



City of Richmond

## Report to Committee

To: Planning Committee  
From: Terry Crowe  
Manager, Policy Planning  
Re: CHILD CARE DEVELOPMENT STATUTORY RESERVE FUND EXPENDITURES

To Planning - April 3, 2002  
Date: March 13, 2002  
File: 8060-20-1346

### Staff Recommendation

1. That \$28,602.00 be provided from the Child Care Statutory Reserve Fund in the following amounts:
  - \$20,530.00 to Riverside Children's Centre for playground construction;
  - \$4,219.00 to Treehouse Early Learning Centre for an interior observation window and audio system;
  - \$2,000.00 to East Richmond Out-of-School Care Program for an arts and crafts cupboard and I-Mac computer;
  - \$1,053.00 to Rompers Preschool for a water table, activity tables and a storage cabinet; and
  - \$800.00 to Burky's Preschool for a table, chairs, a carpet and toys.
2. That the Child Care Development Fund Expenditure Bylaw No. 7346 (**Attachment 1**), which authorizes the transfer of \$28,602.00 from the Child Care Development Reserve Fund, be introduced and given first, second, and third readings.

Terry Crowe  
Manager, Policy Planning

Att. 4

<b>FOR ORIGINATING DIVISION USE ONLY</b>
CONCURRENCE OF GENERAL MANAGER

## Staff Report

### Origin

The Child Care Development Statutory Reserve Fund was established in October, 1994 (Bylaw 6367, **Attachment 2**) to hold private and city contributions for child care facilities. The Reserve is used to allocate funds for capital expenses (e.g. repairs, equipment, furnishings) for child care on City property or for other operations that meet the City's child care objectives.

### Findings Of Fact

In April 2001, Council approved the allocation of \$50,000 of casino funds to the Child Care Development Statutory Reserve Fund. As of December 31, 2001, the balance was \$56,117.00.

A call for grant applications was published in the City Notice Board on January 6 and 9, 2002. Nine applications were received by the January 31<sup>st</sup> deadline. Of these nine applications, the CCDB recommends five for funding as described in the attached report (**Attachment 3**) and outlined in the following table. Guidelines for project selection are included as **Attachment 4**.

Name	Program	Purpose of Request	Amount Recommended
Riverside Children's Centre	- Preschool and full day care  - 32 spaces, 8 for children with extra support needs	- Playground construction  - Installation provided free of charge by CMHC	\$20,530.00
Treehouse Early Learning Centre	- Group daycare for 25 children and part-time integrated preschool for children with extra support needs	- Interior observation window and audio system	\$4,219.00
East Richmond Out of School Care Program	- Out-of-school care program for 38 children	- Arts and crafts cupboard, I-Mac computer	\$2,000.00
Thompson Community Association, Rompers Preschool	- Preschool for 20? children	- Water table, activity tables and storage cabinet	\$1,053.00
Sea Island Community Association, Burky's Preschool	- Preschool for 20 children	- Table, chairs, carpet and toys	\$800.00

To disburse the balance of the funds (\$27,515.00), some of the remaining applicants will be asked to re-submit their applications in the fall, when another call for applications will be made. While considered worthwhile, these applications required further refinement to be eligible for funding.

### **Analysis**

The Child Care Development Reserve Fund expenditures described above:

- assist the CCDB to fulfill its mandate of planning, implementing and supporting the development of quality, affordable and accessible child care in the City of Richmond; and
- are consistent with Richmond's vision of being the most appealing, livable, and well-managed community in Canada.

### **Financial Impact**

- The Child Care Statutory Reserve Fund contained a balance of \$56,117.00 as of December 31, 2001.
- The recommended expenditure of \$28,602.00 would leave a balance of \$27,515.00 plus interest.
- The balance will be distributed in the fall, when another call for applications will be issued.

