



Into the Woods Early Learning Studio Project

Timeline of Key Dates and Decisions

October 7, 2022

Summary

In 2020, the Town of Qualicum Beach was awarded \$1,996,724 for the construction of a new childcare facility. Beyond the Provincial funding, the Town has provided \$418,276 in direct capital funding, provided the land, and provided in-kind staff resources to help plan and manage the project. The Town has requested additional funding to cover cost increases and to support the opening of the facility, in addition to the initial \$1,996,724 in Provincial grants. At the time of publication the Town is awaiting a decision on this request.

Following is a summary of key dates and decisions related to the project.

Date	
October 28, 2019	Council adopts the following motion: "THAT Council direct staff to collaborate with the Early Learning & Childcare Council in Oceanside (ELCCO) on grant applications for the Childcare BC New Spaces Fund and the UBCM Community Child Care Space Creation Program; AND FURTHER THAT Council agrees in principle to commit to assist in determining a location of land with a fixed address to be determined at a later date."
November 20, 2019	<p>Council adopts the following motions:</p> <ul style="list-style-type: none"> • THAT the November 20, 2019 regular Council meeting agenda be amended by adding a discussion on the childcare application immediately before 'Comments from the Gallery'. • THAT Council directs staff to apply to the UBCM - Community Child Care Space Creation Program for funds towards the creation of new childcare spaces within Qualicum Beach, using the best information available. • THAT Council direct staff to work with the Early Learning and Childcare Council (ELCCO) to collect additional information required to apply to the Provincial Community Child Care Space Creation Program for the balance of the funds required for the creation of new childcare spaces within Qualicum Beach. <p>Council also committed to providing land for a childcare facility at an in-camera meeting.</p>
November 22, 2019	Town applies to the first eligible grant, the BC Community Child Care Space Creation Program (CCCSP), with a total project cost of \$2,214,943. It was proposed that the CCCSP would fund \$996,724 and the Childcare BC New Spaces Fund would fund the remaining \$1,218,218. Neither of these funding programs cover startup costs.
January 14, 2020	The Town applies to the Childcare BC New Spaces Fund with a request to fund the remainder (\$1,218,218).
February 5, 2020	Council adopts the following motions after receiving feedback on the initial application:

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	<p>“THAT Council commits to funding costs borne in excess of those covered by the UBCM Community Child Care Space and BC Ministry of Children and Family Development - Childcare BC New Spaces Fund grant funding streams.” This commitment did not cover operating expenses.</p>
February 6th, 2020	<p>Town submits revised application to the New Spaces fund to include the Council resolution committing to covering overages, as well as reducing the budget request to \$1,000,000. The reduction in the grant request was made after ministry staff indicated that the budget request exceeded the maximum allocation per child. To meet the grant requirements, \$194,360 in contingencies had to be removed from the budget.</p>
June 11, 2020	<p>The Town met with a working group to review potential locations. Participants included Peter Turje, Architect, Chief Michael Recalma, Councillor Adam Walker (QB), Bill Preston, Carol O’Connor, Councillor Adam Fras (Parksville), Judy Malcolm, Director Leanne Salter (RDN), Bob Weir, P. Eng, Director of Engineering, QB, Luke Sales, Director of Planning, QB</p>
August 2020	<p>MKM Projects is selected as the project manager for the Into the Woods childcare project after a two-stage Request for Proposals process.</p>
October 28, 2020	<p>Council resolution: THAT Council directs staff to proceed with design and construction on the north side of the Park Road parking lot for the purpose of the “Into the Woods” Childcare Facility, as shown in Site Option 13.3 in the October 28, 2020 Planning memo to Council, subject to a future design review by Council.</p>
Winter 2020 / Spring 2021	<ol style="list-style-type: none"> 1. MKM Projects holds a number of meetings of the childcare working group, which includes staff, Early Learning & Childcare Council in Oceanside (ELCCO), and the childcare advisor, Peter Turje, Architect. 2. The project manager conducts a competitive process to select an architect. Finlayson Bonnet is selected by the Town and MKM Projects, in consultation with the working group, after the first architect leaves the project on January 22, 2021. 3. The interior floorplan is largely designed by the working group and childcare advisor based on functional needs. 4. The architect consults with the working group to review numerous exterior building design and massing options.
April 2020	<p>Council approves the conceptual building design and directs staff to consult with the neighbours on parking and landscaping.</p>
May 18, 2021	<p>Town staff hold a neighbourhood meeting via Zoom to discuss landscaping, traffic and other neighbourhood concerns.</p>
June 14, 2021	<p>Staff report on the recommendations based on neighbourhood input. Council adopts the following motions:</p> <ul style="list-style-type: none"> • THAT Council directs staff to add a sidewalk along the Dorset Road frontage of the "Into the Woods" childcare facility, and improve the intersection of Dorset Road and Park Road, as detailed in the June 16, 2021 Planning memo to Council. • THAT Council directs staff to proceed with the April 30, 2021 site Plan 1 for the “Into the Woods” childcare facility, as amended by making the entrance from Dorset Road into an emergency access only, with a removable bollard.

