

**INTER-OFFICE MEMORANDUM**

TO: CHAIR AND MEMBERS  
ENVIRONMENT AND SOCIAL  
PLANNING COMMITTEE

DATE: 2019 FEBRUARY 12

FROM: DEPUTY CITY CLERK

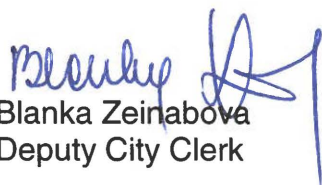
FILE: 02410-20

**SUBJECT: CHILD CARE RESOURCES GROUP UPDATE FOR 2019**  
(ITEM NO. 6(1), MANAGER'S REPORTS, COUNCIL 2019 FEBRUARY 11)

Burnaby City Council, at the Open Council meeting held on 2019 February 11, received the above noted report and adopted the following recommendations contained therein:

1. THAT Council endorse the City's application to the UBCM's Community Child Care Planning Program to support the development of a child care needs assessment and strategy for Burnaby.
2. THAT Council approve an expenditure of \$200 from the 2019 Boards, Committees and Commissions budget to support the activities of the Child Care Provider Appreciation Event in 2019 May.
3. THAT this report be forwarded to the Environment and Social Planning Committee meeting for information.

In accordance with recommendation # 3, a copy of the report is attached.



Blanka Zeinabova  
Deputy City Clerk

BZ:rj

Copied to: Director Planning and Building

**TO:** CITY MANAGER **DATE:** 2019 February 4

**FROM:** DIRECTOR PLANNING AND BUILDING **FILE:** 1750 20

**SUBJECT:** **CHILD CARE RESOURCES GROUP UPDATE FOR 2019**

**PURPOSE:** To provide a summary of activities of the Child Care Resources Group during 2018 and to propose a workplan for 2019.

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**RECOMMENDATIONS:**

1. **THAT** Council endorse the City's application to the UBCM's Community Child Care Planning Program to support the development of a child care needs assessment and strategy for Burnaby.
2. **THAT** Council approve an expenditure of \$200 from the 2019 Boards, Committees and Commissions budget to support the activities of the Child Care Provider Appreciation Event in 2019 May.
3. **THAT** this report be forwarded to the Environment and Social Planning Committee meeting for information.

**REPORT****1.0 BACKGROUND**

The Child Care Resources Group (CCRG) was established in 1990 as an advisory body to the City on child care matters. It is comprised of representatives from non-profit child care societies operating in Burnaby, as well as Fraser Health, the Burnaby School District, the YMCA Child Care Resource and Referral Program, and the City's Planning and Parks, Recreation and Cultural Services Departments.

As outlined in its Terms of Reference and Burnaby's Child Care Policy, the mandate of the CCRG is to:

- serve as an advisory body on child care matters;
- assist with the development of Burnaby child care policies, services and programs; and
- act as an advocate for child care services and programs in Burnaby.

In accordance with the Child Care Policy, the CCRG has prepared update reports on its activities for the Environment and Social Planning Committee<sup>1</sup> and Council. This report provides an overview of activities in 2018 and proposes a workplan for the CCRG for 2019.

## 2.0 POLICY CONTEXT

Over the years, the CCRG has assisted staff in monitoring the child care environment and identifying and providing advice to address emerging issues in child care. It was instrumental in developing the City's Child Care Policy, adopted in 1994 and revised in 2000. The Policy's vision states that the City is committed to:

- assisting with the creation of a comprehensive and inclusive child care system in Burnaby;
- supporting families and children in their search for child care options; and
- working with the Board of Education, government ministries, child care providers, community service providers, and others in pursuing the City's child care objectives.

