



**CITY OF RICHMOND**

REPORT TO COMMITTEE

**TO:** Planning Committee  
**FROM:** Terry Crowe,  
Manager Policy Planning  
**RE:** **CHILD CARE DEVELOPMENT BOARD - NEEDS ASSESSMENT**

*TO PLANNING - JUNE 5, 2001*  
**DATE:** May 7, 2001  
**FILE:**  
*0100 - 20 - CCDEI - 01*

STAFF RECOMMENDATION

That the Child Care Development Board's proposal for a Needs Assessment (Option/Workplan 1) be supported as the method for undertaking this project.

Terry Crowe  
Manager, Policy Planning

TTC:mp

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<b>ROUTED TO:</b>	<b>CONCURRENCE</b>	<b>CONCURRENCE OF GENERAL MANAGER</b>
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## STAFF REPORT

### ORIGIN

At the Planning Committee meeting of April 18<sup>th</sup>, 2001 Planning Committee directed that:

“The proposed child care needs assessment be referred to staff to determine:

- (a) what support could be provided by staff
- (b) the options which were available to conduct the needs assessment; and
- (c) the anticipated costs to complete the assessment”

This report provides details on the referral.

### FINDINGS OF FACT

Staff met on three occasions with representatives of the Child Care Development Board to explore how the needs assessment could be undertaken. In addition the May 3, 2001 meeting of the Board was devoted to discussing the project. Details discussed included the scope of work to be undertaken, what role the consultant, City staff and the Child Care Board members could undertake, and what costs were involved.

#### Points Clarified Regarding The Project.

1. The overall goal of the project is to create a fiscally responsible plan that builds on the existing community resources and addresses the unique child care needs within neighbourhoods. In consultation with key stakeholders, this will be accomplished through the examination of changing child care needs and the exploration of innovative service delivery models, thereby demonstrating the City of Richmond's continued leadership in the child care sector.
2. The results of the Needs Assessment will help to identify priorities, the differing needs in various geographic areas of Richmond, and ways that these could be met, including innovative models and potential partnership opportunities.
3. It is also anticipated that the results will be of interest to: City Council, the Child Care Development Board, service providers, the School Board, the Health Board, parents, Community Associations, Richmond District Parents Association and Parent Advisory Committee's, the Chamber of Commerce and other groups serving families.
4. It is anticipated that the findings will be used in a number of ways: guiding City Council in the recommending expenditures from the Child Care Statutory Reserve Fund, by service providers in their decisions regarding expansion of their services, and by parents in their decisions regarding employment, education and family responsibilities.
5. It is anticipated that this project will give an opportunity for key stakeholders to have input into the plan by identifying issues and attending forums.

### Options/Workplans For Undertaking The Study

Three different options for conducting the needs assessment (**see Attachment 1**) were developed and the respective scope of work identified for each option. Each option (titled Workplan 1, 2 and 3) was reviewed to determine the value obtained; the respective roles for the consultant, Child Care Development Board and City staff; and the estimated cost of each option. In order to verify the costs associated with the three workplans, contact was made with the West Coast Child Care Resource Centre who have consultants who undertake such work. Upon reviewing the proposed scope of work, the appropriate adjustments were made to confirm that the costs were reasonable.

#### **Option/Workplan 1 (Comprehensive – Recommended)**

This option represents the comprehensive approach for undertaking the Needs Assessment. It would provide a more detailed research component for updating information since the last needs assessment. It would also provide a statistical overview based on existing data sources by neighbourhood of child care needs. Six focus groups to obtain stakeholder input would be held.

City staff would act in a resource capacity in providing available city data and reports, and would suggest relevant data sources, but would not undertake the collation or analysis of the material. The City would make available space for the forums and would advertise in the Notice Board. The Child Care Development Board would act as a Steering Committee and would participate with the Consultant in the identification of needs and the development of an action plan.

#### **Option/Workplan 2 (Limited)**

This option represents a more limited and focused approach to both the research and the gathering of information. The research would be a brief summary of new initiatives/changes. A scaled down overview of the statistical analysis would be undertaken. Four focus groups would be held. Any further follow up would be limited and based on identifiable gaps in information determined from the focus groups.

