



**General Purposes Committee  
Electronic Meeting**

**Council Chambers, City Hall  
6911 No. 3 Road**

**Tuesday, May 21, 2024  
4:00 p.m.**

Pg. #      ITEM

MINUTES

**GP-3**      *Motion to adopt the **minutes** of the meeting of the General Purposes Committee held on May 6, 2024.*



ENGINEERING AND PUBLIC WORKS DIVISION

1. **MUNICIPAL TOP-UPS FOR HEAT PUMP RETROFITS IN EXISTING GROUND-ORIENTED RESIDENTIAL HOMES**  
(File Ref. No. 10-6000-01) (REDMS No. 7611425)

**GP-8**

**See Page GP-8 for full report**

*Designated Speakers: Norm Connolly & Gabriel Berenguer Vieira*

STAFF RECOMMENDATIONS

- (1) *That the report titled “Municipal Top-Ups for Heat Pump Retrofits in Existing Ground-Oriented Residential Homes” from the Director, Sustainability and District Energy, dated May 6, 2024, be endorsed;*

Pg. # ITEM

- (2) *That the City enter into a Municipal Contribution Agreement with the Province of BC and BC Hydro to offer top-up incentives for heat pump and electrical service upgrades for ground-oriented residential homes in Richmond, and the General Manager, Engineering and Public Works/Deputy Chief Administrative Officer or Chief Administrative Officer be authorized to execute the agreement; and*
- (3) *That the Consolidated 5 Year Financial Plan (2024-2028) be amended accordingly.*



PLANNING AND DEVELOPMENT DIVISION

- 2. **2024 CHILD CARE PROFESSIONAL AND PROGRAM DEVELOPMENT GRANTS – SECOND INTAKE**  
(File Ref. No. 07-3070-04) (REDMS No. 7650132)

GP-18

See Page GP-18 for full report

*Designated Speakers: Chris Duggan & Tiffany Mallen*

STAFF RECOMMENDATIONS

- (1) *That the Child Care Professional and Program Development Grants be awarded for the total recommended amount of \$10,000 as identified in the staff report titled “2024 Child Care Professional and Program Development Grants – Second Intake” dated April 22, 2024, from the Acting Director, Community Social Development; and*
- (2) *That the grant funds be disbursed accordingly following Council approval.*



ADJOURNMENT





## General Purposes Committee

Date: Monday, May 6, 2024

Place: Council Chambers  
Richmond City Hall

Present: Mayor Malcolm D. Brodie, Chair  
Councillor Chak Au  
Councillor Carol Day  
Councillor Laura Gillanders  
Councillor Kash Heed  
Councillor Andy Hobbs  
Councillor Alexa Loo  
Councillor Bill McNulty  
Councillor Michael Wolfe

Call to Order: The Chair called the meeting to order at 4:04 p.m.

### MINUTES

It was moved and seconded  
*That the minutes of the meeting of the General Purposes Committee held on  
April 22, 2024, be adopted as circulated.*

**CARRIED**

**General Purposes Committee**  
**Monday, May 6, 2024**

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**PLANNING AND DEVELOPMENT DIVISION**

1. **AMENDMENT TO THE APPOINTMENT OF AN APPROVING OFFICER**

(File Ref. No. 01-0172-02) (REDMS No. 7649221)

It was moved and seconded

*That the appointment of Joe Erceg as Approving Officer for the City, as per Council Resolution S03/5-02, adopted by Council on October 20, 2003, be rescinded.*

**CARRIED**

**ENGINEERING AND PUBLIC WORKS DIVISION**

2. **WATER CONSERVATION PROGRAM UPDATE**

(File Ref. No. 10-6060-02-01) (REDMS No. 7657676)

It was moved and seconded

*That the staff report titled Water Conservation Program Update , dated April 10, 2024, from the Director, Engineering be received for information.*

**CARRIED**

**COUNCILLOR BILL MCNULTY**

3. **CLARIFICATION OF WALL OF FAME POLICY**

(File Ref. No.)

It was moved and seconded

*That the current number 4 be deleted and that point 4 of the Richmond Sports Wall of Fame Policy 8711 be updated to read, "Inductees must have Richmond residency and have made a contribution to the Richmond Community."*

The question on the motion was not called as a brief discussion ensued in regards to the clarification of residency of nominees.

The question on the motion was then called and it was **CARRIED**.

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PLANNING AND DEVELOPMENT DIVISION

4. **APPLICATION BY JINGON INTERNATIONAL DEVELOPMENT GROUP LLP FOR REZONING AT 8351 RIVER ROAD, 8411, 8431, 8451 WEST ROAD AND 2431 NO. 3 ROAD, AND PROVINCIAL CROWN LAND (PCL)- BLOCK A, DISTRICT LOT 6578, GROUP 1, NEW WESTMINSTER DISTRICT AND A PORTION OF DISTRICT LOT 6689, GROUP 1, NEW WESTMINSTER DISTRICT (CROWN LANDS REGISTRY), AND LOT 87 EXCEPT: PART ON PLAN 70252, DISTRICT LOT 478 GROUP 1 AND SECTION 21 BLOCK 5 NORTH RANGE 6 WEST, NEW WESTMINSTER LAND PLAN 34592, FROM THE “LIGHT INDUSTRIAL (IL)” ZONE TO THE “HIGH RISE RIVERFRONT COMMERCIAL AND INSTITUTION (ZC54) – BRIDGEPORT VILLAGE (CITY CENTRE)” ZONE AND “SCHOOL & INSTITUTIONAL USE (SI)” ZONE**

(File Ref. No.: 12-8060-20-010530; 12-8060-20-010531; RZ 20-915237) (REDMS No. 7553193, 7553085, 7671660 v. 2, 7672811, 7543059, 7673690)

Staff provided an overview on the application referencing their presentation (copy on file, City Clerk’s Office).

In response to queries from Committee, staff advised that (i) the waterfront park location under the Middle Arm Bridge is feasible noting the overhead clearance is sufficient, (ii) additional office space can be redeveloped into hotel and retail space if the market conditions show no need, (iii) the Art and Culture Facility (ACF) will include a performance art space, (iv) the proposed development is hospitality focused, (v) access to/from the site will include extensive offsite improvements to the road, pedestrian and cycling networks noting a development of a defined pedestrian route from the Brighthouse Station to the subject site, (vi) approximately 1.3 million square feet of hotel space will be developed, (vii) the ACF and the Community Safety Facility (CSF) will have ground floor frontage, (viii) the rezoning does provide long term opportunities for the Richmond Night Market within the subject site in Phase 3, (ix) the start date of construction is difficult to determine due to the complexity of the application, (x) should there be any extension in the duration of the development, it would delay the delivery of the facilities, but the actual provision will be secured by multiple legal agreements, (xi) no land can be sold to a third party in terms of undevelopable land without the consent of the City, and (xii) improvements to the existing city network that is required outside of the applicant’s scope can be addressed through other development or through the City’s Capital Program.

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Discussion ensued in regards to the detailed design and linear length of the dike, noting the dike will be continuous and accessible and the construction of the entire dike frontage is included in Phase 1. In addition, an environmentally sensitive area development permit prior to rezoning adoption through a multi-year monitoring agreement will be in place to ensure that any environmental habitat is maintained throughout the phases of construction.

In response to queries from Committee, Kevin McNaney, Jingon International Development Group, advised that (i) the Richmond Night Market can be moved to other areas within the subject site during the anticipated phasing of the development noting that the owner wants the Richmond Night Market to remain onsite once the development is complete, (ii) Translink is committed to increasing service capacity, (iii) a hotel partner announcement is forthcoming, and (iv) once the application is approved the applicant will begin Phase 1 of the proposed development.

It was moved and seconded

(1) *That Richmond Official Community Plan Amendment Bylaw 10530, to amend:*

(a) *Official Community Plan Bylaw 9000, Schedule 1 (City of Richmond 2041 OCP Land Use Map), to realign areas designated as “Park” and “Commercial”; and*

(b) *Official Community Plan Bylaw 7100, Schedule 2.10 (City Centre Area Plan), including amending the designations in the Generalised Land Use Map (2031) and Specific Land Use Map: Bridgeport Village (2031), to realign areas designated as “Proposed Streets”, “Pedestrian-Oriented Retail Precincts High Street & Linkages”, “Pedestrian-Oriented Retail Precincts - Secondary Retail Streets & Linkages”, “Urban Centre T5 (45m)”, “Pedestrian Linkages”, “Waterfront Dyke Trail”, “Park”, and designate the lands “Institution” and remove the “Village Centre Bonus”, including making various text, map, and graphic amendments to accommodate the identified bylaw amendments and ensure consistency and introducing Special Precinct Guidelines in Section 3.3;*

*be introduced and given first reading;*

(2) *That Bylaw 10530, having been considered in conjunction with:*

▪ *the City’s Financial Plan and Capital Program;*

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- *the Greater Vancouver Regional District Solid Waste and Liquid Waste Management Plans; is hereby found to be consistent with said program and plans, in accordance with Section 477(3)(a) of the Local Government Act;*
- (3) *That Bylaw 10530, having been considered in accordance with OCP Bylaw Preparation Consultation Policy 5043, is hereby found not to require further consultation; and*
- (4) *That Richmond Zoning Bylaw 8500, Amendment Bylaw 10531 to create the “High Rise Riverfront Commercial and Institution (ZC54) – Bridgeport Village (City Centre)” zone, and to rezone 8351 River Road, 8411, 8431, 8451 West Road and 2431 No. 3 Road, and Provincial Crown Land (PCL)- Block A, District Lot 6578, Group 1, New Westminster District And A Portion Of District Lot 6689, Group 1, New Westminster District (Crown Lands Registry), and Lot 87 Except: Part on Plan 70252, District Lot 478 Group 1 and Section 21 Block 5 North Range 6 West, New Westminster Land Plan 34592, from “Light Industrial (IL) ” zone to a new “ High Rise Riverfront Commercial and Institution (ZC54) – Bridgeport Village (City Centre)” zone and “School & Institutional Use (SI)” zone, be introduced and given first reading.*

**CARRIED**

## ADJOURNMENT

It was moved and seconded  
*That the meeting adjourn (4:47 p.m.).*

**CARRIED**

Certified a true and correct copy of the Minutes of the meeting of the General Purposes Committee of the Council of the City of Richmond held on Monday, May 6, 2024.