Further, the Child Care Policy states that the City will work to improve the availability, accessibility, and affordability of child care by providing appropriate and sufficient opportunities for the establishment of child care facilities within the context of the Official Community Plan, community plans, the Burnaby Zoning Bylaw, and other City regulations. These policy statements are also identified as key objectives in the City's Social Sustainability Strategy, adopted in 2011. The Strategy recognizes the role child care plays in people's economic security and its contribution towards the development of complete communities (communities with a range of housing, services, transportation options and amenities within their own boundaries). Similarly, the City's Environmental Sustainability Strategy supports the development of complete communities that are walkable, bikeable and transit-supported. City policies recognize that while the provision and regulation of child care is the responsibility of the Provincial government, the City can play a supportive role.

Support for the work of the CCRG aligns with the City's Corporate Strategic Plan by supporting:

### *A Connected Community*

- Social Connection – Enhance social connections throughout Burnaby
- Partnership – Work collaboratively with businesses, educational institutions, association, other communities and governments

### *A Dynamic Community*

- Economic Opportunity – Foster an environment that attracts new and supports existing jobs, businesses and industries
- Community Development – Manage change by balancing economic development with environmental protection and maintaining a sense of belonging

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<sup>1</sup> Prior to the creation of the Environment and Social Planning Committee in 2019 January, the CCRG prepared update reports to the Sustainable City Advisory Committee and prior to that the Social Planning Committee.



### ***An Inclusive Community***

- Serve a diverse community – Ensure City services fully meet the needs of our dynamic community
- Create a sense of community – Provide opportunities that encourage and welcome all community members and create a sense of belonging

## **3.0 KEY ACTIVITIES OF THE CCRG IN 2018**

### **3.1 Social Sustainability Strategy Actions Related to Child Care**

In 2018, the CCRG provided advice related to two actions in the Burnaby Social Sustainability Strategy, namely:

***Action #1:** Examine the Burnaby Zoning Bylaw for opportunities to facilitate the development of more child care facilities (e.g., allowing child care as a permitted use in various zoning districts); and*

***Action #2:** Continue to advocate to the federal and provincial governments for a comprehensive and integrated child care plan which establishes an early care and learning system that is universal, publicly funded, inclusive, affordable, and of high quality.*

In relation to **Action #1**, staff, in consultation with the CCRG, forwarded a report to Council in 2018 July proposing text amendments to the Zoning Bylaw to include child care facilities as a permitted use in select Commercial (C) Districts. The intent of the amendments are to facilitate the creation of child care facilities in zoning districts near transit and higher density residential, employment and mixed use areas and simplify the approval process for prospective operators. A Public Hearing on the amendments was held on 2018 August 28 and final adoption was received on 2018 September 24.

Since adoption of the amendments, there has been interest from a number of prospective operators in pursuing child care facilities on commercial sites. Staff are currently preparing a step-by-step guide to assist prospective operators with the application process.

In relation to **Action #2**, the CCRG has continued to track child care policy at the Provincial and Federal level. Subsequent to 2017 Provincial election, the Provincial government announced it intends to create a universal, affordable child care system over the next ten years. The 2018 Budget contained a three-year implementation plan that focuses on the affordability of child care (a fee reduction program and new child care subsidy program), creation of new spaces (a major capital funding program) and development of the child care workforce (improved educational support for Early Childhood Educators). In relation to these initiatives, the City applied to the major capital funding program to support the development of its Montecito and Capitol Hill Children's Centres currently under development.

In addition, through the Province's Early Learning and Child Care Agreement (ELCC) with the Federal government, the Province has created more than 50 prototype sites to test funding and operational models required to move towards a universal child care system. At these sites

families will pay \$200 or less per month per child for full-time enrolment during regular business hours, regardless of the care type. Four of the prototype sites (Fairhaven Children's Centre, Burnaby South Childcare, Bee Daycare and Ritchie Bros. Auctioneers Child Care) are located in Burnaby and provide a total of 136 licensed child care spaces.

