

COMMUNITY ISSUES AND SOCIAL PLANNING COMMITTEE

*HIS WORSHIP, THE MAYOR
AND COUNCILLORS*

RE: CHILD CARE PLANNING RESOURCE PACKAGE

RECOMMENDATION:

1. **THAT** Council request staff to work with the Child Care Resources Group in undertaking development of a Child Care Planning Resource Package, as described in the attached report.

REPORT

The Community Issues and Social Planning Committee, at its meeting held on 1997 January 22 at which time a quorum was not present, received and adopted the attached report providing information about the proposed development of a Child Care Planning Resource Package.

Respectfully submitted,

Councillor C. Redman
Chair

Councillor D. Johnston
Vice Chair

COPY - CITY MANAGER
- DIRECTOR RECREATION & CULTURAL SERVICES
- MEDICAL HEALTH OFFICER
- CHIEF ENVIRONMENTAL HEALTH OFFICER
- DIR. PLNG. & BLDG.

TO: COMMUNITY ISSUES &
SOCIAL PLANNING COMMITTEE

1996 JANUARY 15

FROM: DIRECTOR PLANNING AND BUILDING

OUR FILE: 17.811.1

SUBJECT: CHILD CARE PLANNING RESOURCE PACKAGE

PURPOSE: To provide information about the proposed development of a Child Care Planning Resource Package.

RECOMMENDATION:

1. **THAT** staff be authorized to work with the Child Care Resources Group in undertaking development of a Child Care Planning Resource Package, as described in this report.

REPORT

1.0 INTRODUCTION

The Child Care Resources Group (CCRG) was established in 1990 as a subcommittee of the Community Issues & Social Planning Committee (CISPC) to:

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

In 1993, Council adopted the Burnaby Child Care Policy which, among other things, called upon the CCRG to i) monitor implementation of the Policy and, ii) set annual targets for the numbers of new child care spaces needed in Burnaby (*Burnaby Child Care Policy, policies 2c and 2d*). Also, the CCRG has occasionally been asked by outside agencies to give comments and priority recommendations on funding applications for construction of new child care facilities. The group has declined the requests as i) it considers such a function to be beyond its terms of reference, ii) by expressing preference amongst competing proposals, the group could be seen to be "taking sides," which could compromise its future relationship with some child care providers, and iii) the objectivity of the group could be questioned as several of its members represent child care agencies which, from time to time, apply for grants.

In recent months, the CCRG has been discussing approaches it could take to effectively fulfill its Child Care Policy obligations and improve its ability to serve the CISPC and child care community. Based on these discussions, the group has prepared the outline for a Child Care Planning Resource Package for consideration by CISPC. As envisioned, the package would be presented in a user-friendly format, identifying the types of child care services needed in Burnaby and other information pertinent for planning purposes.

This report outlines the proposed components, preparation process, and benefits of such a package. It also requests the CISPC to authorize staff to assist the CCRG, as required, in conducting the project.

2.0 PROJECT OVERVIEW

2.1 Purpose

The project's purpose is to develop and maintain information materials which identify priority child care needs and issues in Burnaby, with the material geared to helping

- ▶ groups and individuals involved with funding or planning for new child care programs
- ▶ the CCRG in meeting fulfilling its mandate and satisfying its Child Care Policy obligations
- ▶ the Community Issues & Social Planning Committee with its child care advocacy efforts.

2.2 Proposed Components

Development of the Resource Package would involve the following steps:

- 1) **Analysis of Supply** - This component would include an overview of the licensed and licence not required (LNR) child care spaces in Burnaby, broken down according to types of care, number of children served, and facility location (by Planning Study Area and Quadrant). The information should be maintained on a computer mapping system to enable easy reproduction, data manipulation, and updating. Environmental Health and the Burnaby/ New Westminster Child Care Support Program (CCSP) would be able to provide the required information. The Planning Department would assume responsibility for collating and mapping the data.
- 2) **Assessment of Demand** - Determination of demand would be more difficult than supply. For planning purposes, however, a composite of demand indicators could be developed, including such elements as
 - ▶ estimated and projected population aged 0 - 5 years and 6 - 12 years by Planning Study Area (PSA)
 - ▶ percentage of families with children in which both parents or single parents are in the labour force (i.e., families needing child care)

- ▶ statistics on vacancies and wait lists in Burnaby's child care facilities
- ▶ requests for information on space availability directed to the CCSP, Child Care Inform, and other agencies

At present, no formal system exists for obtaining information about vacancies and wait lists in the city's child care centres. It is proposed that the information be obtained through a simple questionnaire survey of child care providers. As vacancies and wait lists can fluctuate widely from time to time and location to location, the survey would only provide a "snapshot" of the situation for the moment the survey was completed. Therefore, to be of greatest value, the survey would need to be repeated on a regular basis (e.g., annually), whereby trends in vacancies and wait lists could be determined over time.

