



City of Richmond

Report to Committee

To: Planning Committee
From: Cathryn Volkering Carlile
 General Manager - Community Services
Re: Child Care Grants for Non-Capital Uses

Date: March 20, 2012
File:

Staff Recommendation

That:

1. The Child Care Operating Reserve Fund Establishment Bylaw No. 8877 be introduced and given first, second and third reading;
2. The Richmond Zoning Bylaw 8500, Amendment Bylaw 8878 be introduced and given first reading; and,
3. The Child Care Development Policy 4017 be amended by replacing the text of the current policy with the text set out in Attachment 8, and of the staff report dated March 14, 2012 entitled "Child Care Operating Reserve Fund Establishment".

Cathryn Volkering Carlile
 General Manager - Community Services

Att. 9

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ROUTED TO:	CONCURRENCE		CONCURRENCE OF GENERAL MANAGER
Budgets and Accounting	Y <input type="checkbox"/>	N <input checked="" type="checkbox"/>	
Law	Y <input type="checkbox"/>	N <input checked="" type="checkbox"/>	
Policy Planning	Y <input type="checkbox"/>	N <input checked="" type="checkbox"/>	
REVIEWED BY TAG	YES <input checked="" type="checkbox"/>	NO <input type="checkbox"/>	REVIEWED BY CAO YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>

Staff Report

Origin

On July 11, 2011, when considering Child Care Development Grant allocations, Council resolved that:

“Staff develop new Terms of Reference for the Child Care Development Grant Program to expand their ability to recommend grants for more than minor capital expenses.”

Child Care Development Grants support the following Council Term Goal:

Improve the effectiveness of the delivery of social services in the City through the development and implementation of a Social and Community Service Strategy that includes:

- *clearly articulated roles and services for the City, and a viable funding strategy.*

This report presents options and recommendations for funding Child Care Development Grants for non-capital uses.

Findings Of Fact

1. Child Care Development Reserve Fund

Section 189 of the Community Charter, “Use of money in reserve funds” (**Attachment 1**), requires that:

“(1) Subject to this section, money in a reserve fund, and interest earned on it, must be used only for the purpose for which the fund was established.”

In 1994, Council adopted Bylaw No. 6367, “A Bylaw to Establish a Child Care Development Statutory Reserve Fund”. As indicated in the 1994 staff report (**Attachment 2**):

“it is intended that these monies would be used for expenditures for or in respect of capital projects and land, machinery or equipment necessary for them and extension or renewal of existing capital works as stated in Section 378 of the Municipal Act”.

In 2004, Reserve Fund Establishment Bylaw No. 7812 was adopted to consolidate City Reserve Fund bylaws, including the Child Care Development Reserve Fund (CCDRF). This Bylaw states that each reserve fund must be used only for the purpose for which it was intended, and be expended in accordance with the requirements of the Community Charter (**Attachment 3**).

Since its establishment in 1994, the CCDRF has been the sole source of funding for the Child Care Development Grant program. Therefore, these grants have been limited to capital uses only.

2. Child Care Development Policy

In 2006, Council adopted Child Care Development Policy 4017 (**Attachment 4**). Included in this Policy is direction regarding Child Care Grants, allowing support for child care facilities, spaces, programming, equipment and professional support. With respect to “Professional Child Care Support Resources”, the Policy also indicates that the City may “support resources for child care providers as advised by the Child Care Development Advisory Committee and as the need requires and budgets become available”.

3. Child Care Development Advisory Committee Request

In 2010, following a review of the Child Care Grant Program, the Child Care Development Advisory Committee (CCDAC) endorsed the following revisions to the Child Care Grant Program (**Attachment 5**):

- *aligning financial documentation requirements for the Child Care Development Grants application with the Richmond Grant Program,*
- *limiting the Grant Program to organizations whose applications address specified child care shortages, and*
- *expanding Grant Program uses beyond minor capital.*

Further motions pertaining to the Child Care Development Grant process were passed by CCDAC in March 2011:

1. *The Child Care Development Grant Program will be expanded to all non-profit societies for capital funding to support programming for all child care providers.*
2. *CCDAC approves the Child Care Development Grant application process with an adjustment to the timeline for submission, which will be extended from six to nine weeks.*

Analysis

1. 2011 Child Care Development Grant Application Revisions

Following CCDAC recommendations, the Child Care Development Grant Application Information document was revised in 2011 to:

- 1) Include non-profit societies supporting the provision of child care, as well as non-profit child care providers,
- 2) Align financial documentation requirements with the City Grant Program,
- 3) Indicate that priority would 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,
- 4) Remove the word “minor” with respect to capital uses as this may have hindered applicants from requesting more substantive capital grants than equipment lists, and,
- 5) Extend the application period from six to nine weeks.