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Mayor Malcolm D. Brodie  
Chair

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Andrea Mizuguchi  
Legislative Services Associate



**To:** General Purposes Committee **Date:** May 6, 2024  
**From:** Peter Russell **File:** 10-6000-01/2024-Vol  
 Director, Sustainability and District Energy 01  
**Re:** **Municipal Top-Ups for Heat Pump Retrofits in Existing Ground-Oriented Residential Homes**

**Staff Recommendations**

1. That the report titled “Municipal Top-Ups for Heat Pump Retrofits in Existing Ground-Oriented Residential Homes” from the Director, Sustainability and District Energy, dated May 6, 2024, be endorsed;
2. That the City enter into a Municipal Contribution Agreement with the Province of BC and BC Hydro to offer top-up incentives for heat pump and electrical service upgrades for ground-oriented residential homes in Richmond, and the General Manager, Engineering and Public Works/Deputy Chief Administrative Officer or Chief Administrative Officer be authorized to execute the agreement; and
3. That the Consolidated 5 Year Financial Plan (2024-2028) be amended accordingly.

Peter Russell  
Director, Sustainability and District Energy  
(604-276-4130)

Att. 3

REPORT CONCURRENCE		
ROUTED TO:	CONCURRENCE	CONCURRENCE OF GENERAL MANAGER
Communications	<input checked="" type="checkbox"/>	
Finance Department	<input checked="" type="checkbox"/>	
Building Approvals	<input checked="" type="checkbox"/>	
<b>SENIOR STAFF REPORT REVIEW</b>	<b>INITIALS:</b> 	<b>APPROVED BY CAO</b> 



## Staff Report

### Origin

This report seeks Council approval to begin offering top-up rebates on current CleanBC incentives for installation of electric heat pumps in existing single-detached and attached homes in Richmond. The proposed municipal top-up incentive is seeking to raise local interest and understanding of the advantages of electric heat pumps for both space heating and cooling, as well as domestic hot water, to accelerate local adoption of near-zero emission mechanical systems for ground-oriented existing residential buildings in Richmond.

This report supports Council's Strategic Plan 2022-2026 Focus Area #4 Responsible Financial Management and Governance:

*4.4 Work with all levels of governments for grant and funding opportunities.*

This report supports Council's Strategic Plan 2022-2026 Focus Area #5 A Leader in Environmental Sustainability:

*5.1 Continue to demonstrate leadership in proactive climate action and environmental sustainability.*

This report supports the implementation of Richmond's Community Energy and Emissions Plan 2050, and OCP emission reduction policies through:

#### **Strategic Direction 1:** Retrofit Existing Buildings

Action Categories:  Create incentives and remove barriers to low carbon energy retrofits

### Analysis

#### Policy Framework for Decarbonization Building Heating and Cooling Systems

The Community Energy and Emissions Plan 2050 (CEEP) identifies transitioning from fossil fuel-based heating to energy-efficient electric heat pump systems in existing homes as a key strategy in reducing citywide greenhouse gas (GHG) emissions, and calls for the development of comprehensive programs to incentivize and accelerate energy-related retrofits. During community engagement processes, staff conducted two surveys of residents that indicated incentives were a preferred means of implementing CEEP actions for existing buildings (see Attachment 1). The CEEP also identifies the need to broaden awareness of the benefits of decarbonizing mechanical systems in existing buildings, and support the transition to heat pumps with ongoing engagement and capacity building with stakeholders.

#### The Role of Electric Heat Pumps in Decarbonization

Ground-oriented residential homes are the most common building type by number in Richmond, comprising 59% of all structures within the City building stock.<sup>1</sup> These building types account for 38% of the total GHG emissions from all existing buildings, with approximately 28% coming from single detached homes and 10% from attached homes.<sup>2</sup>

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<sup>1</sup> There are 28,000 ground-oriented residential buildings in Richmond, representing 43,000 dwelling units.

<sup>2</sup> Attached homes include duplex and multi-plex homes, as well as townhouses.

Space heating and domestic hot water systems account for approximately 90% of annual greenhouse gas (GHG) emissions from existing ground-oriented residential buildings in Richmond, or an estimated 148,000 tonnes CO<sub>2</sub>e annually. Attachment 2 includes a detailed breakdown of energy use and carbon emissions in ground-oriented detached and attached residential buildings in Richmond, categorized by age cohort.

Electric heat pumps are typically three times more efficient than the best-performing natural gas furnaces and boilers. GHG emissions from the electricity grid is only 6% of the equivalent amount of natural gas energy. As such, staff estimate that retrofitting gas-fired furnaces and domestic water heaters with electric heat pumps, in an average Richmond house built between 1946 and 1990, could result in a reduction equivalent to 3.48 tonnes of CO<sub>2</sub> per year<sup>3</sup>, with an additional 1 tonne achieved through replacement of the existing gas-based domestic hot water system with an electric heat pump. Together, these reductions would result in a reduction of 85-90% of annual GHG emissions in a typical home.

### CleanBC Incentive Program

Until recently, there was relatively little uptake of heat pumps in BC. Heat pumps have both higher purchase and installation costs, and had higher operational costs in comparison to natural gas mechanical systems. This incremental cost barrier was compounded by a lack of public awareness regarding the efficiency, health, and thermal comfort benefits of installing heat pumps, apart from lack of industry capacity to properly design and install heat pumps in existing homes. In recent years, however, the operating temperature range and efficiency of heat pumps available to consumers has been continually improving, and the cost of heating with heat pumps is now less than that with natural gas<sup>4</sup>.

Since 2018, the Province has offered and continues to offer rebates for the replacement of gas-fired systems with space heating and domestic hot water electric heat pumps in ground-oriented homes through the Better Homes program. In 2021, the Province substantially increased its incentives through the CleanBC initiative, offering rebates of up to \$6,000 for space heating electric heat pumps and up to \$1,000 for heat pump water heater retrofits.<sup>5</sup> Together with federal rebates, these incentives have lowered the incremental cost of heat pumps, making these systems a far more cost-competitive option.

### Municipal Top-up Incentives

The CleanBC program has enabled municipalities to provide an optional top-up incentive for residents undertaking heat pump retrofits within a participating jurisdiction. Municipalities also have the option of providing top-ups to offset costs related to electrical service upgrades, which may be necessary for some homes with limited electric panel capacity.

For administrative simplicity, the Province has set the allowable municipal top-up incentive amount for heat pumps to either \$350 or \$2,000 per home. These tiers are equivalent to 6% and 33% respectively of the maximum CleanBC rebate amount. Staff are proposing the lower top-up

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<sup>3</sup> Includes the very small incremental GHG emissions from addition of cooling by installing an electric heat pump.

<sup>4</sup> When carbon tax is factored in. Currently: \$80/ton of CO<sub>2</sub>e.

<sup>5</sup> Clean BC also has an income-qualified program for which low-income households may be eligible. Rebates up to \$9,500 for space heating, and up to \$3,500 for heat pump water heating are available.

incentive level for the time being, based upon research into the effectiveness of municipal top-up incentives by other municipalities, which is covered in the next section.

### Assessing the Market Effectiveness of Municipal Top-up Incentives

Staff conducted a research comparing the number of electric heat pumps retrofits in Richmond with other municipalities across the Lower Mainland and Vancouver Island that have been offering top-up incentives.<sup>6</sup> Attachment 3 provides the percentage of homes retrofitted with heat pumps in the last three years, normalized by the number of eligible homes in each municipality.

In this research, municipalities were categorized into three groups:

1. **Control Group:** Municipalities that do not offer heat pump top-ups.
2. **Top-ups Group:** Municipalities that offer top-ups but no other significant support.
3. **Enhanced Group:** Municipalities that offer top-ups along with other major incentive support (e.g. retrofit concierge service and/or retrofit financing program).

The analysis reveals that municipalities offering top-up incentives only (Top-ups Group) double the uptake (0.85% of the community's eligible housing stock over last 3 years) over the control group (0.42%). Furthermore, municipalities that provided both top-ups and additional enhanced support showed further increases in percentage of homes upgrading their space heating and/or domestic hot water systems, reaching an average of 1.95% of their eligible housing stock. Of the 20 BC municipalities that offer top-up incentives, six are now fully subscribed, and ten are nearing full subscription, showing the substantial uptake of municipal top-ups, even though they are relatively modest compared with the larger CleanBC incentive amount.

Since 2020, an average of 57 space heating heat pump retrofits per year have been observed in ground-oriented homes in Richmond. Based upon the top-up participation rates observed through this research, staff forecast that by implementing even the modest \$350 top-up incentive, the number of households pursuing electric heat pump retrofits in Richmond could potentially double to 115 projects per year.

### Assessing the Economic Effectiveness of Municipal Top-up Incentives

Staff also compared the cost-effectiveness of a municipal top-up incentive by examining the relationship between dollars spent and GHG emissions reduced, based upon a forecast of heat pump retrofits in Richmond. Currently, CleanBC Better Homes incentive program has a ratio of \$114 per tonne of CO<sub>2</sub> equivalent (tCO<sub>2e</sub>) lifetime reduction. Based upon these results, offering a \$350 top-up has the potential to double the annual number of heat pump retrofits in Richmond, leading to a ratio of \$17 per tCO<sub>2e</sub> lifetime reduction<sup>7</sup>. For comparison, the current carbon price is significantly higher, at \$80 per tonne. This comparison highlights the great cost-benefit of this initiative in reducing GHG emissions in ground-oriented homes.

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<sup>6</sup> From data provided by the Province, or shared by municipalities. Corresponds only to households that accessed CleanBC rebates through fuel switching projects.




