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**To:** Planning Committee **Date:** November 15, 2002  
**From:** Terry Crowe **File:** 4055-01  
Manager, Policy Planning  
**Re:** CHILD CARE DEVELOPMENT STATUTORY RESERVE FUND EXPENDITURES

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**Staff Recommendation**

1. That \$20,836.00 be provided from the Child Care Statutory Reserve Fund in the following amounts:
  - \$4,165 to Riverside Children's Centre for toys and equipment;
  - \$5,742 to Hamilton Community Association Out-of-School Care and Kindercare for furnishings and equipment;
  - \$350 to Little Wings Day Care for infant playground equipment;
  - \$1,514 to Treehouse Early Learning Centre for playground equipment
  - \$2,065 to Bowling Green Children's Centre for an infant quad stroller (4 seats); and
  - \$7,000 to South Arm Community Association Out-of-School Care and Kindercare for equipment.

Terry Crowe  
Manager, Policy Planning

Att. 5

<b>FOR ORIGINATING DIVISION USE ONLY</b>
CONCURRENCE OF GENERAL MANAGER
<i>T. Crowe (FOR D. McLELLAN)</i>

## Staff Report

### Origin

The Child Care Development Statutory Reserve Fund was established in October, 1994 (Bylaw 6367, **Attachment 1**) 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 Reserve Fund balance was \$62,793 (updated).

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.
- The CCDB recommended five of these applications for funding.
- Council approved grants to these five applicants in April 2002 for a total of \$28,602 to be provided from the Statutory Reserve Fund (Bylaw 7346, **Attachment 2**).

To disperse the remainder of the \$50,000 (Bylaw 7376, **Attachment 3**), a second call for applications was published in the City Notice Board on September 1 and 4, 2002.

- Seven applications were received by the September 31<sup>st</sup> deadline.
- The CCDB is recommending six of these applications for funding as described in the attached report (**Attachment 4**) and outlined in the following table.

Name	Program	Purpose of Request	Amount Recommended
Riverside Children's Centre	- Preschool and full day care (ages 3 to 5 years), total 32 spaces (including 8 for children with extra support needs)	- Playground equipment (e.g., tricycles, scooter, water table)  - Painting centre  - Science toys and equipment	\$4,165
Hamilton Community Association, Out-of-School Care and Kindercare	- Two Out-of-School Care programs (ages 6 to 12 years), total 40 spaces  - Kindercare Program (ages 5 & 6 years), total 20 spaces	- Furnishings (e.g., tables, chairs, art storage cupboard)  - Equipment (e.g., board games, listening centre, computer)	\$5,742

Name	Program	Purpose of Request	Amount Recommended
Little Wings Daycare	- Group daycare (ages 6 mos. to 5 years), total 35 spaces	- Infant playground equipment	\$350
Treehouse Early Learning Centre	- Group daycare and preschool (for children with extra support needs, ages 3 to 5 years), total 25 spaces	- Playground equipment (two outdoor play panels and steering wheels)	\$1,514
Bowling Green Children's Centre	- Group daycare (birth to 5 years), total 24 spaces	- Infant quad stroller (4 seater)	\$2,065
South Arm Community Association, Out-of-School Care and Kindercare	- Out-of-School care (ages 6 to 12 years) and Kindercare (ages 5 to 6 years), total 123 spaces	- Equipment (e.g., computers, printers, table)	\$7000

## Analysis

Guidelines for project selection are included as **Attachment 5**.

The Committee reviewing the grant applications also used priorities (geographic areas and categories of care) identified in the 2001-2006 Child Care Needs Assessment to guide their decision-making.

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

- Of the Council-approved expenditure of \$50,000 in 2002, \$28,602 was dispersed in April 2002.
- The recommended expenditure of \$20,836 would bring total 2002 expenditures to \$49,438.

## Conclusion

Staff recommend:

1. That \$20,836 be provided from the Child Care Statutory Reserve Fund in the following amounts:
  - \$4,165 to Riverside Children's Centre for toys and equipment;
  - \$5,742 to Hamilton Community Association Out-of-School Care and Kindercare for furnishings and equipment;
  - \$350 to Little Wings Day Care for infant playground equipment;
  - \$1,514 to Treehouse Early Learning Centre for playground equipment
  - \$2,065 to Bowling Green Children's Centre for an infant quad stroller (4 seats); and
  - \$7,000 to South Arm Community Association Out-of-School Care and Kindercare for equipment.



