

**AGENDA**  
**REGULAR COUNCIL MEETING**  
**MONDAY, JANUARY 7, 2019**  
**COUNCIL CHAMBERS, LADYSMITH CITY HALL**

**Call to Order 4:30 p.m. in Open Session, in order to retire immediately into Closed Session**

**Regular Open Meeting 7:00 p.m.**

*Members of the public are welcome to attend all Open Meetings of Council, but may not attend Closed Meetings.*

**1. CLOSED SESSION**

In accordance with section 90 of the *Community Charter*, this section of the meeting will be held *In Camera* to consider matters related to the following:

- Property Acquisition - section 90 (1)(e) the acquisition, disposition or expropriation of land or improvements, if the council considers that disclosure could reasonably be expected to harm the interests of the municipality
- Tender Discussion – section 90 (1)(i) the receipt of advice that is subject to solicitor-client privilege, including communications necessary for that purpose; and 90(1)(j) information that is prohibited, or information that if it were presented in a document would be prohibited, from disclosure under section 21 of the *Freedom of Information and Protection of Privacy Act*
- Service Access Negotiations (two items) – section 90 (1)(j)

**REGULAR MEETING (7:00 P.M.)**

**2. AGENDA APPROVAL**

**3. RISE AND REPORT – Items from Closed Session**

**4. MINUTES**

- 4.1. Minutes of the Regular Meeting of Council held December 17, 2018.....1 - 7

**5. DELEGATIONS**

- 5.1. Norm Hotson, Hotson Architecture  
Waterfront Area Plan Arts and Heritage Hub Planning Report

**6. PROCLAMATIONS – None**



**7. 2019 BUDGET WORKSHOP #1**

- 7.1. Presentation and Discussion on the 2019 Budget and the 2019 – 2023 Financial Plan: Introduction to the Operating Budget
- 7.2. Public Input and Questions

**8. COMMITTEE REPORTS**

- 8.1. Draft Minutes of the December 3, 2018 Protective Services Committee Meeting ..... 8 - 10

**Recommendations from the Protective Services Committee**

- 8.1.1. The Committee recommends that Council direct staff to investigate options for more visible signs at downtown crosswalks.
- 8.1.2. The Committee recommends that Council refer to staff the issue of adding speed limits to Playground zone signs.

**9. REPORTS**

- 9.1. Youth Strategy Implementation and Grant Application..... 11 - 23

**Staff Recommendation:**

That Council:

- 1) Appoint the existing Ladysmith Youth Strategy Core+ Community Partners as the Ladysmith Youth Task Group to commence implementation of the Youth Strategy;
- 2) Direct staff to work with the Ladysmith Youth Task Group toward the implementation of the Youth Strategy recommendations;
- 3) Authorize staff to develop an application to the Island Health Community Grants program for \$12,000 to support the implementation of the Youth Strategy.

- 9.2. Community Child Care Planning Program..... 24 - 50

**Staff Recommendation:**

That Council of the Town of Ladysmith authorizes the Cowichan Valley Regional District (CVRD) to be the primary applicant to the Community Child Care Planning Program to apply for, receive and manage the grant funding, on its behalf, to create a child care space creation action plan.

**10. BYLAWS – None**

**11. CORRESPONDENCE – None**

**12. NEW BUSINESS**

**13. UNFINISHED BUSINESS – None**

**QUESTION PERIOD**

- A maximum of 15 minutes is allotted for questions.
- Persons wishing to address Council during “Question Period” must be Town of Ladysmith residents, non-resident property owners, or operators of a business.
- Individuals must state their name and address for identification purposes.
- Questions put forth must be on topics which are not normally dealt with by Town staff as a matter of routine.
- Questions must be brief and to the point.
- Questions shall be addressed through the Chair and answers given likewise. Debates with or by individual Council members or staff members are not allowed.
- No commitments shall be made by the Chair in replying to a question. Matters which may require action of the Council shall be referred to a future meeting of the Council.

**ADJOURNMENT**



**MINUTES OF A REGULAR MEETING OF COUNCIL  
MONDAY, DECEMBER 17, 2018  
CALL TO ORDER 5:31 P.M.  
COUNCIL CHAMBERS, CITY HALL**

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**COUNCIL MEMBERS PRESENT:**

Mayor Aaron Stone	Councillor Amanda Jacobson
Councillor Robert Johnson	Councillor Tricia McKay
Councillor Marsh Stevens	Councillor Jeff Virtanen
Councillor Duck Paterson (via telephone)	

**STAFF PRESENT:**

Guillermo Ferrero	Felicity Adams	Erin Anderson
Geoff Goodall	Clayton Postings	Joanna Winter
Sue Bouma		

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**CALL TO ORDER**

Mayor Stone called this Regular Meeting of Council to order at 5:31 p.m.

**CLOSED SESSION**

CS 2018-506

*Moved and seconded:*

That, in accordance with section 90(1) of the Community Charter, Council retire into closed session at 5:01 p.m. in order to consider items related to the following:

- Negotiations – section 90(1)(k): negotiations and related discussions respecting the proposed provision of a municipal service that are at their preliminary stages and that, in the view of the council, could reasonably be expected to harm the interests of the municipality if they were held in public
- Motion carried.

**REGULAR OPEN MEETING**

Mayor Stone called this Meeting of Council to order at 7:01 p.m., recognizing the traditional territory of the Stz'uminus People.

**AGENDA APPROVAL**

CS 2018-507

*Moved and seconded:*

That Council approve the agenda for this Regular Meeting of Council for December 17, 2018.

*Motion carried.*

**RISE AND REPORT**

Council rose from closed session at 6:45p.m. without report.

**MINUTES**

CS 2018-508

*Moved and seconded:*

That Council approve the minutes of the Regular Meeting of Council held December 3, 2018

*Motion carried.*

CS 2018-509

*Moved and seconded:*

That Council approve the minutes of the Special Meeting and Workshop of Council held December 10, 2018.

*Motion carried.*

**PRESENTATIONS TO OUTGOING COUNCIL MEMBERS**

On behalf of Council, Mayor Stone presented gifts to outgoing Councillors Arnett, Henderson and Hutchins, with thanks and appreciation for their dedication and service to the Town of Ladysmith. Outgoing Councillors Fradin and Friesenhan were not able to attend the meeting.

Mayor Stone and Councillor Paterson also made a special tribute to Councillor Hutchins, highlighting his accomplishments and the special gifts he demonstrated as a leader during the twenty-five years he served as Mayor and Councillor.

Councillor Hutchins thanked his former councils and staff for their hard work and support, and gave special thanks to his family for the sacrifices they made during his time in office.

**DELEGATION**

**Kathy Holmes, Arts Council of Ladysmith and District  
Thank you to Council and an Update on the Activities of the Arts Council**

K. Holmes provided an update for Council on 2018 activities at the Waterfront Gallery, noting that the Arts Council had hosted 22 exhibits and galas, as well as book launches, guest speakers, yoga, and various meetings. She highlighted plans for 2019 and expressed appreciation to Council for both its long-standing support, as well as the opportunity to have the gallery and studio space at the Machine Shop Building since 2006.

Council thanked K. Holmes and the Arts Council for their contributions to the culture and economy of Ladysmith.

## DEVELOPMENT APPLICATIONS

Zoning Amendment Application – 422 First Avenue (Traveller’s Hotel - M. Roethe)  
Subject Property: Lot A, District Lot 56, Oyster District, Plan VIP67911

Staff and the applicant, Michael Roethe responded to Council’s questions regarding the zoning amendment application for 422 First Avenue.

CS 2018-510

*Moved and seconded:*

That Council:

1. Consider the application (3360-18-13) to amend:
  - (a) The Official Community Plan by amending the permitted floor space ratio for the property at 422 First Avenue from 1.0 to 2.0 to allow for the restoration of the Traveller’s Hotel for 20 hotel rooms.
  - (b) The Zoning Bylaw for the property at 422 First Avenue by amending: i) the permitted floor space ratio from 1.0 to 2.0; ii) the permitted average building height from 12 metres to 16.5 metres; and iii) the required onsite parking from 24 on-site spaces to 9 on-site spaces.
2. Having given consideration to s.475 of the Local Government Act (consultation during OCP development) direct staff to:
  - (a) Refer the OCP amendment application 3360-18-13 to the Stz’uminus First Nation, pursuant to the Town’s Memorandum of Understanding; and
  - (b) Refer application 3360-18-13 to a joint meeting of the Advisory Planning Commission, Advisory Design Panel, and Heritage Revitalization Advisory Commission in January 2019.
3. Support in principle:
  - (a) The proposed restoration to the Traveller’s Hotel building (3360-18-13) subject to the applicant providing a professionally prepared conservation plan to document the details of the character defining elements and to outline how these elements will be protected or restored during development; and that this plan form part of a Heritage Alteration Agreement between the applicant and the Town
  - (b) An encroachment for front façade mouldings over the sidewalk of First Avenue and an encroachment of side façade window sills over the lane to the south; and that encroachment agreement details be presented at the time of

Development Permit application (422 First Ave).

4. Direct staff to:

- (a) Work with the applicant regarding land use matters (i.e. on-site parking variance and request for use of one parking space on First Ave);
- (b) Report the results of the applicant's Neighbourhood Information Meeting;
- (c) Commence the preparation of the Official Community Plan (OCP) amendment bylaw, Zoning Bylaw amendment bylaw and the Heritage Revitalization Agreement Bylaw for application 3360-18-13 (422 First Ave.).

*Motion carried.*

Councillor Stevens declared a conflict of interest with the following agenda item due to his role on the board of the Ladysmith Resources Centre Association and excused himself from the meeting.

**Temporary Use Permit Application - 631 First Avenue (Cold Weather Shelter - LRCA)**

**Subject Property: Parcel B (being a consolidation of Lots 9 & 10 see CA5603565), District Lot 56, Oyster District, Plan 703**

The applicant, Christy Wood, Executive Director of the Ladysmith Resources Centre Association responded to Council's questions.

*Moved and seconded:*

**CS 2018-511**

That Council:

1. Issue Temporary Use Permit 3340-18-02 to allow a cold weather homeless shelter to be open every night from November 1 to March 31, located at 631 First Avenue (Parcel B, being a consolidation of Lots 9 & 10 see CA5603565, District Lot 56, Oyster District, Plan 703), for three years with one renewal, subject to conditions of the Temporary Use Permit;
2. Authorize the Mayor and Corporate Officer to sign Temporary Use Permit 3340-18-02.

