



City of Richmond

Report to Committee

To: Planning Committee
From: Mike Kirk
Deputy Chief Administrative Officer
Re: Child Care Development Grants

Date: June 13, 2011

File:

Staff Recommendation

That an allocation of \$26,050 as approved in the 2008 Capital Plan be approved for Child Care Development Grants in the following amounts:

1. \$5,050 for the East Richmond Community Association Out-of-School Care Program for equipment and furnishings,
2. \$11,000 to the Richmond Society for Community Living for Youth Connections playground renovation and the Supported Child Development Program Lending Library, and
3. \$10,000 for Volunteer Richmond Information Services' Child Care Resource and Referral Centre for resource kits and lending library materials supporting infant/toddler and school-age care.

Mike Kirk
Deputy Chief Administrative Officer

Att. 4

| FOR ORIGINATING DEPARTMENT USE ONLY | | | |
|-------------------------------------|---|--|--|
| ROUTED TO: | | CONCURRENCE | CONCURRENCE OF GENERAL MANAGER |
| Budgets | | Y <input checked="" type="checkbox"/> N <input 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

The purpose of this report is to recommend the expenditure of \$26,050 from Child Care Development Statutory Reserve Fund (CCDSRF) project budgets for Child Care Development Grants.

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.*

Findings Of Fact

The Child Care Development Statutory Reserve Fund (CCDSRF) was established in 1994 to hold private and City contributions for child care facilities development. The Reserve is used by Council to allocate funds for major (e.g., facility construction) and minor (e.g., furnishings, equipment) capital expenses, and other capital uses that reflect the City's Child Care Development Policy. The Child Care Development Advisory Committee reviews applications and makes recommendations to Council regarding expenditures, as indicated in the Council-endorsed "Guidelines for Project Selection" (**Attachment 1**).

In the 2008 Capital Plan, Council approved a project (#40733) of \$16,000 specifically for the funding of child care grant allocations. In March 2008, Council approved an additional \$14,000 for Child Care Grants from the CCDSRF. A total of \$30,000 is therefore available for child care grant allocation.

In 2009, a call for applications to the Child Care Development Grant Program was issued. This opportunity was advertised on the City Page and circulated by the Child Care Resource and Referral Centre and Child Care Licensing, Richmond Health Services. However, only two applications were received, and following a review by the Child Care Development Advisory Committee (CCDAC), both were deemed substantially incomplete. CCDAC did not recommend either application for funding, but decided as a result to review the Child Care Development Grant Program (**Attachment 2**).

In 2010, CCDAC supported the following sub-committee recommendations for revising the Child Care Grant Program:

- *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:

- *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.*
- *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.*

As a result of CCDAC recommendations, the Child Care Development Grant Application Information document was revised 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, and (4) extend the application period from six to nine weeks.

The recommendation to expand the Child Care Grant Program beyond capital expenses was not considered because the source of grants was the CCDSRF, which can only be used for capital expenditures.

In March 2011, a call for applications (**Attachment 3**) was posted on the City Page, City Website, and circulated by the Richmond Child Care Resource and Referral Centre, as well as Richmond Health Services Child Care Licensing, with a deadline of May 6, 2011. A total of 13 applications were received. Copies of the applications have been provided separately for members of Council in the Councillors' Office.

Analysis

The Child Care Grants subcommittee reviewed the applications and, based on the rationale that some applications supported the broader child care community, while others benefited only the children in their care, recommended that three applications be funded, for a total of \$26,050. CCDAC passed a motion in June 2011 supporting the subcommittees' recommendation, and a report was submitted (**Attachment 4**) outlining the CCDAC review process and results.

The following table outlines the applicants' requests and results of the CCDAC review.

| Applicant | Program | Total and Purpose of Request | CCDAC Recommendation |
|---|--|---|----------------------|
| Beth Tikvah Congregation & Centre Association | Occasional care for up to 12 two-year olds and 5 three-to-five year olds per day | \$5,000 for a playground structure | N/A |
| Bethany Child Care Centre | Licensed group care for 12 infant/toddlers and 25 three-to-five year olds | \$36,626.24 for playground improvements and equipment | N/A |
| Brighthouse United Church | Licensed group care for 25 three-to-five year olds | \$7,799.00 for playground equipment | N/A |