In addition to the above, in examining child care demand, consideration should also be given to demographic and societal trends (e.g., with increases in part time employment and atypical work schedules, demand should grow for flexible and extended hour child care arrangements).

- 3) **Supply and Demand Analysis** - Using the supply and demand data collected in steps 1 and 2 above, a general formula could be developed for determining Burnaby's child care needs. Because of data limitations and the subjectivity involved in making planning assumptions, the data would need to be viewed as suggestive only, not precise indicators of need. Nonetheless, if their limitations are acknowledged, the data should provide a useful quantitative basis for future child care planning decisions.
- 4) **Identification of Issues** - Through their professional experience and contacts, CCRG members have a sound knowledge of key child care issues facing the city. To supplement this knowledge, members could survey child care providers and users to help determine ways to improve delivery of child care in the city.
- 5) **Preparation of Resource Package** - After undertaking the preceding steps, the CCRG would begin preparation of the Resource Package. To be understandable and useful to its diverse target audience, the material should be written in plain language. It should also be visually appealing, containing an appropriate selection of maps and graphics.
- 6) **Distribution, Monitoring, and Updating** - When completed, the Resource Package would be submitted to the CISPC for information and comment. With the Committee's approval, staff and CCRG members would distribute the package to interested groups and individuals. We would also monitor changes relating to Burnaby's child care situation, reflecting these in annual updates of the package.

2.3 Development Process

Development of the proposed Resource Package will be a considerable undertaking. Staff will do the bulk of the work, with the CCRG primarily playing an advisory or steering body role. Key functions of the CCRG will include advising on the project design, providing information, identifying contacts and data sources, and reviewing draft materials.

Efforts will be made to have the Resource Package available for presentation to the CISPC in early 1998. As the project will be "fitted in" among other work priorities, however, there may be some delays in completing the work.

2.4 Resource Requirements

The main costs associated with the proposed project will consist of staff time and printing. Planning Department staff will assume the lead role with respect to the research and preparation of draft materials. Representatives from the Health and Parks & Recreation Departments will provide information, advice, and other assistance as the project proceeds. The staffing costs will be absorbed within existing departmental budgets. It is not possible at present to determine the costs of printing. Staff will inform the CISPC of the anticipated costs when a draft of the Resource Package, and a proposed distribution plan, is presented to the Committee next year.

3.0 PROJECT BENEFITS

The proposed Resource Package would benefit a variety of groups, as follows:

- 1) **The CCRG:** While members of the CCRG have a good "feel" for child care needs, they lack objective data which they can share with people planning or funding child care developments. The Resource Package would provide the group with this objective information. Also, it would enable the group to fulfill its Child Care Policy obligation of identifying child care space targets for Burnaby.
- 2) **The City:** The City would benefit from the proposed Planning Resource Package in several ways. For example, in recent years, the City has made a number of recommendations to the Provincial and Federal Governments concerning necessary child care policy and program improvements. Also, Burnaby has successfully negotiated with developers for the inclusion of child care facilities in the rezoning process on major developments (e.g., Eaton Centre, Metrotown Centre, BC Hydro Headquarters Complex). A resource which offers information on child care needs - according to underserved geographic areas and age groups, as well as priority types of care required - would be a valuable asset for the City's future child care advocacy and planning efforts.


- 3) **Child Care Providers:** The package would help child care providers to focus their planning and resources on areas of greatest need. It would also assist them in avoiding costly mistakes which could jeopardize financially fragile child care operations.
- 4) **Funders and Supportive Agencies:** Funders and others who support the development of child care facilities, such as the School District, would benefit from the Resource Package. Through the Package's documentation of need, these groups would have increased assurance that they are targeting their resources to areas of greatest priority.
- 5) **Families in Need of Child Care:** If the Resource Package serves the foregoing groups as intended, it will lead to more effective and efficient planning of child care facilities throughout the city. Burnaby's child care operations will, in turn, be healthier. The ultimate beneficiaries of the Resources Package will thus be the families who rely on child care in Burnaby.

4.0 CONCLUSION

The proposed Resource Package should be a valuable tool for the future planning of child care facilities and programs in Burnaby. It should be welcomed by a variety of groups including the CCRG, CISPC, Council, child care providers, funders, supportive agencies and, ultimately, families seeking child care.

As it will be developed by staff, in conjunction with the CCRG, the Resource Package will not require supplementary funding to prepare. When a draft has been completed, staff will identify estimated printing and distribution costs and advise the CISPC accordingly.

Based on the foregoing, it is recommended that staff be authorized to work with the Child Care Resources Group in undertaking development of a Child Care Planning Resource Package, as described in this report.


D.G. Stenson, Director
PLANNING AND BUILDING

JF/db

cc: City Manager
Medical Health Officer
Chief Environmental Health Officer
Director Recreation & Cultural Services