

Committee of Council Agenda

Tuesday, May 4, 2021

2:00 p.m.

Virtual Meeting

Pages

1. CALL TO ORDER

2. ADOPTION OF THE AGENDA

2.1. Adoption of the Agenda

Recommendation:

That the Tuesday, May 4, 2021, Committee of Council Meeting Agenda be adopted as circulated.

3. CONFIRMATION OF MINUTES

None.

4. REPORTS

4.1. Child Care Action Plan Implementation

1

Recommendation:

That Committee endorse the implementation proposals for the Child Care Action Plan presented in this report.

4.2. UBCM Grant Application for Local Government Development Approvals

15

Recommendation:

That Council approve submission of an application to the Local Government Development Approvals Program for \$500,000 to facilitate the implementation of digital plan submission software administered by Union of British Columbia Municipalities (UBCM).

5. COUNCILLORS' UPDATE

6. MAYOR'S UPDATE

7. CAO UPDATE

8. RESOLUTION TO CLOSE

8.1. Resolution to Close

Recommendation:

That the Committee of Council Meeting of Tuesday, May 4, 2021, be closed to the public pursuant to the following subsections(s) of Section 90(1) of the Community Charter:

Item 5.1

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.

Item 5.2

l. discussions with municipal officers and employees respecting municipal objectives, measures and progress reports for the purposes of preparing an annual report under section 98 [annual municipal report].

9. ADJOURNMENT

9.1. Adjournment of the Meeting

Recommendation:

That the Tuesday, May 4, 2021, Committee of Council Meeting be adjourned.

10. MEETING NOTES

Child Care Action Plan Implementation

RECOMMENDATION:

That Committee endorse the implementation proposals for the Child Care Action Plan presented in this report.

PREVIOUS COUNCIL/COMMITTEE ACTION

At its regular meeting on December 8, 2020, Committee of Council received the Port Coquitlam Child Care Action Plan.

REPORT SUMMARY

This report brings forward a strategy for implementing the recommended actions in the Port Coquitlam Child Care Action Plan. The Action Plan identified gaps, set targets for new licensed child care spaces, and identified actions to reach these targets. This report assesses the recommended actions, identifies those which have been completed and recommends how the remaining actions could be implemented, including where additional resources and partnerships would be necessary. Key implementation actions include:

- a strengthened communication and advocacy role,
- inclusion of a comprehensive child care policy section in the updated Official Community Plan,
- amendments to City processes and regulations for facilitating child care development,
- an assessment of municipal lands and buildings to identify if there are additional child care opportunities and
- pursuing partnership and coordination with tri-city municipalities, the School District and senior levels of government to leverage additional space creation.

On-going monitoring and progress reporting will ensure the City stays on track to reach the child care space targets identified in the Action Plan and ensure Port Coquitlam families have good options available to meet their specific needs and circumstances.

BACKGROUND

Municipal role in child care: Child care is a critical community issue that is under provincial jurisdiction with spaces typically provided and operated by the private and non-profit sectors. Municipalities play an important role in planning for and supporting child care provision; in Port Coquitlam, our role can be summarized as follows:

- The Official Community Plan (OCP), together with the Zoning Bylaw and parking regulations provide a policy and regulatory framework for child care facilities, in addition to the provincial regulations implemented by Fraser Health.
- Child care is identified as a community amenity in the City's Density Bonus policy. The policy does not include specifics on the conditions under which the City would consider use

Child Care Action Plan Implementation

of the Community Amenity Reserve fund for a child care and to date the City has not received an application to access this fund.

- Since January 2019, the City has participated on the Tri-Cities Child Care Task Force with the School District, other Tri-Cities municipalities, and other stakeholders. This group has the stated aim of collaborating on child care solutions, with a particular focus on advocacy about structural changes to the child care system. The Task Force will be wrapping up in June.
- Typically the City offers popular before and after school programming, such as “Beyond the Bell” in most elementary schools, and other recreational programming in middle schools and City facilities, including summer camps, pro-D day programming and more. During the pandemic many of these opportunities have been put on hold or significantly scaled back. When available, these programs are cost-neutral and provide options for families who do not need the longer programs that licensed after school care can provide.
- The City also offers recreational (non-licensed) playschool for up to two hours at Hyde Creek, as well as child-minding for facility users.
- Planning and construction are underway for a licensed preschool to be included in the new Port Coquitlam Community Centre (PCCC), providing three and four hour programs, including potentially on Saturdays. The goal is to offer programming starting in the fall of 2021. This will constitute the City’s first City-operated licensed child care site. Non-licensed programs and childminding will also be available at the PCCC.
- Child care facilities currently informally make use of many City parks and playgrounds. When playgrounds are upgraded, they are typically designed to provide age-appropriate play spaces for children two to five years old as well as five to twelve years old.

