



Office of the City Clerk

D. Back, City Clerk
S. Cleave, Deputy City Clerk
K. O'Connell, Deputy City Clerk

INTER-OFFICE MEMORANDUM

TO: CHAIR AND MEMBERS
FINANCIAL MANAGEMENT COMMITTEE

DATE: 2015 APRIL 14

FROM: CITY CLERK

FILE: 02410-20

SUBJECT: **RENEWAL OF THE LICENCE AND OPERATING AGREEMENT FOR
THE CAMERON CHILDREN'S CENTRE**
ITEM NO. 01, MANAGER'S REPORTS, COUNCIL 2015 APRIL 13

Burnaby City Council, at the Open Council meeting held on 2015 April 13, received the above noted report containing the following recommendations:

1. **"THAT** Council authorize staff to enter into a licence and operating agreement with the Lower Mainland Purpose Society for Youth and Families for the Cameron Children's Centre for a five year term as outlined in this report.
2. **THAT** a copy of this report be forwarded to the Board of Directors of the Lower Mainland Purpose Society for Youth and Families and to the Social Issues Committee for information."

Council **REFERRED** this report to the Financial Management Committee for review.

As directed by Council, please find attached a copy of the report.

Dennis Back
City Clerk

DB:rj



Item.....
Meeting.....2015 Apr 13

COUNCIL REPORT

TO: CITY MANAGER **DATE:** 2015 April 08

FROM: DIRECTOR FINANCE **FILE:** 9100-00

SUBJECT: RENEWAL OF THE LICENCE AND OPERATING AGREEMENT FOR THE CAMERON CHILDREN'S CENTRE

PURPOSE: To obtain Council approval to enter into a new licence and operating agreement with the Lower Mainland Purpose Society for Youth & Families for the City-owned Cameron Children's Centre.

RECOMMENDATIONS:

1. **THAT** Council authorize staff to enter into a licence and operating agreement with the Lower Mainland Purpose Society for Youth and Families for the Cameron Children's Centre for a five year term as outlined in this report.
2. **THAT** a copy of this report be forwarded to the Board of Directors of the Lower Mainland Purpose Society for Youth and Families and to the Social Issues Committee for information.

REPORT**1.0 BACKGROUND**

The City owned Cameron Children's Centre (see Attachment 1) was developed through the Community Benefit Bonus provision of rezoning for a mixed-use development site at 3495 North Road. The Lower mainland Purpose Society for Youth and Families (the Purpose Society) was selected by Council in 2008 to operate the new Children's Centre.

The fully furnished and equipped child care centre was made available to the Purpose Society under a licence and operating agreement on a rent-free basis for five years from 2009 October 01 through 2014 September 30.

2.0 NEW LICENCE AND OPERATING AGREEMENT

This report seeks Council approval to enter into a new rent-free licence and operating agreement for the Cameron Children's Centre with the Purpose Society. The operator will continue to be responsible for the same terms and conditions and financial operations of the child care centre as set out in the previous agreement see Attachment 2 - Roles and Responsibilities.

The Purpose Society is a BC registered non-profit society that celebrated its 30th Anniversary in 2013. In addition to the Cameron Children's Centre the Society also operates the City owned

To: City Manager
 From: Director Finance
 Re: Renewal of the Licence and Operating Agreement for the Cameron Children's Centre
 2015 April 08 Page 2

Madison and Yukon Crescent Children's Centre and the Rosser Preschool and Kitchener School-aged Care children's services located on Burnaby School District property.

The Cameron Centre is licenced under the Community Care and Assisted Living Act for 44 spaces: specifically for 20 children younger than 36 months and 24 spaces for 30 months to school age. During 2013 the Centre provided care for 69 children from 62 families and of those 75% of the families were Burnaby residents. The others are residents of surrounding municipalities. A waitlist is maintained at all times as there is a high demand for enrolment. Currently the waitlist has 153 families needing space in the Centre.

Cameron Children's Centre employs twelve staff members and all staff has training in basic Early Childhood Education (ECE) and over half of the staff also have post-basic ECE training. The Society's child care professionals are each provided with 15-20 hours of additional training each year.

The Society is represented on Burnaby's Child Care Resources Group, a subcommittee of the Social Issues Committee which advises the Committee and Council on child care matters. Since commencement of the original agreement the Society has consistently provided quality and much needed service to Burnaby families from this location.

3.0 RECOMMENDATIONS

The Purpose Society has successfully operated the Cameron Children's Centre since 2009 October 01 and continues to provide quality and much needed child care service to Burnaby families. The Society successfully operates three children's centres in Burnaby. It is recommended that Council authorize staff to enter into a new licence and operating agreement with the Lower Mainland Purpose Society for Youth and Families (retroactive to 2014 October 01 and through 2018 May 31) for the continued operation of the Cameron Children's Centre.

It is further recommended that a copy of this report be forwarded to the Board of Directors for the Lower Mainland Purpose Society for Youth and Families and the Social Issues Committee for information.

