



Contract 3279P

Child Care Coordinator (Part Time)

1. Introduction

The City of Richmond proposes to engage the services of a consultant to coordinate the development of child care facilities in Richmond from August 1, 2008 to July 31, 2009.

A coordinator is needed to work with City staff, child care providers, the Child Care Development Advisory Committee (CCDAC)¹, the Province, developers and other stakeholders to ensure a well-planned approach to the development of new spaces and funding.

The purpose of this document is to establish the Terms of Reference and a draft work program for a part-time, temporary Child Care Coordinator contract position with the City of Richmond from August 1, 2008 to July 31, 2009.

The objective of this request for proposal is to provide the City with qualified proponents capable of carrying out the work herein defined. The subsequent proponent submissions will form the basis for evaluation, interview and selection.

2. Submission Details

Four (4) copies of proposals marked “**Child Care Coordinator (Part Time) - Contract 3279P**” addressed to the Purchasing Section, will be received at the Information Counter, Main Floor, Richmond City Hall, 6911 No. 3 Road, Richmond BC V6Y 2C1, until 4:00 p.m. Local Time on Friday, July 4th, 2008. Submissions received after this time will be returned to the sender.

The City reserves the right to cancel this Request for Proposal for any reason without any liability to any proponent or to waive irregularities at their own discretion.

Submission proposals may be withdrawn by written notice provided that such notice is received at the office of the City’s Purchasing Section, prior to the date/time set as the closing time for receiving proposals.

Proposals shall be open for acceptance for 90 days following the submission closing date.

¹ See

<http://www.richmond.ca/cityhall/council/boards/advisory.htm#Child%20Care%20Development%20Advisory%20Committee> for further information on the CCDAC

All proposals will remain confidential, subject to the Freedom of Information and Protection of Privacy Act.

Any interpretation of, additions to, deletions from, or any other corrections to the Proposal document, will be issued as written addenda by the City of Richmond. It is the sole responsibility of the potential proponents to check with the City of Richmond's Website, and / or BC Bid to ensure that all available information has been received prior to submitting a proposal.

Except as expressly and specifically permitted in these instructions, no Proponent shall have any claim for any compensation of any kind whatsoever, as a result of participating in the RFP, and by submitting a proposal each proponent shall be deemed to have agreed that it has no claim.

3. Enquiries

3.1 Clarification of terms and conditions of the proposal process shall be directed to:

Purchasing

Kerry Lynne Gillis
Buyer II - Contracting Specialist
Purchasing Section
City of Richmond

Telephone: 604-276-4135
E-mail: purchasing@richmond.ca

3.2 Technical clarification shall be directed to:

Technical

Lesley Sherlock
Social Planner
Planning & Development Dept
City of Richmond

Telephone: 604-276-4220
E-mail: lsherlock@richmond.ca

Terry Crowe
Manager, Policy Planning
Planning & Development Dept
City of Richmond

Telephone: 604-276-4139
E-mail: tcrowe@richmond.ca

The City, its agents and employees shall not be responsible for any information given by way of verbal or oral communication.

Any questions that are received by City of Richmond Staff that affect the Proposal Process will be issued as addenda by the City of Richmond.

4. Project Background

As demonstrated in the Richmond 2001 – 2006 Richmond Child Care Needs Assessment (an updated Needs Assessment will be undertaken this year; see RFP No. 3280P²), and supported by recent statistics, there is a significant need in Richmond for additional child care spaces. With new funding occasionally made available through the Province (e.g., Child Care Targeted Major Capital Funding Program, and opportunities to locate child care centres in new development, the coordination of all community, City and provincial stakeholder interests is required to help ensure that Richmond receives the maximum benefit from Provincial and other funding and development opportunities.

Federal and Provincial Funding

The City of Richmond recognizes child care as an essential service and is seeking to assist in the creation of new child care spaces and funding in Richmond. A child care coordinator is needed to assist the City, in partnership with child care providers and other stakeholders, to maximize opportunities that may arise through senior government funding programs and opportunities (e.g., rezonings) to locate child care centres in new developments.

