

ITEM 6
MANAGER'S REPORT NO. 45
COUNCIL MEETING 91/07/22

TO: MUNICIPAL MANAGER 1991 July 16

FROM: DIRECTOR PLANNING & BUILDING INSPECTION Our File: 17.811.1
X.Ref: RZ# 14/91

SUBJECT: Update on Operator Selection and Planning Process
for Municipal Group Day Care Development in the Edmonds Area

PURPOSE: To recommend an operator for the proposed Municipal group day care centre in the Edmonds area and to provide Council with an update on plans for the centre's development.

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RECOMMENDATION:

1. THAT staff be authorized to enter into a contract with the Burnaby Association for the Mentally Handicapped (expected to be renamed the Burnaby Association for Community Living in the fall) for the operation of the proposed Municipal group day care centre in the Edmonds area, as outlined in Section 3.0 of this report.

R E P O R T

1.0 BACKGROUND

At its meeting of 1991 May 06, Council received a report from the Community Issues & Social Planning Committee which provided an update on the proposed development of a Municipal group day care centre in the Edmonds area. To summarize, the report indicated the following:

- That B.C. Hydro had agreed to provide the Municipality with a 15,000 square foot site on Southpoint Drive, near the proposed B.C. Hydro Headquarters Complex, for development of a group day care centre (Attachment 1, attached). This was in addition to the \$250,000 cash donation that B.C. Hydro had previously offered the Municipality for child care purposes.
- That pending Provincial approval for an enhancement of its Residential Frame Construction Program, Royal Oak College would be willing to work with staff on development of the proposed day care centre. Specifically, the College had indicated that it would consider assigning students to do the frame construction for the facility - provided that timing and other details worked out. The College would then turn the centre over to the Municipality at cost.
- That staff would be seeking expressions of interest from potential non-profit operators for the facility. Staff would, in turn, interview a short list of candidates and inform Council of their recommendation.

At its meeting of 1991 June 17, Council authorized staff to prepare and execute a Section 215 covenant on the title of the proposed day care site. The covenant will, among other things, guarantee that i) the lands will only be used for purposes of a day care facility, ii) B.C. Hydro employees will be offered a minimum of one third of the spaces in the centre, and iii) if the day care has not been constructed by 1994 August 31, the Municipality will return the disencumbered site and cash contribution (plus interest) to B.C. Hydro.

Staff have concluded the process of selecting a centre operator and have had discussions with Royal Oak College regarding the College's possible involvement with the centre construction. We therefore believe it is timely to provide Council with an update on these and other developments regarding plans for the group day care centre.

This report is divided into four sections: i) an overview of the rezoning process for the site, ii) a review of the operator selection process and a recommended plan of action, iii) a discussion of project development status and capital cost requirements, and iv) concluding comments.

2.0 REZONING OF THE SITE

Appearing elsewhere on this agenda is a report regarding the rezoning application for the site of the proposed day care centre (Rezoning Application #14/91). As indicated in that report:

- The Municipality is applying to have the site rezoned from R5 Residential to P1 Institutional to accommodate the centre.
- Council is being asked to approve the consolidation of the two properties comprising the day care site into one lot.
- Council is being asked to authorize the necessary servicing work for the day care development, with the funds to be provided from the \$250,000 contribution from B.C. Hydro.

3.0 OPERATOR SELECTION

In May, staff placed newspaper advertisements calling for submissions of expressions of interest from potential non-profit operators of the group day care centre. Three submissions were received, of which two were short listed. The selection panel consisted of staff from the Planning & Building Inspection, Parks & Recreation, and Health Departments, as well as a representative of the Ministry of Social Services and Housing.

The panel used a comprehensive set of criteria for the assessment, covering such areas as knowledge of Burnaby and the Edmonds community, organizational stability, management skills and philosophy, ability to work with others, child care philosophy, fundraising ability, and ability to deliver program.

Based on these criteria, the panel's recommendation is that the contract for operation of the centre be awarded to the Burnaby Association for the Mentally Handicapped. The Association is a responsible employer with a strong record of serving the mentally handicapped community in Burnaby. It currently operates three child care centres, serving both special needs and "typical" children. The Association has undergone dramatic growth in recent years. While its traditional focus has been on serving special needs children, it has been moving increasingly towards provision of generic services. In recognition of this change in focus, the organization plans to change its name to the Burnaby Association for Community Living in the fall.

