



To:	General Purposes Committee	Date:	August 6, 2026
From:	Wayne Craig General Manager, Planning and Development	File:	07-3070-01/2025-Vol 01
Re:	Re-allocation of 2026 Child Care Grant Funding		

Staff Recommendation

That the 2026 Child Care Capital Grant of \$9,049 awarded to Atira Women's Resource Society be divided in equal parts and re-allocated to the Developmental Disabilities Association and the Society of Richmond Children's Centres as outlined in the report titled "Re-allocation of 2026 Child Care Grant Funding", dated August 6, 2026, from the General Manager, Planning and Development.

Executive Summary

This report seeks Council approval to re-allocate the 2026 Child Care Capital Grant of \$9,049 awarded to Atira Women's Resource Society for equipment for River Run and Willow Early Care and Learning Centres to the Developmental Disabilities Association and the Society of Richmond Children's Centres. This follows Atira Women's Resource Society's termination of its leases and closure of these two facilities prior to the grant funds being utilized.

It is recommended that the funds be divided equally between the new Council-appointed operators of the facilities, the Developmental Disabilities Association and the Society of Richmond Children's Centres to support capital purchases of furniture and equipment necessary to comply with the Child Care Licensing Regulation and to deliver high-quality licensed child care programs.

Staff Report

Origin

On February 9, 2026, Council awarded a 2026 Child Care Capital Grant of \$9,049 to Atira Women's Resource Society (Atira) to purchase two new indoor loft structures to supplement the programming at River Run Early Care and Learning Centre (River Run) and Willow Early Care and Learning Centre (Willow). The Child Care Capital Grants, administered under Child Care Development Policy 4017 (Attachment 1) and the Child Care Grant Program Guidelines (Attachment 2), provide funding for eligible non-profit operators of licensed child care towards the capital costs of furniture and equipment. This supports the delivery of quality, accessible and affordable child care in Richmond.

On April 24, 2026, Atira notified the City that they intended to terminate their leases with the City and cease operations of River Run and Willow on June 26, 2026. This was an unprecedented occurrence for the City and every effort has been made to mitigate the impact to children and families and rapidly re-tenant the facilities. River Run has since been leased to the Developmental Disabilities Association (DDA) and reopened on July 20, 2026. Willow has been leased to the Society of Richmond Children's Centres (SRCC) and will reopen on September 1, 2026. At the time Atira ceased operations, the Child Care Capital Grant funds that Atira received in 2026 had not been used and were subsequently returned to the City.

This report supports Council's Strategic Plan 2022–2026 Focus Area #6 A Vibrant, Resilient and Active Community:

Vibrant, resilient and active communities supported by a wide variety of opportunities to get involved, build relationships and access resources.

The purpose of this report is to seek Council's approval to re-allocate the Child Care Capital Grant funding that was awarded to Atira in 2026 for River Run and Willow to the new operators of these facilities.

Analysis

Background

As part of the transition of River Run and Willow to the new operators, Atira offered to donate the equipment and furnishings that were onsite to DDA and SRCC in order to support their operations. Upon review by the new operators, a number of these items were found to be damaged, worn or in need of replacement in order to comply with the Child Care Licensing Regulation or to ensure a broad range of quality learning experiences for the children. A list of the necessary equipment and furnishings for River Run is included in Attachment 3 and for Willow in Attachment 4. The previously approved loft structures are no longer the highest priority needs.

In order to support both of the new operators in the expedited provision of high-quality child care at these two facilities, it is recommended to divide equally Atira's unused 2026 Child Care Capital Grant funding of \$9,049 and re-allocate to DDA and SRCC to support River Run and Willow operations as was originally intended at the time the grant was awarded.

2026 Child Care Capital Grant Program – Eligibility and Compliance

As non-profit societies delivering licensed child care in Richmond, DDA and SRCC satisfy the Child Care Grant Program eligibility criteria and do not currently have outstanding grant-related reports or funding from 2026 or prior years to reconcile with the City. If awarded the proposed re-allocation of grant funding, both organizations will be subject to the requirements of the Child Care Grant Program Guidelines and associated reporting requirements.

Budgetary Implications

None.