Coordination Goals

To maximize the benefit of federal and provincial child care funding and new development opportunities, a temporary, part-time child care coordinator is needed to assist City staff to coordinate and prepare policies.

1st Priority:

- indicate how senior government major capital funding can best be used in Richmond, including the identification of potential sites, and assist to secure funding for the Richmond community.
- work with City staff, Child Care Licensing, developers, and child care providers to plan, design and lease new child care spaces in Richmond, including City-owned facilities negotiated through rezonings.

2nd Priority:

- assist CCDAC with the implementation of their 2008/09 Work Program with respect to item #1, “Monitor Child Care Policy & Programs”. Please refer to Appendix A included with this RFP.

Benefits of Coordination

The Child Care Coordinator will help to ensure that:

- the Richmond community receives provincial government funding, when available, for new child care spaces, and
- new child care spaces are planned in a coordinated fashion.

² <http://www.richmond.ca/busdev/tenders.htm#Proposals>

The Child Care Coordinator will assist the City to achieve:

- the recommendations from a new Needs Assessment to increase child care spaces in Richmond in a coordinated fashion,
- its commitment to be an active partner with child care providers, senior levels of government, parents, the private sector, and the community in the development and maintenance of a comprehensive child care system in Richmond,
- its policy of making certain City land holdings available for use as child care facilities,
- its vision of being *the most appealing, liveable, well-managed community in Canada*, and “the best place in North America to raise children and youth”.

5. Project Scope

Coordinator Activities

Working under the direction of City Staff and with advice from the CCDAC, the child care coordinator will:

1st Priority:

1. As opportunities arise, coordinate the City response to requests of City support from child care providers applying for funding (e.g., Provincial Major Capital Funding), and develop recommendations regarding the provision of City land/buildings to child care providers, by:
 - Maintaining contact with child care providers applying for major capital funding.
 - Applying CCDAC, Provincial (or other, as applicable) and City criteria to evaluate child care operator requests for City assistance should they arise, including assessing requests and making recommendations regarding which request(s) to support.
 - Communicating regularly with the Province regarding the status of applications and future funding opportunities.
 - Organizing and facilitating meetings with other stakeholders regarding potential child care sites.
 - Consulting with the School Board.
 - Work with a range of City staff (e.g., Parks, Recreation and Cultural Services, Real Estate, Facility Operations and Maintenance, Facility Planning & Construction, Policy Planning, Development Applications, Law) to determine what property/buildings/developments may be considered as sites for new child care centre(s), identifying implementation issues that need to be addressed, and establishing a process for doing so.
 - Preparing an inventory of possible sites for a new child care centre(s), possibly as part of a hub model of early childhood services, including City and stakeholder sites.

- Coordinating and preparing reports for Council with recommendations regarding which requests to support, options regarding the provision of City land/buildings, and financial implications for the City.
 - If Provincial funding is received in Richmond and the provision of City land/buildings is approved by Council, working with City staff to coordinate the renovation/construction of child care centre(s).
 - Working with City Parks, Recreation and Cultural Services staff and community associations regarding the incorporation of child care centres in future City Centre recreation and community service centres.
 - Performing all activities related to the project such as administration, research, coordination, strategy development, community consultation, analysis, etc.
 - Submitting reports as required, including a contract-end report in July 2009.
2. Work with City staff, Child Care Licensing, developers, and child care providers to plan, design and lease new child care spaces in Richmond, including City-owned facilities negotiated through rezonings.

2nd Priority:

- assist CCDAC with the implementation of their 2008/09 Work Program with respect to item #1, “Monitor Child Care Policy & Programs”.

6. Roles and Responsibilities

City Staff

- Will direct and manage the consultant contract,
- will provide, at City expense:
 - central copying/printing service,
 - meeting space,
 - mail service,
- will make final decisions regarding terms of reference, consultant selection, etc.
- will provide policy direction and interpretation, and
- will advise on community consultation and analysis.