Lesley Sherlock  
Social Planner  
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CITY OF RICHMOND

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-BRANLI  
MAYOR

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

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J. RICHARD HARRISON  
CITY CLERK

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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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CITY OF RICHMOND
APPROVED for content by originating dept.
APPROVED for legality by Solicitor

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MAYOR

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CITY CLERK



City of Richmond

Bylaw 7376

### Reserve Fund Expenditure Bylaw No. 7376

Whereas as at May 29, 2002, the following unappropriated balances exist in the reserve funds established under the provisions of the *Local Government Act*:

Affordable Housing Reserve Fund	- balance as at December 31 <sup>st</sup> , 2001 (audited)	\$5,571,252.44
	- transactions since January 1 <sup>st</sup> , 2002	<u>\$0.00</u>
	BALANCE in Reserve Fund at May 29, 2002	<u><b>\$5,751,252.44</b></u>
Capital Reserve Fund	- balance as at December 31 <sup>st</sup> , 2001 (audited)	\$23,822,670.48
	- transactions since January 1 <sup>st</sup> , 2002	<u>\$6,612,588.55</u>
	BALANCE in Reserve Fund at May 29, 2002	<u><b>\$30,435,259.03</b></u>
Capital Building and Infrastructure Reserve Fund	- balance as at December 31 <sup>st</sup> , 2001 (audited)	\$0.00
	- transactions since January 1 <sup>st</sup> , 2002	<u>\$2,492,672.99</u>
	BALANCE in Reserve Fund at May 29, 2002	<u><b>\$2,492,672.99</b></u>
Child Care Development Reserve Fund	- balance as at December 31 <sup>st</sup> , 2001 (audited)	\$62,792.65
	- transactions since January 1 <sup>st</sup> , 2002	<u>(\$28,602.00)</u>
	BALANCE in Reserve Fund at May 29, 2002	<u><b>\$34,190.65</b></u>
Equipment Replacement Reserve Fund	- balance as at December 31 <sup>st</sup> , 2001 (audited)	\$6,888,437.37
	- transactions since January 1 <sup>st</sup> , 2002	<u>\$1,722,800.00</u>
	BALANCE in Reserve Fund at May 29, 2002	<u><b>\$8,611,237.37</b></u>
Steveston Road Ends Reserve Fund	- balance as at December 31 <sup>st</sup> , 2001 (audited)	\$0.00
	- transactions since January 1 <sup>st</sup> , 2002	<u>\$662,628.98</u>
	BALANCE in Reserve Fund at May 29, 2002	<u><b>\$662,628.98</b></u>

Now therefore, the Council of the City of Richmond enacts as follows:

1. The sum of \$2,000,000 is appropriated from the Affordable Housing Reserve Fund to finance capital works as approved in the 2002 Capital Budget.
2. The sum of \$8,210,656 is appropriated from the Capital Reserve Fund to finance the following projects as set out in Schedule A and as approved in the 2002 Capital Budget.
3. The sum of \$650,0000 is appropriated from the Capital Building and Infrastructure Reserve Fund to finance the Artificial Sports Turf Field Project as approved in the 2002 Capital Budget.
4. The sum of \$21,398 is appropriated from the Child Care Development Reserve Fund to finance capital works as approved in the 2002 Capital Budget.
5. The sum of \$3,164,000 is appropriated from the Equipment Replacement Reserve Fund to finance the following projects as approved in the 2002 Capital Budget:

<u>Name of Program</u>	<u>Dollar Amount</u>
(a) Annual Fleet Replacements	\$2,000,000
(b) Fire Equipment	\$900,000
(c) Mechanical Equipment	\$264,000

6. The sum of \$620,0000 is appropriated from the Steveston Road Ends Reserve Fund to finance the Waterfront Improvement Program as approved in the 2002 Capital Budget.
7. Should any of the above amounts remain unexpended after the authorized expenditures have been made, such balances must be returned to the credit of the applicable reserve funds.
8. This bylaw is cited as **“Reserve Fund Expenditure Bylaw No. 7376”**.

FIRST READING

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SECOND READING

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THIRD READING

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ADOPTED

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MAYOR

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CITY CLERK



**Recommendations Regarding the Child Care Statutory Reserve Fund Grants  
Fall 2002**

The following recommendations were approved at the meeting of the Child Care Development Board on Thursday, November 7, 2002.

