



# City of Richmond

## Report to Committee

**To:** General Purposes Committee  
**From:** Kim Somerville  
 Manager, Community Social Development  
**Re:** 2019 Child Care Grants

**Date:** January 10, 2019  
**File:** 07-3070-01/2019-Vol  
 01

### Staff Recommendation

That, as per the report titled "2019 Child Care Grants," dated January 10, 2019, from the Manager of Community Social Development:

1. The Child Care Capital and Professional and Program Development Grants be awarded for the recommended amounts and cheques be disbursed for a total of \$54,187; and
2. A second Child Care Capital Grant intake for 2019 be scheduled to utilize the balance of unspent capital funds of \$25,720.

Kim Somerville  
 Manager, Community Social Development  
 (604-247-4671)

Att. 5

REPORT CONCURRENCE		
<b>ROUTED TO:</b>	<b>CONCURRENCE</b>	<b>CONCURRENCE OF GENERAL MANAGER</b>
Finance Department	<input checked="" type="checkbox"/>	
<b>REVIEWED BY STAFF REPORT / AGENDA REVIEW SUBCOMMITTEE</b>	<b>INITIALS:</b>	<b>APPROVED BY CAO</b>

## Staff Report

### Origin

In 2006, the City adopted the Child Care Development Policy 4017 (Attachment 3) which acknowledges that child care is an essential service in the community for residents, employers and employees. Policy 4017 directs staff to plan, partner and, as resources and budgets become available, support a range of quality, accessible and affordable child care including: facilities, spaces, programming, equipment and support resources. The Child Care Development Statutory Reserve and the Child Care Operating Statutory Reserve were established to financially assist non-profit societies with providing child care grants for minor capital improvements and supportive resources for child care providers.

This report supports the City's Social Development Strategy Action #10 - Support the establishment of high quality, safe child care services in Richmond through:

*Administering the City's Child Care Grant Program to support the provision of quality, affordable, accessible child care in Richmond.*

This report also supports the 2017–2022 Richmond Child Care Needs Assessment and Strategy:

*Strategic Direction 2 – Creating and supporting child care spaces.*

### Findings of Fact

#### 2019 Child Care Grants Budget

The City has two Child Care Reserve Funds that are used as a source of funding for the two types of child care grants:

- Child Care Capital Grants are funded from the Child Care Development Reserve (Bylaw No. 6367), established in 1994, for capital expenses including grants to non-profit societies for capital purchases and improvements (e.g. equipment, furnishings, renovations and playground development); and
- Child Care Professional and Program Development Grants are funded from the Child Care Operating Reserve Fund (Bylaw No. 8877), established in May 2012, to assist with non-capital expenses including grants to non-profit societies to support child care professional and program development within Richmond.

As part of the 2019 Capital Budget, a request was made to City Council to approve an expenditure of \$50,000 from the Child Care Development Reserve to be used for the 2019 Child Care Capital Grants and an expenditure of \$10,000 from the Child Care Operating Reserve to provide a budget for the 2019 Child Care Professional and Program Development Grants. In addition, these amounts have been supplemented with a total of \$19,907 in unspent funds from the 2018 Child Care Grants that were carried forward.

### Notice Given and Applications Received

On August 21, 2018, a call for applications for the 2019 Child Care Grants was posted on the City's website. The availability of the grants was promoted through the City's social media channels and news releases. In addition, notices were forwarded to the Vancouver Coastal Health Community Care Facilities Licensing and to the Richmond Child Care Resource and Referral to share with their child care provider contacts. The deadline for submissions was November 5, 2018. A total of eight applications were received of which four were for Child Care Capital Grants and four were for Child Care Professional and Program Development Grants.

### **Analysis**

#### Application Review Process

The Child Care Development Advisory Committee (CCDAC) convened a Child Care Grants Subcommittee to review the 2019 Child Care Grant applications and supporting materials. The subcommittee met on November 28, 2018 with the Program Manager, Child Care (CCDAC staff liaison) and Child Care Planner to prepare recommendations for consideration by the CCDAC voting members. The subcommittee assessed each application for compliance with the Child Care Grant Guidelines (Attachment 4) and used a rating form (Attachment 5) to score the applications from the following organizations:

**Table 1: 2019 Child Care Capital Grant Applicants and Requests**

<b>2019 Child Care Grant Applicants and Requests</b>		<b>Requested Amount</b>	<b>Recommended Amount</b>
<b>Capital Grant Applicants and Requests</b>			
1.	Developmental Disabilities Association of Vancouver - Richmond	\$10,000.00	\$10,000.00
2.	Little Wings Daycare Society	\$20,178.04	\$17,687.00
3.	Richmond Society for Community Living	\$3,750.00	\$3,500.00
4.	Society of Richmond Children's Centres	\$12,000.00	\$12,000.00
<b>Total Amount Requested for Capital Grants</b>		<b>\$45,928.04</b>	<b>\$43,187.00</b>

**Table 2: 2019 Child Care Professional and Program Development Applicants and Requests**

<b>2019 Child Care Grant Applicants and Requests</b>		<b>Requested Amount</b>	<b>Recommended Amount</b>
<b>Professional and Program Development Grants</b>			
1.	Child Care Training and Professional Development Society of Richmond	\$7,000.00	\$4,000.00
2.	East Richmond Community Association	\$2,035.00	\$0.00
3.	Society of Richmond Children's Centres	\$6,000.00	\$4,000.00
4.	Volunteer Richmond Information Services Society	\$3,000.00	\$3,000.00
<b>Total Amount Requested for Professional and Program Grants</b>		<b>\$18,035.00</b>	<b>\$11,000.00</b>
<b>Total Amount of Requests for 2019 Child Care Grants</b>		<b>\$63,963.04</b>	<b>\$54,187.00</b>

The Child Care Grants Subcommittee summarized their review of the 2019 Child Care Grants applications received and outlined their recommendations to the CCDAC. CCDAC approved the recommendations of the subcommittee which is reflected in the minutes of the meeting on December 5, 2018. The total requests for the 2019 Child Care Grants amount to \$63,963.04 and the grant allocations recommended amount to \$54,187.00.