School District 43 Role: There are over 2000 child care spaces on School District 43 lands in the Tri-Cities (with over 500 spaces in Port Coquitlam), operated by independent providers and licensees. The District has a policy around supporting child care provision on school lands and renting to operators on a cost-recovery basis, though the ability to provide additional space to operators has been constrained given community growth and the need for classroom spaces.

In March of 2020, the provincial government amended the *School Act* to strengthen the requirement for school districts to have policies supporting child care provision on school lands, and added provisions allowing for school districts to become licensed child care providers. In the fall of 2020, the new Ministerial Mandate letter for the Minister of Education directed the Minister to develop a strategy to move delivery of child care into the Ministry of Education by 2023. This is to include providing universal access to before and after school care, prioritizing care on school grounds.

The School District is now updating its child care policy. A School District staff report suggests the intention of the District is to continue to engage and work with independent licensees to provide child care services in the School District for the foreseeable future. It is expected that additional resources will be provided by the province for the Ministry of Education and school districts to operationalize new and expanded school-aged care arrangements. It is anticipated that there will

Child Care Action Plan Implementation

be increased involvement of the School District in facilitating the provision of licensed child care on school grounds in coming years.

Child Care Action Plan: In 2019 the City obtained funding for the creation of a Child Care Action Plan to better understand current child care needs, create an inventory of licensed spaces, identify gaps and challenges facing operators and families, set targets for new licensed child care spaces, and identify actions to reach these targets. The intent of the Child Care Action Plan is also to ensure that the City and child care operators are well positioned to take advantage of provincial capital funding when it is available, and ensure that provincial child care investment is informed by a detailed understanding of community need.

The Action Plan was received by Committee in December 2020. The following table shows the current child care spaces for children of different ages in the community, and the space targets presented in the Action Plan:

	Current (2019)	Targets by 2030	New Spaces Needed
Children under 3 years	15 spaces/100 children	33 spaces/100 children	348 spaces
Children 3-5 years	44 spaces/100 children	75 spaces/100 children	525 spaces
Children 6-9 years	14 spaces/100 children	42 spaces/100 children	576 spaces

These targets were informed by standards in other jurisdictions, local demographic information, and the public consultation that was undertaken as part of the development of the Action Plan.

The Action Plan includes recommendations to address accessibility, quality, affordability and partnerships and collaboration for meeting these targets over the short, medium and long term.

IMPLEMENTATION STRATEGY

Staff have reviewed each of the 30 recommendations of the Child Care Action Plan to assess implementation feasibility and timing, and have also identified additional action opportunities (details in the attached implementation strategy summary table).

The recommended implementation strategy is discussed below and confirms where actions have been completed, are in progress or are on-going and where achievable in the short and longer term.

Completed or In-progress Actions: The following actions identified in the Child Care Action Plan have already been implemented or are in progress, and will continue to be monitored for improvement or updating as required.

- **One point of contact:** The Planning Division has a designated Planner who is the point person for all child care enquiries and assists applicants in navigating City approval processes.

Child Care Action Plan Implementation

- **Improved City website:** Staff have enhanced the childcare webpage, providing links to provincial funding opportunities and resources for parents.
- **Print resources:** In addition to the information sharing roles suggested in the Action Plan, the City is updating its Child Care Guide which is provided to prospective child care operators. This Guide outlines the city regulations, processes and requirements (e.g. requirements for a business licensing, zoning, parking and BC Building Code), and summarizes key information on Fraser Health licensing requirements. The guide will also be available on the City's website when it is complete.

On-Going Actions: The following actions are in keeping with existing staff and Council roles, or can be acted upon when the opportunity arises.

