City of Richmond

Report to Committee

to Planning - Jan. 17, 2006

To: Planning Committee

Date: December 19, 2005

From: Terry Crowe
Manager, Policy Planning

File: 01-0100-20-CCDE1-01

Re: **Child Care Development Board 2005 Annual Report and 2006 Work Program**

Staff Recommendation

That, as per the Manager, Policy Planning report dated December 19, 2005, the Child Care Development Board proposed 2006 Work Program be approved, subject to the 2006 budget review.

Terry Crowe
Manager, Policy Planning

Att. 3

FOR ORIGINATING DIVISION USE ONLY				
ROUTED TO:	CONCURRENCE		CONCURRENCE OF GENERAL MANAGER	
Budgets	Y ☑ N ☐			
Recreation & Cultural Services	Y ☐ N ☐			
REVIEWED BY TAG	YES ☑	NO ☐	REVIEWED BY CAO	YES ☑ NO ☐

1716279

Staff Report

Origin

The mission of the Child Care Development Board (CCDB) is to provide Council with advice and support regarding the development of quality, affordable and accessible child care in Richmond.

The CCDB is presenting its:
- 2005 Annual Report and Financial Statement (**Attachment 1**), and
- 2006 Proposed Work Program and Budget **(Attachment 2).**

Findings Of Fact

1. CCDB 2005 Activities

The highlights of the CCDB's activities for the year 2005 are listed in **Attachment 1**.

CCDB 2005 membership is listed in **Attachment 1**.

2. CCDB 2006 Work Program and Budget

The CCDB 2006 Work Program and Budget are presented in **Attachment 2**.

3. Federal and Provincial Funding

Increased federal funding for child care has the potential to significantly increase the availability of quality, universal, accessible, child care in Richmond. Through the provincial Targeted Major Capital Grants Program (**Attachment 3**), the province is offering a 90% contribution to a maximum of $500,000 for the development of licensed group child care spaces in aboriginal and priority communities for children 0 – 5 years of age.

Major Capital Funding can be used for land, building, site development, equipment and furnishings.

Four Richmond communities have been identified as priorities (Cambie, City Centre, East Richmond, Thompson). Therefore, up to $2 million (e.g., $500,000 x 4 facilities) of the federal funding may be available for Richmond. It is not guaranteed that Richmond will receive the $2 million.

Analysis

1. 2006 CCDB Work Program

In 2006, the CCDB is seeking to undertake significant activities (e.g., planning forums, workshops, secure and utilize senior government child care funding) (**Attachment 2**).

2. Ongoing Implementation of the *2001 – 2006 Richmond Child Care Needs Assessment*

Child care co-ordinator tasks identified in the 2001 - 2006 Richmond Needs Assessment include:
- track child care needs and developments across the City,
- minimize stakeholder fragmentation and ad hoc decision making,

- monitor development throughout the City (i.e., residential development, construction of churches, mosques, meeting halls, etc.), and encourage developers to provide space or funds for child care, depending on location and demand,
- monitor and communicate research findings linking quality early childhood development opportunities with healthy communities,
- organize regular child care planning sessions that bring together relevant community partners (e.g., 2 - 3 times per year),
- encourage contributions to the Child Care Development Statutory Reserve Fund (e.g., cash and in-kind contributions of space and equipment from community groups and large employers) and
- work with senior governments, child care providers, the School Board, Community Associations, developers and related professionals to achieve Needs Assessment recommendations.

It appears that the next few years will be ones of increased City development and growth resulting in:
- an increased demand for additional child care spaces, and
- opportunities to locate new child care spaces in existing and new developments.

3. Federal and Provincial Funding For Child Care

Major Grants
As the provincial Targeted Major Capital Grants Program is a multi-year program, it appears that the provincial Program may be offered annually, until 2009 (term of provincial government).

Further senior government initiatives based on increased federal funding are yet to be announced.

City coordination is required among the City and interested Richmond child care providers to maximize the benefits of potential provincial funding to Richmond (e.g., up to $2 million). As indicated in the 2001 – 2006 Richmond Child Care Needs Assessment, simply constructing new centres will not effectively address child care needs if facilities are not:
- strategically located,
- targeted to the right age group, and
- financially viable.

Rather than the desired outcome of the increased availability of child care, an uncoordinated approach to developing new facilities could potentially result in a decrease in child care spaces through oversupply in given neighbourhoods or for certain age groups, causing closure of one or more centres.

Neither Major Capital nor Minor Capital Grants offered by the Province can be used for staff time (e.g., child care coordinator).

