



City of Richmond

Report to Committee

To: Planning Committee **Date:** January 11, 2013
From: Cathryn Volkering Carlile **File:**
General Manager, Community Services
Re: **Child Care Development Advisory Committee 2012 Annual Report and 2013
Work Program**

Staff Recommendation

That the Child Care Development Advisory Committee's 2013 Work Program be approved.

Cathryn Volkering Carlile
General Manager, Community Services

Att. 1

REPORT CONCURRENCE	
CONCURRENCE OF GENERAL MANAGER 	
REVIEWED BY SMT SUBCOMMITTEE	INITIALS:
REVIEWED BY CAO	INITIALS:

Staff Report

Origin

The mandate of the Child Care Development Advisory Committee (CCDAC) is to provide Council with advice regarding the development of quality, affordable and accessible child care in Richmond.

This report presents the CCDAC 2012 Annual Report and proposed 2013 Work Program (**Attachment 1**), which supports the following 2011 - 2014 Council Term Goals regarding Community Social Services:

- 2.1 Completion of the development and implementation of a clear social services strategy for the City that articulates the City's role, priorities and policies, as well as ensures these are effectively communicated to our advisory committees, community partners, the public in order to appropriately target resources and help manage expectations.

- 2.4 Initiation of a strategic discussion and ongoing dialogue with the City's MLAs and MPs to ensure better representation of Richmond's needs in Victoria and Ottawa for social services issues and the related effects of downloading.

Analysis

1. 2012 Annual Report

The CCDAC 2012 Annual Report (**Attachment 1**) highlights the committee's advice to Council and undertakings to strengthen child care services during the past year.

The CCDAC, most significantly, continued to advocate for the creation of a staff Child Care Coordinator position, culminating in Council's establishment of a full-time, ongoing Child Care Coordinator, subject to a three-year review. Another significant achievement initiated by CCDAC advice to Council was the establishment of a Child Care Operating Reserve Fund to hold developer and other contributions to improve the quality of care in Richmond. As a result, applications for Child Care Professional and Program Grants, in addition to Child Care Capital Grants, were solicited for the first time in 2012. CCDAC grant recommendations will be presented to Council in the first quarter of 2013.

Also in 2012, the CCDAC contributed to the development of the Official Community Plan Update and the draft Social Development Strategy. Members continued to review and keep informed about City Planning Processes and the progress of City-owned facilities, pillars of the child care system, and Child Care Month Activities.

2. 2013 Work Program

In 2013, CCDAC will give priority to advising Council regarding 2011 – 2014 Council Term Goals, and particularly to review the draft Social Development Strategy, from which future CCDAC Work Programs may develop. Members will also participate in testing the on-line City Grant Application system under development to further enhance the accessibility and effectiveness of Child Care Grant Programs from both applicants' and reviewers' perspectives.

CCDAC will continue to explore advocacy opportunities, including providing advice to Council regarding the proposed Integrated Learning Framework, also known as the "\$10/day Plan", developed by the Early Childhood Educators of BC and the Coalition of Child Care Advocates of BC.

CCDAC is looking forward to working with the Child Care Coordinator as their Staff Liaison and will keep the Coordinator apprised of the CCDAC perspective on work program and other child care matters. Staff will support the CCDAC 2013 Work Program as City policies, work programs, staff time and resources permit.

Financial Impact

None.

Conclusion

CCDAC members are devoted to improving the availability and accessibility of quality child care in Richmond. In the coming year, CCDAC initiatives will focus on providing advice to Council and staff regarding Council Term Goals by reviewing the draft Social Development Strategy, proposing advocacy to senior levels of government, and reviewing Child Care Grant applications and processes. Staff recommend approval of the proposed CCDAC 2013 Work Program.



Lesley Sherlock
Social Planner
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CITY OF RICHMOND
CHILDCARE DEVELOPMENT ADVISORY COMMITTEE
2012 ANNUAL REPORT

The Childcare Development Advisory Committee (CCDAC) had a very busy and productive year in 2012. Meetings were stimulating and enjoyable, with a full membership and relatively good attendance at meetings. A summary of the highlights of our meetings and events is outlined below:

1. We began the year with two new citizen appointments to our committee: Ofra Sixto and Sue Sihota. Sue Sihota subsequently resigned in September 2011.
2. In March we enjoyed a presentation by Gavin Woo and Karen McDougall regarding Building Approval Procedures and Requirements for Child Care Centres. This helped to clarify policies and procedures when opening a new childcare facility.
3. At our September meeting John Foster hosted a discussion and information session on the 2011 surplus appropriation and our committee's request for a Child Care Coordinator's position.
4. Setting up a non-profit society workshop (facilitated by Anders Ourum, June 25) This workshop was organized to encourage the formation of non-profit societies so that additional childcare providers would be eligible to operate City-owned facilities.
5. Sharon Gregson, representing the Child Care Advocates of BC, was the guest speaker at our October meeting where a discussion and question period took place surrounding the \$10/Day plan for a Public System of Integrated Early Care and Learning in BC.
6. In May we hosted, in conjunction with the Richmond Childcare Alliance, a display of children's art work contributed by various childcare facilities. The event took place at The Caring Place. In addition, members of the committee attended the annual childcare dinner, held at the Richmond Curling Club.