Conclusion

The Child Care Grant Program supports non-profit organizations delivering licensed child care in Richmond. DDA and SRCC have been fundamental in mitigating the loss of child care for families attending River Run and Willow through the rapid re-licensing and re-opening of the facilities. Due to extenuating circumstances and in support continued availability of high-quality child care in the Bridgeport and Oval Village neighbourhoods, it is recommended that the 2026 Child Care Capital Grant previously awarded to Atira be re-allocated to the Developmental Disabilities Association and the Society of Richmond Children's Centres to support River Run and Willow operations as originally intended.

Respectfully submitted,

Kim Somerville, Director, Community Social Development

Report Contributors

This report was prepared by Annie Lam, Planner 2, Child Care and reviewed by Finance Department.

Endorsed by Serena Lusk, CAO

- Att. 1: Child Care Development Policy 4017
- 2: Child Care Grant Program Guidelines
- 3: DDA River Run Capital Needs Report
- 4: SRCC Willow Capital Needs Quotation



Adopted by Council: January 24, 2006

Amended by Council: April 10, 2012, December 8, 2014, September 14, 2015,
November 18, 2019, January 29, 2024

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



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schools where appropriate, and to liaise with the Child Care Development Advisory Committee,

- (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)



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- (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;
 - 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) 70% of the amount will be deposited to the Child Care Development Reserve Fund, and
- (b) 30% 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



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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.
- (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.

7.2 Considerations for grant application review:

- (a) Funding provided under the Child Care Grants Program cannot be utilized for activities that may result in a direct, indirect, or perceived conflict of interest for active members of City Council. Furthermore, activities cannot be used to promote a particular person or group for the purpose of political campaigning or political campaign messaging.
- (b) Any person involved in the review and approval of Child Care Grants



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Program applications, including active members of City Council, must declare any direct or indirect benefit to themselves, relatives, business associates, or to anyone else that would advance their personal interests, and may be required to recuse themselves from such processes.

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. INFORMATION

- 10.1 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;
- (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.

11. PROMOTION

- 11.1 The City will:

- (a) Promote and support child care initiatives and awareness activities.



City of Richmond

Child Care Grant Program Guidelines

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What are the Child Care Grants?

The Child Care Grant program provides funding to community organizations that provide licensed child care services and/or professional and program development opportunities in Richmond and advance the City's child care priorities. Child care grants are funded through the City's Child Care Reserves. The City's ability to provide grants is subject to available funding and there may be years when the grant program(s) are not offered.

What are the City's Child Care Priorities?

The Richmond Child Care Strategy 2024–2034 is intended to identify, analyze and provide valuable insights into the current and future needs for child care in Richmond.

The vision of the Strategy is that 'the community has access to a range of affordable, accessible, inclusive and quality child care options, that support and enhance child development, learning and growth and meets the needs of families who work or live in Richmond.' To address this vision, the Strategy prioritizes five strategic directions:

- **Create and Maintain Child Care Spaces**
- **Quality, Inclusivity and Accessibility**
- **Advocacy**
- **Collaboration**
- **Education and Information**

Child Care Grant applicants must clearly demonstrate alignment with the Strategy. For additional information about the City of Richmond's Child Care Strategy 2024—2034 and Child Care Development Policy, please visit the City's website at www.richmond.ca/culture/social/child-care.

Grant Program Timeline

The graphic below outlines the annual grant cycle. The application window typically opens in mid-September and closes in mid-October, followed by the City's review and assessment period. Grant recommendations are brought forward for Council's consideration in February of the following year and once approved, funds are disbursed in April.

A Grant Use report is required at the end of the funding term. If an applicant intends to re-apply for the next intake period, the Grant Use Report must be submitted by September before the new application window opens. Otherwise, the Grant Use Report is due in March of the following year.



Who Can Apply

Applicants must:

- Be a non-profit society registered in British Columbia or be a charitable organization registered in Canada; and
- Meet one of the following criteria:
 - For the Child Care Capital Grant, deliver licensed child care in Richmond and seek to improve the quality of care in their facility; or
 - For the Program and Professional Development Grant, support quality programming and/or provide professional development opportunities for the broader child care community in Richmond.

Who Cannot Apply

- For-profit organizations
- Individuals
- Political parties and organizations
- Public and private schools, including post-secondary educational institutions or societies seeking funding for school-based programs

- Organizations that primarily fund other organizations (e.g. grants) or individuals (e.g. scholarships)
- Other, as determined by Council

Funding Streams

The Child Care Grant has two funding streams:

Capital Grant: Supports the acquisition or upgrade of physical assets (e.g. furniture, equipment, renovations, playgrounds) in licensed child care facilities that will improve the quality, availability and accessibility of licensed child care in Richmond.