*Motion carried.*

OPPOSED: Councillor Paterson

Councillor Stevens returned to the meeting.



**BYLAWS – OFFICIAL  
COMMUNITY PLAN  
AND ZONING  
CS 2018-512**

**Town of Ladysmith Zoning Bylaw 2014, No. 1860, Amendment  
Bylaw (No. 19) 2018, No. 1976**

*Moved and seconded:*

That Council adopt “Town of Ladysmith Zoning Bylaw 2014, No. 1860, Amendment Bylaw (No. 19) 2018, No. 1976”.

*Motion carried.*

**REPORTS**

**CS 2018-513**

**2019 – 2023 Financial Plan Deliberations**

*Moved and seconded:*

That Council authorize the following schedule of meetings to review the 2019 – 2023 Financial Plan:

- Monday, January 7<sup>th</sup> – preliminary operating budgets;
- Thursday, January 10<sup>th</sup> –budget workshop- review operating budgets and introduction of the capital budgets;
- Tuesday, January 22<sup>nd</sup> – budget workshop - review of capital budgets;
- Thursday, January 24<sup>th</sup> - budget workshop, direction to prepare the water and sewer rate bylaws and early budget approval of capital projects.

*Motion carried.*

**Commemorative Tree Planting in Recognition of the Local  
Government Profession**

*Moved and seconded:*

That Council, in recognition of the local government profession:

**CS 2018-514**

1. Authorize staff to proceed with the purchase of a Sequoia tree to be planted at Transfer Beach; and
2. Hold a commemorative tree planting ceremony in recognition of the local government profession and staff’s ongoing commitment to the community.

**\*Motion to Refer**

*Moved and seconded:*

**CS 2018-515**

That Council refer discussions of commemorative tree planting in recognition of the local government profession to the Parks, Recreation and Culture Advisory Committee.

*Motion carried.*

**BYLAWS**

**CS 2018-516**

**2019 Revenue Anticipation Borrowing Bylaw 2018, No. 1987**

*Moved and seconded:*

That Council adopt “2019 Revenue Anticipation Borrowing Bylaw 2018, No. 1987”.

*Motion carried.*

**Town of Ladysmith Building and Plumbing Bylaw 1994, No. 1119, Amendment Bylaw (No. 21) 2018, No. 1988**

**CS 2018-517**

*Moved and seconded:*

That Council adopt "Town of Ladysmith Building and Plumbing Bylaw 1994, No. 1119, Amendment Bylaw (No. 21) 2018, No. 1988".

*Motion carried.*

**CORRESPONDENCE**

**Ladysmith Citizens on Patrol**

**CS 2018-518**

**Request for Assistance regarding Maintenance Required for the Ladysmith Patrol Van**

*Moved and seconded:*

That Council refer to staff for review the request by the Ladysmith Citizens on Patrol in their correspondence dated December 3, 2018 for assistance with the maintenance of the patrol van.

*Motion carried.*

**NEW BUSINESS**

**Association of Vancouver Island and Coastal Communities (AVICC) 2019 Convention Resolutions and Executive Committee Nominations**

**CS 2018-519**

*Moved and seconded:*

That Council receive for information the request by the Association of Vancouver Island and Coastal Communities (AVICC) for Nominations to the AVICC Executive Committee and Proposals for Presentations.

*Motion carried.*

**UNFINISHED BUSINESS**

**DL 2016 Holdings Corporation Annual General Meeting**

**CS 2018-520**

*Moved and seconded:*

That Council, as the sole shareholder of the Company entitled to vote at an annual general meeting, resolve that:

- (1) The financial statements of the Company for the period ended December 31, 2017, are hereby approved;
- (2) All lawful acts, contracts, proceedings, appointments and payments of money by the directors of the Company since the last annual reference date of the Company, and which have previously been disclosed to the shareholders, are hereby adopted, ratified and confirmed;
- (3) The number of directors of the Company is hereby fixed at five;
- (4) The following persons, each of whom has consented to act as

a director, are hereby elected as directors of the Company, to hold office until the next annual general meeting of the Company (or unanimous resolutions consented to in lieu of holding an annual general meeting) or until their successors are appointed:

GUILLERMO FERRERO

BRUCE LAXDAL

JAN CHRISTENSON

ALAN NEWELL

RICHARD WIEFELSPUET

- (5) Grant Thornton LLP are hereby appointed auditors for the Company until the next annual reference date of the Company or until a successor is appointed, at a remuneration to be fixed by the directors; and
- (6) July 31, 2018 is selected as the annual reference date for the Company for its current annual reference period.

This resolution shall be deemed to be effective as at July 31, 2018.

*Motion carried.*

## QUESTION PERIOD

Former Councillor Bill Drysdale wished Council and staff a Merry Christmas.

## ADJOURNMENT

CS 2018-521

*Moved and seconded:*

That this Regular Meeting of Council adjourn at 8:43 p.m.

*Motion carried.*

CERTIFIED CORRECT:

\_\_\_\_\_  
Mayor (A. Stone)

\_\_\_\_\_  
Corporate Officer (J. Winter)

**MINUTES OF PROTECTIVE SERVICES COMMITTEE  
MONDAY, DECEMBER 3, 2018  
CALL TO ORDER 2:03 P.M.  
COUNCIL CHAMBERS, CITY HALL**

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**MEMBERS PRESENT**

Councillor Marsh Stevens (Chair), Councillor Duck Paterson (alt.), S.SGT Ken Brissard (RCMP), Chief Ray Delcourt (Fire/Rescue), Jason De Jong (Fire/Rescue Coordinator, Cowichan Valley Regional District), Al McDermid (Ladysmith Search & Rescue), Eric Kesteloot (Stz'uminus First Nation), John Davis (Marine Search & Rescue), A. Newton (Citizens on Patrol).

**MEMBERS ABSENT**

Councillor Rob Johnson (alt.), Sybille Sanderson (Emergency Program Coordinator, Cowichan Valley Regional District), Steven Van Der Minne (BC Ambulance Service), Bill Drysdale (Ladysmith Search & Rescue).

**STAFF PRESENT**

Guillermo Ferrero (CAO), Geoff Goodall (Director of Infrastructure Services), Andrea Hainrich (Minute Taker).

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**CALL TO ORDER**

*Councilor Marsh Stevens (Chair) called the Protective Services Committee meeting to order at 2:03 p.m.*

**AGENDA APPROVAL**

*Moved and seconded:*

That the agenda for the December 3, 2018 meeting of the Protective Services Committee be approved.

*Motion carried.*

**MINUTES APPROVAL**

*Moved and seconded:*

That the minutes for the September 10, 2018 meeting of the Protective Services Committee be approved.

*Motion carried.*

**NEW BUSINESS**

*Citizens on Patrol (COPS) - New Member*

Introduction of new member(s) Alanna and George Newton, who took over the COPS at the beginning of 2018.

*Crosswalk Safety and Identification*

Discussion regarding the need for more visible signs downtown in regards to pedestrian safety at the four main downtown crosswalks. Options included fluorescent signs that are visible in the daytime

*It was moved and seconded:*

The Committee recommend, that Council direct staff to investigate options for more visible signs at downtown crosswalks.

*Posted Speed Limits in Park Areas*

During the road closure on 4<sup>th</sup> Avenue when Churchill/McKinley was in use as an alternate route, higher speeds were observed especially in Playground zones.

*It was moved and seconded:*

The Committee recommended that Council refer to staff the issue of adding speed limits to Playground zone signs.

*2018 Light Up Festivities*

Organization of the event was discussed in terms of what went well and what did not

**UNFINISHED BUSINESS**

*Youth Services Representative*

Terms of reference for the committee will be discussed at the Dec 3<sup>rd</sup> Council meeting. Therefore, at the next meeting a decision will be made to determine if the Committee would like to have a Youth Services representative.

**REPORTS**

**LADYSMITH MARINE SEARCH AND RESCUE**

**John Davis, LDMR Society President**

See attached report

- Currently focusing on training new recruits, as well as maintaining skills of members

**LADYSMITH SEARCH AND RESCUE**

**Al McDermid**

See attached report

- Have been stood down on some recent calls
- Focusing on Community Education lately. There has been a great deal of interest in particular to the *Hug a Tree* program for keeping kids safe.
- Thank you to the Town of Ladysmith for issuing a letter of support to apply for grant funding to help find more space for storage and office space.

**SPEED WATCH/COPS**

**Alanna Newton**

See attached report

- Child ID kit was discussed and handed out
- Won an award from ICBC for their campaign to promote pedestrian traffic on October 31<sup>st</sup>
- 2 training sessions

**LADYSMITH FIRE/RESCUE**

**Ray Delcourt, Fire Chief**

- Not an overall increase in call volume, however there has been an

increase in accidents due to the bad weather

- Island Savings has donated \$2000 to be put towards fire alarms for the community. This is an ongoing project which Island Savings has been taking part in
- New fire truck is expected to be here before Christmas

**STZ'UMINUS FIRST NATION (SFN)**

**Eric Kesteloot, Community Director**

- SFN received a Narcan grant of \$500,000. This will be used to hire a new staff member for one term, ending March 31, 2022. Looking to work with CVRD & the Town of Ladysmith with the new employee.
- EOC essentials course went well. Looking to plan a joint training opportunity in the future to practice skills for emergency situations.
- CanWest Marine Corporation has recently conducted, 2 courses and exercises

**DISCUSSION AND QUESTIONS**

**2019 Meeting Schedule**

- Dates were listed. Andrea to send calendar and invitations to all committee members

**Monthly News Article**

- Discussed approaching Take 5 to have a monthly news article to relay safety tips for residents

**NEXT MEETING**

**Next meeting will take place on January 14, 2019 at 2:00 pm**

**ADJOURNMENT**

Meeting adjourned at 2:53pm

RECEIVED:

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Councillor Marsh Stevens  
Chair

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Corporate Officer (J. Winter)

## STAFF REPORT TO COUNCIL

From: Clayton Postings, Director of Parks, Recreation and Culture  
Meeting Date: January 7, 2019  
File No:  
RE: **YOUTH STRATEGY IMPLEMENTATION AND GRANT APPLICATION**

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### RECOMMENDATION:

That Council

- 1) Appoint the existing Ladysmith Youth Strategy Core+ Community Partners as the Ladysmith Youth Task Group to commence implementation of the Youth Strategy;
- 2) Direct staff to work with the Ladysmith Youth Task Group toward the implementation of the Youth Strategy recommendations;
- 3) Authorize staff to develop an application to the Island Health Community Grants program for \$12,000 to support the implementation of the Youth Strategy.