The recommendation to expand the Child Care Grant Program beyond capital expenses was not considered in 2011 because the only available source of funding that year was the CCDRF, limited by the Community Charter to capital expenditures.

In approving CCDAC's 2011 Child Care Development Grant recommendations, Council resolved that:

"staff develop new Terms of Reference for the Child Care Development Grant Program to expand their ability to recommend grants for more than minor capital expenses."

As indicated in **Attachment 5**, non-capital uses proposed by CCDAC include professional development and programming support. Further discussion with CCDAC clarified that the intent was to support initiatives that would potentially benefit all or a wide range of child care providers, rather than limited to certain centres or providers only.

2. Possible Funding Sources

As the Child Care Development Fund can only be used for capital purposes, another funding source must be found if Council wishes to support CCDAC's proposal to provide non-capital grants. Funding source options are presented below, based on long-term and short-term availability.

Long-term

Option 1: Establish a Child Care Operating Reserve Fund (Recommended)

A new reserve fund may be established to cover non-capital expenses. In 2007, the City undertook a similar action by establishing the Affordable Housing Operating Reserve Fund (AHORF) to cover non-capital expenses related to the implementation of the Affordable Housing Strategy. As a bylaw is required to establish such a fund, a proposed Child Care Operating Reserve Fund Establishment Bylaw 8877 has been prepared for consideration (**Attachment 6**). The proposed purpose of this new reserve fund is to fund non-capital expenditures relating to child care within the City, including for any one or more of the following purposes:

- a) Grants to non-profit societies to support child care professional and program development within the City;
- b) Studies, research and production of reports and other information in relation to child care issues within the City; and,
- c) 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.

According to Section 189 of the Community Charter, money cannot be transferred from a capital to an operating reserve fund. As existing CCDRF monies cannot be transferred, it is proposed that a certain percentage of future child care cash contributions received from developers be put into the proposed Child Care Operating Reserve Fund (CCORF). No additional cost to the City or developers would result.

As operating expenditures are estimated to be considerably less than capital expenditures, staff are proposing that 90% of child care reserve fund contributions be allocated to the CCDRF, and 10% to the CCORF, unless otherwise directed by Council prior to a developer making a payment to the City. This would apply to both City Wide and West Cambie contributions.

This percentage allocation is considered appropriate based on an analysis of contributions to the CCDRF over the past five years. From 2007 to 2011, the average amount coming into the Reserve per year was \$341,541 (\$112,868 City Wide; \$228,673 West Cambie). If 10% of contributions had been allocated to an operating reserve, an average of \$34,154 per year would have been deposited. This amount would be sufficient to cover professional and program development grants, as well as to accumulate funds for periodic needs assessments or other uses as determined by Council. It is likely that this rate of contribution will remain stable, and probably increase with the development of the City Centre.

At present, there is a total of \$1,497,269 in the CCDSRF (\$692,311 City Wide; \$804,888 West Cambie).

The arguments for and against establishing a CCORF include:

Pros:

- Precedent has been set by the establishment of the AHORF,
- Supports the CCDAC recommendation to offer non-capital grants,
- Other child care non-capital uses may arise, in which case a funding source would be available,
- As funding would be from developers' monetary child care contributions, there would be no additional cost to the City,
- Would not constitute an additional request of developers, therefore would not detract from the City receiving other amenity contributions,
- As several built child care facilities have been successfully negotiated, a reduction (e.g., 10%) in funding to the existing CCDRF for capital purposes would not significantly impede major child care capital development,
- Most (e.g., 90%) of negotiated developer cash contributions would still be used for capital purposes,
- The percentage allocation to the respective child care reserves may be adjusted by Council from time to time, and,
- Property tax would not increase.

Cons:

- Time-consuming to establish, relative to other options,
- Would set a precedent for the City to fund non-capital child care expenses,
- Provincial funding is provided to the Richmond Child Care Resource and Referral Centre for professional and program development initiatives, although insufficient to meet community demand,
- Would reduce the accumulation of funds for capital purposes in the existing CCDRF, as 10% of future contributions would go toward the new CCORF,

- Would take time for contributions to accumulate, and,
- Availability of funds may vary from year to year.

As the establishment of a new Reserve fund has a number of benefits, one of which is the provision of non-capital grants to benefit the child care community, at no cost to the City, staff recommend that a CCORF be established.

Implications for Zoning Bylaw and Policy 4017

In order to implement Option 1, staff has determined that amendments to the Zoning Bylaw and Policy 4017 would be required. It is proposed in the attached Richmond Zoning Bylaw 8500, Amendment Bylaw 8878 (**Attachment 7**), to add the CCORF to the definition of “Child Care Reserve Fund” and propose a percentage allocation (90% to the CCDRF, 10% to the CCORF) for density bonus contributions, unless otherwise directed by Council prior to a developer making payment to the City.