The four Capital Grant requests amount to \$45,928.04. Developmental Disabilities Association of Vancouver - Richmond, Little Wings Daycare Society, Richmond Society for Community Living and the Society of Richmond Children's Centres are seeking funding for playground equipment, program equipment and furnishings. All four applicants deliver licensed child care programs offering a range of services including Group Care Under 36 Months, Group Care 30 Months to School Age and Group Care School Age.

The four Professional and Program Development Grant requests amount to \$18,035. The four applicants are: Child Care Training and Professional Development Society of Richmond, East Richmond Community Association, Society of Richmond Children's Centres and Volunteer Richmond Information Services Society. Three of the four applicants are seeking funding to provide professional development opportunities for Richmond early childhood educators:

- The Child Care Training and Professional Development Society of Richmond is seeking funding for a Circles of Caring Conference 2019.
- The Society of Richmond Children's Centres is seeking funding to establish a Richmond Community of Practice, a new model of professional learning, for early childhood educators.

- The Volunteer Richmond Information Services Society is requesting a grant to provide a three-part workshop series called “Seeing Children” to support skills necessary for observing and documenting children’s learning.
- The East Richmond Community Association is seeking funding to send staff to participate in identified professional development in the community. Unfortunately, this application does not meet the Child Care Grant Program Guidelines as the Child Care Professional and Program Development Grant supports organizations to put on professional development opportunities rather than send individual staff members to professional development workshops. Therefore, the East Richmond Community Association’s application is ineligible for funding.

The CCDAC is recommending that the following four Child Care Capital Grants applicants: Developmental Disabilities Association of Vancouver - Richmond, Little Wings Daycare Society, Richmond Society for Community Living and the Society of Richmond Children’s Centres, as outlined in Table 1, be funded for a total amount of \$43,187. The Child Care Professional and Program Development Grant requests exceed the available budget, but given that one organization is not eligible, the remaining three applications (Child Care Training and Professional Development Society of Richmond, Society of Richmond Children’s Centres and Volunteer Richmond Information Services Society) are recommended for the amounts outlined in Table 2 totalling \$11,000.

Staff support the CCDAC recommendations as proposed in the attached list of 2019 Child Care Grants (Attachment 1).

For reference, summaries of the 2019 Child Care Grant applications are included with this report (Attachment 2). As the content of the summary sheets are taken verbatim from the applicants submissions, they will replicate any errors or omissions made by the applicants.

### **Financial Impact**

The 2019 Child Care Grants budget of \$60,000 was requested as part of the City’s 2019 Capital Budget and is sufficient to support the two grant streams: the Child Care Capital Grants and the Child Care Professional and Program Development Grants. This is supplemented by an additional \$19,907 carried forward from the City’s 2018 Child Care Grants for a total of \$79,907. A total of \$54,187 in allocations is being recommended for the 2019 Child Care Grants, subject to City Council’s approval.

Staff recommend that a second Child Care Capital Grant intake for 2019 be scheduled to utilize the balance of unspent capital funds of \$25,720. A second intake would support current identified needs for additional capital funding for child care in Richmond. Since the initial grant intake two unique issues have arisen that could be addressed through a second intake using the unallocated funds:

- The City has appointed an operator for the future City-owned child care facility that will open in the Fall of 2019 in the Northview Estates development. The operator had not been determined at the time of the first grant intake and would benefit from the opportunity to apply for capital funding towards furniture and equipment for this new amenity.
- Due to very high demand for the enhanced Child Care BC Maintenance Fund grant program, the funds were fully expended and the program was unexpectedly closed on September 12, 2018. There have been no funds available to support child care operators to repair or replace furnishings and equipment required for compliance with licensing regulations since this time. A second grant intake would enable non-profit operators in the City to apply for funds for this purpose.

### **Conclusion**

The Child Care Grants will assist with enhancing the provision of quality, affordable and accessible child care in Richmond. These grants support sustaining priority types of child care programs and enhancing the quality of child care in Richmond. This is consistent with the 2017–2022 Richmond Child Care Needs and Assessment Strategy.

Staff recommend approval of the proposed recommendations for the City's 2019 Child Care Grants amounting to \$54,187 with \$43,187 allocated to the four Child Care Capital Grant requests and \$11,000 allocated to three of the Child Care Professional and Program Development Grant requests. Staff also recommend that a second Child Care Capital Grant intake for 2019 be scheduled to utilize the balance of unspent capital funds of \$25,720.



Chris Duggan  
Program Manager, Child Care  
(604-204-8621)

- Att. 1: 2019 Child Care Grants  
2: 2019 Child Care Grants Summary Reports  
3: Child Care Development Policy 4017  
4: Child Care Grants Program Guidelines  
5: Child Care Development Advisory Committee Grant Review Rating Form

