



City of Richmond

Report to Committee

To: Planning Committee **Date:** January 2, 2018
From: Kim Somerville **File:** 07-3070-01/2017-Vol
 Manager, Community Social Development 01
Re: **Child Care Development Advisory Committee 2017 Annual Report and 2018 Work Program**

Staff Recommendation

That the Child Care Development Advisory Committee's 2017 Annual Report and 2018 Work Program, as outlined in the staff report titled, "Child Care Development Advisory Committee 2017 Annual Report and 2018 Work Program," dated January 2, 2018, from the Manager of Community Social Development, be approved.

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

Att. 2

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

Staff Report

Origin

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 2014-2018 Term Goal #2 A Vibrant, Active and Connected City:

Continue the development and implementation of an excellent and accessible system of programs, services, and public spaces that reflect Richmond's demographics, rich heritage, diverse needs, and unique opportunities, and that facilitate active, caring, and connected communities.

2.2. *Effective social service networks.*

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:

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 (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.

Strategic Direction – Policy and Planning: Action 6. Review and update the Terms of Reference for the Child Care Development Advisory Committee (CCDAC) to ensure the committee is fulfilling its role and mandate.

Analysis

The mandate of the CCDAC is to provide 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.

2017 Annual Report

Below are activities undertaken by the CCDAC and described in the 2017 Annual Report (Attachment 1). Highlights of their accomplishments are as follows:

- Provided feedback throughout the year on new child care development proposals for future City-owned child care facilities;

- Met with the Implementation Manager for Richmond Children First, to receive an update on the work of the Richmond based early childhood planning table, which is comprised of community agencies and public partners;
- Participated in the annual May Child Care dinner, which several committee members attended along with the Mayor and some members of Council;
- Planned and hosted the Richmond Educator's Swap and Shop Sale which provided an opportunity for Richmond child care programs to exchange educational materials between their programs. Parents with children in child care programs were also invited to take home free educational toys and materials recycled by child care providers;
- Received an update from a representative from the Child Care Advocates of BC, on the \$10 a Day Child Care Plan which lead to the CCDAC recommending to Council that the City support this as a framework for a publically funded child care program to be implemented by the Province of BC over the next 10 years;
- Reviewed and made recommendations to Council on grant allocations for the 2017 Child Care Grants including a second intake of the Child Care Capital Grants. CCDAC's comments were included in the staff reports to the City's General Purposes Committee;
- Provided input on the content and recommendations to be included in the 2017-2022 Richmond Child Care Needs Assessment and Strategy; and
- Reviewed and offered comments on the draft summary booklet on key findings from the 2017-2022 Richmond Child Care Needs Assessment and Strategy.

2018 Work Program

On December 6, 2017, the CCDAC approved the proposed 2018 work program (Attachment 2). This year the CCDAC will give priority to:

- Making recommendations to Council regarding advocacy to senior levels of government about the implementation of a proposed Provincial child care plan, funding, changing policies and licensing issues for child care providers;
- Liaising with the Child Care Coordinator regarding child care issues that need further attention, action or clarification;
- Providing advice to the City regarding the development of new child care centres and early childhood development hubs;
- Reviewing and providing advice to Council on Child Care Grant allocations; and
- Proposing activities for Child Care Month in May 2018.

Financial Impact

The CCDAC operating budget of \$5,000 reflects the existing funding plan, as budgeted.

Conclusion

The Child Care Development Advisory Committee's 2017 Annual Report provides information on the activities undertaken by the Committee in the previous year. The 2018 Work Program outlines activities regarding the Committee's intention to monitor and address emerging issues affecting child care services in Richmond. Staff are recommending that the Child Care Development Advisory Committee 2017 Annual Report and 2018 Work Program be approved.