An amendment to the Child Care Development Policy 4017 is also proposed, whereby section 5, “Child Care Development Statutory Reserve Fund” (**Attachment 4**) would be replaced by section 5, “Child Care Reserve Funds”, outlining the purpose of each fund and the recommended percentage allocation (**Attachment 8**). The Policy would otherwise remain the same.

Option 2: Fund Non-Capital Grants from the Operating Budget using Casino Revenue

Another option is to consider an additional level in the 2013 operating budget, funded from Casino revenue, for inclusion as an on-going item in future budgets.

Pros:

- Precedent has been set by funding other City Grants in this manner,
- Supports the CCDAC recommendation to offer non-capital grants,
- As funding would be from Casino revenue, there would be no additional cost to the City,
- Property tax would not increase, and
- Would limit uses to those specifically identified by CCDAC.

Cons:

- Another source of funding is available, through developer contributions,
- Does not tie into the City’s planning objectives to ensure funding through growth and development,
- Use of Casino funds for existing purposes would need to be reduced,
- Casino revenues cannot be relied on as a long-term operating funding source, as there is no assurance that annual casino revenues will remain at the same level

This option, funded through Casino revenue, would be consistent with funding for other City Grant programs. However, as developer contributions are available for child care, but not other City Grant purposes, it is not the preferred option.

Short-term (2012 Funding)

The Child Care Grant cycle typically occurs between the spring, when the call for applications is issued, and the summer, when allocations are made. The call for applications may also be made in the fall. The cycle has not yet been initiated for 2012.

Should Option 1, to establish a new non-capital reserve fund, be endorsed, funds are unlikely to be available for 2012 Child Care Grants because of the time required to introduce the bylaw and give it first, second and third reading and, once adopted, for developer contributions to accumulate.

Should Option 2, to add a new line item to the 2013 operating budget, be endorsed, funds would not be available for 2012 non-capital Child Care Grants.

Therefore, regardless of which long-term funding option is endorsed, an interim funding source needs to be identified if Council wishes to allocate non-capital, as well as capital Child Care Grants in 2012. A one-time expenditure from the 2011 surplus may be considered. It is anticipated that Council will review such requests in May/June 2012.

3. Proposed Child Care Development Grant Terms of Reference

Child Care Development Grant Terms of Reference (**Attachment 9**) are proposed to include the non-capital uses recommended by CCDAC, namely for professional development and programming purposes to benefit the broader child care community. These Terms of Reference would only be used in the event that a source of non-capital grants is identified.

In the event that a funding source for non-capital grants is unavailable, the existing Child Care Development Grant Application guidelines, for capital purposes only, will be used in 2012.

Financial Impact

There is no financial impact at this time.

In the 2012 Capital Budget, a transfer of \$50,000 from the CCORF has been approved for the provision of capital expenditure child care grants. For non-capital child care grants, a one-time expenditure of \$20,000 may be considered by Council in reviewing the 2011 Operating Surplus.

If the CCORF is established, a revision will be made to the Five-Year Capital Plan indicating that the projected \$50,000 annual expenditure for child care grants would consist of \$45,000 (90%) for capital and \$5,000 (10%) for operating grants.

Conclusion

Staff recommend that a Child Care Operating Reserve Fund be established, financed from a percentage of developer and other child care contributions, to allow for non-capital child care grants as proposed by CCDAC and other non-capital expenses that may arise (e.g. periodic needs assessments).



Lesley Sherlock
 Social Planner
 (604-276-4220)
 LS:ls

Attachment 1	Section 189 of the Community Charter	
Attachment 2	1994 Staff Report "A Bylaw to Establish a Child Care Development Statutory Reserve Fund"	
Attachment 3	Community Charter	
Attachment 4	Child Care Development Policy	3486823
Attachment 5	Child Care Grant Program	
Attachment 6	Child Care Operating Reserve Fund Establishment Bylaw 8877	3486545
Attachment 7	Richmond Zoning Bylaw 8500, Amendment Bylaw 8878	3486772
Attachment 8	Proposed Policy with Amendments	3486823
Attachment 9	Child Care Development Grant Terms of Reference	3473907

Use of money in reserve funds

189 (1) Subject to this section, money in a reserve fund, and interest earned on it, must be used only for the purpose for which the fund was established.

(2) If the amount to the credit of a reserve fund is greater than required for the purpose for which the fund was established, the council may, by bylaw, transfer all or part of the amount to another reserve fund.

(3) If the current municipal revenue is not sufficient for the amount required to pay compensation in respect of property expropriated or injured or to carry out works referred to in section 32 (3) [*entry on land to mitigate damage*], the council may, by bylaw, use money from a reserve fund to the extent required.

