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| ITEM SUPPLEMENTARY | 18 |
| MANAGER'S REPORT NO. | 59 |
| COUNCIL MEETING | 1979 09 04 |

RE: YOUTH SERVICES DIVISION

Following is a report from the Officer in Charge, Burnaby Detachment, R.C.M.P., regarding the Youth Services Division.

RECOMMENDATION:

1. THAT the recommendations of the Officer in Charge, Burnaby Detachment, R.C.M.P. be adopted.

* * * *

TO: MUNICIPAL MANAGER

1979 AUGUST 30

FROM: OFFICER IN CHARGE, BURNABY DETACHMENT R.C.M.P.

RE: YOUTH SERVICES DIVISION

RECOMMENDATIONS:

1. THAT Council authorize the implementation of the Youth Services Division in accordance with the conditions as noted in the following report; and
2. THAT Council approve the budget in the amount of \$36,361.00; and
3. THAT a letter of appreciation be sent to the Ministry of the Attorney General in acknowledgement of the funding that has been made available for the Burnaby Youth Services Division.

REPORT

A. Purpose

The purpose of this report is to request from Council an approval that is required for the re-establishment of a Youth Services Division in Burnaby.

B. Background

Council approved the establishment of a Youth Services Division on 1973 November 19. Subsequent evaluations of the work performed by the Division indicated that it was a very worthwhile organization and, in the opinion of all concerned, provided a valuable community service.

The Division was initially structured as a unit with the Municipal Human Resources Department (then called Social Services). It and the entire Department were subsequently taken over by the Provincial Government in January, 1977.

On 1977 February 28, Mr. K.L. Levitt, Regional Director for the Department of Human Resources, advised that the Burnaby Youth Services Division was being discontinued. This coincided with the resignation of the Division's supervisor who left to assume a comparable position in another municipality. Efforts to have funding continued were unsuccessful.

On 1977 October 17, Council as a result of its continuing deliberations on this matter adopted the following two recommendations:

- "1. THAT approval in principle be given to the re-establishment of the Youth Services Division under the jurisdiction of the Burnaby Police Services Department, subject to 50% funding being received under the Canada Assistance Plan; and

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2. THAT an application be made to the Chief Technical Negotiator, Federal-Provincial Cost Sharing, Ministry of Human Resources for approval of this program to be funded under the Canada Assistance Plan, with an operating grant of 50% of salaries, benefits and travelling costs."

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Council, upon being informed in January 1978 that funding by the Ministry is contingent upon a commitment from the Municipality that it is prepared to have the work that would be performed by the Youth Services Division continued, adopted the following recommendation:

"1. THAT an application be made to the Ministry of the Attorney General for funding of the Youth Services Division, subject to the understanding that it is the Municipality's intention to exercise all reasonable efforts to continue the program following any future cessation of funding from the provincial government, and subject to the further understanding that appreciation must be given to the fact that future municipal councils may take a different position on the Division."

On 1978 April 20, we were advised by the Director General of the Canada Assistance Plan that:

"We have completed our review of the information describing the services to be offered by this Agency and I am pleased to advise that it is eligible for listing under Schedule "B" to the Canada Assistance Plan Agreement for the provision of a counselling service to eligible clientele. I note however that this service is not as yet operational and staff have not been hired. We will be pleased to proceed with listing of this Agency when the service as described has been put into effect."

We have now been officially advised that funding from the senior levels of government will be provided effective 1979 October 01.

C. Funding

On 1979 July 27, an Agreement was signed between the Justice Development Commission of British Columbia, Ministry of the Attorney General and the Burnaby Youth Services Division (Municipal Manager) for a six-month period from 1979 October 01 to 1980 March 31, thus approving an application for financial assistance from the Justice Development Fund. (Copy of Agreement attached.)

