

**FINANCIAL MANAGEMENT COMMITTEE**

*HIS WORSHIP, THE MAYOR  
AND COUNCILLORS*

**SUBJECT: SELECTION OF A NON-PROFIT OPERATOR FOR A 65-SPACE CHILD  
CARE CENTRE**

**RECOMMENDATION:**

1. THAT Council receive this report for information.

**REPORT**

Burnaby City Council, at its Closed meeting held on 2022 July 25, received and adopted the attached report providing the results of the Request for Proposals (RFP) process to select a non-profit operator for a new 65-space child care centre that will provide priority placement for City and Burnaby RCMP employees, and adopted the recommendation to release the report to the Open City Council meeting on 2022 July 25.

This report is being provided for public information.

Respectfully submitted,

Councillor Dhaliwal  
Chair

Councillor Gu  
Vice Chair

Copied to:	Chief Administrative Officer GM Corporate Services Acting CFO GM Lands & Facilities GM Parks, Recreation & Cultural Services GM Planning & Development City Solicitor
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**TO:** CHAIR AND MEMBERS  
FINANCIAL MANAGEMENT COMMITTEE

**DATE:** 2022 July 18

**FROM:** GENERAL MANAGER  
PLANNING AND DEVELOPMENT

**FILE:** 13000 02

**SUBJECT:** SELECTION OF A NON-PROFIT OPERATOR FOR A 65-SPACE CHILD CARE CENTRE

**PURPOSE:** To provide the results of the Request for Proposals (RFP) process to select a non-profit operator for a new 65-space child care centre that will provide priority placement for City and Burnaby RCMP employees.

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#### RECOMMENDATIONS:

1. **THAT** Council approve the Lower Mainland Purpose Society for Youth and Families as the operator of a new 65-space child care centre offering priority placement for City and Burnaby RCMP employees.
2. **THAT** staff be authorized to enter into a license and operating agreement with the Lower Mainland Purpose Society for Youth and Families for the subject child care facility.
3. **THAT** correspondence be sent to all RFP respondents to provide an update on the status of the selection process.

### REPORT

#### 1.0 INTRODUCTION

At its meeting on 2021 October 13, Council authorized staff to initiate a Request for Proposals (RFP) process to select a non-profit operator for a new 65-space child care centre that would provide priority placement for City and Burnaby RCMP employees with any vacant spaces offered to the broader community. This report provides information on a location change for the facility and a recommendation for a non-profit operator for the centre.

#### 2.0 POLICY CONTEXT

The availability of quality child care aligns with the *Burnaby Child Care Action Plan (2021)*, *Corporate Strategic Plan (2022)*, *Social Sustainability Strategy (2011)*, *Economic Development Strategy (2007)* and the *Child Care Policy (2000)*.

### **3.0 LOCATION CHANGES**

At its meeting on 2020 May 25, Council approved the recommendation that the City-owned property at 6570 Deer Lake Avenue be used for the City employee child care. Upon further investigation of the site, however, it was determined that the property at 6570 Deer Lake Avenue was not large enough to accommodate the child care centre.

In 2021 January, Council authorized the City's acquisition of the Fortius Sports and Health Centre at 3713 Kensington Avenue, now renamed the Christine Sinclair Community Centre (CSCC). At that time, staff identified space within the large centre that would be suitable for the child care centre. A preliminary design was developed for space in the southwest corner of the building that would accommodate 65 child care spaces (24 spaces for children 0 to 36 months and 41 spaces for children 30 months to school age), up from the 57 spaces originally proposed for the 6570 Deer Lake Avenue property.

Upon further detailed investigation of the area proposed for the child care centre at CSCC, it was determined that significant demolition of purpose-built medical assessment/treatment rooms would be required to accommodate the 65-space child care centre. Subsequently, at its meeting on 2022 June 20, Council authorized staff to proceed with the construction of a 25-space centre for 3 to 5 year old children at the CSCC and to pursue construction of the 65-space centre at either 6570 Deer Lake Avenue, subject to the successful acquisition of the adjoining property 6556 Deer Lake Avenue, or 4828 Rowan Avenue.

