



ADMINISTRATIVE REPORT

Report Date: September 6, 2016
Contact: Mary Clare Zak
Contact No.: 604.871.6643
RTS No.: 011605
VanRIMS No.: 08-2000-20
Meeting Date: September 20, 2016

TO: Vancouver City Council

FROM: General Manager of Community Services in consultation with the General Manager of Real Estate and Facilities Management

SUBJECT: Appointment of Three Non-profit Operators and Approval of General Lease Terms for the Occupation and Operation of the Social Services Centre Component of 1107 Seymour Street

RECOMMENDATION

- A. THAT Council approve the following non-profit organizations to occupy and operate the social service centre currently under construction and comprising 21,270 square feet (the "Centre") at 1107 Seymour Street legally described as Parcel Identifier: 029-321-808; Lot 1 Block 93 Plan EPP40740 District Lot 541 NWD Group 1 (the "Property") and to be delivered with the transfer of the Property from the current owner, 092034 BC Ltd., to the City of Vancouver (the "City"):
- Positive Living Society of British Columbia ("PLBC")
Vancouver AIDS Society ("AV")
Association of Neighbourhood Houses of BC, dba Gordon Neighbourhood House ("GNH").
- B. THAT Council authorize the Director of Real Estate Services to negotiate and execute a lease agreement with the Positive Living Society of British Columbia (PLBC) for approximately 9,250 square feet of the Centre (the "PLBC Lease") on terms and conditions consistent with the Term Sheet attached hereto as Appendix D and otherwise satisfactory to the Director of Real Estate Services and the Director of Legal Services.
- C. THAT Council authorize the Director of Real Estate Services to negotiate and execute a lease agreement with AIDS Vancouver (AV) for approximately 4,783 square feet of the Centre (the "AV Lease") on terms and conditions consistent with the Term Sheet attached hereto as Appendix D and otherwise satisfactory to the Director of Real Estate Services and the Director of Legal Services.

- D. THAT Council authorize the Director of Real Estate Services to negotiate and execute a lease agreement with Gordon Neighbourhood House (GNH) for approximately 2,234 square feet of the Centre (the "GNH Lease") on terms and conditions consistent with the Term Sheet attached hereto as Appendix E and otherwise satisfactory to the Director of Real Estate Services and the Director of Legal Services.
- E. THAT Council authorize the following annual rental subsidies necessary to deliver the lease terms proposed:
- | | |
|--|--------------|
| Positive Living Society of British Columbia: | \$122,964.75 |
| Vancouver AIDS Society: | \$ 63,582.75 |
| Association of Neighbourhood Houses of BC (GNH): | \$ 80,424.00 |
- F. THAT no legal rights or obligations will arise or be created by Council's adoption of Recommendations B, C, D or E unless and until all legal documentation has been executed and delivered by the respective parties.

Recommendations B through E authorize grants and require eight affirmative votes for approval.

REPORT SUMMARY

As part of rezoning negotiations at 1300 Richards Street, the City is to receive title to the Property with an improved mixed-use building (the "Building") to comprise a 77 unit, turnkey affordable housing component (the "Housing Component") with a four level social service component on floors 1 to 4.

Staff is seeking Council approval of general lease terms with three non-profit organizations: Positive Living BC, Vancouver AIDS Society and Gordon Neighbourhood House. For PLBC and AV, staff has prepared lease terms for the new and modern premises that represents the same total rental cost these organizations incurred in their former premises at this location prior to the demolition and redevelopment of the property. The level of subsidy offered is reflective of the capacity of the group in its relationship with the Provincial and Federal governments and fulfilling a health mandate.

For GNH, staff has prepared general lease terms that are consistent with leases for City funded social non-profits in new City facilities. GNH is one of 10 neighbourhood houses in Vancouver that are civic platforms for community engagement and services. Neighbourhood houses receive modest amounts of core and program funding through the City's social grants and City funding leverages other sources approximately 4:1. A higher level of City support for GNH reflects the partnership that neighbourhood houses represent for the City's community-building mandate and Council priorities. With their place-based, inclusive and community development focused approach, the Healthy City Strategy recognizes neighbourhood houses as increasing access for healthy human services. They provide free and/or low-cost community programs that are aimed at individuals that have traditionally faced barriers to participation. This includes family programs, skill-building workshops such as community kitchens and youth programming, seniors services, and newcomer and immigrant programs.

GNH provides services to a wide range of neighbourhood residents, including children, youth, seniors, and lesbian, gay, bisexual, transgender, queer (LGBTQ) groups. GNH plans to provide outreach to the affordable housing tenants and other neighbourhood residents to develop and deliver community food programs, including community kitchens and workshops, and to operate a social enterprise thrift store.

The proposed lease terms aim to ensure that this City asset is managed by stable non-profit organizations that deliver community programs to achieve valued public benefits. A non-profit operator for the affordable Housing Component will be selected in the Fall of 2016.

COUNCIL AUTHORITY/PREVIOUS DECISIONS

Pursuant to Section 206(1) (a) of the Vancouver Charter, not less than two-thirds of all members of Council must approve a resolution for a grant to a charitable institution. A lease of City-owned property at less than market rent is considered to be a grant.