This project will thereby receive a grant-in-aid to a maximum of \$26,231.00 from this source. It will be noted from the Project Budget Information sheet attached to the Agreement that the overall budget for this six-month period has been calculated at \$36,361.00 which includes all start up costs, salaries and related operating costs. A recap of sources of income to cover all costs is as follows:

| | |
|--------------------------|--------------------|
| Justice Development Fund | \$26,231.00 |
| Canada Assistance Plan | 5,130.00 |
| Municipality of Burnaby | 5,000.00 |
| | <u>\$36,361.00</u> |

It must be understood that the amount quoted for the Canada Assistance Plan is an estimate only due to the fact that the actual grant is calculated by use of a formula which takes

several aspects into consideration, i.e. overall costs and, most important, the total number of youths to which this service is supplied. To arrive at this estimate, we relied on historical data compiled during the period of time the Youth Services Division was in existence between 1973 and 1977. This figure can vary, therefore, from year to year. It should also be noted that these funds will not be advanced and will have to be applied for at periodic intervals once sufficient empirical data is available.

The amount of \$5,000.00 earmarked for the Municipality of Burnaby is strictly a start up cost which will be non-recurring as will be detailed later in this report, whereas the other two amounts will be recurring.

During early negotiations with the Ministry of the Attorney General, we were advised that funding for this project from the Provincial Government would be scaled down over a three-year period for recurring costs. Funding from the Canada Assistance Plan will continue. The following is supplied as an example only; it is based on an approximate annual budget:

Approximate Annual Recurring Budget \$57,000.00

| <u>Year</u> | <u>C.A.P.</u> | <u>Provincial Gov't</u> | <u>Mun. of Burnaby</u> |
|-------------|---------------|-------------------------|------------------------|
| 1 | \$10,260 | \$46,740 | \$ Nil |
| 2 | 10,260 | 37,620 | 9,120 |
| 3 | 10,260 | 19,380 | 27,370 |
| 4 | 10,260 | Nil | 46,740 |

It will be noted that the amount received from the Provincial Government will be reduced proportionately over a three-year period which will have to be assumed accordingly by the Municipality of Burnaby. In order to accurately forecast future budgets, the exact figures will have to be used.

It should also be noted that the senior governments involved in this project have fiscal cycles from April 1 to March 31 of the following year.

D. Anticipated Costs

To launch this project, the following cost has been identified:

Start-up Cost to Municipality (Non-recurring)

Office equipment and furnishings to be provided for a total staff of three (3) \$5,000.00

Desks: 2 office, 1 steno

Chairs: 2 office, 1 steno, 6 side

Tables: 3 office, low

Book shelves: 2

Filing Cabinets: 2 4-drawer
3 2-drawer (index)

Costumers: 3

Electric Typewriter: 1

Dictator/Transcriber: 1

Portable Cassette Recorders: 2

Metal Storage Cabinet: 1

This is the only projected costing to the Municipality of Burnaby.

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E. Project Activities

The Division upon becoming operational would be responsible for the following types of activities:

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1. To intervene with pre-delinquent and first time offenders from the age of 6 years and up who have been identified by the schools, police, and agencies. To provide short term counselling and referral services to youth and their families at an earlier stage in order to try to break forming juvenile crime patterns.
2. To coordinate various municipal, educational and private agency services needed to resolve problems identified, or to research problematic situations related to youth.
3. To promote communication amongst agencies serving youth for greater efficiency in dealing with Juvenile Crime Prevention at a preventive stage.
4. To encourage citizens' awareness of problems in the neighbourhoods in which they live and promote their participation in community programs through meetings, advisory boards, etc.
5. To arrange for community meetings as needed in relationship to Juvenile Crime Prevention information and programs.
6. To assist in increasing community resources pertaining to prevention. These may be recreational, employment, educational, etc.
7. To carry out research into methods of preventing crisis situations.
8. To evaluate effectiveness of actions taken by the Division.

I am prepared to accept the responsibility of supervision and control of the Youth Services Division for the Municipality in the same manner as the Detachment is responsible for the Traffic By-law Enforcement Officers. Due to the acute shortage of office space in our portion of the Justice Building, accommodation will have to be supplied in the West Building for the time being. These requirements will be considered in the overall planning of the proposed expansion to our facilities.


C.L. Thomas) Supt.
O. i/c Burnaby Detachment

cc Municipal Treasurer

| | | | |
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| MINISTRY OF THE ATTORNEY GENERAL | ITEM | SUPPLEMENTARY | 18 |
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The following shall set out the terms of the Agreement between the Justice Development Commission of British Columbia (the "Commission") and Burnaby Youth Division (the "Project Director") relating to the application of the Project Director for financial assistance from the Justice Development Fund.