### CCDAC Child Care Grants Subcommittee Recommended Grant Allocations and Comments

APPLICANT NAME	PROGRAM	PURPOSE OF GRANT	2019 REQUEST	2019 RECOM.	COMMENTS / CONDITIONS	SEE ATT 2 PAGE NO.
Developmental Disabilities Association	Child Care Capital Grant	<b>Playground Improvements- Riverside</b> To renovate the entire sandbox, create some functional (safe) storage and improve the accessibility for entry and add a roof for protection from both the sun and rain.	\$10,000.00	\$10,000.00	<b>CONDITION:</b> Subject to City of Richmond (as owner) review and approval of plans for structure.	Page 1
Little Wings Day Care Centre Society	Child Care Capital Grant	<b>Playground Improvements and Furniture Replacement - Little Wings</b> To provide safe outdoor fencing and assist with storage container costs for our move to a new location and to purchase 2 new couches.	\$20,178.04	\$17,687.00	Rental of frog pods and storage containers are not eligible for capital funding; funding to be provided only for the outdoor fencing and 2 new couches.  <b>CONDITION:</b> Little Wings moves forward with their relocation plan, as described in their proposal.	Page 3
Richmond Society for Community Living	Child Care Capital Grant	<b>Furnishings- Youth Connections</b> To replace items including blinds, couches, chairs, vacuum and amplifier,	\$3,750.00	\$3,500.00	Actual quotes provided upon request indicate total cost of items is \$3,500.	Page 5
Society of Richmond Children's Centres	Child Care Capital Grant	<b>Furnishings and Equipment- Cook Rd and Terra Nova</b> To replace and update equipment and furnishings.	\$12,000.00	\$12,000.00	Agency contribution in addition to grant funds requested	Page 7
<b>Child Care Capital Grant Request Total</b>			<b>\$45,928.04</b>	<b>\$43,187.00</b>		
Child Care Training and Professional Development Society of Richmond	Professional and Program Development Grant	<b>Administer Workshop/Conference</b> Help subsidize the cost of the Keynote, workshop presenters, parking, and venue cost which will result in keeping delegates' fees low.	\$7,000.00	\$4,000.00	Budget indicates this conference can be funded with \$4000 despite request of \$7000	Page 9
East Richmond Community Association	Professional and Program Development Grant	<b>Individual Training Opportunities for Staff</b> Professional Training for Staff	\$2,035.00	\$0.00	Not eligible - not putting on workshop/training but requesting funds for staff to attend external training/workshops	Page 11
Society of Richmond Children's Centres	Professional and Program Development Grant	<b>Administer Communities of Practice Workshops and Retreat</b> To create a community of practice in Richmond BC focused on building connections and collaborative learning for Educators doing emergent, Reggio-inspired work, collaboration with organizations in Surrey, Delta and Burnaby who will all participate in a retreat, this is a new model of professional learning in the field	\$6,000.00	\$4,000.00	Updated budget details requested from SRCC, revised request now \$5403, participant fee will be used to cover the cost of end retreat and contribute to overall revenue	Page 14
Volunteer Richmond Information Services Society	Professional and Program Development Grant	<b>Administer Workshop Series</b> To provide a three-part workshop series, called Seeing Children, in which participants will have an opportunity to reflect on their practice of observing young children using the book by Deb Curtis, "Really Seeing Children"	\$3,000.00	\$3,000.00	Includes a \$40 participant fee in revenue.	Page 16
<b>Professional &amp; Program Development Grant Request/Recommended Total</b>			<b>\$18,035.00</b>	<b>\$11,000.00</b>		
<b>Child Care Capital Grant Requests/Recommended Total</b>			<b>\$45,928.04</b>	<b>\$43,187.00</b>		
<b>TOTAL 2019 CHILD CARE GRANTS REQUESTS &amp; RECOMMENDED</b>			<b>\$63,963.04</b>	<b>\$54,187.00</b>		

2019 Child Care Grants Program Budget:	Recommended Amount	Funding available	Balance remaining
Capital Grants	\$43,187.00	\$68,907.00	\$25,720.00
Prof & Prog Dev't Grants	\$11,000.00	\$11,000	\$0.00
<b>Total</b>	<b>\$54,187.00</b>	<b>\$79,907.00</b>	<b>\$25,720.00</b>



**Capital Assistance Application for 2019  
Childcare Grants Program**

6911 No. 3 Road, Richmond, BC V6Y 2C1

**Society:** Developmental Disabilities Association of Vancouver-Richmond

**Title:** Riverside Sandbox Renovation

**Amount:** \$10,000.00

**Purpose:** Playground

Riverside CDC's sandbox is in disrepair. As the attached photos will show, the wood is weathered and the current storage area is not functional. The side compartments cannot be used to store the toys as water floods the bottom and creates a mess in the rainy months. For a short period of time this past summer, the entire sandbox was closed for sanitation as one or more baby rabbits found their way into the storage space and unfortunately were trapped and perished. Riverside would like to renovate the entire sandbox, create some functional (safe) storage and improve the accessibility for entry. The addition of a roof will allow for protection from both the sun and rain.

**Service Delivery Benefits:**

With the addition of a roof over the sandbox, the use of this playground area would increase on both hot or rainy days. Improving the access point of the current stair area would provide the freedom of entry for those with mobility restrictions.

**Beneficiaries:**

The current (and future) children and staff of Riverside would benefit from this grant. Riverside offers 25 daily child care spaces with 5-7 of those filled with children who require additional support.

**Partners (if applicable):**

**MOST RECENT PREVIOUS GRANT(S) (if applicable)**

Year	Amount	Grant Program
2017	\$2,500.00	Child Care Capital
2016	\$4,900.00	Child Care Capital
2015	\$11,000.00	Child Care Capital



**GRANT RECOMMENDATIONS**

**Recommended  
Amount:** \$10,000.00

**Recommendation:**

That the Development Disabilities Association be funded for a total amount of \$10,000.00 for a Child Care Capital Grant.
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**Staff Comments/Conditions:**

Subject to the City of Richmond's (as the landlord) review and approval of the proposed plans for the new structure identified within the grant application.
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ATTACHMENT 2  
**Capital Assistance Application for 2019  
Childcare Grants Program**

6911 No. 3 Road, Richmond, BC V6Y 2C1

**Society:** Little Wings Day Care Centre Society

**Title:** Little Wings Takes Flight

**Amount:** \$20,178.04

**Purpose:** Playground

The purpose of this grant is to provide safe outdoor fencing and assist with storage container costs for our move to a new location. Additionally we would like to purchase 2 new couches for parents and staff to use as a place to read, comfort and relax with the children.

**Service Delivery Benefits:**

Little Wings Daycare Society was advised unexpectedly by its landlord that the land lease of our current property would not be renewed and will expire on April 30, 2019. As a result, Little Wings Daycare is moving to a new location and requires funding for moving and ensuring our new location is safe and child friendly. The funds from this grant will allow Little Wings to install new fencing along the perimeter of our facility to offer an inviting and stimulating outdoor environment for the children to socialize and play in. The rental of large monthly storage containers will allow parents and staff to easily move toys and furnishings into a container to be moved to our new location. Additionally, the purchase of two new couches will be a welcoming spot for children, staff and parents to share meaningful moments as everyone adjusts to our new location.

**Beneficiaries:**

This grant will directly benefit 24 preschool aged children as well as 12 infants and 12 toddler aged children in our three programs. The 13 teachers at Little Wings will enjoy being able to provide safe outdoor opportunities and parents will have peace of mind knowing their children are being well cared for in a daycare that has appropriate fencing and comfortable and inviting furnishings.