| Applicant | Program | Total and Purpose of Request | CCDAC Recommendation |
|---|--|--|----------------------|
| East Richmond Community Association | Cambie Community Centre's Out of School Care Program for 94 children | \$5,038.63 for equipment and furnishings | \$5,050 |
| Gingerbread House Parent Participation Preschool | Preschool program for 20 three and four year olds | \$1,402.91 for educational toys | N/A |
| Good Shepherd Drop-In Centre | Occasional care for up to 16 children per day, 18 months to 6 years old | \$7,036.00 | N/A |
| Hamilton Community Centre | Out-of-school care for 62 children | \$5,943.97 for electronic musical equipment | N/A |
| Little Wings Day Care Center Society | Licensed group care for 24 infant/toddlers and 14 three to five year olds. | \$14,000.00 for playground repairs and equipment | N/A |
| Richmond Society for Community Living | Supported Child Development Program for inclusion of children with disabilities in childcare settings and the Youth Connections program providing after-school care | \$11,000.00 for Youth Connections playground renovation and Supported Child Development Program lending library | \$11,000 |
| Societe de la Garderie et de la Prematernelle Les Mousaillons | Licensed group care for 20 three-to-five year olds | \$5,761.70 for equipment and furniture | N/A |
| Society of Richmond Children's Centres | West Cambie licensed group care (30 infant/toddlers, 83 3.5 year olds) -- under construction | \$5,190.16 for infant/toddler equipment | N/A |
| Vancouver Reggio Consortium Society | Wonder of Learning Atelier Project | \$30,000 to support a workshop for Lower Mainland child care providers | N/A |
| Volunteer Richmond Information Services | Child Care Resource and Referral Services, providing resources and services for child care providers and parents | \$10,000 for Child Care Resource and Referral resource kits and lending library | \$10,000 |
| TOTAL | | \$144,798.61 | \$26,050.00 |

Bold=CCDAC Recommendation

Nine of 10 Child Care Provider applications were not approved on the basis that, as outlined in the attached report, they serve only the children in their care. An exception was made in the case of the East Richmond Community Association because of the numbers and various schools served (94 out-of-school care spaces), as well as the lower socio-economic profile of the area. Another child care provider serving large numbers, Hamilton Community Association (62 out-of-school care projects), was not recommended for funding because the request for electronic music equipment was not deemed to significantly improve the quality or provision of care.

The Child Care Development Statutory Reserve fund expenditures described above assist the City in fulfilling its mandate of planning, implementing and supporting the development of quality, affordable and accessible child care in the Richmond.

Financial Impact

The expenditure of \$26,050 is approved from within the existing 2008 Child Care Capital Projects which are funded from the Child Care Development Statutory Reserve Fund.

Conclusion

Staff recommend an expenditure of \$26,050 in Child Care Grants as proposed by CCDAC. These grants support the provision of infant-toddler and school-age care, identified as priorities in the 2009 – 2016 Richmond Child Care Needs Assessment, and support the provision of quality, accessible, affordable child care throughout Richmond.



Lesley Sherlock
Social Planner
(604-276-4220)

LS:ls



City of RICHMOND

MINUTES

REGULAR COUNCIL MEETINGMONDAY, SEPTEMBER 26TH, 1994RES. NO. ITEM

14.

Prior to the question being called, reference was made to the formation of a Working Group for Youth, and Councillor Greenhill requested that, if possible, the City Administrator endeavour to advertise for youth who were not part of specific organizations, and who would be interested in participating on such a committee.

The question on Resolution No. R94/17-25 was then called, and it was **CARRIED.**

R94/17-25

Councillors Kumagai and Steves

RESOLVED

That Councillor McNulty be appointed as the Council representative to the Working Group on Youth, until the first Council meeting in December.

CARRIED

Councillor Sandberg returned to the meeting (8:40 p.m.).

18. **CHILD CARE DEVELOPMENT FUND**
(Report: Aug. 25/94; File No.: B/L 6367)

R94/17-26

Councillors Vaupotic and Percival-Smith

RESOLVED

- (1) *That Bylaw No. 6367, which establishes a Child Care Development Fund, be introduced and given first, second and third readings.*
- (2) *That the guidelines on the expenditure of monies from the Child Care Development Fund (attached to the report dated August 25th, 1994 from the Medical Health Officer), be endorsed.*

CARRIED

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.

**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 discusses 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.



City of Richmond

CHILD CARE DEVELOPMENT GRANT

APPLICATION INFORMATION

The Child Care Development Advisory Committee of the City of Richmond is pleased to announce that the City has made limited funds available through the Child Care Development Statutory Reserve Fund to assist (1) non-profit licensed child care providers and (2) non-profit societies supporting the provision of child care, with capital funding to develop and enhance the delivery of child care services to the families of Richmond.