### PURPOSE:

The purpose of this staff report is to

- provide an update on the implementation of the Youth Strategy;
- seek approval toward applying for funding that will assist in implementing the Youth Strategy, where appropriate.

### PREVIOUS COUNCIL DIRECTION

On August 20, 2018, Council adopted the Ladysmith Youth Strategy.

Youth Plan Report

CS 2018-286 Moved and seconded:

That Council:

1. Adopt the Ladysmith Youth Plan as presented.
2. Refer the plan to the December meeting of Council for the next Mayor and Council to establish a Youth Council.

Motion carried.

### INTRODUCTION/BACKGROUND:

From Sept 2017 through August 2018, Youth and community members were engaged in a public process that invited participation from a broad spectrum of folks interested in taking a critical look at what we currently offer youth in Ladysmith and creating a vision for where we could be in the future. Special thanks to everyone who was involved in

supporting youth through the process, including the Town of Ladysmith, Stz'uminus Employment Centre, Ladysmith Resources Centre Association, Nanaimo Ladysmith Public Schools, Social Planning Cowichan and all the folks who participated at the focus groups and open houses.

The plan examines identified strengths and challenges, highlights key focus areas with rationale and provides recommendations to move the plan forward. We are looking forward to next steps as we work toward the recommendations of the plan.

For more detail, the plan is posted on the Town of Ladysmith website.

Next Steps for this plan will be members of the Ladysmith Youth Plan Task Group meeting in January 2019 to create an action plan along with a working timeline to implement the recommendations from Youth Strategy.

#### **GRANT INFORMATION**

Parks, Recreation and Culture is seeking funding to assist in the implementation phase of the youth strategy. With partner funding we will be able to expedite recommendations from the youth strategy. The Island Health Community Wellness Granting Program provides opportunities to create local partnerships to address the health and wellness of the population. Our application supports all the criteria including:

- Healthy Aging
- Positive Mental Health
- Social Connectedness/Family Connectedness (healthy early childhood development)
- Healthy Eating
- Physical Activity

#### **ALTERNATIVES:**

Council can choose to not to proceed with Youth Strategy implementation plan as well as the grant application as presented; or proceed with one of the two recommendations individually.

#### **FINANCIAL IMPLICATIONS:**

There are no financial implications identified at this time. The Task group will create an action plan and will provide a funding request to the Town and other partners.

#### **LEGAL IMPLICATIONS:**

There are no legal implications identified.

#### **CITIZEN/PUBLIC RELATIONS IMPLICATIONS:**

The Youth Strategy was completed over a number of months and included extensive community input and consultation.



**INTERDEPARTMENTAL INVOLVEMENT/IMPLICATIONS:**

There is no interdepartmental involvement or implications identified at this time.

**ALIGNMENT WITH SUSTAINABILITY VISIONING REPORT:**

- |   |  |
|---|--|
| <input type="checkbox"/> Complete Community Land Use  | <input type="checkbox"/> Low Impact Transportation |
| <input type="checkbox"/> Green Buildings              | <input type="checkbox"/> Multi-Use Landscapes      |
| <input type="checkbox"/> Innovative Infrastructure    | <input type="checkbox"/> Local Food Systems        |
| <input checked="" type="checkbox"/> Healthy Community | <input type="checkbox"/> Local, Diverse Economy    |
| <input type="checkbox"/> Not Applicable               |  |

**ALIGNMENT WITH STRATEGIC PRIORITIES:**

- |  |   |
|--|---|
| <input type="checkbox"/> Employment & Tax Diversity              | <input type="checkbox"/> Natural & Built Infrastructure |
| <input type="checkbox"/> Watershed Protection & Water Management | <input checked="" type="checkbox"/> Partnerships        |
| <input type="checkbox"/> Communications & Engagement             | <input type="checkbox"/> Not Applicable                 |

**SUMMARY:**

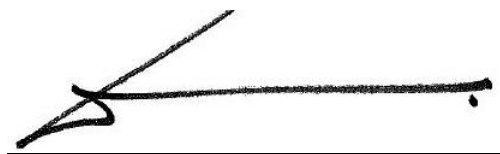
- On August 20, 2018, Council adopted the Ladysmith Youth Strategy.
- Next Steps for this plan will be members of the Ladysmith Youth Plan Task Group meeting in January 2019 to create an action plan along with a working timeline to implement the recommendations from Youth Strategy.
- Parks, Recreation and Culture is seeking funding to assist in the implementation phase of the youth strategy.



Clayton Postings  
Director Parks, Recreation and Culture

December 18, 2018

I concur with the recommendation.



Guillermo Ferrero, City Manager

**ATTACHMENTS:**

- Strategic Priorities excerpt from the Ladysmith Youth Plan
- Island Health Community Wellness Grant
- Core+ Team

# 9. STRATEGIC PRIORITIES

The following table represents the heart of the LYP, that is, the themes evolved into an implementation matrix.

## 9.1 The Strategic Priority Table

The suggested prioritization in this table is an extracted subset of possibilities listed in the Appendix under each theme with a proposed matrix of importance, urgency, and cost. In respecting the voice of youth, all suggestions (many not included in the table) have been listed in the Appendix under Themes; and should be reassessed regularly for renewed applicability.

LEGEND				
PRIORITY		TIMING		COST
High	Most important	Short	1 year	\$ 10,000-
Medium	Important	Medium	2-3 years	\$\$ 10,000 - 100,000
Low	Less important	Long	4-5+ years	\$\$\$ 100,000+
Ongoing	Repeated process			N/A Part of everyday work/ requires additional review
THEME	RESOURCE	PRIORITY	TIMING	COST
<b>#1 - THEME 1: ADVOCATING YOUTH VOICE</b>				
Create a Youth Council with voting rights on key governance bodies. Set Terms of Reference up in same format, election, policy, & management framework as other Town committees responsible for monitoring youth strategy	Town Selected Youth Reps	High	Short	N/A
Set regular reviews of new policy and placement of youth in important positions. Include youth from Gr 8-9 for continuity of youth council into future	Town Youth Council	High	Ongoing	N/A
Involve youth in Town projects as available, for example, the PRC Master Plan, Waterfront Area Plan	Town LSS STZ S	High	Short	N/A
Explore expanding the Rotary Interact program and the Ambassador program to a wider range of youth	Ambassador Rotary Club Town	Medium	Ongoing	N/A

THEME	RESOURCE	PRIORITY	TIMING	COST
#2 - THEME 2: BUILDING YOUTH SPACES				
Explore/investigate a youth space which meets the criteria of the Youth Placemaking Project	Youth Council Town	High	Medium	\$\$\$
Explore expanding opportunities for events such as youth dances, movies nights	PRC Youth Council	High	Short	\$
Light up the skate park to be highly visible, safer; extending hours of use	Town	Medium	Short	\$
Work with land owners to permit more ATV, motorbike, and mountain bike trails Set up a licensing/trail maintenance agreement with youth	Town Youth Council Land Owners	Medium	Medium	\$
Promote informal and formal gatherings bringing together Ladysmith youth with Stz'uminus youth	Town LSS & STZ S Youth Council	High	Short	N/A

THEME	RESOURCE	PRIORITY	TIMING	COST
<b>#3 - THEME 3: STRENGTHENING PARTNERSHIPS</b>				
Ensure representatives of organizations serving youth become strong supporters and advocates to build shared commitment (like Youth Partnership Committee) supporting LYP continuity. Decision-making process established where orgs review LYP. Establish monthly meetings similar to LEYP. Research terms of reference.	Island Health SD68 Town Non profits	High	Short	N/A
Create formal MOUs for the long term with these Youth Partnership Committee in supporting youth program	CORE+ members leading, Town	High	Long	N/A
Explore a collaborative approach by service clubs in funding sports and cultural activities, holding events, and creating volunteering opportunities (See Theme on Accessing Funding)	Service clubs Sports clubs Youth Partnership Committee	High	Short	N/A
Create more meaningful, community-supporting work experience; e.g., community-trails-parks stewardship	Town, Youth Council Non-profit Organizations	Medium	Medium	N/A
Use the long-established service structures such as Rotary Club, Lions Club, Kinsman Club to host events where youth can practise leading; e.g., a communal meal	Service clubs	Medium	Medium	N/A
<b>#4 - THEME 4: CREATING A COMMUNICATION HUB</b>				
Set up and maintain a central online hub with timely information on EVERYTHING that youth could participate in; activities, sports, events, projects, volunteering, job opportunities	Town	High	Short	\$
Create an awareness inventory of offerings in the community. Need for tech on software use and Instagram first choice by youth, second was school e-bulletin). Tertiary need for parents to know, using TOL website and/or Facebook.	Town SD68	Medium	Medium	\$
Hold a Youth Activities and Opportunities Fair annually which brings together all the possible service providers of the activities listed above	Chamber of Commerce, Youth Partnership Committee	Medium	Long	\$\$

THEME	RESOURCE	PRIORITY	TIMING	COST
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#5A – THEME 5- ACCESSING ACTIVITIES- TRANSPORTATION

Explore viability of running a local small bus or a van on a regular schedule to enable youth to access after-school activities, sports venues, job opportunities in Ladysmith Negotiate with service groups, Stz'uminus volunteer community groups to share the responsibility of vehicle acquisition and associated costs Include outlying communities – Stz'uminus Yellowpoint, Cassidy, Saltair, Cedar	Youth Partnership Committee	Medium	Long	\$\$
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Explore viability of running a local small bus or van on the weekends to Nanaimo for fun, volunteering, and work	Youth Partnership Committee	Medium	Long	\$\$
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Create a bike town with bike paths possibly using e-bikes as a Bike-Share program	Town	Medium	Medium	\$\$
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#5B – THEME 5- ACCESSING ACTIVITIES- FUNDING