<sup>7</sup> Excluding 'free riders'. 'Free riders' are defined as households that would have installed heat pumps even if a top-up incentive was not offered. Estimated at 57 homes per year for Richmond.

Based on the data analyzed, offering the highest top-up tier (\$2,000/heat pump) does not seem to significantly increase the number of heat pump retrofits. In our research, Municipality #5, which offered higher top-ups, showed a similar level of heat pump installations compared to municipalities offering \$350 per heat pump.

Recommended Top-up Incentive Approach for Richmond

Staff recommend adopting a \$350 municipal heat pump top-up amount, rather than the \$2,000 top-up incentive level. Recommended top-up for electrical service upgrades<sup>8</sup> is \$500 per home. This is based upon the following objectives: (a) benefitting as many local residents as possible on an annual basis; and (b) achieving GHG emission reductions at the lowest effective cost-per-tonne. Table 1 shows CleanBC incentives and additional top-up available to residents through the proposed program.<sup>9</sup> The recommended initial duration of the project is two years, thereby allowing time to assess the impact of this initiative.

**Table 1: CleanBC Incentives and Proposed Top-Ups available to Richmond residents<sup>10</sup>**

			
<b>Offer</b>	<b>Space Heating Heat Pump</b>	<b>Heat Pump Water Heater</b>	<b>Electrical Service Upgrade</b>
Clean BC Better Homes	Up to \$6,000	Up to \$1,000	Up to \$500
Clean BC Income Qualified	Up to \$9,500	Up to \$3,500	Up to \$3,500
Municipal Top-up*	\$350	\$350	\$500

\*subject to Council approval

Note that administrative costs to process top-up rebates are covered by the Province, and the municipality only covers the municipal rebate amount. BC Hydro administers the delivery of the top-up incentive to applicants, through a one-window application process that allows customers to apply for and receive the CleanBC rebate at the same time as the municipal top-up. Municipalities can also adjust the number of incentives between space heating, water heating and electrical service upgrades on a quarterly basis if needed.

Table 2 provides a detailed breakdown of the proposed budget for the next two years, including forecasted uptake of each incentive, referred to as ‘projects’ within the table. Year 1 is from July 1, 2024 until March 31, 2025. Year 2 is from April 1, 2025 until March 31, 2026.

<sup>8</sup> Electrical upgrade top-up is only eligible when installing a heat pump.

<sup>9</sup> Fuel switching projects only. Incentives are available when CleanBC registered contractors install eligible models.

<sup>10</sup> Each household can access all three top-ups simultaneously, with a limit of one per top-up category.

**Table 2: Municipal Top-ups – Allocation of Proposed Incentives in Year 1 and 2**

<b>PROJECT – YEAR 1</b>	<b>NUMBER OF PROJECTS</b>	<b>COST</b>
Space Heating Heat Pumps	120	\$ 42,000
Heat Pump Water Heaters	10	\$ 3,500
Electrical Service Upgrades	25	\$ 12,500
Community Awareness Campaign	N/A	\$ 2,000
<b>Total of Heat Pump projects</b>	<b>130</b>	<b>\$ 60,000</b>
<b>PROJECT - YEAR 2</b>	<b>NUMBER OF PROJECTS</b>	<b>COST</b>
Space Heating Heat Pumps	135	\$ 47,250
Heat Pump Water Heaters	15	\$ 5,250
Electrical Service Upgrades	30	\$ 15,000
Community Awareness Campaign	N/A	\$ 2,500
<b>Total of Heat Pump projects</b>	<b>150</b>	<b>\$ 70,000</b>

Community Awareness Campaign

With Council endorsement to proceed with Richmond’s participation in the Clean BC municipal top-up incentive program, staff will develop a community awareness campaign to increase awareness of GHG emissions and occupant comfort benefits of electric heat pumps. This will include community outreach supported by information bulletins, digital communications, and printed posters in public libraries and community centers.

The community awareness campaign would be accompanied by new website content including CleanBC and municipal top-up incentives. Planned website content also includes heat pump basics and benefits, informative videos, details on required permits, noise bylaws, and available incentives, all aimed at supporting residents in making informed decisions. Ensuring strong local take-up of these incentives are best supported by online information about heat pump technologies, and how local homeowners can participate in the program. Municipalities with a high ratio of retrofits per household have typically created a webpage that consolidates multiple resources.

Next Steps

With Council approval, the City would enter into a Municipal Contribution Agreement with the Province and BC Hydro for the first year of the program. Staff forecast that the City could start offering top-ups as soon as July 1, 2024. The City would be required to enter into a new agreement for the second year, starting April 1 2025. Staff would present to Council, at the end of Year 1, a summary report highlighting the impact, successes and challenges of the program. A final report is planned to be presented by the end of Year 2.

### Financial Impact

Staff recommend that the Local Government Climate Action Program revenue of \$130,000 be used to fund this rebate program. It is estimated that \$60,000 would be disbursed in the first year of the program, from July 1, 2024 to March 31, 2025, and \$70,000 in Year 2, from April 1st, 2025 to March 31, 2026.<sup>11</sup> If approved, the Consolidated 5 Year Financial Plan (2024-2028) will be amended accordingly.

At the end of each quarter, BC Hydro will issue a top-up report and invoice the City for the top-up rebates that have been paid out.

### Conclusion

Based upon staff research, municipal top-up incentives offer the potential to double the current installation rate for electric heat pumps for existing ground-oriented buildings in Richmond. A steady transition away from existing fossil fuel heating systems to near-zero emission heat pump systems is necessary to achieve citywide GHG emission reduction targets for 2030 and 2050, as set out in the City's Official Community Plan, and Community Energy and Emissions Plan 2050. Electric heat pumps also offer the potential to lower household energy costs, and create a more comfortable and resilient living environment for occupants.



Gabriel Berenguer Vieira  
Senior Climate Action Specialist  
(604-247-4617)  
GB

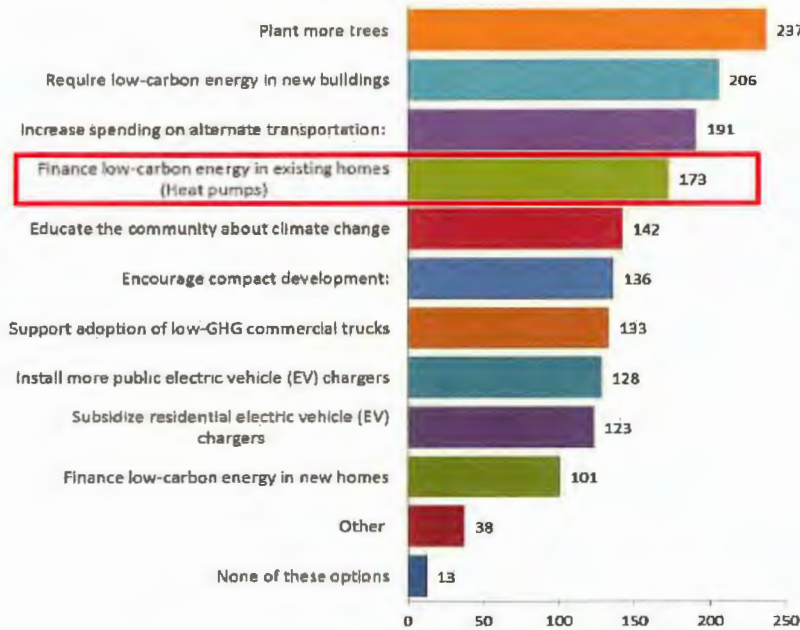
- Att. 1: CEEP 2050 survey results: residents' preference on the City's investment priorities  
2: Ground-Oriented Residential: Building Count, Energy Use and Emissions by Age Cohort  
3: Summary of heat pump retrofits across municipalities in the Lower Mainland and South Vancouver Island in existing ground-oriented homes(normalized by eligible homes)

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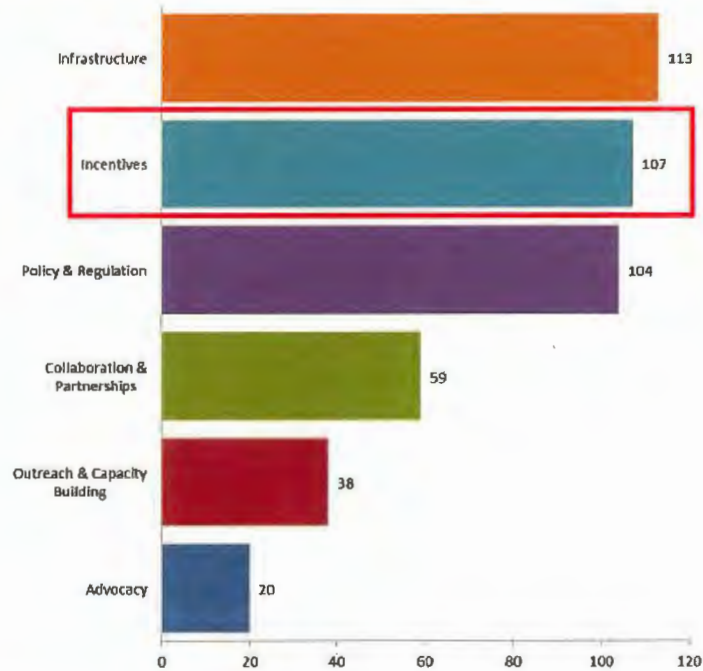
<sup>11</sup> Subject to provincial extension of CleanBC Better Homes incentive program. Current provincial budget is approved until March 31st, 2025.

CEEP 2050 survey results: residents' preference on the City's investment priorities \*

Q37: I would choose the following to spend City funds on: (Alphabetical order - Please select up to five.)



Q9: Existing Buildings - Which activities should the City focus on? Select up to three.



\* Let's Talk Richmond CEEP 2050 survey phase 1 conducted between July 17 and August 18, 2019. Phase 2 conducted between October 18 and November 17, 2019.

