

April 28, 2020

Mayor Lyn Hall and Council  
City of Prince George  
1100 Patricia Boulevard  
Prince George, BC V2L 3V9

**RE: 2019 Community Child Care Planning program (Prince George Community Child Care Action Plan)**

Dear Mayor Hall and Council,

Thank you for providing a final report and financial summary for the above-noted project. We have reviewed your submission and all reporting requirements have been met.

The final report notes a total eligible expenditure of \$21,557.47. Based on this, a payment in the amount of \$2,807.47 will follow shortly by electronic fund transfer. This transfer represents final payment of the grant and is based on 25% of the total reported expenditure (to a maximum of the approved grant of \$25,000) minus the initial payment of \$18,750 made in May 2019.

In an effort to support local governments in their child care planning, UBCM has hired a contractor to create a Resource Guide that will feature best practices and case studies on: developing child care strategies and plans; financing child care; designing, building, and licensing child care spaces; and working with child care operators.

Funding for this project has been provided by the Ministry of Children and Family Development. UBCM will manage the project with the final guide expected by early summer 2020. A webinar, based on the Guide, will be offered in the summer for local government planners, staff and elected officials.

I would like to congratulate the City of Prince George for undertaking this project and responding to the opportunity to engage in child care planning activities in order to develop a child care space creation action plan for your community.

If you have any questions, please contact Local Government Program Services at 250.952.9177 or [sprynn@ubcm.ca](mailto:sprynn@ubcm.ca).

*The Community Child Care Planning program is funded by the Province of BC*

Sincerely,

A handwritten signature in black ink, appearing to read 'sashapryn'.

Sasha Pryn  
Program Officer

*cc: Sarah Brown, Supervisor – Community Well-being & Partnerships Division, City of Prince George*