Minute No. 550
Report - Standing Policy Committee on Protection and Community Services - September 10, 2007

Item No. 2 Community Incentive Grant - Discovery Children's Centre Inc.
(St. James-Brooklands Ward)
File PR-2.6(31)

EXECUTIVE POLICY COMMITTEE RECOMMENDATION:

The Executive Policy Committee concurred in the recommendations of the Standing Policy Committee on Protection and Community Services and the Assiniboia Community Committee and submits the following to Council:

1. That the following eligibility criteria for the Community Incentive Grant Program be waived in this instance, namely:

   A. The project is to be through the development of a sport or recreation capital project that is accessible to the community.

   B. The project is to make a significant contribution to the long-term benefit of the community at large in terms of improved facilities.

2. That a Community Incentive Grant in the amount of $30,000.00, be approved to the Discovery Children's Centre Inc., to assist with the cost of the Kitchen Renovation and Upgrade project, subject to the following conditions:

   A. Confirmation of other funding sources;

   B. Approval of final plans and specifications for the project by the Director of Community Services; and

   C. The applicant entering into a formal agreement with the City of Winnipeg.

3. That the Proper Officers of the City be authorized to do all things necessary to implement the intent of the foregoing.

Pursuant to the Voting Requirements By-law No. 126/2003, any Community Incentive Grant that does not comply with the terms contained in the Community Incentive Grant Policy requires approval by two-thirds of the Members present at Council.

Minutes - Executive Policy Committee - September 19, 2007

Report - Standing Policy Committee on Protection and Community Services - September 10, 2007

DECISION MAKING HISTORY:

Moved by Councillor Steeves,

That the recommendations of the Standing Policy Committee on Protection and Community Services and the Assiniboia Community Committee be concurred in and forwarded to Council.

Carried

STANDING COMMITTEE RECOMMENDATION:

On September 10, 2007, the Standing Policy Committee on Protection and Community Services concurred in the recommendation of the Assiniboia Community Committee and submitted the matter to the Executive Policy Committee and Council.

COMMUNITY COMMITTEE RECOMMENDATION:

On July 10, 2007, the Assiniboia Community Committee did not concur in the administrative recommendation and recommended to the Standing Policy Committee on Protection and Community Services:

1. That the following eligibility criteria for the Community Incentive Grant Program be waived in this instance, namely:

    A. The organization is a non-profit community organization offering sport or recreation services or is a non-profit community organization that contributes to the health and well-being of the community, but not through the development of a sport or recreation capital project; that is accessible to the community.

    B. The project does not make a significant contribution to the long-term benefit of the community at large in terms of improved facilities.

2. That a Community Incentive Grant in the amount of $30,000.00, funded from the St. James-Brooklands Ward allocation, to the Discovery Children's Centre Inc., to assist with the cost of the Kitchen Renovation and Upgrade project be approved, subject to the following conditions:

    A. Confirmation of other funding sources;

Report - Standing Policy Committee on Protection and Community Services - September 10, 2007

DECISION MAKING HISTORY (continued):

COMMUNITY COMMITTEE RECOMMENDATION (continued):

B. Approval of final plans and specifications for the project by the Director of Community Services; and

C. The applicant entering into a formal agreement with the City of Winnipeg.

COMMUNITY INCENTIVE GRANT PROGRAM
APPLICATION EVALUATION

Applicant:	**Discovery Children's Centre Inc.**	**Total Project Cost:**	**$147,443.00**
Project Description:	**Kitchen Renovation & Upgrade**	**Grant Requested:**	**$50,643.00**
		Maximum Allowed:	**$73,721.50**
Date of Application:	**June 25, 2007**	**% of Total Project Cost:**	**34%**

Funding Sources:	**Amount**	**Confirmed**
Discovery Funds	$23,000.00	Yes
Community Places	$10,000.00	Yes
Manitoba Child Care Capital Fund	$33,800.00	Yes
Winnipeg Foundation	$30,000.00	Yes
Total	$96,800.00	

