



# City of Richmond

## Report to Committee

**To:** Planning Committee **Date:** January 10, 2019  
**From:** Kim Somerville **File:** 07-3070-01/2019-Vol  
 Manager, Community Social Development 01  
**Re:** **Child Care Development Advisory Committee 2018 Annual Report and 2019 Work Program**

### Staff Recommendation

That the Child Care Development Advisory Committee's 2018 Annual Report and 2019 Work Program, as outlined in the staff report titled, "Child Care Development Advisory Committee 2018 Annual Report and 2019 Work Program," dated January 10, 2019, from the Manager of Community Social Development, be approved.

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

Att. 2

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

## Staff Report

### Origin

The City of Richmond recognizes that child care is an important service for its residents, is an essential need for working parents, and supports parents who are pursuing their education. A key goal of the City's commitment to child care is to promote the establishment and maintenance of a comprehensive child care system.

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 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 City 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.

#### 2018 Annual Report

Below are activities undertaken by the CCDAC and described in the 2018 Annual Report (Attachment 1). Highlights of their accomplishments are as follows:

- Provided feedback to staff throughout the year on new child care development proposals for future City-owned child care facilities.
- Participated in the annual May Child Care Dinner, which several committee members attended along with the Mayor and some members of City Council.

- Planned and hosted events for May Child Care Month including Child Care Centre Professional Development Tours; and two workshops for child care providers and early childhood educators.
- Wrote to City Council on two occasions. The first expressing concern about unregulated programs and services for children, such as trampoline parks, and the second outlining concerns regarding the shortage of qualified, quality early childhood educators in Richmond and the negative impacts this has on service delivery.
- Monitored senior levels of government announcements regarding child care initiatives. This included the Federal Multilateral Early Learning and Child Care Framework and the Provincial Child Care BC Plan and 2018 Provincial Budget to support the development of a comprehensive child care system in BC.
- Offered input to the CCDAC staff liaison on the strategies and actions being initiated from the 2017–2022 Richmond Child Care Needs Assessment and Strategy.
- Offered input into the updated CCDAC Terms of Reference which were approved by Council on November 13, 2018 and took effect January 1, 2019.
- Provided input into the planning and implementation of a Roundtable for Child Care Providers initiated by Minister of State for Child Care, Katrina Chen on November 15, 2018. Many members of CCDAC also attended and participated in the event by sharing personal and professional experiences as educators, operators and committee members.
- Reviewed and made recommendations on the 2018 and 2019 City Child Care Grants for inclusion in staff reports to the City's General Purposes Committee.

### 2019 Work Program

On January 9, 2019, the CCDAC approved the proposed 2019 Work Program (Attachment 2). This year the CCDAC will give priority to:

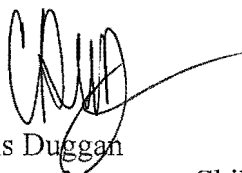
- Making recommendations to City Council regarding advocacy that could be undertaken with senior levels of government regarding the ongoing implementation of the Federal Multilateral Early Learning and Care Framework and the Provincial Child Care BC plan;
- Liaising with the Program Manager, Child Care (staff liaison) regarding issues related to child care that need further attention, action or clarification;
- Providing feedback to the City regarding the development of new child care centres and early childhood development hubs;
- Participating in the review of the City's Child Care Grants program to ensure it is meeting non-profit child care operators' needs;
- Proposing activities for Child Care Month in May 2019.

**Financial Impact**

There is no financial impact.

**Conclusion**

The Child Care Development Advisory Committee's 2018 Annual Report provides information on the activities undertaken by the Committee in the previous year. The 2019 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 2018 Annual Report and 2019 Work Program be approved.



Chris Duggan  
Program Manager, Child Care  
(604-204-8621)

- Att. 1: Child Care Development Advisory Committee 2018 Annual Report
- 2: Child Care Development Advisory Committee 2019 Work Program

**City of Richmond Child Care Development Advisory Committee  
2018 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 2017 CCDAC Annual Report and 2018 Work Program.
2. Selected members for three active CCDAC subcommittees to support the work of the overall Committee: 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. Participated in the annual May Child Care Dinner, which several committee members attended along with the Mayor and some members of City Council.
5. Planned and hosted events for May Child Care Month including Child Care Centre Professional Development Tours and two workshops for childcare providers and early childhood educators on Best Practices for Working with Children Who Have Experienced Trauma and Heart Mind Well-Being, outlining ways child caregivers can foster positive human qualities.
6. Wrote to City Council on two occasions. The first expressing concern about unregulated programs and services for children, such as trampoline parks, and the second outlining concerns regarding the shortage of qualified, quality early childhood educators in Richmond and the negative impacts this has on service delivery.
7. Monitored senior levels of government announcements regarding child care initiatives. These included the Federal Multilateral Early Learning and Child Care Framework Agreement and related transfer payments to the Provinces to create child care spaces and support operators; and Provincial announcements about the implementation of the Child Care BC Plan and 2018 Provincial Budget and the numerous initiatives that were included in this to support the development of a comprehensive child care system in BC.
8. Offered input to the CCDAC staff liaison on the strategies and actions being initiated from the 2017–2022 Richmond Child Care Needs Assessment and Strategy.