**Partners (if applicable):**

**MOST RECENT PREVIOUS GRANT(S) (if applicable)**

Year	Amount	Grant Program
2018	\$5297.00	Child Care Capital

**Capital Assistance for 2019**

ATTACHMENT 2

**Little Wings Day Care Centre Society**

**Summary Page 2**

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2017	\$4836.62	Child Care Capital
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**GRANT RECOMMENDATIONS**

**Recommended  
Amount:** \$17,687.00

**Recommendation:**

That the Little Wings Day Care Centre Society be funded for a total amount of \$17,687.00 for a Child Care Capital Grant.
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**Staff Comments/Conditions:**

That Little Wings Day Care Centre Society moves forward with their proposed relocation plan, as described in their proposal.
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ATTACHMENT 2  
**Capital Assistance Application for 2019  
Childcare Grants Program**

6911 No. 3 Road, Richmond, BC V6Y 2C1

**Society:** Richmond Society for Community Living

**Title:** Youth Connections Capital Replacement and Refurbishment

**Amount:** \$3,750.00

**Purpose:** Furnishings

The purpose of the grant is to make a one-time capital purchase to replace items in order to improve safety and delivery of the program.

**Service Delivery Benefits:**

Funds received from the City of Richmond will be used to replace damaged furnishings and broken equipment. Replacement and refurbishment of items will ensure safety, provide privacy when needed, and encourage creative expression for program participants.

**Beneficiaries:**

Youth Connections is an innovative out-of-school program designed exclusively for young people with disabilities. Operating after school weekdays during the school year and for full days during the spring, summer and winter breaks, the program allows participants to expand their independence skills and improve overall quality of life through therapeutic recreation.

**Partners (if applicable):**

**MOST RECENT PREVIOUS GRANT(S) (if applicable)**

Year	Amount	Grant Program
2017	\$3,700.00	Child Care Capital
2016	\$7,238.05	Child Care Capital
2015	\$828.00	Child Care Capital

**GRANT RECOMMENDATIONS**

**Recommended  
Amount:** \$3,500.00

**Recommendation:** That the Richmond Society for Community Living be funded for a total amount of \$3,500.00 for a Child Care Capital Grant.

**Staff Comments/Conditions:**  
None



ATTACHMENT 2  
**Capital Assistance Application for 2019  
 Childcare Grants Program**

6911 No. 3 Road, Richmond, BC V6Y 2C1

**Society:** Society of Richmond Children's Centres

**Title:** Renewal Terra Nova and Cook Rd Children's Centres

**Amount:** \$12,000.00

**Purpose:** Playground

As the SRCC's two oldest City owned facilities these centres are in need of a refresh / update of equipment and furnishings to look contemporary and fresh and offer children new materials.

**Service Delivery Benefits:**

There has been a significant evolution in child care equipment over the years and the SRCC has been in the forefront of sourcing sustainable, innovative products for the new City-owned centres we have opened in the last 10 years. We would like to renew some of the equipment in these two older programs to offer some equity in access to quality for all SRCC families

**Beneficiaries:**

The children, staff and families at Cook Rd and Terra Nova Children's Centres will benefit. Indeed the whole SRCC will benefit as any funds from grants frees up other budgeted funds to be used to enhance other aspects of our programs.

**Partners (if applicable):**

**MOST RECENT PREVIOUS GRANT(S) (if applicable)**

Year	Amount	Grant Program
2018	\$25,796.00	Child Care Capital
2017	\$2,837.00	Child Care Capital
2016	\$3,308.30	Child Care Capital

**GRANT RECOMMENDATIONS**

**Recommended  
 Amount:** \$12,000.00

**Recommendation:**

That the Society of Richmond Children's Centres be funded for a total amount of \$12,000.00 for a Child Care Capital Grant.

**Staff Comments/Conditions:**

None



ATTACHMENT 2  
**Program and Professional Development  
Child Care Grants Program 2019**

6911 No. 3 Road, Richmond, BC V6Y 2C1

**Society:** Child Care Training and Professional Development Society of Richmond

**Title:** Circles of Caring Conference 2019

**Amount:** \$7,000.00

**Purpose:**

- help subsidize the cost of the Keynote, workshop presenters, parking, and venue cost which will result in keeping delegates' fees low.

**Service Delivery Benefits:**

The funds will allow us to bring in a Keynote speaker and workshop presenters for delegates in the ECE and School Age field who would normally not be able to afford to listen to under one roof. This will greatly enhance skill development for the child care community which will result in quality teaching. Delegates will obtain 5 hours of Professional Development towards their License renewals.

**Beneficiaries:**

- Early Childhood Educators, School Age staff, Administrative teams

**Partners (if applicable):**

Student volunteers from Richmond High Secondary School and Community Center Association staff/Coordinators will be helping the day of the conference.

**MOST RECENT PREVIOUS GRANT(S) (if applicable)**

Year	Amount	Grant Program
2018	\$6000	Child Care Professional & Program Development Grant
2017	\$5500	Child Care Professional & Program Development Grant
2015	\$10000	Child Care Professional & Program Development Grant

**GRANT RECOMMENDATIONS**

**Recommended  
Amount:** \$4,000.00

**Recommendation:** That the Child Care Training and Professional Development Society of Richmond be funded for a total amount of \$4,000.00 for a Professional & Program Development Grant.



**Staff Comments/Conditions:**

None



ATTACHMENT 2  
**Program and Professional Development**  
**Child Care Grants Program 2019**

6911 No. 3 Road, Richmond, BC V6Y 2C1

**Society:** East Richmond Community Association

**Title:** Cambie Out of School Care Professional Development

**Amount:** \$2,035.00

**Purpose:**

Professional Training for Staff

**Service Delivery Benefits:**

Circles of Caring: This conference will increase the understanding and promotion of children's well being. By staff attending with the broader childcare community, they can share with and learn from other childcare providers in Richmond.

Responsible Adult: A regulation to qualify for employment in family child care or school age child care settings this course covers basic concepts about child development, child guidance, health, safety, nutrition and programming. Classes ongoing throughout the year.

High Five: A nationally recognised program where participants learn how to enhance program quality and provide positive experiences for children.

The City of Richmond supports the delivery of professional development training for those employed in the delivery of licensed child care programs with the goal of maintaining and enhancing the quality of programs offered in Richmond (Child Care Needs Assessment and Strategy 2017-2022)

**Beneficiaries:**

ERCA expects to benefit by:

Increasing the collective knowledge of our team.

Making ERCA's program more appealing to families and employees.

Attracting the right kind of "in-dmand" candidates.

Aiding our retention strategy

Making succession planning easier.

