

**FINANCIAL MANAGEMENT COMMITTEE**

*HIS WORSHIP, THE MAYOR  
AND COUNCILLORS*

**SUBJECT: SELECTION OF A NON-PROFIT OPERATOR FOR A 25-SPACE CHILD  
CARE CENTRE**

**RECOMMENDATION:**

1. THAT Council receive this report for information.

**REPORT**

Burnaby City Council, at its Closed meeting held on 2023 January 23, 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 25-space child care centre at Christine Sinclair Community Centre, and adopted the recommendation to release the report to the Open City Council meeting on 2023 January 23.

Respectfully submitted,

Councillor Dhaliwal  
Chair

Councillor Gu  
Vice Chair

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

**DATE:** 2023 January 5

**FROM:** GENERAL MANAGER  
PLANNING AND DEVELOPMENT

**FILE:** 13000 02

**SUBJECT:** SELECTION OF A NON-PROFIT OPERATOR FOR A 25-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 25-space child care centre at the Christine Sinclair Community Centre.

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**RECOMMENDATIONS:**

1. **THAT** Council approve the Burnaby Family Life Institute as the operator of a new 25-space child care centre at the Christine Sinclair Community Centre, as shown in *Sketch #1 attached*.
2. **THAT** staff be authorized to enter into a license and operating agreement with the Burnaby Family Life Institute 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 2022 June 20, Council authorized staff to pursue the construction and opening of a 25-space child care centre for children ages three to five years old at the Christine Sinclair Community Centre. Accordingly, staff conducted a Request for Proposals process to select a non-profit operator to operate the centre. This report provides the results of the process 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 BACKGROUND**

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

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From: General Manager Planning and Development  
Re: Selection of a Non-Profit Operator for a 25-Space Child  
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time, staff identified space within the large centre that would be suitable for a child care centre that would provide priority placement for City and Burnaby RCMP employees. 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 under 3 years old and 41 spaces for children ages 3 to 5).

Upon further detailed investigation of the space at the 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 children ages 3 to 5 years old (30 months to school age) at the CSCC and to pursue construction of the 65-space centre at 4828 Rowan Avenue near Deer Lake.

Since the 2022 June 20 meeting, detailed design work has occurred on the 25-space centre located on the western side of the building (see *Sketch #1, attached*). It is anticipated that the space will be ready for occupancy in late fall 2023.

#### **4.0 PRIORITY PLACEMENT**

Since the 25-space centre at CSCC will be completed ahead of the 65-space centre on Rowan Avenue (estimated completion in fall 2024), it is proposed that the 25-space centre provide priority placement for City and Burnaby RCMP staff until the Rowan Avenue centre is completed. At that time, the Rowan Avenue centre would then offer priority placement for staff and the CSCC child care centre would revert to general placement for the broader community. It should be noted that at both centres any vacant spaces would be offered to the broader community on an ongoing basis.

#### **5.0 REQUEST FOR PROPOSALS PROCESS**

Based on the direction from Council at the 2022 June 20 meeting, the City issued a Request for Proposals (RFP) on the City's online bidding system in late August to select a non-profit operator for the 25-space centre at 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.

Three proposals were received. An interdepartmental staff committee was struck to review the proposals.

#### **6.0 RFP 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;

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From: General Manager Planning and Development  
Re: Selection of a Non-Profit Operator for a 25-Space Child  
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- 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.

Of the three proposals received, **Burnaby Family Life Institute (BFL)** received the highest score. Based on this result, staff from the Finance Department were asked to review BFL's annual financial statements to identify any concerns. No significant issues were identified in the review.

It is therefore recommended that Burnaby Family Life be selected as the operator of the new 25-space child care centre at the CSCC. Upon Council confirmation of the recommendation, staff recommend notifying all RFP respondents on the status of the selection process.

## 7.0 CONCLUSION AND RECOMMENDATIONS

This report provides an overview of the Request for Proposals process to select an operator for a new 25-space child care centre at the Christine Sinclair Community Centre.

