



**To:** Planning Committee  
**From:** Terry Crowe  
Manager, Policy Planning  
**Date:** November 25, 2004  
**File:**  
**Re:** Child Care Development Board 2004 Annual Report and 2005 Work Program

**Staff Recommendation**

That, as per the Manager, Policy Planning report dated November 25, 2004, the Child Care Development Board proposed 2005 Work Program be approved.

Terry Crowe  
Manager, Policy Planning

Att. 2

<b>FOR ORIGINATING DIVISION USE ONLY</b>		
<b>CONCURRENCE OF GENERAL MANAGER</b>		
<b>REVIEWED BY TAG</b>	YES <input checked="" type="checkbox"/>	NO <input type="checkbox"/>
<b>REVIEWED BY CAO</b>	YES <input checked="" type="checkbox"/>	NO <input type="checkbox"/>

## 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 the Richmond.

The CCDB is presenting its:

- 2004 Annual Report and Financial Statement (**Attachment 1**) and
- 2005 Proposed Work Program and Budget (**Attachment 2**).

### Findings Of Fact

#### 1. CCDB 2004 Activities

The highlights of the CCDB's activities for the year 2004 are listed in Attachment 1.

#### 2. CCDB 2005 Work Program and Budget

The CCDB 2005 Work Program and Budget are presented in Attachment 2.

### Analysis

#### Proposed 2005 CCDB Work Program

In 2005, the CCDB is proposing to:

- further the work identified in the 2001 – 2006 Richmond Child Care Needs Assessment, and
- continue its important role in supporting child care providers and families in Richmond.

The eight CCDB 2005 Work Program items are acceptable. It is understood that, if the discussed child care co-ordinator position is pursued, it will not involve a City staff position or funding.

### Financial Impact

The financial implications of proposed CCDB 2005 Work Program are:

- (1) Operating Grant: The proposed 2005 Child Care Development Board operating grant of \$2,000 will be considered as part of the 2005 budget review process.
- (2) Grants: The proposed 2005 Child Care Development Statutory Reserve Fund Expenditure of \$50,000 from the Child Care Development Statutory Reserve Fund to allocate grants to licensed non-profit child care centres will be considered during the 2005 City budget review process.

### Conclusion

The Child Care Development Board continues to provide a valuable service to Richmond.

Staff recommend support for the Board's proposed 2005 Work Program and the proposed operating and grant budget items.



Lesley Sherlock, Social Planner (4220)

LS:ls

**City of Richmond**  
**Child Care Development Board**  
**Annual Report - 2004**

**Introduction**

It is our pleasure to submit the Richmond Child Care Development Board (CCDB) 2004 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 municipality that people seek out as being one of the most livable places in Canada for children and families.

**2004 Activities**

In 2004 the Board:

- ❖ Undertook a review of the Child Care Statutory Reserve Grant qualifier guidelines and made some revisions to the application process.
- ❖ Granted \$18,900.00 to nine child care centres throughout the City to provide materials and equipment to enhance their child care programs.
- ❖ Agreed to request that more funds be taken from this fund for the Grant process to continue for the following reasons:
  - It raises the profile of the City of Richmond's commitment to Child Care
  - Provides much needed funding to the City's Child Care centresThe Board is also discussing future plans for the use of the funds in the Child Care Statutory Reserve Fund.
- ❖ Received permission from West Coast Child Care Resource Centre to reprint and distribute the "Towards Partnership" manual to 26 child care centres. This manual offers excellent parent and family materials for Early Childhood programs, translated into 7 languages, that are extremely useful for child care providers working with diverse families.
- ❖ Hosted and facilitated an evening for 71 child care providers from all sectors of child care (Group, Preschool, Family and Out of School Care). This event included a presentation from Lynell Anderson about the state of Child Care in BC. After the presentation, small group sessions were held where providers could discuss the issues and challenges of child care in Richmond today. A list of recommendations to various community groups, including the CCDB, was derived from this evening and distributed to all those who attended, as well as the relevant community groups. This information will guide some of the future work of the CCDB.

- ❖ Hosted a Child Care Month reception in May for delegates to the Early Childhood Educators of BC Conference held in Richmond after they had toured local child care centers. Councillor Sue Halsey-Brandt welcomed the delegates to Richmond at the reception.
- ❖ Continued to review the 2002 Child Care Needs Assessment Recommendations to guide for future planning and initiatives.
- ❖ Continued to have a representative participate in the Richmond Children First Steering Committee.
- ❖ Participated in a School Age Child Care Planning forum.

### **Conclusion**

2004 has been a busy and successful year with many tasks accomplished and even more ahead of us with our full 2005 Work Plan. 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. We would also like to take this opportunity to thank Sue Halsey-Brandt for her ongoing commitment to our Board. She has been a stellar supporter, and has often attended our evening events to speak on behalf of the City of Richmond.

### **Members of the Child Care Development Board:**

Karen Iddins, Colleen Fox, Farida Andani, Sreedevi Varium, Ranjit Bains, Zarina Mosaheb, Sue Graf, Lesley Richardson.

We would also like to thank the following Board member who will not be renewing her term: Roop Nagra. It has been a pleasure working with such a dedicated professional and we wish her all the best in her future endeavors.

Thank you.

Lesley Richardson and Sue Graf  
Co-chairs, Child Care Development Board  
November 2004

**2005 Work Program and Budget  
Child Care Development Board  
Richmond**

**2005 Work Program**

1. 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. Participate in the Richmond Children First Initiative sponsored by the Ministry for Children and Family Development.
3. Continue to work with City Staff and Elected Officials to move forward on the recommendations of the 2001 – 2006 Richmond Child Care Needs Assessment:
  - facilitate a roundtable of stakeholders to discuss current issues surrounding childcare,
  - further request that grant monies be placed in the Child Care Development Statutory Reserve Fund (\$50,000.00),
  - continue to discuss developer contributions to the Child Care Development Statutory Reserve with City officials,
  - amongst stakeholders, advocate for the establishment of a non-City Child Care Coordinator,
  - review and initiate actions on the 2001 – 2006 Richmond Child Care Needs Assessment recommendations for the Board,
4. Seek out and work with community partners (e.g., School Board) in the City whose focus is children and families.
5. Raise awareness of child care with Community Organizations and Businesses.
6. 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.
7. To research translating child care information and resources to coincide with May is Child Care Month.
8. Revise CCDB Terms of Reference.

**2005 Budget**

Proposed Committee Budget: \$2300.00

Projected Expenses for 2005:

1. Child Care Month Celebrations	\$1000.00
2. Forums	\$ 500.00
3. Meeting and Miscellaneous expenses	<u>\$ 500.00</u>
Total	\$2000.00

Submitted by:

Susan Graf & Lesley Richardson

Co-Chairs, Child Care Development Board