Ground-Oriented Residential: Building Count, Energy Use and Emissions by Age Cohort

Table A.1: Residential Single Detached Homes

Building Category	Buildings Count	Building Area (m <sup>2</sup> )	Total EUI (kWh/m <sup>2</sup> /yr)	GHGs (tCO <sub>2</sub> e/yr)	GHG Emissions (%)
Residential Single Detached pre-1946	525	66,218	249.37	2,139	0.50%
Residential Single Detached 1946-1977	9164	1,406,677	196.54	35,816	8.34%
Residential Single Detached 1978-1995	11138	2,807,333	143.87	52,324	12.19%
Residential Single Detached 1996-2010	4554	1,449,002	109.37	20,529	4.78%
Residential Single Detached 2011-2016	2425	953,152	96.01	11,856	2.76%
<b>Total</b>	<b>27,806</b>	<b>6,682,382</b>	<b>N/A</b>	<b>122,664</b>	<b>28.57%</b>

Table A.2: Residential Single Attached Homes

Building Category	Buildings Count	Building Area (m <sup>2</sup> )	Total EUI (kWh/m <sup>2</sup> /yr)	GHGs (tCO <sub>2</sub> e/yr)	GHG Emissions (%)
Residential Single Attached pre-1946	9	438	289.37	16	0.00%
Residential Single Attached 1946-1977	3112	399,558	221.4	11,433	2.66%
Residential Single Attached 1978-1995	5314	761,697	162.83	16,030	3.73%
Residential Single Attached 1996-2010	5876	771,151	127.95	12,752	2.97%
Residential Single Attached 2011-2016	1358	174,016	111.29	2,503	0.58%
<b>Total</b>	<b>15,669</b>	<b>2,106,860</b>	<b>N/A</b>	<b>42,734</b>	<b>9.94%</b>

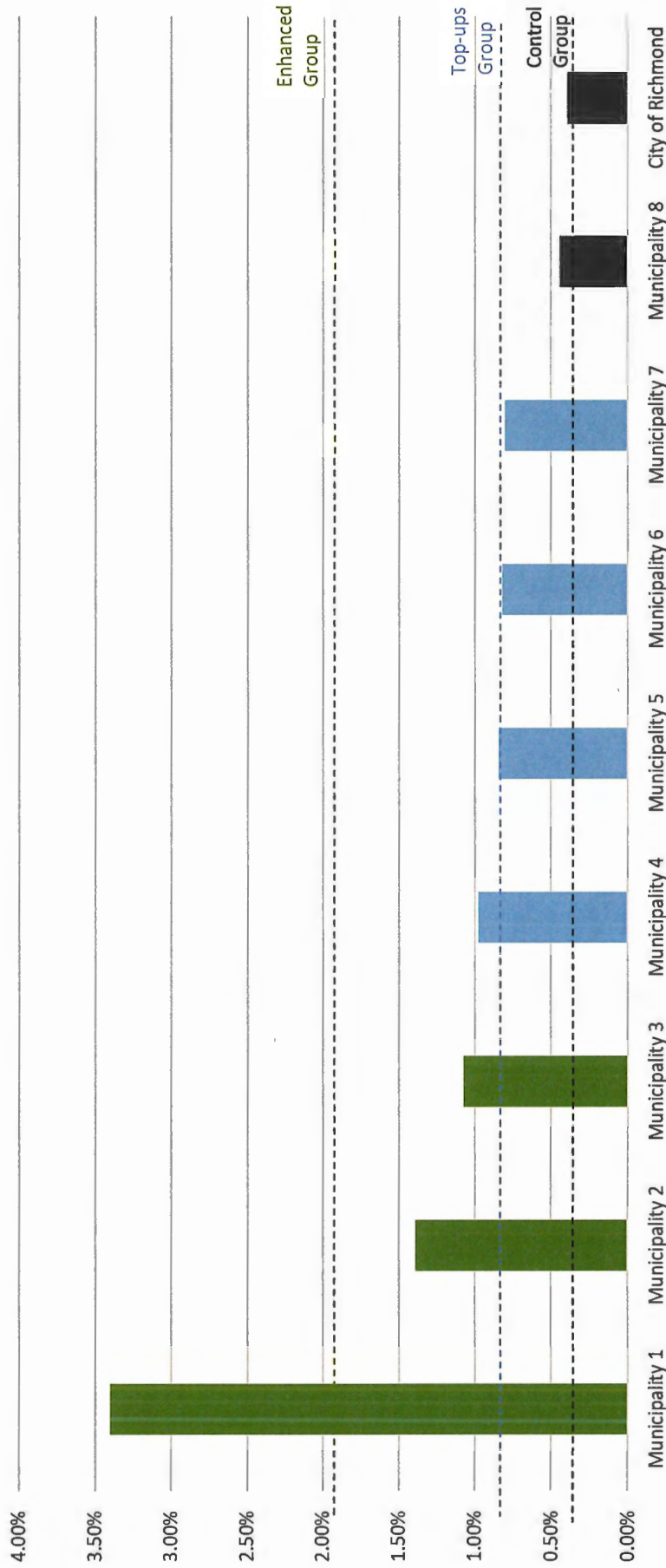
Table A.3: All Ground Oriented Homes

Building Category	Building Count	Building Area (m <sup>2</sup> )	Total EUI (kWh/m <sup>2</sup> /yr)	Total GHGs (tCO <sub>2</sub> e/yr)	GHG Emissions (% of all buildings)
<b>Total</b>	<b>43,475</b>	<b>8,789,242</b>	<b>N/A</b>	<b>165,398</b>	<b>38.51%</b>



# ATTACHMENT 3

Summary of heat pump retrofits across municipalities in the Lower Mainland and South Vancouver Island in existing ground-oriented homes (normalized by eligible homes<sup>12</sup>)



- Control group: City of Richmond & Municipality 8
- Top-Ups Group: Municipalities 4-7
- Enhanced Group: Municipalities 1-3

<sup>12</sup> Due to confidentiality, municipalities were not identified in this report. Eligible homes data estimated based on Statistics Canada website (2016 Census).



# City of Richmond

## Report to Committee

**To:** General Purposes Committee **Date:** April 22, 2024  
**From:** Chris Duggan **File:** 07-3070-04/Vol 01  
 Acting Director, Community Social Development  
**Re:** **2024 Child Care Professional and Program Development Grants – Second Intake**

### Staff Recommendations

1. That the Child Care Professional and Program Development Grants be awarded for the total recommended amount of \$10,000 as identified in the staff report titled “2024 Child Care Professional and Program Development Grants – Second Intake” dated April 22, 2024, from the Acting Director, Community Social Development; and
2. That the grant funds be disbursed accordingly following Council approval.

Chris Duggan  
 Acting Director, Community Social Development  
 (604-204-8621)

Att. 4

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

## Staff Report

### Origin

In 2006, the City adopted the Child Care Development Policy 4017 (Attachment 1), which acknowledges that child care is an essential service for residents, employers and employees in Richmond. Policy 4017 directs staff to plan, partner and, as resources and budgets become available, support a range of quality, accessible and affordable child care, including facilities, spaces, programs, equipment and supports. The Child Care Development Reserve Fund and the Child Care Operating Reserve Fund were established to financially assist non-profit societies by providing child care grants for minor capital improvements, supportive resources and the delivery of professional development for child care providers.

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.*

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

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

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

*Strategic Direction 1- Policy and Planning and Strategic Direction 2 – Creating and supporting child care spaces.*

### Findings of Fact

The City has two Child Care Reserve Funds that are used to fund the two types of child care grants:

- Child Care Capital Grants are funded from the Child Care Development Reserve (Bylaw No. 7182), established in 1994, for capital expenses including grants to non-profit societies for capital purchases and improvements (e.g. equipment, furnishings, renovations and playground development); and
- Child Care Professional and Program Development Grants are funded from the Child Care Operating Reserve Fund (Bylaw No. 8827), established in 2012, to assist with non-capital expenses, including grants to non-profit societies to support child care professional and program development within Richmond.

As part of the 2024 Operating Budget, an expenditure of \$50,000 from the Child Care Development Reserve for the 2024 Child Care Capital Grants and an expenditure of \$10,000

from the Child Care Operating Reserve for the 2024 Child Care Professional and Program Development Grants, were approved.

Applications for the 2024 Child Care Grants were open from September 13 to October 19, 2023. However, no applications were received for the Child Care Professional and Program Development Grants and the \$10,000 remained available.

On January 29, 2024 Council approved the allocation of the Child Care Capital Grants and approved a second call for applications for the Child Care Professional and Program Development Grants to take place in 2024 with recommendations for grant allocations brought forward in a subsequent report to Council for consideration.

#### Notice Given and Applications Received

On April 4, 2024, notification of the application window for the 2024 Child Care Professional and Program Development Grants – Second Intake was posted on the City’s website. Notices were forwarded through Richmond Child Care Resource and Referral program to all licensed child care providers in Richmond and the opportunity was promoted through the Child Care Development Advisory Committee and Richmond Children First Table. Organizations who had applied in the past were also contacted prior to the application deadline. The deadline for submission was April 16, 2024. Two applications were received from two organizations.

#### **Analysis**

##### Application Review Process

The Child Care Development Advisory Committee (CCDAC) convened a Child Care Grants Subcommittee to review the 2024 Child Care Professional and Program Development Grant applications. The subcommittee reviewed and assessed each application for compliance with the Child Care Grant Program Guidelines (Attachment 2) and summarized their recommendations, which were then presented to the CCDAC and endorsed for recommendation to City Council.

##### Child Care Professional and Program Development Grants

Two organizations, Aspire Richmond and Richmond Child Care Resource and Referral, applied for the grant. Aspire Richmond provides a range of services to support people with developmental disabilities, including providing licensed Group Child Care and delivery of the Supported Child Development Program. Their grant request is for funding towards a two-day conference for Early Childhood Educators and child care providers on the topic of Inclusion. Richmond Child Care Resource and Referral provides a child care referral service and support to child care providers through resources and workshops. Their grant request is for funding towards the development and provision of Inclusion Kits and training for child care programs in Richmond.

The two requests amount to \$11,000. The CCDAC recommends awarding \$5000 to each organization in an equitable manner for a total of \$10,000, as outlined in Table 1 below.

