



City of Richmond

Report to Committee

Staff Recommendation

That, as per the General Manager, Community Services report dated December 17, 2009, entitled "2009 Annual Report and 2010 Work Program: Child Care Development Advisory Committee", the Child Care Development Advisory Committee 2010 Work Program (**Attachment 1**) be approved.

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Cathryn Volkering Carlile
General Manager - Community Services

Att. 1

FOR ORIGINATING DEPARTMENT USE ONLY		
CONCURRENCE OF GENERAL MANAGER		
		
REVIEWED BY TAG	YES <input checked="" type="checkbox"/> <i>JK</i>	NO <input type="checkbox"/>
REVIEWED BY CAO <i>DEPUTY</i>	YES <input checked="" type="checkbox"/> <i>JK</i>	NO <input type="checkbox"/>

Staff Report

Origin

The mission 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 2009 Annual Report to Council, and the proposed CCDAC 2010 Work Program and Budget.

Findings Of Fact

1. CCDAC 2009 Annual Report: The highlights of CCDAC 2009 activities are described in **Attachment 1**.
2. Proposed CCDAC 2010 Work Program/Budget: The proposed CCDAC 2010 Work Program and Budget are also described in **Attachment 1**.

Analysis

1. 2009 Annual Report

In 2009, CCDAC members participated in a range of undertakings to advance child care in Richmond. Most notably, CCDAC devoted significant time to the preparation of the 2009 – 2016 Richmond Child Care Strategy and Implementation Plan, including several meetings dedicated primarily to advising on methodology, analysis, and report preparation.

CCDAC has participated actively in the community by organizing Child Care Month events including “Play Fair” at Lansdowne Mall, participating in workshops including sending a member to the “Putting Science into Action” conference in New Brunswick, and inviting speakers on a range of child care matters.

2. Proposed 2010 Work Program and Budget

In 2010, CCDAC will give priority to advising Council regarding three City initiatives: follow-up to the 2009 – 2016 Richmond Child Care Strategy and Implementation Plan, particularly regarding proposed City actions; participating in the Official Community Plan consultation process; and contributing to the development of the Social Planning Strategy. CCDAC will also prepare recommendations regarding the City’s Child Care Grants Program, and will monitor City Centre Area Plan implementation with respect to child care. CCDAC will also continue to monitor Provincial and Federal child care policy, participate in Child Care month events, and engage in community awareness & outreach.

Financial Impact

CCDAC receives an annual operating grant of \$5,000 as part of the approved 2010 base budget.

Conclusion

CCDAC members are devoted to supporting the development of quality, affordable, accessible child care in Richmond. In the coming year, CCDAC will advise Council regarding numerous City initiatives, including the Official Community Plan, the Social Planning Strategy and follow-up to the 2009 – 2016 Richmond Child Care Strategy and Implementation Plan. Staff recommend support for the CCDAC 2010 Work Program.



Lesley Sherlock
Social Planner
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CITY OF RICHMOND
CHILDCARE DEVELOPMENT ADVISORY COMMITTEE

2009 ANNUAL REPORT

We were pleased to begin our 2009 year with a full roster of Committee members! It was encouraging to see the interest in developing childcare in our growing city. We revisited and reconfirmed our goals: monitoring childcare within the city and making sure that steps are taken to create quality and affordable childcare for Richmond's children and their families.

Below is a summary of the key initiatives the Committee focused on in 2009:

1. Arranged several presentations for the committee including:
 - a. Ken Morris: Richmond School Board re: full day kindergarten in the public schools
 - b. Joyce Branscombe: Senior Licensing Officer, Vancouver Coastal Health re: licensing expectations for childcare
 - c. Holger Burke: City of Richmond Development Coordinator re: the official Community plan
 - d. Jane Boyd: Contracted part-time Childcare Coordinator, City of Richmond re: child care visioning
2. The Chair and the Committee representative from Childcare Resource and Referral participated in a committee that organized a special dinner and event in recognition of childcare workers during Childcare Month and our Committee contributed financially to this event.
3. A Play Fair was organized and held at Lansdowne Mall during Childcare Month. Twelve diverse child care centres from across the continuum of child care in Richmond participated in this event. It was a great success allowing participants to share information about their centres with the public.
4. The committee was actively involved in the 2009 – 2016 Richmond Child Care Strategy and Implementation Plan providing input during the compilation of the data and providing feedback for the numerous drafts of the final report.
5. A committee was formed to review the Grants provided through the Statutory Reserve Fund and subsequent recommendations will be reviewed early in 2010.
6. A subcommittee was formed to review the need for a full-time Childcare Coordinator staff position in the City. The committee reviewed ideas and issues surrounding the importance of such a position and further discussion will be brought forward in 2010.