Increase number of low cost or no cost social, educational or fun activities	Town Youth Council	Medium	Ongoing	\$
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Establish clearly defined access initiatives for youth with families with limited financial capacity Advertise financial support Continue dev of Leisure Access Program (regionally). Review of opportunities- CVRD, North Cowichan –needs to include wider ops to grow it	Town	High	Short	N/A
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Increase scholarships and subsidies, assist with applications	LSS Town Service clubs SD68	High	Medium	\$
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THEME	RESOURCE	PRIORITY	TIMING	COST
<b>#5B – THEME 5: INCREASING ACTIVITIES: FUNDING</b>				
Provide a simple online process to make it convenient for youth and adults to apply for assistance discreetly (see Communication Hub Theme)	Town	High	Short	N/A
Consolidate funding in partnership with service organizations	Town Service clubs	Medium	Medium	N/A
<b>#6 – THEME 6: INCREASING PARTICIPATION AND VARIETY</b>				
Connect with non profit organizations and service clubs to review ongoing hiring, volunteering and leadership opportunities	Youth Partnership Committee	Medium	Short	N/A
Have more community arts-based courses and cultural projects e.g., community art wall, legal graffiti wall, courses in skilled craftsmanship	Historical Society Arts Council Town	Medium	Medium	\$
Involve youth in more community projects, supported by an effective mentoring network that guides them in self-directed learning project	LSS Town Youth Council Arts Council	High	Short	\$
Provide excursions to adventure (adrenaline) activities; zip-lining, rock climbing, ocean kayaking, swimming in river at Cassidy, BMX course, etc.	Town	Medium	Ongoing	\$\$
Increase drop-in sports like basketball or smaller commitment – durations shortened	Town	High	Short	\$
Seek community sports partners to establish introductory sports opportunities to the youth of LS	Town	Low	Long	\$

Provide a simple online process to make it convenient for youth and adults to apply for assistance discreetly (see Communication Hub Theme)

Town

High

Short

N/A

Consolidate funding in partnership with service organizations

Town  
Service clubs

Medium

Medium

N/A

**#6 – THEME 6: INCREASING PARTICIPATION AND VARIETY**

Connect with non profit organizations and service clubs to review ongoing hiring, volunteering and leadership opportunities

Youth Partnership Committee

Medium

Short

N/A

Have more community arts-based courses and cultural projects e.g., community art wall, legal graffiti wall, courses in skilled craftsmanship

Historical Society  
Arts Council  
Town

Medium

Medium

\$

Involve youth in more community projects, supported by an effective mentoring network that guides them in self-directed learning project

LSS  
Town  
Youth Council  
Arts Council

High

Short

\$

Provide excursions to adventure (adrenaline) activities; zip-lining, rock climbing, ocean kayaking, swimming in river at Cassidy, BMX course, etc.

Town

Medium

Ongoing

\$\$

Increase drop-in sports like basketball or smaller commitment – durations shortened

Town

High

Short

\$

Seek community sports partners to establish introductory sports opportunities to the youth of LS

Town

Low

Long

\$

THEME	RESOURCE	PRIORITY	TIMING	COST
<b>#6 – THEME 4: INCREASING PARTICIPATION AND VARIETY</b>				

Make entrance level participation easier when joining later into a more skilled team.	Town Sport Organizations	Medium	Short	N/A
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Incorporate the elements of physical literacy into all programming	All	High	Medium	\$
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<b>#7 – THEME 7: RESPONDING TO DIVERSITY</b>				
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Decide on new ways to bridge the divide between the communities, e.g., initiate “ReconciliAction”, bringing youth from two sides to discuss learning and sharing respective cultures	Stz’uminus Town other Canadian ReconciliAction project guides	High	Ongoing	N/A
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Ensure that decision-making groups regarding youth future have Stz’uminus representation	Stz’uminus Youth Partnership Committee Youth Council	High	Short	N/A
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Create a partnering class at LSS and Stz’uminus Secondary that moves back and forth between the two communities	LSS STZ S	High	Medium	\$
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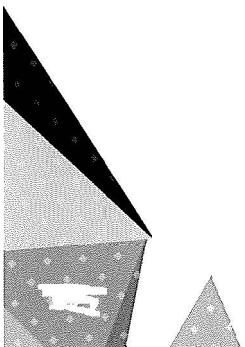
Form a team to develop a powerful and compelling VISION of healthy diversity for the Ladysmith area community that harnesses imagination and energy of youth	Youth reps and adult reps from both communities	High	Ongoing	\$
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Suggest that the youth council adapt SD68 Inclusion Policy SOGI	Youth Council LSS, Youth Partnership Committee	High	Ongoing	N/A
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Create a group for LGBTQ safe space or gathering place at FJCC. Identify help resources, allies and experts to guide in navigating the challenges	Youth Council	High	Short	N/A
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Support efforts to educate at intermediate and secondary schools in building intercultural respect and understanding	LSS	High	Short	N/A
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THEME	RESOURCE	PRIORITY	TIMING	COST
<b>#8 – THEME 8: SUPPORTING MENTAL WELLNESS</b>				
Train staff re: awareness of mental health issues (example: mental health 1st aid). Suicide Prevention Safe Talk	Youth Partnership Committee LRCA Volunteer team	High	Short	\$
Increase number of youth-specific mental health counsellors and counsellors. NOTE: One more full-time position being implemented at LRCA and School district has 7 more counsellors	Mental health professionals LRCA VIHA	High	Medium	\$
Seek Island Health rep to be at table for CORE+ continuity of LYP	Island Health LRCA	High	High	N/A
Ensure discreet ways for youth to access counselling (small town)	LRCA Town SD68 Island Health	Medium	Ongoing	N/A
Ensure that youth are made aware of and have access to services. Publish widely hotline crisis counselling 24/7	LRCA Town SD68	Medium	Ongoing	N/A
Increase interconnection of mental health services; schools, Island Health, and LRCA agencies - round table	LRCA Town SD68	High	Short	\$
Increase access to adult mentors who are there and trained volunteers. Consult with LRCA to add distinctive youth section. Create a volunteer recruitment coordinator	LRCA; Volunteer pool of adult mentors; organized by areas of specific skill or interest RCMP partner	Medium	Long	\$





THEME	RESOURCE	PRIORITY	TIMING	COST
<b>#9 – THEME 9: RERAMING SCREEN TIME</b>				
Youth council members organize an LSS forum to educate and explore issues with overuse of screen time	Youth Council LSS STZ S	High	Short	N/A
Following the LSS forum, host dialogues or open forums inviting youth, community members and parents to explore the current challenges and opportunities related to increased youth and screen time	Town LSS Outside speakers	High	Short	\$
Expand options such as computer clubs, videography clubs and special programs that involve positive use of technology in outdoor activities (e.g., Geocaching, Trailforks, Strava, Mapmyrun, Fitbit-type device, etc.)	LSS Youth Council User groups	Medium	Long	\$

## Island Health; Community Wellness Grant

<http://communitygrants.islandhealth.ca/>

### Overview

The Island Health Community Wellness Granting Program provides opportunities to create local partnerships to address the health and wellness of the population. As the value of health promotion and education for illness/injury prevention is becoming more widely recognized, we want to continue to work with our community partners to positively influence people and community well-being, and promote health together.

Island Health recognizes the importance of reducing future reliance on the health system and promoting healthy lifestyles. We want to partner with local government, non-profit community organizations and aboriginal communities to improve the social determinants of health across Island Health. We want to enhance existing community resources, systems and networks that can positively influence health outcomes and make healthy choices easier for all people living in Island Health.

Our Community Wellness Granting Program is available to local government, aboriginal and community non-profit organizations doing work related to population health and health and wellness. This funding is not intended for initiatives/ projects directly related to primary or acute patient care, chronic disease management, access to care, or coordination of services for those requiring care.

### CORE + Team

- Christy Wood – (Executive Director of Ladysmith Resources Centre)
- Ladysmith Secondary School staff representative (to be appointed)
- Grayson McDonald - Ladysmith Secondary School Student
- Hanna Claire - Ladysmith Secondary School Student
- Sam McMullan - Ladysmith Secondary School Student
- Holly Dupont - Vancouver Island University Practicum Student
- Stz'uminus Senior Secondary School staff representative (to be appointed)
- Jessica Seymour - Stz'uminus Senior Secondary School Student
- Teagan Harry - Stz'uminus Senior Secondary School Student
- Sue Glenn, Parks, Recreation & Culture
- Shannon Wilson, Parks, Recreation & Culture
- Danielle Winter, Parks, Recreation & Culture

If any of the past members are no longer able to participate, alternate members from like organizations will be sought.

**STAFF REPORT TO COUNCIL**

From: Clayton Postings, Director Parks, Recreation and Culture  
Meeting Date: January 7, 2019  
File No:  
RE: **COMMUNITY CHILD CARE PLANNING PROGRAM**

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**RECOMMENDATION:**

That Council of the Town of Ladysmith authorizes the Cowichan Valley Regional District (CVRD) to be the primary applicant to the Community Child Care Planning Program to apply for, receive and manage the grant funding, on its behalf, to create a child care space creation action plan.

**PURPOSE:**

The purpose of this staff report is to update the previous Council resolution (CS 414-2018) to allow for the CVRD to apply for the grant funding on behalf of the Town of Ladysmith.

**PREVIOUS COUNCIL DIRECTION**

CS 414-2018

*Moved and seconded:*

That Council:

- Direct staff to work with community partners, including the CVRD, toward developing applications for the UBCM Community Child Care Planning and Community Child Care Space Creation Program, and the Childcare BC New Spaces Fund;
- Request staff to provide Council with the recommendations from the community partners on ways this new funding opportunity can create new child care spaces in the community.

*Motion carried.*

**INTRODUCTION/BACKGROUND:**

At its meeting on October 15, 2018, Council received a staff report requesting Council direction in regards to staff working with community partners in applying for the UBCM Community Child Care Planning and Community Child Care Space Creation Programs, and the Child Care BC New Spaces Fund.

The two programs available include Community Child Care Space Creation and the Community Child Care Planning Program. Through working with our community partners

regarding this opportunity, it has been agreed that the CVRD would be the primary applicant for these programs. The Town of Ladysmith, as well as location partners, will continue to work with the CVRD on this collaborative project.

**ALTERNATIVES:**

Council can choose to select not to participate in the regional application and apply individually as the Town only or not apply for the grant funding.

**FINANCIAL IMPLICATIONS:**

This grant program is 100% funded.

**LEGAL IMPLICATIONS:**

There are no legal implications identified.

**CITIZEN/PUBLIC RELATIONS IMPLICATIONS:**

The project identified will allow for public and community consultation and input on how the future of childcare should look in Ladysmith and the Cowichan Valley region.

**INTERDEPARTMENTAL INVOLVEMENT/IMPLICATIONS:**

There is no interdepartmental involvement or implications identified.