(4) As a restriction on subsection (2), a transfer from a reserve fund established for a capital purpose may only be made to another reserve fund established for a capital purpose.

(4.1) Despite any other enactment, if

(a) money in a reserve fund established for a capital purpose, including a reserve fund under section 935 of the *Local Government Act* established for a capital purpose, is not currently required for that purpose, and

(b) the municipality has another reserve fund established for a capital purpose,

the municipality may use money in the first reserve fund for the purposes of the second reserve fund.

(4.2) If money from one reserve fund is used under subsection (4.1) for the purposes of another reserve fund, the municipality must repay to the first reserve fund, no later than the time when the money is needed for the purposes of that reserve fund,

(a) the amount used, and

(b) an amount equivalent to the interest that would have been earned on the amount used had it remained in the first reserve fund.

(5) As a restriction on subsections (2) and (3), a council may not transfer amounts or use money from a fund required under section 188 (2) (a) [*development cost charge reserve fund*] or (b) [*park land acquisition reserve fund*] unless the bylaw is approved by the minister.



CITY OF RICHMOND

REPORT TO COMMITTEE

Council - Sept 26/94

TO: Health & Social Services Committee

DATE: August 25, 1994

FROM: John D. Garry
Director, Medical Health Officer

FILE: B/L 6367

RE: Child Care Development Fund

STAFF RECOMMENDATION

It is recommended that:

1. By-Law 6367, a by-law to establish a Child Care Development Fund, be endorsed and forwarded to Council for first, second and third readings.
2. The attached guidelines on the expenditure of monies from the Child Care Development Fund be adopted as policy.

[Signature]
John D. Garry
Director, Medical Health Officer

<p>ENDORSED BY HEALTH & SOCIAL SERVICES COMMITTEE ON <u>SEPT. 19, 1994</u> OPPOSED BY <u>NONE</u></p>
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ROUTED TO:	CONCURRENCE	ADMINISTRATOR'S SIGN-OFF:
Treasury	Y <input checked="" type="checkbox"/> N <input type="checkbox"/>	<i>[Signature]</i>
Law	Y <input checked="" type="checkbox"/> N <input type="checkbox"/>	
Planning	Y <input checked="" type="checkbox"/> N <input type="checkbox"/>	
City Clerk	Y <input checked="" type="checkbox"/> N <input type="checkbox"/>	

STAFF REPORT

ORIGIN

In 1992, the City Administrator put forward a report recommending the adoption of the City of Richmond Child Care Policy and Implementation Strategy. This policy document was developed through the work of the Child Care Development Task Force which Council had established the year prior.

One of the strategies included in this report directed that a Child Care Development Fund be established "to finance development of child care in City Buildings and on City land, and to provide assistance to other endeavours directed towards achieving City child care objectives." The strategy further directed that City Council intends to use "the Child Care Development Fund to acquire sites for lease to non-profit societies for child care."

FINDINGS OF FACT

It is proposed that a statutory reserve fund similar to the affordable housing statutory housing reserve fund be established. This reserve fund would accept monies from donations and other sources to finance the establishment of child care within the City.

It is intended that these monies would be used for expenditures for or in respect of capital projects and land, machinery or equipment necessary for them and extension or renewal of existing capital works as stated in Section 378 of the Municipal Act.

ANALYSIS

The Child Care Development Fund will provide a vehicle in which donations towards child care development can be directed. The City has been successful, in the past, in negotiating child care spaces in residential and commercial developments. This fund will provide another option if it is determined that a cash donation is preferable to the establishment of child care spaces.

The Child Care Development Board, established earlier this year, can advise Council on the administration of the Fund as stated in their terms of reference.

FINANCIAL IMPACT

There is no direct financial impact on the City of Richmond. There will be a community impact in that there will be monies available to support capital costs for child care development in the City of Richmond.

CONCLUSION

1. As per the Richmond Child Care Implementation Policy, the establishment of a Child Care Development Fund is being proposed.
2. The Child Care Development Fund will finance development of child care in City buildings and on City land, and will provide assistance to other endeavours directed towards achieving City child care objectives.



Greg Ritchey
Community Care Facilities Coordinator

gr:kh

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: _____

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

MAYOR

CITY CLERK

**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.



City of Richmond

Bylaw 7812

Reserve Fund Establishment Bylaw No. 7812

The Council of the City of Richmond enacts as follows:

PART ONE: RESERVE FUNDS

1.1 Categories of Reserve Funds

1.1.1 In accordance with the provisions of Section 188 of the *Community Charter*, separate **reserve funds** for the following purposes are established:

- (a) Affordable Housing;
- (b) Capital Reserve;
- (c) Capital Building and Infrastructure;
- (d) Child Care Development;
- (e) Drainage Improvement
- (f) Equipment Replacement;
- (g) Leisure Facilities;
- (h) Local Improvements.
- (i) Neighbourhood Improvement;
- (j) Public Art Program;
- (k) Sanitary Sewer;
- (l) Steveston Off-Street Parking;
- (m) Steveston Road Ends;
- (n) Waterfront Improvement; and
- (o) Watermain Replacement.