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While it is too early to confirm details of the development, the Association is proposing the following:

- Providing a 40 space centre, serving 12 infants (birth - 18 months), 12 toddlers (18 months - 3 years), and 16 children (3 - 5 years). Nine of these children, 3 from each age group, would have special needs.
- Complying with the requirement that one third of the spaces be made available to employees of B.C. Hydro.
- Operating the centre from Monday to Friday from 7:00 A.M. to 6:00 P.M..
- Giving the centre a generic name and striving to ensure that it is not perceived as a "special needs" facility.

To formalize arrangements with the Association, it is recommended that staff be authorized to proceed with negotiating a contract with the organization for operation of the centre.

4.0 PROJECT DEVELOPMENT AND CAPITAL COST REQUIREMENTS

As indicated, staff met with representatives of Royal Oak College to determine the possibility of involving College students in construction of the child care facility. The outcome was not encouraging. Staff had hoped that the College would be able to play a major role in the facility's design and construction, thereby reducing the capital cost requirements. While the College had received Provincial approval for its Residential Frame Construction Program, its potential to contribute to the project would appear limited. At present, only three students are registered with the program. Additional students will be available next spring; however, they could only be involved with frame construction activities. All other aspects of the development, such as laying of the foundation, electrical work, and finishing would need to be done by other trades people. Furthermore, the College students lack experience; therefore the pace of their activity would be slower than that of experienced construction workers and costs may be incurred through waste of materials.

The Municipality's chief objective should be to ensure the timely development of a high quality child care centre. If staff can meet this objective by involving the Royal Oak College students, we will do so. If not, we will rely on experienced trades people to undertake the frame construction work.

Given that the involvement of Royal Oak College will likely be limited, the costs of designing and building the facility will be greater than originally expected. Additional capital funding will almost certainly be required for the project. In order to determine cost estimates, staff will need to work with the operator to prepare an architectural program for the facility. Unless Council directs otherwise, we will proceed with this course and include the appropriate sum in the 1992 Capital Budget for consideration.

The Municipality may be eligible for up to 1/3 of the total project costs through the Provincial Growth and Opportunities (GO B.C.) Program (see Attachment 2, attached). With Council's concurrence, after staff have determined and reported to Council on the project cost estimates, staff propose to submit an application for funding assistance to GO B.C.. Such funding would reduce the Municipality's net capital cost contribution significantly (e.g. If the total project costs were \$450,000, the Municipality would be eligible for a \$150,000 GO B.C. grant. \$250,000 of the costs would be covered by the donation from B.C. Hydro, with Burnaby being required to pay the remaining \$50,000 from Municipal sources). As noted, if the Municipality chose not to provide the necessary capital funding for the centre, the land and \$250,000 cash donation (plus interest) would revert to B.C. Hydro.

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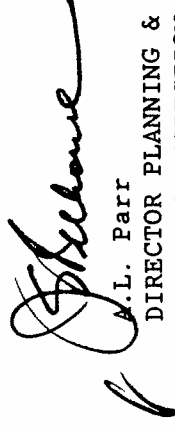
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5.0 CONCLUSION

This report has provided an update regarding plans for development of the Municipal group day care centre in the Edmonds area. It recommends that a contract be negotiated with the Burnaby Association for the Mentally Handicapped for operation of the centre. It also proposes that staff be authorized to work with the Association to develop an architectural program and capital cost estimates for the project. Unless directed otherwise, staff will include any necessary funds in the 1992 Capital Budget for consideration. At that time, we will seek Council's concurrence in applying to GO B.C. for project funding assistance. We will keep Council and the Community Issues & Social Planning Committee informed as plans for the project develop.

Much work remains to be done before the group day care centre is developed and operating. Once this work has been done, however, staff are confident that the centre will prove to be an important resource for Burnaby residents and B.C. Hydro employees. Coupled with other policy initiatives, it will strongly enhance the Municipality's efforts to address local child care needs.

