



Child Care Space Incentive Policy

POLICY NUMBER: 244-AD-25

Approval Date: May 27, 2025

Revise Date: July 23, 2025

Motion Number: CRM20250527.1012

Repeal Date:

Supersedes:

Review Date:

1.0 Policy Intent

The City of Cold Lake recognizes the need for, and the social and economic benefits of having, an adequate supply of childcare in the community. This policy seeks to incentivize the creation of additional Child Care Spaces, with the understanding that the community is currently underserved, and that a lack of supply leaves families without adequate child care options to meet their families' needs. The City of Cold Lake understands that families who are able to find child care that suits their needs are able to more fully participate in the local economy.

2.0 Purpose

The purpose of this policy is to establish the guidelines for a program that incentivizes the creation of additional Child Care Spaces in the community by assisting with the capital costs associated with new construction or renovation of existing space to create new, licenced Child Care Spaces in the City.

3.0 Policy Statement

3.1 The City shall establish a Child Care Space Incentive Program to support capital projects undertaken by eligible applicants where their projects are aimed at the development of at least ten (10) or more additional Child Care Spaces within the City.

3.2 A standardized application process shall be established with applications open until such time as the full funding for the program is utilized.

4.0 Managerial Guidelines

4.1 Definitions

4.1.1 "Child Care Facility" means a provincially regulated facility used for the provision of care, educational services, or supervision for seven (7) or more children. This use does not include a Family Day Home or group home.

4.1.2 "Child Care Space" means a provincially licenced position available for a child aged 0 through 6, and is occupied by a child enrolled full-time (100 hours or more per month) in a child care program.

- 4.1.3 “Development Authority” means the City of Cold Lake’s Development Officer, municipal planning commission, the subdivision and appeal board, or city council, as the case may be.
- 4.1.4 “Development Officer” means an official of the City of Cold Lake, appointed, according to the procedures authorized by the City, to act as Development Authority.
- 4.1.5 “Development Permit” means a document authorizing a development issued pursuant to the City of Cold Lake Land Use Bylaw No. 766-LU-23.
- 4.1.6 “Day Home” means a provincially monitored facility that provides day-to-day childcare service in a private residence for six (6) or fewer children, under the age of 11 and including the children of the day home provider. This does not include Child Care Facilities.
- 4.1.7 “Project” means the construction of a proposed new building intended to operate as a Child Care Facility, or the renovation, improvement, or expansion of an existing building for the purpose of creating a new Child Care Facility or providing additional Child Care Spaces, on a single parcel of land.
- 4.1.8 “Project Completion Date” means the City has received satisfactory proof of the following, within 24 months of the grant application being approved:
- 4.1.8.1 Any required permits issued by the Development Authority are closed compliant;
 - 4.1.8.2 Valid City business license is in place;
 - 4.1.8.3 Full-time operation has commenced; and
 - 4.1.8.4 Any required provincial licencing for the additional Child Care Spaces.

4.2 **Eligibility Requirements for Applicants**

- 4.2.1 The Applicant(s) must:
- 4.2.1.1 Be an organization (including but not limited to societies, non-profit organizations, corporations, trade names and partnerships) that has adhered to all requirements to maintain good standing with Alberta Corporate Registry, where applicable.
- 4.2.2 Applicant(s) are not eligible if they are a:
- 4.2.2.1 Family Day Home;
 - 4.2.2.2 Family Day Home agency;
 - 4.2.2.3 Have an outstanding, unresolved or a repetitive non-compliance history under the *Early Learning and Child Care Act* or the *Early Learning and Child Care Regulation*;
 - 4.2.2.4 Public bodies such as School Divisions as defined in Alberta’s *Education Act* or;
 - 4.2.2.5 Public or non-profit post-secondary institutions.

4.3 **Eligibility Requirements for Projects**

- 4.3.1 The Project must result in the creation of at least ten (10) new Child Care Spaces at the location of the Project.

- 4.3.2 The Project is not eligible if:
 - 4.3.2.1 A Development Permit or a building permit or both have been issued prior to January 1, 2025;
 - 4.3.2.2 The property where the project is proposed is in tax arrears with the City of Cold Lake.

4.4 **Eligibility Requirements for Project Location**

- 4.4.1 The Project's location must:
 - 4.4.1.1 Be located within the corporate limits of the City of Cold Lake.
 - 4.4.1.2 Have a valid development permit for a "Child Care Facility" issued by the Development Authority;
 - 4.4.1.3 Have all permits as required under the National Building Code – Alberta Edition and *Safety Codes Act*.
- 4.4.2 This policy applies to all new construction of Child Care Facilities and all existing buildings being renovated, improved, or expanded for use as a Child Care Facility within the RE, R1A, R1B, R2, R3, R4, RMX, C1, C2, LC, IP, UR and PS districts as defined by the City's Land Use Bylaw No. 766-LU-23, provided that:
 - 4.4.2.1 The work creates at least ten (10) new Child Care Spaces.
 - 4.4.2.2 The applicant has the necessary approvals from the Development Authority.
- 4.4.3 Notwithstanding section 4.4.1, where the required permits have not been obtained prior to applying for incentive funding, the applicant must obtain the required permits within sixty (60) days of being approved for incentive funding under this policy.