4. 2006 CCDB Work Program Request: Temporary, Part Time Child Care Coordinator

(1.) General

To maximize the benefit of federal and provincial child care funding, a temporary, part-time child care coordinator is needed to assist the Child Care Development Board in coordinating:

- the City's and community stakeholders' applications for short and long term senior government funding,
- planning how a maximum of $2,000,000 in provincial funding in Richmond can best be used in Richmond,
- the planning, design and leasing of existing expanded and/or new City and other child care facilities,
- funding opportunities that will arise from senior government monies, and
- other, as necessary.

(2.) A Temporary, Part-Time Child Care Coordinator For 2006

The CCDB is requesting that $50,000 be allocated from the Child Care Development Statutory Reserve Fund to hire a temporary, part-time child care coordinator for 2006 to:

- help secure federal and provincial funding for Richmond;
- maximize the benefit of and help plan for federal and provincial child care funding to the community, and
- assist the Child Care Development Board to implement its 2006 work program.

The Child Care Development Board would serve as a Steering Committee to the coordinator position, managed by City staff.

(3.) Cost - Temporary, Part-Time Child Care Coordinator For 2006

- It is estimated that a temporary, part time coordinator will cost up to $50,000 in 2006.
- Staff will minimize the coordination costs to the City during contract negotiation.
- If dollars remain in December 31, 2006, Council will be apprised of progress and if a coordinator is needed in 2007.
- If the services of a coordinator are required in 2007, Council will be advised, and work and funding options presented for Council's consideration in the 2007 budget.

(4.) <u>Pros:</u>

- The Province is encouraging various stakeholders in Richmond, including the City, to apply for up to $2,000,000 for Richmond child care facilities, and coordinated planning is required to maximize benefit to the community.
- A part-time Child Care Coordinator would bring knowledge of and experience with the child care field to the City child care planning process, as well as knowledge of City development.
- Coordination is required among the City and various stakeholders, including child care providers, the province, School Board, Community Associations, developers, and related professionals.
- As a volunteer advisory committee, the Child Care Development Board does not have sufficient time to coordinate child care planning for the City.

- City staff have limited time and other social planning responsibilities (e.g., seniors, intercultural, problem gambling).
- The proposed co-ordinator temporary, part-time co-ordinator will be not be, or evolve into, a permanent staff position.
- Ensure a planned approach to child care locations, rather than allowing development opportunities to drive decisions.

5. Proposed $2,500 Increase in CCDB Annual Board Operating Expenses

- Currently, the CCDB receives $2,500 for its annual operating budget.
- The CCDB is requesting (**Attachment 4**) an annual increase of $2,500 for a total of $5,000 annually. The increase would enable the Child Care Development Board to better meet its important mandate (e.g., hosting additional forums, training, building partnerships, etc.).

Financial Impact

1. Operating Budget

The CCDB is seeking an increase in its operating budget from $2,500 to $5,000 (increase of $2,500). This increase has been accommodated internally in the 2006 budget. While the CCDB requested $3,000, upon checking, Finance advises that the current CCDB allocation is $2,500.00.

2. Part-Time Temporary Child Care Coordinator

The CCDB is proposing that the cost of contracting a temporary, part-time co-ordinator to coordinate child care activities be allocated from the Child Care Development Statutory Reserve Fund. This has been included in the 2006 Capital Budget.

3. Child Care Development Statutory Reserve Fund

- Balance of Statutory Reserve Fund as of November 21, 2005: $90,648.46
- Proposed Expenditure for part-time Child Care Coordinator, 2006: $50,000.00
- Proposed Balance: $40,648.46

- Developer contributions are anticipated to replenish the Statutory Reserve Fund (e.g., $52,500.00 was contributed in 2005).

4. Child Care Grants

- Remaining in 2005 Budget Project 40721 for Child Care Grants: $20,201.11
- These dollars will be available for grants in 2006.

5. City Role in Accessing the Provincial Targeted Major Capital Grants Program

- This matter will be addressed in a separate report to Planning Committee on January 17, 2006.

Conclusion

In 2006, the CCDB is proposing to:
- further the work identified in the 2001 – 2006 Richmond Child Care Needs Assessment,
- ensure that federal and provincial child care funding to Richmond is obtained and used effectively through a coordinated approach, and
- continue its important role in supporting child care providers and families in Richmond.

Staff recommend support for the CCDB's proposed:
- 2006 Work Program and Budget,
- $50,000 from the Child Care Development Statutory Reserve Fund to hire a temporary, part-time child care coordinator on a contract basis, and
- an increase of $2,500 in the CCDB committee operations budget, for a total of $5,000 annually.

Lesley Sherlock
Social Planner
(4220)

LS:cas

City of Richmond Child Care Development Board 2005 Annual Report November 2005

It is our pleasure to submit the Richmond Child Care Development Board (CCDB) 2005 Annual Report. The CCDB has worked diligently over the past year and we look forward to being active participants in the years ahead as we work with you to make the City of Richmond a great place to raise children.