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

- Att. 1: Child Care Development Advisory Committee 2017 Annual Report
- 2: Child Care Development Advisory Committee 2018 Work Program

**CITY OF RICHMOND CHILD CARE DEVELOPMENT ADVISORY
COMMITTEE 2017 ANNUAL REPORT**

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

1. Reported to the City's Planning Committee about the 2016 CCDAC Annual Report and 2017 Work Program.
2. Selected members for three subcommittees: Advocacy, Child Care Month Event and Child Care Grants.
3. Provided feedback throughout the year on new child care development proposals for future City-owned child care facilities.
4. Met with the Implementation Manager for Richmond Children First, to receive an update on the work of the Richmond-based early childhood planning table, which is comprised of community agencies and public partners;
5. Participated in the annual May Child Care Dinner, which several committee members attended along with the Mayor and some members of City Council.
6. Planned the Richmond Educator's Swap and Shop Sale on June 11, 2017. This event was held at the Jewish Day School and provided an opportunity for Richmond child care programs to exchange educational materials between their programs. Parents with children in child care programs were also invited to take home free educational toys and materials recycled by child care providers. Approximately 10 child care providers participated and 100 guests attended the event.
7. Monitored senior levels of government announcements regarding child care initiatives such as the Provincial major capital grants for child care spaces, Federal funding to Provinces and Territories for the creation of child care spaces and Provincial announcements about implementing a new child care plan.
8. Received an update from a representative of the Child Care Advocates of BC on the \$10 a Day Child Care Plan, which led to the CCDAC approving a motion that: City Council support this plan as a framework for a publically funded child care program to be implemented by the Province of BC over the next 10 years.
9. Offered input on the recommendations to be included in the 2017-2022 Richmond Child Care Needs Assessment and Strategy and the document content.
10. Reviewed and offered comments on the draft summary booklet on key findings from the 2017-2022 Richmond Child Care Needs Assessment and Strategy.

11. Reviewed and made recommendations on the 2017 Child Care Grants including a second intake of Child Care Capital Grants. CCDAC comments were included in the staff reports to the City's General Purposes Committee.
12. Asked the Child Care Coordinator to contact the Supervisor of the Vancouver Coastal Health (VCH) Child Care Licensing Officers to obtain information on how they handle complaints concerning unregulated children's programs. Some CCDAC members had been approached by parents with concerns about their children's safety when attending programs being provided by private businesses (e.g. inadequate supervision of their children and unsafe outdoor play areas). As a result CCDAC members wanted information on: who provides oversight for private businesses delivering children's programs; who in the Province handles complaints about children's safety in such programs, and who can parents contact if they have a complaint.

MEMBERS OF THE 2017 CHILD CARE DEVELOPMENT ADVISORY COMMITTEE

VOTING:

1. Linda Shirley (Chair)
2. Lori Mountain (Vice Chair for January – June*)
3. Maryam Bawa
4. Jarrod Connolly
5. Kevin Cromie
6. Olha Fedorenko
7. Diana Ma
8. Heather Logan
9. Kathy Moncalieri
10. Shyrose Nurmohamed (Vice-Chair for October – December)
11. Ofra Sixto
12. Gordon Surgeson

**Ms. Mountain resigned from the CCDAC in August 2017 in order to focus on a new employment position. A new Vice Chair was elected at the September 2017 CCDAC meeting.*

NON-VOTING: Marcia MacKenzie (Richmond Child Care Resource and Referral)

COUNCIL REPRESENTATIVE: Councillor Alexa Loo

SCHOOL BOARD LIAISON: Trustee Jonathan Ho (School Board)

STAFF LIAISON: Coralys Cuthbert

RECORDING SECRETARY: Jodi Allesia

2017 CCDAC BUDGET

CCDAC received an operating budget of \$5,000 for 2017. The funds were spent as follows:

Item	Cost
Recording Secretary Salary	\$2,400.00
Meeting and Miscellaneous Expenses	\$2,000.00
Child Care Month Event*	\$ 0.00
Child Care Month Dinner	\$450.00
TOTAL	\$4,850.00

**Note: \$500 was originally budgeted; however, due to revenue from table rentals, in-kind contributions for the venue and flyer preparation, the Richmond Educators' Swap and Shop costs were covered.*

CLOSING COMMENTS:

The Committee enjoyed the support of Councillor Alexa Loo and Trustee Jonathan Ho as the Council and School Board liaisons. Councillor Loo has regularly shared highlights about topical matters being dealt with by Council and she has contributed valuable insight to discussions on child care issues, both from a professional perspective and as a parent of young children. It has been a great benefit to the Committee to have regular updates from Trustee Ho particularly on the School District's efforts to retain child care programs in schools while balancing educational needs to meet new class size requirements.