**ALIGNMENT WITH SUSTAINABILITY VISIONING REPORT:**

- |   |  |
|---|--|
| <input type="checkbox"/> Complete Community Land Use  | <input type="checkbox"/> Low Impact Transportation |
| <input type="checkbox"/> Green Buildings              | <input type="checkbox"/> Multi-Use Landscapes      |
| <input type="checkbox"/> Innovative Infrastructure    | <input type="checkbox"/> Local Food Systems        |
| <input checked="" type="checkbox"/> Healthy Community | <input type="checkbox"/> Local, Diverse Economy    |
| <input type="checkbox"/> Not Applicable               |  |

**ALIGNMENT WITH STRATEGIC PRIORITIES:**

- |  |   |
|--|---|
| <input checked="" type="checkbox"/> Employment & Tax Diversity   | <input type="checkbox"/> Natural & Built Infrastructure |
| <input type="checkbox"/> Watershed Protection & Water Management | <input checked="" type="checkbox"/> Partnerships        |
| <input type="checkbox"/> Communications & Engagement             | <input type="checkbox"/> Not Applicable                 |

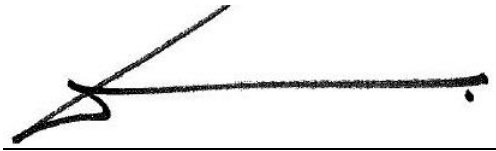
**SUMMARY:**

There are unprecedented funding programs now offered by the Union of British Columbia Municipalities (UBCM) and the Province of BC to help local government plan and build new child care spaces.

  
\_\_\_\_\_  
Clayton Postings, Director of Parks, Recreation and Culture

December 22, 2018

I concur with the recommendation.

A handwritten signature in black ink, consisting of a series of connected strokes that form a stylized name.

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Guillermo Ferrero, City Manager

**ATTACHMENTS:**

- Community Child Care Planning Program Guide
- Community Child Care Space Creation Program Guide

# Community Child Care Planning Program

## 2019 Program & Application Guide

### 1. Introduction

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In order to better meet the child care needs of families, the Province of British Columbia recently announced expanded investment in the child care sector totalling \$1 billion over three years. This includes \$237 million to improve access to child care, including funding the creation of 22,000 new licensed child care spaces. Strong planning at the community level will ensure that this investment creates child care spaces in areas with the greatest need.

The BC Ministry of Children and Family Development is earmarking \$2.85 million for the Community Child Care Planning Program. Under the program, eligible projects can receive up to \$25,000. The program is administered by the Union of BC Municipalities (UBCM).

In addition to the provincial investments outlined above, the Community Child Care Space Creation Program, funded under the Canada-British Columbia Early Learning and Child Care Agreement and administered by UBCM, will provide approximately \$13 million to fund the creation of new licensed child care spaces in local government-owned facilities. Please see the Community Child Care Space Creation Program guide for details.

#### Community Child Care Planning Program

The Community Child Care Planning Program will provide funding for local governments to engage in child care planning activities in order to develop a community child care space creation action plan.

Through partnerships and engagement, all funded projects will collect information regarding the child care needs of the community; create an inventory of existing child care spaces; identify space creation targets over the next 10 years; and identify actions that can be taken to meet those space creation targets.

The information gathered through these plans will be shared with the BC Ministry of Children and Family Development, and may inform future investments in child care space creation that the Government of British Columbia may provide your community through programs such as the [Child Care BC New Spaces Fund](#). Please note that completion of a community child care space creation action plan does not guarantee future space creation funding.

### 2. Eligible Applicants

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Local governments, including municipalities and regional districts, in BC are eligible to apply. Eligible applicants can submit one application per intake, including collaborative projects.

### **3. Collaborative Projects Among Multiple Local Governments**

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Funding requests from two or more eligible applicants for collaborative projects may be submitted as a single application for eligible projects. In this case, the maximum funding available would be based on the number of eligible applicants included in the application.

The primary applicant submitting the application for a collaborative project is required to submit a resolution as outlined in Section 8 of this guide. All partnering applicants are required to submit a Council or Board resolution that clearly states their approval for the primary applicant to apply for, receive and manage the grant funding on their behalf.

### **4. Eligible Projects & Guiding Principles**

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Eligible projects include the completion of a community child care space inventory (using the required Excel template) and the development of a community child care space creation action plan. These planning activities should result in local governments collecting information regarding the child care needs of the community and identifying short-term, medium-term, and long-term actions that can be taken to improve access to child care in the community through the creation of new child care spaces.

Eligible projects will demonstrate a commitment to the following guiding principles:

- **Community Driven** — Community solutions are based on local priorities and plans, and address the unique needs of the community
- **Catalysts for Action** — Funded activities enable local governments and community partners to create new child care spaces and improve access to affordable, quality child care in their community
- **Coordinated** — Activities of different levels of government (including local governments, school districts, Métis Nation BC, and neighbouring First Nations) and community partners (including organizations providing child care to underserved communities) encourage collaboration, avoid duplication among programs and projects, and facilitate the co-location of child care services with other child and family services
- **Sustainable Results** — Will result in an actionable plan, supported with sufficient resources, that will improve access to affordable, quality child care over time

In addition, to qualify for funding, projects must be:

- A new project or new project component (applications for retroactive projects are not eligible to receive funding under this program)
- Capable of completion by the applicant within one year from the date of grant approval

### **5. Requirements for Funding**

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As part of the approval agreement, all approved applicants are required to adhere to the following requirements:

- Comply with all applicable privacy legislation



## **Updated September 2018**

- Recipients of the Community Child Care Planning Program are not authorized under the Freedom of Information and Protection of Privacy Act (FOIPPA) to collect, use, or disclose personal information while conducting funded activities. [Personal information](#) is any recorded information about an identifiable individual other than their business contact information. This includes information that can be used to identify an individual through association or inference. To ensure that personal information is not inadvertently collected, funding recipients must ensure any information collected cannot be used to identify individuals. For instance, when collecting information from stakeholders, any information that is collected and distributed should be composed of aggregate/ summative data collected from a sufficiently large sample to ensure no individual(s) can be identified. In these cases, the information should be collected and presented in a manner such that a person should not be able to extrapolate or guess who the information is concerning.

Refer to Appendix 1 for important information on all requirements for funding.

## **6. Eligible & Ineligible Costs & Activities**

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### **Eligible Costs & Activities**

Eligible costs are direct costs that are approved by the Evaluation Committee, properly and reasonably incurred, and paid by the applicant to carry out eligible activities. Eligible costs can only be incurred from the date of application submission until the final report is submitted.

Under the Community Child Care Planning Grant program, eligible activities must be cost-effective and may include:

- Completion of a community child care space inventory (using the required Excel template)
- Development/update of a community child care space creation action plan, including the required content outlined in Appendix 2
- Data collection (e.g. research, community consultations, workshops) and analysis
- Community engagement activities

The following expenditures are also eligible provided they relate directly to the eligible activities identified above:

- Consultant costs
- Incremental applicant staff and administration costs
- Public information costs (e.g. meetings related to the project, translation costs)

### **Ineligible Costs & Activities**

Any activity that is not outlined above or is not directly connected to activities approved in the application by the Evaluation Committee is not eligible for grant funding. This includes:

- Capital projects, including renovations or upgrades to buildings

- Development of architectural, engineering, or other design drawings for the construction or renovation of facilities providing child care
- Ongoing or regular planning activities
- Regular maintenance, operational or administrative expenses, as well as overhead costs such as rent, office supplies, and communications services such as telephone and the internet
- Fundraising, lobbying, or sponsorship campaigns
- Legal, audit, or interest fees
- Project components already completed

## **7. Grant Maximum**

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The Community Child Care Planning Program can contribute a maximum of 100% of the cost of eligible activities – to a maximum of \$25,000.

In order to ensure transparency and accountability in the expenditure of public funds, all other grant contributions for eligible portions of the project must be declared and, depending on the total value, may decrease the value of the grant.

## **8. Application Requirements & Process**

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### **Application Deadline**

The application deadline is January 18, 2019.

Applicants will be advised of the status of their application within 90 days of the application deadline.

### **Required Application Contents**

- Completed Application Form
- Local government Council or Board resolution, indicating support for the current proposed activities and willingness to provide overall grant management
- Detailed budget that indicates the proposed expenditures and aligns with the proposed activities outlined in the application form. Although additional funding or support is not required, any other grant funding or in-kind contributions must be identified.
- For collaborative projects only: Each partnering applicant must submit a Council or Board resolution indicating support for the primary applicant to apply for, receive and manage the grant funding on their behalf.

### **Submission of Applications**

Applications should be submitted as Word or PDF files. If you choose to submit your application by e-mail, hard copies do not need to follow.

All applications should be submitted to:

Local Government Program Services, Union of BC Municipalities

E-mail: [lgps@ubcm.ca](mailto:lgps@ubcm.ca)

Mail: 525 Government Street, Victoria, BC, V8V 0A8

## Review of Applications

UBCM will perform a preliminary review of applications to ensure that the required application elements (identified above) have been submitted and basic eligibility criteria have been met. Only complete application packages will be considered for funding.

Following this, all eligible applications will be reviewed and scored by the Evaluation Committee, which will include representatives from the Ministry of Children and Family Development. Scoring considerations and criteria include the following:

- Alignment with the objectives and guiding principles of the Community Child Care Planning Program
- Organizational capacity
- Anticipated results
- Partnerships and demonstrated community support
- Engagement and inclusivity
- Cost-effectiveness of the project, including in-kind or cash contributions to the project from the eligible applicant, community partners or other grant funding

Point values and weighting have been established within each of these scoring criteria. Only those applications that meet a minimum threshold point value will be considered for funding.

The Evaluation Committee will also consider the location of each application in order to ensure a balanced representation of projects across the province, and funding decisions will be made on a provincial priority basis.

All application materials will be shared with the Province of BC
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## 9. Grant Management & Applicant Responsibilities

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Please note that grants are awarded to eligible applicants only and, as such, the applicant is responsible for completion of the project as approved and meeting reporting requirements.

Applicants are also responsible for proper fiscal management, including maintaining acceptable accounting records for the project. UBCM reserves the right to audit these records.

### Notice of Funding Decision & Payments

All applicants will receive written notice of funding decisions, which will include the terms and conditions of any grant that is awarded.

Please note that in cases where revisions are required to an application, or an application has been approved in principle only, the applicant has 30 days from the date of the written notice of the status of the application to complete the application requirements. Applications that are not completed within 30 days may be closed.

Grants are awarded in two payments: 75% at the approval of the project and 25% when the project is complete and UBCM has received the required final report and a financial summary.

## Changes to Approved Projects

Approved grants are specific to the project identified in the application, and grant funds are not transferable to other projects. Approval from the Evaluation Committee will be required for any significant variation from the approved project.