### **Conclusion**

Staff recommend:

1. That \$28,602.00 be provided from the Child Care Statutory Reserve Fund in the following amounts:
  - \$20,530.00 to Riverside Children's Centre for playground construction;
  - \$4,219.00 to Treehouse Early Learning Centre for an interior observation window and audio system;
  - \$2,000.00 to East Richmond Out-of-School Care Program for an arts and crafts cupboard and I-Mac computer;
  - \$1,053.00 to Rompers Preschool for a water table, activity tables and a storage cabinet; and
  - \$800.00 to Burky's Preschool for a table, chairs, a carpet and toys.
2. That the Child Care Development Fund Expenditure Bylaw No. 7346 which authorizes the transfer of \$28,602.00 from the Child Care Development Reserve Fund, be introduced and given first, second, and third readings.



Lesley Sherlock  
Social Planner  
LS:ls

BYLAW NO. 6367

A BYLAW TO ESTABLISH A CHILD CARE DEVELOPMENT STATUTORY RESERVE FUND

The Council of the City of Richmond, in open meeting assembled, enacts as follows:

1. There shall be and is hereby established a reserve fund under the provisions of Section 378 of the Municipal Act, to be known as the "Child Care Development Statutory Reserve Fund."
2. Money as provided for under the provisions of the Municipal Act, may be paid into the Child Care Development Statutory Reserve Fund.
3. The moneys paid into the Child Care Development Statutory Reserve Fund shall be deposited in a separate reserve account and, until required to be used, may be invested in the manner provided in the Municipal Act.
4. The Council may provide for the expenditure of any moneys set aside under this bylaw and any interest earned thereon; but shall do so only by Bylaw adopted by an affirmative vote of at least two-thirds of its members.
5. This Bylaw may be cited as the "Child Care Development Statutory Reserve Fund Establishment Bylaw No. 6367."

READ A FIRST TIME ON:

READ A SECOND TIME ON:

READ A THIRD TIME ON:

ADOPTED ON:

G.C. HALSEY-BRANDT

MAYOR

Certified a true and correct copy of Bylaw No. 6367 of the City of Richmond.

SEP 26 1994

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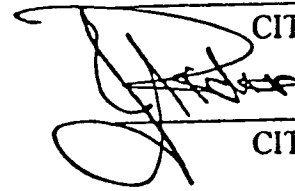
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C
RJC
AP
for
or
AP
by

J. RICHARD HENDERSON

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CITY CLERK




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CITY CLERK

## Report to Planning Committee from the Child Care Development Board

April 3, 2002

### Recommendation:

The Child Care Development Board recommends that the City of Richmond release twenty-eight thousand, six hundred and two (\$28,602.00) from the Child Care Statutory Reserve Fund to support applications from the following child care sites.

Riverside Children's Centre (Playground construction)*	20,530.00
Treehouse Early Learning Centre (Interior observation window and audio system)**	4,219.00
East Richmond Out of School Care Program (Furnishings and equipment)	2,000.00
Thompson Community Association, Rompers Preschool (Furnishings and equipment)	1,053.00
Sea Island Community Association, Burky's Preschool (Furnishings and equipment)	<u>800.00</u>
Total	\$28,602.00

\*Transfer of funds is conditional upon the operator obtaining approval of the plan from Community Care Facilities Licensing and the City, and applying for and obtaining all necessary permits. The operator will also be asked to provide a letter from Canada Mortgage and Housing regarding their donation of labour for the installation of the playground equipment.

\*\* Transfer of funds is conditional upon the operator obtaining approval of the plan from the City and the Strata Council, in addition to applying for and obtaining all necessary permits.

### Background:

In response to the recent call for applications, the Child Care Development Board received and reviewed nine applications. The above applications provided detailed information and met the "Guidelines for Project Selection" (see attached).

In accordance with the "Guidelines for Project Selection", the Child Care Development Board proposes to hold another competition for funding in the fall 2002. A couple of the unsuccessful applications addressed community needs that have been identified in the

recent needs assessment. Although these applications had merit, the applicants could benefit from having more time to fully develop their ideas.