The committee responsible for the grant review process, expressed appreciation for the work completed on the recent Child Care Needs Assessment. The information in the Needs Assessment provided the committee with a clear direction for the evaluation of the grant applications.

The committee also noted that the caliber of the grants was noticeably better than the previous review. Although the number of applications was lower (seven as compared to the previous nine) the competition for funds was greater as all the applications fit within the guidelines and had merit.

**Recommendation:**

The Child Care Development Board recommends that the City of Richmond release twenty thousand, eight hundred and thirty six dollars, (\$20,836.00) from the Child Care Statutory Reserve Fund to support applications from the following child care sites.

Developmental Disabilities Association	\$ 4,165.00
Riverside Child Centre – Toys/ Playground Equipment	
Hamilton Community Association, Out of School Care and Kindercare – Furnishings/Equipment	5,742.00
Little Wings Day Care – Infant Playground Equipment	350.00
Richmond Society for Community Living, Treehouse Early Learning Centre – Playground Equipment	1,514.00
Society of Richmond Children’s Centre’s, Bowling Green Children’s Centre – Infant quad stroller (4 seater)	2,065.00
South Arm Community Association, Out of School Care And Kindercare – Equipment	<u>7,000.00</u>
Total	\$20, 836.00

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

**Developmental Disabilities Association, 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. This facility is in Health Area 1. In response to the demand for part time care they have recently enrolled four new children who share licensed spaces. They currently have enrolled 36 families who share 25 licensed spaces. The program is to be commended for demonstrating flexibility in response to the needs within the community.

This past spring the centre received funding through the Statutory Reserve Fund to complete the construction of a new playground. They also received funding from other sources for this project. The current request is to purchase outdoor equipment such as tricycles, a scooter, a sand/water table, and a picnic table. They also have requested a small amount to purchase a painting centre and some science toys/equipment.

The committee supports this application, as the City should be proud of this exemplary program which offers high quality child care in an area where the need for child care is high. This funding adds the finishing touches to the previous playground project.

**Hamilton Community Association, Out of School Care and Kindercare**

This program is located in Health Area 6. Child care in this area is a priority. The need for quality school age care throughout Richmond is also a priority. This program has recently expanded to serve 40 children and is desperately in need of some basic furnishings and equipment such as tables and chairs and an art storage cupboard. They have also requested funds to purchase some board games, a listening centre and a computer. This application was well prepared and supports the priorities of the Child Care Needs Assessment.

**Little Wings Day Care Centre**

This is a quality non-profit child care offering infant, toddler and preschool care. Little Wings is struggling with increased operating costs since the withdrawal of support from Canadian Airlines. The committee would like to support the organization by funding a small request for a new piece of equipment for the infant playground.

**Richmond Society for Community Living, Treehouse Early Learning Centre**

Treehouse is located in the City child care site in Steveston (5500 Andrews Rd.) 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 program for children with extra support needs. Funds would be used to purchase and install two outdoor play panels and steering wheels. These items were chosen because of their accessibility to children of all abilities and will enhance the learning opportunities for children during outdoor play.

**The Society of Richmond Children's Centres, Bowling Green Children's Centre**  
Bowling Green Children's Centre is a City child care site operated by the Society of Richmond children's Centres. They offer infant, toddler and preschool child care. Supporting the quality of care for infant child care is given high priority in the Needs Assessment. The applicant provided many letters of support and outlined the benefits of being able to take infants on walks outside within the approved ratio of one infant toddler educator for every four children. As these strollers are a special design they are very costly. The applicant also notes that it is difficult to fundraise this amount of money among the parents of the infants. The cost of operating infant child care is high; as a result the fees for parents are high. This request would fund one stroller and help offset some of the costs of the operator and support the affordability of care.

**South Arm Community Association, Out of School and Kindercare**  
South Arm Community Association operates Out of School Care and Kindercare at Howard DeBeck School and at the community centre. They are operating at full capacity with 123 children and also have a lengthy waiting list. This program has grown steadily in recent years. The Kindercare opened in September 2000 and this past September 2002 Out of School Care expanded with an additional 20 spaces. The programs do not have any computers and the applicant would like to purchase several to serve the large number of children. The applicant has also negotiated with the school to use the Internet access in the school. Children do not have access to the school computers after school hours. Although this is a large request, it is commensurate with the capacity of the program.

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

## CHILD CARE DEVELOPMENT FUND GUIDELINES FOR PROJECT SELECTION

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.