	Meets Program Eligibility and Selection Criteria	**Yes**	**No**
1a)	Organization is a **non-profit community organization offering sport or recreation services** or is a non-profit community organization that **contributes to the health and well-being of the community**;	X	
b)	through the development of a **sport or recreation capital project**;		X
c)	that is **accessible to the community**.	X	
2	Makes a significant contribution to the **long-term benefit** of the community at large in terms of **improved facilities.**		X
3	Does not compete with or duplicate other community facilities.	X	
4	**Benefits the community at large** and remains **accessible to all members of the community**.	X	
5	Includes confirmation of sufficient resources to maintain and operate completed projects.	X	
6	Clearly articulates a plan of activities including projected work schedules, material, labour, equipment and other project requirements. Project leads to the completion of a substantial physical product.	X	
7	Is feasible within the project management capabilities of the applicant.	X	
8	Total project funding is confirmed.	X	
9	**Does not include any funds from the City**.	X	

Criteria Exceptions:

- Organization is a non-profit community organization offering sport or recreation services or is a non-profit community organization that contributes to the health and well-being of the community, **but not** through the development of a sport or recreation capital project; that is accessible to the community.
- The project **does not** make a significant contribution to the long-term benefit of the community at large in terms of improved facilities.

Note:
The applicant is requesting funding for equipment (appliances) and renovations to the property leased from the St. James-Assiniboia School Division.

Department Financial Implications:

Departmental Recommendations:

That this application be denied.

Prepared by: Community Services Department
Date: **June 25, 2007**

THE CITY OF WINNIPEG
COMMUNITY INCENTIVE GRANT PROGRAM
APPLICATION

Please refer to the "Guide to Applicants" for assistance completing this form.

1. Name of Organization: DISCOVERY CHILDREN'S CENTRE INC.
2. Mailing Address: 367 HAMPTON STREET WINNIPEG
   Postal Code: R3J 1P7 Phone No.: 889-2689
   Fax No: 832-4679 Email:
3. Name of designated officials to be contacted about this application:
   Name: RON BLATZ Phone (Res.):
   Position: EXECUTIVE DIRECTOR Phone (Bus.): 889-2689
   Name: DONNA FREEMAN Phone (Res.):
   Position: DIRECTOR OF PROGRAMS Phone (Bus.): 889-2689
4. How long has the organization been in operation? 31 years
5. **CIGP Requested Amount** $ 50,643.00 (Max. 50% of Total Project Cost)

LIST OTHER SOURCES OF FUNDING	AMOUNT	CONFIRMED
SOURCE # 1. Discovery Funds	$ 23,000.-	YES ☑ NO ☐
SOURCE # 2. Community Places	$ 10,000.-	YES ☑ NO ☐
SOURCE # 3. Mb. Child Care Capital Fund	$ 33,800.-	YES ☑ NO ☐
SOURCE # 4. Winnipeg Foundation	$ 30,000.-	YES ☑ NO ☐
Total Project Cost	$ 147,443.00	

Has this project received prior funding under the Community Incentive Grant Program? YES ☐ NO ☑

6. Name of Project: Kitchen Renovation & Upgrade
7. Location of Project: 367 Hampton Street Winnipeg
   Preferred Start Date: September 2007 End Date: December 2007
8. **Detailed Project Description: Attach on separate sheets or use the reverse side of this application.**

APPLICANT SIGNATURES

I/We hereby certify that I/we am/are the authorized signing officer(s) of the applying organization and this application is accurate to the best of my/our knowledge.

SIGNATURE	TITLE/POSITION	DATE
	Executive Director	June 18, 2007
	DIRECTOR of Program	June 18, 2007

6022

Detailed Description of Project:

1. **Objectives of the project:**

   To update a small 50 year old inadequate kitchen facility into a modern, properly outfitted kitchen and cooking space.

   This will be done by renovating an existing kitchen and storage room, into a modern L-shaped kitchen that will accommodate the size of program we have become, and allow for future program developments. The new kitchen will be designed to accommodate snack, special lunch days, as well as child and adult cooking activities. The project will also provide appropriate separation between the office and kitchen space, an increase in kitchen size, an upgrade to the electrical service to the building (presently only 200 amps of service) and the purchase of new appliances.

2. **Who will be served by this project:**

   Due to the many programs offered at Discovery Centre we have a very broad based clientele who come from all corners of the city of Winnipeg. Discovery Centre is Manitoba's largest Early Childhood program and provides services to over 270 children. We are especially unique in that we are one of only three Winnipeg centres that are open 18 hours a day (6:30 am – 12:30 midnight) 6 days per week. This program services many retail, hospitality, medical, and transport industries which greatly increase the geographic area that our children come from.