### **Information about the applicants and the proposed use of funds:**

#### **Riverside Children's Centre**

Riverside Children's Centre is housed in a City built child care facility on Dover Crescent and is operated by the Developmental Disabilities Association. Riverside currently serves 32 Richmond families by providing preschool and full day care. Eight spaces are for children with extra support needs. When the centre opened in September 1997, the playground equipment was moved from Southview Preschool, which was a much smaller program. This equipment is old, outdated and minimal. New equipment is needed to provide developmentally appropriate play experiences for the children. Planning for this project is very detailed in the application and includes quotes for ground preparation and the proposed structures. The applicant has indicated that Canada Mortgage and Housing has offered to install the structure as a gift in kind, valued at \$9,191.25. The applicant has also indicated that should the funding be approved the construction of the playground would be featured in the Developmental Disabilities' "The Star" newsletter which is mailed to 2000 Richmond and Vancouver residents. Counselors, City Staff and local media would be invited to an opening ceremony and a plaque would be installed to recognize the City's contribution.

#### **Treehouse Early Learning Centre**

Treehouse Early Learning Centre is located in the City child care site in Steveston (5500 Andrews Road) and is operated under the umbrella of the Richmond Society for Community Living. The centre is a group day care centre for 25 children and also provides a part time integrated preschool for children with extra support needs. The applicant would like to purchase and install an interior observation window and a small audio system. Letters of support for this project are included in the application. They are numerous and come from parents, early education specialists, consultants and therapist as well as Coordinators of teacher training programs. These attest to the growing recognition of this centre as a strong support for families and a respected model of quality child care in the community.

#### **East Richmond Out of School Care Program**

The East Richmond Community Association operates the Out of School Care Program in the Cambie Community Centre. The program provides care for 38 children and has been operating for ten years. It is at full capacity. The applicant has requested funds to purchase an arts and crafts cupboard in order for children to have easy access to these materials daily. The applicant would also purchase an I-Mac computer. The children have to leave the school and go to the community centre for their child care and are therefor denied the opportunity to access the computer lab after school. The applicant plans to approach the school in order to gather information with the intent to run the same software that the children are using at school.

**Thompson Community Association, Rompers Preschool**

Rompers Preschool, which is located in the Thompson Community Centre on Granville Ave., needs to replace some old equipment and add some storage. The funds would be used to purchase a water table, to replace the current one that leaks. Small tables would also be purchased to provide for a listening centre and a science area for the children. A large table with legs that can be adjusted for height is also needed to replace an old one that is no longer sturdy or safe. A small locking storage cabinet is also requested in order to keep staff resource books and materials secure when the space is used for rentals. The Child Care Development Board supports the request for this portion of the application and is recommending partial funding to cover the costs of these items.

**Sea Island Community Association, Burky's Preschool**

Burky's Preschool in the Sea Island Community Centre has just increased their licensed capacity from 15 children to 20 children. This move to a larger class size has resulted in a need for more furnishings and equipment. They would like to purchase a table, six chairs, a carpet and a variety of toys. This small community preschool shares space, equipment and supplies with many other children's programs in the community centre, including Paint and Play, Music for Tots, and summer programs for preschoolers. The applicant also has a strong record of successful community fundraising. The Child Care Development Board recommends that the City fund this small request which would benefit many.

Report prepared by K. Stoessl  
Member, Child Care Development Board

CHILD CARE DEVELOPMENT FUND  
GUIDELINES FOR PROJECT SELECTION

ATTACHMENT 4

1. Applicants requesting funding from the Child Care Development Fund must be non-profit societies. The proposed project must reflect the City's child care objectives to develop and maintain a comprehensive child care system in Richmond that provides programs which are accessible and affordable.
2. The applicants must provide with their application, a list of directors or board members, a copy of their constitution, and a budget outline detailing their request.
3. A child care needs assessment may be required to accompany the application. The needs assessment should clearly indicate the community need for the child care development project being applied for.
4. The funding request must involve capital expenditure to finance the development of child care in a City building or on City owned land or must provide assistance to other endeavours directed towards achieving City child care objectives.
5. All applications for funding must be submitted by March 31 or September 30 of each year.
6. Applications for funding will be reviewed by the Child Care Development Board for recommendation to Council.
7. Upon completion of the project, a statement of expenditure must be submitted to the Community Care Facilities Coordinator. The applicant may also be required to enter into an agreement regarding the sale or disposal of capital assets purchased through these grant monies.