Child Care Development Advisory Committee (CCDAC)

The CCDAC, advisory to Richmond City Council, will advise the City regarding the work of the Child Care Coordinator, including consultant selection, work program, contract implementation and draft and final report(s) and recommendations.

Coordinator

Will perform services necessary to achieve the work set out in the proposed Work Program.

7. Proposed Work Program

The following proposed work program may be modified by the City, in consultation with the Coordinator. Modifications may arise due to a number of factors (e.g., Council priorities, federal funding to the province, provincial funding deadlines and decisions, child care provider requests of the City, and stakeholder roles).

All work is under the direction of City staff with advice from the CCDAC.

Proposed Work Program		
Phase	Primary Role/Responsibility	Date, 2008
Preliminary		
Request for Proposals.	City Staff, CCDAC	June
Review proposals; select and hire coordinator.	City Staff, CCDAC	July
- Finalize work programs	City Staff, CCDAC, Coordinator	August
Coordinating (a) City Support of Senior Government Capital Funding Applications & (b) City-owned facilities (e.g., in new developments)		
<ul style="list-style-type: none"> - Apply City criteria to stakeholder requests of support for Senior Government Capital Funding applications, make recommendations. - Coordinate stakeholder and staff meetings. - Coordinate with City staff to develop recommendations regarding stakeholder requests (e.g., the provision of land/buildings) and outline financial implications. - Work with City staff, Child Care Licensing, developers and child care providers to plan, design and lease City child care facilities, including opportunities in new developments. - Prepare reports to staff as required 	Coordinator	August 2008 – July 2009, as need and opportunities arise.
Reports to Council with Recommendations		
<ul style="list-style-type: none"> - Re: Major Capital Funding applications, prepare reports for Council proposing City responses to child care provider requests for City support and outlining financial implications. - Contribute to staff reports to Council regarding rezoning applications. - Assist in presentation of reports. 	Coordinator	August 2008 – July 2009, as need and opportunities arise.
Other		
As time permits, assist in implementing the CCDAC 2008/09 Work Program re: Monitoring Child Care Policy and Programs.	Coordinator	September 2008 – June 2009
Final Report		
<ul style="list-style-type: none"> - Prepare draft – summarize contract work achieved. - Review and finalize. 	<ul style="list-style-type: none"> - Coordinator - CCDAC, City Staff. 	July

8. Deliverables

Depending on opportunities that arise, the following may be required from the Coordinator:

- Reports to staff as required.
- Reports for Council with recommendations regarding request(s) for child care support, options regarding the provision of City support, and financial implications for the City.
- Contributions to staff reports regarding rezoning applications involving the negotiation of City-owned child care facilities.
- A final report describing contract work achieved.
- Other, as necessary.

Draft Report Requirements:

- The Coordinator is expected to submit draft reports by e-mail.

Final Report Requirements:

- The Final Report will be submitted by e-mail and there should also be one camera-ready hard copy.
- Any information submitted on disk must be in Microsoft Word 2000 compatible format.
- The City retains the rights to the Final Report.

Recommendation Requirements:

- Reports for Council will include recommendations regarding roles, land, facilities, funding and child care projects.

Preparation of contracts/memoranda of understanding (MOU's):

- If required, contracts/MOU's with child care providers will be prepared by the City with the assistance of the Coordinator.

9. Budget

A budget of \$40,000.00 Canadian, including all applicable taxes, has been assigned to this project, including a final report and all associated costs.

10. Project Schedule

The project is to be completed by July 31, 2009, with work commencing as soon as possible in August, 2008. A project schedule is to be submitted with the proposal.