The Committee has benefitted from a good cross section of members including parents, private and non-profit child care operators, teachers and community agency members. This has created opportunities for rich discussions and lively debate on how best to support the development of a comprehensive child care system in Richmond.

Coralys Cuthbert, Staff Liaison, has been a valuable resource for all committee members. As a very busy business owner, music teacher and volunteer, I truly appreciate the support she has provided for me over the past few years, but this year in particular as I dealt with some serious health concerns with my husband. She is always so helpful and supportive...it is greatly appreciated.

A special thanks as well to Jodi Allesia for her excellent recording of our meetings...I often wonder, when we get into those "rich discussion and lively debates" how she manages to capture it all! Truly amazing!

Prepared by:

Linda Shirley, Chair, Child Care Development Advisory Committee, December 2017

CHILD CARE DEVELOPMENT ADVISORY COMMITTEE'S 2018 WORK PROGRAM

The proposed 2018 work program is consistent with the Child Care Development Advisory Committee's mandate to provide 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.

It supports the following Council Term Goals (2014-2018):

Goal 2: A Vibrant, Active and Connected City – 2.2 Effective social service networks

- *CCDAC will assist where appropriate with the implementation of the Social Development Strategy. In particular, those actions related to Strategic Direction 4: Help children, youth and families thrive.*

2018 CCDAC Budget

CCDAC annually receives an operating budget of \$5,000. In 2018, funds will be used for the following:

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
TOTAL	\$5,000.00

2017 Work Program

Initiative	CCDAC Action/Steps	Expected Outcome	Indicator of Success	Partners
Advocacy				
Make recommendations to City Council regarding advocacy that could be undertaken with senior levels of government about the implementation of a proposed Provincial child care plan, funding, changing policies,	<ul style="list-style-type: none"> • Monitor child care issues and emerging trends • Monitor senior government announcements and changes re: child care policy and funds for creating new child care spaces • Discuss, consider roles, and summarize issues that come to the CCDAC's attention • Pass motions or resolutions • Prepare letters and briefs • Submit advice to Council through the Staff Liaison 	<ul style="list-style-type: none"> • Council will be informed about child care issues they may wish to address with senior levels of government 	Improved funding, implementation of a new Provincial child care plan and child care licensing	<ul style="list-style-type: none"> • City Council • Child Care Licensing (VCH) • Federal Govt. • Provincial Govt.

Initiative	CCDAC Action/Steps	Expected Outcome	Indicator of Success	Partners
and licensing issues for child care providers				
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 the Child Care Coordinator with information and CCDAC's perspective on key child care issues Participate in actions noted in the 2017-2022 Richmond Child Care Needs Assessment and Strategy that are identified as needing CCDAC involvement Provide advice on future City of Richmond child care initiatives Provide ideas for communication materials that will assist child care operators and parents Respond to Council referrals through the Staff Liaison 	<ul style="list-style-type: none"> The Child Care Coordinator, as the staff liaison to CCDAC, will be informed regarding CCDAC's perspective on key child care issues and potential approaches to address them 	The Child Care Coordinator working with CCDAC's advice and under Council's direction addresses priority child care issues for Richmond	<ul style="list-style-type: none"> City Council Stakeholders Caregivers Operators
Participate in City consultations	<ul style="list-style-type: none"> Continue to participate in discussions about the implementation of the City's Social Development Strategy and the 2017-2022 Richmond Child Care Needs Assessment and Strategy Provide input into other City consultation processes as they relate to the CCDAC's mandate (e.g. City Budget, Affordable Housing Update) 	<ul style="list-style-type: none"> The implementation of the City's Social Development Strategy and the 2017-2022 Richmond Child Care Needs Assessment and Strategy incorporates CCDAC's perspective CCDAC's advice is provided to City consultation processes that are relevant to its mandate 	Plans for future growth will address the need for quality, affordable childcare	<ul style="list-style-type: none"> City Council Stakeholders Caregivers Operators
Advise the City regarding the development of new child care centres and early childhood development hubs	<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) 	<ul style="list-style-type: none"> CCDAC is consulted regarding the planning and development of new City child care facilities secured through 	Child care facilities and early childhood development hubs are well designed and meet community	<ul style="list-style-type: none"> City Council City Staff Developers Stakeholders Caregivers Operators