4.5 **Application Process**

- 4.5.1 Applications made under this program must include:
 - 4.5.1.1 A description of the proposed project and how it meets the objectives and criteria outlined in this policy;
 - 4.5.1.2 Confirmation, and supporting documentation where required, that the requirements of an eligible applicant (section 4.2), eligible project (section 4.3) and eligible location (section 4.4) are met;
 - 4.5.1.3 A certified copy of title for the property and, if required, a letter from the title holder; and
 - 4.5.1.4 Disclosure of any other Municipal, Provincial or Federal funding received for child care services provided at the location of the Project. A Project may still be eligible under this incentive program provided that the funding received over the last five (5) years is disclosed to the City. The eligibility of the Project receiving funds in addition to other grant or incentive programs will be considered on a case-by-case basis.
- 4.5.2 Applications are received and reviewed on a first-come, first-served basis until the total program funding has been disbursed, or the program term has ended.

4.5.3 The process:

4.5.3.1 Prior to applying for the Child Care Space Incentive Program, the applicant shall schedule a meeting with the Manager of Strategic Initiatives or designate to review the application and program.

4.5.3.2 Administration shall review the application for conformity to this policy and provide a recommendation to Council.

4.5.3.3 Council shall consider Administration's recommendation and make the decision to either grant funding to the applicant or deny the application. Council's decision shall be final.

4.5.4 Where Council decides to grant funding, the applicant shall enter into a Child Care Space Incentive Agreement with the City of Cold Lake setting out the terms and conditions under which the City will disburse the approved funding to the applicant.

4.5.5 The Project Completion Date must occur within 24 months of the grant application being approved.

4.6 **Incentive Funding:**

4.6.1 The Child Care Space Incentive Program will provide a grant of up to \$1,500 per Child Care Space created, up to a maximum of 20 Child Care Spaces per Project.

4.6.2 The Child Care Space Incentive shall be disbursed to the applicant in two (2) equal payments over two (2) years, following the Project Completion Date as follows:

4.6.2.1 The first payment will be made within 60 days following the Project Completion Date.

4.6.2.2 The second payment will be made within 1 year following the first payment, provided all reporting is completed and accepted by the City, and the project remains compliant with the Child Care Space Incentive agreement.

4.6.3 The applicant agrees to maintain the new childcare spaces funded through the program for at least 10 years. Should the applicant cease operations prior to the 10-year term, the grant will be returned to the City on a pro-rated basis.

4.6.4 Once approved by City Council, this program shall run for an initial one-year period for application submissions or until the maximum number of units specified in section 4.6.4 have been funded, whichever occurs first.

4.6.5 Annual funding for the program shall be \$150,000 (representing funding for total of up to 100 Child Care Spaces), or as otherwise directed by Council.

4.6.6 Council shall evaluate the overall effectiveness of the program on an annual basis and determine whether to continue the program.

4.7 **Reporting Process:**

4.7.1 Successful applicants will submit a report within 60 days of the Project Completion Date, including but not limited to the following information:

- 4.7.1.1 The number of newly licenced Child Care Spaces at the Child Care Facility;
- 4.7.1.2 The total number of licenced Child Care Spaces at the Child Care Facility;
- 4.7.1.3 The total number of children enrolled for child care at the Child Care Facility;
- 4.7.1.4 The number of children on a waiting list for the Child Care Facility;
- 4.7.1.5 The costs associated with child care at the Child Care Facility;
- 4.7.1.6 The Child Care Facility’s hours of operation;
- 4.7.1.7 That the costs associated with the grant were eligible and in accordance with this policy;
- 4.7.1.8 Any additional Municipal, Provincial or Federal funding associated with the Project.

5.0 References

- 5.1 City of Cold Lake Municipal Development Plan No. 699-LU-21
- 5.2 City of Cold Lake Land Use Bylaw No. 766-LU-23
- 5.3 *Municipal Government Act*, R.S.A. 2000
- 5.4 *Safety Codes Act*, R.S.A. 2000, Chapter S-1
- 5.5 *National Building Code – 2019 Alberta Edition*
- 5.6 *National Energy Code of Canada for Buildings 2017*
- 5.7 *Early Learning and Child Care Act*
- 5.8 *Early Learning and Child Care Regulation*
- 5.9 *Education Act*

6.0 Persons Affected

City of Cold Lake Residents
City of Cold Lake Administration

7.0 Revision/Review History

The Council and the CAO or designate, shall review this policy as required, or following changes to the operating environment of any of the divisions of the City; or at such other times as the Council or the CAO, or both consider appropriate.

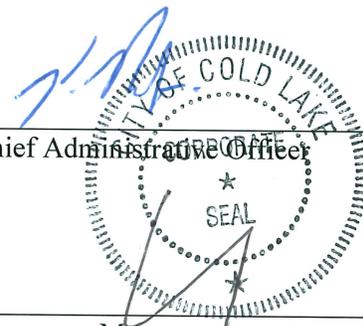
July 23, 2025 – Managerial Guidelines – Sections 4.2.1.1, 4.2.1.2, 4.3.2.1, 4.6.3.

July 23, 2025

Date

July 23 2025

Date



Chief Administrative Officer

Mayor