



# City of Richmond

## Report to Committee

**To:** Planning Committee **Date:** January 3, 2020  
**From:** Kim Somerville **File:** 07-3070-01/2020-Vol  
01  
 Director, Community Social Development  
**Re:** **Child Care Development Advisory Committee 2019 Annual Report and 2020 Work Program**

### Staff Recommendation

That the Child Care Development Advisory Committee's 2019 Annual Report and 2020 Work Program, as outlined in the staff report titled, "Child Care Development Advisory Committee 2019 Annual Report and 2020 Work Program," dated January 3, 2020, from the Director, Community Social Development, be approved.

Kim Somerville  
 Director, Community Social Development  
 (604-247-4671)

Att. 2

<b>REPORT CONCURRENCE</b>	
<b>CONCURRENCE OF GENERAL MANAGER</b>	
<b>SENIOR STAFF REPORT REVIEW</b>	<b>INITIALS:</b> 
<b>APPROVED BY CAO</b>	

## Staff Report

### Origin

The City of Richmond recognizes that child care is an important service for its residents, and supports parents working or pursuing their education. The City is committed to promoting and maintaining a comprehensive system of child care to address these needs.

The Child Care Development Advisory Committee (CCDAC) was established to provide City Council with advice (e.g. information, options, analysis and recommendations) regarding the planning, development, support and promotion of a range of quality, affordable and accessible child care in Richmond. In addition, the CCDAC responds to Council requests as they arise.

This report supports Council's Strategic Plan 2018–2022 Strategic Focus Area #4 An Active and Thriving Richmond:

*An active and thriving community characterized by diverse social and wellness programs, services and spaces that foster health and well-being for all.*

This report supports the City's Social Development Strategy's Strategic Direction 4:

*Help Richmond's Children, Youth and Families Thrive.*

This report also supports the 2017–2022 Richmond Child Care Needs Assessment and Strategy:

*Action 22 - Continue to support the work of the Child Care Development Advisory Committee with the view of building the capacity of the child care sector and parents understanding of child care options.*

### Analysis

The mandate of the CCDAC is to provide City Council with advice regarding the development of quality, affordable and accessible child care in Richmond. The City supports the CCDAC by providing an annual operating budget, a Council liaison and a staff liaison.

### 2019 Annual Report

Below are activities undertaken by the CCDAC and described in the 2019 Annual Report (Attachment 1). Highlights of their accomplishments are as follows:

- Provided feedback to staff throughout the year on new child care development proposals for future City-owned child care facilities as well as ideas for the future use and programming for the two City-owned Early Childhood Development Hubs currently in development.
- Planned and hosted an event for May Child Care Month titled, "Supporting Richmond's Children: a Symposium Celebrating Child Care Month for Early Childhood Educators, Child Care Providers and Parents."

- Monitored senior levels of government announcements regarding child care initiatives. This included the Provincial Child Care BC Plan and 2019 Provincial Budget to support the development of a comprehensive child care system in BC.
- Offered input to the CCDAC staff liaison on the strategies and actions being initiated from the 2017–2022 Richmond Child Care Needs Assessment and Strategy.
- Reviewed and made recommendations on the 2019 (second intake) and 2020 City Child Care Grants for inclusion in staff reports to the City Council.

### 2020 Work Program

The proposed 2020 Work Program (Attachment 2) was approved at the CCDAC meeting held December 4, 2019. This year the CCDAC will give priority to:

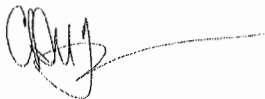
- Providing feedback to the City regarding the development of new City-owned child care centres and early childhood development hubs;
- Liaising with the Program Manager, Child Care (staff liaison) regarding issues in the community related to child care that need further attention, action or clarification;
- Participating in a review of the City’s Child Care Grants program to ensure it meets the needs of non-profit child care operators; and
- Proposing activities for Child Care Month in May 2020.

### **Financial Impact**

There is no financial impact.