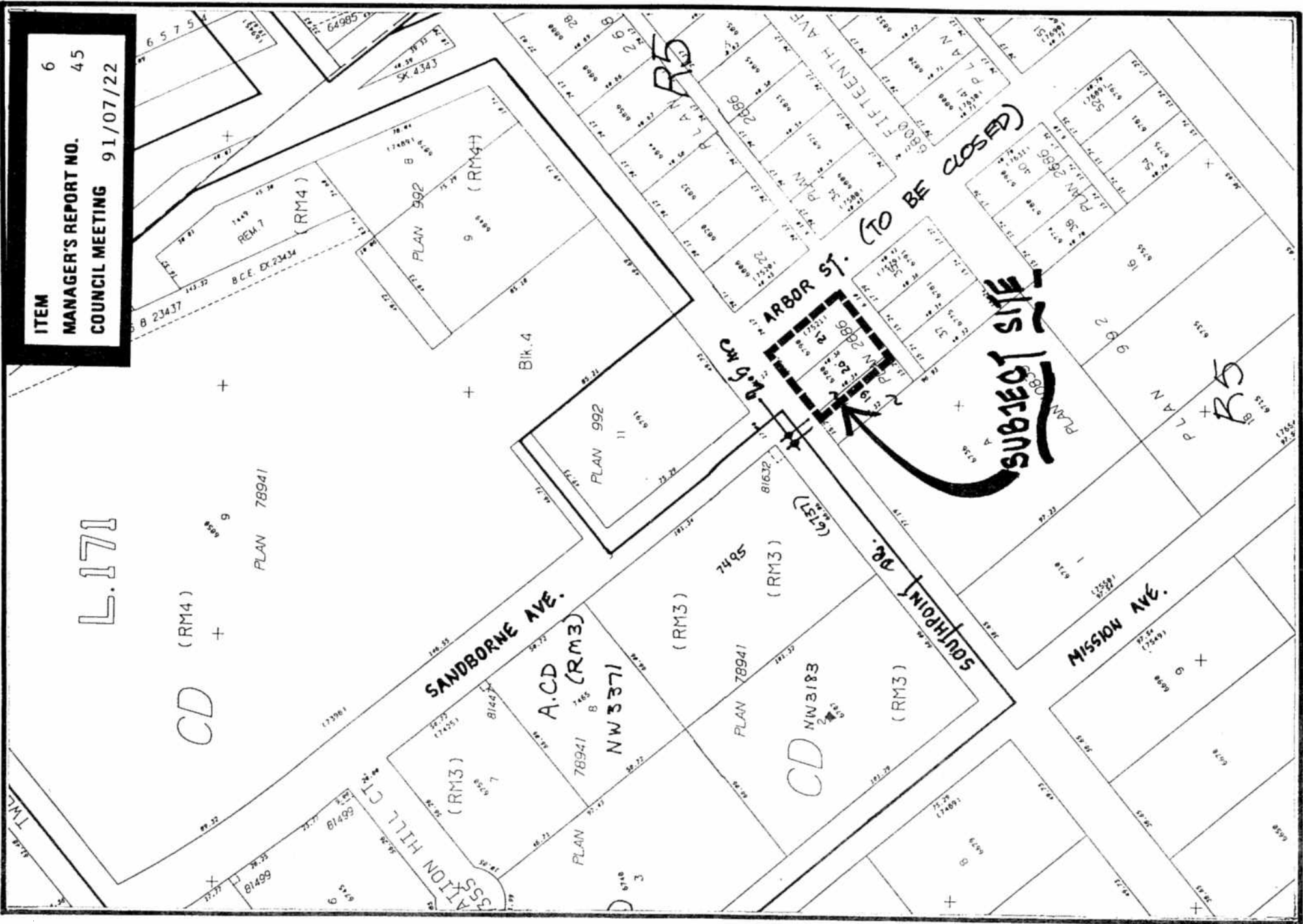


A.L. Parr
DIRECTOR PLANNING &
BUILDING INSPECTION

JF/db

Attachment: 2

cc: Director Administrative & Community Services
Director Finance
Director Recreation & Cultural Services
Medical Health Officer
Municipal Solicitor
Project Manager



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Date:

June 1991

Scale:

1:2000

Drawn By:

J.P.C.



Planning &
 Building Inspection
 Department

ZONING REFERENCE # 14/91

Proposed Daycare Site



GROWTH AND OPPORTUNITIES PROGRAM GUIDELINES

GO B.C. means Growth and Opportunity for British Columbia communities.

GO B.C. offers a challenge to local non-profit groups and organizations to match up their energy and commitment with provincial government resources to enrich their lives and bolster that sense of pride we have in our communities.

GO B.C. offers financial support through the Lottery Fund to a broad range of non-profit community projects which are of a CAPITAL nature.

Applicants **MUST** provide a financial plan demonstrating adequate project support including funding, volunteer labour and donated materials.

