



# City of Richmond

## Report to Committee

**To:** Planning Committee  
**From:** Cathryn Volkering Carlile  
General Manager - Community Services  
**Re:** **Child Care Development Advisory Committee  
2011 Annual Report and 2012 Work Program**

**Date:** December 13, 2011

**File:**

### Staff Recommendation

That, as per the General Manager of Community Services' report dated December 13, 2011, "Child Care Development Advisory Committee: 2011 Annual Report and 2012 Work Program", the Child Care Development Advisory Committee 2012 Work Program be approved.

Cathryn Volkering Carlile  
General Manager - Community Services

Att. 1

FOR ORIGINATING DEPARTMENT USE ONLY			
<b>ROUTED TO:</b>	<b>CONCURRENCE</b>	<b>CONCURRENCE OF GENERAL MANAGER</b>	
Development Applications	Y <input checked="" type="checkbox"/> N <input type="checkbox"/>		
<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 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 2011 Annual Report and proposed 2012 Work Program (**Attachment 1**), which supports the following 2008 – 2011 Council Term Goal.

*Improve the effectiveness of the delivery of social services in the City through the development and implementation of a Social and Community Service Strategy that includes:*

- *clearly articulated roles and services for the City, and a viable funding strategy*
- *the development and implementation of an effective lobbying strategy in partnership with community groups that targets the Province for funding for social service needs*
- *facilitation/development of an effective cross-service network that includes both intergovernmental and community agencies supporting/working together cooperatively*
- *facilitation of leadership mentoring between groups to make them more effective.*

### Analysis

The CCDAC Mission Statement is:

“As Council directs and as resources are provided, the Child Care Development Advisory Committee (CCDAC) provides Council with advice (e.g., information, options, analysis, recommendations), regarding the planning, development, support and promotion of a range of quality, affordable and accessible child care in the City of Richmond.”

The goal of the CCDAC is to assist Council in planning for and supporting quality child care in Richmond.

The CCDAC 2011 Annual Report and proposed 2012 Work Program are found in **Attachment 1**.

#### 1. 2011 Annual Report

In 2011, CCDAC members participated in a range of undertakings to advance child care in Richmond, including recommending Child Care Grant allocations; monitoring the implementation of full day kindergarten; and submitting letters to Council providing advice regarding Child Care Grants for non-capital expenses, a City Child Care Coordinator staff position, and the “Community Plan for a Public System of Integrated Early Care and Learning”.

Meeting attendance and participation has been strong in 2011, and staff anticipate that this trend will continue in 2012.



## 2. Proposed 2012 Work Program

In 2012, CCDAC will give priority to advising City Staff and Council regarding the Official Community Plan and the Social Planning Strategy; participating in City planning processes, including providing advice regarding childcare hub models; advocating for the establishment of a childcare coordinator position; and undertaking May is Childcare Month activities, including a display proposed for the City Hall Atrium.

City staff will support the CCDAC 2012 Work Program as City policies, work programs, staff time and resources permit.

CCDAC submitted an additional level request to fund the childcare coordinator position. This request was reviewed by senior staff but was not deemed high priority in comparison with other funding requests. Council will be presented with all additional level requests as part of the 2012 budget process.

CCDAC currently receives an annual operating budget of \$5,000. CCDAC is requesting an increase of \$2,000 due to increased secretarial costs (\$1,000) and advertising for Childcare Month activities (\$1,000), as follows:

### Projected expenses for 2012:

Meetings and Miscellaneous Expenses	\$3,000
Forums and Conventions	\$2,000
Childcare Month Expenses	<u>\$2,000</u>
Total:	\$7,000

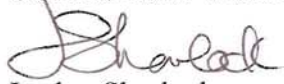
For 2012, CCDAC is requesting an operating budget of \$7,000. Staff do not recommend increasing the budget to maintain consistency with other advisory committees that are not requesting increases, and to minimize overall operating budget increases.

### Financial Impact

There is no financial impact at this time. CCDAC currently receives an annual operating budget of \$5,000.

### Conclusion

CCDAC members are devoted to improving the availability and accessibility of quality child care in Richmond. In the coming year, CCDAC will continue to participate in City initiatives, including the Official Community Plan, the Social Planning Strategy and City planning processes. CCDAC will also work in partnership with statutory organizations, child care providers and non-profit organizations to support child care in Richmond. Staff recommend support for the proposed CCDAC 2012 Work Program.