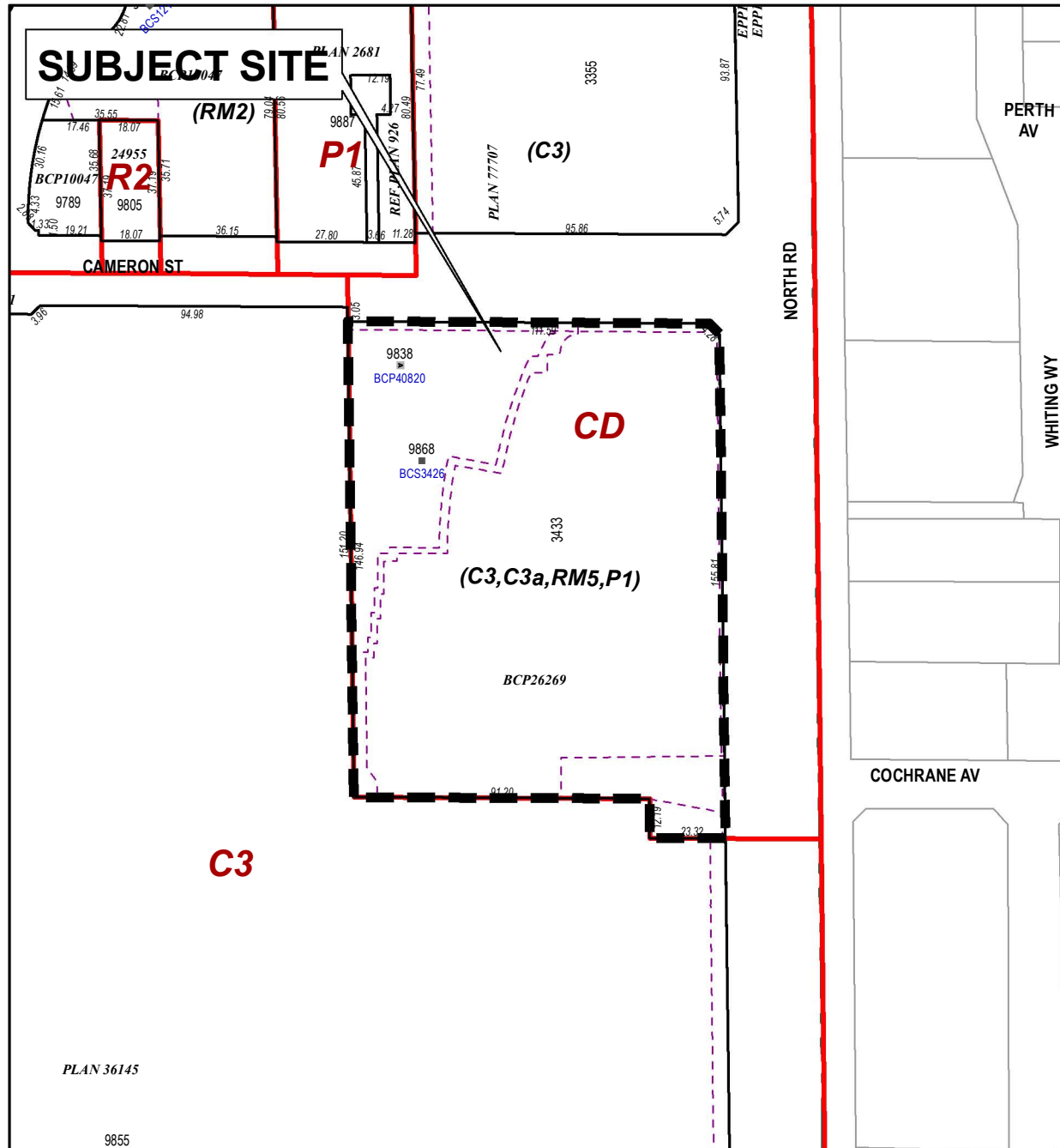


Denise Jorgenson
 DIRECTOR FINANCE

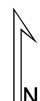
DJ:SB /ab

Attachments: #1 – Map of Cameron Children's Centre
 #2 – Roles and Responsibilities

Copied to: Director Engineering
 Director Building and Planning
 City Solicitor
 City Risk Manager
 Chief Licence Inspector



PLANNING & BUILDING DEPARTMENT




DATE:
JAN 14 2015

SCALE:
1:2,000

DRAWN BY:
AY

Cameron Children's Centre - 9838 Cameron Street

 Subject Site

Sketch #1

Licensing and Operating Agreements for City-owned Child Care Centres

Roles and Responsibilities

City Responsibilities	Operator Responsibilities
<p>City will include at its cost and without any contribution from the Operator:</p> <p>Structural repairs and replacements including roof replacement and repairs, exterior painting, and skylight replacement or repairs.</p> <p>Maintenance of services and equipment including:</p> <ul style="list-style-type: none"> • drainage, water and sewer piping and component parts (including toilets, sinks and other plumbing fixtures) • mechanical systems including plumbing, electrical, and ventilation systems and maintenance contracts, excluding appliances • heating systems • maintenance of fire alarm and smoke detector equipment • light fixtures and ballasts • hot water tanks • fire sprinkler system • window glazing, and • emergency lighting • Interior pest control • Repair and replacement of flooring, carpets, cabinets and countertops • Interior painting as and when determined necessary by the City <p>Repair and replacement of flooring, carpets, cabinets and countertops.</p> <p>Interior painting</p> <p>Interior pest control</p>	<p>All Risks property insurance Commercial General Liability insurance Tenant Legal Liability Insurance Automobile Liability Insurance</p> <p>Maintenance of Centre, all outbuildings, and grounds</p> <p>Grounds include: lawns, trees and other landscaping, maintenance and repair of irrigation systems, stairs, railings, fences, retaining walls, walkways and asphalt surfaces (including stall line marking); exterior pest control, snow and ice removal, leaf removal, weeding, and pressure washing.</p> <p>Centre includes: carpet cleaning, light bulb replacement, janitorial services; maintenance, repair and replacement of doors, all furniture, appliances, and equipment, playground toys, equipment and play structures, window coverings, security systems, including card access systems</p> <p>Telephone and internet service Heat and light Repair of appliances Cost of monitoring the fire alarm system Licencing fees Staff wages & benefits Water and sewer utilities</p>