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PROJECTS MUST:

- Be of proven value to the community
- Have wide public interest or appeal
- Be accessible by the general public
- Be suitable for one-time only funding
- Funding will not be considered for work already completed or equipment already acquired.

APPLICANTS MUST:

- Be a Municipality, Regional District or other Local Government Agency
- OR be a federally or provincially registered non-profit society
- OR be a group or organization operating on a non-profit basis endorsed by an appropriate community organization.

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APPLICATIONS ARE EVALUATED ON THE BASIS OF:

- Benefit to the public
- Availability of Lottery funds at the time the application is reviewed
- Applicant's ability to complete the project successfully
- Economic benefit to the community
- Applicant's record of public service
- Previous lottery grants to the applicant and community

NOTE: APPLICANTS MUST BE ABLE TO DEMONSTRATE A REASONABLE FINANCIAL PLAN TO SECURE BALANCE OF FUNDING REQUIRED BEFORE A COMMITMENT CAN BE MADE FROM GO B.C.

Preference is given to organizations with an established background of community service and to projects that will utilize B.C. materials, labour and resources.

Applicants are encouraged to request assistance only for projects for which they have the financial and project management experience and/or expertise needed for success.

Due to limited funds and large volume of applications, not all requests meeting the above criteria will obtain grant approval.

APPLICATIONS ARE REVIEWED IN THE ORDER THEY ARE RECEIVED BY THE LOTTERY GRANTS BRANCH. PLEASE MAKE EARLY APPLICATION AS SOME DELAYS MAY OCCUR.

LEVEL OF ASSISTANCE

Assistance for FACILITY purchase, renovation or construction projects and EQUIPMENT purchase is up to 1/3 of total costs, to a maximum total cost of \$1 million.

Approved grants are usually expressed in terms of a proportion of total budgeted project costs.

If the actual project costs exceed the estimates on the application, the over-run is the SOLE responsibility of the applicant.

If actual project costs are less than the estimate, the grant will be 1/3 of the lesser amount.

Specific categories of grants may have a different funding formula; for example – volunteer fire halls, adventure playgrounds.

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VALUATION OF VOLUNTEERISM AND DONATIONS

TOTAL PROJECT COSTS MAY INCLUDE FINANCING COSTS, PROFESSIONAL FEES AND DONATED LABOUR AND MATERIALS

The value of volunteer labour may be included in the total costs of the project ONLY at the following rates:

\$8.00/hour for unskilled labour.

\$16.00/hour for skilled labour, qualified trades or professionals. Donated materials valued at verifiable fair market value. Donated heavy equipment valued at up to \$45.00/hour.

ONLY these rates will be accepted when claiming payment.

The value of donated land is NOT included in the total project costs.

The cost of land is only included when it is purchased from private sources and will be used IMMEDIATELY for a development project.

NOTE: All claims for volunteer labour and/or donated materials MUST be verified.

NOTE: GRANTS MAY BE MADE ON CONDITIONS.

PAYMENT OF GRANTS:

GO B. C. grants are NOT paid in advance.

Responsibility for arranging interim financing rests with the applicant; however, project financing charges may be included in the estimated total project costs.

Grants are paid in accordance with the payment schedule included with approval documents.

Grants under \$100,000 are usually paid in two installments as follows:

- One-half when the project is half complete as certified by an independent professional;
- One-half upon completion as certified through an independent professional audit of expenditures including a detailed breakdown and verification of claims of volunteer labour, donated materials, etc.

Grants over \$100,000 will usually be made in three installments:

- One-third when the project is begun (contracts let, expenditures made, etc.);
- One-third when the project is half complete as certified by an independent professional;
- One-third upon completion as certified through an independent professional audit of expenditures including a detailed breakdown and verification of claims of volunteer labour, donated materials, etc.

Ownership of assets acquired as a result of a grant may not be held by an individual. The registered owner must be the grant recipient, a public body, or registered non-profit society.



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APPLICATION FORM

IMPORTANT: PLEASE READ THE GO B.C. GUIDELINES BEFORE COMPLETING APPLICATION

Please type or print clearly.

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1 ORGANIZATION

Name of Organization:

Contact Person: (Mr./Mrs./Miss/Ms.)

Position Title

Mailing Address

Telephone Number (Work)

Home

Postal Code

2 PROJECT SUPPORT

Please clearly distinguish between funds which have been "requested", but not confirmed and funds which have been "committed" to the project.