1. The Project Director shall provide the community justice related services set out in the Application Form of the Project Director dated the 27 day of July 1979 a copy of which is attached to and forms a part of this Agreement.
2. The Commission shall provide to the Project Director a grant-in-aid to a maximum amount of 26,231.00 (\$) Dollars to be paid to the Project Director as follows:
 - (a) \$13,231.00 to be paid to the project on October 1, 1979
 - (b) \$13,000.00 to be paid to the project on January 1, 1980.
3. The Project Director agrees to discuss with the Regional Justice Coordinator or his designate any changes in the services from those for which the grant-in-aid was provided and to obtain the approval from the Commission for such changes prior to their implementation.
4. The Commission agrees to offer support and consultation as may be required by the Project Director for the purposes of this Agreement.

5. The Project Director agrees that if any money received from the Commission pursuant to this Agreement is used for the purchase of capital goods, such goods shall, unless otherwise directed in writing by the Commission, be sold at a fair market value upon completion or termination of the work and the money realized from such sale, immediately paid to the Commission. Any object produced as a result of this Agreement shall become the property of the Commission. 161
6. The Project Director agrees to maintain proper books and records of its financial transactions, including all revenues and expenditures, in accordance with generally accepted accounting principles. Such books and records shall be open and available during normal business hours for inspection or audit by the Commission or its authorized representatives.
7. The Project Director agrees to submit to the Regional Justice Coordinator such program, progress, or financial reports as may be mutually agreed upon by the Commission and the Project Director. The Project Director further agrees to co-operate in any review or inspection of the work as may be deemed necessary by the Commission.
8. The Project Director agrees forthwith to refund to the Justice Development Commission any surplus funds from the grant-in-aid unused as at the 31st day of March 1980.
9. At the option of the Commission, this Agreement shall terminate and no further funds shall be payable to the Project Director on the occurrence of any one or more of the following:
- (a) The Project Director fails to comply with the terms and conditions of this Agreement; or
 - (b) Any of the warranties, representations for information submitted by the Project Director, and a part of this Agreement prove false or incorrect; or
 - (c) Any portion of the grant-in-aid is used by the Project Director for a purpose not authorized by this Agreement or the Commission; or
 - (d) The Project Director ceases or threatens to cease, to carry on the activities and work towards the objects and purposes for which it was established.

10. If this Agreement is terminated under Paragraph 9, the Commission shall have the right to recover from the Project Director any unexpended portion of the grant-in-aid, and any furniture, equipment or other capital items that may have been acquired by the Project Director from the grant-in-aid.

11. Other terms:

(a) Financial Reports Due December 31, 1979
March 31, 1980

(b) Progress Reports Due December 31, 1979
March 31, 1980

(c) Evaluation Committee comprised of representatives of the R.C.M.P., Human Resources and Attorney-General's Ministries shall meet not less than three times per year over the course of Justice Development Funding.

DATED at Burnaby, British Columbia, this 27th
day of July 1979.

SIGNED SEALED AND DELIVERED

by _____

on behalf of the Justice Development Commission in the presence of:

Name: R. Dalrymple
Address: 609 Broughton
Victoria
Occupation: Skene

[Signature]

SIGNED SEALED AND DELIVERED

by _____

on behalf of _____

in the presence of:

Name: N.M. Brown
Address: #390 6450
ROBERTS BURNABY
Occupation: JUST. COORD

[Signature]
MUNICIPAL MANAGER
DISTRICT OF BURNABY

JUSTICE DEVELOPMENT FUND
APPLICATION FORM

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I - PROJECT INFORMATION

What is the name of your proposed project?

BURNABY YOUTH DIVISION.