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**CITY OF RICHMOND**

**CHILDCARE DEVELOPMENT ADVISORY COMMITTEE**

**2011 ANNUAL REPORT**

The Childcare Development Advisory Committee (CCDAC) had an enjoyable and productive year. We had full membership and relatively good attendance at meetings, which made the meetings enjoyable and stimulating. A summary of our key initiatives is outlined below:

1. We began the year with four new citizen appointments to our committee: Princess Go, Alice Law, Harp Mundie, and Shyrose Nurmohamed. Princess Go resigned during the course of the year and Lori Mountain was a new appointment during the year.
2. At our February meeting, Brian Jackson (Director of Development) spoke to us about the Development Negotiation Process. This helped to clarify the city process when negotiating new childcare space and why staff are restricted legally on what information they can release to the committee during the process.
3. During January and February, in keeping with our Work Program for 2011, we formed sub-committees to address each of the pertinent subjects that we had outlined. These sub-committees reported regularly to the Committee and an brief outline of their discussions is attached to this report. These included:
  - Lobbying
  - Networking
  - Childcare Grants
  - City Planning Processes
  - Pillars of the Child Care System
4. In May, Jane Boyd of "Work Family & Life Consulting" was our guest speaker and presented a Draft of the City of Richmond's Design Guidelines for Negotiated Child Care Facilities.
5. At our November meeting, Suzanne Carter-Huffman, Senior Planner/Urban Design, for the City spoke to us about the City Centre Development and Child Care Negotiations.
6. There were three subjects that dominated our meetings throughout the year. I take this opportunity to reaffirm their importance. We have submitted letters to the City on all of these matters:
  - the additional level funding request for a Child Care Coordinator
  - the Coalition of Childcare Advocates of BC and their Community Plan for a Public System of Integrated Early Care and Learning and their request for support through the Metro Vancouver Board
  - a review of the Childcare Grant program and suggested revisions to the criteria



7. Linda McPhail, our School Board liaison, provided an update on the implementation of full day Kindergarten.

We also would like to take this opportunity to express our sincerest thanks to Lesley Sherlock (City Staff) for her capable support and direction as we worked our way through our year's agenda. We also appreciated the advice of our Council liaison, Cllr. Evelina Halsey-Brandt, particularly in the area of the grant program and our desire to make some changes to the criteria.

### **2012 WORK PROGRAM (Table attached)**

Our 2012 Work Program will provide the opportunity to continue lobbying for a Childcare Coordinator, to complete our reports on the remaining "Pillars of the Childcare System" and to work on a special project for Childcare month.

### **2012 BUDGET**

CCDAC received an operating budget of \$5,000 for 2011. The following proposed 2012 budget includes an increase of \$1,000 for advertising CCDAC May is Childcare Month activities and \$1,000 for secretarial services (meeting expenses).

Proposed Committee Budget: \$7,000.00

Projected expenses for 2012:

Meetings and Miscellaneous Expenses:	\$3,000.00
Forums and Conventions	\$2,000.00
Childcare Month Expenses	<u>\$2,000.00</u>
Total	\$7,000.00

### **MEMBERS of the 2011 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 Wadhwania
8. Ginny Lam
9. Alice Law
10. Lori Mountain
11. Harp Mundie

**NON-VOTING:**

- Marcia MacKenzie (Child Care Resource and Referral)
- Linda McPhail (School Board Liaison)

**ADDENDUM**  
**REPORTS FROM WORK PROGRAM SUBCOMMITTEES**

**LOBBYING**

This subcommittee focused its efforts on promoting the creation of a child care coordinator as part of city staff. A business case indicating the importance of the role followed by a proposed job description was submitted for review by Council and a budget request was put forward to cover such a position.

**NETWORKING**

The Networking Subcommittee supported the Child Care Resource and Referral's establishment of a networking group that met regularly once or twice a month. An official name was established (The Richmond Childcare Alliance) which gave the group credibility and an official status. Chairpersons for this committee are Shyrose Nurmohamed and Lori Mountain and the Treasurer is Harp Mundie. A Group RRSP plan has now been established whereby members can contribute monthly towards future retirement. An official website is under construction and should be on-line by mid-late January 2012. Interested members may establish a website presence to promote their business for a fee of \$50 per year. A bank account has also been opened at TD Canada Trust as a club. The Committee continues to recruit members and advertise this endeavour for more participation. Lack of participation continues to be an ongoing issue with fewer than twenty people regularly attending meetings. More fun topics, speakers and social evenings will subsequently be planned to encourage more CCRR members to attend and become part of the Alliance.