9. Offered input into the updated CCDAC Terms of Reference which were approved by Council on November 13, 2018 and took effect January 1, 2019. These changes were made to outline the Committee's advisory role and capacity, improve clarity and better reflect organizational and operational updates including the creation of the Program Manager, Child Care position.
10. Provided input into the planning and implementation of a Roundtable for Child Care Providers initiated by Minister of State for Child Care, Katrina Chen. Many members of CCDAC also attended and participated in the event by sharing personal and professional experiences as educators, operators and committee members.
11. Reviewed and made recommendations on the 2018 and 2019 City Child Care Grants for inclusion in staff reports to the City's General Purposes Committee.

### **Members of The 2018 Child Care Development Advisory Committee**

#### Voting:

1. Linda Shirley (Chair)
2. Kathy Moncalieri (Vice Chair)
3. Maryam Bawa
4. Jarrod Connolly
5. Diana Ma
6. Heather Logan
7. Shyrose Nurmohamed
8. Ofra Sixto
9. Gordon Surgeson
10. Daan Kuar Matharu (January to August)
11. Lucia Rincon (January to February)
12. Adam Picotte (January to June)
13. Agnes Lee (June to December)

#### Non-voting:

1. Marcia MacKenzie (Richmond Child Care Resource and Referral, January to August)
2. Jocelyn Wong (Richmond Child Care Resource and Referral, September to December)

#### Council Representative (Non-Voting)

1. Councillor Alexa Loo (January to October)
2. Councillor Kelly Greene (November to December)

#### School Board Liaison (Non-Voting)

1. Trustee Jonathan Ho (School Board) (to January 2018)
2. Richard Steward (Director of Instruction – Learning Services) (February to December)

Staff Liaison (Non-Voting)

1. Coralys Cuthbert, Child Care Coordinator (January to June)
2. Chris Duggan, Program Manager, Child Care (July to December)

Recording Secretary (Non-Voting)

1. Jodi Allesia

**2018 CCDAC Budget**

CCDAC received an operating budget of \$5,000 for 2018. The funds were allocated as follows:

<b>Item</b>	<b>Cost</b>
Recording Secretary Salary	\$2,400.00
Meeting and Miscellaneous Expenses	\$1,600.00
Child Care Month Event	\$ 600.00
Child Care Month Dinner	\$400.00
<b>Total</b>	<b>\$5000.00</b>

**Closing Comments**

The Committee benefited from the participation and support of Councillors Alexa Loo and Kelly Greene, Trustee Jonathan Ho as the Council and School Board liaisons. Councillor Loo has regularly shared information and highlights on matters related to child care which were being dealt with by City Council. She also contributed valuable insights to discussions on child care issues, both from a professional perspective and as a parent of young children herself. Councillor Greene joined the Committee in November 2018 and the Committee looks forward to working with her in 2019. It has been a great benefit to the Committee to have regular updates from the School Board particularly on the school district's plans for long-range facility planning, seismic upgrades to a number of schools and the potential impacts to child care operators located in these schools.

The Committee has a wide range of representation from both operators and providers of licensed child care; parents who use child care services in Richmond; teachers and service providers who support the provision of child care including Supported Child Development and Child Care Resource and Referral. The diversity of perspectives and experiences provided opportunities to problem solve, engage in debate and creatively identify ways to support the development of a comprehensive child care system in Richmond. Committee members shared that their experience over the past year was fulfilling both personally and professionally, they expressed pride in their involvement with the ongoing development of child care in Richmond, including celebrating the opening of Seasong and Garden's Child Care Centres, and appreciated the opportunity to share insights and perspectives as parents, educators, caregivers and operators.

Coralys Cuthbert, Staff Liaison, was a valuable resource for all committee members and her expertise and collaboration were appreciated until her retirement in July. Coralys was replaced by Chris Duggan who participated in meetings throughout the fall and who made the transition quite seamless.

A special thanks is also extended to Jodi Allesia for her excellent recording of our meetings. Jodi has also 'retired' from her position as recording secretary as she is now working full time as a teacher. The Committee has appreciated her support and detailed note taking for many years.