Professional and Program Development Grant: Supports the development and delivery of professional and program development opportunities in Richmond (e.g. training, workshops, lending libraries). The initiatives must be available and benefit the broader child care community in Richmond (rather than a few specific individuals or facilities). The necessity and benefit of the initiative to the child care community must be demonstrated.

Eligible Expenses

Capital Grant

- Capital equipment (e.g. durable, non-consumable items purchased for ongoing program operations that have a useful life extending beyond one year)
- Furnishing
- Building renovations
- Playground improvements

Professional and Program Development Grant

- Workshop presenter costs
- Workshop materials (e.g. workshop kits, resource books)
- Overhead costs (e.g. event space rental fees, audio-visual equipment rental)
- Books, toys, materials and equipment for lending libraries

Ineligible Expenses

Capital Grant

- Operating expenses (e.g. rent, utilities, salaries)
- Supplies (e.g. toys, games, books, small kitchen equipment)
- Consumable materials (e.g. paint, markers, paper, play sand, clay)
- Political activities including, but not limited to:
 - Promoting or serving a political party or organization
 - Lobbying of a political party, or for a political cause or campaign
 - Programs and services delivered in partnership with political parties and organizations*



* Programs and services receiving funding from the provincial and/or federal government are still eligible to apply.

Professional and Program Development Grant

- Operating expenses (e.g. rent, utilities, salaries)
- Social activities (e.g. photobooth)
- Food and drink
- Decorations
- Staff transportation
- Funding for individual staff to register for or attend courses or workshops
- Political activities including, but not limited to:
 - Promoting or serving a political party or organization
 - Lobbying of a political party, or for a political cause or campaign
 - Programs and services delivered in partnership with political parties and organizations*



Note: The City of Richmond recognizes the need for capital and operating funding to support child care programs. Funds are available to support child care operators through the Provincial ChildCareBC Program, including:

- Child Care Operating Funding – to assist with the day-to-day costs of running a licensed child care facility. To learn more about operating funding opportunities, visit the Provincial Government's [Child Care Operating Funding](#) website;
- Training and Professional Development Funding – to assist with professional development and upgrading. To learn more about these funding opportunities, view the Province's [Child Care Recruitment and Retention Strategy](#); or
- Visit Westcoast Child Care Resource Centre's [funding webpage](#).

How to Apply

- Visit CityGrants.richmond.ca to create an account and log in to apply.
- Complete the online application form by the deadline.
- Upload required supporting documents (refer to the list below).

Required Documents Checklist

The following documents are required and must be uploaded through the online system as part of the application package.

- ☐ [Certificate of Incorporation](#) and/or [Notification of Registration](#) (Proof of charitable status under the Income Tax Act); in addition to:
- ☐ [Certificate of Name Change](#) (if Certificate of Incorporation does not match organization's current legal name);
- ☐ [Current constitution](#) (or equivalent);
- ☐ [Current bylaws](#);
- ☐ [Current list of Board of Directors, Officers and Executive Directors](#);
- ☐ [Most recent Annual General Meeting minutes](#);
- ☐ [Current year's operating budget](#);
- ☐ [One of the following types of financial statements](#):
 - ☐ Audited financial statements from the last completed fiscal year signed by external auditors; or
 - ☐ Review engagement report from the last completed fiscal year signed by external auditors; or
 - ☐ Compilation engagement report from the last completed fiscal year signed by external auditors; or
 - ☐ Financial statements from the last completed fiscal year endorsed by two signing officers of the Board of Directors;
- ☐ [Provincial Child Care License\(s\)](#) (if applicable);
- ☐ [Proposed Budget Form](#) (itemized project budget, including two quotes for each item (details included in *Proposed Project Budget Form* available on the City's grant website);
- ☐ [Licensed Capacity and Current Enrolment by Program Form](#);
- ☐ [Documentation to demonstrate the need for funds](#);
- ☐ [Two letters of support](#) (these may not be from staff or board members); and
- ☐ [Declaration Form](#).

How Applications Are Evaluated

Applications are assessed in the following three categories described in the table below.