**CHILDCARE GRANTS**

The grant subcommittee received 13 applications for this grant and recommended the distribution of \$26,050 to three non-profit organizations. The funds were distributed to groups which would serve the overall needs of all children regardless of the type of care they were enrolled in or the teaching philosophy of that program.



The committee also played a part in the action to change the terms of the grant in order to include, in the future, professional development and other options, rather than limiting the grants to only minor capital budget projects.

## **CITY PLANNING PROCESSES**

This subcommittee addressed the concerns of the group in that often we heard about new developments only when they were released to the media. The following requests were made:

- Request that the City of Richmond contact the Advisory Committee once a developer has applied for a site and the City has gained knowledge that either a monetary claim or a childcare location will be required at the specific site. CCDAC can then give the City advice on whether a) a childcare is needed in that area b) what type of child care (age, program, number of children, etc) or c) if monetary donation would be more advisable for this development.
- If privacy is an issue and the City feels it cannot release too much information regarding the development, then a radius (eg. 2 km's north, east, south, west) can be shown to the advisory committee and we can give feedback regarding that area.
- If possible, have the CCDAC members sign a confidentiality agreement if information will be presented that cannot be released to the public, thus enabling the committee to give as accurate feedback as possible.

## **PILLARS OF THE CHILDCARE SYSTEM**

### **COLLABORATION / PARTNERSHIP**

Providing child care can be isolating. Many caregivers never see each other except when earning the 40 hrs of professional development required by Licensing. Centres are often reluctant to allow visits from other providers. Collaboration opportunities that do exist are scattered and usually focused on a specific topic such as make-and-take instead of enhancing the development of pedagogy.

#### **Current Reality**

- There is currently no centralized society or organization overseeing collaboration.
- CCRR holds a variety of workshops throughout the year—around 20-25 participants attend.
- Richmond Childcare Education Training Committee has held an annual conference each spring—this year is its 4<sup>th</sup>. It is usually sold-out.
- CCRR has supported a networking group for many years that recently became the Richmond Childcare Alliance Network.

### Challenges

- No current organization or individual is mandated to organize collaboration.
- It is difficult to find suitable time—hard to get away in the daytime and care givers are reluctant to attend nights or weekends.
- Divergent demographics—different philosophies, needs and levels of expertise.
- There is a prevalent attitude that workshops are only a means to an end— people attend solely to get certificate for licensing.
- General feeling of apathy over improving skill set.
- Richmond Children First offered a subsidy for providers to attend professional development. Due to lack of applications this program has been cancelled.

### Suggestions

- Establish a city staff position of Child-Care Coordinator.
- Establish a 'model centre' to share ideas and latest developments in child care.
- Start a collaborative website that centralizes existing opportunities.
- Lobby Licensing at the Provincial level to modify Professional Development requirements.
- Market the benefits of collaboration to raise participation levels.
- Support the existing grass-root projects by co-sponsoring workshops.
- Set-up 'Train the trainers' models to disseminate knowledge through the child care community.
- Facilitate partnerships between similar centres—Montessori, Family, Play-based.

## **QUALITY**

It is often difficult to meet all the needs of families. However, City-owned facilities should be 'model' facilities that fulfill the needs of a myriad of family units and offer various programs that can serve as a reference point for other caregivers to establish their own centers. Parents also need to be educated to recognize and give credit to the variety of centers available. Quality programming is also dependent upon quality teachers. Graduates of programs need to better train in order to cope with the demands of a busy center. As well, licensing requirements need to allow more flexibility in their requirements for teachers and assistants.

The remaining pillars of: Space, Affordability, Minimized Bureaucracy and Central Coordination will be part of our 2012 Work Program.