City staff would contribute by undertaking the demographic analysis and projection component. The City would contribute facility space for the forums and advertise in the City Notice Board. The Child Care Development Board would act as a Steering Committee and would participate with the Consultant in the identification of needs and the development of an Action Plan.

#### **Option/Workplan 3 (School Age Child Care)**

This option focuses solely on School Age Child care needs. It would provide a comprehensive overview of this segment of child care. Research would be limited to school age child care only. Further research would need to be undertaken to address the needs on the other aspects of child care. Two city wide forums would be held.

City staff would participate in this option by providing information and acting as a resource. The City would contribute facility space for the forums and would advertise in the City Notice Board. The Child Care Development Board would act as a Steering Committee and would participate in the identification of needs and the development of an action plan.

## ANALYSIS

The work undertaken by this proposed updated needs assessment differs from the previous assessment conducted in 1995, in that it offers a more detailed look by geographic area. It would also take into account what services have been developed since the earlier report was done. It offers a means of working with stakeholders to identify how present and future needs can be addressed over the next 5 years. It would identify a concrete plan of action which recognizes the uniqueness of each of the neighbourhoods – some may be under-serviced now, others may be near capacity, but with new housing may require planning for additional spaces over the next few years. As well, the type of services needed in each area may differ depending on the demographics and the type of care currently offered.

Three options/workplans are offered for undertaking the Child Care Needs Assessment. All three options can be reasonably undertaken within the costs associated with each. Options 1 and 2 give a more comprehensive look at child care over the next five years, looking at a range of the different types of child care. Option 3 looks at “School Age” child care only. With Option 3, only a two year time frame would be addressed. Further work would be required to study the other child care needs, necessitating further funding.

Built into the first two options is the opportunity to look at some innovative ways of meeting the needs so that the best use can be made of available dollars. With Options 1 and 2 a clear picture of child care needs and a concrete plan of action can be developed. Both these options would set the direction and identity where resources could be directed to ensure that child care needs continue to be met based on identifiable priorities and in the most cost effective manner.

The major difference between Option 1 and Option 2 lies in the level of detail. Option 1, for an additional \$5000 allows more detailed information to be collected in the research, in the statistical overview and in stakeholder consultations to be obtained. In Option 1 two more forums would be undertaken. This would enable a wider variety of data to be collected and allow for a broader choice of actions to be identified to address the needs.

Option 2 offers a more general look at the needs and less stakeholder input as a result of two fewer focus groups. The level of analysis in this option would generate some general directions and fewer specific actions. Further follow up would be required on some of the directions in order to assess their feasibility. While Option 2 results in a cost savings of \$5,000, the reduced level of detail will result in more generalized actions which would then require further follow-up.

Option 3 offers a comprehensive look at the most sought after type of child care, but would necessitate further work to look at the other child care sectors.

## **RECOMMENDATION**

Option/Workplan 1 offers the most complete and detailed plan for child care than either of the other two options.

The Child Care Development Board favours Option1.

On balance staff, support Option 1 because it would provide the detail to generate the most choice of actions and the opportunity to use the Reserve Fund dollars most strategically to meet the needs.

FINANCIAL IMPACT

- \$25,000 is required for this project.
- Funds for this Needs Assessment are available from either:
  - the Casino Fund, or
  - other City 2001 accounts.

CONCLUSION

Staff have met with the Child Care Development Board members to work through the details of the proposed Needs Assessment and have identified three different options for undertaking the work.

Option 1 is recommended because it would give the most detailed plan, actions and benefits for the next 5 years.