Council approved on-site facilities as Community Amenity Contributions at 1107 Seymour Street from two rezonings at Public Hearing:

- 1300-1320 Richards Street (RTS 9953, April 15, 2013)
- 1105-1107 Seymour Street (RTS 9952, April 15, 2013)

Relevant Council policies include:

- Healthy City Strategy (2014);
- West End Community Plan (2013);
- Vancouver Food Strategy (2013);
- Downtown South Public Benefits Strategy (2007);
- Financing Growth policy (Community Amenity Contributions) (January 1990; amended February 12, 2004);
- Downtown Official Development Plan (1975).

CITY MANAGER'S/GENERAL MANAGER'S COMMENTS

The General Manager of Community Services recommends approval of Recommendations A through F above.

REPORT

Background/Context

On May 15, 2013, Council approved in principle, subject to various conditions of enactment, the rezoning at Public Hearing for 1300-1320 Richards Street. Part of the in-kind Community Amenity Contribution was that the applicant/owner (Wall Financial Corporation) would provide the City with 24,000 square feet of a purpose-built, turn-key, fit and finished, social service centre on floors one through four at 1107 Seymour Street (see <http://council.vancouver.ca/20130423/documents/p3.pdf>). Council also directed staff to report back with further lease terms.

As part of the CAC discussion prior to rezoning, Wall Financial Corporation made commitments to the two non-profit tenants at 1107 Seymour Street, PLBC and AV, the option of returning to the new facility. These arrangements were outside of standard City processes; CAC negotiations and tenant selection typically involve the City to ensure that a City asset is being operated by City-funded organizations.

The bulk of funding to address AIDS and HIV comes from federal and provincial health sources (see Appendix A for further information). While the services provided by PLBC and AV fall under senior government mandates, staff acknowledges the continued need for services for people living with HIV and AIDS in Vancouver and the scarcity of affordable non-profit space. Staff recommend that the total rent previously paid by the tenants at 1107 Seymour Street prior to redevelopment be applied to provide stability to their operations at a rental level they are already accustomed to.

Staff has worked with PLBC and AV to determine their space needs. Excess space within the Centre was identified, opening up an opportunity for a third non-profit tenant. In June 2016, staff developed an application process that included non-profits receiving City funding operating near 1107 Seymour to ensure services provided are locally based and aligned with City social grant priorities. GNH was the successful organization selected.

In addition to the Centre, staff will select a non-profit operator for the Housing Component of the Property in Fall 2016. Delivery of the entire Building is expected in Spring 2017.

Strategic Analysis

The recommendations are consistent with Goal #4 of the Healthy City Strategy - Healthy Human Services: Vancouverites have equitable access to high-quality social, community, and health services. They also support the principles of the Partnership Agreement between Vancouver Coastal Health and the City of Vancouver to work together in collaboration with other government organizations, civil society groups, community organizations and citizens to create the conditions for healthy communities.

Nonprofit Tenant Selection Process

Since PLBC and AV were tenants at 1107 Seymour, general lease terms integrate their previous lease terms as well as honour previous commitments made.

The City's tenant selection process for the third non-profit was based on criteria to ensure that the City-owned space would be well managed by an organization receiving City funding (see Application Process for Third Nonprofit in Appendix B). Criteria included provision of programs that advance City priorities, do not fall into mandates of other jurisdictions, and demonstrated financial and operational viability.

The successful applicant, GNH, have seen demands for their programs grow and require additional space. GNH intends to expand their food programs and open a social enterprise thrift store for the community. Access to these services are especially important given the higher percentage of low-income households in Downtown South (25 %) compared to citywide (21 %), increased food costs, and stagnant social

assistance rates. The average monthly cost of a nutritious food basket rose by 7% between 2013 and 2015; and between January 2015 and January 2016, the price of fresh fruit and vegetables increased 13.3%.

Positive Living Society of British Columbia

PLBC is dedicated to empowering people living with HIV/AIDS through their volunteers, sponsors, and donors. PLBC has a province-wide mandate to provide community development initiatives through mutual support, programs, resources, and collective action. This includes peer-to-peer support and empowerment through programs ranging from peer navigation and support groups to various complementary clinics (e.g., dental hygiene).

Vancouver AIDS Society

AV aims to support people living with HIV and AIDS through programs, public education, and community-based research. Given the changing and challenging healthcare environment of HIV/AIDS, AV ensures innovative and evolving programs for the community. AV has been a lead agency in providing community case management, health promotion case management, and support services in Vancouver and the Lower Mainland since 1983.

Gordon Neighbourhood House

Located in the West End, Gordon Neighbourhood House has been a community hub since 1942, delivering essential public benefits while aligning their programs to advance City priorities including childcare, community food programs, and immigrant and refugee services.

General Lease Terms

Staff have worked with the non-profit organizations to determine dedicated area and shared area for each. See Table 1 below for detailed space breakdown and Appendix C for Floor Plans.