Table 1: 2024 Child Care Professional and Program Development Grants.

2024 Child Care Applicants and Requests		Requested Amount	Recommended Amount
1	Aspire Richmond	\$5,000	\$5,000
2	Richmond Child Care Resource and Referral	\$6,000	\$5,000
<b>Total Amount Requested for Professional and Program Development Grants</b>		\$11,000	\$10,000

Staff support the CCDAC recommendations as proposed in the attached list of 2024 Child Care Grants Requests and Recommendations (Attachment 3). For reference, summaries of the 2024 Child Care Grant applications are included with this report (Attachment 4). As the content of the summaries are taken verbatim from the applicants’ submissions, they replicate any errors or omissions made by the applicants.

**Financial Impact**

As part of the 2024 Child Care Grants budget, \$10,000 was approved for the Child Care Professional and Program Development Grants from the Child Care Operating Reserve as part of the City’s 2024 Operating Budget. A total of \$10,000 in allocations is being recommended for the 2024 Child Care Professional and Program Development Grants, subject to City Council’s approval.

**Conclusion**

Child care is an important service that supports Richmond’s children, families and employees. The City’s Child Care Grants will enhance the provision of quality, affordable and accessible child care in Richmond. This is consistent with the 2017–2022 Richmond Child Care Needs Assessment and Strategy and the 2021–2031 Richmond Child Care Action Plan. Staff recommend approval of the proposed recommendations for the City’s 2024 Child Care Professional and Program Development Grants for a total of \$10,000 allocated to two applicants.



Tiffany Mallen  
 Planner 2, Child Care  
 (604-247-4663)

- Att. 1: Policy 4017 – Child Care Development Policy
- 2: Child Care Grants Program Guidelines
- 3: 2024 Child Care Professional and Program Development Grants Requests and Recommendations
- 4: 2024 Child Care Professional and Program Development Grants Summary Reports



Page 1 of 5	<b>Child Care Development Policy</b>	<b>Policy 4017</b>
Adopted by Council: January 24, 2006 Amended by Council: April 10, 2012, December 8, 2014, September 14, 2015, November 18, 2019		

## 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



Page 2 of 5	<b>Child Care Development Policy</b>	<b>Policy 4017</b>
Adopted by Council: January 24, 2006 Amended by Council: April 10, 2012, December 8, 2014, September 14, 2015, November 18, 2019		

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)



Adopted by Council: January 24, 2006  
Amended by Council: April 10, 2012, December 8, 2014, September 14, 2015,  
November 18, 2019

- (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





Adopted by Council: January 24, 2006  
Amended by Council: April 10, 2012, December 8, 2014, September 14, 2015,  
November 18, 2019

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.

## **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:



Adopted by Council: January 24, 2006  
Amended by Council: April 10, 2012, December 8, 2014, September 14, 2015,  
November 18, 2019

- (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.



# **Child Care Grants Program Guidelines**

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# Child Care Grants – Program Guidelines

## Introduction

The City of Richmond provides grants to non-profit societies providing child care services within the City's geographic boundaries. Child care grants are funded by voluntary community amenity contributions from land developers. These funds are held in the City's Child Care Development Reserve or the Child Care Operating Reserve. 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. For more information about the City of Richmond's approach to supporting child care services, please see the [City of Richmond's Child Care Development Policy](#).

## Eligibility

Non-profit societies that either (1) provide child care services or (2) support the provision of child care services are eligible for Child Care Grants.

Applicants may be either:

- non-profit child care providers delivering licensed child care in Richmond and seeking to improve the quality or capacity of care in their facility, or
- non-profit societies supporting quality programming and/or providing professional development opportunities for the broader child care community in Richmond.

## Purpose

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

### 1) Capital Grants

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

### 2) Professional and Program Development Grants

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

demonstrated. Funding for individual staff to register for or attend courses or workshops is not eligible under this grant program.

**NOTE:** *The City of Richmond recognizes the need for both 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](#).*

## **Priorities**

Priority will be given to applications for facilities or programs that:

- support infant/toddler and school-age care, identified as priorities in the 2017–2022 Richmond Child Care Needs Assessment and Strategy;
- have accessed, or are willing to access other available sources of funding, including an organizational contribution from the applicant, Child Care Operating Funding, Child Care BC Maintenance Fund, Child Care BC Relocation Fund, New Spaces Grant; and
- enroll families who are receiving the Affordable Child Care Benefit and, if eligible, participate in the Child Care Fee Reduction Initiative,
- Projects that align with current priorities based on most recent EDI data for Richmond as identified by the Child Care Development Advisory Committee.

## **Grant Application Process**

The City of Richmond uses an **online** grant application process. Only electronic applications will be accepted. Please refer to the *City of Richmond Child Care Grant Program - **Grant Applicant User Guide*** which is posted on the City's [website](#) for instructions on using the system. The guide provides tips and illustrations for all sections of the grant application.

In preparation for submitting an application, please have electronic documents ready to attach as requested. The user guide lists the preferred file formats for documents, spreadsheets and pictures. There are also forms posted on the City's website that should be used to provide information on licensed capacity, project budgets and project timelines.

The following electronic documents will be needed for your application:

- Certificate of Incorporation for the Society;
- Society's Constitution and Bylaws;
- Contact list for the Society's Board of Directors, Officers and Executive Director;
- Most recent Annual General Meeting minutes;

- Provincial Child Care License(s), if applicable;
- Last year's financial statements or audited statement;
- Current year operating budget;
- Itemized project budget, including two quotes for each item (details included in *Proposed Project Budget* form available on the City's grant website);
- Project timeline;
- Licensed capacity & current enrolment by program; and
- If the organization received a grant in the previous year, a grant-use report.

***NOTE:*** *If your Society previously received a child care grant, you will need to submit a grant use report to explain how the funds were used. This information must be submitted to be considered for a new grant in a future intake year.*

## **Application Inclusions**

Applications must include the following:

### **Step 1 – Applicant Contacts**

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

### **Step 2 – Applicant Information**

- a) Briefly outline the Society's history, mandate, goals and objectives.
- b) Describe the programs and services provided in the last five years.
- c) If the Society delivers licensed child care programs, provide the licensed capacity and current enrolment by type for each program offered, referred to in the Society's Provincial Child Care License(s).
- d) Attach a copy of the Society's Provincial Child Care License(s) as issued by Vancouver Coastal Health - Community Care Facilities Licensing.
- e) Attach a list of the Society's Board of Directors, Officers and Executive Director, including their addresses and contact information.
- f) Attach minutes of the Society's most recent annual general meeting.
- g) Attach Last Year's Financial Statements or Audited Statement including balance sheet for the recently completed fiscal year, including the auditor's report signed by external auditors, or one of the following alternatives:
  - If audited financial statements are not available, submit the financial statements reviewed by the external auditors for the most recent completed fiscal year along with the review engagement report signed by the external auditors;

- If neither audited nor reviewed financial statements are available, submit the compiled financial statements for the most recent completed fiscal year along with a compilation report signed by the external auditors; or
  - If none of the above are available, financial statements for the most recently completed fiscal year endorsed by two signing officers of the Board of Directors.
  - A detailed explanation of why audited statements are not available must be provided.
- h) Describe how this request aligns with current City priorities
- i) Attach an operating budget for the current year including all sources of revenue (e.g. Child Care Operating Funding, Fee Reduction, other grants, fundraising).
- j) Provide information on signing officers to represent the Society's endorsement of the grant application and attach a completed signature form.

### **Step 3 – Grant Request Details – Proposal Information**

The following items are required:

#### Capital Grant Requests

- a) Proposal title
- b) Purpose of the grant - what is the intent of the proposed grant (e.g. for equipment, furnishings, playground improvements, other)? If you select "other", please provide a description of what capital project you wish to undertake.
- c) Provide a detailed description of how the funds would be used to enhance the delivery of licensed child care in Richmond (e.g. improve quality, availability, accessibility).
- d) Describe who will benefit from the grant if received (e.g. the number and age groups of children who will benefit).
- e) List any partners who will be assisting with the project (e.g. any other funders, volunteers, or companies who will provide money, services, in-kind assistance or other contributions).
- f) Provide a detailed budget for the proposal (using the *Project Budget* form available on the City grant website) including:
  - dollar figure for the total requested grant amount.
  - 2 quotes for each outlined expense including source of the quote.
  - all other sources of revenue or funding approved or requested for this project (e.g. Child Care BC Maintenance Fund, Child Care BC Relocation Fund, New Spaces Grant), the date of application, amount of funding requested and the status of the application.

#### Professional and Program Development Grant Requests

- a) Proposal title
- b) Purpose of the grant – describe how the funds will be used to enhance the child care service delivery, support skill development of early childhood educators, and benefit the broader Richmond child care community.



- c) Describe who will benefit from the grant, if received including the anticipated number of people directly participating.
- d) Describe the expected outcomes for this project and how this project will be evaluated.
- e) List any partners who will be assisting with the project (e.g. any other funders, volunteers or companies who will provide money, services, in-kind assistance or other contributions).
- f) Provide a detailed budget for the proposal (using the *Project Budget* form available on the City grant website) including:
  - dollar figure for the total requested grant amount.
  - 2 quotes for each outlined expense including source of the quote.
  - all sources of revenue for this event (e.g. participant fees, organizational contributions, fundraising, grants), the amount and the status (e.g. secured, anticipated, unconfirmed).

### Supporting Documents

- a) Attach copies of the following:
  - An itemized budget identifying two quotes for how grant funds will be used (using the *Project Budget* form available on the City grant website);
  - Additional supporting information for the projected costs (e.g. workshop presenters quotes or 2 quotes from suppliers/trades); and
  - A timeline for completing the project and using the grant funds.

### Additional Documentation to Support your Application

- a) Documentation to demonstrate the need for funds (this could be a letter from the Board, a letter from a building consultant/inspector or an inspection report from Child Care Facilities Licensing, photographs of an item needing repair or replacement).
- b) Two letters of support from parents, community partners or others are required. Please note letters from staff will not be accepted.