### **Conclusion**

Child care is an essential service for families who live, work and study in Richmond. The CCDAC plays an important role in supporting child care in Richmond. The Child Care Development Advisory Committee’s 2019 Annual Report provides information on the activities undertaken by the Committee in the previous year and the 2020 Work Program outlines the Committee’s intention to monitor and address emerging issues affecting child care services throughout the year. It is recommended that the Child Care Development Advisory Committee 2019 Annual Report and 2020 Work Program be approved.



Chris Duggan  
Program Manager, Child Care  
(604-204-8621)

- Att. 1: Child Care Development Advisory Committee 2019 Annual Report  
2: Child Care Development Advisory Committee 2020 Work Program

**City of Richmond Child Care Development Advisory Committee  
2019 Annual Report**

Highlights of the Child Care Development Advisory Committee (CCDAC) meetings and events are outlined below:

1. Provided feedback throughout the year on new child care development proposals for future City-owned child care facilities including ideas for the future use and programming for the two Early Childhood Development Hubs currently in development.
2. Planned and hosted an event for May Child Care Month. “Supporting Richmond’s Children: a Symposium Celebrating Child Care Month for Early Childhood Educators, Child Care Providers and Parents” included presentations by Dr. Vanessa LaPointe, Martin Guhn and Mariana Brusoni. Topics included Risk and Resiliency for Children, Social Determinants of Health and Risky Play.
3. Monitored senior levels of government announcements regarding child care initiatives. These included Provincial announcements about the implementation of the Child Care BC Plan and 2019 Provincial Budget and the numerous initiatives to support the development of a comprehensive child care system in BC.
4. Offered input to the CCDAC staff liaison on the strategies and actions being initiated from the 2017–2022 Richmond Child Care Needs Assessment and Strategy.
5. Reviewed the applications submitted for the City’s Child Care Grants for 2019 (second intake) and 2020. CCDAC made recommendations to City Council on awarding the grants.
6. Participated in the review of the City’s Child Care Grants program to ensure they are meeting non-profit child care operators’ needs (e.g. timing, number of grant cycles per year, budget). Review the Child Care Grant Program guidelines eligibility criteria for organizations and types of projects).

**Members of The 2019 Child Care Development Advisory Committee**

Voting:

1. Kathy Moncalieri (Chair)
2. Jarrod Connolly (Vice Chair)
3. Maryam Bawa
4. Manvir Johal
5. Agnes Lee
6. Diana Ma
7. Gordon Surgeson
8. Rasika Aklujkar (January to June)
9. Heather Logan (January to June)

10. Aaron Manalo (January to June)
11. Ofra Sixto (January to March)
12. Sarah Louie (July to December)
13. Chantelle Pereira (July to December)
14. Elana van Veen (July to December)

Non-voting:

1. Jocelyn Wong (Richmond Child Care Resource and Referral)

Council Representative (Non-Voting)

1. Councillor Kelly Greene

School Board Liaison (Non-Voting)

1. Trustee Heather Larson

Staff Liaison (Non-Voting)

1. Chris Duggan, Program Manager, Child Care

Recording Secretary (Non-Voting)

1. Karlee Grant (October to December)

**2019 CCDAC Budget**

CCDAC received an operating budget of \$5,000 for 2019. The funds were allocated as follows:

Item	Cost
Recording Secretary Salary	\$2,400.00
Meeting and Miscellaneous Expenses	\$1,600.00
Child Care Month Event	\$ 500.00
Child Care Month Dinner	\$500.00
<b>Total</b>	<b>\$5000.00</b>

**Closing Comments**

The Committee has a wide range of representation from both operators and providers of licensed child care; parents who use child care services in Richmond; teachers and service providers who support the provision of child care including Supported Child Development and Child Care Resource and Referral. The diversity of perspectives and experiences provided opportunities to problem solve, engage in debate and creatively identify ways to support the development of a comprehensive child care system in Richmond.