- **Providing school-age child care and programming:** Port Coquitlam offers extensive before and after school programming through its Recreation Department in both city facilities and in schools. Staff continue to grow partnerships with the School District and negotiate new Joint Use Agreements to solidify and improve service delivery, and will work closely with the District as they look to ensure before and after school care is universally accessible.
- **Advocacy:** The Action Plan recommends that the City and its partners advocate to senior levels of government for things like additional funding for child care, better wages and improved recruitment strategies for child care workers. This advocacy work was undertaken through the Tri-Cities Child Care Task Force, and may continue through Council and Committee as needed.
- **Encouraging non-traditional child care hours:** The Action Plan recommends the City work with partners to explore and then pilot child care that offers longer hours, non-traditional hours and/or flexible hours. The City is planning to offer licensed preschool on Saturdays as part of the new program at the PCCC. Additional opportunities to encourage the provision of care outside of traditional care and/or flexible hours will be pursued through rezoning applications, when facilities seek City funding (e.g. through the Community Amenity Reserve Fund), or if the City pursues expanding its own preschool and afterschool programs.

Short Term Actions: A number of the recommended short term actions are in keeping with existing municipal policies and can be implemented without the need for additional staff or financial resources, or a significant change in service levels.

- **Information Sharing:** The Action plan recommended several additional ways the City can facilitate information sharing to support child care operators:
 - the City could host a joint information seminar for prospective child care operators, with representatives from Business Licensing, Planning, Building, Fire, Fraser Health and Child Care Resource & Referral to answer questions and facilitate information sharing. This could be offered as an online seminar (similar to a lunch and learn) and can be accommodated within existing staff service levels.

Child Care Action Plan Implementation

- The City can also provide meeting space for the Child Care Resource and Referral agency to meet with operators or families to share information and resources.
- **Policy and regulatory review:** The Action Plan recommended the City review municipal processes and regulations to identify appropriate changes that would encourage and facilitate child care development. In accordance with existing work plans, Staff is undertaking this review and will be bringing forward a report that provides recommendations for policy and bylaw amendments to achieve the following:
 - incorporate a more robust child care policy section in the Official Community Plan, including:
 - endorsement of the space creation targets set out in the Action Plan;
 - support for creation of new spaces that meet particular identified need (e.g. for a particular age group, particular hours of operation, or inclusive care) when considering rezoning applications, supporting funding applications or considering municipal programs; and
 - prioritizing locating child care spaces in civic facilities and parks, in new developments, in proximity to transit, and on school properties, and provide siting and design expectations for such facilities.
 - amend zoning and parking regulations to streamline and support prospective operators looking to open facilities in commercial and residential areas where quality and neighbourhood fit have been addressed.
 - amend the Density Bonus policy to provide guidance on criteria for a child care facility to be eligible for funding from the Community Amenity Reserve Fund, and
 - amend the Processing of Development Applications policy to expedite and waive fees for non-profit child care facility applications.
 - As part of the upcoming Business Bylaw review, consider further reductions to business licence fees for daycares (\$125/year for private child care facilities and no fee for non-profit).

Longer Term Actions: The following actions entail partnership-building and collaboration with the School District, collaboration across departments and/or require a change in approved service level. Staff recommend these actions be included for consideration in Department business planning in future years.

- **School District Partnership and Provision of Child Care on School Sites:** The Tri-Cities Child Care Task Force facilitated collaboration between Tri-City municipalities, School District 43, and other child care stakeholders. Collaboration will continue through regular staff work programs and as needed through School Board and Council joint meetings and staff liaising. In addition, the Planning and Recreation staff could explore formalizing a partnership confirming joint interests in increasing child care availability through a more structured agreement that would:
 - Improve communication between the City and School District;

Child Care Action Plan Implementation

- Support an enhanced role for the School District in school age (before and after school) child care;
 - Ensure SD43 is providing opportunities for child care as part of all new or renovated school spaces; and
 - Facilitate use of school spaces and grounds for school age care operators.
- **Child Care on City Lands and in City Buildings:** The Action Plan recommended that the City create an inventory of potential opportunities for child care on City lands and in City buildings and facilities. The Action Plan also recommended prioritizing child care in capital planning, pursuing provincial capital funding, and making City spaces available at reduced rents to non-profit operators. Planning, Recreation and Parks staff could undertake this inventory and assessment for Committee discussion prior to determining next steps, such as discussions with other public and non-profit entities and funding applications.