3. **Subsequent phases:**

   No additional phases are required.

4. **Operating grants:**

   No additional operating grants required.

5. **Budget:**

• Contractor Quote (see details attached)	$ 101,455.00
• Electrical upgrade for building	$ 18,143.00
• Appliances	$ 22,000.00
• Other expenses.	$ 5,845.00
	$ 147,443.00

PROBITY Builders Ltd.
GENERAL CONTRACTING & PROJECT MANAGEMENT

December 28, 2006

Mr. Ron Blatz
Discovery Children's Centre
367 Hampton Street
Winnipeg, MB R3J 1P7

Contractor quote 98,500⁻
1/2 GST 2,955⁻
101,455.00

Dear Ron:

Re: Kitchen Renovation

It is with pleasure that we submit our quotation of $98,500.00 + GST for the renovations of your Kitchen. The price is based on your sketch and the following "Scope of Work":

General Conditions: $11,629.00
- Supervision.
- Building Permit (We have assumed that a basic drawing from David Goyer Architecture will be adequate for the City of Winnipeg as well as your needs.).
- Architectural services.
- General clean up and garbage removal.

Cash Allowance/Contingency: $0.00
- We recommend that a customer allow for some contingency in their overall project budget; particularly for renovation projects.

Demolition: $5,100.00
- Remove existing flooring.
- Removal of existing cabinets and shelves.
- Removal of walls and drywall/plaster as required.
- Removal of existing t-bar ceiling.
- We have carried a small allowance to assist you in relocating appliances and items that you will want to re-use.
- Dispose of all demolished items.

Carpentry: $3,720.00
- New opening and door from renovated kitchen to main corridor.
- Infill existing door.
- New wall at copier alcove.
- Misc. carpentry, backing, etc.

Millwork: $35,000.00

- Supply and install kitchen counters, lower & upper cabinets and island as per your sketch.
- Commercial grade hardware with full extension drawer slides and 125 degree european hinges.
- Brushed chrome "D" pull handles.
- Many details are unresolved at this time. We have carried an allowance of $25,000.

Doors and Windows: $2,880.00

- Two new windows in existing openings.
- New fire rated door and frame to corridor.

Drywall: $4,776.00

- Drywall, tape and sand walls.
- New t-bar ceiling c/w vinyl faced 2'x 4' tile.

Painting: $1,680.00

- Paint all new drywall surfaces.
- Paint new door.

Flooring: $4,981.00

- Removal and disposal of existing flooring.
- Patch and prepare new flooring area.
- Install new Armstrong Translations commercial vinyl flooring c/w welded seams.
- Coved vinyl base in kitchen area.

Plumbing: $9,524.00

- Supply and install 3 stainless steel sinks (3 compartment sink) and 1 hand wash sink.
- Relocate 2 water fountains.
- Reconnect existing dishwasher.
- One laundry connection.

HVAC: $7,880.00

- One 2 ton blower coil c/w 5 Kw heater.
- One 2 ton condensing coil mounted on roof.
- Ductwork, diffusers and grilles.
- Two range hoods and one dryer vent.

Electrical: $11,330.00

- Supply and install one new 200 amp sub-panel in or near kitchen.
- Relocate existing lighting and switches.
- Relocate washer/dryer plugs.
- Connect 2 ovens/stoves and exhaust fans.
- Reconnect existing dishwasher.
- 15 separate circuit plugs.
- 10 pot lights c/w 2 dimmers.
- 6 valence lights on separate switch.
- Copier plug and light in copier alcove.
- Connect air-conditioning equipment.
- Assumes the existing service will be upgraded by others to 400 amp.

Items Not Included:

- GST
- Asbestos removal (if any).
- Removal of furniture or other items in the room that are not fastened to the walls.
- City of Winnipeg variance, zoning, or development permit issues.
- Price increases by suppliers and subcontractors after 30 days.

The above proposal is subject to:

- Probity Builders Ltd. schedule.
- All work to be done during normal working hours.
- Mutually acceptable terms of payment.
- Approval of the Building Owner's/School Division's acceptance of our plans.