7. A committee member attended the 'Putting Science into Action' conference in New Brunswick which included internationally-acclaimed speakers on topics of early child development research and best practices from around the world.

We wish to express our sincerest thanks to Lesley Sherlock (City Staff) for the wonderful level of support she has given us as we worked to review our vision for child care needs in the City, provide input on the 2009-2016 Richmond Child Care Strategy and Implementation Plan and monitor child care issues in the City. In addition, Terry Crowe and John Foster have been most helpful in giving of their time and assistance in various matters related to our committee. We also greatly appreciate the thoughtful support and advice of our Council liaison, Cllr. Sue Halsey Brandt, and her commitment to quality childcare in Richmond.

For the past four years, contracted part-time City Childcare Coordinator, Jane Boyd, has provided invaluable support to the Committee contributing timely updates on many important issues concerning childcare both on a provincial and national level, as well as prudent, thoughtful advice to inform the committee regarding best practices and current trends working in local communities across Canada. We were very disappointed to hear that her contract was not being renewed as her professional 'voice' on the committee facilitated meaningful discussions at the committee level on the broad range of child care issues which the committee regularly tracks and monitors. While we recognize the current economic times demand tight expense control in all areas, it is our sincere hope the City will create a full-time City Childcare Coordinator position in the near future.

Going forward, the Committee has expressed the desire to play a stronger advisory role within the City and to communicate more effectively to Council on issues that are of great importance to the childcare community. As the landscape of childcare continues to change dramatically with the provincially-mandated implementation of full-day kindergarten for 5 year olds, it becomes more critical that our role be that of steering the grander vision.

With the completion of the 2009-2016 Richmond Child Care Strategy and Implementation Plan, it is the Committee's intention to advocate for the implementation of key recommendations in the report and take a more proactive role in advising Council on significant child care concerns in the City. It is also hoped that Council will actively seek our input on child care issues particularly in new developments where there is greater opportunity to influence decisions involving child care services in the community.

2010 Work Program

CCDAC aims to undertake a number of initiatives and actions in 2009 (table attached), with priority given to participating in the two City planning processes, that of the Official Community Plan and the Social Planning Strategy. CCDAC will also monitor and advise regarding implementation of the 2009 – 2016 Richmond Child Care Strategy.

2010 Budget

Proposed Committee Budget:	\$5,000.00
Projected expenses for 2010:	
Meetings and Miscellaneous Expenses:	\$2,000.00
Forums and Conventions	\$2,000.00
Childcare Month expenses	\$1,000.00

Members of the 2009 Childcare Development Advisory Committee

VOTING:

1. Linda Shirley (Chair)
2. Teresa Pan (Vice Chair)
3. Sreedevi Kuttamkulangara (Secretary)
4. Charlene Wong
5. Henry Yao
6. Janet Dhanani
7. Linda Li
8. Melanie Rupp
9. Ofer Marom
10. Pamela Wallberg

NON-VOTING:

- Grace Tsang (School Trustee Liaison)
- Marcia Mackenzie (Child Care Resource and Referral)

Prepared by:

Linda Shirley
Chair, Child Care Development Advisory Committee
December 2009

Proposed CCDAC 2010 Work Program

Initiative	CCDAC Actions/Steps	Expected Outcome	Indicator of CCDAC Success	Lead/Sub-Cte.	Partners	Status
1. Monitor Child Care Policy & Programs (Federal/Provincial/Local/Other)						
Monitor and Secure Major Capital Funding	<ul style="list-style-type: none"> – Encourage direction of capital funding to municipal levels – Continue to monitor progress re: Provincial Major Capital Grants (e.g., to Society of Richmond Children's Centres [SRCC]) – Monitor availability of new capital funding 	<ul style="list-style-type: none"> – Major capital funding made available to municipalities – Successful completion of current project – Further applications submitted – Increased supply of group child care spaces 	<ul style="list-style-type: none"> – Council advised re: new funding opportunities – Major capital funding secured for Richmond 	All	<ul style="list-style-type: none"> – Child Care Providers – Province 	Ongoing
Advocate for improved education, working conditions and wages for child care workers	<ul style="list-style-type: none"> – Speakers to be invited – Letters to be written – Other, as appropriate 	<ul style="list-style-type: none"> – Improved conditions for child care workers – BC child care staffing crisis addressed 	<ul style="list-style-type: none"> – CCDAC informed re: employment conditions and community implications – Council advised 	All	<ul style="list-style-type: none"> – Child Care Providers – Province 	Ongoing
Work with School Board, Ministry of Education	<ul style="list-style-type: none"> – Monitor full-day Kindergarten (50% population) implementation for Sept 2010 – Monitor plans for full-day Kindergarten (100% population) planning for Sept 2011 – Monitor provincial government's plans to introduce programming for 3 & 4-year olds in elementary schools for 2012+ – Advise Council as necessary 	<ul style="list-style-type: none"> – Best solution for children and parents achieved – Ministry of Education actions and Richmond impacts known 	<ul style="list-style-type: none"> – CCDAC informed, consulted – Council advised 	All	<ul style="list-style-type: none"> – School Board – Ministry of Education – Child care providers 	Ongoing
Monitor Federal Child Care Policy and Programs	<ul style="list-style-type: none"> – Invite Alice Wong, MP, to speak to CCDAC – Monitor media, targeted websites, report to CCDAC 	<ul style="list-style-type: none"> – Richmond child care concerns better represented federally 	<ul style="list-style-type: none"> – Members informed re: Federal perspective – Representative informed re: child care issues and conveys concerns 	Chair	<ul style="list-style-type: none"> – Federal govt. 	Date TBD
Monitor Provincial Child Care Policy and Programs	<ul style="list-style-type: none"> – Monitor media, targeted websites, report to CCDAC – Invite local MLAs to attend CCDAC mtg. 	<ul style="list-style-type: none"> – Richmond child care concerns better represented provincially 	<ul style="list-style-type: none"> – Members informed of provincial policies and ideas – Members better able to advocate for child care 	All	<ul style="list-style-type: none"> – Province 	Ongoing