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	The Town subsequently allocates \$75,000 to cover the sidewalk and improvements to the Dorset Road intersection which does not impact the childcare facility budget.
June 2021	Into the Woods Early Learning Child Care Society (IWTS) is incorporated with the support of ELCCO.
August 2021	Construction begins on the childcare project.
February 18, 2022	February 23 Council agenda published. Staff memo indicates the following changes to the childcare budget since 2020, at the recommendation of the project manager, to help mitigate budget risk: Soft costs (design, consultants, etc.) decreased approximately \$30,000, the landscaping budget decreased from \$120,000 to \$80,000; the furnishings budget decreased from \$68,800 to \$45,000.
February 22, 2022	Town receives letter from ITWS requesting that the budget for landscaping, furnishings and appliances be increased.
April 6, 2022	After considering an updated budget projecting a budget overage, Council adopts the following motion: THAT Council proceeds with the total budget allocation of \$2,271,724 for “Into the Woods” childcare project, which includes restored budgets for landscaping and furnishings, and appliances; the automatic sprinkler system, and a contingency.
April 27, 2022	THAT Council directs staff to issue a Request for Proposals to identify an operator for the Into the Woods childcare facility, in accordance with Town of Qualicum Beach Purchasing Policy 6000-2.
May 9, 2022	The project architect receives a letter from the childcare advisor, Peter Turje, noting concerns about the vaulted ceiling and that it will require additional acoustic treatments. The childcare advisor recommends simplifying the building design. As the building design was already finalized and nearly constructed to lockup, changing the building design at this late stage was not considered feasible or cost-effective by Town staff or the project manager.
May 16, 2022	Into the Woods Early Learning Child Care Society (IWTS) submits a proposal to the Town. The Town is hesitant to provide more services (janitorial, garbage collection, utilities, etc.) than would be offered to other not-for-profit leaseholders in the Town.
June-August	Council and ITWS have numerous exchanges regarding lease details, such as the degree to which the Town will or will not be involved in operational matters. Town staff and Council make numerous requests to the Province for additional funding.
July 18, 2022	The project manager informs Town staff that construction costs are projected to exceed the cost estimates approved on April 6, 2022. Details forthcoming.
August 10, 2022	Council adopts the following resolution at an in-camera meeting: THAT Council authorizes staff to enter into a five-year lease agreement with “Into the Woods Early Learning Child Care Society” subject to the following conditions: 1.The lease should require no financial or operational subsidy from the Town. 2.After an initial 12-month period, long-term maintenance costs are to be integrated into the lease payments, targeting 2% of replacement cost annually.
August 23, 2022	Detailed report provided by the project manager as the last stages of the project were being finalized. It was determined that the allocated budget would be significantly exceeded. Staff directed the project manager to stop any further expenses not required for occupancy of the building until Council had considered the budget. The work not completed includes elements of

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	landscaping, furnishings and appliances. Staff also informed ITWS that the budget is frozen and that no furniture, appliances or equipment should be ordered until Council had considered the budget.
September 21, 2022	<p>Council considers the required budget increase to cover completion of landscaping, furniture and appliances. Council adopts the following resolutions:</p> <ul style="list-style-type: none">• THAT the total capital budget for the Into the Woods Childcare project be increased from \$2,271,724 to \$2,415,000, as detailed in the September 21, 2022 memo to Council.• THAT staff be directed to provide a report to Council with a detailed timeline of the Into the Woods childcare project to date.• THAT Council direct staff to work with the Province to find a solution to cover the estimated capital project funding shortfall as outlined in the September 21, 2022 staff report for the Into the Woods childcare project. <p>After the September 21st, 2022 Council meeting staff contact the Province with a request to fund the shortfall.</p>

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