Deferred Actions: The following recommendations would require significant additional resources, or change in work program and would need to be considered through a budget decision and service level increase request, or require coordination with other municipalities. Staff recommend these actions be deferred for now and brought forward for further consideration at a later date.

- **New child care coordinator staff position:** The Action Plan recommended creating a new staff position in collaboration with the School District and other Tri-Cities municipalities to coordinate work on child care, and possibly find/broker quality space that meet municipal and Fraser Health requirements. A jointly funded position would be challenging to create and manage, would require additional financial resources and an increase in service levels. In addition, in accordance with Provincial direction, the School District Mandate pertaining to childcare planning may strengthen and change.
- **Centralized wait-list:** The Action Plan recommends exploring the feasibility of establishing and maintaining a centralized child care wait-list for the Tri-Cities. A centralized wait-list system would require significant resources to create, administer and monitor.

Staff recommend the City continue to pursue collaboration between SD43, Coquitlam and Port Moody but defer these actions for now. Should these partners propose implementing either of the above items, staff would bring forward further information for Council's consideration.

Monitoring and Reporting: The Action Plan recommended providing regular briefings to Council and School Board elected officials. Staff will provide regular updates to Council on new and existing child care spaces in the community and the status of Action Plan implementation. As recommended by the Plan, child care will also be included as a topic in future orientations for new Councils.

DISCUSSION

The implementation strategy identified in this report is intended to ensure that the City plays an enabling role with prospective child care operators, and supports the creation of high quality child

Child Care Action Plan Implementation


care spaces for local families. The challenges facing daycare operators and families have been heightened and brought into sharper focus with the pandemic. Child care is an essential service for families and many struggle to find options that are safe and meet job obligations and specific family needs.

Meeting the child care targets identified in the Action Plan with high quality and affordable spaces will require improved communications with prospective operators, streamlined City systems, coordinated actions with partners, and exploration of opportunities to support the creation of more child care space in City facilities and on City lands. Regular monitoring and reporting will ensure that potential improvements to the City's regulations and systems are continuously identified and acted on, and additional opportunities for City action will be brought forward.

FINANCIAL IMPLICATIONS

The proposed short term actions, monitoring and reporting, and on-going improvement to the City's regulatory framework can be achieved with existing Planning staff resources. Any expansion to City provision of child care or renovations or development of additional facilities would be brought forward for Council consideration through business plans and budget discussions.

OPTIONS (✓ = Staff Recommendation)

	#	Description
	1	Endorse the actions proposed in this report.
	2	Recommend that certain proposals be changed and/or that further information be brought forward.
	3	Recommend that the Child Care Action Plan not be implemented at this time.

ATTACHMENT

Attachment #1: Port Coquitlam Child Care Action Plan Implementation Strategy Summary

Lead author(s): Meredith Seeton

Contributing author(s): Jennifer Little, Natalie Coburn

Attachment - Child Care Action Plan Implementation Summary

Overall Recommendation

Action Plan Recommendation	Recommended Implementation Strategy	Recommended Time Frame	External Partners/ Stakeholders
That the City of Port Coquitlam develop a strong, committed, and comprehensive Child Care Policy	<ul style="list-style-type: none"> Include comprehensive child care policy section in updated Official Community Plan (OCP). 	Short	N/A