The Child Care Development Board has been busy during 2005 and is pleased to present this report to Council.

May is Child Care Month

- **Information Cards:** The Board undertook a new initiative in order to celebrate this annual event. In partnership with the publications department of the City of Richmond we designed, developed and printed a "Child Care Information Card" that was displayed for two weeks during May on every table in the Richmond Centre Mall Food Court. This card was developed to educate and inform parents of the importance of choosing quality child care environments for their children and was written in both English and Chinese.
- **Child Care Tours:** Over 60 child care providers toured 6 Richmond Child Care Centres. These tours give providers opportunities to network and gain ideas and inspiration from seeing new and different centres. The evening ended with a reception at City Hall and was greatly appreciated by all who attended.
- **Early Childhood Educators of BC Conference:** Delegates from all over BC were welcomed and hosted at a reception at Terra Nova Children's Centre. In addition to the reception staff gave a presentation on their approach to early childhood education and the 35 delegates who attended enjoyed the event and learning opportunity.

Child Care Statutory Reserve Fund Grants

The Board received 11 applications requesting grants for resources and equipment from Richmond Child Care Centres. $29,798 was allocated to 10 centres for a wide range of amenities and resources. The recommendations were unanimously approved by Council.

Terms of Reference and Mission Statement

Mr. Terry Crowe spent an evening with members of the Board assisting us in reviewing the outdated Board Terms of Reference and Mission Statement. As a result members of the Board worked with Lesley Sherlock and Terry Crowe to revise these important documents to ensure that they are more reflective of the current reality of both Board and Council.

Strategic Planning Session

In order to position the CCDB for the anticipated child care developments that will come as a result of new federal child care dollars, a strategic planning session for CCDB members was held on November 23, 2005. The 2006 work plan was developed at this session.

Speakers
Cllr. Bill McNulty spent some time with the CCDB to bring us up-to-date with future plans for development in Richmond and the potential impact on future child care needs.

Child Care Needs Assessment
The Board has continued to work on the recommendations of the Needs Assessment and will be considering how to gain information that will assist in advising us on future child care needs for the years 2007-2010.

Other
Child Care Development Board members sit on many other community boards and committees in Richmond, including Richmond Children First, and bring this community information to the attention of the Board members.

Conclusion
2005 has been a busy year with many tasks accomplished and even more ahead of us with many new opportunities for the child care field. We have a very dedicated Board which includes two parents from the community who access Child Care, Child Care providers representing Group, Supported Child Care, Preschool, Family and Out of School Age Care, The Richmond Child Care Resource and Referral Centre and a Richmond community member.

It is important to mention the hard work and dedication of Lesley Sherlock, City Staff. She has been such an asset to this Board and should be duly recognized. Thanks are also due to Mr. Terry Crowe for his time and assistance with the revisions of the Terms of Reference and other documents. We would also like to take this opportunity to thank Councilor Sue Halsey-Brandt (Council Liaison) for her ongoing commitment to our Board.

Members of the 2005 Child Care Development Board
Karen Iddins, Colleen Fox, Farida Andani, Sreedevi Varium, Ranjit Bains, Zarina Mosaheb, Gillian Barnickle, Linda Shirley, Sue Graf, Lesley Richardson. Mr. Chak Au represents the Richmond School Trustees on the CCDB.

We would also like to thank the following Board members who will not be renewing their term: Ranjit Bains, Gillian Barnickle and Zarina Mosaheb. It has been a pleasure working with such dedicated community members and we wish them all the best in their future endeavors.

Child Care Development Board
2006 Work Program and Budget

2006 Work Program

1. Continue to work with the City Staff and Elected Officials to implement the goals of the City of Richmond's Commitment to Child Care " to be an active partner with senior levels of government, parents, the private sector, and the community in the development and maintenance of a comprehensive child care system in Richmond. This system shall provide quality programs which are accessible and affordable" with particular attention to the potential funding of a National Child Care System.
2. Request that the City of Richmond retain a consultant to act as Child Care Coordinator on a part-time contract basis. This position is necessary given the need to maximize the benefit of federal and provincial child care funding to the community, and to assist the Child Care Development Board to implement its 2006 work program.
3. Advise the City of partnerships as they relate to Capital Initiatives from other levels of Government.
4. Prepare a report to propose ways in which City officials can encourage increased developer contributions to the Child Care Development Statutory Reserve.
5. Communicate information regularly to Mayor and City Council on important issues related to child care.
6. Participate in the Richmond Children First Initiative sponsored by the Ministry for Children and Family Development
7. Facilitate a roundtable of stakeholders to discuss current issues surrounding childcare
8. Seek out and work with all community partners in the City whose focus is children and families
9. Host a reception for "May is Child Care Month" Child Care Open House Event as a way to raise the profile of the Board and network in the community, and partner with others to host additional Child Care Month events.
10. Print and distribute child care month information to Richmond Centre Mall and other appropriate locations.
11. Finalize the revised CCDB Terms of Reference and the City's Child Care Policy.