To propose changes to an approved project, approved applicants are required to submit:

- A revised application package, including an updated, signed application form and an updated Council or Board resolution
- Written rationale for the proposed changes to activities and/or expenditures.

The revised application package will then be reviewed by the Evaluation Committee.

Applicants are responsible for any costs above the approved grant unless a revised application is submitted and approved prior to work being undertaken.

## Extensions to Project End Date

All approved activities are required to be completed within one year of approval and all extensions beyond this date must be requested in writing and be approved by UBCM. Extensions will not exceed six months.

## 10. Final Report Requirements & Process

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Applicants are required to submit an electronic copy of the complete final report package, including the following:

- Completed Final Report Form
- Completed community child care space inventory (using the required Excel template)
- Completed community child care space creation action plan, including the required content outlined in Appendix 2
- Financial summary
- Optional: photos of the project, media clippings and or any reports or documents developed or amended with grant funding.

### Submission of Final Reports

All final reports should be submitted to:

Local Government Program Services, Union of BC Municipalities

E-mail: [lgps@ubcm.ca](mailto:lgps@ubcm.ca)

Mail: 525 Government Street, Victoria, BC, V8V 0A8

### Review of Final Reports

UBCM will review final reports to ensure that all of the required report elements (identified above) have been submitted.

Following this, all complete final reports and deliverables will be submitted to the Ministry of Children and Family Development for review before final payment of the grant is issued.

All final report materials will be shared with the Province of BC
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The Community Child Care Planning Program is funded by the Province of BC. Under Section 85 of the *Financial Administration Act*, all information collected by UBCM on behalf of the Province in relation to disbursement of the funding is provided to the Province. All information will be stored and retained in accordance with Ministry of Children and Family Development records management policies and procedures. This information could be subject to Freedom of Information requests.

## 11. Additional Information

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For enquiries about the application process or general enquiries about the program, please contact:

Union of BC Municipalities  
525 Government Street  
Victoria, BC, V8V 0A8

E-mail: [lgps@ubcm.ca](mailto:lgps@ubcm.ca)

Phone: (250) 952-9177

In addition, the following resources are available:

- Regional Health Authorities are responsible for child care licensing in BC, and for the health and safety inspection of licensed facilities. For more information, please [contact your regional Health Authority](#).
- For information on the child care spaces licensed by your regional health authority, you may consult the following resources:
  - [Fraser Health Authority](#)
  - [Vancouver Island Health Authority](#)
  - [Vancouver Coastal Health Authority](#)
  - [Interior Health Authority](#)
  - [Northern Health Authority](#)
- [BC School Districts](#) are responsible for K-12 capital planning in their districts.
- [BC Child Care Resource and Referral Centres \(CCRRs\)](#): CCRRs offer quality child care and community referrals, resources and support to child care providers and families in every community across the Province of British Columbia.

## Appendix 1: Requirements of Funding

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As outlined in Section 5, approved applicants are required to develop, undertake and complete their approved project in accordance with the following requirements:

1. The funding is to be used solely for the purpose of the approved project and for the expenses itemized in the project budget
2. Any unused funds or funds expended on ineligible costs and activities must be returned to UBCM within 30 days following the project end date
3. All expenditures must meet eligibility requirements as defined in the Community Child Care Planning Program & Application Guide
4. All project activities may commence on the date that the application was submitted and must be completed within one year of project approval
5. The final report is required to be submitted to UBCM within 30 days of project completion
6. The approved applicants are required to comply with all applicable privacy legislation. Without limiting the foregoing, the approved applicant and their child care operator(s) must ensure that any personal information they collect, use or disclose about an identifiable individual as part of the approved project is disclosed only in Canada and only in accordance with the following legislation, as applicable: *Freedom of Information and Protection of Privacy Act*, the *Child Family and Community Service Act*, the *Community Care and Assisted Living Act*, the *Personal Information Protection Act* or other applicable legislation.

## **Appendix 2: Required Content for Community Child Care Space Creation Action Plans**

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In order to be eligible for funding, community child care space creation action plans **must** include the required process elements and required content outlined below.

The information gathered through these plans will be shared with the BC Ministry of Children and Family Development, and may inform future investments in child care space creation that the Government of British Columbia may provide your community through programs such as the Child Care BC New Spaces Fund. Please note that completion of a community child care space creation action plan does not guarantee future space creation funding.

### **Updated September 2018**

Recipients of the Community Child Care Planning Program are not authorized under the Freedom of Information and Protection of Privacy Act (FOIPPA) to collect, use, or disclose personal information while conducting funded activities. [Personal information](#) is any recorded information about an identifiable individual other than their business contact information. This includes information that can be used to identify an individual through association or inference. To ensure that personal information is not inadvertently collected, funding recipients must ensure any information collected cannot be used to identify individuals. For instance, when collecting information from stakeholders, any information that is collected and distributed should be composed of aggregate/summative data collected from a sufficiently large sample to ensure no individual(s) can be identified. In these cases, the information should be collected and presented in a manner such that a person should not be able to extrapolate or guess who the information is concerning.

### **Required Process**

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The completion of the action plan requires (but is not limited to) the following:

- Completing the required community child care space inventory (using the required Excel template) to record details regarding the child care facilities and spaces in your plan area. Recommended resources include:
  - The following resources from BC Stats:
    - [Sub-provincial Population Estimates](#): Population estimates sorted by region, year, sex, and age.
    - [Population Estimates for Municipalities, Regional Districts, and Development Regions, 2011-2017](#)
    - [P.E.O.P.L.E. household projections](#): Each year BC Stats prepares an updated set of sub-provincial household projections after the population projection for the current year has been created using P.E.O.P.L.E. (Population Extrapolation for Organization Planning with Less Error).
    - Custom detailed regional population projections by age are available for purchase. For details please contact the demographic analysis section: 250-216-2291
  - [Statistics Canada Age \(in Single Years\) data tables](#)
  - [Regional Health Authorities](#) are responsible for child care licensing in BC. For information on licensed child care facilities in your area, please consult your Health Authority.

- The Ministry of Children and Family Development collects data on the licensed child care facilities that receive ministry operating funding. To review this data, you may:
  - Refer to the [BC Child Care Map](#); or,
  - Download child care facility location data from the [BC Data Catalogue](#) (search “Child Care Map”).
  - Note that “Multi-Age Child Care Programs” may be separated as “Family Multi-Age” and “Group Multi-Age” in these sources of data; simply combine these two categories for a full list of Multi-Age Child Care Programs.
  - Note that the Child Care Map and child care facility location data do not provide complete lists of licensed child care facilities in BC, as they only detail licensed child care facilities in receipt of government operating funding. Cross-reference any information with information from your Health Authority to gather a complete list of all child care facilities
- Engaging with local child care stakeholders, particularly parents and child care providers (including Indigenous providers).
  - Recipients are also encouraged to engage with their local school district(s), other local governments, local First Nations, Métis Nation BC, and local Indigenous organizations.
  - Community engagement activities must include at least one of the following:
    - A survey targeting child care providers in the community
    - A survey targeting parents in the community and/or parents from a neighbouring community accessing child care in the plan area;
    - A community town hall or open house on child care issues
    - Visits to local child care centres
  - Community engagement activities must gather information regarding the needs of under-served populations in child care—including children with extra support needs, Indigenous children and families, low-income children and families, young parents under the age of 25, children and families from minority culture and language groups, immigrant and refugee children and families, and francophone children and families.
- Developing (or updating) an action plan, including the required content outlined below

### **Required Content for the Action Plan**

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Using the results of the inventory and community engagement process, the completion of the action plan requires (but is not necessarily limited to) the following content:

#### **Current State of Child Care in Community**

- The child care space utilization rate in your [Service Delivery Area](#)<sup>1</sup>. Information on utilization rates is available from the [Ministry of Children and Family Development](#).

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<sup>1</sup> Utilization rates are an indicator of the degree to which families may be able to access a child care space. Generally, higher utilization rates correlate with lower accessibility. Utilization rates above 80 percent indicate



- Child care utilization patterns and concerns that stakeholders indicate regarding:
  - How many families use child care in your community, and how many use [licensed versus license-not-required](#) care;
  - Whether there is a sufficient number of spaces to meet demand;
  - Whether spaces are in convenient locations for families, including whether these spaces are located close to parents' home, work, or school;
  - Whether enough spaces are co-located with organizations offering other services benefiting children and families (such as those offered through schools, post-secondary institutions, libraries, recreation facilities, and family support programs) and/or facilitating a seamless transition for children between such programs, and what kinds of services families would like child care to be co-located with; and
  - Whether child care is offered at convenient times for families, including whether there is a sufficient number of "flexible" child care spaces offered outside of regular business hours.
- Information on the programs and services that currently exist in your community to meet the child care needs of underserved populations and/or provide additional support services as required.
  - Underserved populations include, but may not be limited to, children who have extra support needs, Indigenous (First Nations, Métis, or Inuit) children and families, low-income families, young parents under the age of 25, children and families from minority cultures and language groups, immigrant and refugee children and families, and francophone families.
  - In completing this required content, you may wish to consider whether there are any of the following organizations, programs, or services in your community:
    - Supported Child Development Programs;
    - [Aboriginal Supported Child Development Programs](#);
    - Cultural safety training for child care staff;
    - Child care offered by Indigenous providers;
    - Child care offering minority language and/or culture programming;
    - Child care offering Francophone programming;
    - Programs to assist low-income families with child care fees;
    - [Young Parent Programs](#); and/or

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difficulty finding a child care space and utilization rates of approximately 90 percent would indicate that a region has poor accessibility where provider waitlists are likely commonplace.

While lower utilization rates indicate improved accessibility, local conditions may differ to that in the region overall; families may still encounter challenges finding care to meet their individual preferences and needs. It is important to engage with community stakeholders to learn more about some of the factors influencing the utilization rate in your area.

- Social “wrap-around” supports for children and families offered in conjunction with child care (such as meal assistance, health supports, housing supports, counselling, transportation supports, and referrals).
- Description of the programs and services that are most needed in your community to meet the child care needs of underserved populations and/or provide additional support services as required.