11. Proposal Submissions

All proponents are required to provide the following information with their submissions:

- A detailed listing of Child Care Coordination experience. Proponents shall demonstrate that they have the critical skill factors for the work outlined in the Request for Proposal including:
 - a degree in child and youth care or equivalent post-secondary education is preferred,
 - experience in developing child care centres from planning to construction
 - familiarity with Richmond,
 - an understanding of municipal processes, including rezoning,
 - knowledge of and experience in developing child care policies,
 - knowledge of federal and provincial child care initiatives and application requirements,
 - an ability to work collaboratively with diverse groups and different levels of government,
 - project coordination,
 - work program management,
 - report writing including developing recommendations,
 - community consultation experience,
 - community development experience,
 - group facilitation and conflict resolution skills,
 - data analysis,
 - excellent English oral presentation and written skills,
 - knowledge of Cantonese would be an asset and
 - other, as necessary.
- A description of the proponent's understanding of the nature and scope of work including project objectives/outcomes and vision, and how these will be achieved.
- A complete listing of relevant experience, qualifications for this project, roles and responsibilities, leadership, etc., in addition to their availability for this project. If a Consultant Team is proposed, indicate:
 - the name of each team member,
 - their respective skills,
 - their work assignments for this proposal, and
 - their detailed resumes, highlighting personal involvement in similar projects.
- A detailed project methodology including a complete definition of the process that will be employed to meet the objectives of this project (e.g., approach to be taken, feasibility and market study). This project methodology must also explain each project task including what will be expected of both the consultant and the City with respect to each task.
- A detailed proposal of what will be delivered, including the expected outcome and benefits to the City of Richmond.
- A detailed schedule of all activities, including milestones, project meetings, interim reports and progress reports required for this project.

- Provision of a priced methodology complete with a time allotment for each identified task proposed to employ to carry out the work, to a maximum of \$40,000.00 (including GST). This shall form the basis for payments to the successful proponent. Supplement this with a schedule of fees for staff to be assigned to the project, including costs of telephone calls, paper, gas, applicable taxes, secretarial assistance and any other operating expenses, excluding GST. These rates shall be the basis for adjustments to the value of the contract in the event the scope of work varies from that proposed.

In addition, the proponent's bid should include the expenses for any other professional services should he/she wish to involve another consultant in completing the project.

- A minimum of three (3) client references from projects of a similar size and scope.

12. Working Agreement

The successful proponent will enter into a contract for services with the City based upon the information contained in this request for proposal and the successful proponents submission and any modifications thereto.

Proponents may include their standard terms of engagement.

13. Evaluation Criteria

Proposals shall be evaluated by the City and the CCDAC to determine the best value offered to the City against conformance to the following criteria:

- an understanding of project objectives/outcomes and vision,
- the clarity of proposal presentation,
- an ability to implement the Terms of Reference and draft Work Program, and conform to the evaluation criteria,
- an ability of the consultant to meet the project schedule,
- a project Methodology - proponents are encouraged to develop innovative approaches, where appropriate,
- the composition, experience and qualifications of those staff to be assigned to the project. This includes meeting the critical skill factors as described in section 11,
- the quality of project deliverables described,
- the value for money,
- references, and
- an interview (if required).



City of Richmond
Business & Financial Services Department

Notice of No Bid

Note: Receipt of this completed form will assist us in calling for future bids. Please complete and submit this form prior to the closing date and time as shown on the Request for Quotation/Proposal/Tender form.
Please remember to include Quotation/Proposal/Tender No. at right.

Quotation/Proposal/Tender No.

3279P

A Quotation/Proposal/Tender is not being submitted for the following reason(s):