2006 Budget

Proposed Committee Budget: $4800.00 $5,000

Projected Expenses for 2006:

1. Child Care Month Celebrations	$ 1000.00
2. Forums	$ 3000.00
3. Meeting and Miscellaneous expenses	$ 1000.00
Total	$ 5,000.00

Submitted by:
Susan Graf & Lesley Richardson
Co-Chairs, Child Care Development Board

ATTACHMENT 3

CONTENTS

- For Parents
- **For Child Care Providers**
  - Child Care Operating Funding Program
  - **Child Care Capital Funding Program**
- Early Childhood Educators
- Child Care Subsidy
- Policy & Legislation
- Publications
- Links
- Contact Child Care
- **HOME** (Child Care)

Child Care Capital Funding Program

The Child Care Capital Funding Program is being enhanced. New investments will build capacity in the system and increase the number of licensed child care spaces in the province.

The Capital Funding Program includes two program components:

- Major Capital Funding For The Creation of New Child Care Spaces and
- Minor Capital Funding For Emergency Repair, Replacement and Relocation.

Capital Funding is available for licensed non-profit group child care providers.

As of October 1, 2005, the following changes came into effect:

Funding under the Major Capital funding program has been increased to a maximum of $300,000 from $250,000 to support the creation of licensed group child care spaces. The provincial contribution will be 50% for all regions of the province from the previous 25% for large urban areas, 35% for small urban areas and 50% for rural communities.

A new targeted component of the Major Capital Funding Program has been introduced to support the creation of new licensed group non profit child care spaces for children under age 6 in areas of high need. The maximum funding available under the Targeted Major Capital Funding Program is $500,000 and the provincial contribution will be up to 90%.

Funding under the Minor Capital Funding Program has been increased from a maximum of $4,000 to $5,000 per project to assist licensed, group, nonprofit child care providers in meeting health, safety and quality standards. If a child care provider operates more than one licence care type at a facility, maximum funding amount is $10,000 per facility.

- **Major Capital Funding for Creation of New Child Care Spaces** helps communities create new licensed group child care spaces that help meet the needs of B.C. families. Under this program, applicants may receive funding for buying equipment, building, renovating or expanding the capacity of existing child care facilities to create new child care spaces. **Application deadlines are November 15, 2005 and January 31, 2006.**
  - Funding Guidelines [pdf 103 kb]

- Application Form [pdf 74 kb]
- Priority Communities [pdf 51 kb]

- **Minor Capital Funding for Emergency Repair, Replacement and Relocation** helps licensed group child care providers maintain quality services for families in their communities. Under this program, child care facilities may receive funding to help them meet provincial licensing requirements related to upgrading or repairing existing facilities, replacing equipment and furnishings or assisting with moving costs. **Applications are reviewed on an ongoing basis.**
  - Funding Guidelines [pdf 111 kb]
  - Application Form [pdf 36 kb]

Contact Information

Child Care Capital Funding Program Administrator
Child Care Programs and Services Branch
Ministry of Children and Family Development
PO Box 9965 Stn Prov Govt
Victoria BC V8W 9R4

Telephone in Greater Victoria: 250 356-6501
Elsewhere in BC call toll free: 1-888-338-6622

NOTE: You will require free Adobe Acrobat Reader software to view PDF files on this website.

Copyright | Disclaimer | Privacy

Child Care Capital Funding Program

Major Capital Funding for Creation of New Child Care Spaces

What are the Funding Guidelines?

Child care funding is available in 2005/06 for capital costs required for the creation of new licensed group child care spaces as follows:

Regular Major Capital Funding

- 50% contribution by the Province to maximum of $300,000 for creation of licensed group child care spaces.

Targeted Major Capital Funding:

- 90% contribution by the Province to maximum of $500,000 for creation of licensed group child care spaces in:
  - aboriginal communities on and off reserve
  - priority communities

  for the following licence care types only: preschool, group 0-36 months (infant/toddler), and group 30 months to school age (3-5)

Preference will be given to those proposals where the child care spaces to be created are co-located with other children's services (eg. community hubs).