Increasing Accessibility

Action Plan Recommendation	Recommended Implementation Strategy	Recommended Time Frame	External Partners/ Stakeholders
1. Endorse the space creation targets to help guide child care planning efforts for Port Coquitlam to 2030: Infant/Toddler: 348 spaces, Preschooler: 525 spaces, School Age: 576 spaces	<ul style="list-style-type: none"> Include targets with comprehensive policy section in updated OCP. 	Short	N/A
2. Prioritize the creation of spaces for infant/toddler and school age children when facilitating development of new spaces.	<ul style="list-style-type: none"> Policies in OCP to support creation of new spaces that meet greatest need when considering rezoning applications, supporting funding applications or considering municipal programs. 	Short	Developers, child care providers, School District
3. Identify child care as a priority for Community Amenity Contributions, Density Bonus, Capital Planning.	<ul style="list-style-type: none"> Amend Density Bonus Policy to specify criteria and conditions under which the City would consider child care a community amenity and/or provide funding from the Community Amenity Reserve fund for a child care. Review potential for additional child care facilities and spaces on municipal lands and buildings. 	Short, Longer	N/A
4. Prioritize locating child care spaces in civic facilities and parks, in new developments (especially residential and commercial), along transit hubs and on school properties.	<ul style="list-style-type: none"> Policies in OCP to prioritize locating child care spaces in civic facilities and parks, in new developments (especially residential and commercial), along transit hubs and on school properties. 	Short	Developers, child care providers, School District
5. Link child care to affordable housing strategies and transit expansion or improvement.	As above.	Short	Developers, child care providers,

			housing providers, School District
6. Identify one City staff position(s) as a facilitator/point person with overall responsibility for child care, including assisting applicants with City processes and supporting City staff.	<ul style="list-style-type: none"> A designated Planner responds to all daycare enquiries, facilitates consultation with Building, Fraser Health, Business Licensing, and leads child care planning. In Recreation, a Recreation Coordinator oversees city programs for preschool and children. 	Complete	N/A
7. Put not-for-profit child care applications at the front of the queue for processing.	<ul style="list-style-type: none"> Amend Processing of Development Applications Policy to ensure not-for-profit child care applications are expedited and DP & RZ fees are waived as a public interest application. 	Short	N/A
8. Identify neighbourhoods with the least spaces per capita and consider those with high childhood vulnerability to prioritize for the creation of new spaces	<ul style="list-style-type: none"> Monitor through Business License and Census data, and report regularly to Council. 	On-going	N/A
9. Create an inventory of prospective opportunities for child care development by: <ul style="list-style-type: none"> a) identifying City assets (buildings and land), that are slated for capital redevelopment; b) identifying underutilized or vacant spaces or land, including parks that could be repurposed for child care; and c) working with other public and not-for-profit partners to identify potential land or facilities that could be used for child care. 	<ul style="list-style-type: none"> Undertake an assessment of municipal lands and buildings and create an inventory of prospective opportunities as recommended, for further consideration by Council. 	Longer	N/A
10. Access Provincial Capital funding to build child care spaces and develop a structured partnership with the Province to replicate the process for multiple programs and sites.	<ul style="list-style-type: none"> Funding has been obtained for licensed preschool spaces in the Port Coquitlam Community Centre. Additional opportunities will be identified through the assessment of city lands and facilities and inventory review process. 	Longer, on-going	Province, school district, not-for-profit operators
11. Identify and implement changes to City processes and regulations for facilitating child care development,	<ul style="list-style-type: none"> A policy and regulatory review is underway and will be brought forward for consideration by Committee and Council. 	Short, on-going	Consultation with community,

including alignment with Fraser Health Licensing, prioritization of child care as a community amenity, and review of bylaws, as detailed in the Planning Framework and Bylaw Review Report.			applicants, Fraser health
12. Improve the City website regarding child care information to: a) ensure the information for opening spaces is based on the assumption that applicants have limited prior knowledge; and b) provide links to CCR&R and MCFD child care map for parents looking for child care.	<ul style="list-style-type: none"> City website has been updated to provide links to the Child Care Resource & Referral (CCR&R) and provincial child care map for parents looking for care, and links to the provincial funding website for prospective operators seeking financial assistance. A print resource for prospective operators will also be updated and included on the website. 	Complete, on-going	Child care providers, Fraser Health, Tri-Cities Child Care Resource & Referral Program
13. Work with internal and external partners to develop after-school programs that support children aged 10-12.	<ul style="list-style-type: none"> Port Coquitlam offers extensive before and after school programming in city facilities and in schools. Staff continue to grow partnerships with the School District to expand programs and ensure community needs are met. 	On-going	Fraser Health, Recreation staff, Fraser Valley Regional Library staff, not-for-profit sector, School District
14. Work with the Tri-Cities Child Care Task force to explore and then pilot child care that offers longer hours, non-traditional hours and/or flexible hours.	<ul style="list-style-type: none"> Policies in OCP to support creation of new spaces that meet greatest need when considering rezoning applications, supporting funding applications or considering municipal programs. Non-traditional hours are being considered for the PCCC preschool, and Saturday programming will be offered according to demand. Amend Density Bonus Policy to specify criteria and conditions under which the City would consider child care a community amenity and/or provide funding from the Community Amenity Reserve fund for a child care, including criteria around care outside of traditional hours and/or flexible hours. 	On-going	Province, Fraser Health, not-for-profit providers, School District