- | | |
|--|--|
| <input type="checkbox"/> We do not manufacture/supply the required goods/services | <input type="checkbox"/> Cannot obtain raw materials/goods in time to meet delivery requirements |
| <input type="checkbox"/> We do not manufacture/supply to stated specifications | <input type="checkbox"/> Cannot meet delivery requirements |
| <input type="checkbox"/> Specifications are not sufficiently defined | <input type="checkbox"/> Cannot quote/tender a firm price at this time |
| <input type="checkbox"/> Insufficient information to prepare quote/proposal/tender | <input type="checkbox"/> Insufficient time to prepare quote/tender. |
| <input type="checkbox"/> Quantity too small | <input type="checkbox"/> We are unable to competitively quote/tender at this time. |
| <input type="checkbox"/> Quantity too large | <input type="checkbox"/> We do not have facilities to handle this requirement |
| <input type="checkbox"/> Quantity beyond our production capacity | <input type="checkbox"/> Licensing restrictions (please explain) |
| <input type="checkbox"/> Cannot meet packaging requirements | <input type="checkbox"/> Agreements with distributors/dealers do not permit us to sell directly. |
| <input type="checkbox"/> Cannot handle due to present plant loading | <input type="checkbox"/> Other reasons or additional comments (please explain below) |

I / We wish to quote / tender on similar goods / services in future <input type="checkbox"/> Yes <input type="checkbox"/> No	Authorized Company Official – Signature and Title	Date
This space for City of Richmond Comments	Firm Name	
	Address	
	City	
	Province	Postal Code
	Telephone Number	



This Agreement dated the ☼ day of May, 2008, at the City of Richmond, in the Province of British Columbia

Between:

City of Richmond
6911 No. 3 Road
Richmond, BC
V6Y 2C1

(the "City")

And:

☼

(the "Consultant")

Whereas:

- A. The City is ☼ (the "Event or Project");
- B. The City requires a ☼ the Event or Project;
- C. The City issued a Request for Quotation ☼ for the supply and delivery of ☼;
- D. The Consultant is willing and prepared to deliver ☼;

NOW THEREFORE in consideration of the mutual covenants and agreements set out below, the parties covenant and agree as follows:

1. Responsibilities and Duties

- 1.1. The Consultant shall be responsible for the following as per Request for Quotation ☼/Proposal ☼ and the Consultant's submission dated ☼.

- a) ☼
- b) ☼
- c) ☼
- d) ☼
- e) ☼
- f) ☼

- g) ★
- h) ★

- 1.2. The Consultant agrees to conduct himself professionally and with integrity so as not to embarrass or discredit the City throughout the performance of the duties and responsibilities set out in this agreement.

2. Compensation

- 2.1. In exchange for carrying out the duties and responsibilities set out in this agreement, the City agrees to pay to the Consultant, the amount of \$★ plus GST per ★ for the duration of the term of this agreement, but total amount of payments not to exceed \$★ plus GST.
- 2.2. Once per month, commencing no sooner than ★, the Consultant shall submit to the City a written statement of account and setting out a detailed summary of hours worked, meetings attended and the status of ★ (the "Statement of Account").
- 2.3. The Statement of Account must show the amount of GST charged and include the Consultant's GST registration number and City Purchase Order number.
- 2.4. The City agrees to make payments to the Consultant within ten (10) working days of receipt of the Consultant's Statement of Account.
- 2.5. The Consultant shall, on a monthly basis, submit to the City a list of expenses incurred in carrying out the duties and responsibilities set out in this agreement and, upon approval of such expenses by the City, the City will reimburse the Consultant for such expenses.

3. Performance Standards

- 3.1. The Consultant is responsible for meeting the following ★ targets:
 - ★
- 3.2. The Consultant agrees to comply with following project deadlines:
 - ★
- 3.3. The Consultant shall prepare a report to the City on a monthly basis indicating ★ what targets have been met over the preceding month and the status of efforts in relation to the targets set out.

4. Benefits

- 4.1. The Consultant hereby waives all rights, claims, and entitlements whatsoever afforded to employees of the City pursuant to the Group Life Insurance Plan, Long Term Disability Plan and the Dental Plan and any other such benefits. The Consultant agrees to pay, as required by Federal or Provincial Statutes any payments for Income Tax, Workers Compensation, Unemployment Insurance, Canada Pension Plan, Superannuation and other such payments.

5. Independent Contractor

- 5.1. The Consultant is an independent contractor and no agency, joint venture, association, partnership, employer-employee relationship is created between the City and the Consultant.