Employees will benefit by:

Boosting employees job satisfaction

Increased confidence

Career boosting

Families and Children will benefit by:

Having staff that will ensure a better educational foundation for children's skills and social development.

Security of having fully staffed Out of School Care programs (as per licensing requirements),

Partners (if applicable):

MOST RECENT PREVIOUS GRANT(S) (if applicable)

Year	Amount	Grant Program
2018	\$950.00	Parks, Rec and Community Events
2017	\$2384.00	Child Care Capital Grants
2016	\$750.00	Parks, Rec and Community Events

GRANT RECOMMENDATIONS

**Recommended  
Amount:** \$0.00

**Recommendation:**

That the East Richmond Community Association's funding application for a Professional & Program Development Grant be declined due to ineligibility.
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**Staff Comments/Conditions:**  

None
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ATTACHMENT 2  
**Program and Professional Development**  
**Child Care Grants Program 2019**

6911 No. 3 Road, Richmond, BC V6Y 2C1

**Society:** Society of Richmond Children's Centres

**Title:** Communities of Practice

**Amount:** \$6,000.00

**Purpose:**

The SRCC has always sought to be a centre for excellence in early childhood practice and as such has collaborated and partnered with other early childhood organisations across Canada and in the USA. We have hosted international expert Ann Pelo for a Residency following which we were invited to collaborate with her on her new book "From Teaching to Thinking" 2018. Our purpose with this grant is to create a community of practice in Richmond BC focused on the book and on building connections and networks for Educators doing emergent, Reggio-inspired work. We are collaborating with others in Surrey, Delta and Burnaby who will also be establishing communities of practice and we will all come together in November 2019 for a retreat at which Ann Pelo will be the Keynote. This is a new model of professional learning in our field and we are leading it from Richmond!

**Service Delivery Benefits:**

The funds being requested will be used for facilitation and resource costs for the Richmond Community of Practice that will meet 5 times starting in February 2019 and culminating at the retreat in November 2019.

**Beneficiaries:**

The whole ECE community in Richmond will be invited to be part of the community of practice. However only those who are interested in or currently practicing Reggio-inspired, emergent, responsive curriculum are likely to sign up. We hope to have a Richmond community of practice of 25-30 participants from a range of child care providers. With this grant we could make this portion of the process barrier free and offer it at no cost. With no grant there would have to be a participant cost.

**Partners (if applicable):**

Simon Fraser Childcare Society  
  
Delta Continuing Education Department  
  
Surrey OPTIONS (pending)

Burnaby Continuing Education Department (pending)
Ann Pelo

**MOST RECENT PREVIOUS GRANT(S) (if applicable)**

Year	Amount	Grant Program
2018	\$25796.00	Child Care Capital
2017	\$2837.00	Child Care Capital
2016	\$2965.50	Child Care Capital

**GRANT RECOMMENDATIONS**

**Recommended Amount:** \$4,000.00

**Recommendation:** That the Society of Richmond Children's Centres be funded for a total amount of \$4,000.00 for a Professional & Program Development Grant.

**Staff Comments/Conditions:** None



ATTACHMENT 2  
**Program and Professional Development**  
**Child Care Grants Program 2019**

6911 No. 3 Road, Richmond, BC V6Y 2C1

**Society:** Volunteer Richmond Information Services Society

**Title:** Seeing Children Series

**Amount:** \$3,000.00

**Purpose:**

This grant will fund a three-part workshop series, called Seeing Children, in which participants will have an opportunity to reflect on their practice of observing young children.

Using the book by Deb Curtis, "Really Seeing Children," our first session will examine our own practices about how and what we observe and document. Using a reflective lens for teaching, participants will be able to use this tool in their own setting. They will also hear stories from educators participating in the Changing Results for Young Children project. There will be time to work in small groups using provocations and materials that inspire children's lively minds and rekindle what children might be thinking and wondering when using these materials. Participants will have time to visit three settings at Grauer School: "The Studio", the StrongStart, and a Kindergarten classroom.

In the second session, we will focus on planning the learning environment and discuss how changes in the environment change not only how we see children but how they see us. We will examine specific things that educators can do to support children's play, exploration and learning. What effect does the arrangement of the physical space have on children? What are some of the materials we find most engaging? How do we ensure that children's choices

**Service Delivery Benefits:**

This training series will equip early childhood educators not only with new skills, but a new perspective on how children learn and grow. Stemming from their adult worldview, even the most well-intentioned educators have inherent biases when working with children. For children to truly thrive, they need to be given an opportunity to explore their surroundings and interpret the world in their own way.

The Seeing Children Series will enhance child care delivery by teaching early childhood educators about the power of documentation. Workshop participants will learn how to use documentation to reflect on their own practices, so they can make adjustments – in curriculum, in the classroom setting – to better support children’s play, exploration, and learning. Participants will also discover how, through documentation, they can better communicate with parents and colleagues, and capture aspects of a child’s learning that may have otherwise gone unnoticed.

Richmond’s child care community is immeasurably strengthened by the passion and dedication of our early childhood educators. This training series will provide them with the skills and tools to observe children in a new light, and document children in a way that highlights their unique ability to learn through play and exploration. Child care centres that implement this approach will be better positioned to support children’s healthy growth and development, as they’ll inspire children to fully embrace their own creativity and curiosity.

**Beneficiaries:**

Early childhood educators will benefit from eight hours of professional development, during which they’ll learn how to observe and document the behaviours of young children, so as to create a learning environment more conducive to exploration, creativity, and self-discovery.

We anticipate that up to 40 educators will participate in the workshop series.

Parents will also benefit, as documentation will provide early childhood educators with a new tool through which to communicate a child’s learning. This means that parents will have a clearer window into their child’s life at daycare, capturing aspects of their growth and development that may have been hidden before. Documentation, in other words, will help parents better understand their child, and give them a glimpse into his or her inner world.

**Partners (if applicable):**

For the first workshop session, on January 26, 2019, the Richmond School District will provide in-kind space and custodial services.