### **Terms and Conditions**

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

- Successful applicants must use the funds for the stated, approved purpose as outlined in the approval letter and within one year of approval. Should items change in price, or function, prior City approval is required.
- All grant recipients must provide a report documenting the use of the funds and the benefits received (at the latest, one year following receipt) through a Grant-Use Report on the online City grant system. Capital Grant Use reports must also include a photo of capital items and itemized receipts for all expenses.
- In addition, the grant received should be mentioned in any newsletter or related publicity published by the organization.

- Any grant applicant who is applying for new funding must submit a report documenting use of previously awarded funds before their current application can be considered.

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

### **Review Process and Approval Process**

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

### **Application Deadlines and Decisions**

The deadline for submitting a grant application will be determined annually. Late applications are not accepted. Please visit the City's grants website for more information on the grant program and important application deadlines:

[www.richmond.ca/culture/citygrant](http://www.richmond.ca/culture/citygrant)

If you are unclear on any part of the grant application, please contact Chris Duggan, (Program Manager, Child Care and Youth) for clarification.

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

## Grant Writing Tips and Frequently Asked Questions

### Writing Tips

- Read the Grant Program Guidelines carefully to make sure your organization and proposed grant purpose are eligible for a grant. Pay attention to what items are not eligible for funding. If you have questions or are unsure, reach out to the Grant Administrator early in the process.
- Think about what is your organization, program or project's core purpose? Talk about what is unique about it, and how it impacts the community.
- Does your proposed grant align with the City's principles and objectives for the grant program? Find ways to highlight this in your application.
- Assume that whoever is reviewing your application is not familiar with your organization, program, service or project. The Grant Review Committees are comprised of staff from a variety of different departments, many of which are not involved with your field. Advisory Committee members, who are appointed from the community, may also be involved in the review and not be familiar with your work.
- Make sure your budget makes sense and supports the objective you are proposing to accomplish. Often, a realistic budget is more convincing than a disconnected one.
- Don't send unnecessary attachments. If an application contains a lot of unrelated or unconnected information, your relevant, important points will often get lost in the crowd.

### Application Tips

- Write out your application answers and save them in a separate document or file. That way, if you lose internet connection or have issues with the online grant system, your work is saved.
- Save your work often!
- Do not open the submitted application from a previous year and the current application at the same time to copy information over. The system can behave unpredictably and may overwrite your data.
- Give yourself adequate time. If you can, start planning early. Rushing to complete an application right before the deadline can often lead to mistakes, or missed documents.
- Gather your supporting documents ahead of time, including budget, quotes (where needed) and required signatures.

## Appendix A: City Priorities

In response to the most recent Early Development Instrument (EDI) data collected and shared with the community by the Human Early Learning Partnership (HELP) at UBC, the City will prioritize initiatives that support and respond to the opportunities, challenges and needs identified in this report.

For the 2024 Child Care Grants, projects that support **social competence** and **emotional maturity** in children will be prioritized, as these have been identified as areas where children are presenting as the most vulnerable in Richmond. The following information is to assist in planning for the grant application. The information and resources that follow are not a complete copy of the findings from the Early Development Instrument or a complete listing of all possible resources available for support.

### What is the Early Development Instrument?

The Early Development Instrument (EDI) is a population level monitoring tool that enables the community to understand the vulnerabilities of children in their kindergarten year at the community level. The questionnaire has 103 questions and measures five core areas of early child development that are known to be good predictors of adult health, education and social outcomes: social and emotional development, health and well-being, language and cognitive development, and communication skills. In British Columbia, the Ministries of Children and Family Development, Education and Child Care, and Health have funded the collection and use of the EDI for over 19 years.

EDI questionnaires are completed by kindergarten teachers from across British Columbia for all children in their classes. They are filled out in February, after teachers have had the chance to get to know their students. This ensures that teachers are able to answer the questions knowledgeably.

The EDI is a population-level research tool. It measures developmental change or trends in populations of children at varied geographies: provincial, regional and neighbourhood. This allows us to see variations in children's vulnerability across time and location. Understanding how populations of children are doing allows program delivery organizations and policy makers to make informed decisions about investments in new or adapted programs and in broad policies that support children and families.

EDI data can provide insight into how Kindergarten children are doing and encourage discussions about the factors affecting children's early development in neighbourhoods across the province. The information from the EDI is used to increase awareness of the ways in which we can create environments in which all children can thrive and develop.

EDI data are collected in groups called waves. Each wave is comprised of data collected from several consecutive school years. Data is reported based on children's home postal codes and represents children attending public schools and ~~participating independent and on-reserve~~ schools. To access EDI Reports for Richmond, visit <http://earlylearning.ubc.ca/maps/edi/sd/38/>

### The Data: Wave 8 (2019–2022)

The EDI Wave 8 (2019–2022) Wave 8 EDI data for Richmond shows that 39.7% of kindergarten children were on track in their overall development, 39.3 % were vulnerable on one or more EDI scales, and 21.1% were in flux (neither vulnerable on any scale, nor on track on all).

The EDI found that Richmond had higher rates of vulnerability than the province overall on 3 of the 5 EDI scales:

- Social Competence
- Emotional Maturity
- Communication Skills and General Knowledge

The below tables show the difference between the results of Wave 8 Vulnerability Rates, for Richmond compared with the Province Overall.

#### Richmond Wave 8, Overall Vulnerability = 39.3%

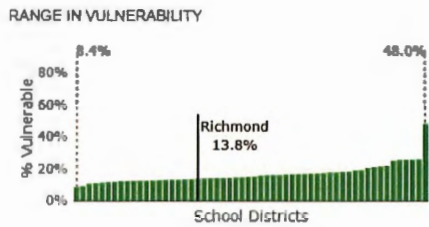
Physical Health & Well-being	Social Competence	Emotional Maturity	Language & Cognitive Development	Communication Skills & General Knowledge
13.8%	23.5%	21.4%	10.1%	20.7%

#### BC Wave 8, Overall Vulnerability = 32.9%

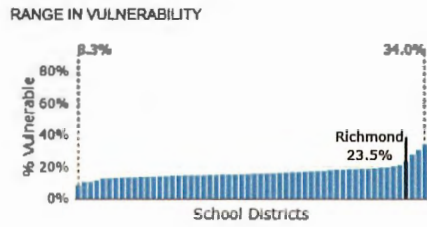
Physical Health & Well-being	Social Competence	Emotional Maturity	Language & Cognitive Development	Communication Skills & General Knowledge
14.7%	16.3%	17.5%	10.5%	14.3%

The below graphs show how SD38 Richmond faired against other school districts in the Province.

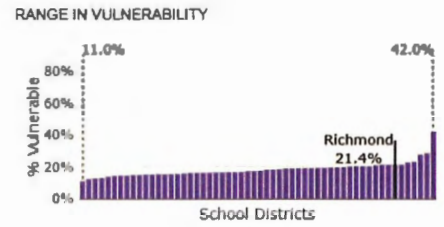
### Physical Health & Well-being



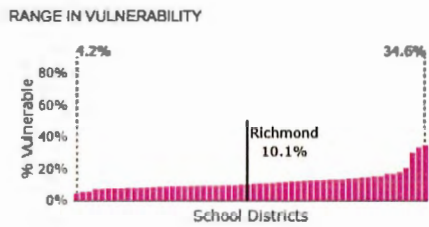
### Social Competence



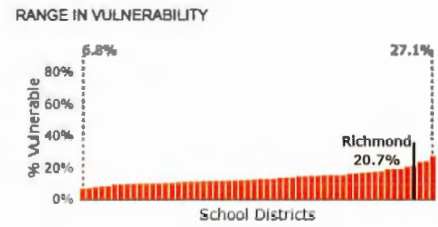
### Emotional Maturity



### Language & Cognitive Development



### Communication Skills & General Knowledge



This Map shows the variability between vulnerability rates on all scales in neighbourhoods in Richmond.

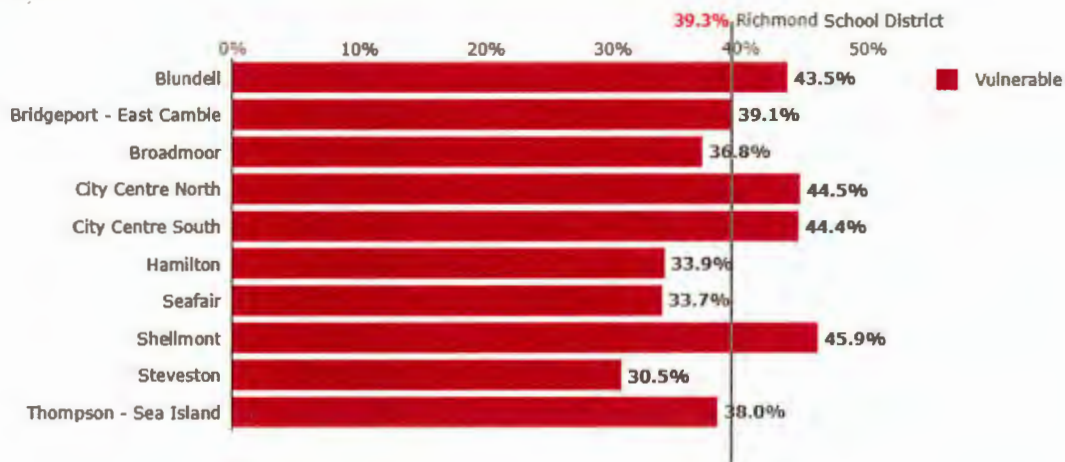
The darker the colour, the higher rate of vulnerability on all scales.