6. Assignment And Subcontracting

- 6.1. The Consultant will not, without the prior written consent of the City, assign, either directly or indirectly, any right or obligation of the Consultant under this agreement.
- 6.2. No sub-contract entered into by the Consultant will relieve the Consultant from any of his obligations or impose any obligation or liability upon the City to any such sub-contractor.

7. Indemnity

- 7.1. The Consultant agrees to indemnify and hold harmless the City, its agents, employees, and elected officials, against any damages, liabilities, or costs, including reasonable attorney fees and defence costs, arising from or allegedly arising from or in any way connected with any act or omission by the Consultant, his employees, officers, volunteers, servants, or agents, or persons for whom the Consultant has assumed responsibility, in the performance or purported performance of this agreement.

8. Insurance

- 8.1. The Consultant shall, at his own expense, carry and keep in force during the term of this agreement, the following coverage.
- a) Professional liability insurance with a minimum limit of \$250,000.00 for each occurrence and \$500,000.00 aggregate.
 - b) Comprehensive general liability insurance with a minimum limit of \$2,000,000 per occurrence with a cross-liability clause.
- 8.2. The City may require a dedicated limit of the Consultant's professional liability policy be allocated to cover the Consultant's work while contracted by the City.
- 8.3. The City shall be added as an additional insured under the Consultant's comprehensive general liability insurance.
- 8.4. All insurance policies shall provide that they cannot be cancelled, lapsed or materially changed without at least 30 days' notice to the City.
- 8.5. Prior to the commencement of the services hereunder, the Consultant shall file with the City a copy of each insurance policy and certificate required. All such insurance shall be maintained until final completion of the service.

9. Representation

- 9.1. The parties hereto agree that for all purposes hereunder the City shall be represented by the ☼.

10. Ownership of Products

10.1. The City shall take title to and ownership of all materials and products developed by the Consultant pursuant to this agreement, including reports, drawings, schematics, computer files, and designs developed, except those covered by copyright. All materials and products produced shall be provided to the City upon expiry of this agreement.

11. Confidentiality

11.1. The Consultant shall not disclose any information provided by the City, specifically proprietary, sensitive, personal or confidential information or that developed resulting through the performance of this agreement to any other party without the express written consent of the City. All information provided to the Consultant or developed by the Consultant pursuant to this agreement shall be returned to the City upon the expiration of this agreement. The Consultant acknowledges that the City is subject to the Freedom of Information and Protection of Privacy Act of British Columbia.

12. Related Companies

12.1. The Consultant shall not during the term of this agreement, perform a service for or provide advice to any person, firm or corporation where the performance of the service or the provision of the advice may or does, in the opinion of the City, give rise to a conflict of interest between the obligations of the Consultant to the City under this agreement and the obligations of the Consultant to such other person, firm or corporation.

13. Term

13.1. This agreement is valid for the period commencing ☼ and ending ☼ (the "Expiration Date"), or such later date as may be mutually agreed upon.

14. Termination

14.1. Notwithstanding any other provisions of this agreement, either party may terminate this agreement at any time upon at least two (2) weeks' written notice delivered to the Parties at the addresses shown on the first page of this agreement, or such shorter time and in such a manner as may be agreed upon by the parties.

14.2. Notwithstanding the provisions of subsection 14.1, if in the opinion of the ☼, the Consultant has breached a material covenant, the City may cancel this Agreement immediately without notice.

15. Notices

15.1. Any notices or other communications required or permitted hereunder shall be sufficiently given if delivered, or if sent by prepaid regular mail, to the addresses of the parties set out on the first page of this agreement, or to such other addressees as shall have been specified by notice in writing by either party to the other. Any such notice or communication shall be deemed to have been given, if delivered, and if mailed in Canada, on the fourth business day after the date of mailing.

16. Feminine/Masculine

- 16.1. Wherever the singular or masculine is used throughout these Terms the same shall be construed as meaning the plural, the feminine or body corporate or politic where the context or the parties hereto so require and vice versa.