**MOST RECENT PREVIOUS GRANT(S) (if applicable)**

<b>Year</b>	<b>Amount</b>	<b>Grant Program</b>
2018	\$3000.00	Professional and Program Development
2017	\$2500.00	Professional and Program Development
2016	\$5000.00	Professional and Program Development

**GRANT RECOMMENDATIONS**

**Recommended  
Amount:** \$3,000.00

**Recommendation:**

That the Volunteer Richmond Information Services Society be funded for a total amount of \$3,000.00 for a Professional & Program Development Grant.
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**Staff Comments/Conditions:**

None
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## **POLICY 4017:**

It is Council policy that:

### **1. GENERAL**

- 1.1 The City of Richmond acknowledges that quality and affordable child care is an essential service in the community for residents, employers and employees.

### **2. PLANNING**

- 2.1 To address child care needs, the City will: plan, partner and, as resources and budgets become available, support a range of quality, affordable child care.

### **3. PARTNERSHIPS**

- 3.1 The City of Richmond is committed to:

- (a) Being an active partner with senior governments, stakeholders, parents, the private and non-profit sectors, and the community, to plan, develop and maintain a quality and affordable comprehensive child care system in Richmond.

Working with the following organizations and groups to facilitate quality child care in Richmond:

- (i) Community Associations and Societies - to assess whether or not child care services can be improved in community centres, and new spaces added to existing and future community centres.
- (ii) Developers - to encourage developers to provide land and facilities for child care programs throughout the City.
- (iii) Employers - to encourage employers' involvement in advocating and planning for child care.
- (iv) Intercultural Advisory Committee - to investigate and report on child care concerns, needs and problems facing ethno cultural groups in the City.
- (v) School Board – to continue providing space for child care programs on school sites; to co-locate child care spaces with schools where appropriate, and to liaise with the Child Care Development Advisory Committee,



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- (b) Monitoring the need for new child care spaces to support Richmond residents, employee and student populations.
- (c) Providing, when appropriate, new child care spaces and/or facilities to meet existing needs and future population growth.
- (d) Requesting senior governments and other stakeholders to provide ongoing funding for affordable child care facilities, spaces, operations and programming.

**4. RICHMOND CHILD CARE DEVELOPMENT ADVISORY COMMITTEE (CCDAC)**

- 4.1 The City will establish and support the Richmond Child Care Development Advisory Committee.

**5. CHILD CARE RESERVE FUNDS**

- 5.1 The City has established two Child Care Reserve Funds as described below.

- (a) Child Care Development Reserve Fund (established by Reserve Fund Establishment Bylaw No. 7812)

The City will administer the Child Care Development Reserve Fund to financially assist with the following capital expenses:

- (i) Establishing child care facilities and spaces in:
  - City buildings and on City land.
  - Private developments.
  - Senior government projects.
  - Community partner projects.
- (ii) Acquiring sites for lease to non-profit societies for child care; and
- (iii) Providing grants to non-profit societies for capital purchases and improvements, such as equipment, furnishings, renovations and playground improvements.
- (b) Child Care Operating Reserve Fund (established by Child Care Operating Reserve Fund Establishment Bylaw No. 8827)
  - (i) The City will administer the Child Care Operating Reserve Fund to financially assist with non-capital expenses relating to child care within the City, including the following:
    - Grants to non-profit societies to support child care professional and program development within the City;



Adopted by Council: January 24, 2006

Amended by Council: April 10, 2012, December 8, 2014, September 14, 2015

- Studies, research and production of reports and other information in relation to child care issues within the City; and
- Remuneration and costs, including without limitation expenses and travel costs, for consultants and City personnel to support the development and quality of child care within the City.

5.2 Developer cash contributions and child care density bonus contributions to the City's Child Care Reserve Funds will be allocated as follows:

- (a) 90% of the amount will be deposited to the Child Care Development Reserve Fund, and
- (b) 10% of the amount will be deposited to the Child Care Operating Reserve Fund, unless Council directs otherwise prior to the date of the developer's payment, in which case the payment will be deposited as directed by Council.

5.3 All expenditures from the Child Care Reserve Funds must be authorized by Council.

## 6. DEVELOPMENT OF CHILD CARE FACILITIES

6.1 To facilitate consistent, transparent and sound planning, the City will:

- (a) Undertake periodic child care needs assessments to update its child care strategy.
- (b) Use its powers through the rezoning and development approval processes to achieve child care targets and objectives.
- (c) Prepare Child Care Design Guidelines which articulate the City's expectations for the design and development of City-owned or leased child care facilities, whether they are built as City capital projects or by developers as community amenity contributions.
- (d) Make the Child Care Design Guidelines available to members of the public as a resource, and to City staff, developers, and architects as a guide for planning child care spaces in City-owned or leased facilities or developer-built community amenities being contributed to the City.

6.2 The City will further facilitate the establishment of child care facilities by:

- (a) Encouraging adequate child care centre facilities throughout the City where needed, particularly in each new community.



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- (b) Providing City land and facilities for child care programs in locations throughout the City.
- (c) Encouraging child care program expansion through the enhancement of existing community facilities.

**7. CHILD CARE GRANTS POLICY**

7.1 Through City child care grants, support child care:

- (a) Facilities.
- (b) Spaces.
- (c) Programming.
- (d) Equipment and furnishings.
- (e) Professional and program development support.

**8. PROFESSIONAL CHILD CARE SUPPORT RESOURCES**

8.1 Support resources for child care providers as advised by the Child Care Development Advisory Committee and as the need requires and budgets become available.

**9. POLICY REVIEWS**

9.1 From time to time, the City will:

- (a) Review child care policies, regulations and procedures to ensure that no undue barriers exist to the development of child care.
- (b) As appropriate, develop targets for the required number, type and location of child care services in Richmond.

**10. AREA PLANS**

10.1 The City will ensure that area plans contain effective child care policies.

**11. INFORMATION**

11.1 The City will, with advice from the Child Care Development Advisory Committee:

- (a) Generate, consolidate and analyze information to facilitate the development of child care facilities, programs and non-profit child care agencies;



City of  
Richmond

## Policy Manual

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- (b) Determine if any City land holdings are appropriate to be made available for immediate use as child care facilities;
- (c) Review, update and distribute City produced public information material to the public on child care.

### 12. PROMOTION

#### 12.1 The City will:

- (a) Declare the month of May "Child Care Month" and support awareness and fund-raising activities during that month.