VULNERABILITY & OUTCOMES

Chart View

Vulnerability

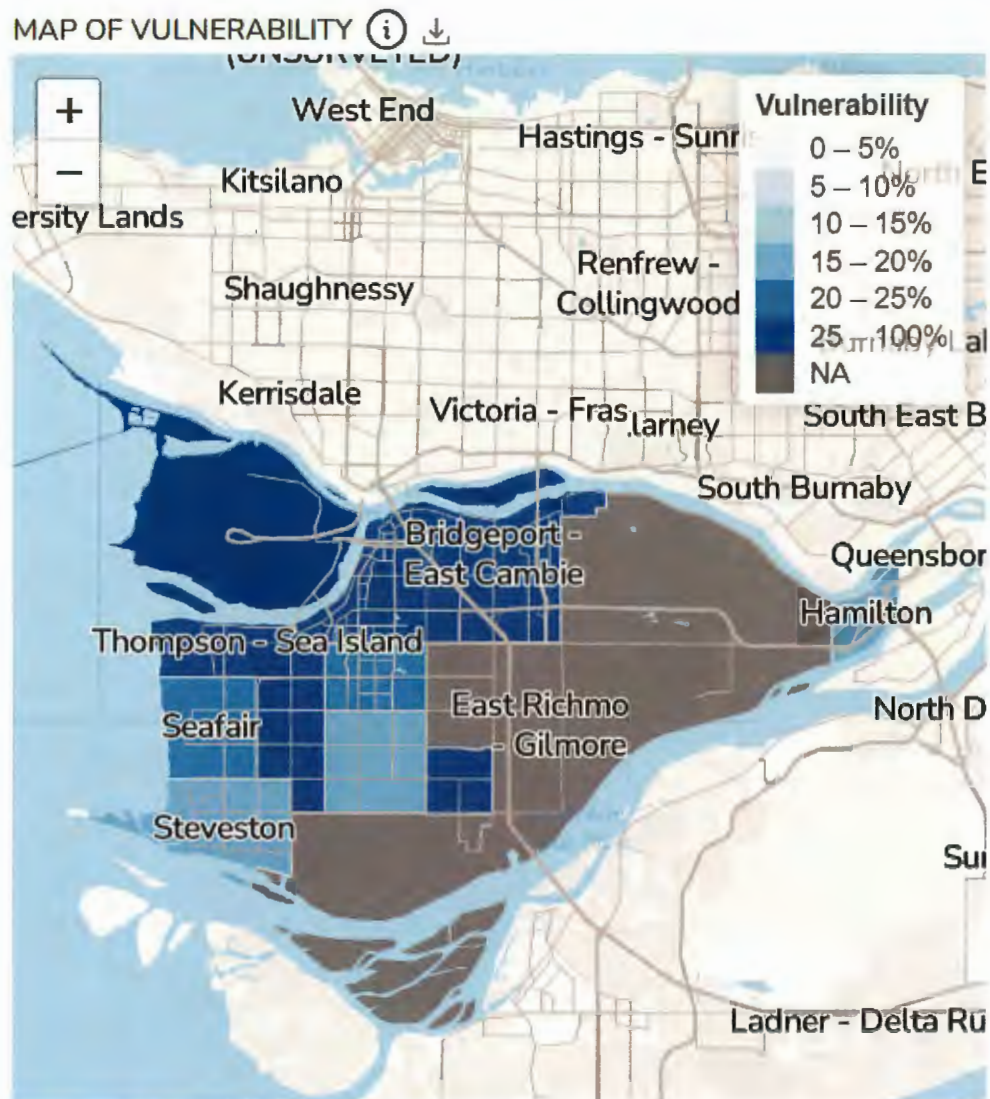


## What is Social Competence?

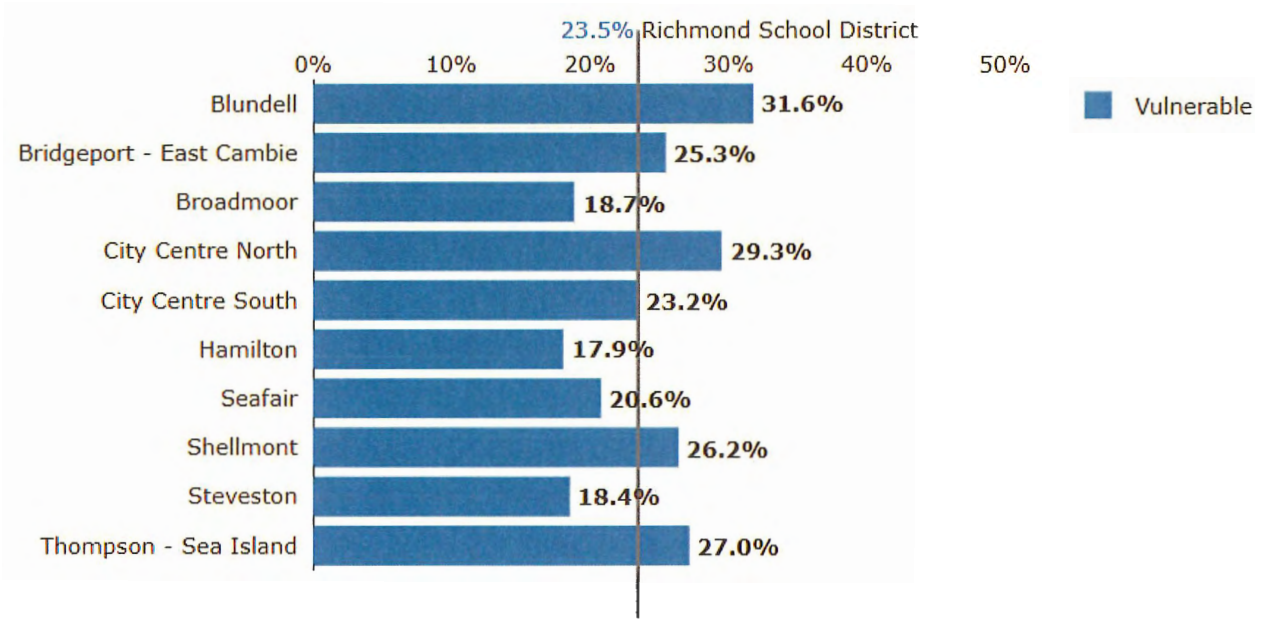
**\*Social Competence** refers to children's overall social competencies, capacity for respect and responsibility, approaches to learning, and readiness to explore new things. Children who are identified as vulnerable on this scale of the EDI are more likely to have problems getting along with other children on a regular basis and/or have difficulty following rules and class routines.

As with the rest of the province, the Social Competence vulnerability rate in Richmond increased significantly from 2004 (13%) to 2019 (16%). Vulnerability on this scale was highest in the Bridgeport - East Cambie (20%) and Blundell (17%) neighbourhoods, although both neighbourhoods saw a decrease in vulnerability from 2016 (26% and 21% respectively).

\*(Human Early Learning Partnership, 2020)