Initiative	CCDAC Actions/Steps	Expected Outcome	Indicator of CCDAC Success	Lead/Sub-Cte.	Partners	Status
2. Childcare Month Events						
Child Care Dinner	<ul style="list-style-type: none"> - Contact organizers - Participate in planning - Support financially and by attending 	<ul style="list-style-type: none"> - Recognition of early childhood educators 	<ul style="list-style-type: none"> - Event well-attended by child care community 	TBD	- SRCC, Licensing, Richmond Child Care Resource & Referral (RCCRR), etc.	January to May
CCDAC Hosted Child Care Workshop	<ul style="list-style-type: none"> - Contact various community organizations to determine need, possible partnerships - Determine costs, budget, timelines 	<ul style="list-style-type: none"> - CCDAC will be aware of the opportunities, financial costs, potential partners, etc. involved in hosting a workshop day in 2011 	<ul style="list-style-type: none"> - CCDAC in position to decide whether or not to go forward with a workshop day in 2011 	Subcmt	- RCCRR, Richmond Children First, other community groups	February to November
3. Community Awareness & Outreach						
Multinational Childcare Programs	<ul style="list-style-type: none"> - Events monitored - Speakers invited 	<ul style="list-style-type: none"> - CCDAC better able to respond to Richmond entry 	<ul style="list-style-type: none"> - Facts known 	All		Ongoing
Establish a Media Watch Mechanism	<ul style="list-style-type: none"> - Monitor media reports regarding child care 	<ul style="list-style-type: none"> - Standing item on CCDAC agenda 	<ul style="list-style-type: none"> - Members informed - Council advised as appropriate 	All		Ongoing
Chamber of Commerce re: relations and ramifications	<ul style="list-style-type: none"> - CCDAC speaks to Chamber re: child care issues 	<ul style="list-style-type: none"> - Chamber more informed about child care 	<ul style="list-style-type: none"> - CCDAC presentation made 	TBD	- Chamber of Commerce - Business	TBD
Expand knowledge of child care licensing in Richmond	<ul style="list-style-type: none"> - Invite Senior Licensing Officer, Richmond Health Services, to speak to CCDAC 	<ul style="list-style-type: none"> - Greater awareness of Richmond child care licensing 	<ul style="list-style-type: none"> - Members more informed about child care licensing in Richmond 	Chair	- Richmond Health Services	TBD
Child Care Centre Tours	<ul style="list-style-type: none"> - Members to attend proposed 2010 child care centre tour 	<ul style="list-style-type: none"> - Greater awareness of variety of offerings - CCDAC outreach to child care centres 	<ul style="list-style-type: none"> - Child care operators will be aware of the CCDAC and its role - Members will have a better understanding of the greater community 	All	- RCCRR	Jan/Feb