PART TWO: DISPOSITION OF FUNDS

2.1 Separation and Sole Purpose of, and Expenditures from, Each Fund

2.1.1 Each **reserve fund** established under Part One must be accounted for separately by the City, and any money in any of the **reserve funds** must only:

- (a) be used for the purpose for which it was intended; and
- (b) be expended in accordance with the requirements of the *Community Charter*.

PART THREE: INTERPRETATION

3.1 In this bylaw, unless the context requires otherwise:

CITY means the City of Richmond.

RESERVE FUND means a reserve fund established under Part One of this Bylaw.

PART FOUR: PREVIOUS BYLAW REPEAL

4.1 Reserve Fund Establishment Bylaw No. 7361 (adopted May 27th, 2002) is repealed.

PART FIVE: SEVERABILITY AND CITATION

5.1 If any section, subsection, paragraph, clause or phrase of this bylaw is for any reason held to be invalid by the decision of a court of competent jurisdiction, such decision does not affect the validity of the remaining portions of this bylaw.

5.2 This bylaw is cited as “**Reserve Fund Establishment Bylaw No. 7812**”.

FIRST READING

SECOND READING

THIRD READING

ADOPTED

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

MAYOR

CITY CLERK



POLICY

It is Council policy that:

1. General

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

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:

- facilities
- spaces
- programming
- equipment
- support resources.

3. Partnerships

- The City of Richmond is committed to being an active partner with senior governments, stakeholders, parents, the private and co-operative sectors, and the community, to develop and maintain a quality and affordable comprehensive child care system in Richmond.
- Advise regarding establishing child care facilities for workers and students at institutions and workplaces (e.g., Richmond Hospital, Workers Compensation Board).
- To request the 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)

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

5. Child Care Development Statutory Reserve Fund

The City will establish and administer a Child Care Development Statutory Reserve Fund, to financially assist with:

- establishing child care facilities and spaces:
 - in City buildings and on City land,
 - in private developments
 - in senior government projects
- community partner projects.
- undertaking child care research (e.g., need assessments) and planning,
- acquiring sites for lease to non-profit societies for child care,
- hiring child care consultants and staff, as authorized by Council,
- providing child care equipment grants
- a variety of initiatives to achieve quality and affordable child care in the City.



6. Development Applications

To develop City child care policies and guidelines, and use Council's powers and negotiations in the development approval process, to achieve child care targets and objectives.

7. Child Care Grants Policy

Through City child care grants, support child care:

- facilities
- spaces
- programming
- equipment
- professional support.

8. Professional Child Care Support Resources

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

- From time to time, review child care policies, regulations and procedures to ensure that no undue barriers exist to the development of child care.
- As appropriate, develop targets for the required number, type and location of child care services in Richmond.

10. Area Plans

Ensure that area plans contain effective child care policies.

11. Information

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

- generate, consolidate and analyze information to facilitate the development of child care facilities, programs and non-profit child care agencies;
- determine if any City land holdings are appropriate to be made available for immediate use as child care facilities;
- review and where appropriate, improve and provide City produced public information material on child care.

12. Promotion

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

13. Partnerships

- Employers
 - Encourage employer involvement in child care.
- Developers
 - Encourage the developers to provide land and facilities for child care programs throughout the City.
- Community Associations



- Encourage City staff and the Council of Community Associations to:
 - assess whether or not child care services can be improved in community centres,
 - provide enhanced child care programs in current and future community centres.
- Intercultural
 - Encourage the Richmond intercultural Committee to investigate and report on the child care concerns, needs and problems facing ethnocultural groups in the City.
- School Board
 - Co-ordinate CCDAC activities with the Richmond School Board.
 - Encourage the Richmond School District to involve schools in the provision of child care services.
 - Encourage child care centre facilities to be integrated with schools, as appropriate.

14. Child Care Facilities

- Encourage adequate child care centre facilities throughout the City where needed, particularly in each new community.
- Consider providing City land and facilities for child care programs throughout the City,
- Encourage child care program expansion through the enhancement of existing community facilities.