Funding is available to assist non-profit licensed child care providers with a **one-time capital expense** that will improve the quality, availability and accessibility of child care in Richmond (e.g., equipment, furnishings, playground improvements, minor renovations). Other non-profit societies may apply for capital expenses that support quality child care programming and professional development (e.g., equipment, supplies, manuals) for the enhancement of care provided by any or all licensed or registered Richmond child care providers.

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:

City of Richmond Child Care Development Advisory Committee
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:

Friday, May 6, 2011

Applications are to include the following:

1. Summary:
 - a) 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;
 - b) 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 currently served;
 - b) letters of incorporation or society number;
 - c) list of board of directors;
 - d) contact person;
 - balance sheet and statement of revenue and expenditures;
 - f) copy of licence or interim licence;
 - g) minutes of the last Annual General Meeting.
 - h) Financial Statements, including a Balance Sheet
 - 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 and decisions on all grants rest with Richmond City Council.

Grant requirements:

- Funds must be used within one year of receipt by a successful applicant.
- All applicants who are successful in obtaining a grant must provide a photo to the Child Care Development Advisory Committee documenting the use of the funds made possible by the grant, and the benefits received, as soon as complete (within one year of receipt).
- In addition, the grant received should be mentioned in any newsletter published by the organization.

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

Please remember that the deadline for applications is **Friday, May 6, 2011**. Late submissions will not be accepted.

Questions may be directed to:

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

Child Care Statutory Reserve Fund Grants – 2011 Recommended Allocations

Background:

The Child Care Development Advisory Committee (CCDAC) Grants Sub-Committee reviewed the applications received in response to the latest call for applications. A total of 13 applications were received, with a total requested amount of \$144,798.61.

Recommendations:

There is \$30,000.00 in the Child Care Statutory Reserve Fund that was allocated for this round of grant applications. Most of the applications were well drafted and contained all of the required support material. A few of the applicants were asked to provide missing documents in order to be eligible for receiving the funds. These applicants were contacted and the missing documents were obtained.

Prior to evaluating the applications, the CCDAC Grants Sub-Committee made recommendations in regards to some basic principles that would form the basis for their decision making. These principles were supported by the CCDAC. These included:

- that the children in our City would be at the center of our decision making
- that priority would be given to applications that supported the broader childcare community

At this time the CCDAC recommends that the City of Richmond release \$26,050.00 to support three of the applications received:

East Richmond Community Association – Out of School Care (OSC)

Funds requested: \$5,038.63 for equipment and furnishing

Recommended Allocation: \$5,050 as requested

Rationale: The centre has requested funds for art supplies to create an open-ended art center and a relaxation corner for OSC, and additional sports equipment for their activities.

We have chosen to support this request, since this centre services the children from several schools in its neighborhood, many of them from lower socio-economic levels. We have also been advised that the center has made changes starting from the upcoming year to improve its financial position, so in the following years it may be able to fund similar requests on its own.

Richmond Society for Community Living

Funds requested: \$11,000 for playground renovation and Supported Child Development Program Lending Library.

Recommended Allocation: \$11,000 as requested

Rationale: The CCDAC supports this request since it supports all children with intellectual and physical disabilities that use the RSCL services. The Society goal is to expand its playground to meet all of the children's specialized needs. In addition, the Lending Library will assist childcare providers and families to support a child with disabilities.

Volunteer Richmond Information Services-CCRR

Funds Requested: \$10,000.00 for resource kits and Lending Library

Recommended Allocation: \$10,000.00 as requested

Rationale: The CCDAC supports this application, as the CCRR is providing childcare resource services to the entire child care community.

All resource kits, DVDs and books will be used by all members of the community and for a large number of children.

Rejected Applications

All other 10 applications have been rejected- 8 of them on the basis of that they serve only one particular daycare and therefore a very small portion of the childcare community.

Although Hamilton Community Center serves a larger number of children in comparison with other individual daycares, their request was for funds for musical equipment. The committee felt that allocating funds for short term music classes would not serve the broad community who are in need of a quality child care for longer hours.

A request for funds from the Early Childhood Educators of British Columbia combined with the Vancouver Reggio Consortium Society to support a workshop which will address all children in the lower mainland was rejected as it was felt that it was not specifically directed to the children of Richmond and likely would not operate within Richmond. In addition the committee felt the City of Richmond should not support the promotion of one specific early learning philosophy or learning stream in early childhood education.

The Child Care Development Advisory Committee thanks the City of Richmond for the opportunity to distribute these much needed and appreciated funds.

Report prepared by Linda Shirley
Chair, CCDAC Grants Committee
June 11, 2011