Following the implementation of standard term limits for all City Advisory Bodies and a grandfathering period, two long standing committee members reached their term limits at the end of this year. The CCDAC saw the departure of Shyrose Nurmohamed and Linda Shirley at the end of their terms in December. Over their many years of service they provided valuable insight, experience and support to the Committee.

**Prepared by:**

*Linda Shirley. Chair, Child Care Development Advisory Committee, December 2018*



### **Child Care Development Advisory Committee's 2019 Work Program**

The proposed 2019 Work Program is consistent with the Child Care Development Advisory Committee's mandate to act as a resource and provide advice to City Council regarding the planning, development, support and promotion of a range of quality, affordable and accessible child care in Richmond.

It supports the City's Social Development Strategy's Strategic Direction 4:

- *Help Richmond's Children, Youth and Families Thrive.*

It 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.*

### **2019 CCDAC Budget**

CCDAC annually receives an operating budget of \$5,000.

**2019 CCDAC Work Program**

Initiative	CCDAC Action/Steps	Expected Outcome	Indicator of Success	Partners
<b>Advocacy</b>				
<p>Make recommendations to City Council regarding advocacy that could be undertaken with senior levels of government regarding the ongoing implementation of the Federal Multilateral Early Learning and Care Framework and the Provincial Child Care BC plan (including funding, changing policies, and licensing issues for child care providers)</p>	<ul style="list-style-type: none"> <li>• Monitor child care issues and emerging trends</li> <li>• Monitor senior government announcements and changes re: child care policy and funds for creating new child care spaces</li> <li>• Discuss, consider roles, and summarize issues that come to the CCDAC's attention</li> <li>• Pass motions or resolutions</li> <li>• Prepare letters and briefs</li> <li>• Submit advice to City Council through Staff Liaison</li> </ul>	<ul style="list-style-type: none"> <li>• Council will be informed about child care issues it may wish to pursue with senior levels of government</li> </ul>	<ul style="list-style-type: none"> <li>• Improved funding, implementation of a new Provincial child care plan and child care licensing</li> </ul>	<ul style="list-style-type: none"> <li>• City Council</li> <li>• Child Care Licensing (VCH)</li> <li>• Federal Govt.</li> <li>• Provincial Govt.</li> </ul>
<p>Liaise with the Program Manager, Child Care regarding issues that need further attention, action or clarification</p>	<ul style="list-style-type: none"> <li>• At monthly meetings, provide the Program Manager, Child Care with information and CCDAC's perspective on key child care issues impacting Richmond operators, providers and families</li> <li>• Participate in actions noted in the 2017-2022 Richmond Child Care Needs Assessment and Strategy that are identified as needing CCDAC involvement</li> <li>• Provide advice on the future City of Richmond child care initiatives</li> <li>• Provide ideas for communication materials that will assist child care operators and parents</li> <li>• Respond to Council referrals through the Program Manager, Child Care</li> </ul>	<ul style="list-style-type: none"> <li>• The Program Manager, Child Care, as the staff liaison to CCDAC, will be informed regarding CCDAC's perspective on key child care issues</li> </ul>	<ul style="list-style-type: none"> <li>• The Program Manager, Child Care working with CCDAC's advice and under City Council's direction addresses priority child care issues for Richmond</li> <li>• Liaising with CCDAC assists the Program Manager, Child Care to successfully address the City's objectives</li> </ul>	<ul style="list-style-type: none"> <li>• City Council</li> <li>• Stakeholders</li> <li>• Child care providers and early childhood educators</li> </ul>