**Child Care Development Advisory Committee (CCDAC)
Child Care Development Grants Review Subcommittee Report**

Submitted November 7, 2009 by:

Ofer Marom
Melanie Rupp
Teresa Pan

Subcommittee Establishment & Members

As part of the 2009 work program, the Child Care Development Grants Review Subcommittee was established at the request of CCDAC Chair, Linda Shirley, and originally comprised of the following four CCDAC members:

- Ofer Marom
- Melanie Rupp
- Pamela Hoepfner
- Teresa Pan

Due to conflicting commitments, Pamela Hoepfner was unable to serve on the subcommittee.

Child Care Development Grants - Background

The Child Care Development Statutory Reserve Fund (CCDSRF) was established in October 1994 to hold private and city contributions for child care facilities. The Reserve is used to allocate funds for capital expenses or other operations that meet the City's child care objectives. Child Care Development Grants are also funded from the CCDSRF.

Historically, the Grants Program has awarded between \$20,000 and \$30,000 on an annual basis to licensed not-for-profit child care centres for minor capital expenses.

Due to the provincially-governed Community Charter, the City is only able to consider not-for-profit child care organizations as recipients for the Grants. For-profit, private child care businesses do not qualify. Any change to this would require lobbying the provincial government with the support of the City.

CCDAC has been asked in previous years to coordinate the City's annual Child Care Development Grants program by working with staff to:

- Issue a call for proposals
- Evaluate applications
- Make recommendations to Council
- Prepare and distribute decision letters
- Monitor progress of funded projects

Decision to Review Grants Program & Review Process

In 2008, \$30,000 was made available for the Grants Program and a call for applications was made. A selection subcommittee made up of CCDAC members was formed. As only two applications were received, and they were both missing important required components, the selection subcommittee refused both applications. CCDAC members had many questions and concerns with the Grants Program. As a result, the Child Care Development Grants Review Subcommittee was established.

City staff provided the Subcommittee with numerous documents pertaining to the Grant Program's history, purpose and rules. Subcommittee members reviewed these documents individually and met to discuss. After developing a list of questions and possible options, we discussed these at a CCDAC meeting at which City staff member Lesley Sherlock provided us with the requested information.

Grant Program Recommendations for Consideration

Based on our research and discussion, the Subcommittee offers the following possible recommendations to be further discussed and voted on by CCDAC members:

1. Change Financial Documentation Requirement

The grant application requires that not-for-profit organizations submit their most recently completed year-end audited financial statements, including a balance sheet and statement of revenue and expenditures. Such a requirement may be a hindrance for some potential not-for-profit applicants. The City also offers and manages another grant program called The Richmond Grant Program. Its application process offers more flexibility in regards to acceptable financial documents.

Recommendation: The Subcommittee recommends that CCDAC discuss the alignment of financial documentation requirements for the Child Care Development Grants application with the Richmond Grant Program.

2. Strategically Assign Grant Funding to Desired Child Care Capacity

In the past, grants have been issued to daycares (infant/toddler and 3 - 5), out-of-school care centres and pre-schools.

Past and current Child Care Needs Assessments identify infant/toddler and out-of-school care as being in short supply in the City. They also largely report that 3-5 daycare and pre-school needs are being met, or are in excess, in many parts of the City.

Recommendation: The Subcommittee recommends that CCDAC discusses limiting the Grant Program organizations whose applications address specified child care shortages.

3. Expand Funding Uses

City Policy 4017 lists the following items/activities to be considered for Grants: facilities, spaces, programming, equipment, professional support.

As per City Staff, it has become City "tradition" to focus on minor capital grants. However, CCDAC can direct money for any or all of the above.

The Subcommittee discussed whether the funding would have more desirability and impact if it were expanded to include the above categories. Possible examples might include:

- Professional Development: CCDAC has recognized that Early Childhood Educators are poorly paid and that not-for-profit centres have challenges financially supporting professional development. Including professional development in the Grant Program may lead to enhanced quality of child care, professional satisfaction and career longevity.
- Facilities: As the Grant Program has focused on minor-capital grants, it often receives funding applications for lists of equipment such as: tables, chairs, water tables, storage cabinets, toys, etc. Instead of granting numerous small grants, the City could offer one annual large grant of \$30,000 for facilities or major equipment rather than funding a shopping list of items.

- **Programming:** Research from the Human Early Learning Partnership (HELP) regarding the Early Development Instrument (EDI) indicates that many children entering kindergarten in Richmond are not fully prepared. The current Child Care Needs Assessment also included comments from parents expressing their desire for stronger ESL/multicultural programming. Grants could be offered to assist child care centres enhance their programming to address these areas.

Recommendation: *The Subcommittee recommends that CCDAC discusses expanding Grant Program uses beyond minor capital.*

Child Care Development Grant Program - Next Steps

Due to a variety of circumstances, Child Care Development Grants have not been awarded since 2005. With present economic conditions, child care organizations are currently facing provincial government funding cutbacks. In light of the above, the Subcommittee recommends that the CCDAC discuss and vote on the above recommendations in early 2010 so that the Child Care Development Grants can be offered with certainty in 2010.



