitation and project management including:

- obtaining information, facilitating contact with District departments and arranging for professional advice as required;
- supporting the Chair and Working Group members in promoting effective group functioning;
- collaborating with the Chair in preparing reports to Council;
- directing the support function for the group regarding scheduling Working Group meetings; preparing agendas; taking notes at meetings; maintaining Working Group records; posting agendas, notes, reference material, and progress reports on the District's website; as well as any other material the Working Group wishes to be made public.

## **6.0 TERM, SIGNIFICANT MILESTONES, AND DESIRED OUTCOME**

The term of the Working Group is one year or until the work is completed, whichever is earlier.

## **7.0 MEETING SCHEDULE AND PROCEDURE**

### **7.1 Meeting Schedule**

The Working Group shall create a schedule of meetings that will be shared with Legislative Services and the Community Engagement Committee.

## 7.2 Procedure

Working Group meetings are open and constructive and are conducted in a spirit of good faith. They may rely upon the Community Engagement Committee for support and for advice concerning questions on procedure. Working Group meetings require the attendance of at least five of its members in order for the meeting to open. Working Groups will not hold any closed sessions.

At Working Group meetings, the Chair will explain that:

- the role of Working Groups is to evaluate options and make recommendations on specific issues, for consideration and decision by Council;
- Working Group meetings are conducted in a spirit of good faith and respect, so as to foster a free flow of ideas and unconstrained development of options; and
- the public and press shall similarly exercise good faith and respect, being mindful that the proceedings are “work in progress” and not a forum for lobbying or decisions.

Public participation at Working Group meetings are as follows:

- public and/or press may attend Working Group meetings as observers;
- Working Groups may receive delegations and presentations, and may call for public input from time to time;
- the Chair will provide opportunity for members of the public to ask questions and offer points of information, generally at the end of meetings. There will be no lobbying or speeches;
- electronic recording of a Working Group’s discussions, decisions or activities may occur with the Working Group’s permission; and
- should anyone disrupt or impede a Working Group meeting, the Chair may expel that person from the meeting.

## 8.0 COMMUNICATION/CONSULTATION STRATEGY

The Working Group shall consult with the community at large on questions or issues identified by the Working Group.

## 9.0 SUB-GROUPS, TASK GROUPS, COMMUNITY FORUMS

A basic principle guiding the operation of Working Groups is the flexibility in working (meetings, discussions, and compiling/evaluating information) and the freedom to establish sub-groups or community forums for specific tasks within the Working Group’s mandate. The Working Group may establish task groups as required to review or address specific tasks or issues as they arise. The outcomes of task groups will be reported at subsequent Working Group meetings.

## **10.0 DECISION MAKING APPROACH/FORMULATING RECOMMENDATIONS**

The Working group will build toward consensus in formulating and evaluating alternatives, and in making recommendations. Unanimity is not required, nor is voting. In conducting their work, the Working Group shall maintain:

- a clear view of their purpose and Terms of Reference;
- a focused, task-oriented, and time-sensitive approach;
- accountability by each member for the effectiveness of the group as a whole; and
- a flexible “wide open” process, inclusive of all interests in the community.

## **11.0 CONFLICT OF INTEREST**

Working Group members shall advise of personal conflicts of interest. For example, situations where a member:

- has a direct or indirect interest in the deliberations, pecuniary or otherwise; and/or
- is involved in a matter contravening Council’s Conflict of Interest guidelines.

Where an actual or potential conflict of interest exists, the Working Group member shall declare it and explain its nature to the group.

## **12.0 SUPPORT/PROFESSIONAL SERVICES UTILIZED**

The Staff Liaison will arrange for professional advice as required.

## **13.0 BUDGET**

The Working Group shall have a reasonable use of miscellaneous services such as clerical services, photocopying, paper supplies, meeting areas, appropriate refreshments, and other requirements. These are provided primarily through the Staff Liaison and the applicable District Division. \$3,000 has been provided by the District to support this Working Group.

## **14.0 CHILD CARE SERVICES WORKING GROUP MEMBERSHIP CRITERIA**

Members of the CCSWG shall be anyone (parents, grandparents, nannies and other residents) with experience in child care issues who demonstrates an interest in and commitment to child care and related services in West Vancouver. Members will be appointed on the basis of their experience, consensus building, expertise, and ability to advance the work of the CCSWG (not as formal representatives of particular organizations), and their availability.

Desired knowledge, experience and perspectives include the following:

- the District of West Vancouver's ethno cultural diversity;
- experience in child care and early years services development issues, needs and solutions;
- parents, grandparents, nannies, child care providers;
- not-for-profit/community and for-profit child care organizations;
- business and the development community;
- health and the human services;
- community planning;
- not-for-profit sector;
- accounting and finance; and/or
- other, as appropriate.