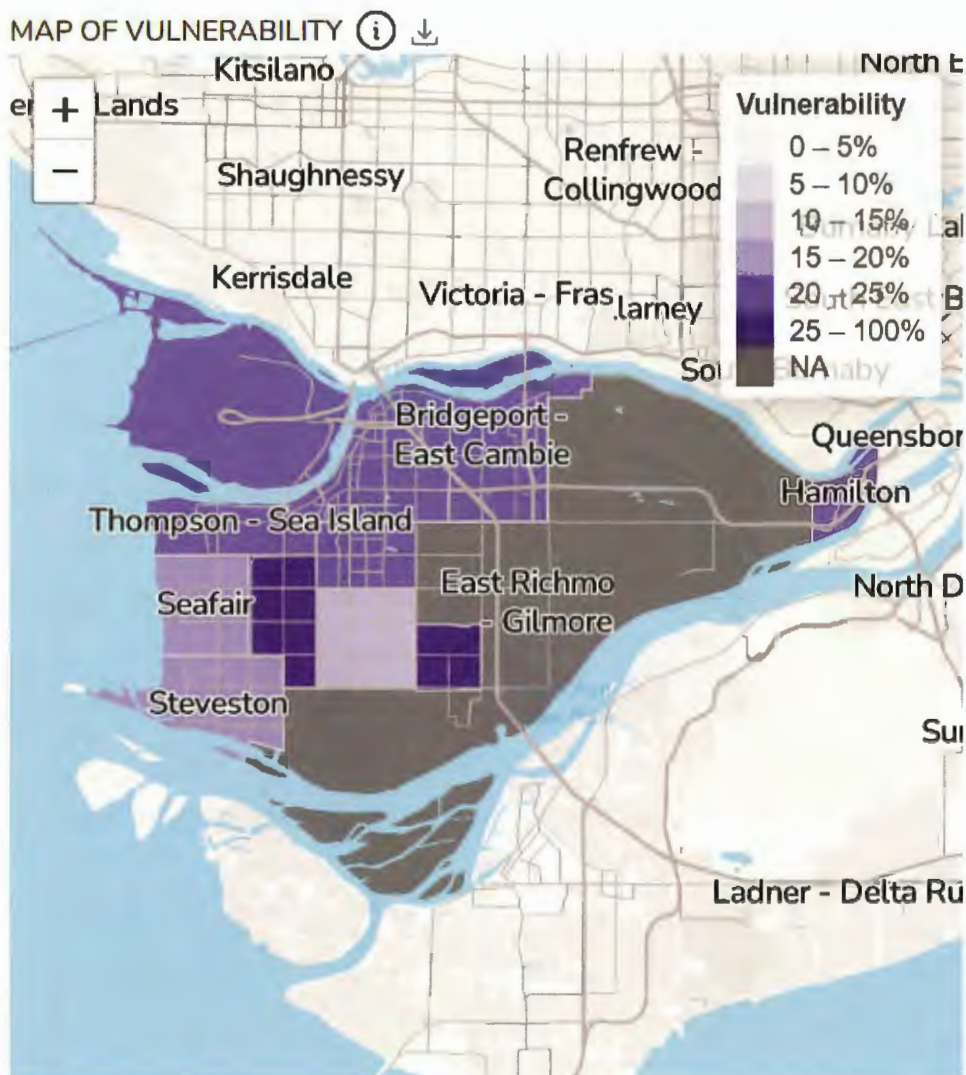


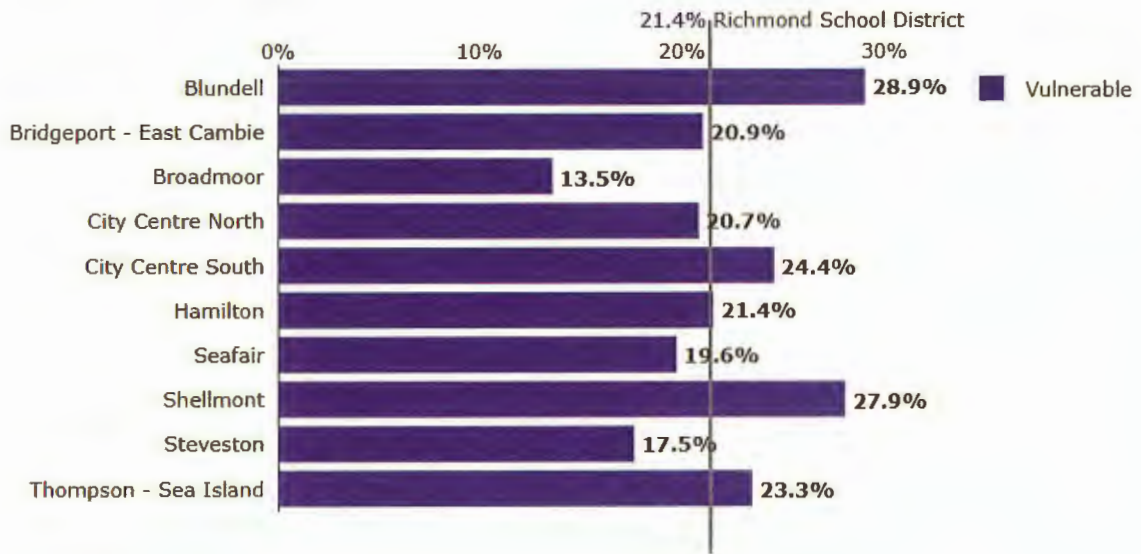
## What is Emotional Maturity?

**\*Emotional Maturity** refers to children’s prosocial and helping behaviours, as well as hyperactivity and inattention, and aggressive, anxious and fearful behaviours. Children who are vulnerable on this scale may experience challenges related to emotion regulation. They may have problems managing aggressive behaviour, be inattentive and impulsive, and/or be worried or anxious.

Provincially and locally, there was a significant and steady increase in the vulnerability rate for Emotional Maturity. The increase in vulnerability on this scale was the largest among all the EDI scales and at a provincial level constitutes a 49% increase since Wave 2 (2004–2007) (Human Early Learning Partnership, 2019). In Richmond the Emotional Maturity vulnerability rate increased from 11% in 2004 to 17% in 2019. As with Social Competence, vulnerability on this scale was highest in the Bridgeport - East Cambie neighbourhood (22% in 2019).

\*(Human Early Learning Partnership, 2020).





2024 Child Care Professional and Program Development Grants Requests and Recommendations

SOCIETY	PURPOSE OF GRANT	NOTES FROM CCDAC	REQUESTED AMOUNT	CCDAC RECOMMENDED AMOUNT	PAGE #
Aspire Richmond	The purpose of the grant is to host a two-day child care conference for Richmond child care providers. The grant will fund presenters fees and honoraria for attendees. Total cost is \$14,300.00, partly funded by Applicant and partly by registration fees.		\$ 5,000	\$ 5,000	
Richmond Child Care Resource and Referral	The grant will be used to fund an inclusion workshop event for local child care educators, as well as to fund resource kits that providers can use in their own classrooms. The grant will be used to fund hiring a presenter at the inclusion workshop, and to supply the kits, which include resources and tote bags.		\$ 6,000	\$ 5,000	
<b>TOTAL 2024 CHILD CARE GRANTS REQUESTS &amp; RECOMMENDED TOTAL</b>			<b>\$ 11,000</b>	<b>\$ 10,000</b>	
<b>2024 Child Care Grants Program Budget</b>		<b>Amount Available</b>	<b>Requested</b>	<b>Recommended</b>	<b>Balance remaining</b>
<b>Professional &amp; Program Development Grants</b>		<b>\$ 10,000</b>	<b>\$ 11,000</b>	<b>\$ 10,000</b>	<b>\$ -</b>

Society: Aspire Richmond Support Society

Title: Inclusion and Belonging Child Care Conference

Amount Requested: \$5,000

## Purpose: Inclusion Workshop

The proposed plan is to host a 2 day conference on Friday October 4th and Saturday October 5th, 2024. The amount received from the City of Richmond will be used to contribute to the cost of hosting a child care conference for Richmond child care providers.

## Service Delivery Benefits

Aspire's Children's Services Programs offer Early Intervention and child care programs ranging from Infant Toddler to Youth Programs. We have a wide array of highly skilled professionals managing our Children's Services Programs. Our management team along with others in the child care community and indigenous community will be offering workshop sessions to expand the knowledge of educators with a focus on Inclusion and Belonging. Participants will learn ways to foster inclusivity, accessibility and increase supports for children and families. The conference will take place at Seedlings Early Childhood Development HUB and will utilize the multipurpose space and child care rooms. Aspire Child Care staff will be welcoming the greater Richmond Child Care Community to participate.

## Beneficiaries:

We have enrolment space for 120 educators in the Richmond Community. Our Supported Child Development Program consults to 181 child care programs through-out the Richmond community. Having the educators attend a conference focussed on Inclusion and Belonging will be beneficial to the children that are supported in all child care programs.

Each attendee will receive a certificate to be used toward their professional development hours.

**Partners if Applicable:** No



Most Recent Previous Grant(s) (if applicable)

Year	Amount	Grant Program
2024	\$14,262.00	Child Care Capital Grant
2023	\$10,000.00	Child Care Capital Grant
2023	\$1,606.88	Child Care Professional & Program Development Grant
2022	\$15,857.00	Health, Social & Safety
2022	\$5,000.00	Child Care Capital Grant
2022	\$7,400.00	Child Care Professional & Program Development Grant
2022	\$5,000.00	Child Care Capital Grant
2021	\$15,500.00	Health, Social & Safety
2021	\$3,500.00	Child Care Capital Grant
2021	\$1,500.00	Child Care Professional & Program Development Grant
2021	\$7,500.00	Child Care Capital Grant

Grant Recommendations:

**Recommended Amount:** \$5,000

**Recommendation:**

That Aspire Richmond Support Society be funded for a Child Care Professional & Program Development Grant in the amount of \$5,000.

**Grant Conditions:** N/A



Society: Richmond Cares, Richmond Gives Society  
Title: 2024 Richmond Inclusion Kits Workshop Event  
Amount Requested: \$6,000

## Purpose: Inclusion Workshop

The grant will be used to fund an Inclusion workshop event for local child care educators as well as fund resource kits that the providers can then take to their centres and use in their classrooms with their children.

A presenter from Supported Child Development would provide a 1.5 to 2 hour training seminar to the attending centre providers and educators, and at the end we would distribute Inclusion Kits at a limit of one per centre to ensure that more centres are reached and children benefiting.

These kits would be designed by CCRR staff with special need education and intended to be utilized in the classroom by children and providers as well as can be used in a variety of scenarios and circumstances. Although these kits would be designed with children requiring additional support (special needs) in mind, the materials could be used by children of all abilities. The grant would be used to fund the purchase and packaging of the inclusion kits as well as pay for presenter fees.

## Service Delivery Benefits

This event is based off of the 2023 Inclusion Resource Grant provided by the CCRR which funded 29 centres in Richmond to receive Inclusion kits and a workshop with a kit-use training component for up to 4 staff (\$500 total value). In total the CCRR received nearly 50 applications from local child care centres, demonstrating clear community need. Attendees reported that the workshop expanded their thinking and taught them creative ways to utilize everyday materials to make a more inclusive environment. Additionally, many centres reported that they had difficulty hiring specially trained staff and as a result had concerns about accepting children into their program that required additional support. Training opportunities that target inclusive curriculum are therefore much needed to provide support and education to providers and educators.

In this version, we would allow centres to self-select and register their own centres and staff for training without the barrier of going through a grant application process. Centres can self-select if their centre and staff would benefit from these resources and register themselves and their staff for a nominal fee. Additionally, local educators and students would be able to register for the workshop portion so that they can still benefit from the



knowledge provided and be able to interact with the resources for future ideas for use or purchase.

**Beneficiaries:**

We would like to fund 20-25 total kits for Richmond centres based off of registration demand and item costs. Centres who previously received the 2023 CCRR Inclusion Kit Grant would be able to register staff for the workshop who were unable to attend under the terms of that grant, and members of the child care community in Richmond would also be able to register individually.

We would host the workshop at our office where we can accommodate up to 120 attendees for this topic. Attendees come away equipped with a new perspective on children’s learning and development that challenges and potentially explores their own prejudices or reservations when it comes to providing inclusive care. This opportunity to not only receive training but to receive a resource kit that could be immediately utilized in their would be an opportunity that most child care educators may not come across under normal circumstances, and one that the CCRR would not be able to afford to sponsor otherwise.

Furthermore, as these resources have been able to be sourced at lower costs from bulk ordering, we are able to provide more value for the providers who may not typically be able to afford these high-quality resources. Depending on community demand, while our current resource list brings total kit cost to approximately \$300/kit, (\$400 total value before bulk discounts), if there is high demand within the child care provider community we could adjust the resources included to be able to provide more kits to child care centres in need.

**Partners if Applicable:** No

**Most Recent Previous Grant(s) (if applicable)**

Year	Amount	Grant Program
2024	\$46,485.00	Health, Social & Safety
2023	\$45,351.00	Health, Social & Safety
2023	\$8,393.12	Child Care Professional & Program Development Grant
2022	\$43,615.00	Health, Social & Safety
2021	\$42,634.00	Health, Social & Safety





**Grant Recommendations:**

**Recommended Amount:** \$5,000

**Recommendation:**

That Richmond Cares, Richmond Gives Society be funded for a Child Care Professional & Program Development Grant in the amount of \$5,000.