# **Child Care Grants Program Guidelines**

City of Richmond - Community Services  
Community Social Development  
August, 2018

# Child Care Grants - Program Guidelines

## Introduction

The City of Richmond provides grants to non-profit societies who provide child care services within the City's geographic boundaries. Child Care grants are funded by voluntary community amenity contributions from developers. These funds are held in the Child Care Development Reserve or the Child Care Operating Reserve. The ability to provide grants is subject to available funding and there may be years when the grant program(s) are not offered. For more information about the City of Richmond's approach to supporting child care services, please see the attached *City of Richmond's Child Care Development Policy*.

## Eligibility

Non-profit societies that either (1) provide child care services or (2) support the provision of child care services are eligible. Applicants may be either non-profit child care providers seeking to improve the quality or capacity of care in their facility, or non-profit societies supporting quality programming and/or providing professional development opportunities for the broader child care community in Richmond.

## Purpose

Child care grants are available for both: (1) capital and (2) professional and program development expenses. These purposes are outlined below.

### (1) Capital

Capital grants are provided to acquire or upgrade physical assets such as property, buildings and equipment. Funding is available for a **one-time capital expense** that will improve the quality, availability and accessibility of child care in Richmond, such as: equipment, furnishings, renovations, playground improvements. For equipment to qualify as a capital expenditure, it must be of long-term use and durability (e.g., an easel would qualify; art supplies would not).

### (2) Professional and Program Development

Non-profit societies developing or providing professional and program development opportunities (e.g., training, workshops) are eligible to apply for funding. The initiatives must be of benefit to the broader child care community in Richmond, rather than to a few specific centres. The need for and benefit to the child care community must be demonstrated.



## **Priorities**

Priority will be given to applications supporting infant/toddler and school-age care, identified as priorities in the 2009 – 2016 Richmond Child Care Needs Assessment and Strategy.

## **Online Grant Application Process**

The City of Richmond has moved to an online grant application process. Please refer to the *City of Richmond Child Care Grant Program - City Grants Web-based System Grant Applicant User Guide* which is posted on the City's web site. The guide provides tips and illustrations for all sections of the grant application. In preparation for submitting an application, please have electronic documents in a location on your computer so they can be attached as requested. The user guide lists the preferred file formats for documents, spreadsheets and pictures. There are also forms posted on the City's web site that you can use to provide information on licensed capacity, project budgets and project timelines. If your Society previously received a child care grant, you will need to submit a grant use report to explain how the funds were used. This information must be submitted in order to be considered for a new grant. Here is a list of the items to have ready for attaching to your application:

- Society Incorporation Certificate, Contact List for the Society's Board of Directors, Officers and Executive Director, Most Recent Annual General Meeting Minutes, Provincial Child Care License(s), Last Year's Financial Statements or Audited Statement, Current Year Operating Budget, Itemized Project Budget, Project Timeline, and Support Letters; and
- If you received a grant in the previous year, you will need to submit a grant-use report documenting how the awarded funds were used and to what benefit. This is required in order to be eligible to apply for a grant in the current funding year.

## **Applications are to include the following:**

### **Step 1 - Applicant Contacts:**

- a) Society name
- b) Society number issued by the BC Registry Services at the time of incorporation
- c) Society web site if applicable
- d) Contact names for the Society, e.g., an executive director, program manager or Board member
- e) Contact members role in the Society
- f) Society's address, postal code, phone number, and e-mail address

## **Step 2 - Applicant Information:**

- a) Briefly outline the Society's history, mandate, goals and objectives of your organization.
- b) Describe the programs and services provided in the last 5 years.
- c) If the Society delivers licensed child care programs provide the licensed capacity and current enrolment by type for each program offered, referred to in the Society's Provincial Child Care License(s).
- d) Attach a copy of the Society's Provincial Child Care License(s) as issued by Vancouver Coastal Health Community Care Facilities Licensing.
- e) Attach a list of the Society's Board of Directors, Officers, and Executive Director, including their addresses and contact information.
- f) Attach minutes of the most recent annual general meeting.
- g) Attach Last Year's Financial Statements or Audited Statement including balance sheet for the recently completed fiscal year, including the auditor's report signed by external auditors, or one of the following alternatives:
  - If audited financial statements are not available, submit the financial statements reviewed by the external auditors for the most recent completed fiscal year along with the review engagement report signed by the external auditors;
  - If neither audited nor reviewed financial statements are available, submit the compiled financial statements for the most recent completed fiscal year along with a compilation report signed by the external auditors; or
  - If none of the above are available, financial statements for the most recently completed fiscal year endorsed by two signing officers of the Board of Directors.
- h) Attach an operating budget for the current year.

## **Step 3 - Grant Program:**

### **Capital Grants or Professional and Program Development Grants**

#### Capital Grants:

- a) Purpose of the grant - what is the intent of the proposed grant (e.g., for equipment, furnishings, playground improvements, other?). If you select "other" please provide a description of what capital project you wish to undertake.
- b) Provide a detailed description of how the funds would be used to enhance the delivery of Richmond child care services (e.g., improve quality, availability, accessibility).
- c) Describe who will benefit from the grant if received, e.g., for Capital Grants: the number and age groups of children who will benefit.

#### Professional and Program Development Grants:

- d) Purpose of the grant – Describe how the funds will be used to enhance the child care service delivery, support skill development of early childhood educators, and benefit the broader Richmond child care community.
- e) Describe who will benefit from the grant, if received (e.g., child care educators).

For both Grants Programs:

- f) List any partners who will be assisting with the project (e.g., any other funders, volunteers, or companies who will be money, services, in-kind assistance or other contributions).
- g) Provide a dollar figure for the requested grant amount.

Supporting Documents:

- h) Provide supporting documents - you will be asked to attach copies of the following:
  - An itemized budget for how grant funds will be used;
  - Additional supporting information for the projected costs (e.g., workshop presenters quotes or 3 quotes from suppliers/trades for Capital projects); and
  - Additional sources of funding or contributions that will be used to complete the grant project.
  - A timeline for completing the project and using the grant funds.
- i) Documentation to demonstrate the need for funds (this could be a letter from the Board, a letter from a building consultant/inspector or an inspection report from Child Care Facilities Licensing).
- j) Letters of support if applicable.