Committee members shared feedback on their experience as CCDAC members over the past year during the December meeting. All members present described their experience as positive. The following quotes are a sample of the overall comments about the role of the Committee and the member's involvement:

- “CCDAC is acting as a doorway between the families I work with and the City. CCDAC gives insight at the user level to steer direction for Richmond. It has a good pulse on the current situation in child care from all sectors in this area.”
- “CCDAC provides a view from many different perspectives on child care issues in Richmond. It shows that the City cares about child care and has a desire to ensure that families are taken care of.”
- “The table has provided me the opportunity to create partnerships with other individuals and agencies which allows us to fill in gaps in service.”
- “I am proud to be associated with such dedicated and hard working members and proud to relay to others that I serve on the CCDAC.”
- “The opportunity for everyone to share their knowledge and wisdom is valuable. As an individual I have learned what our City does when it comes to child care and it is very positive.”

The Committee benefitted from the participation and support of Councillor Kelly Greene and Trustee Heather Larson as the Council and School Board liaisons. Councillor Greene has regularly shared information and highlights on matters related to child care which were being dealt with by City Council. She also contributed valuable insights to discussions on child care issues, both from a professional perspective and as a parent of young children herself. It has been a great benefit to the Committee to have regular updates from the School Board particularly on the school district’s plans for long-range facility planning and proposed school boundary revisions.

Chris Duggan, staff liaison, was a respected resource for all committee members and her expertise and collaboration were appreciated. We value her hard work in shepherding the committee through 2019.

As Chair, I have felt honoured to be a part of a committee with such enthusiasm and dedication for improving the experiences of those who live and work in Richmond.

**Prepared by:**

*Kathy Moncalieri. Chair, Child Care Development Advisory Committee, December 2019*

### Child Care Development Advisory Committee's 2020 Work Program

The proposed 2020 Work Program is consistent with the Child Care Development Advisory Committee's mandate to act as a resource and provide advice to City Council regarding the planning, development, support and promotion of a range of quality, affordable and accessible child care in Richmond.

The 2020 Work Program supports Council's Strategic Plan 2018–2022 Strategic Focus Area #4 An Active and Thriving Richmond:

*An active and thriving community characterized by diverse social and wellness programs, services and spaces that foster health and well-being for all.*

The 2020 Work Program supports the City's Social Development Strategy's Strategic Direction 4:

- *Help Richmond's Children, Youth and Families Thrive.*

The 2020 Work Program also supports the 2017–2022 Richmond Child Care Needs Assessment and Strategy:

- *Strategic Direction - Collaboration and Partnership: Action 22. Continue to support the work of the Child Care Development Advisory Committee with the view of building the capacity of the child care sector and parents understanding of child care options.*

#### **2020 CCDAC Budget**

CCDAC annually receives an operating budget of \$5,000.

#### **2020 CCDAC Work Program**

<b>Advocacy</b>	
<b>Initiative #1</b>	Make recommendations to City Council regarding advocacy that could be undertaken with senior levels of government regarding the ongoing implementation of the Federal Multilateral Early Learning and Care Framework and the Provincial Child Care BC plan (including funding, changing policies, and licensing issues for child care providers).
<b>CCDAC Action/Steps</b>	<ul style="list-style-type: none"> <li>• Monitor child care issues and emerging trends;</li> <li>• Monitor senior government announcements and changes re: child care policy and funds for creating new child care spaces;</li> <li>• Discuss, consider roles, and summarize issues that come to the CCDAC's attention;</li> <li>• Pass motions or resolutions;</li> <li>• Prepare letters and briefs; and</li> <li>• Submit advice to City Council through Staff Liaison.</li> </ul>
<b>Expected Outcome</b>	Council will be informed about child care issues in the community that may be pursued with senior levels of government.