Improving Affordability

Action Plan Recommendation	Recommended Implementation Strategy	Recommended Time Frame	External Partners/ Stakeholders
15. Reduce application fees for new or expanded child care operations.	<ul style="list-style-type: none"> Amend Processing of Development Applications Policy to ensure not-for-profit child care applications are expedited and DP & RZ fees are waived as 	Short	N/A

	<ul style="list-style-type: none"> a public interest application. Current bylaw provides for low business licence fees (\$125/year for private and no fee for non-profit); these fees will be reviewed through an upcoming Business Bylaw update. 		
16. Create a grant program for not-for-profit child care centres to assist with facility upgrades/maintenance or to offer extended hours.	<ul style="list-style-type: none"> Amend Density Bonus Policy to specify criteria and conditions under which the City would consider child care a community amenity and/or provide funding from the Community Amenity Reserve fund for a child care. City website has been updated to include a link to the provincial funding opportunities webpage. 	Short	Non-profit providers
17. Provide municipal space rent-free or at a vastly reduced rent for child care uses	<ul style="list-style-type: none"> The assessment of opportunities on municipal lands and buildings will consider principles and guidelines for the creation of space of City lands, including opportunities to house non-profit child care operators. The preschool in the new PCCC will be City-run. 	Longer	Non-profit providers
18. Lobby senior governments for increased funding.	<ul style="list-style-type: none"> While the Tri-Cities Child Care Task Force was operational, they engaged in advocacy work including writing to MLAs and meeting with Ministers. Additional opportunities for advocacy work will be brought forward to Committee and Council as appropriate. 	On-going	Tri-cities municipalities, School Board

Increasing Focus on Quality

Action Plan Recommendation	Recommended Implementation Strategy	Recommended Time Frame	External Partners/ Stakeholders
19. Support the Province in its “Early Care and Learning Recruitment and Retention Strategy” initiative through joint advocacy.	<ul style="list-style-type: none"> While the Tri-Cities Child Care Task Force was operational, they engaged in advocacy work including writing to MLAs and meeting with Ministers. Additional opportunities for advocacy work will be brought forward to Committee and Council as appropriate. 	On-going	Non-profit providers, Tri-Cities municipalities, School Board
20. Confirm a set of principles, values, and criteria or guidelines (consistent with the over-arching Child Care Policy recommended for the City) that will guide the City’s decisions when developing child care in civic spaces or when securing child care spaces through CAC’s and other means, covering such matters as: a. Minimum and maximum	<ul style="list-style-type: none"> Amend Density Bonus Policy to specify criteria and conditions under which the City would consider child care a community amenity and/or provide funding from the Community Amenity Reserve fund for a child care. Policies in OCP to include guidance for larger child care facilities seeking site-specific zoning permissions. The assessment of opportunities on municipal lands and buildings will consider principles and guidelines for the creation of space of City lands, including size, tenure, design and operation. 	Short, longer	Fraser Health, Non-profit providers

<p>size of the facility to be developed;</p> <p>b. The auspice or ownership of the negotiated or built facility and the process for selecting operators;</p> <p>c. Design expectations (Provincial minimums or higher) for both indoor and outdoor spaces;</p> <p>d. Terms and conditions for leases; and,</p> <p>e. Operating expectations (i.e. affordability, inclusivity, good wages and working conditions).</p>			
<p>21. Designate one staff person (may be the “facilitator” identified in “Accessibility” and/or the City/School Board joint position recommended in “Partnerships”) who can assist in finding/brokering quality space, both indoor and outdoor, that meets City and Fraser Health requirements.</p>	<ul style="list-style-type: none"> A designated Planner responds to all daycare enquiries, facilitates consultation with Building, Fraser Health, Business Licensing, and leads child care planning and provide recommendations to applicants where and how to search for space. A formal staff “brokering” position is beyond municipal service levels and not recommended at this time. 	Deferred	Non-profit providers, Fraser Health
<p>22. Increase the number of licensed, not-for-profit, publicly funded child care operations, including consideration of strategies to recruit not-for-profit operators to come into the City.</p>	<ul style="list-style-type: none"> The actions identified in the recommended implementation strategy are intended to create opportunities for new not-for-profit licensed spaces (for example expediting applications, providing funding opportunities, and identifying opportunities to support child care facilities on city lands). 	On-going	Province, Non-profit providers, School Board, developers