## CCDAC 2012 Work Program

This Work Program reflects the following 2008 - 2011 Council Term Goal:

**#4: Community & Social Services – Improve the effectiveness of the delivery of social services in the City through the development and implementation of a Social and Community Service Strategy:**

- clearly articulated roles and services for the City, and a viable funding strategy
- the development and implementation of an effective lobbying strategy in partnership with community groups that targets the Province for funding for social service needs
- facilitation/development of an effective cross-service network that includes both intergovernmental and community agencies supporting/working together cooperatively
- facilitation of leadership mentoring between groups to make them more effective

Initiative	CCDAC Action/Steps	Expected Outcome	Indicator of Success	Partners
<b>Advocacy</b> 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"> <li>Monitor issues, emerging trends</li> <li>Discuss, consider roles, summarize issues</li> <li>Pass motions or resolutions</li> <li>Prepare letters/briefs</li> <li>Submit to Council through Staff Liaison</li> </ul>	Lobbying through Council to senior levels of government	Improved funding, policy and licensing programs	<ul style="list-style-type: none"> <li>Federal Govt.</li> <li>Provincial Govt.</li> <li>Child Care Licensing (VCH)</li> </ul>
Monitor proposal submitted to City requesting a municipally or provincially funded child care coordinator who would facilitate stakeholder collaboration and act as a liaison to senior levels of government for licensing and other government issues.  Develop a job description for a child care coordinator	<ul style="list-style-type: none"> <li>CCDAC to monitor progress of proposal through Council Liaison</li> <li>CCDAC to prepare a job description to further modify the role of a child care coordinator</li> </ul>	<ul style="list-style-type: none"> <li>Province and City advised re: need, roles, responsibilities for child care coordination</li> <li>A guideline of recommendations for the role of child care coordinator</li> </ul>	Request considered by Council and the Province	Stakeholders
Monitor progress of Integrated System of Early Care and Learning Framework group and their "Community Plan" proposal	<ul style="list-style-type: none"> <li>Discuss advantages and disadvantages of the proposal</li> <li>Document discussion into a report that can be used as a guideline of recommendations</li> <li>Discuss proposal with local caregivers to obtain opinions of the framework and how it could serve their needs</li> </ul>	Informed CCDAC members can then lobby government through Council with recommendations and changes to the framework	The proposal is established with guidelines and recommendations according to our local community	<ul style="list-style-type: none"> <li>Stakeholders</li> <li>Local caregivers</li> </ul>

Initiative	CCDAC Action/Steps	Expected Outcome	Indicator of Success	Partners
City Planning Processes				
Participate in City consultations	<ul style="list-style-type: none"> <li>Continue to participate in the Official Community Plan and Social Planning Strategy consultations</li> </ul>	Plans for future growth will address the need for quality, affordable childcare	OCP and Social Planning Strategy will incorporate CCDAC's perspective	<ul style="list-style-type: none"> <li>Stakeholders</li> </ul>
<ul style="list-style-type: none"> <li>Improve the current method of reviewing child care space options in new developments so that CCDAC can be more proactive and find out about developments before reading about them in the newspaper</li> <li>Address request from Senior City Planner as to design and use of new child care facilities</li> <li>Indoor/Outdoor space requirements, location &amp; needs</li> <li>Explore Hub model, its advantages and disadvantages</li> </ul>	<ul style="list-style-type: none"> <li>Requested that staff review earliest point in which CCDAC may be involved in the development process</li> <li>Review CCDAC submission to the City Centre Area Plan and CCAP Child Care section</li> <li>Propose guidelines for negotiations based on size of development, unit type and location, and when to prioritize monetary contributions</li> <li>Motion and proposal regarding the Hub Model provided to Council</li> <li>Address Senior City Planner's request as to the minimum size of facility that should be negotiated with builders</li> <li>Determine when to negotiate cash contributions versus a built facility</li> <li>Consider whether a facility should be City or privately owned and determine market value of premises</li> <li>Set parameters for age groups or special purposes for new facilities</li> <li>Inform the City's Senior Planner of discussion outcomes and present with a report prepared by the CCDAC</li> </ul>	<ul style="list-style-type: none"> <li>Inclusion of CCDAC in the planning of new facilities and implementation of discussed guidelines</li> <li>Better planned child care facilities that address needs of the local community</li> <li>Give private operators a chance to develop and own a facility</li> <li>Model centres with varied programs that may not be available elsewhere, catering to all age levels of children and perhaps even seniors</li> </ul>	<ul style="list-style-type: none"> <li>Guidelines adopted and CCDAC consulted regarding: <ul style="list-style-type: none"> <li>When/where to negotiate built facilities vs. cash contributions</li> <li>Built facilities are designed and cater to needs of community according to size, location, design, program offered</li> </ul> </li> <li>When/where to prioritize hubs and ideal size, design, model</li> <li>Inclusion of CCDAC into the planning, developing and operating process of the facility</li> </ul>	<ul style="list-style-type: none"> <li>Developers</li> <li>City of Richmond</li> </ul>