<b>Indicator of Success</b>	Improved funding, implementation of a new Provincial child care plan and child care licensing.
<b>Partners</b>	<ul style="list-style-type: none"> <li>• City Council</li> <li>• Child Care Licensing (VCH)</li> <li>• Federal Govt.</li> <li>• Provincial Govt.</li> </ul>
<b>Initiative #2</b>	Liaise with the Program Manager, Child Care regarding issues that need further attention, action or clarification.
<b>CCDAC Action/Steps</b>	<ul style="list-style-type: none"> <li>• At monthly meetings, provide the Program Manager, Child Care with information and CCDAC's perspective on key child care issues impacting Richmond operators, providers and families;</li> <li>• Participate in actions noted in the 2017-2022 Richmond Child Care Needs Assessment and Strategy that are identified as needing CCDAC involvement;</li> <li>• Provide advice on the future City of Richmond child care initiatives;</li> <li>• Provide ideas for communication materials that will assist child care operators and parents; and</li> <li>• Respond to Council referrals through the Program Manager, Child Care.</li> </ul>
<b>Expected Outcome</b>	The Program Manager, Child Care, as the staff liaison to CCDAC, will be informed regarding CCDAC's perspective on key child care issues.
<b>Indicator of Success</b>	<ul style="list-style-type: none"> <li>• The Program Manager, Child Care working under City Council's direction and with CCDAC's advice will address priority child care issues for Richmond; and</li> <li>• Liaising with CCDAC, assist the Child Care section to successfully address the City's objectives.</li> </ul>
<b>Partners</b>	<ul style="list-style-type: none"> <li>• City Council</li> <li>• Stakeholders</li> <li>• Child care providers and early childhood educators</li> </ul>
<b>Initiative #3</b>	Participate in City consultations.
<b>CCDAC Action/Steps</b>	<ul style="list-style-type: none"> <li>• Continue to participate in discussions about the implementation of the actions with or related to child care in the City's Social Development Strategy and the 2017-2022 Richmond Child Care Needs Assessment and Strategy; and</li> <li>• Provide input into other City consultation processes as they relate to the CCDAC's mandate (e.g. City Budget).</li> </ul>
<b>Expected Outcome</b>	<ul style="list-style-type: none"> <li>• Implementation of actions with or related to child care in the City's Social Development Strategy and the 2017-2022 Richmond Child Care Needs Assessment and Strategy incorporates CCDAC's perspective; and</li> <li>• CCDAC's advice is provided to City consultation processes that are relevant to its mandate.</li> </ul>
<b>Indicator of Success</b>	Plans for future growth of City services and amenities will address the need for quality, affordable childcare.
<b>Partners</b>	<ul style="list-style-type: none"> <li>• City Council</li> <li>• Stakeholders</li> <li>• Child care providers and early childhood educators</li> </ul>
<b>Initiative #4</b>	Advise the City regarding the development of new child care centres and early childhood development hubs.



<b>CCDAC Action/Steps</b>	<ul style="list-style-type: none"> <li>• CCDAC to be consulted at the earliest point possible in the development process; and</li> <li>• Review proposals for City-owned child care facilities and early childhood development hubs.</li> </ul>
<b>Expected Outcome</b>	CCDAC is consulted regarding the planning and development of new City-owned child care facilities secured through rezoning processes.
<b>Indicator of Success</b>	City-owned child care facilities and early childhood development hubs are well designed and meet community needs regarding size, location, and programs offered.
<b>Partners</b>	<ul style="list-style-type: none"> <li>• City Council</li> <li>• City Planners</li> <li>• Developers</li> <li>• Stakeholders</li> <li>• Childcare operators</li> </ul>
<b>Initiative #5</b>	Identify and provide information to CCDAC members on community advocacy initiatives that impact children and families.
<b>CCDAC Action/Steps</b>	At monthly meetings, or as relevant, share information with CCDAC regarding key, related community advocacy initiatives impacting Richmond child care operators, providers and families.
<b>Expected Outcome</b>	CCDAC will be informed about community advocacy issues related to children and families.
<b>Indicator of Success</b>	CCDAC members have better access to information on advocacy initiatives related to child care, children and families.
<b>Partners</b>	Stakeholders.