Increasing Focus on Partnerships and Collaborations

Action Plan Recommendation	Recommended Implementation Strategy	Recommended Time Frame	External Partners/ Stakeholders
<p>23. Develop a joint position with the School District and other Cities for a community child care coordinator who would focus</p>	<ul style="list-style-type: none"> Joint positions are challenging to create, fund and manage. While it is not recommended for implementation at this time, liaising with the other tri-cities municipalities and the School District is ongoing at both 	Deferred	School Board, Tri-Cities municipalities

on unifying goals for spaces; identifying and organizing partnership opportunities to promote accessibility, affordability, and quality; and establishing ongoing communication with officials in the Province and with community partners to address Port Coquitlam's child care needs.	a staff and Council level and opportunities for partnerships will continue to be explored.		
24. Increase partnership with the School District to: <ul style="list-style-type: none"> a. ensure child care is part of all new or renovated school spaces; b. facilitate use of school spaces and grounds for school age care operators; c. improve communication between the City and School District; and, d. Support the move to an enhanced role for the School District in school age child care. 	<ul style="list-style-type: none"> • Continue communication with the School District through periodic meetings between the School Board and Council. • Explore opportunities to develop more structured agreements on inclusion of child care in new or renovated school sites and facilitate use of school spaces and grounds for school age care. 	On-going, longer term	School Board
25. Merge the current Child Care Working Group and Child Care Task Force to eliminate duplication and expand the membership to ensure there is appropriate representation and that resources are used most effectively.	<ul style="list-style-type: none"> • No action is proposed, as the Task Force is wrapping up, and the Child Care Working Group is in the process of reevaluating its role and focus. 	N/A	Tri-Cities Early Childhood Development Committee
26. Advocate to senior governments to ensure that the needs of Tri-Cities children are a priority for new spaces, effective strategies are in place for recruitment and retention of child care staff, child care fees are affordable for families, and funds are available to support non-traditional hours of care.	<ul style="list-style-type: none"> • While the Tri-Cities Child Care Task Force was operational, they engaged in advocacy work including writing to MLAs and meeting with Ministers. Additional opportunities for advocacy work including joint advocacy will be brought forward to Committee and Council as appropriate. 	On-going	School Board, Tri-Cities municipalities
27. Increase the partnership with the Child Care Resource and Referral (CCR&R) program and other community	<ul style="list-style-type: none"> • The City can host an information seminar for prospective child care operators, with representatives from business licensing, Planning, 	Short	Child care providers, Fraser health,

<p>organizations to:</p> <p>a) bring child care operators together for information sharing, joint training and education; and,</p> <p>b) provide more information for parents about child care, especially targeted at more vulnerable populations.</p>	<p>Building, Fraser Health and CCR&R to answer questions and facilitate information sharing. If these events prove helpful to prospective operators, they may be held periodically.</p> <ul style="list-style-type: none"> • The City can provide meeting space or online support for operators to meet and share information and resources through the CCR&R or the Tri-Cities Early Childhood Development Committee. • City website has been updated to include a link to the CCR&R program and staff are updating a print resource for prospective child care operators, outlining the city processes and requirements (Business Licensing, zoning, Building Code), and referring to Fraser Health licensing requirements. 		CCR&R, community organizations
28. Host joint child care development information meetings on a regular basis with Fraser Health for people who are interested in opening child care centres.			
29. With the Task Force, provide regular briefings to elected officials, including the School Board, and include a commitment to orientation on child care for newly elected City Councillors and School Trustees after each local election.	<ul style="list-style-type: none"> • Staff will provide regular updates to Council on new and existing child care spaces and Action Plan implementation. • Child care may be included on the agenda of future meetings of Council and the School Board. • Child care will be included as a topic in future orientations for new Councils. 	On-going	School Board
30. Explore the feasibility of establishing and maintaining a centralized child care wait-list for the Tri-Cities.	<ul style="list-style-type: none"> • A centralized child care wait-list would require a designated staff to create, update and monitor and coordination between all three municipalities. While it is not recommended for implementation at this time, liaising with the other tri-cities municipalities is ongoing at both a staff and Council level and opportunities for coordinated approaches will continue to be explored. 	Deferred	Tri-Cities municipalities, CCR&R, Child Care Operators