Definition of Priority Communities for Targeted Capital Funding

Targeted Major Capital funding is designed to support the creation of new licensed child care spaces for children under age six where they are most needed. A list of priority communities that are eligible for funding consideration under Targeted Major Capital Funding has been identified using the Early Development Instrument (EDI). The EDI is a validated survey instrument implemented throughout British Columbia and administered by the Human Early Learning Partnership (HELP) to assess "readiness for school" of children. The EDI gathers data on five areas, or sub-scales, of children's development: physical health and well-being; social competence; emotional maturity language and cognitive development; and communication skills and general knowledge. The EDI is a group-measure tool providing data that is interpreted at the school district and neighbourhood level.

Based on the EDI data, a list has been developed of priority communities or neighbourhoods within the province where there are high percentages of children that have been found to be vulnerable on the EDI core measures. The list is organized by school district and community/neighbourhood.

Information on the EDI can be found at: http://ecdportal.help.ubc.ca or at maps@help.ubc.ca. Information on this website includes EDI data and maps illustrating EDI results by school district and by neighbourhood. Click here for information on "What the EDI is (not)". For assistance in accessing and interpreting the information please contact HELP at www.earlylearning.ubc.ca.

If you are interested in applying for Targeted Major Capital Funding it is recommended that you contact the Capital Funding Program Administrator in order to confirm whether your proposed location is in a priority community.

Call the Child Care Help Line, in Greater Victoria at 356-6501 or Outside Greater Victoria toll free at 1 888 338-6622.

Who is Eligible?

Non-profit societies in good standing with BC Corporate Registry, local government, public institutions, bands/tribal councils and First Nations Governments are eligible to apply for funding.

- Organizations must prove that they:
  - Are financially viable and have a solid business plan for operation of the child care facility
  - Have the knowledge, skills and experience to undertake the project and
  - If currently licensed, are in compliance with the *Community Care and Assisted Living Act* and Child Care Licensing Regulation, or if not yet operating, in the process of obtaining a licence under *the Community Care and Assisted Living Act*.

All applications must include the following:

- A clear demonstration that the project:
  - Provides much needed child care that is not readily available in the community
  - Complements existing child care programs
  - Will service families receiving Child Care Subsidy and children with special needs requiring extra supports
- Evidence that the sponsoring organization is working with the Licensing Officer to ensure that the proposed project will meet Licensing Regulations.
- A commitment to start the project within four months of the date of the funding agreement.
- A commitment to continuing the child care operation as follows:
  - For projects under $25,000, applicants must demonstrate commitment to continuing the child care operation at a minimum to the end of their lease agreement and any extensions, up to a maximum of five years.
  - For projects between $25,000 and $300,000, where the applicant is renovating existing leased space or only requesting funding support for equipment and furnishings, applicants must demonstrate commitment to continuing the child care operation for a minimum period of five years.

    - For projects between $25,000 and $300,000, where the applicant owns the building and/or land, applicants must demonstrate commitment to continuing the child care operation for a minimum period of 10 years.
    - For projects over $300,000, regardless of whether the applicant is renovating existing leased space or where the applicant owns the land and/or building, applicants must demonstrate commitment to continuing the child care operation for a minimum period of ten years.
  - Written confirmation of the applicant's full financial contribution must be in place before approval of provincial funding will be considered.

Funding approval will be based on funding guidelines, program criteria and availability of funds in the Major Capital Program for Creation of New Child Care Spaces.

Program criteria considered includes:

- Demonstrated community need and community support for the proposed project
- Viable business plan
- Socio economic need
- The number and type of child care spaces to be created
- Cost per child care space

Funding will be considered for:

- Building a new child care facility including the cost of buying land or a building
- Assembly of a modular building and site development
- Buying equipment and furnishings to support new child care spaces in an existing facility or as part of the above activities to create new spaces

Funding will not be considered for:

- The creation of Childminding, Occasional Child Care at Ski Hill or Resort and Residential Care spaces.
- Projects enhancing existing spaces without creating new licensed group child care spaces
- Projects already completed before approval of funding from the Province of BC
- Assets acquired prior to approval of the funding application
- Non-capital items such as toys, art supplies, books, games, small appliances and computers

The application deadline dates for 2005/06 are November 15, 2005 and January 31, 2006.

Funding applications must be received by the submission deadline. Late applications will not be reviewed.