Initiative	CCDAC Actions/Steps	Expected Outcome	Indicator of CCDAC Success	Lead/Sub-Cte.	Partners	Status
3. Community Awareness & Outreach (cont.)						
Map Community Groups	<ul style="list-style-type: none"> - Work with Richmond Children First to get information on the child care related community groups in existence 	<ul style="list-style-type: none"> - Members aware of scope of child care network in Richmond 	<ul style="list-style-type: none"> - CCDAC will be able to engage the appropriate organization when needed on specific issues/events 	All	<ul style="list-style-type: none"> - Richmond Children First - Other community groups 	Mar/Apr
4. City Initiatives (Priority)						
City Centre Area Plan: Implementation	<ul style="list-style-type: none"> - Continue to monitor 	<ul style="list-style-type: none"> - City Centre child care needs addressed 	<ul style="list-style-type: none"> - CCDAC informed re: City centre needs - Council advised as necessary 	All		Ongoing
2009 – 2016 Child Care Strategy/Plan (<i>priority</i>)	<ul style="list-style-type: none"> - Present report to Council - Advise Council regarding proposed City actions - Monitor implementation plan 	<ul style="list-style-type: none"> - Council will be advised regarding proposed City actions and implementation 	<ul style="list-style-type: none"> - City will take a more strategic approach to child care development 	All	<ul style="list-style-type: none"> - All stakeholders 	Ongoing
Participate in Consultations regarding the Official Community Plan (<i>priority</i>)	<ul style="list-style-type: none"> - City staff to attend CCDAC for consultations - CCDAC to prepare a submission - CCDAC Members to follow-up by letter or email with further issues as they develop - CCDAC Members to address Council when required 	<ul style="list-style-type: none"> - Members' recommendations implemented where possible 	<ul style="list-style-type: none"> - Planning and actualization of appropriate child care in Richmond meeting the needs of families 	All	<ul style="list-style-type: none"> - City Staff – Council 	Ongoing
Participate in Consultations regarding the Social Planning Strategy (<i>priority</i>)	<ul style="list-style-type: none"> - City staff to attend CCDAC for consultations - CCDAC to prepare a submission - CCDAC Members to follow-up by letter or email with further issues as they develop - CCDAC Members to address Council when required 	<ul style="list-style-type: none"> - Members' recommendations implemented where possible 	<ul style="list-style-type: none"> - Planning and actualization of appropriate child care in Richmond meeting the needs of families 	All	<ul style="list-style-type: none"> - City Staff – Council 	Ongoing
Child Care Coordinator (full-time staff position)	<ul style="list-style-type: none"> - Research similar positions in other communities - Advocate for the establishment of a full-time staff position - This matter will be reviewed as part of the Child Care Needs Assessment study follow-up. 	<ul style="list-style-type: none"> - City child care initiatives well researched, coordinated and implemented - Child care actions coordinated with community and senior levels of government 	<ul style="list-style-type: none"> - Staff position created 	TBD		Ongoing

Initiative	CCDAC Actions/Steps	Expected Outcome	Indicator of CCDAC Success	Lead/Sub-Cte.	Partners	Status
4. City Initiatives (cont.)						
- Child Care Grants	<ul style="list-style-type: none"> - Minor capital needs of Richmond child care centres addressed - More effective use of Statutory Reserve Funds 	<ul style="list-style-type: none"> - Policy/Program Review completed by subcte in 2009 - Members to vote on recommendation - Offer grants again in 2010 - Review applications & recommend allocations 	<ul style="list-style-type: none"> - Revised Child Care Grant Policy/ Program allocated - Child Care Grants 	- Subcte (TBD)		To be completed
Establish Strong Relationship with City Council	<ul style="list-style-type: none"> - Members to attend Planning Committee Meetings - Send regular, relevant letters to Council requesting action or for informational purposes 	<ul style="list-style-type: none"> - Council will have a better awareness of CCDAC and child care issues - CCDAC can offer expertise to Council 	<ul style="list-style-type: none"> - Council will engage CCDAC for advice, input, etc. 	All	- Council	Ongoing
Monitor new developments in Richmond	<ul style="list-style-type: none"> - Set up a tracking mechanism and table to monitor new developments being constructed with daycare facilities 	<ul style="list-style-type: none"> - Members will have better awareness of progress on child care initiatives 	<ul style="list-style-type: none"> - CCDAC has the information needed to pose questions, concerns and to advise Council - CCDAC is up-to-date on major City initiatives 	All	<ul style="list-style-type: none"> - City Council 	Ongoing
5. CCDAC Procedures						
Attendance Policy	<ul style="list-style-type: none"> - Develop & implement an attendance policy for CCDAC meetings 	<ul style="list-style-type: none"> - New and continuing Members will clearly understand their commitment to CCDAC 	<ul style="list-style-type: none"> - Non-attending members will be required to resign from CCDAC - Ability to establish a quorum will be enhanced 	- All		January
Volunteer Recognition	<ul style="list-style-type: none"> - Develop & implement a system to recognize the contributions of CCDAC members at completion of their term 	<ul style="list-style-type: none"> - CCDAC Members will receive some form of recognition for their volunteer efforts 	<ul style="list-style-type: none"> - CCDAC members feel valued - Council recognizes their efforts 	- All	Council	January/ February