RECOMMENDATION:

That Council approve submission of an application to the Local Government Development Approvals Program for \$500,000 to facilitate the implementation of digital plan submission software administered by Union of British Columbia Municipalities.

PREVIOUS COUNCIL/COMMITTEE ACTION

N/A

REPORT SUMMARY

The Development Services Department is seeking Council support for an application to secure grant money available from the Local Government Development Approvals Program initiated by the Ministry of Municipal Affairs to implement digital plans submission and completion of eApply.

BACKGROUND

In 2019, the Ministry of Municipal Affairs released “Development Approvals Process Review: Final Report from a Province-wide Stakeholder Consultation” to address challenges and identify opportunities to improve the current development approvals process. The intent of the program is to support the implementation of established best practices and innovative approaches to improve development approval processes. As part of the program, the Ministry of Municipal Affairs has made available to local governments \$15 million in grant funding to support local governments in improving development approval processes.

The program can contribute a maximum of 100% of the cost of eligible activities under the program to a maximum of \$500,000. Eligible projects can include new projects as well as a new phase of an existing project. Projects receiving funding must be capable of completion within two years of the date of grant approval. A requirement for submission of the application is a Council resolution that indicates support for the proposed project and a willingness to provide overall grant management. The deadline for submission of the grant application is May 7, 2021.

An eligible activity for funding under the program is improving information technology to facilitate development application processing as well as training and capacity for staff in support of the project.

The Development Services Department proposes to submit a grant application for funding to assist with the implementation of electronic building permit applications and electronic document submission.

DISCUSSION

In 2020, the city began implementing eApply and eInspection to allow customers to apply and pay for permits and request inspections online. The current project is confined to plumbing permits at

UBCM Grant Application for Local Government Development Approvals

an estimated cost of \$35K which is allocated in the current budget. The grant funding will allow for this project to expand to all building permit types in a shorter time period from the original project scope which would have taken several years.

In addition to this, the ability to accept application documents and plans digitally would further enhance and simplify the application and review process for permit submissions. The City has been in discussion with software providers that can provide a document management software application that can work seamlessly with the city's current provider, The Tempest Group software to allow this to happen.

Over the past four years, the number of applications processed by the Development Services Department has averaged 840 applications annually. Most of these applications are paper based and require the submission of application forms and supporting documents in the form of plans, reports and letters. The implementation of a fully electronic application format including digital plan/document submission would:


- Provide real time validation of application submission
- Eliminate the need for paper submissions
- Eliminate the need for data entry from paper applications
- Allow for around the clock information submission
- Allow for a streamlined workflow
- Enable concurrent plan reviews by multiple staff
- Eliminate paper storage requirements
- Allow for a reduction in office visits and greenhouse gases
- Improve customer satisfaction

Further enhancing our ability to receive and process electronic permit applications will provide for an improved level of customer service. Many of the challenges and costs that the city's customers currently face during the development approval process will be streamlined or eliminated entirely. Staff will be able to conduct concurrent reviews of applications whereas this is not currently possible.

FINANCIAL IMPLICATIONS

Should our application be successful, additional costs for software, hardware and project oversight will be requested in a future budget cycle.

OPTIONS (✓ = Staff Recommendation)

	#	Description
	1	Direct staff to proceed with the submission of a grant application under the Local Government Approvals Program.

UBCM Grant Application for Local Government Development Approvals

	2	Request further information on the topic.
	3	Advise staff that the Council does not wish to proceed with consideration of the grant application at this time.

ATTACHMENTS

N/A

Lead author(s): Elaine Gladue, Shawn Hagan

Contributing author(s): Lisa Grant