Contact Information:

Child Care providers can access information on child care funding by contacting the Child Care Help Line in Greater Victoria at 356-6501 or Outside Greater Victoria toll free at 1 888 338-6622. E-mail us at mcf.ccof@gov.bc.ca

List of Priority Communities

SD #	School District Name	Community/Neighbourhood
34	Abbotsford	Babich
70	Alberni	Central Port
41	Burnaby	Burnaby Mountain
41	Burnaby	Burnaby South
41	Burnaby	Edmonds
41	Burnaby	Middlegate
41	Burnaby	Stoney Creek
41	Burnaby	Twelfth Avenue
72	Campbell River	Campbell R N - Sayward
27	Cariboo-Chilcotin	Chilcotin
23	Central Okanagan	Belgo / Quigley
23	Central Okanagan	Black Mountain
23	Central Okanagan	Casorso
23	Central Okanagan	Chief Tomat
23	Central Okanagan	Matheson
23	Central Okanagan	Peachland
23	Central Okanagan	Pearson
23	Central Okanagan	Spring Valley
33	Chilliwack	Chilliwack - Downtown
33	Chilliwack	Chilliwack - South
33	Chilliwack	Chilliwack - West
82	Coast Mountain	Hazeltons
82	Coast Mountain	Terrace - Thornhill
71	Comox Valley	Glacierview / Vanier
71	Comox Valley	South Courtenay
43	Coquitlam	Burquitlam
79	Cowichan	Cowichan Bay / Glenora
79	Cowichan	Duncan Centre
48	Howe Sound	Pemberton
48	Howe Sound	Squamish - South
85	Island North	Port Hardy
84	Island West	Island West
73	Kamloops - Thompson	North Kamloops
73	Kamloops - Thompson	North Thompson
35	Langley	Rural South Langley
75	Mission	Mission - Downtown
75	Mission	Mission - North
75	Mission	Mission - West Heights
83	N Okanagan - Shuswap	Enderby
68	Nanaimo - Ladysmith	Cedar - Yellow Point
68	Nanaimo - Ladysmith	Newcastle - Townsite
68	Nanaimo - Ladysmith	S Wellington - Cassidy
68	Nanaimo - Ladysmith	South Nanaimo
91	Nechako Lakes	Fort St James
40	New Westminster	Downtown - Stewardson
40	New Westminster	Queensborough
40	New Westminster	Uptown
58	Nicola - Similkameen	Princeton

SD #	School District Name	Community/Neighbourhood
44	North Vancouver	Lower Lonsdale
53	Okanagan - Similkameen	Keremeos
67	Okanagan - Skaha	Downtown West
59	Peace River South	Chetwynd / Tumbler Ridge
59	Peace River South	Dawson Creek North
47	Powell River	Townsite
47	Powell River	Westview Centre
57	Prince George	Ospika North
57	Prince George	Peden Hill
57	Prince George	South Fort George
57	Prince George	The Bowl
52	Prince Rupert	North Coastal Communities
52	Prince Rupert	Pr Rupert - Centre
52	Prince Rupert	Pr Rupert - Cow Bay
52	Prince Rupert	Pr Rupert - Seal Cove
69	Qualicum	Errington / Nanoose
69	Qualicum	Northwest / Lasqueti
28	Quesnel	Quesnel West
38	Richmond	Cambie
38	Richmond	City Centre
38	Richmond	East Richmond
38	Richmond	Thompson
63	Saanich	Central South
63	Saanich	Sidney
87	Stikine	Stikine
36	Surrey	Beaver Creek
36	Surrey	Bridgeview
36	Surrey	Guildford East
36	Surrey	Kennedy Trail
36	Surrey	Newton North
36	Surrey	Strawberry Hill
36	Surrey	Strawberry Hill West
39	Vancouver	Grandview - Woodlands
39	Vancouver	Hastings - Sunrise
39	Vancouver	Kensington - Cedar Cottage
39	Vancouver	Killarney
39	Vancouver	Marpole
39	Vancouver	Mount Pleasant
39	Vancouver	Renfrew - Collingwood
39	Vancouver	Riley Park
39	Vancouver	South Cambie
39	Vancouver	Strathcona
39	Vancouver	Sunset
39	Vancouver	Vancouver - Downtown
39	Vancouver	Victoria - Fraserview
39	Vancouver	West End
61	Victoria	Esquimalt
61	Victoria	Fernwood

BRITISH COLUMBIA | Ministry of Children and Family Development

CHILD CARE CAPITAL FUNDING PROGRAM MAJOR CAPITAL FUNDING FOR CREATION OF NEW CHILD CARE SPACES

The information collected on this form is collected under the authority of the *Child Care BC Act*. (SBC 2001, c. 4) and will be used for the purpose of administering the Child Care Capital Funding Program. Any questions about the collection, use or disclosure of this information should be directed to the Director, Child Care Programs and Services Branch, PO Box 9965 Stn Prov Govt, Victoria BC V8W 9R4, Phone: In Victoria: 250-356-6501, Elsewhere in BC, Toll Free: 1-888-338-6622, Fax: (250) 953-3327.

APPLICATION DEADLINE: NOVEMBER 15, 2005 AND JANUARY 31, 2006.