Margaret Picard  
Social & Community Planner

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**City of Richmond  
Child Care Development Board  
Proposal for Needs Assessment and Development of a 5 Year Action Plan**

Workplan # 1	Workplan # 2	Workplan # 3
<p>1. Review all relevant national, provincial and municipal policies / plans, progress since 1995 needs assessment</p> <p>2. Update the demographic scan for the City</p> <p>3. 6 Focus Groups/ Interviews with existing stakeholders</p> <p>4. Statistical survey of existing data to identify child care needs by neighbourhood</p> <p>5. Survey existing CC services for fees and waitlists (also survey for need i.e. capital expenses / desire to expand / financial viability)</p> <p>6. Examination of innovative service delivery models in other communities</p> <p>7. Report</p> <p>8. Action Plan to include a 5 year plan by neighbourhood, several viable options identified</p>	<p>1. Summary update of any new national, provincial and municipal policies / plans</p> <p>2. Update the demographic scan for the City</p> <p>3. 4 Focus Groups/ Interviews with existing stakeholders</p> <p>4. Focused survey of child care needs by neighbourhood</p> <p>5. Survey existing CC services for fees and waitlists</p> <p>6. Examination of innovative service delivery models in other communities</p> <p>7. Report</p> <p>8. Action Plan: general recommendations</p>	<p>1. N/A</p> <p>2. Update the demographic scan for the city</p> <p>3. 2 Focus Groups / Interviews with key School Age stakeholders</p> <p>4. N/A</p> <p>5. Survey existing School Age Child Care programs / spaces for fees and waitlists</p> <p>6. N/A</p> <p>7. Report</p> <p>8. 2 year Action Plan specific to School Age Child Care</p>
<p><u>Value:</u> This plan will provide:</p> <ul style="list-style-type: none"> <li>- a comprehensive review of the current child care context</li> <li>- identification of the barriers to expansion faced by current operators</li> <li>- a picture of the continuum of child care in the City as well as a clear picture of current families and their child care needs</li> <li>- a review of service delivery models in other communities</li> <li>- A detailed action plan to address identified barriers and issues in each neighbourhood</li> </ul>	<p><u>Value:</u> This option will provide less information through surveying and the result would be reduced detail and a reduced ability for the Action Plan to address a comprehensive set of issues.</p>	<p><u>Value:</u> This option would allow for a snapshot of School Age Child Care Needs in the City of Richmond. It would provide information from which to address the child care needs of families who have school age children. This would allow the City to respond to the current situation.</p>