<b>RICHMOND C.C.D.B.</b>												
<b>APPLICANTS</b>												
<b>SCREENING / SELECTION PROCESS for Child Care Operators</b>												
Date												
Applicant												
Assessment Criteria	Relative Weight	ZERO		50%		100%		IDEAL	Rating			
		NONE										
		0	1	2	3	4	5	6	7	8	9	10
<b>A. Economic criteria : proposal outlines</b>												
1. Established financial performance of operator	0.5											
2. Initial funding plan : ability / plan for Marketing	0.3											
3. Means of measuring financial performance	0.2											
4. Ongoing fund raising / longer term budgets	0.5											
5. Shows operating budget	0.5											
6. Quality & completeness of Business Plan	0.6											
<b>Maximum points for A Criteria</b>												
	26											
<b>B. Skills criteria : proposal outlines</b>												
1. Extent of experience in day care operations	0.6											
2. Description of Proposed Program and Goals	0.6											
3. References / qualifications	0.5											
4. Familiarity with Richmond Community	0.2											
<b>Maximum points for B Criteria</b>												
	19											
<b>C. Program criteria : Outline addresses</b>												
1. Philosophy of Child Care Program	0.5											
2. Multi cultural aspects	0.3											
3. Supported Child Care	0.2											
4. Intergenerational	0.3											
5. Parental involvement	0.2											
<b>Maximum points for C Criteria</b>												
	15											
<b>Maximum points possible for All Criteria</b>												
	60											
<b>Total</b>												
<b>Grand Total</b>												
<b>Category of Proposal</b>												
Excellent												
Good												
Fair												
More development required												
<b>Rating Scale</b>												
			45 to 60 pts.									
			35 to 44									
			25 to 34									
			24 pts. or less									
<b>Total</b>												
<b>Grand Total</b>												
excel/ccdb/jl1 OgridF.xls												

CITY OF RICHMOND

BYLAW 7346

CHILD CARE DEVELOPMENT RESERVE FUND EXPENDITURE  
BYLAW 7346

WHEREAS there is an unappropriated balance of \$56,117.00 as of December 31, 2001 in the Child Care Development Reserve Fund established pursuant to Part 13 of the Municipal Act ;

AND WHEREAS it is deemed desirable to expend a portion of the said monies to meet the cost of various capital projects;

NOW THEREFORE, the Council of the City of Richmond, in open meeting assembled, enacts as follows:

1. The sum of \$28,602.00 is hereby appropriated from the Child Care Development Reserve Fund of which:
  - \$20,530.00 is to finance playground construction at Riverside Children's Centre;
  - \$4,219.00 is to finance an interior observation window and audio system for Treehouse Early Learning Centre;
  - \$2,000.00 is to finance an arts and crafts cupboard and I-Mac computer for East Richmond Out-of-School Care Program;
  - \$1,053.00 is to finance a water table, activity tables and a storage cabinet for Rompers Preschool;
  - \$800.00 is to finance a table, chairs, a carpet and toys for Burky's Preschool.
2. Should any of the above amount remain unexpended after the expenditures hereby authorized have been made, any unexpended balance shall be returned to the credit of the said Reserve Fund.
3. This Bylaw may be cited as "Child Care Development Reserve Fund Expenditure Bylaw No. 7346, 2001".

FIRST READING

SECOND READING

THIRD READING

ADOPTED

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MAYOR

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CITY CLERK