<b>Child Care Grants</b>	
<b>Initiative</b>	Recommend Child Care Grant Allocations.
<b>CCDAC Action/Steps</b>	<ul style="list-style-type: none"> <li>• Review City child care grant applications; and</li> <li>• Make grant recommendations to Council.</li> </ul>
<b>Expected Outcome</b>	<ul style="list-style-type: none"> <li>• Council endorses grant recommendations and allocates grants to non-profit societies so these organizations will be able to undertake capital projects to improve the quality of their furnishings, equipment and physical space; and</li> <li>• Richmond's early childhood educators will receive training opportunities as a result of the City's allocation of Professional and Program Development Grants.</li> </ul>
<b>Indicator of Success</b>	The quality and capacity of child care programs will be enhanced as a result of the City's Child Care Grants Program.
<b>Partners</b>	<ul style="list-style-type: none"> <li>• City Council</li> <li>• Stakeholders</li> <li>• Child care operators</li> </ul>

<b>Child Care Month</b>	
<b>Initiative</b>	Propose and implement activities for Child Care Month in May.
<b>CCDAC Action/Steps</b>	<ul style="list-style-type: none"> <li>• Plan for an annual event to occur in Richmond during May Child Care Month which will include professional development opportunities for Richmond child care providers and/or exhibitions to showcase the work</li> </ul>

	<p>of Richmond's child care providers; and</p> <ul style="list-style-type: none"> <li>• Participate in the Annual Child Care Month Dinner.</li> </ul>
<b>Expected Outcome</b>	<ul style="list-style-type: none"> <li>• Richmond residents will learn about child care services in their community; and</li> <li>• Richmond child care providers will have an opportunity to receive useful information for professional development</li> </ul> <p>Richmond child care providers will be supported and celebrated for their work.</p>
<b>Indicator of Success</b>	May Child Care Month activities enhance the work of child care professionals in Richmond.
<b>Partners</b>	<ul style="list-style-type: none"> <li>• Stakeholders</li> <li>• Child care providers and early childhood educators</li> </ul>

<b>2017 – 2022 Richmond Child Care Needs Assessment and Strategy - Implementation Actions</b>	
<b>Initiative</b>	Assist with the implementation of the following actions noted in the City's 2017-2022 Richmond Child Care Strategy.
<b>CCDAC Action/Steps</b>	<ul style="list-style-type: none"> <li>• Action 19 – with input from other organizations such as Vancouver Coastal Health, School District 38, Richmond Child Care Resource and Referral, Richmond Children First, etc. collaborate to improve availability of information to Richmond families on child care and family-related resources;</li> <li>• Action 22 – continue to support the CCDAC in building the capacity of the child care sector and parents understanding of child care options (e.g. host events to celebrate child care month, hold information sessions for parents on finding child care, organize networking events for child care providers, and support professional development opportunities for early childhood educators);</li> <li>• Action 23 – facilitate and promote the delivery of professional development training for those employed in licensed child care programs with the goal of maintaining and enhancing the quality of programs offered in Richmond; and</li> <li>• Provide advice on other actions related to the Strategy as requested by the Program Manager, Child Care.</li> </ul>
<b>Expected Outcome</b>	Short term actions noted in the Strategy are completed; particularly those identified as involving the CCDAC.
<b>Indicator of Success</b>	<ul style="list-style-type: none"> <li>• The Child Care Grant Program is enhanced and better meets needs of applicants with clear eligibility criteria;</li> <li>• Richmond families have better access to information on child care and other family-related resources; and</li> <li>• Richmond early childhood educators have more professional development opportunities and the quality of child care programs in Richmond is enhanced.</li> </ul>
<b>Partners</b>	<ul style="list-style-type: none"> <li>• Council</li> <li>• Stakeholders</li> <li>• Child care operators, providers and early childhood educators</li> </ul>