Category	Criteria	Description
Strategic Alignment	Target population	Child care program must be located in Richmond. Primarily serves Richmond residents.
	Priority alignment	Aligns with the City's child care priorities.
	Implementation plan	Provides a clear, feasible and sustainable plan outlining key activities, deliverables, benefits and required resources.
Impact	Community need	Demonstrates a clearly defined need for equipment or program.
	Community Benefit	Demonstrates benefits, such as improved quality of services.
Capacity	Organizational capacity	Demonstrates that the organization is financially stable and has sufficient capacity to deliver the proposed activities, including administrative capacity and governance structure.
	Realistic budget	Budget items are relevant and appropriate in relation to anticipated impact.
	Financial cost-sharing	Demonstrates that external funding (other than from the City) has been sought.

Important Applicant Information

- Applications will not be accepted past the stated deadline.
- Meeting the eligibility criteria does not guarantee funding.
- The City Grants Program is highly competitive and consistently oversubscribed. Strong proposals may not be funded and approved applicants may receive less than the amount requested.
- Receiving a grant in one cycle does not guarantee funding in future years.
- Council's decisions are final and there is no appeal process.

Reporting and Acknowledgement Requirements

Following Council approval, successful organizations can expect the following:

- An approval letter and a cheque will be issued to support implementation of the funded proposal.
- A Grant Use Final Report must be submitted within one year of receiving funding or, if re-applying, before the next grant intake.
- Organizations receiving a grant of \$50,000 or more must also submit a Grant Use Interim Report. Supporting documentation may also be requested at any point during the funding term.
- City support must be acknowledged in all communications and promotional materials related to the funded activities. An electronic City logo package will be provided to grant recipients upon request after funding has been awarded.

Available Resources

The following documents are available at richmond.ca/CityGrants to support applicants during the application process.

- Applicant Worksheets
- City Grants Online Application User Guide
- Declaration Form
- Proposed Budget and Licensed Capacity and Current Enrolment by Program Form

Contact Us

For further information, visit richmond.ca/CityGrants or contact the Grant Administrator at ChildCare@richmond.ca.



Developmental
Disabilities Association

DDA River Run Capital Needs Report

Item	Vendor	Cost (incl. taxes/shipping)	Rationale
Nap Mat Storage Cabinet: 24 slot capacity with additional storage	Sidhu Cabinets	\$2656	This cabinet will fit in the storage room and hold sufficient nap mats for the second <u>3-5 years (20 space) classroom</u> . Previously, the 7 supplied nap mats were leaning against the wall. 24 slots will also accommodate PT attendance. Adequate supplies for nap with best practice sanitary storage are required under CCFL regulations.
15 Nap Mats (2 inch, foam with wipeable covers)	Amazon	\$1035	See above, the program only came with 7 mats for that room.
Sand/Water/Sensory Play Table (with lid)	Quality Classrooms	\$1124	The <u>Infant/Toddler classroom</u> does not currently have this item. A previous one was disposed of by Atira and not replaced at that time. Under Schedule G of CCFL regulations, all child care providers must offer coordinated indoor and outdoor activities supporting five key areas of child development: physical, intellectual, language, emotional, and social needs.
	Total:	\$4815	

Respectfully Submitted by:

Kathy Moncalieri
Assistant Director
Early Learning and Youth
Developmental Disabilities Association

July 24, 2026



3131 Production Way
Burnaby BC V5A 3H1
Canada

Estimate

#61465637277

6/29/2026

Bill To

Society of Richmond Children's Centres
5688 Hollybridge Way #650
Richmond BC V7C 0A3
Canada

Ship To

Society of Richmond Children's Centres
5688 Hollybridge Way #650
Richmond BC V7C 0A3
Canada

Attn:

Expires		Sales Rep		Shipping Method	
7/13/2026		Roxanne Abel			
Quantity	Item	Options		Rate	Amount
3	START-TAB-BL 01 Start - Table - Blossom - with radius cut out on each of the 4 sides - 47 "W x 47 "D x 13-16 "H			\$1,540.00	\$4,620.00
12	STEADY-CHR-10 01 Steady - Chair - Infant - with 3 point seatbelts - 14 "W x 11 "D x 10 "H			\$267.00	\$3,204.00
	Subtotal				\$7,824.00
	Discount - Sales			-10%	(\$782.40)
	Subtotal				\$7,041.60
1	Shipping GoBolt Last Mile - Room of Choice			\$165.00	\$165.00
1	Installation Installation and/or Assembly Same time as #61764839082			\$498.00	\$498.00
				Subtotal	\$7,704.60
				GST/HST	\$385.23
				PST	\$539.32
Quoted pricing is valid for 14 days from Quotation Date				Total	\$8,629.15