I trust the above meets with your approval. Please call to discuss once you have had an opportunity to review.

Sincerely,

Kevin Wiebe
President

QUOTATION

To:	The St. James Assinibola School Div.	**From:**	Victor Hruska
Attn:	Renaud Paquette	**Pages:**	1
Fax:	832-1689	**Date:**	07/26/06
Re:	367 Hampton St.		

Supply and install 400 Amp 1 Ph 120/240 Volt service entrance panelboard in existing electrical room.

Existing electrical panels and motors to be connected to new panelboard.

Engineerer drawings not included, if required by City of Winnipeg permit branch.

BASE PRICE	$ 9200.00
RST	644.00
GST	552.00
Total	$ 10396.00

552.00/2 = 276

10,120

Electrical Upgrade costs 10,120.00
8,023.08

$ 18,143.08

Form: ZZ_QUOTE_ESA
2000 08 29

Manitoba Hydro

ELECTRIC SERVICE AGREEMENT

Customer name: ST.JAMES-ASSINIBOIA SCHOOL DIVISION	Requested service date	Customer no.: 1019078	Quotation no.: 20017069
		yyyy mm dd: 2006/08/31	Date may be changed in consultation with customer.
Mailing address: 678 MORAY	Location of service or work (if different from mailing address): 367 HAMPTON STREET		
City or Town: WINNIPEG MB	Postal Code: R3J 3T1	WINNIPEG MB	
Electrical contractor or consultant			

Instructions to customer

Please review this agreement thoroughly and if you accept:
a) sign and date the agreement below; in the presence of a witness who must also sign;
b) return one signed original with required payment before the deadline

DEADLINE: Agreement valid only if you sign and return before — yyyy mm dd: 2006/10/10

Direct question to: Wayne Woodcock
Phone no.: 204-697-6170
Return signed Agreement and payment to: West Kildonan District Office, 2160 McPhillips Street, Winnipeg MB R2V 3C8

Protection of Privacy

This personal information is being collected under the authority of Program Activity and the Manitoba Hydro Act. The purpose is to provide electric service to a new or existing customer and document customer contribution, allowances and refunds. Other uses and disclosures may be to the SAP System to complete the work order process, Lotus Notes Refundables database to process refunds, external collection agencies for recovering delinquent accounts, external auditors as part of a sample audit, and Manitoba Hydro officials on a "need to know" basis. It is protected by the Protection of Privacy provisions of *The Freedom of Information and Protection of Privacy Act*. If you have any questions about the collection, contact , Customer Service & Marketing at Manitoba Hydro, West Kildonan District Office, 2160 McPhillips Street, Winnipeg, MB, R2V 3C8 or telephone .

MANITOBA HYDRO AND THE CUSTOMER AGREE AS FOLLOWS:

Power & Energy: Supply, Rates, and General Terms (if applicable)

1. Manitoba Hydro shall make available to the Customer up to but not more than N/A kilovolt-amperes of electric power and energy to be used for the operation of a: _____ at _____.
2. The Customer shall pay for such power and energy in accordance with Manitoba Hydro's applicable electric service tariff, for a minimum term of three years from the requested service date, and thereafter from month to month.
3. If, during the term of this Agreement, Manitoba Hydro makes any revision to its electric service tariff, the rates in the revised tariff shall apply from and after the effective date of such revision.
4. If after three years from the requested service date, the Customer requests Manitoba Hydro to discontinue service and subsequently within five years of such discontinuance, the Customer requests service at the same location again, the Customer shall pay Manitoba Hydro an amount equal to the total minimum bills from the date of discontinuance plus the full cost of restoring service.
5. The "Standard Terms and Conditions for Electric Service Agreement" on the reverse hereof shall be applicable to this agreement, and the Customer shall observe and be bound by Manitoba Regulation H190-186/90 on the reverse hereof, as amended from time to time, respecting terms and conditions of service, and the Regulations respecting the standards governing the construction, installation, maintenance, repair, extension, alteration and use of electric wiring and related facilities using or intended to use power supplied by Manitoba Hydro.