### **Terms and Conditions**

The Terms and Conditions section of the grant application discusses the following expectations for grant applicants:

- Any grant applicant who has awarded funds previously by the City must, if not already provided, submit a report documenting use of those funds and describe the benefits received before their current application can be considered.
- Funds must be used within one year of receipt by successful applicants.
- All grant recipients must provide a photo (for capital grants only) and a report documenting the use of the funds and the benefits received, as soon as complete (at the latest, one year following receipt) to the Child Care Development Advisory Committee.
- In addition, the grant received should be mentioned in any newsletter published by the organization and the City of Richmond logo included in any related publicity.

Consent to these terms will be requested as part of the application process.

## **Review Process and Approval Process**

Grant submissions are first reviewed by City staff from the Community Social Development Division to determine eligibility and completeness. The City of Richmond's Child Care Development Advisory Committee reviews the grant applications and makes recommendations to City Council. These are summarized by staff into a report that is presented to Council for their consideration. All decisions concerning the approval of Child Care grants are made by Council. These decisions are final and there is no appeal process.

## **Submit an Application**

The City of Richmond has an online web based grant application. The *Child Care Grants Program Guidelines* and the *Child Care Web-based System Grant Applicant User Guide* are useful resources to assist you with filing an online grant application. Only electronic applications will be accepted.

## **Application Deadlines and Decisions**

The deadline for submitting a grant application will be determined annually. Late applications are not accepted. Please visit the City's grants web site for more information on the grant program and important application deadlines:  
[www.richmond.ca/citygrants](http://www.richmond.ca/citygrants)

If you have questions about applying for a child care grant, please contact:

Chris Duggan  
Child Care Coordinator  
City of Richmond – Community Social Development  
Phone: 604-204-8621  
E-mail: [cduggan@richmond.ca](mailto:cduggan@richmond.ca)

Child Care Development Advisory Committee  
 \*input rating score in yellow box

Child Care Capital Grants Rating Sheet - 2019

		Applicant 1		Applicant 2		Applicant 3		Applicant 4	
		Rating	Comments	Rating	Comments	Rating	Comments	Rating	Comments
<b>Eligibility</b>									
Grant use report for previous year submitted (City Grant Administrator to complete)	yes/no/na								
Applicant is a registered non-profit BC Society (Soc. #, certificate of incorporation, constitution and bylaws provided)	0-5								
Authorized Signatures of Board Executive Members submitted	0-5								
Application is complete (e.g. all sections are filled out and supporting documents provided)	0-5								
Delivers a licensed child care program (copies of current licenses included or an application for a license in process is provided)	0-5								
List of Society Board of Directors, Officers and Executive Directors provided	0-5								
Minutes of AGM attached	0-5								
Project will primarily serve Richmond residents	0-5								
<b>Eligibility rating</b>	<i>max pts = 35</i>	<i>/35</i>		<i>/35</i>		<i>/35</i>		<i>/35</i>	
<b>Purpose of Proposal</b>									
Grant request fits the grant guidelines eligibility criteria	0-5								
Demonstrated need for the proposal	0-5								
Information is provided on who will benefit (must benefit Richmond ECE's re: professional dev't.)	0-5								
A timeline for completing the project is included	0-5								
Supporting documents provided (e.g. quotes, letters of support)									
<b>Purpose of Proposal rating</b>	<i>max pts = 25</i>	<i>/25</i>		<i>/25</i>		<i>/25</i>		<i>/25</i>	
<b>Financial Criteria</b>									
Financial Statement for Last Year provided	0-5								
Current and proposed year Operating budget attached	0-5								
Project budget has been completed (e.g. revenue and expenses balance, some funding from other sources is shown)	0-5								
Society is financially stable (i.e. not showing significant deficits)	0-5								
Financial need for the project is demonstrated	0-5								
<b>Financial rating</b>	<i>max pts = 25</i>	<i>/25</i>		<i>/25</i>		<i>/25</i>		<i>/25</i>	
<b>FINAL RATING SCORE</b>	<i>max pts = 85</i>	<i>/85</i>		<i>/85</i>		<i>/85</i>		<i>/85</i>	

\* 0= Not sufficient/ ineligible

\* 5= Sufficient/ qualified

Child Care Development Advisory Committee

\*input rating score in yellow box

**Child Care Professional and Program Development Grants Rating Sheet - 2019**

		Applicant 1		Applicant 2		Applicant 3		Applicant 4	
		Rating	Comments	Rating	Comments	Rating	Comments	Rating	Comments
<b>Eligibility</b>									
Grant use report for previous year submitted (City Grant Administrator to complete)	yes/no/na								
Applicant is a registered non-profit BC Society (Soc. #, certificate of incorporation, constitution and bylaws provided)	0-5								
Authorized Signatures of Board Executive Members submitted	0-5								
Application is complete (e.g. all sections are filled out and supporting documents provided)	0-5								
Delivers a licensed child care program (copies of current licenses included or an application for a license in process is provided)	0-5								
List of Society Board of Directors, Officers and Executive Directors provided	0-5								
Minutes of AGM attached	0-5								
Project will primarily serve Richmond residents	0-5								
<b>Eligibility rating</b>	<b>max pts = 35</b>	<b>/35</b>		<b>/35</b>		<b>/35</b>		<b>/35</b>	
<b>Purpose of Proposal</b>									
Grant request fits the grant guidelines eligibility criteria	0-5								
Demonstrated need for the proposal	0-5								
Information is provided on who will benefit (must benefit Richmond ECE's re: professional dev't.)	0-5								
A timeline for completing the project is included	0-5								
Supporting documents provided (e.g. quotes, letters of support)									
<b>Purpose of Proposal rating</b>	<b>max pts = 25</b>	<b>/25</b>		<b>/25</b>		<b>/25</b>		<b>/25</b>	
<b>Financial Criteria</b>									
Financial Statement for Last Year provided	0-5								
Current and proposed year Operating budget attached	0-5								
Project budget has been completed (e.g. revenue and expenses balance, some funding from other sources is shown)	0-5								
Society is financially stable (i.e. not showing significant deficits)	0-5								
Financial need for the project is demonstrated	0-5								
<b>Financial rating</b>	<b>max pts = 25</b>	<b>/25</b>		<b>/25</b>		<b>/25</b>		<b>/25</b>	
<b>FINAL RATING SCORE</b>	<b>max pts = 85</b>	<b>/85</b>		<b>/85</b>		<b>/85</b>		<b>/85</b>	

\* 0= Not sufficient/ ineligible

\* 5= Sufficient/ qualified