Three proposals were received. Based on a thorough review of the proposals, it is recommended:

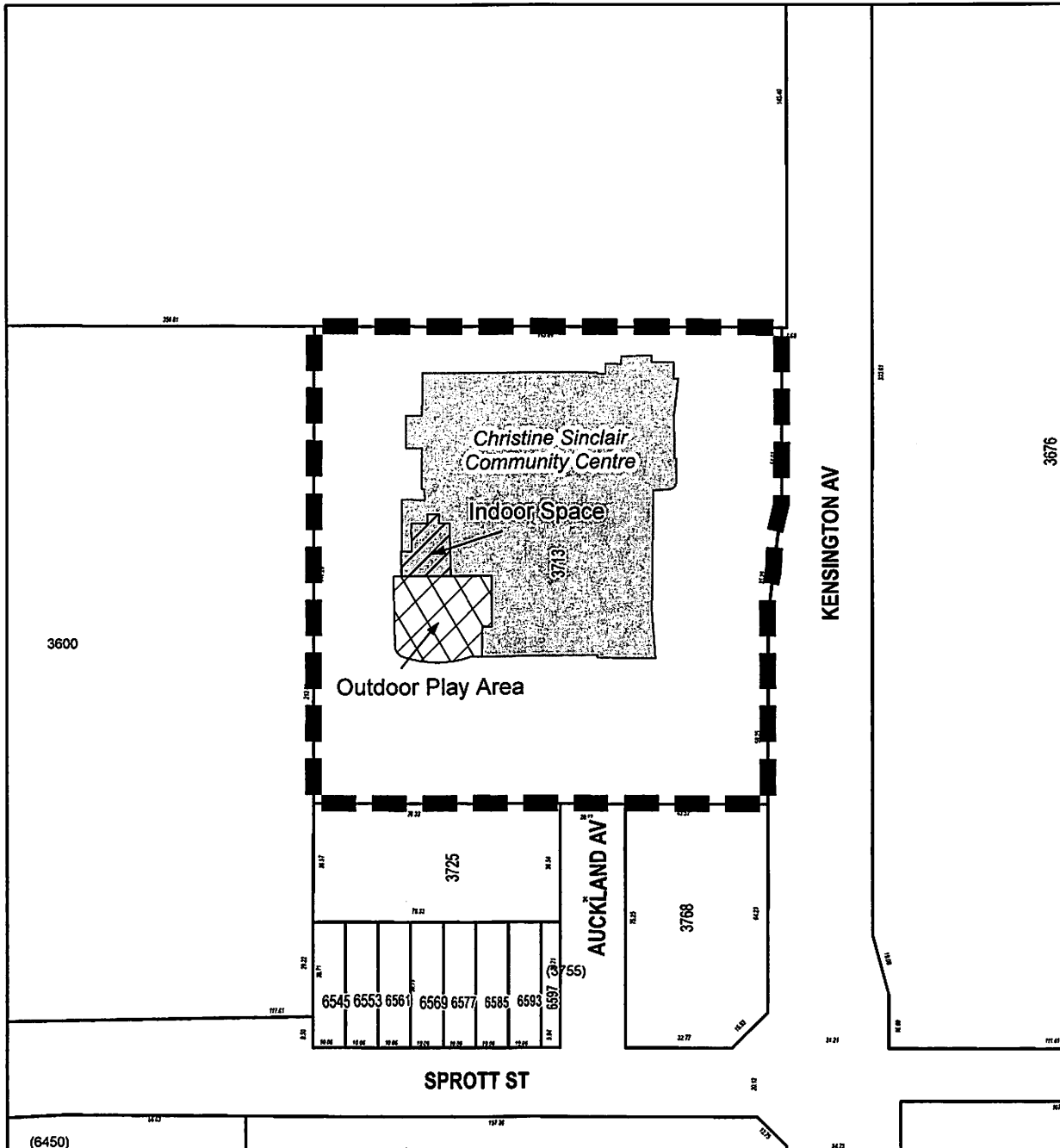
- 1) **THAT** Council approve the Burnaby Family Life Institute as the operator of the new 25-space child care centre;
- 2) **THAT** staff be authorized to enter into a license and operating agreement with the Burnaby Family Life Institute for the subject child care facility; and
- 3) **THAT** correspondence be sent to all RFP respondents to provide an update on the status of the selection process.




for: E.W. Kozak, General Manager  
PLANNING AND DEVELOPMENT

MM:sa  
Attachment

Copied to: Chief Administrative Officer  
Deputy Chief Administrative Officer and Chief Financial Officer  
General Manager Parks, Recreation and Cultural Services  
General Manager Corporate Services  
General Manager Lands and Facilities  
City Solicitor  
Sr. Manager Legislative Services



(6450)

 City of Burnaby

Date: DEC 07 2022

scale: 1:2,000

Drawn By: JS

PLANNING & DEVELOPMENT DEPARTMENT

**25 SPACE CHILD CARE CENTRE  
AT THE CHRISTINE SINCLAIR COMMUNITY CENTRE  
3713 KENSINGTON AVENUE**

 Subject Site

 Indoor Space

 Outdoor Play Area