In accordance with Council direction provided at the 2022 June 20 meeting, staff have initiated the process to secure the new site for the 65-space centre and have been working on the detailed design of the 25-space centre at the CSCC.

The 25-space centre at the CSCC will be the subject of a new RFP process.

### **4.0 REQUEST FOR PROPOSALS PROCESS**

In 2022 January, the City issued a Request for Proposals (RFP) on the BC Bid website to select a non-profit operator for the 65-space centre originally planned for the CSCC. Notice of the RFP was also sent directly to members of the Child Care Resources Group (CCRG), the City's advisory committee on child care matters. The CCRG is comprised of representatives of Burnaby-based non-profit child care providers and related agencies including Fraser Health Licensing, Burnaby Supported Child Development, and Burnaby School District.

Six proposals were received. An interdepartmental staff committee was struck to review the proposals. Staff conducted interviews with the shortlisted proponents to gather further information on their proposals.

In light of the location change for the 65-space centre, staff from Purchasing, Lands and Facilities, and Planning and Development met to discuss the status of the RFP. Since the RFP sought information on how the operator would manage the design and operation of a 65-space centre

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From: *General Manager Planning and Development*  
Re: *Selection of a Non-Profit Operator for a 65-Space  
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comprised of two programs for children under 36 months old, each with 12 spaces, one 25-space program for children 30 months to school age, and one 16-space program for children 30 months to school age, it was determined the RFP process could proceed because the basic elements of the proposal – the design and operation of 65-space centre with priority placement for City and Burnaby RCMP employees – remained the same. However, proponents were notified of the change in location for the centre and asked if anything in their proposals would change as a result of the change in location. All proponents indicated they were still interested in the opportunity.

## **5.0 REQUEST FOR PROPOSALS RESULTS**

The RFP provided information on the project including a description of the scope of services required of the proponent including participation in the design and construction of the centre as well as ongoing operation. Proposals were evaluated on their concept, methodology and operational model; qualifications and experience, organizational capacity; and value added offerings. Criteria for selecting the operator included the following:

- non-profit status, specifically a not-for-profit society incorporated and in good standing with the BC Societies Act;
- demonstrated ability to operate a child care centre on a financially viable basis without requiring operating subsidies from the City;
- experience, capacity and ability to undertake the project both in its design and construction phase and in its ongoing operation;
- proven track record with respect to providing quality child care services; and
- commitment to serve children in the target age groups (that is, children under 36 months old and children 30 months to school age) and their families, with priority placement for City and Burnaby RCMP employees.

The **Lower Mainland Purpose Society for Youth and Families** (Purpose Society) received the highest score for both its written proposal and interview with the staff committee. Based on this result, staff from the Finance Department were asked to review the annual financial statements of the Purpose Society to identify any concerns. No significant issues were identified in the review.

It is therefore recommended that the Purpose Society be selected as the operator of the new 65-space child care centre. Upon Council confirmation of the recommendation, staff recommend notifying all RFP respondents on the status of the selection process.

## **6.0 CONCLUSION AND RECOMMENDATIONS**

This report provides an overview of the Request for Proposals process to select an operator for a new 65-space child care centre that will provide priority placement for City and Burnaby RCMP employees.

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Six non-profit societies submitted proposals to operate the facility. Based on a thorough review of the proposals and interviews with the short-listed proponents, it is recommended:

- a) That Council approve the Lower Mainland Purpose Society for Youth and Families as the operator of the new 65-space child care centre;
- b) That staff be authorized to enter into a license and operating agreement with the Lower Mainland Purpose Society for Youth and Families for the subject child care facility; and
- c) That correspondence be sent to all RFP respondents to provide an update on the status of the selection process; and



E.W. Kozak, General Manager  
PLANNING AND DEVELOPMENT

MM:sa

Copied to: Chief Administrative Officer  
Acting Chief Financial Officer  
General Manager Parks, Recreation and Cultural Services  
General Manager Corporate Services  
General Manager Lands and Facilities  
City Solicitor  
City Clerk