Supporting documentation must be attached in accordance with funding application criteria.
An application is not a guarantee of funding.

A. APPLICANT INFORMATION

Type of Organization: ☐ Non-Profit Society ☐ Local Government ☐ Public Institution (college/university) ☐ First Nations Government ☐ Band/Tribal Council

LEGAL NAME OF ORGANIZATION	CHILD CARE CENTRE NAME
ORGANIZATION MAILING ADDRESS	CHILD CARE CENTRE ADDRESS
CITY / POSTAL CODE	CITY / POSTAL CODE
SOCIETY NUMBER (if applicable) S- / ORGANIZATION PHONE NUMBER ( )	DATE OPENED (YYYY/MM/DD) (IF EXISTING CENTRE) / CENTRE PHONE NUMBER ( )
CONTACT PERSON FOR THE PROJECT (PLEASE PRINT)	LAND AND/OR FACILITY IS. (CHECK ONLY ONE - PLEASE ATTACH PROOF) ☐ Owned ☐ Rented/leased
POSITION OF CONTACT PERSON / CONTACT PERSON PHONE NUMBER ( )	TYPE OF SERVICE: (ATTACH COPY OF LICENCE) / MAXIMUM NUMBER
CONTACT PERSON FAX NUMBER ( ) / CONTACT PERSON EMAIL	

B. FUNDING REQUEST INFORMATION

Please indicate the funding you wish to be considered for (see Funding Guidelines)

Regular Major Capital Funding

☐ 50% contribution by the Province to maximum of $300,000 for creation of licensed group child care spaces for licence care types and in child care settings other than those listed under Targeted Major Capital Funding below.

Targeted Major Capital Funding:

☐ 90% contribution by the Province to maximum of $500,000 for creation of licensed group child care spaces in:

- ☐ aboriginal communities on and off reserve
- ☐ priority communities (see definition in Funding Guidelines)

for the following licence care types only: preschool, group 0-36 months (infant/toddler) or group 30 months to school age (3-5).

Indicate the type of project you are requesting funding for:	Amount of Request
☐ Expansion of existing child care facility ☐ Creation of new child care facility	$

C. PROJECT SUMMARY (see Funding Guidelines)

PROJECT DESCRIPTION (ATTACH ADDITIONAL PAGES IF REQUIRED)	
WHAT ARE THE NUMBER AND TYPE OF CHILD CARE SPACES TO BE CREATED?	WHAT ARE THE NUMBER AND TYPE OF CHILD CARE SPACES TO BE RETAINED?
What is the proposed start date for this project? (YYYY/MM/DD)	What is the proposed end date for this project? (YYYY/MM/DD)
SUMMARIZE COMMUNITY NEED AND INCLUDE STEPS YOU HAVE TAKEN TO AVOID DUPLICATING SERVICES (ATTACH ADDITIONAL PAGES IF REQUIRED)	
Name of Licensing Officer:	Phone Number: ( )
DESCRIBE WORK COMPLETED TO DATE TOWARDS LICENSING OF NEW FACILITY:	
DESCRIBE STEPS YOU WILL TAKE TO ENSURE QUALIFIED STAFF ARE IN PLACE:	

D. SUMMARY OF EXPENDITURES FOR PROPOSED PROJECT

Building Costs	$	**Accepted Rates for Volunteer Labour**
Site Development Costs	$	$10.00 per hour for unskilled labour
Equipment Costs (attached detailed list)	$	$20.00 per hour for skilled labour
Fees	$	$50.00 per hour for heavy machinery and operator
Total Project Costs	$	

E. LIST OF CONFIRMED SOURCES OF FUNDING

	$
	$
	$
	$
	$
Total Confirmed Funding	$

F. FINANCIAL SUMMARY

Total Project Cost	$
Confirmed Funding from Sponsoring Organization	$
Funding Request from Province	$

G. CERTIFICATION BY APPLICANT

On behalf of the sponsoring organization, I hereby certify that I have read and understand each of the following requirements, which have been satisfied by the organization. I understand that any funding provided as a result of this application will be governed by the terms of a formal agreement that must be entered into between the Province and the organization that will include all of these requirements:

1. The organization must continue the child care operation as follows:
   - For projects under $25,000, applicants must demonstrate commitment to continuing the child care operation at a minimum to the end of their lease agreement and any extensions up to a maximum period of five years.
   - For projects between $25,000 and $300,000, where the applicant is renovating existing leased space or requesting funding support only for equipment and furnishings, applicants must demonstrate commitment to continue the child care operation for a period of 5 years.
   - For projects between $25,000 and $300,000, where the applicant owns the building and/or land, applicants must demonstrate commitment to continuing the child care operation for a period of 10 years.
   - For projects over $300,000, regardless of whether the applicant is renovating existing leased space or where the applicant owns the land and/or building, applicants must demonstrate commitment to continuing the child care operation for a minimum of 10 years.
2. The organization must ensure that the child care facility is willing to serve families on Child Care Subsidy and children requiring extra supports.
3. The organization must not have the financial resources to undertake the request without financial assistance of the Province.
4. The organization must be in good standing with BC Corporate Registry (if applicable).
5. The organization must be in good standing with the Ministry of Children and Family Development (that is, the organization must either have no outstanding balances owing to the Ministry OR the organization must have established payment plans for outstanding balances from other child care funding programs and must be in good standing regarding its payments under those plans.
6. The organization must obtain all necessary permits and meet all local zoning by-laws.
7. Any cost overruns on the project are the sole responsibility of the organization.
8. If the final cost of the project is less than the estimate provided in this application, then the Province's obligation to pay the organization will be reduced by the same amount by which the total cost of the project is less the estimated cost.

I, the undersigned, do hereby certify that all the information provided on behalf of the organization is true and complete to the best of my knowledge and belief. By signing below, I agree and commit, on behalf of the organization, to the foregoing terms and conditions.

SIGNATURE OF AUTHORIZED SIGNING AUTHORITY	NAME OF AUTHORIZED SIGNING AUTHORITY (PLEASE PRINT)
POSITION	DATE SIGNED (YYYY/MM/DD)

Please refer to page 4 of this form for the Required Documentation Checklist and mailing information.

CHILD CARE CAPITAL FUNDING PROGRAM
MAJOR CAPITAL FUNDING FOR CREATION OF NEW CHILD CARE SPACES
REQUIRED DOCUMENTATION CHECKLIST

If any of the information listed below is missing or incomplete, the application may be found ineligible. A signed application is not a guarantee for funding.

Have you included:

- ☐ Completed funding application form.
- ☐ Written confirmation of commitment to continue the child care operation in accordance with the funding guidelines.
- ☐ Written confirmation of the required financial contribution (may include confirmation of financing, bank statement, volunteer labour, or confirmation of financial contribution from other sources). A detailed list of any volunteer labour is required (if applicable) using the maximum rates provided in the application and up to a maximum of 15% of the total project costs. Note: Confirmed funding may not include the value of donated assets. Confirmed funding also may not include the value of land or building unless purchase of land/building is from a private source for the purpose of the project and is included in the project costs.
- ☐ Demonstration of need for the proposed child care spaces. This may include needs assessment survey, research, statistics or waitlists for spaces.
- ☐ Letters of support for the project. This may include community organizations, parents, funding partners, local government, etc.
- ☐ Detailed proposed budget for the project including written estimates.
- ☐ Viable business plan and operating budget for one year of operation.
- ☐ List of all anticipated revenues and expenditures including the number of staff, salary levels, projected enrollment level and proposed fees for the child care spaces.
- ☐ Copy of your Community Care Facility Licence, if currently operating a licensed facility.
- ☐ Proof of ownership of land and building or rental agreement or lease.
- ☐ Detailed floor plans (if applicable).
- ☐ List of any previous capital funding received from the Province of BC. Describe the type of funding, purpose of funding, date and amount received.

Please mail your application and required documentation to:

CHILD CARE CAPITAL FUNDING PROGRAM ADMINISTRATOR
CHILD CARE PROGRAMS AND SERVICES BRANCH
MINISTRY OF CHILDREN AND FAMILY DEVELOPMENT
PO BOX 9965 STN PROV GOVT
VICTORIA BC V8W 9R4

If you have any questions, please call the Child Care Helpline.
In Greater Victoria at 356-6501 or Outside Greater Victoria toll free at 1-888-338-6622.
Website: http://www.mcf.gov.bc.ca/childcare/

Child Care Development Board
C/o Richmond City Hall
6911 No. 3 Road
Richmond, BC V6Y 2C1

July 13, 2005

Terry Crowe
Manager, Policy Planning
City of Richmond
6911 No. 3 Road
Richmond, BC V6Y 2C1

Dear Mr. Crowe:

Re: CCDB Operational Budget Increase for 2006

The Child Care Development Board is requesting an additional $3,000.00 to be released into their budget for the 2006 fiscal year.

As you are aware the Child Care field is in a state of change with new Provincial and Federal Government child care initiatives beginning to take shape. In the light of all the upcoming changes we believe it will be important to bring child care providers together during 2006 to discuss future directions.

We are therefore requesting that the budget for the CCDB be increased by $3,000.00 for 2006.

Thank you,

Yours truly,

Sue Graf and Lesley Richardson
Co-Chairs

LS:ls