

Corporate Project Plan – Project Proposal

Onsite Childcare Feasibility Study

Date:	January 21, 2025
GM, Department:	Julie Pavey-Tomlinson, Community Services
Project Manager:	Linda Santos, Project Delivery
Staff Lead:	Val Tepes, Facilities
Project Origin:	<input checked="" type="checkbox"/> Council Motion #RC23/107 <input type="checkbox"/> Staff Initiated <input type="checkbox"/> Other: [Other]
Priority Area:	<input type="checkbox"/> Sustainable Core Services <input checked="" type="checkbox"/> Healthy Community Development <input type="checkbox"/> Resilient Natural Environment <input type="checkbox"/> Vibrant and Prosperous Community
Strategic Goal	Strategic Goal 3.3 – Enhance community wellbeing
Proposed Priority	<input type="checkbox"/> Strategic Project - Priority Level 1 <input checked="" type="checkbox"/> Strategic Project - Priority Level 2 <input type="checkbox"/> Operational Project

Project Description

This project is a feasibility study on the potential construction of a childcare facility at City Hall campus. A feasibility study is required to properly evaluate the space needs and siting, regulatory requirements, and financial considerations. The study will also evaluate commercial modular building options that are available for childcare uses, site configurations and limitations within the civic complex.

Relevant Background

At the May 9, 2023 Regular Council meeting, Council directed staff to report back on the viability for establishing childcare services to be offered for employees and possibly members of the general public.

At the July 16, 2024 Strategic Priorities Committee meeting, staff presented their initial findings including a staff survey to gauge level of interest in onsite childcare facilities. Council approved a motion for staff to bring back a project proposal on this topic.

Childcare services play a crucial role in supporting families and fostering the healthy development of children across Canada. While the responsibility for childcare primarily falls under provincial and territorial jurisdictions, local governments can also play a significant role in the provision and coordination of childcare services within their communities.

Project Objectives

To assess the feasibility of an onsite childcare facility, including costs, location options and site needs.

Scope	
In Scope	<ul style="list-style-type: none"> - Retain an architect to conduct a feasibility study that includes the following: <ul style="list-style-type: none"> o Identify space needs and options, including locations for outdoor play area based on square footage per child requirements (using a childcare model assumption of 12 infant/toddler spaces and 25 3-5 year old spaces) o Evaluate commercial modular building options that are available for childcare uses o Review site configurations and limitations within the civic and recreation complexes o Review potential for senior government grants o Capital Class D cost estimate of potential options - Transportation & Parking considerations (staff and user parking/drop off/pick up spaces) - Site Circulation considerations (in light of potential dedicated and secure outdoor spaces directly adjacent to the indoor childcare space) - Archaeology considerations (reviewing locations/activities that would require earthworks and thus trigger further study, timeline impacts and potential limitations)
Out of Scope	<ul style="list-style-type: none"> - Detailed design of preferred childcare space - Construction of a childcare facility - Assessing locations outside of the civic complex area

Work Plan Overview	
Project start date: January 27, 2025	Project end date: June 15, 2024
<i>Deliverable/Milestone:</i>	<i>Date:</i>
<ul style="list-style-type: none"> • Conduct kick-off meeting with architect 	February 2025
<ul style="list-style-type: none"> • Staff to review draft report and provide comments to architect 	April 2025
<ul style="list-style-type: none"> • Finalize report 	May 2025
<i>Final deliverable:</i> <ul style="list-style-type: none"> • Report back to council 	June 2025

Communications

Is public engagement or a communications strategy in the project scope? **No**
If yes, refer the project proposal to the Manager of Communications and Engagement for review.

For Manager of Communications and Engagement only

Approved

Budget

Budget Source: TBD

Architect	\$30,000
Staff Time	\$9,000
Contingency (15%)	\$5,850
<input checked="" type="checkbox"/> Request Referral to Finance Committee	\$44,850

Decision Notes (Corporate Planning use only)

Date	Meeting	Decision
January 21, 2025	Strategic Priorities Committee Meeting	