



To: Planning Committee **Date:** December 15, 2014
From: Cathryn Volkering Carlile **File:** 07-3070-01/2014
 General Manager, Community Services
Re: **Child Care Development Advisory Committee 2014 Annual Report and 2015 Work Program**

Staff Recommendation

That the Child Care Development Advisory Committee's 2015 Work Program be approved.

Cathryn Volkering Carlile
General Manager, Community Services

Att. 2

REPORT CONCURRENCE	
CONCURRENCE OF GENERAL MANAGER 	
REVIEWED BY STAFF REPORT / AGENDA REVIEW SUBCOMMITTEE	INITIALS:
APPROVED BY CAO DEPUTY 	

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 2014 Annual Report (Attachment 1) and proposed 2015 Work Program (Attachment 2).

The report supports Council's Term Goal #2 Community Social Services:

2.1. Completion of the development and implementation of a clear City social services strategy 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.

This report also supports Council's Term Goal #7 Managing Growth & Development:

To ensure effective growth management for the City, including the adequate provision of facility, service and amenity requirements associated with growth.

Analysis

2014 Annual Report

Highlights of the CCDAC activities for 2014, as summarized in the Annual Report, are as follows:

- The 2014 Child Care Grants were reviewed by a CCDAC subcommittee and recommendations were provided to Council;
- On-going advice was provided on new developments proposed to include child care as community amenities;
- Input was offered into the development of a draft of Child Care Design Guidelines and Technical Specifications to be used to as a resource for the development of child care community amenity spaces and City capital child care projects (report to be presented in early 2015);
- The Committee reviewed and provided recommendations to assist the development of a child care layer for inclusion in the City of Richmond's Interactive Map;
- As a part of May Child Care Month, CCDAC co-hosted a children's art exhibition at City Hall with 20 participating child care organizations and over 100 attendees; and

- The Committee advocated for advancing the City's next child care needs assessment to begin in 2015, and, to support the assessment, reviewed existing child care needs assessments conducted by other Canadian municipalities.

Proposed 2015 Work Program

On December 2, 2014, the CCDAC approved the proposed work program (Attachment 2). In 2015, the CCDAC will give priority to:

- Reviewing the 2015 child care grant applications and providing recommendations to Council;
- Coordinating and hosting an event to celebrate May, which is child care month;
- Reviewing development proposals for new child care amenity spaces;
- Providing input into the design of a future child care needs assessment, (e.g., suggesting strategies to engage more parents about their needs and preferences, and reviewing survey questions);
- Monitoring the BC Early Years Strategy initiatives regarding investments in creating new child care spaces, and policy changes to provincial licensing requirements and early childhood educators' training; and
- Offering ideas and reviewing proposed communication materials to assist new child care providers in navigating municipal approval processes for creating child care spaces in the City of Richmond.

Staff will support the CCDAC 2015 Work Program as City policies, work programs, staff time and resources permit.

Financial Impact

The CCDAC operating budget reflects the existing funding plan, as budgeted.

Conclusion

CCDAC members are committed to improving the availability and accessibility of quality child care in Richmond. Staff recommend that the Child Care Development Advisory Committee's 2015 Work Program be approved.



Coralys Cuthbert
Child Care Coordinator
(604-204-8621)

CEC:cec

- Att. 1: Child Care Development Advisory Committee 2014 Annual Report
2: Child Care Development Advisory Committee 2015 Work Program

CITY OF RICHMOND CHILD CARE DEVELOPMENT ADVISORY COMMITTEE 2014 ANNUAL REPORT

The Child Care Development Advisory Committee (CCDAC) had a busy and productive 2014. Our meetings were well attended and discussions were meaningful and stimulating. It has been a pleasure having Coralys Cuthbert, the Child Care Coordinator, present at all meetings. She is always thoroughly prepared, brings a wealth of important information to the table and provides valuable insight on many discussions that take place.

A summary of the highlights of our meetings and events is outlined below:

1. Orientation for New Members in January 2014
2. Enjoyed a presentation by Helen Davidson (Richmond Children First) on the Early Development Instrument (EDI)
3. Reported to Planning Committee about the 2013 CCDAC Annual Report and 2014 Work Program. It was recommended that work on the planned Child Care Needs Assessment be advanced to 2015
4. Established three subcommittees: Advocacy, Child Care Month Event and Child Care Grants
5. Provided feedback on the Draft Child Care Design Guidelines and Technical Specifications to staff
6. Provided input into the development of the Richmond Interactive Map Child Care Layer – mapping all licensed child care facilities in Richmond
7. Planned and hosted a May Child Care Month Event – A Children’s Art Exhibition at City Hall. Twenty child care centres participated and over one hundred guests attended.
8. Purchased a table for the annual Child Care Dinner, which several committee members attended
9. Reviewed Child Care Needs Assessments and Tools from various municipalities. Our Advocacy Subcommittee met twice over the summer months and reported back in the Fall with suggestions for structuring the next needs assessment and offered ideas for engaging parents and operators re: a child care needs survey, etc.
10. Monitored senior levels of government announcements regarding child care initiatives such as major capital grants for creating new child care spaces and the Early Years Strategy consultation processes
11. Advocated through the School Liaison committee Member for accommodations to help families and child care operators continue with services on school sites during the labour dispute
12. 2015 Child Care Grants were reviewed and recommendations provided for inclusion in a report to Planning Committee
13. Provided feedback on new child care development proposals for future City-owned child care facilities (throughout the year)
14. We will continue to monitor the BC Early Years Strategy’s planned initiative to review the quality of ECE training and Provincial Licensing Regulations

MEMBERS OF THE 2014 CHILDCARE DEVELOPMENT ADVISORY COMMITTEE

VOTING:

1. Linda Shirley (Chair)
2. Shyrose Nurmohamed (Vice Chair)
3. Maryam Bawa
4. Olga Fedorenko
5. Melanie Hugh
6. Heather Logan
7. Kathy Moncalieri
8. Lori Mountain
9. Harp Mundie
10. Dustin Ng
11. Fatima Sheriff
12. Ofra Sixto

NON-VOTING:

1. Kenny Chiu (School Board), Grace Tsang (Alternate)
2. Marcia MacKenzie (Richmond Child Care Resource and Referral)

COUNCIL REPRESENTATIVE: Evelina Halsey-Brandt

STAFF LIAISON: Coralys Cuthbert

RECORDING SECRETARY: Jodi Allesia

2014 Budget

CCDAC received an operating budget of \$5,000 for 2014. The proposed 2015 budget is as follows:

Meeting and miscellaneous expenses:	\$3,000
Forums and Conventions:	\$1,000
Child Care Month Expenses:	\$1,000
Total:	\$5,000

CLOSING COMMENTS:

The Committee would like to take this opportunity to thank Evelina Halsey-Brandt for her excellent support of our committee during the years that she worked with us and for her role in helping our committee advocate for a Child Care Coordinator. Her respect for the important role that childcare plays in our City and her commitment to helping this committee work through various aspects of its work were invaluable. We wish her a happy and well-earned retirement!

Prepared by

Linda Shirley, Chair, Child Care Development Advisory Committee, December 2014

CCDAC 2015 Work Program

This work program supports the following Council Term Goals (2011-2014):

- 1.1 Completion of the development and implementation of a clear City social services strategy 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.
- CCDAC will assist where appropriate with the implementation of the social development strategy: Building Our Social Future.
- 2.3 Clarification of the City's role with respect to providing or facilitating or securing space for non-profit groups.
- CCDAC will continue to offer advice on the development of City child care amenity spaces which will provide space for non-profit child care operators.
7. Managing Growth and Development: To ensure effective growth management for the City, including adequate provision of facility, service and amenity requirements associated with growth.
- CCDAC will continue to provide advice to Council on child care needs associated with growth.

Initiative	CCDAC Action/Steps	Expected Outcome	Indicator of Success	Partners
Advocacy				
Make recommendations to Council regarding advocacy that could be undertaken 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)
Liaise with the Child Care Coordinator regarding issues that need further attention, action or clarification.	<ul style="list-style-type: none"> • At monthly meetings, provide Child Care Coordinator with information and CCDAC perspective, • Present CCDAC advice on Council 	<ul style="list-style-type: none"> • Child Care Coordinator is the staff liaison to CCDAC • Child Care Coordinator informed 	<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 	<ul style="list-style-type: none"> • Stakeholders • Caregivers

Initiative	CCDAC Action/Steps	Expected Outcome	Indicator of Success	Partners
	referrals through Child Care Coordinator <ul style="list-style-type: none"> • Make suggestions about data collection, and continue to provide advice on the approach for a future child care needs assessment to understand the existing child care landscape in Richmond and future demands for child care space. • Provide ideas for communication materials that will assist child care operators and parents 	regarding CCDAC's perspective	assists the Child Care Coordinator to successfully address work program objectives	
Participate in City consultations	<ul style="list-style-type: none"> • Continue to participate in discussions about the implementation of the Social Development Strategy 	Plans for future growth will address the need for quality, affordable childcare	Social Development Strategy implementation 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 proposals for City-owned child care facilities and early childhood development hubs, e.g., minimum size, location, when to prioritize monetary contributions 	<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 • 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 that are well 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 processes of a facility 	<ul style="list-style-type: none"> • City Planners • Developers • Stakeholders • Caregivers