Initiative	CCDAC Action/Steps	Expected Outcome	Indicator of Success	Partners
	monetary contributions)	rezoning processes	needs regarding size, location, and programs offered	
Child Care Grants				
Recommend Child Care Grant Allocations	<ul style="list-style-type: none"> • Review child care grant applications • Make grant recommendations to Council • Provide advice regarding the enhancement of the web-based, on-line application system • Assist with any review of the Child Care Grant Guidelines 	<ul style="list-style-type: none"> • Council endorses CCDAC's recommendations and allocates grants to non-profit societies so they will be able to undertake capital projects to improve the quality of their furnishings, equipment and physical space • Richmond's early childhood educators will receive training opportunities as a result of initiatives funded from Council's allocation of Professional and Program Development Grants • Grant applications will be facilitated by ongoing improvements to the on-line, web-based application system and grant guidelines will align with City Council's latest priorities. 	The quality and capacity of child care programs will be enhanced as a result of the City's Child Care Grants Program	<ul style="list-style-type: none"> • City Council • Stakeholders • Caregivers • Operators

Initiative	CCDAC Action/Steps	Expected Outcome	Indicator of Success	Partners
Child Care Month				
Propose activities for Child Care Month in May	<ul style="list-style-type: none"> Plan for an annual event to occur in Richmond during May Child Care Month (e.g. professional development opportunities for Richmond child care providers and/or exhibitions to showcase the work of Richmond's child care providers) Participate in the Annual Child Care Month Dinner held in May 	<ul style="list-style-type: none"> Richmond residents will learn about child care services in their community Richmond child care providers will have an opportunity to receive useful information for professional development Richmond child care providers will be supported and celebrated for their work 	May Child Care Month activities enhance the work of child care professionals in Richmond	<ul style="list-style-type: none"> Stakeholders Caregivers Operators
2017 – 2022 Richmond Child Care Needs Assessment and Strategy - Implementation Actions				
Assist with the implementation of actions noted in the Child Care Strategy	<ul style="list-style-type: none"> Action 3 – participate in the review of the Child Care Grants program to ensure it is meeting non-profit child care operators' needs (e.g. timing, number of grant cycles per year, budget). Review the child care program grant guidelines eligibility criteria for organizations and types of projects) Action 6 – review and update the Terms of Reference for the CCDAC to ensure the Committee is fulfilling its role and mandate Action 19 – with input from other organizations such as VCH, SD 38, Richmond CCRR, Richmond Children First etc. collaborate to improve availability of information to Richmond families on child care and family-related resources Action 22 – continue to support the CCDAC in building the capacity of the child care sector and parents understanding of child care 	<ul style="list-style-type: none"> Short and long-term actions noted in the Strategy are completed, particularly those identified as involving the CCDAC 	<p>The Child Care Grant Program is enhanced and better meets needs of applicants with clear eligibility criteria</p> <p>CCDAC has an updated Terms of Reference that clearly reflects its role and mandate</p> <p>Richmond families have better access to information on child care and other family-related resources</p> <p>Richmond early childhood educators have more</p>	<ul style="list-style-type: none"> Council Stakeholders Caregivers Operators

Initiative	CCDAC Action/Steps	Expected Outcome	Indicator of Success	Partners
	<p>options (e.g. host events to celebrate child care month, hold information sessions for parent on finding child care, organize networking events for child care providers, and support professional development opportunities for early childhood educators)</p> <ul style="list-style-type: none"> • Action 23 – facilitate and promote the delivery of professional development training for those employed in the delivery of licensed child care programs with the goal of maintaining and enhancing the quality of programs offered in Richmond • Provide advice on other actions related to the Strategy as requested by the Child Care Coordinator 		<p>professional development opportunities and the quality of child care programs in Richmond is enhanced</p>	