### **Interpreting Trends**

- Identification and interpretation of trends related to the number, location, and care types of licensed child care facilities and spaces in your community, including:
  - Whether the number and type of licensed spaces in your community is sufficient to meet the needs of your ages 0-12 population, and what age groups are in most need of more child care spaces;
  - Whether licensed facilities are located in areas of high need, including high density areas and areas where parents attend work and school;
  - What locations in your community present the highest unmet demand for licensed child care spaces;
  - Whether there are a sufficient number of “flexible” licensed child care spaces offered outside of regular business hours;
  - Whether there are a sufficient number of licensed child care spaces and services providing child care for underserved populations; and
  - Whether there are a sufficient number of care facilities that are co-located with other organizations offering services benefiting children and families to meet the community’s needs.

### **Plan, Bylaw, and Policy Review**

- Review of local plans, policies, and bylaws. This review may include only your local government’s documents, but it is recommended that it extend to other local governments as well (e.g. a review of policies in a municipality’s regional district and/or in adjacent municipalities).
- Analysis of local plans, policies, and bylaws to identify any aspects that may create barriers to the creation of licensed child care spaces in your community, and what actions can be taken to eliminate these barriers and encourage the creation of child care spaces and growth of services

### **Action Plan Targets and Goals**

- Identify short-term (one to two years), medium-term (two to five years), and long-term (five to ten years) space creation targets that will meet the licensed child care space needs identified above. Considerations must include, but are not limited to:
  - The number of licensed child care spaces that are required to meet the identified need.

- The child care age groups and license types that are most in demand, and how many licensed spaces in each age group and license type are needed to meet this demand.
- Where new spaces need to be located to best meet families' needs. Consider any opportunities for co-locating child care facilities with organizations offering other services and programs benefiting children and their families, such as schools, post-secondary institutions, libraries, recreation facilities, and family support programs. If possible, include an estimate of the number of spaces that can be co-located with each type of facility.
- The number of new spaces that need to be flexible (i.e. offered outside of regular business hours).
- The number of spaces that can be created using public assets.
- Identify short-term (one to two years), medium-term (two to five years), and long-term (five to ten years) actions that the local government and community will take to meet licensed space creation targets and improve access to child care services within the community. Considerations must include, but are not limited to:
  - What actions your local government will take to meet the targets identified above. Please be specific; you may wish to categorize what actions will be taken in each neighbourhood.
  - Specifically, how your local government will meet the targets identified for flexible child care.
  - Specifically, how your local government will ensure that the new child care spaces in your community meet the needs of underserved populations in child care, including children who have extra support needs, Indigenous (First Nations, Métis, or Inuit) children and families, low-income families, young parents under the age of 25, children and families from minority cultures and language groups, immigrant and refugee children and families, and francophone families.
  - Which organization(s) will be responsible for leading the creation of which child care spaces in which years.
  - Which public assets can be leveraged to expand publically-owned child care in your community.
  - What community partners your local government will work with to meet the identified targets.
  - How your local government will increase the number of child care spaces co-located with organizations offering other services benefiting children and their families, and which community partners will you work with to increase the number of co-located spaces.
  - What plans, policies, and bylaws your local government will amend or create to reduce barriers to child care space creation.
  - What internal resources and capacity your local government will require in order to implement this plan (e.g. staff resources, funding, time, etc.).
  - What supports your local government will require from external organizations, including the BC Government, to achieve your space creation targets.

- How your local government will continue to engage with stakeholders, including parents and child care providers, in meeting your space creation targets.

### **Optional Considerations for Further Planning**

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*Please note that recipients of the Community Child Care Planning Grant are encouraged but not required to identify the following in their child care planning:*

- Child care human resources available in the community (i.e. number of early childhood educators and other child care facility staff).
- How your community may help to increase the number of early childhood educators and child care facility staff serving the community in coming years
- Trends related to the affordability of child care in your community
- Trends related to the quality of child care in your community
- Existing children and family services in your community, in addition to child care and how these services can be expanded in the coming years.

# Community Child Care Space Creation Program

## 2019 Program & Application Guide

### 1. Introduction

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The demand for licensed child care spaces in BC exceeds the existing supply, resulting in significant shortages across the province. Data from the Ministry of Children and Family Development indicates the shortage is most critical in terms of spaces for children aged 0-5 years. There is an opportunity for local governments to assist in meeting local needs by developing new licensed child care spaces within their own facilities.

#### **Community Child Care Space Creation Program**

The Community Child Care Space Creation Program will award up to \$1 million to local governments creating new licensed child care spaces within their own facilities for children aged 0-5, with a focus on spaces for infants and toddlers. An estimated 1,370 spaces are to be created under the program.

This funding is provided through the BC Ministry of Children and Family Development under the Canada-British Columbia Early Learning and Child Care (ELCC) Agreement, which will provide a total of \$153 million over three years to improve the delivery of child care services in BC.

The Community Child Care Space Creation Program is administered by the Union of BC Municipalities (UBCM).

### 2. Eligible Applicants

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Local governments, including municipalities and regional districts, in BC are eligible to apply. Eligible applicants can submit one application per intake.

### 3. Eligible Projects and Priority Areas

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Eligible projects will result in the creation of new full-time (over four hours per day) child care spaces of the following license types under the Child Care Licensing Regulation:

- Group Child Care (Under 36 months);
- Group Child Care (30 months to School Age); and/or
- Preschool (30 months to School Age).

Funding will be prioritized for projects that will:

- Create child care spaces serving infants and toddlers by becoming licensed as Group Child Care (Under 36 months)

- Create child care spaces serving at least one of the following underserved populations:
  - Children requiring extra support (as defined in the *Child Care Licensing Regulation*)
  - Lower-income families
  - Indigenous (First Nations, Métis and Inuit) families and communities
  - Young parents (25 years and under) completing their secondary education
  - Single-parent families
  - Recent immigrant and refugee families
  - Children and families of minority languages and culture
  - Francophone families
- Create child care spaces offering services outside of core business hours (e.g. evenings, early mornings, weekends, etc.)
- Operate the child care spaces through either a public body (including a school district or local government) or a non-profit organization, particularly those with expertise in serving underserved populations

In addition, to qualify for funding, projects must be:

- A new project or new project component (applications for retroactive projects are not eligible to receive funding under this program)
- Capable of completion by the applicant within two years from the date of grant approval

#### **4. Requirements for Funding**

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As part of the approval agreement, all approved applicants (and their child care operator(s)) are required to adhere to the following requirements:

- Commit to continuing licensed child care operations for the following periods:
  - A minimum of five years for projects under \$50,000
  - A minimum of 10 years for projects between \$50,000 and \$500,000
  - A minimum period of 15 years for all projects over \$500,000.
- Offer and/or provide service to families eligible for the Affordable Child Care Benefit
- Apply to and be approved by the [Child Care Operating Funding \(CCOF\) program and the Child Care Fee Reduction Initiative \(CCFRI\)](#) administered by the Ministry of Children and Family Development (where applicable), once the space becomes operational and prior to receiving their final space creation payment.
- Comply with all applicable privacy legislation

#### **Updated September 2018**

- Recipients of the Community Child Space Creation Program are not authorized under the Freedom of Information and Protection of Privacy Act (FOIPPA) to collect, use, or disclose personal information while applying for this program or conducting funded activities, or developing a final report. [Personal information](#) is any recorded

information about an identifiable individual other than their business contact information, and includes information that can be used to identify an individual through association or inference.

Refer to Appendix 1 for important information on all requirements for funding.

## 5. Eligible & Ineligible Costs & Activities

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### Eligible Costs & Activities

Eligible costs are direct costs that are approved by the Evaluation Committee, properly and reasonably incurred, and paid by the applicant to carry out eligible activities. Eligible costs can only be incurred from the date of application submission until the final report is submitted.

Under the Community Child Care Space Creation program, projects must be located within a facility owned by a local government and must result in the creation of new child care spaces. Eligible activities must be cost-effective and may include:

- Construction of a new child care facility and related infrastructure costs (e.g. water, sewer, road and sidewalk)
- Purchase of building and/or assembling a modular building
- Site development costs
- Renovations to an existing building or space
- Capital purchases that are essential to project implementation, including:
  - Office equipment
  - New or updated software/technology required to run child care operations
  - Large appliances (e.g. fridge, stove, dishwasher, etc.)
  - Furniture and equipment (e.g. change tables, strollers, room dividers)
  - Buses and vans (for transport for childcare purposes only)
  - Fixtures and equipment required by fire regulations (e.g. fire alarms, exit signs, fire extinguishers)
  - Permanently installed equipment (e.g. whiteboards and bulletin boards, cubbies, lighting fixtures, washroom dividers)
  - Large educational materials (e.g. sand/water tables, art easels)
  - Dramatic play furniture (e.g. activity tables, Indigenous drums/drumming logs, child-sized sink, stove, fridge and/or work bench)
  - Housewares (e.g. pots and pans, dishes, flatware, brooms, garbage cans, diaper disposal units)
  - Indoor play structures (e.g. climbers, tunnels, mats and cushions)
  - Permanent outdoor equipment (e.g. fencing, covered entrance, outdoor playground prep)
  - Outdoor play equipment (e.g. nature-based landscaping, climbers, basketball hoop, wheeled toys)

- Accessibility equipment (e.g. wheelchair ramps, lifts, accessible playground equipment, automated doors, modified bathroom equipment)
- Equipment or other capital costs where no building, renovation, or site development costs were incurred, if the equipment is required to:
  - Allow the facility to become licensed under the *Community Care & Assisted Living Act* and the Child Care Licensing Regulation
  - Allow the facility to become operational
  - Create new spaces in an existing facility, and ensure those new spaces are compliant with the *Community Care & Assisted Living Act* and the Child Care Licensing Regulation

The following expenditures are also eligible provided they relate directly to the eligible activities identified above:

- Consultant costs (including project management, design/engineering costs, business planning and project related professional fees)
- Incremental applicant staff and administration costs
- Public information costs (e.g. meetings related to the project, translation costs)

### **Ineligible Costs & Activities**

Any activity that is not outlined above or is not directly connected to activities approved in the application by the Evaluation Committee is not eligible for grant funding. This includes:

- Non-capital items such as toys, art supplies, books, games and small appliances
- Project contingency costs
- Legal costs
- Project related fees payable to the approved applicant
- Ongoing costs for existing staff salaries and benefits
- Costs related to attending conferences or trade shows
- Directly meeting and/or lobbying any level of government
- Coordinating or hosting conferences or events
- Vehicles (other than buses and vans for transport for child care purposes)
- Remuneration and travel costs for elected officials
- Meals and project travel related expenses
- Academic research
- Financing costs and interest charges

## **6. Grant Maximum**

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The Community Child Care Space Creation program can contribute a maximum of 100% of the cost of eligible activities – to a maximum of \$1,000,000.00.