The sub-committees formed during 2011 continued with their work throughout 2012, with only some minor adjustments made based on new membership. These committees were:

- Lobbying/Advocacy
- Child Care Month
- Childcare Grants
- City Planning Processes
- Pillars of the Child Care System

These sub-committees reported regularly to the Committee and a brief outline of their discussions is attached to this report.

There were a few topics that dominated our meetings throughout the year and which remain high on our priority list for 2013. These are: implementation of the new Child Care Coordinator's position; monitoring the Coalition of Childcare Advocates of BC's plan for a Public System of Integrated Early Care

and Learning and how it would affect existing providers; and contributing our input and recommendations regarding placement and size of new City-negotiated facilities.

2013 BUDGET

CCDAC received an operating budget of \$5000.00 for 2012. The proposed 2013 budget is as follows:

Meetings and Miscellaneous Expenses	\$3,000
Forums and Conventions	\$1,000
Child Care Month Expenses	<u>\$1,000</u>
Total	\$5,000

MEMBERS of the 2012 Childcare Development Advisory Committee

VOTING:

1. Linda Shirley (Chair)
2. Shyrose Nurmohamed (Vice Chair)
3. Janet Dhanani
4. Ofer Marom
5. Sonia Dhudwal
6. Gina Ho
7. Sushma Wadhwanian
8. Alice Law
9. Lori Mountain
10. Harp Mundie
11. Ofra Sixto

NON-VOTING:

1. Marcia MacKenzie (Child Care Resource and Referral)
2. Kenny Chiu (School Board Liaison)

The work of our committee is greatly enhanced by the capable oversight of Lesley Sherlock (City Staff) and by the support, advice and advocacy of Cllr. Evelina Halsey-Brandt.

Prepared by

Linda Shirley
Chair, Child Care Development Advisory Committee
January 2013

ADDENDUM
REPORTS FROM WORK PROGRAM SUBCOMMITTEES

Advocacy

This sub-committee continued to review its recommendation and proposed job description of the Childcare Coordinator position, according to the budget decision made by Council. Eventually, with a most appreciated effort by our Council Liaison Evelina Halsey-Brandt and Staff Liaison Lesley Sherlock, the sub-committee recommendation resulted in an approved full time coordinator's position.

City Planning Process

CCDAC was pleased to provide advice to City staff regarding whether to negotiate a built facility or cash-in-lieu at the proposed Cressey development in the Oval village. The following motion was conveyed to City Planners:

That the Child Care Development Advisory Committee recommend negotiating a built facility instead of cash in lieu for the Cressey development.

This opportunity responds to a previous CCDAC request to provide advice about child care facility negotiations prior to finalization, and we appreciate Council's support of this request.

Pillars of the Child Care System

Following last year's review of quality and collaboration/partnership, this subcommittee reviewed affordability, minimized bureaucracy and central coordination. CCDAC will build on this work in 2013.

Childcare Grants

The Child Care Grant sub-committee's 2011 program recommendations have been incorporated into the 2013 child care grant process that now includes both Capital and Professional Development Grants. The grant terms also emphasize the principle of reaching as many children as possible with the funds, a principle that was a major component in the sub-committee decision making.

In 2012, the sub-committee reviewed applications and made recommendations on allocating the funds. We also hope to look at the mechanism of reviewing the use of the funds.

Child Care Month

On May 26-27th, the sub-committee co-hosted, along with the Richmond Child Care Alliance, a display of children's art work at Richmond Caring Place. The theme of the display was "Our World, Our Cultures", and centres were encouraged to contribute a group project along with documentation of the children's work. The event was a success with 17 Richmond child care centres contributing to the display.

Members of the two committees rotated through shifts in order to monitor the display and act as 'greeters' to the families who came in for viewing. It is estimated that over 200 people visited over the two day period.

CCDAC 2013 Work Program

This Work Program reflects the following 2011 - 2014 Council Term Goals regarding Community Social Services:

- 2.1. Completion of the development and implementation of a clear social services strategy for the City that articulates the City's role, priorities and policies, as well as ensures these are effectively communicated to our advisory committees, community partners and the public in order to appropriately target resources and help manage expectations.
- 2.3. Clarification of the City's role with respect to providing or facilitating the securing of space for non-profit groups.
- 2.4. Initiation of a strategic discussion and ongoing dialogue with the City's MLAs and MPs to ensure better representation of Richmond's needs in Victoria and Ottawa for social services issues and the related effects of downloading.