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Detail the activities of your proposed project. (Use additional sheets if necessary)

SEE ATTACHED

When will your project operate?

| | | | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|
| 0 | 1 | 1 | 0 | 7 | 9 | 3 | 1 | 0 | 3 | 8 | 0 |
|---|---|---|---|---|---|---|---|---|---|---|---|

START

FINISH

II - APPLICANT INFORMATION

What is the name and address of the organization submitting this application? If the applicant is an individual, give full name

Full Name: MUNICIPALITY OF BURNABY

Telephone No.: 294-7110

Area Code : 604

Mailing Address:

| (Number and Street) | City/Town/Village | Province | Postal Code |
|---------------------|-------------------|----------|-------------|
| 4949 Canada Way, | BURNABY, | B.C. | |

Please provide the name of a person whom we may contact about this application

Full Name:

MELVIN SHELLEY,
Municipal Manager

Telephone No. (Work)

Area Code : 294-7110

Telephone No. (Home)

Area Code :

Mailing Address:

| (Number and Street) | City/Town/Village | Province | Postal Code |
|---------------------|-------------------|----------|-------------|
| 4949 CANADA WAY | BURNABY | B.C. | |

Please provide the name of a second person whom we may contact should the first person not be available:

Full Name:

GY THOMAS
R.C.M.P. Superintendant,
Burnaby Detachment.

Telephone No. (Work) 294-7922

Area Code : 604

Telephone No. (Home)

Area Code :

Mailing Address:

6355 Gilpin Street,
Burnaby, B.C.

... or your Organization received funds in the past for this or
 lar projects from the Justice Development Fund - Indicate below
 (beginning with the most recent)

| PROJECT NAME | PROJECT NO. | YEAR | PROGRAM |
|--------------|-------------|------|---------|
| N/A | | | |

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If applications are being submitted to other funding bodies, please indicate below:

CANADA ASSISTANCE PLAN
 ONGOING FUNDING \$10,260.00 per year.

Identify the project's goals and objectives and measures of achievement.

The Division will:

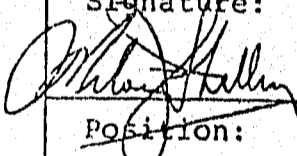
1. Work directly with children either pre-delinquent or first time offenders (and their families) on short term counselling and referral basis.
2. Become familiar with the organization and agencies of the Department of Human Resources and others which serve the residents of Burnaby, and will develop a working relationship with the staff of those agencies.
3. Respond to problems identified by the Municipal Council, civic departments, organizations agencies and citizens by: a) researching the problems, b) suggesting and initiating preventative solutions c) resolving the problems through direct counselling or referral intervention.

Reports will be supplied as follows: (dates)

Financial Reports: December 31, 1979
 March 31, 1980

Progress Reports: December 31, 1979
 March 31, 1980

I/We hereby certify that the information I/We have provided in this application is accurate to the best of my/our knowledge.

| | |
|--------------------------------------------------------------------------------------|----------------------|
| Signature: | Name: (Please print) |
|  | MELVIN J. SHELLEY |
| Position: | Date: |
| MUNICIPAL MANAGER | 1979 July 27 |
| Signature: | Name: (Please print) |
| Position: | Date: |

PROJECT BUDGET INFORMATION

The appropriate permits must be obtained, laws must be complied with before proceeding with the project

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INCOME:

J.D.F.

Other (specify source _____)

CANADA ASSISTANCE PLAN

Office equipment & furnishings provided by Municipality.

Total

EXPENDITURES:

(A) Salaries

Position Title: _____

1 Coordinator

1 Fieldworker

1 Secretary

Total Gross Salaries

The Project Director will comply with all registration requirements as outlined below

Fringe benefits C.P.P.

Total U.I.C.

Municipal Package W.C.B.

@ 14%

Other (specify) _____

Total Salaries and Benefits (A)

(B) Program/Operating costs:

Rent

Utilities

Telephone

Janitorial services

Office supplies/Equipment

Staff travel

Insurance

Audit costs

Other (specify) Equipment Rental

Municipal Office Equipment & furnishings

Total Program/Operating Costs (B)