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<p><u>CONS:</u></p> <ul style="list-style-type: none"> <li>- More expensive and would take longer to complete</li> </ul>	<p><u>CONS:</u></p> <ul style="list-style-type: none"> <li>- Limited in scope and general in nature</li> </ul>	<p><u>CONS:</u></p> <ul style="list-style-type: none"> <li>- Reactive approach</li> <li>- Does not address the range of child care needs</li> <li>- Would not be seen as an equitable approach within the community</li> <li>- Not as cost effective in the long run as it would be necessary to redo within five years to address groups not dealt with in this assessment</li> <li>- Does not position the City to respond to future federal / provincial initiatives</li> </ul>																								
<p><u>COST</u></p> <p><b>\$25,000</b></p> <p>Estimated Breakdown</p> <table border="0"> <tr> <td>Consulting Fees</td> <td>\$ 15,000</td> </tr> <tr> <td>Coordination / Admin</td> <td>\$ 3,500</td> </tr> <tr> <td>Research, Survey, Analysis</td> <td>\$ 3,500</td> </tr> <tr> <td>Expenses*</td> <td>\$ 3,000</td> </tr> </table> <p>Expenses includes:</p> <ul style="list-style-type: none"> <li>- 6 Focus Groups across the City as well as meetings with other key stakeholders.</li> <li>- Child Care Expenses for Focus Group participants</li> <li>- Publicity / Advertising</li> <li>- Copying / postage / printing etc.</li> </ul>	Consulting Fees	\$ 15,000	Coordination / Admin	\$ 3,500	Research, Survey, Analysis	\$ 3,500	Expenses*	\$ 3,000	<p><u>COST</u></p> <p><b>\$20,000</b></p> <p>Estimated Breakdown</p> <table border="0"> <tr> <td>Consulting Fees</td> <td>\$ 12,000</td> </tr> <tr> <td>Coordination / Admin</td> <td>\$ 2,500</td> </tr> <tr> <td>Research, Survey, Analysis</td> <td>\$ 3,000</td> </tr> <tr> <td>Expenses*</td> <td>\$ 2,500</td> </tr> </table> <p>Expenses includes:</p> <ul style="list-style-type: none"> <li>- 4 Focus Groups across the City as well as meetings with other key stakeholders.</li> <li>- Child Care Expenses for Focus Group participants</li> <li>- Publicity / Advertising</li> <li>- Copying / postage / printing etc.</li> </ul>	Consulting Fees	\$ 12,000	Coordination / Admin	\$ 2,500	Research, Survey, Analysis	\$ 3,000	Expenses*	\$ 2,500	<p><u>COST</u></p> <p><b>\$10,000</b></p> <p>Estimated Breakdown</p> <table border="0"> <tr> <td>Consulting Fees</td> <td>\$ 6,500</td> </tr> <tr> <td>Coordination / Admin</td> <td>\$ 1,500</td> </tr> <tr> <td>Research, Survey, Analysis</td> <td>\$ 1,000</td> </tr> <tr> <td>Expenses*</td> <td>\$ 1,000</td> </tr> </table> <p>Expenses includes:</p> <ul style="list-style-type: none"> <li>- 2 City-wide Focus Groups</li> <li>- Child Care Expenses for Focus Group participants</li> <li>- Copying / postage / printing etc.</li> </ul>	Consulting Fees	\$ 6,500	Coordination / Admin	\$ 1,500	Research, Survey, Analysis	\$ 1,000	Expenses*	\$ 1,000
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<p><u>Role of the Child Care Development Board (CCDB)</u></p> <p>Members of the CCDB will act as a Reference Group or Steering Committee to the Consultant/s in developing the parameters for the surveying and the identification of key stakeholders.</p> <p>The Board will work with the Consultant to develop the Action Plan once the data is collected and analyzed.</p>	<p><u>Role of the Child Care Development Board (CCDB)</u></p> <p>SAME AS WORKPLAN #1</p>	<p><u>Role of the Child Care Development Board (CCDB)</u></p> <p>SAME AS WORKPLAN #1 but only for School Age Child Care</p>
<p><u>Role of the Consultant/s</u></p> <ul style="list-style-type: none"> <li>- Update national, provincial policy framework and review other municipal child care policy and plans</li> <li>- Design survey methodology</li> <li>- Design, administer and collate survey instrument / tools</li> <li>- Conduct focus groups or key informant interviews</li> <li>- Research innovative delivery models</li> <li>- Write a report on the findings of the above</li> <li>- Work with the CCDB to develop an action plan</li> </ul>	<p><u>Role of the Consultant/s</u></p> <p>Same responsibilities as WORKPLAN #1 but with fewer focus groups, less community involvement and less stakeholder consultation.</p>	<p><u>Role of the Consultant/s</u></p> <p>SAME AS WORKPLAN # 1 but only for School Age Child Care</p>
<p><u>Role of City Staff</u></p> <p>City Staff will facilitate Consultant access to the necessary statistical and demographic information regarding families in Richmond</p>	<p><u>Role of City Staff</u></p> <p>City Staff will provide the necessary statistical and demographic information regarding families in Richmond</p>	<p><u>Role of City Staff</u></p> <p>SAME AS Workplan # 2 but only for families with school age children</p>
<p><u>PROS:</u></p> <ul style="list-style-type: none"> <li>- Would catch up on the changes and provide a clear detailed plan</li> <li>- Would address the needs by neighbourhood and build partnerships to create solutions unique to each neighbourhood</li> <li>- A clear plan for the next five years would be in place and support future decision making and allocation of resources.</li> </ul>	<p><u>PROS:</u></p> <ul style="list-style-type: none"> <li>- Would provide an overview of some changes within neighbourhoods</li> <li>- Would identify some barriers and suggest some solutions</li> </ul>	<p><u>PROS:</u></p> <ul style="list-style-type: none"> <li>- Responds to the need as identified by waiting lists, for school age care in some neighbourhoods</li> <li>- Corresponds to current Provincial Initiatives</li> </ul>