Child Care Operating Reserve Fund Establishment Bylaw No. 8877

The Council of the City of Richmond enacts as follows:

1. The Child Care Operating Reserve Fund is hereby established.
2. The Child Care Operating Reserve Fund shall be separate and distinct from the Child Care Development Reserve Fund established by Reserve Fund Establishment Bylaw No. 7812.
3. After the date that this bylaw takes effect, the following sources of revenue received by the City are directed to the Child Care Operating Reserve Fund:
 - (a) a portion of developer cash contributions and density bonus contributions to the City's child care reserve funds, as directed by Council from time to time; and
 - (b) donations from members of the public that are dedicated to the purposes established in this bylaw;

and any interest earned by the Child Care Operating Reserve Fund shall accrue to it.
4. Any and all amounts in the Child Care Operating Reserve Fund, including any interest earned and accrued, may be used and expended solely for non-capital expenditures relating to child care within the City, including without limitation for any one or more of the following purposes:
 - (a) grants to non-profit societies to support child care professional and program development within the City;
 - (b) studies, research and production of reports and other information in relation to child care issues within the City; and
 - (c) 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. If any section, subsection, paragraph, clause or phrase of this bylaw is for any reason held to be invalid by the decision of a court of competent jurisdiction, such decision does not affect the validity of the remaining portions of this bylaw.
6. This Bylaw is cited as "**Child Care Operating Reserve Fund Establishment Bylaw No. 8877**".

FIRST READING

SECOND READING

THIRD READING

ADOPTED

MAYOR

CORPORATE OFFICER

CITY OF RICHMOND
APPROVED for content by originating dept.
APPROVED for legality by Solicitor <i>MJ</i>



**Richmond Zoning Bylaw 8500,
Amendment Bylaw 8878**

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

1. Richmond Zoning Bylaw 8500, as amended, is further amended by deleting the definition of “**Child care reserve fund**” in section 3.4 and substituting the following:

Child care reserve fund means together, the Child Care Development Reserve Fund created by Reserve Fund Establishment Bylaw No. 7812 and the Child Care Operating Reserve Fund created by Child Care Operating Reserve Fund Establishment Bylaw No. 8877.

2. Richmond Zoning Bylaw 8500, as amended, is further amended by adding the following after section 5.16.3:

5.16.4 If an **owner** elects to pay an amount into the **child care reserve fund** pursuant to this Zoning Bylaw 8500, as amended or replaced from time to time:

- a) 90 per cent of the amount shall be deposited to the Child Care Development Reserve Fund created by Reserve Fund Establishment Bylaw No. 7812; and
- b) 10 per cent of the amount shall be deposited to the Child Care Operating Reserve Fund created by Child Care Operating Reserve Fund Establishment Bylaw No. 8877,

unless **Council** directs otherwise prior to the date of the **owner’s** payment, in which case the payment shall be deposited as directed by **Council**.

3. This Bylaw may be cited as “**Richmond Zoning Bylaw 8500, Amendment Bylaw 8878**”.

FIRST READING

PUBLIC HEARING

SECOND READING

THIRD READING

ADOPTED

CITY OF RICHMOND
APPROVED by
APPROVED by Director or Solicitor
<i>[Signature]</i>

MAYOR

CORPORATE OFFICER



POLICY

It is Council policy that:

1. General

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

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:

- Facilities
- Spaces
- Programming
- Equipment
- Support resources.

3. Partnerships

- The City of Richmond is committed to being an active partner with senior governments, stakeholders, parents, the private and co-operative sectors, and the community, to develop and maintain a quality and affordable comprehensive child care system in Richmond.
- Advise regarding establishing child care facilities for workers and students at institutions and workplaces (e.g., Richmond Hospital, Workers Compensation Board).
- To request the 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)

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

5. Child Care Reserve Funds

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

1) 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:

- Establishing child care facilities and spaces in:
 - City buildings and on City land,
 - Private developments,
 - Senior government projects, and
 - Community partner projects,
- Acquiring sites for lease to non-profit societies for child care, and
- Providing grants to non-profit societies for capital purchases and improvements, such as equipment, furnishings, renovations and playground improvements.



2) Child Care Operating Reserve Fund (Established by Child Care Operating Reserve Fund Establishment Bylaw No. 8206)

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;
- 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.

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.

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

6. Development Applications

To develop City child care policies and guidelines, and use Council's powers and negotiations in the development approval process, to achieve child care targets and objectives.

7. Child Care Grants Policy

Through City child care grants, support child care:

- Facilities
- Spaces
- Programming
- Equipment
- Professional support.