### **3.2 Child Care Information and Awareness**

***Burnaby New Westminster Child Care Roundtable – November 23, 2018*** – Members of the CCRG worked with their counterparts in New Westminster to host a Child Care Roundtable at the Shadbolt Centre for the Arts on 2018 November 23. The purpose of the Roundtable was for elected officials from Burnaby and New Westminster (City Councils, School Trustees, MLAs and MPs), non-profit child care providers and City staff from both communities to discuss ways to work together to take advantage of new child care initiatives. Mayor Hurley provided an official welcome and Minister of State for Childcare Katrina Chen provided information on Provincial initiatives. Over 50 people attended. Participants discussed ways to create new child care spaces and maintain existing ones and address recruitment and retention issues of child care staff. Participants indicated that they were better informed about the current child care situation in both communities and identified ways to potentially work together.

### **3.3 Child Care Month**

As part of child care month, the CCRG was involved in the following activities:

***Proclamation of Child Care Month*** – At the request of the CCRG, City Council proclaimed May 2018 as Child Care Month and May 17 as Child Care Provider Appreciation Day.

***Child Care Provider Appreciation Event*** – The CCRG collaborated with the Burnaby Early Childhood Development Community Table in sponsoring a Child Care Provider Appreciation Event at the Burnaby Neighbourhood House on 2018 May 10. The event included an educational component which providers could use towards their annual professional development requirement. The event was well received and attended by over 80 Burnaby child care providers from home-based, private and non-profit child care centres throughout Burnaby.

## **4.0 THE YEAR AHEAD – 2019**

### **4.1 Child Care Needs Assessment and Strategy**

Following on the successful Childcare Roundtable in November 2018, the CCRG proposes to support the City in developing of a Childcare Needs Assessment and Strategy for Burnaby. A Needs Assessment and Strategy would provide directions for the City and community partners to meet the child care needs of our growing community and ensure it continues to be family-friendly and economically vital.

To assist municipalities in this type of work, the UBCM is offering grants of \$25,000 to support community-based child care planning. The deadline to apply for the grant was 2019 January 18. Due to the timing of Council meetings, UBCM staff advised City staff that they could submit an application to the program by the January 18 deadline and seek Council endorsement of the

project at a later Council meeting. As such, this report seeks Council's endorsement of the application made to the UBCM (as described below).

The proposed project would include the following elements:

- a child care space inventory that identifies the number of existing spaces by type (group or home-based) and location;
- a stakeholder engagement process with parents (usage patterns, ease of finding child care), child care providers (ability to meet current and future needs, security of tenure) and other relevant stakeholders
- a needs analysis including utilization rates, trends in usage, gaps in service and policy review of relevant documents; and
- a strategy that would include actions to achieve space creation targets and goals.

Further details are provided in the proposed 2019 workplan *attached* as Appendix 1. Should Council decide not to endorse the grant application, the City can withdraw the grant application.

#### **4.2 Celebration of Child Care Month**

In addition to the work noted above, the CCRG proposes to celebrate Child Care Month in May 2019 by:

- requesting Burnaby Council to proclaim the month and child care provider appreciation day; and
- working with the Burnaby Early Childhood Development (ECD) Table in sponsoring an appreciation event for Burnaby child care providers in 2019 May. The event includes a professional development component on a topical issue in child care which providers can use towards their annual professional development requirement. The CCRG proposes that the Committee request Council to approve an expenditure of \$200 to assist with the professional development component of the event.

Planning staff would oversee the workplan described above. To assist with the child care needs assessment and strategy, it is proposed that a portion of the UBCM grant, if received, be used to retain supporting resources to assist staff. Grant funds would also be used to fund communication materials and the stakeholder engagement process. As required by the UBCM Community Child Care Planning program, all activities funded through the grant would need to be completed in the 2019 calendar year.

#### **5.0 CONCLUSION**

This report provides an overview of the CCRG's key activities in 2018. It also proposes a workplan for the CCRG for the year ahead. During 2019, the CCRG proposes to support City staff in developing a child care needs assessment and strategy, as detailed in *Appendix 1*.