Initiative	CCDAC Action/Steps	Expected Outcome	Indicator of Success	Partners
Advocacy				
More effective advocacy to senior levels of government to address the funding, bureaucracy, changing policies, and licensing issues for child care providers	<ul style="list-style-type: none"> • Monitor issues, emerging trends • Discuss, consider roles, summarize issues • Pass motions or resolutions • Prepare letters/briefs • Submit to Council through Staff Liaison 	Lobbying through Council to senior levels of government	Improved funding, policy and licensing programs	<ul style="list-style-type: none"> • Federal Govt. • Provincial Govt. • Child Care Licensing (VCH)
<p>P C W</p> Liaise with the Child Care Coordinator regarding past and present issues discussed at CCDAC meetings that need further attention, action or clarification.	<ul style="list-style-type: none"> • Brief Child Care Coordinator on issues/concerns • At monthly meetings, provide Child Care Coordinator with information and CCDAC perspective • Present CCDAC advice on Council referrals through Child Care Coordinator 	<ul style="list-style-type: none"> • Child Care Coordinator will be the Staff Liaison to CCDAC • Child Care Coordinator informed regarding CCDAC's perspective 	<ul style="list-style-type: none"> • Coordinator works with CCDAC advice and Council direction to address priority child care issues for Richmond • Liaison with CCDAC assists the Child Care Coordinator to successfully address work program objectives 	<ul style="list-style-type: none"> • Stakeholders • Caregivers
Make recommendations to Council on merits or disadvantages of supporting the Integrated Learning Framework group and their proposal for a \$10 per day plan.	<ul style="list-style-type: none"> • Discuss advantages and disadvantages of the proposal • Document discussion into a report that can be used as a guideline for recommendations • Discuss proposal with local caregivers to obtain opinions of the framework and how it could serve their needs 	Informed CCDAC members advocate through Council to the Provincial Government with recommendations and proposed changes to the framework	The proposal is established with guidelines and recommendations according to our local community	<ul style="list-style-type: none"> • Stakeholders • Caregivers

Initiative	CCDAC Action/Steps	Expected Outcome	Indicator of Success	Partners
City Planning Processes				
Participate in City consultations	<ul style="list-style-type: none"> Continue to participate in Social Development Strategy consultations 	Plans for future growth will address the need for quality, affordable childcare	Social Development Strategy incorporates CCDAC perspective	<ul style="list-style-type: none"> Stakeholders Caregivers
Advise the City regarding the development of new child care centres and service models.	<ul style="list-style-type: none"> CCDAC to be consulted at the earliest point possible in the development process Review guidelines for City-owned facilities, e.g., minimum size, location, when to prioritize monetary contributions Advise Council regarding establishing early childhood hubs 	<ul style="list-style-type: none"> Inclusion of CCDAC in planning new facilities and implementing guidelines Better planned child care facilities that address needs of the local community Explore opportunities for private operators to develop and own facilities Model centres with varied programs that may not be available elsewhere, catering to all age levels of children and perhaps even seniors 	Guidelines adopted and CCDAC consulted regarding: <ul style="list-style-type: none"> When/where to negotiate built facilities vs. cash contributions Built facilities are designed and cater to needs of community according to size, location, design, program offered When/where to prioritize hubs and ideal size, design, model Inclusion of CCDAC into the planning, developing and operating process of the facility 	<ul style="list-style-type: none"> City Planners Developers Stakeholders Caregivers
Terms of Reference Review				
Review Child Care Development Advisory Committee Terms of Reference	<ul style="list-style-type: none"> Establish subcommittee Recommend revisions 	Updated Terms of Reference adopted by Council	Terms of Reference provide effective framework for CCDAC proceedings	

Initiative	CCDAC Action/Steps	Expected Outcome	Indicator of Success	Partners
<p>Pillars of Child Care System</p> <p>Develop guidelines or targets to help establish high performance in the five pillars of the childcare system – quality, collaboration/partnership, space, affordability, minimized bureaucracy, and central coordination. (Two of the pillars have been addressed, last three remaining.)</p>	<ul style="list-style-type: none"> Develop guidelines or targets for high performance Discuss one topic at each meeting Streamline the discussion and format into a report for submission to City planners Request that above report be formed into a booklet that is available to serve as a general guideline for builders, planners and public for reference, quality control 	<ul style="list-style-type: none"> Improved quality, partnering, availability, efficiency and coordination Milestone: A booklet of recommendations that would provide guidelines that can be used in the future for quality programs and facilities 	<p>Definitions, standards, guidelines and targets established with written references from CCDAC</p>	<ul style="list-style-type: none"> Stakeholders Caregivers
Child Care Grants				
<p>Recommend Child Care Grant allocations</p> <p>PLN - 65</p>	<ul style="list-style-type: none"> Review applications Recommend grants to Council Review allocation of a portion of the grants to educational programs and workshops for caregivers Provide advice regarding the development of an on-line application system 	<ul style="list-style-type: none"> Caregivers will have opportunities to attend workshops, participate in professional development Application and review will be facilitated by the on-line application system 	<ul style="list-style-type: none"> Council endorses recommendations, allocates grants Quality and capacity of child care programs will be enhanced 	<ul style="list-style-type: none"> Stakeholders Caregivers
May is Child Care Month				
<p>Propose activities for Child Care Month in May</p>	<ul style="list-style-type: none"> Plan suggestions for activities that are multicultural and inclusive of all children in the community 	<ul style="list-style-type: none"> Enhance role of CCDAC Encourage participation from the community Celebrate 	<p>Multicultural child-oriented festivities that celebrate all children and their families</p>	<ul style="list-style-type: none"> Stakeholders Caregivers