8. Professional Child Care Support Resources

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

- From time to time, review child care policies, regulations and procedures to ensure that no undue barriers exist to the development of child care.
- As appropriate, develop targets for the required number, type and location of child care services in Richmond.



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File Ref: 3070	Child Care Development Policy	

10. Area Plans

Ensure that area plans contain effective child care policies.

11. Information

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

- Generate, consolidate and analyze information to facilitate the development of child care facilities, programs and non-profit child care agencies;
- Determine if any City land holdings are appropriate to be made available for immediate use as child care facilities;
- Review and where appropriate, improve and provide City produced public information material on child care.

12. Promotion

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

13. Partnerships

- Employers
 - Encourage employer involvement in child care.
- Developers
 - Encourage the developers to provide land and facilities for child care programs throughout the City.
- Community Associations
 - Encourage City staff and the Council of Community Associations to:
 - Assess whether or not child care services can be improved in community centres,
 - Provide enhanced child care programs in current and future community centres.
- Intercultural
 - Encourage the Richmond intercultural Committee to investigate and report on the child care concerns, needs and problems facing ethno cultural groups in the City.
- School Board
 - Co-ordinate CCDAC activities with the Richmond School Board.
 - Encourage the Richmond School District to involve schools in the provision of child care services.
 - Encourage child care centre facilities to be integrated with schools, as appropriate.

14. Child Care Facilities

- Encourage adequate child care centre facilities throughout the City where needed, particularly in each new community.
- Consider providing City land and facilities for child care programs throughout the City.
- Encourage child care program expansion through the enhancement of existing community facilities.



CITY OF RICHMOND
CHILD CARE GRANT
TERMS OF REFERENCE

The Child Care Development Advisory Committee of the City of Richmond is pleased to announce that Richmond City Council has made child care grants available.

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 of care in their facility, or non-profit societies supporting quality programming and/or providing professional development opportunities for the broader child care community.

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 (e.g., equipment, furnishings, renovations, playground improvement). For equipment to qualify as a capital expenditure, it must be of long-term use and durability (e.g., a play table would qualify; office supplies would not).

(2) Professional and/or Program Development

Non-profit societies developing or providing professional and/or 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, 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.

Applications are to be submitted to:

Child Care Development Advisory Committee
c/o City of Richmond
6911 No. 3 Road
Richmond, BC V6Y 2C1
Attention: Lesley Sherlock

Phone: 604-276-4220
Fax: 604-276-4132
E-mail: lsherlock@richmond.ca

- **Please provide four complete copies, including attachments**
- **Please clip; do not bind**

Application deadline:

DATE

Applications are to include the following:

1. Summary:
 - a) identify if request is for (1) capital or (2) professional and/or program development, or both
 - b) a brief overview of the intent and scope of the proposed use (e.g., for equipment, furnishings, playground improvements) and the amount of funding required;
 - c) documentary support of costs.
2. Background:
 - a) an outline of how the funds will be used if granted;
 - b) supporting documentation sufficient to demonstrate the need for funds;
 - c) letters of support should be included if applicable.
4. Plans:
 - a) a detailed description of how the funds would be used to enhance the delivery of child care services (e.g., improve quality, availability, accessibility) within the City of Richmond. Applications should include:
 - (i) time-line;
 - (ii) budget;
 - (iii) indication of all other sources of funding or contributions available to help satisfy the request.
5. Information about the applicant:
 - a) an overview of the child care programs and services provided in the last five years;
 - b) the number and age groups of children, or the number of early childhood educators currently served;

- c) the number and age groups of children, or the number of early childhood educators who will benefit from the grant if received;
- b) letters of incorporation or society number;
- c) list of board of directors;
- d) contact person;
- f) copy of licence or interim licence;
- g) minutes of the last Annual General Meeting.
- h) Financial Statements, including a balance sheet and statement of revenue and expenditures:
 - a) The Society's audited financial statements for the most recent completed fiscal year including the auditors' report signed by the external auditors, OR one of the following alternatives:
 - b) 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.
 - c) 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.
 - d) If neither a, b, or c are available, financial statements for the most recent completed fiscal year endorsed by two signing officers of the Board of Directors
 - i) The Society's current fiscal year operating budget.

All submitted materials become the property of the City of Richmond. Final decisions regarding the allocation of grants are made by Richmond City Council.

Grant requirements:

- Funds must be used within one year of receipt by a successful applicant.
- All grant recipients must provide a photo (for capital grants) 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.

Please see the attached City of Richmond's Child Care Development Policy.

Please remember that the deadline for applications is **DATE**. Late submissions will not be accepted.

For further information, please contact:

Lesley Sherlock
 Social Planner
 City of Richmond
 Phone: 604-276-4220
 E-mail: lsherlock@richmond.ca