Initiative	CCDAC Action/Steps	Expected Outcome	Indicator of Success	Partners
<b>Pillars of Child Care System</b> Develop guidelines or targets to help establish high performance in the five pillars of the childcare system outlined above – quality, collaboration/partnership, space, affordability, minimized bureaucracy, and central coordination. (Two of the pillars have been addressed, last three remaining.)	<ul style="list-style-type: none"> <li>Develop guidelines or targets for high performance</li> <li>Discuss one topic at each meeting</li> <li>Streamline the discussion and format into a report for submission to City planners</li> <li>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</li> </ul>	<ul style="list-style-type: none"> <li>Improved quality, partnering, availability, efficiency and coordination</li> <li>Milestone: A booklet of recommendations that would provide guidelines that can be used in the future for quality programs and facilities</li> </ul>	Definitions, standards, guidelines and targets established with written references from CCDAC	<ul style="list-style-type: none"> <li>Stakeholders</li> <li>City of Richmond</li> </ul>
<b>Child Care Grants</b> Recommend Child Care Grant allocations	<ul style="list-style-type: none"> <li>Review revised program materials</li> <li>Review applications</li> <li>Recommend grants to Council</li> <li>Review allocation of a portion of the grants to educational programs and workshops for caregivers</li> </ul>	<ul style="list-style-type: none"> <li>Quality and capacity of child care programs will be enhanced</li> <li>Caregivers will have opportunities to attend workshops, participate in professional development</li> </ul>	Council endorses recommendations, allocates grants	<ul style="list-style-type: none"> <li>Stakeholders</li> </ul>
<b>May is Child Care Month</b> Propose activities for Child Care Month in May	<ul style="list-style-type: none"> <li>Plan suggestions for activities that are multicultural and inclusive of all children in the community</li> </ul>	<ul style="list-style-type: none"> <li>Enhance role of CCDAC</li> <li>Encourage participation from the community</li> <li>Celebrate</li> </ul>	Multicultural child-oriented festivities that celebrate all children and their families	<ul style="list-style-type: none"> <li>Stakeholders</li> </ul>
<ul style="list-style-type: none"> <li>As proposed by the Richmond Child Care Alliance, work with the City to establish a local children's art exhibit inclusive of all early childhood centres to be showcased in the City Hall Atrium.</li> <li>Exhibit to take place during Child Care Month in May</li> </ul>	<ul style="list-style-type: none"> <li>Advertise to all local early childhood centres about exhibit</li> <li>Preview all work of schools involved</li> <li>Showcase the art in a non-partisan manner that does not favour one school over another or one child over another</li> </ul>	<ul style="list-style-type: none"> <li>Showcase CCDAC's promotion of the importance and freedom of learning and enhancing self-esteem in our children through creation of self-unique pieces of self-exploratory art</li> </ul>	Community building, networking improvement and liaison with City in support of the importance of children	<ul style="list-style-type: none"> <li>Stakeholders</li> <li>Richmond Child Care Alliance</li> </ul>

Initiative	CCDAC Action/Steps	Expected Outcome	Indicator of Success	Partners
Networking				
Improve current level of networking and collaboration amongst child care providers to develop more consistent, flexible and quality child care programs and options	<ul style="list-style-type: none"> <li>• Refine contents of stakeholders spreadsheet, use to achieve goals, e.g., network, partner, identify service gaps/duplication, develop recommendations</li> <li>• Attend Child Care Dinner to expand network &amp; raise awareness of CCDAC</li> <li>• Participate in Child Care Resource &amp; Referral and Child Care Alliance Network meetings</li> </ul>	Better community network connections to improve quality of child care and to tackle arising community issues	CCDAC will work with community partners to improve child care programs and options	<ul style="list-style-type: none"> <li>• Community Stakeholders</li> </ul>