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**TO:** CITY MANAGER **DATE:** 2005 November 22

**FROM:** DIRECTOR PLANNING AND BUILDING **FILE:** 71000 01/RZ#03-68  
Reference: Cameron St. Child Care Ctr.

**SUBJECT: PROCESS TO SELECT AN OPERATOR FOR PROPOSED CITY-OWNED CHILD CARE CENTRE**

**PURPOSE:** To seek approval from Council to commence a process to identify an operator for a proposed City-owned child care centre to be developed at 3495 North Road in conjunction with Rezoning Reference #03-68.

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**RECOMMENDATION:**

1. **THAT** Council approve the commencement of a process to identify a non-profit operator for the proposed City-owned child care centre to be developed at 3495 North Road in conjunction with Rezoning Reference (RZ) #03-68.

**REPORT****1.0 BACKGROUND**

At its meeting of 2004 April 5, Council adopted a recommendation from the Housing Committee to approve a density bonus for the residential component of the mixed-use development proposed for 3495 North Road (RZ #03-68). The proposed development will consist of two high-rise residential towers, a two-level retail-commercial facility, and a four-level underground parking garage. At its meeting of 2004 June 7, Council adopted a further recommendation from the Housing Committee to apply the approximately \$2 million in community benefit funds associated with the proposal to the development of a licensed group child care centre, and to the further development of Cameron Park. At the time, it was estimated that the child care centre would cost approximately \$1.3 million, leaving approximately \$700,000 available for allocation to Cameron Park. Since that time, staff have worked with the developer on a suitable plan of development for the project. The rezoning application received Second Reading on 2005 November 7.

This report focuses on the child care component of the development, and seeks approval to commence a process to identify a non-profit operator for the child care centre.

**2.0 SUMMARY INFORMATION ON PROPOSED CHILD CARE CENTRE**

The proposed child care centre will be located at grade level, at the base of the north high-rise residential tower. The centre will encompass approximately 4,500 square feet,

and is expected to accommodate programming for approximately 40 children (infants, toddlers, and 3 - 5 year olds). It will be fully finished, furnished and equipped by the developer, who will also provide a fully equipped, fenced and landscaped outdoor playground area of approximately 4,000 square feet. The centre will be turned over to the City as an air space parcel, along with eleven dedicated underground parking stalls.

### 3.0 SELECTION OF AN OPERATOR FOR THE CENTRE

As with existing City-owned child care centres,<sup>1</sup> it is proposed that the City select a qualified non-profit child care provider to operate the licensed child care centre. As in the past, staff propose that the City develop a Request for Proposals (RFP), and advertise the opportunity to apply to operate the centre through existing child care and inter-agency networks, and through newspaper advertisements. An interdepartmental staff committee would develop selection criteria and interview questions, interview a short-list of qualified applicants, and recommend a prospective operator to the Social Issues Committee.<sup>2</sup> The Committee would, in turn, forward its recommendation to Council.

With respect to the RFP, staff propose that the following be included as primary selection criteria:

- non-profit status, and preferably based in Burnaby;
- demonstrated ability to run a child care facility on a financially viable basis, without requiring operating subsidies from the City;
- proven track record with respect to providing quality child care services in a diverse community; and
- intention and commitment to serve the target age groups outlined in Section 2.0 of this report.

In keeping with usual City practice, the RFP would contain a proviso which protects the City from liability should the developer decide not to proceed with construction of the proposed development.

As construction of the child care centre is expected to commence in 2006, design work and architectural plans must be finalized by winter/early spring 2006. The finalized plans will form part of the adopted Comprehensive Development Plan for the site, and the basis for the 219 Covenant agreement to guarantee completion of the facility. All finalized

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<sup>1</sup> The City currently owns three child care centres - Hanna Court, Taylor Park, and Madison - all of which were obtained through the zoning process.

<sup>2</sup> Although the Social Issues Committee is usually involved in the request for approval to commence an operator selection process, this report is being forwarded with the concurrence of the Chair of the Committee directly to Council because the Committee's schedule cannot accommodate the tight timeline associated with involving the operator in finalizing the plans for the child care centre.

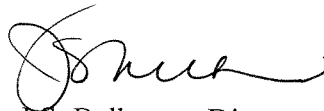
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plans and documentation must be in place prior to Final Adoption of RZ #03-68. In an effort to enable the operator to participate in the design of the centre, staff propose to release the RFP immediately following Council's approval. This timeline should help to ensure that a recommendation for an operator can be forwarded to the 2006 January 25 meeting of the Social Issues Committee.

#### 4.0 SUMMARY AND CONCLUSIONS

A child care centre, consisting of 4,500 square feet of indoor space, 4,000 square feet of outdoor playground area, and eleven dedicated underground parking spaces will be provided through the rezoning process for RZ#03-68. The proposed child care centre is valued at approximately \$1.3 million, and will be owned by the City of Burnaby. Staff are seeking approval to release a Request for Proposals for a non-profit operator for the centre. Assuming the RFP can be released in late November 2005, and that child care providers who meet the City's criteria for operating a City-owned child care centre express an interest, staff expect to be able to make a recommendation on an operator for the centre to the Social Issues Committee in 2006 January. It is hoped that this timeline will enable the chosen operator to participate in the design of the centre.

It is recommended that Council approve the commencement of the process described in Section 3.0, above, to select a non-profit operator for the proposed City-owned child care centre at 3495 North Road.



J.S. Belhouse, Director  
PLANNING AND BUILDING

JS/sla/sa

cc: Director Engineering  
Director Finance  
Director Parks, Recreation and Cultural Services  
City Solicitor  
Assistant Chief Building Inspector - Project Management