Initiative	CCDAC Action/Steps	Expected Outcome	Indicator of Success	Partners
<b>Advocacy (continued)</b>				
Participate in City consultations	<ul style="list-style-type: none"> <li>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</li> <li>Provide input into other City consultation processes as they relate to the CCDAC's mandate (e.g. City Budget, Affordable Housing Update)</li> </ul>	<ul style="list-style-type: none"> <li>Implementation of actions in the City's Social Development Strategy and the 2017-2022 Richmond Child Care Needs Assessment and Strategy incorporates CCDAC's perspective</li> <li>CCDAC's advice is provided to City consultation processes that are relevant to its mandate</li> </ul>	<ul style="list-style-type: none"> <li>Plans for future growth will address the need for quality, affordable childcare</li> </ul>	<ul style="list-style-type: none"> <li>City Council</li> <li>Stakeholders</li> <li>Child care providers and early childhood educators</li> </ul>
Advise the City regarding the development of new child care centres and early childhood development hubs	<ul style="list-style-type: none"> <li>CCDAC to be consulted at the earliest point possible in the development process</li> <li>Review proposals for City-owned child care facilities and early childhood development hubs.</li> </ul>	<ul style="list-style-type: none"> <li>CCDAC is consulted regarding the planning and development of new City child care facilities secured through rezoning processes</li> </ul>	<ul style="list-style-type: none"> <li>Child care facilities and early childhood development hubs are well designed and meet community needs regarding size, location, and programs offered</li> </ul>	<ul style="list-style-type: none"> <li>City Council</li> <li>City Planners</li> <li>Developers</li> <li>Stakeholders</li> <li>Childcare operators</li> </ul>
Identify and provide information to CCDAC members on community advocacy initiatives that impact children and families	<ul style="list-style-type: none"> <li>At monthly meetings, or as relevant, share information with CCDAC regarding key, related community advocacy initiatives impacting Richmond child care operators, providers and families</li> </ul>	<ul style="list-style-type: none"> <li>CCDAC will be informed about community advocacy issues related to children and families.</li> </ul>	<ul style="list-style-type: none"> <li>CCDAC members have better access to information on advocacy initiatives related to child care, children and families</li> </ul>	<ul style="list-style-type: none"> <li>Stakeholders</li> </ul>

Initiative	CCDAC Action/Steps	Expected Outcome	Indicator of Success	Partners
<b>Child Care Grants</b>				
Recommend Child Care Grant Allocations	<ul style="list-style-type: none"> <li>• Review child care grant applications</li> <li>• Make grant recommendations to Council</li> </ul>	<ul style="list-style-type: none"> <li>• Council endorses CCDAC's recommendations and allocates grants to non-profit societies so these organizations will be able to undertake capital projects to improve the quality of their furnishings, equipment and physical space</li> <li>• Richmond's early childhood educators will receive training opportunities as a result of City Council's allocation of Professional and Program Development Grants</li> </ul>	<ul style="list-style-type: none"> <li>• The quality and capacity of child care programs will be enhanced as a result of the City's Child Care Grants Program</li> </ul>	<ul style="list-style-type: none"> <li>• City Council</li> <li>• Stakeholders</li> <li>• Child care operators</li> </ul>
<b>Child Care Month</b>				
Propose and implement activities for Child Care Month in May	<ul style="list-style-type: none"> <li>• Plan for an annual event to occur in Richmond during May Child Care Month which will include professional development opportunities for Richmond child care providers and/or exhibitions to showcase the work of Richmond's child care providers.</li> <li>• Participate in the Annual Child Care Month Dinner held in May</li> </ul>	<ul style="list-style-type: none"> <li>• Richmond residents will learn about child care services in their community</li> <li>• Richmond child care providers will have an opportunity to receive useful information for professional development</li> <li>• Richmond child care providers will be supported and celebrated for their work</li> </ul>	<ul style="list-style-type: none"> <li>• May Child Care Month activities enhance the work of child care professionals in Richmond</li> </ul>	<ul style="list-style-type: none"> <li>• Stakeholders</li> <li>• Child care providers and early childhood educators</li> </ul>

Initiative	CCDAC Action/Steps	Expected Outcome	Indicator of Success	Partners
<b>2017 – 2022 Richmond Child Care Needs Assessment and Strategy - Implementation Actions</b>				
<p>Assist with the implementation of actions noted in the 2017-2022 Richmond Child Care Strategy</p>	<ul style="list-style-type: none"> <li>• 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 Grant Program guidelines eligibility criteria for organizations and types of projects)</li> <li>• Action 19 – with input from other organizations such as Vancouver Coastal Health, School District 38, Richmond Child Care Resource and Referral, Richmond Children First etc. collaborate to improve availability of information to Richmond families on child care and family-related resources</li> <li>• Action 22 – continue to support the CCDAC in 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)</li> <li>• Action 23 – facilitate and promote the delivery of professional development training for those employed licensed child care programs with the goal of maintaining and enhancing the quality of programs offered in Richmond</li> <li>• Provide advice on other actions related to the Strategy as requested by the Program Manager, Child Care</li> </ul>	<ul style="list-style-type: none"> <li>• Short term actions noted in the Strategy are completed, particularly those identified as involving the CCDAC</li> </ul>	<ul style="list-style-type: none"> <li>• The Child Care Grant Program is enhanced and better meets needs of applicants with clear eligibility criteria</li> <li>• Richmond families have better access to information on child care and other family-related resources</li> <li>• Richmond early childhood educators have more professional development opportunities and the quality of child care programs in Richmond is enhanced</li> </ul>	<ul style="list-style-type: none"> <li>• Council</li> <li>• Stakeholders</li> <li>• Child care operators, providers and early childhood educators</li> </ul>