Brief Project Description

Location of Project

Amount requested from GO B.C.

(a) COMMUNITY FINANCIAL SUPPORT:

Please provide information on all fund-raising efforts, e.g. service club donations, fund raising activities, public donations, and conventional financing such as loans & mortgages, as they relate to this project. Names and phone numbers of the relevant contact people would be appreciated.

i) Service clubs/other community organizations:

ii) Applicant's fund-raising activities:

iii) Loans/Mortgages:

Estimated Total \$ Community Support

(b) GOVERNMENT FINANCIAL SUPPORT:

Please indicate the support for the project that you have sought and/or obtained from local, Provincial or Federal Government sources. Names and phone numbers of the relevant contact people would be appreciated. Attach letters of support if possible.

i) Federal:

ii) Provincial (Exclusive of GO B.C.):

iii) Municipal/Other:

Estimated Total \$ Government Support

Project Start Date

Anticipated Completion Date

Estimated Total \$ Cost of This Project

3 PROJECT DETAILS:

Please describe the project in detail. Attach additional pages, drawings, photographs, letters of local support, etc.

4 PROJECT BUDGET

A budget detailing revenues and expenditures for your project and a current financial statement of your organization MUST be attached. Where the request to GO B.C. is for more than \$100,000, the budget must be supported by quotes and estimates.

For equipment purchases over \$50,000, documentation should be submitted justifying the bid selected through a competitive bid process, where appropriate.

NOTE: The Project Budget may include volunteer labour, donated materials, services, equipment, etc. only at the following rates:

- unskilled volunteer labour - \$8.00/hr.; skilled volunteers, qualified trades or professionals - \$16.00/hr.;
- donated services and materials - fair market value; donated heavy equipment - up to \$45.00/hr.

Wherever possible, successful applicants should give preference to products and materials available in B.C. GO B.C. awards are not paid in advance and the project budget must indicate how the project will be financed.

5

PUBLIC INTEREST & ECONOMIC BENEFIT: Please indicate how many people will benefit from the project. Where applicable, indicate the economic benefit to the community.

PAID LABOUR	Estimated Number of Jobs Created	Anticipated Length of Employment (weeks)	Total Wages Paid
COMMUNITY USE	Estimated Number of Users on an Annual Basis		
ECONOMIC BENEFIT			

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OPERATING BUDGET: Where applicable, please indicate the projected annual operating or maintenance budget of the project to be funded under this application and how these costs will be met.

7

PUBLIC ACCESSIBILITY: Please indicate who will use this facility/equipment, how they will access it and how much it will cost them to use it.

8

AUTHORITY TO USE LAND OR FACILITY Please send copies of legal documents proving your authority to use the land or facility for your intended purpose. For equipment, provide evidence that you are authorized by the facility owner to store and use the equipment as you intend.

9

INCORPORATION

When did you begin operating?

How many members do you have?

What is Your Form of Incorporation?

B.C's Companies Act

Societies Act

Municipal Act

Registration Number

Date of Registration (YY/MM/DD)

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CERTIFICATION

I hereby certify that to the best of my knowledge all information contained in this application is true and complete and I agree to provide, on completion of this project, a report to the Lottery Grants Branch outlining the results of the project. I further agree that the financial records relating to this project will be available for audit, and on-site inspections will be permitted, by any person or persons authorized in writing by the Minister to carry out such investigations. It is also agreed that any signs, plaques, provided by Go B.C. in recognition of participation in this project, will be erected without alterations or additions in accordance with specifications supplied.

Name (Please Print)

Signature

Position

Date

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SUBMIT YOUR APPLICATION TO:

LOTTERY GRANTS BRANCH,
Ministry of Provincial Secretary,
Parliament Buildings,
Victoria, B.C. V8V 1X4

IMPORTANT

HAVE YOU signed the completed form Attached a project budget Attached a financial statement

GO B.C. GRANTS ARE NOT RETROACTIVE.

APPLICATIONS MADE AFTER THE PROJECTS HAVE COMMENCED CANNOT RECEIVE FULL FUNDING.
PLEASE SUBMIT THE COMPLETED APPLICATION BEFORE STARTING THE PROJECT.

UNSIGNED APPLICATIONS CANNOT BE CONSIDERED.
APPLICATIONS ARE NOT REVIEWED UNTIL A FINANCIAL STATEMENT & DETAILED PROJECT BUDGET ARE RECEIVED FROM THE ORGANIZATION.