In order to ensure transparency and accountability in the expenditure of public funds, all other grant contributions for eligible portions of the project must be declared and, depending on the total value, may decrease the value of the grant.

The Community Child Care Space Creation program is funded by the Government of Canada under the Canada-B.C. Early Learning and Child Care Agreement. If a project is partially funded by an additional capital program administered by the Government of Canada, the project may be ineligible to receive further funding under the Community Child Care Space Creation program. Please refer to the funding requirements of the relevant funding program(s) administered by the Government of Canada for further details on any funding stacking limitations.

## **7. Application Requirements & Process**

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### **Application Deadline**

The application deadline is January 18, 2019.

Applicants will be advised of the status of their application within 90 days of the application deadline.

### **Required Application Contents**

- Completed Application Form
- Local government Council or Board resolution, indicating support for the current proposed activities and willingness to provide overall grant management
- Order of magnitude cost estimates (completed by facilities project manager) or project budget
- Floor plans, site plans, outdoor space plans (conceptual drawings accepted), including details of square meters for retained and new spaces
- Where applicable, copy of *Community Care & Assisted Living Act* licenses(s) for projects proposing to expand an existing child care facility
- Confirmation of partnership with a child care provider (if available at time of application)

### **Submission of Applications**

Applications should be submitted as Word or PDF files. If you choose to submit your application by e-mail, hard copies do not need to follow.

All applications should be submitted to:

Local Government Program Services, Union of BC Municipalities

E-mail: [lgps@ubcm.ca](mailto:lgps@ubcm.ca)

Mail: 525 Government Street, Victoria, BC, V8V 0A8

### **Review of Applications**

UBCM will perform a preliminary review of applications to ensure the required application elements (identified above) have been submitted and basic eligibility criteria have been met. Only complete application packages will be considered for funding.

Following this, the Ministry of Children & Family Development will assess and score all eligible applications as part of a technical review process. Higher application review scores will be given to projects that:

- Address one or more of the priority areas identified in Section 3
- Demonstrate significant community partnerships and support, particularly those with public bodies, non-profit organizations, and organizations with expertise in serving underserved populations
- Are located near public sector institutions, such as schools, universities, colleges, and hospitals, or near family-oriented social or supportive housing developments
- Are from communities with demonstrated need for new child care spaces
- Consider principles of universal and accessible design and a commitment to accessibility
- Have/will have operators with demonstrated organizational capacity and experience, including:
  - The number of retained spaces
  - Involvement/connection to the local community
  - Parental involvement in the organization
- Are cost-effective (based on cost per space), including in-kind or cash contributions to the project from the eligible applicant, community partners or other grant funding
- Demonstrate readiness (business plan, bylaw compliance report)

Point values and weighting have been established within each of these scoring criteria. Only those applications that meet a minimum threshold point value will be considered for funding.

Following technical review, the Evaluation Committee will review all applications, a summary of each technical review, and the provincial, regional and urban/rural distribution of proposed projects. Funding decisions will be made on a provincial priority basis.

All application materials will be shared with the Province of BC
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## **8. Grant Management & Applicant Responsibilities**

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Please note that grants are awarded to eligible applicants only and, as such, the applicant is responsible for completion of the project as approved and meeting reporting requirements.

Applicants are also responsible for proper fiscal management, including maintaining acceptable accounting records for the project. UBCM reserves the right to audit these records.

### **Notice of Funding Decision & Payments**

All applicants will receive written notice of funding decisions, which will include the terms and conditions of any grant that is awarded.

Please note that in cases where revisions are required to an application, or an application has been approved in principle only, the applicant has 30 days from the date of the written notice of the status of the application to complete the application requirements. Applications that are not completed within 30 days may be closed.

Grants are awarded as follows:

- Initial payment: 75% of the approved grant will be awarded at project approval
- Final payment: 25% of the approved grant will be awarded when the project is complete, reporting requirements have been met and the full-time child care spaces are:
  - Licensed under the *Community Care & Assisted Living Act* and the Child Care Licensing Regulation as the program type(s) indicated on the applicant's Application Form; and,
  - Operational and approved for the Child Care Operating Funding (CCOF) program and the Child Care Fee Reduction Initiative (CCFRI), where applicable.

Note that only projects creating or retaining child care spaces eligible for the CCFRI—i.e. Group Child Care (Under 36 months) and/or Group Child Care (30 months to School Age) spaces—are required to be approved for the CCFRI. Projects creating and retaining only Preschool (30 months to School Age) spaces are only required to be approved for the CCOF program.

### **Changes to Approved Projects**

Approved grants are specific to the project as identified in the application and are based on the proposed number of new child care spaces that will be created. Grant funds are not transferable to other projects. Approval from the Evaluation Committee will be required for any significant variation from the approved project.

To propose changes to an approved project, approved applicants are required to submit:

- A revised application package, including an updated, signed application form and an updated Council or Board resolution
- Written rationale for the proposed changes to activities and/or expenditures

The revised application package will then be reviewed by the Evaluation Committee.

Applicants are responsible for any costs above the approved grant unless a revised application is submitted and approved prior to work being undertaken.

### **Extensions to Project End Date**

All approved activities are required to be completed within two years of approval and all extensions beyond this date must be requested in writing and be approved by UBCM. Extensions will not exceed six months.

## **9. Final Report Requirements & Process**

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Applicants are required to submit an electronic copy of the complete final report package, including the following:

- Completed Final Report Form
- Financial summary
- Evidence that the funded spaces are successfully licensed under the *Community Care & Assisted Living Act* and the Child Care Licensing Regulation as the program type(s) indicated on the applicant's Application Form;

- Evidence that the funded spaces are operational and successfully enrolled in the Child Care Operating Funding program and Child Care Fee Reduction Initiative (where applicable)
- Optional: photos of the project, media clippings and or any reports or documents developed or amended with grant funding.

### Submission of Final Reports

All final reports should be submitted to:

Local Government Program Services, Union of BC Municipalities

E-mail: [lgps@ubcm.ca](mailto:lgps@ubcm.ca)      Mail: 525 Government Street, Victoria, BC, V8V 0A8

### Review of Final Reports

UBCM will review of all final reports to ensure all of the required report elements (identified above) have been submitted.

Following this, all complete final reports and deliverables will be reviewed by the Ministry of Children and Family Development for review before final payment is made.

All final report materials will be shared with the Province of BC

The Community Child Care Space Creation Program is funded by the Province of BC. Under Section 85 of the *Financial Administration Act*, all information collected by UBCM on behalf of the Province in relation to disbursement of the funding is provided to the Province. All information will be stored and retained in accordance with Ministry of Children and Family Development records management policies and procedures. This information could be subject to Freedom of Information requests.

## 10. Additional Information

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For enquiries about the application process or general enquiries about the program, please contact:

Union of BC Municipalities  
525 Government Street  
Victoria, BC, V8V 0A8

E-mail: [lgps@ubcm.ca](mailto:lgps@ubcm.ca)

Phone: (250) 952-9177

In addition, the following resources are available:

- Information on [child care license types](#)
- Information on [child care licensing requirements](#) (or contact your regional Health Authority Community Care Facility Licensing program)
- Information on the [Child Care Operating Funding \(CCOF\) program and the Child Care Fee Reduction Initiative \(CCFRI\)](#)

## Appendix 1: Requirements of Funding

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As outlined in Section 4, approved applicants are required to develop, undertake and complete their approved project in accordance with the following requirements:

1. The funding is to be used solely for the purpose of the approved project and for the expenses itemized in the project budget
2. Any unused funds or funds expended on ineligible costs and activities must be returned to UBCM within 30 days following the project end date
3. All expenditures must meet eligibility requirements as defined in the Child Care Space Creation Program & Application Guide
4. All project activities may commence on the date that the application was submitted and must be completed within two years of project approval
5. The final report is required to be submitted to UBCM within 30 days of project completion
6. The approved applicant is required to ensure continuing licensed child care operations in the funded new spaces for the following 'Child Care Commitment Periods':
  - For projects involving Space Creation Grant Funding under \$50,000 – a minimum period of five years from the date of completion of the project;
  - For projects involving Space Creation Grant Funding between \$50,000 and \$500,000, - a minimum period of ten years from the date of completion of the project; and
  - For projects involving Space Creation Grant Funding over \$500,000 - a minimum period of fifteen years from the date of completion of the project.
7. The approved applicant is required, either directly or through their child care operator(s), to:
  - Offer and provide child care services to families eligible for the Affordable Child Care Benefit
  - Ensure child care services are accessible to children with extra support needs (as defined in the Child Care Licensing Regulation) and to establish policies to support inclusion of such children
  - Be enrolled in the Child Care Operating Funding program upon the child care spaces becoming licensed and operational and, if eligible, simultaneous enrolment in Child Care Fee Reduction Initiative (CCFRI) or such other related successor programs as MCFD may have in place at that time.

*Note: only projects creating or retaining child care spaces eligible for the CCFRI - i.e. Group Child Care (Under 36 months) and/or Group Child Care (30 months to School Age) spaces—are required to be approved for the CCFRI. Projects creating and retaining only Preschool (30 months to School Age) spaces are not eligible to apply for the CCFRI and so are only required to be approved for the CCOF program to receive their final payment.*

*CCOF and CCFRI eligibility criteria and assessment processes are subject to change as the Ministry of Children and Family Development continues to improve the application process to better meet the needs of families and child care providers.*

*Approved applicants under the Community Child Care Space Creation Program are responsible for ensuring the provider operating the new spaces will be able to meet the*

*eligibility requirements for CCOF/CCFRI, and that the provider remains current on the policy requirements for each program.*

8. The approved applicants and their child care operator(s) are required to comply with all applicable privacy legislation. Without limiting the foregoing, the approved applicant and their child care operator(s) must ensure that any personal information they collect, use or disclose about an identifiable individual as part of the approved project is disclosed only in Canada and only in accordance with the following legislation, as applicable: *Freedom of Information and Protection of Privacy Act*, the *Child Family and Community Service Act*, the *Community Care and Assisted Living Act*, the *Personal Information Protection Act* or other applicable legislation.

#### **Updated September 2018**

Recipients of the Community Child Space Creation Program are not authorized under the Freedom of Information and Protection of Privacy Act (FOIPPA) to collect, use, or disclose personal information while applying for this program or conducting funded activities, or developing a final report. [Personal information](#) is any recorded information about an identifiable individual other than their business contact information, and includes information that can be used to identify an individual through association or inference.