17. General

- 17.1. This Agreement may be amended upon mutual agreement of the parties in writing.
- 17.2. This Agreement and the rights and obligations of the parties hereunder shall be governed by and construed in accordance with the laws of British Columbia.
- 17.3. This Agreement sets out the entire agreement of the parties and no representations, warranties or conditions have been made other than those expressed or implied herein. No agreement collateral hereto shall be binding upon the City unless made in writing and signed by the City.

The City and the Consultant Agree to these Terms the day and year first above written.

Consultant

City of Richmond

Appendix A – Child Care Development Advisory Committee Work Program

CCDAC 2008 Work Program					
Initiative	Actions/Steps	Expected Outcome	Indicator of Success	Lead/Sub-Cte.	Partners
1. Monitor Child Care Policy & Programs (Federal/Provincial/Local/Other)					
– Major Capital Funding, incl. encourage direction of capital funding to municipal levels	– Continue to monitor progress re: Provincial Major Capital Grants (SRCC, Pamela's grants) – seek new capital funding, as opportunities arise	– Successful completion of projects – Further applications submitted	– Increased supply of group child care spaces – Further funding secured	All	Child Care Providers Province
– Advocate for improved education, working conditions and wages for childcare workers	– Letter to Mayor & Council informing of staffing crisis, urging advocacy	– Mayor & Council advocate to Province	– Staffing crisis addressed in provincial policy	All	
– School District	– Presentation by Ken Morris re: Demographics and School-based child care	– Greater knowledge of child care in schools	– Strengthened working relationship with School District	All	School District
– Other					
2. Childcare Month Events					
– Play Fair at Lansdowne Mall	– Confirm with Lansdowne Mall – Draft event plan – Prepare & distribute invitation	– Greater community knowledge of child care resources	– Participation by child care providers – Attendance by community	Linda, Pamela, Teresa, Charlene	Child care providers Richmond Health Services
– Mock City Council	– Contact Chilliwack			Linda, Pamela	
– Child Care Dinner	– Contact organizers – Participate in planning – Support by attending	– Recognition of early childhood educators	– Attendance by child care community	Linda	SRCC, Licensing, RCCRRC, etc.
3. Community Awareness & Outreach					
– Multinational Childcare Programs – Guest Speaker	– Kids & Co. representative Invited to speak to CCDAC	– Facts known	– CCDAC better able to respond to Richmond entry	Linda	
– Establish a Media Watch Mechanism	– Monitor media reports regarding child care	– Standing item on CCDAC agenda	– Members informed – Council advised as appropriate	All	

CCDAC 2008 Work Program					
Initiative	Actions/Steps	Expected Outcome	Indicator of Success	Lead/Sub-Cte.	Partners
– Chamber of Commerce re: relations and ramifications	– Letter sent to Chamber requesting fall date	– Presentation made	– Chamber more informed about child care	Linda	Chamber of Commerce, Businesses
– High Schools re: careers in childcare	– Participate in School District Career Fair	– Childcare considered as a career option	– Students learn about work in the childcare field	Grace, Marcia	School District, RCCRRC
4. City Initiatives					
– City Centre Area Plan Implementation	– Letter sent to Mayor & Council	– Child care needs addressed in City Centre Area Plan	– Child care centres built in City Centre	All	
– Child Care Needs Assessment	– Establish subcte. – Advise re: contract, work program, etc.	– Informed planning for childcare in Richmond	– Completed Needs Assessment and Implementation Plan	Subcte (TBD)	All stakeholders
– Child Care Coordinator	– Establish subcte. – Advise re: contract, work program, etc.	– Community- based advice provided to coordinator	– Advice assists Coordinator to maximize opportunities to increase child care spaces	Subcte (TBD)	
– Child Care Grants	– Establish subcte. – Review applications – Recommend allocations	– Minor capital needs of Richmond child care centres addressed	– Grants allocated	Subcte (TBC)	