Motors

Motor Start Restrictions: ☐ Yes (See attached letter) ☒ No

Guaranteed Minimum Billing (if applicable)

The Customer guarantees to pay a minimum annual billing total of $ N/A (the "Guaranteed Minimum") for the first three years following the commencement of electric service by Hydro. Should the total monthly billing in any year during the said three year period be less than the guaranteed minimum, an additional bill shall be issued to the Customer at the end of such year (referred to as the "13th bill"). The 13th bill shall be equal to the Guaranteed Minimum less the actual annual billing total.

Customer Request

Description of Work
Provide a 400 AMP, 1Ø - 120/240v Customer Service Extension at 367 HAMPTON STREET in WINNIPEG with a Point of delivery at (OH - Building) Customer provided service attachment located 10 meters S of theNE corner of the BUILDING

Cost of Customer Request $ 7,789.40

Allowance

Basis of allowance, if applicable: Not applicable
Applicable Allowance and/or Discount $ 0.00
Subtotal $ 7,789.40

GST

GST based on Cost of customer request less Applicable allowance
Manitoba Hydro GST Registration No. : R122063779 $ 1/2 of 467.36 23
8023.0

Manitoba Hydro will schedule the work after receipt of payment
Required Payment $ 8,256.76

Refund

Conditions which must be met within N/A years to qualify for partial refund are:
- ☐ Additional customer shares extension
- ☐ Principal / Seasonal Residency established
- ☐ Additional load qualifies for 3 Phase rebate
- ☐ Additional load qualifies for padmount rebate
- ☐ Additional revenue

Maximum refundable (excluding GST) $ 0.00

Customer: If your service qualifies as permanent or your load increases to meet the qualifications, please call Manitoba Hydro to arrange a review.

Initial review date: yyyy mm dd

Customer's Authorization

The undersigned requests and authorizes Manitoba Hydro to do the work, certifies that customers contributing to the required payment have been identified, and accepts the terms and conditions on the reverse hereof.