| TOTAL BUDGET | AMOUNT REQUESTED FROM J.D.F. | AMOUNT FROM OTHER SOURCES |
|--------------|------------------------------|---------------------------|
| | | 165 |
| 26,231.00 | 26,231.00 | - |
| 5,130.00 | - | 5,130.00 |
| 5,000.00 | - | 5,000.00 |
| 36,361.00 | 26,231.00 | 10,130.00 |
| 10,000.00 | 10,000.00 | - |
| 9,000.00 | 8,920.00 | 80.00 |
| 5,050.00 | - | 5050.00 |
| 24,050.00 | 18,920.00 | 5130.00 |
| 3,367.00 | 3,367.00 | - |
| 27,417.00 | 22,287.00 | 5,130.00 |
| 744.00 | 744.00 | - |
| 700.00 | 700.00 | - |
| 500.00 | 500.00 | - |
| 1,000.00 | 1,000.00 | - |
| 1,000.00 | 1,000.00 | - |
| 5,000.00 | - | 5,000.00 |
| 8,944.00 | 3,944.00 | - |

JUSTICE DEVELOPMENT COMMISSION
Justice Coordination Branch

390 - 6450 Roberts St.,
Burnaby, B.C.

CHEQUE VOUCHER

| | | |
|-----------------------------------|-------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------|
| FISCAL YEAR 79/80 | DATE OF ISSUE July 27/79 | DEPARTMENTAL CONTROL NUMBER 353526 |
| DPT. & RESPONSIBILITY 70 6 4 5 | PAYMENT CLASSIFICATION CODE SEE CIRCULAR FOR LIST OF CODES 9 7 | SPECIAL CHEQUE ISSUE CODE A - ATTACHMENT TO BE MAILED WITH CHEQUE D - RETURN TO DEPT. OTHERWISE LEAVE BLANK |
| SUPPLIER CODE | PROJECT | ACCOUNT NO. 2 6 1 4 8 8 0 0 1 OBJECT |

VOUCHER NO. OR TITLE OF ACCOUNT IF NOT A NUMBERED VOUCHER
2 6

NAME FOR SUPPLIER CODE (IF DIFFERENT FROM CHEQUE BELOW)
BURNABY YOUTH DIVISION
c/o Mr. Melvin Shelley, Municipal Mgr.,
4949 Canada Way,
Burnaby, B.C. V5G 1M2

FOR MULTI-DISTRIBUTIONS 1) ENTER "SEE BELOW" IN [6]
2) SHOW COMPLETE DISTRIBUTION CODING AND AMOUNTS IN SECTIONS 8A - 11 BELOW

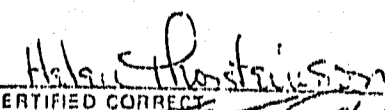
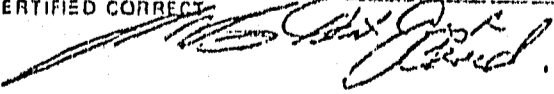
CODE FOR CHEQUE STUB PRINT-OUT 1 4
GIVE DETAILS BELOW TO MATCH CODE USED (FORMAT - 40 CHARACTERS PER LINE - 10 LINES)

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PURCHASE ORDER NUMBERS OR REFERENCE TO OTHER DOCUMENTS
TBS 63/80

PROVIDE PARTICULARS BELOW IF NO SUPPORTING DOCUMENTS ATTACHED

| RESPON- SIBILITY | FORMAT FOR MULTI-DISTRIBUTION CODING | | | | OBJECT | AMOUNT FOR CREDIT ITEMS SHOW "CR" AT RIGHT |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------|---------|-------------|--|--------|--------------------------------------------------|
| | SUPPLIER CODE | PROJECT | ACCOUNT NO. | | | |
| <p>FOR SEVERAL CHEQUES FOR SAME RESPONSIBILITY, PROJECT, ACCOUNT AND OBJECT CODES, LIST PAYEE BELOW AND PROVIDE CHEQUE STUB DETAIL TO RIGHT IN [8A] →</p> <p>(ENTER MATCHING COMMON PRINT-OUT CODE IN SECTION 8 ABOVE)</p> | | | | | | |

| | | |
|-----------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------|---------------------------------------|
| VI'S PAID STAMP & CHEQUE NUMBERS  CERTIFIED CORRECT | ALL PARTICULARS, CODING, EXTENSIONS, TOTALS, ETC., CHECKED | CHEQUE TOTAL 13,231.00 |
| |  | APPROVED (AUTHORIZED SIGNING OFFICER) |

GENERAL CONTROLLER GENERAL