To: City Manager  
From: Director Planning and Building  
Re: Child Care Resources Group Update for 2019  
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To support the 2019 workplan, it is recommended that Council endorse the City's application to the UBCM's Community Child Care Planning Program to support the development of a child care needs assessment and strategy for Burnaby.

It is also recommended Council to approve an expenditure of up to \$200 from the 2019 Boards, Committees and Commissions budget to support the activities of the Child Care Provider Appreciation Event in 2019 May.

Finally, it is recommended that a copy of this report be forwarded to the Environment and Social Planning Committee meeting for information.

  
Lou Pelletier, Director  
PLANNING AND BUILDING

MM:sa

**Attachment**

cc: Director Finance  
Director Corporate Services  
Director Parks, Recreation and Cultural Services  
Director Public Safety and Community Services  
Director Engineering  
Chief Librarian  
City Clerk

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## **Burnaby Child Care Resources Group (CCRG) Proposed 2019 Workplan**

### **Child Care Resources Group Mandate (as outlined in CCRG Terms of Reference):**

- to serve as an advisory body on child care matters;
- to assist with the development of Burnaby child care policies, services and programs; and
- to act as an advocate for child care services and programs in Burnaby.

### **Child Care Resources Group Activities for 2019:**

#### **1) Needs Assessment and Child Care Strategy**

The CCRG would support the development of a Child Care Needs Assessment and Strategy for Burnaby. The Needs Assessment and Strategy would provide directions for the City and community partners to meet the child care needs of our growing community and ensure it continues to be family-friendly and economically vital. This work would involve the following activities:

##### **(a) Completion of a community child care space inventory**

The inventory would identify:

- number of child care spaces by type (group, home-based; non-profit/for profit; location; and licensed versus license-not-required); and
- child care utilization rates including ratio of child care spaces per 100 children ages 0 to 12 based on current demographics.

##### **(b) Stakeholder engagement process with parents, child care providers, and other relevant stakeholders**

Specific methods of consultation would be determined in consultation with the CCRG but would include:

- a survey of Burnaby parents (usage patterns e.g. child care close to parents' home, work or school; use of/need for flexible hours, ease of finding child care, level of satisfaction); and
- a survey of Burnaby child care operators (building types, tenure, ability to meet current and future needs, suggestions to improve access)



**(c) A Needs Analysis**

The needs analysis would analyze the number, type and location of licensed spaces to meet current and future (ten-year timeframe) needs of Burnaby families. It would also include a review of relevant Plans, Bylaws and Policies to identify any barriers to the creation of child care spaces and actions that can be taken to reduce barriers and encourage growth of services.

**(d) Development of a Strategy that includes Space Creation Targets and Actions to address space creation targets**

The following space creation targets would be identified:

- short-term (one to two years), medium term (two to five years), and long-term (five to ten years) space creation targets;
- child care age groups and license types most in demand;
- location of where spaces are needed and opportunities for co-location with other organizations benefiting children and families; and
- number of new spaces that need to be flexible (outside regular business hours, part-time).

The Strategy would identify actions needed to address space creation targets including short-term (one to two years), medium (two to five years), and long-term (five to ten years) actions the City and community partners could take such as:

- actions to meet targets for flexible child care, needs of underserved populations and co-location opportunities;
- organizations to lead on specific actions;
- public assets to leverage to expand public/non-profit child care;
- amendments to plans, policies or bylaws to help reduce barriers to child care space creation; and
- resources needed to implement child care actions.

**2) Child Care Month**

To celebrate Child Care Month, the CCRG would:

- request Burnaby Council to proclaim May 2019 as Child Care Month and proclaim child care provider appreciation day;
- collaborate with the Burnaby Early Childhood Development Community Planning Table in sponsoring an appreciation event for child care providers.