Customer's signature _____ Date _____

Customer print name (and title, if applicable) _____

Witness _____ Date _____

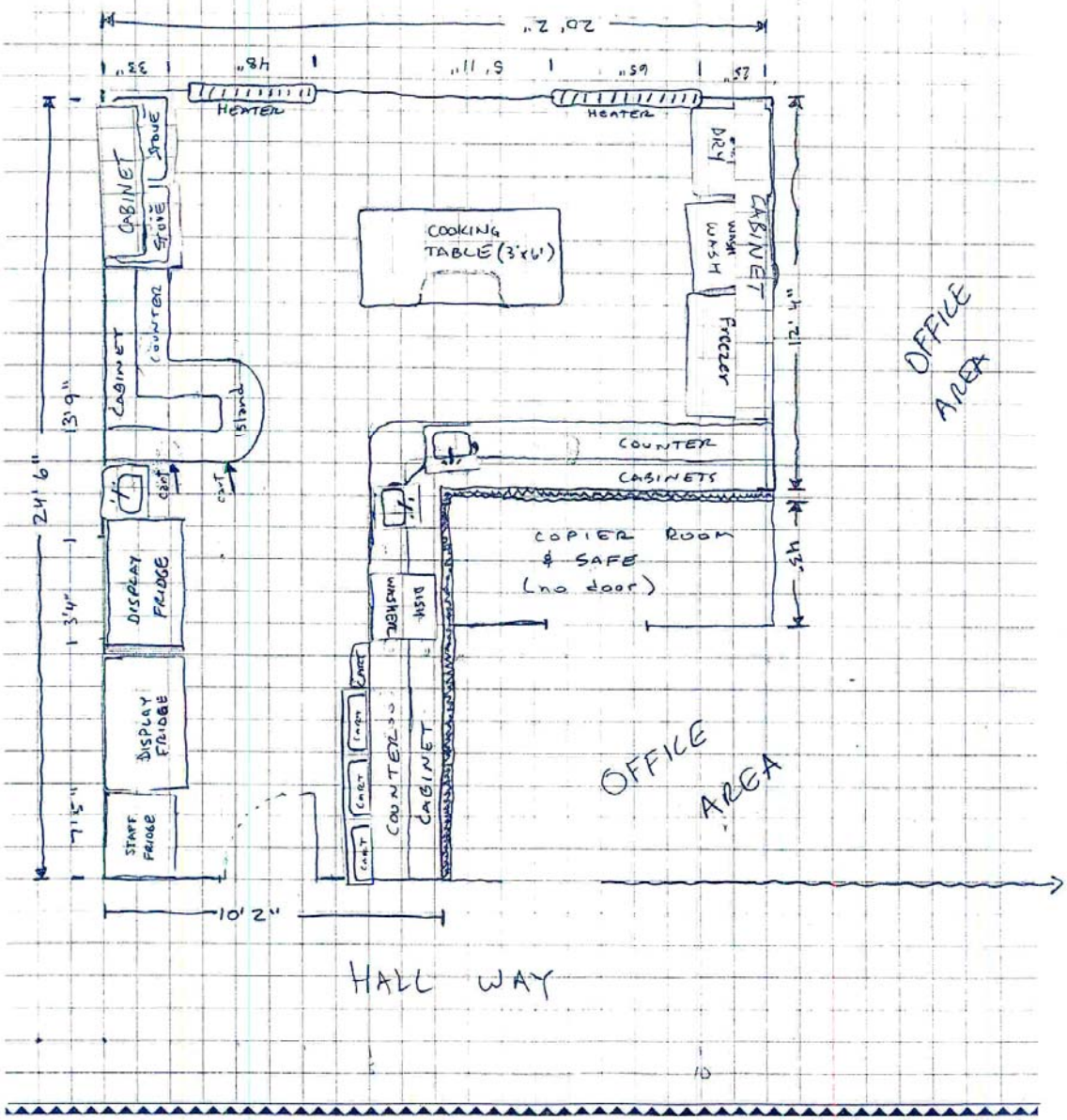
Witness print name _____

Agreement prepared and approved by: cow — yyyy mm: 06 07

file 06-96-

Priority

CORRESPONDENCE/NOTES



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DISCOVERY CHILDREN'S CENTRE INC.
HISTORY (1976 - PRESENT)

Roseberry Day Nursery was established in September 1976 in the Bethel Baptist Church, 205 Roseberry Street following almost 9 months of planning and preparation. By the end of the first month of operation the Day Nursery had a registration of 25 children, which quickly increased to 30 children. The original Board of Directors for the Nursery consisted of three people. Anne Penner (the first Administrative Director). Elaine Wilson and Douglas Cook. In 1983, the Day Nursery moved into larger quarters in the Annex of the old Britannia School on Hampton and, in 1985, changed its name to Discovery Children's Centre. Ron Blatz became the Administrative Director for the Centre in November 1982.

Discovery Children's Centre has steadily increased in size. The 30 full time and 10 part time spaces in 1976 became 170 spaces by 2001. During the first decade two new programs were added to the existing Pre-School program. In 1982, Discovery Children's Centre became the first centre in Manitoba to receive a staffing grant for the purpose of integrating children with a variety of handicaps or special needs. This has continued to be an important part of Discovery's vision and services to this day.

In 1984, Discovery expanded its vision again and included School-Age children as part of the centre. By 1990, Discovery had grown to its maximum allowed size of 70 spaces, (40 preschool and 30 school-age). Discovery had also by this time started a Nursery School program to accommodate another one of the community's needs.

When provincial regulations changed, Discovery Centre further expanded it's services in November 1996 by extending its hours to accommodate parents working shifts or evening retail hours. This expansion came with much help from the Winnipeg Foundation, as no government funding was available at the time. 1996 was our 20th anniversary and culminated in $65,000.00 playground development.

Further expansion in the flex program came in December 1998, when the Board decided to extend operating hours to Saturday as well. Discovery is now open 18 hours per day from Monday through Saturday.

The budget of the centre has grown with enrolment, and with the recognition of the importance of day care facilities in Manitoba. From a modest budget of $42,000.00 ($23,000.00 from government grants) in its first year of operation, the Centre now has an annual budget of $1,450,000.00 to provide childcare services in the community. Over the years the Centre has also received a number of grants from the King Edward Community Improvement Program, Community Incentive Grant (Jae Eadie Counselor), Community Places, Manitoba Community Services Council, and the Winnipeg Foundation to acquire a variety of indoor/outdoor equipment. At present, Discovery Children's Centre employs 40 full time staff and 5 part time staff.