Table 1: Dedicated Area and Shared Area Amongst PLBC, AV, and GNH (in square feet)					
Floor	Positive Living BC's Dedicated Area	AIDS Vancouver's Dedicated Area	Gordon Neighbourhood House's Dedicated Area	Common Area	Total Square Feet
1	508	798	580	1,330	3,216
2	816	3,985		1,302	6,103
3	3,383		1,654	1,176	6,213
4	4,543			1,195	5,738
TOTAL SPACE	9,250	4,783	2,234	5,003 & parking, loading, end-of-trip, bikes	21,270

For all proposed tenancies, staff recommends an initial five-year lease term with one five-year renewal option that is conditional on a positive service review in the fifth year of the initial term.

Staff have developed lease terms that reflect previous lease terms of these organizations while honouring previous commitments made. This includes below-market rent, which is considered a level of City subsidy of \$186,547 per annum to PLBC and AV (see Financial Implications for further details).

Given that neighbourhood houses are a priority asset, staff have developed lease terms for GNH, similar to other social non-profits in new City facilities, including nominal rent. This nominal rent is considered a level of City subsidy of \$80,424 per annum.

Summary of lease terms for PLBC, AV and GNH are provided below in Tables 2 and 3.

Table 2 - PLBC and AV Lease Terms (see Appendix D for "PLBC and AV Term Sheet"):	
Tenants	Positive Living Society of British Columbia and Vancouver AIDS Society
Term	Five (5) years with one (1) option to renew for a further five (5) year term
Commencement	July 1, 2017 (estimated)
Tenant Improvements	Premises are provided "As Is Where Is" save and except 'Turn-key works' with exceptions noted in Schedule E - Functional Program Design Requirements for the Development at 1107 Seymour Street, Vancouver B.C. dated September 19, 2013 and Revised April 17, 2014
Premises	<u>PLBC</u> = 9,250 square feet on floors 1 through 4 as shown attached as Appendix D <u>AV</u> = 4,783 square feet on floors 1 and 2 as shown attached as Appendix D
Basic Rent	Total for both leases combined = \$437,921 per annum for the first term (years 1 through 5), increasing by 10% to \$481,713 per annum for the renewal term (years 6 through 10), inclusive of tenant utilities and all common operating / maintenance costs. For each lease: <u>PLBC</u> : \$288,660/annum years 1-5; \$317,526/annum years 6-10 <u>AV</u> : \$149,226/annum years 1-5; \$164,187/annum years 6-10
Security Deposit	One (1) month rent, as applicable for each respective tenant
Use	Institutional Use Limited to Social Service Centre and permissible ancillary uses
Insurance	Not less than Two Million Dollars (Commercial General Liability)
Public Service Objectives	The Tenant shall operate the Premises for the benefit of the citizens of Vancouver and the advancement of social services in Vancouver.
Early Termination	The tenant may terminate the Lease upon 180 days written notice to the Landlord.

Table 3 - GNH Lease Terms (see Appendix E for "GNH Term Sheet"):	
Tenant	Association of Neighbourhood Houses of BC DBA Gordon Neighbourhood House
Term	Five (5) years with one (1) option to renew for a further five (5)

Table 3 - GNH Lease Terms (see Appendix E for "GNH Term Sheet"):	
	year term
Commencement	March 1, 2017 (estimated)
Tenant Improvements	Premises are provided "As Is Where Is"
Premises	2,234 square feet on floors 1 and 3 as shown attached as Appendix E
Basic Rent	Nominal Basic Rent of \$10.00 for the Term, but the Tenant will contribute its proportionate share of operating costs including utilities
Use	Institutional Use Limited to Social Service Centre and permissible ancillary uses
Insurance	Not less than Two Million Dollars (Commercial General Liability)
Public Service Objectives	The Tenant shall operate the Premises for the benefit of the citizens of Vancouver and the advancement of social services in Vancouver.
Early Termination	The tenant may terminate the Lease upon 180 days written notice to the Landlord.

Implications/Related Issues/Risk (if applicable)

Financial

While PLBC and AV are proposed to pay a portion of the Total Rent required to maintain and operate the Building, all tenancies will require some level of subsidy. The estimated total market rent for the Premises proposed to be occupied by PLBC and AV (inclusive of base rent and additional rent for common area and operating costs and taxes) is \$44.50 per square foot.

In the case of PLBC and AV, staff has proposed that the Total Rent previously paid by the tenants at 1107 Seymour Street prior to redevelopment be applied to provide some certainty to their operations at a rental level they are already accustomed to. The Tenants have provided information that indicate Total Rent was \$437,921. Accordingly, the rental subsidy proposed amounts to a \$186,547.50 annual rental subsidy based on market estimates of both rent and additional rent amounts.

In the case of GNH, market rent, inclusive of operating costs and basic utilities to the Premises and common areas is \$99,413 per year. To be generally consistent with other City-funded non-profits in City spaces, staff is recommending that Basic Rent be set at a nominal rate except that GNH would need to contribute its proportionate share of operating and maintenance costs, currently estimated at \$18,989 per annum. Accordingly, the estimated annual subsidy is \$80,424 per annum.

CONCLUSION

The 2013 Public Hearings approved \$7.03 M of the negotiated Community Amenity Contribution to be an on-site social service centre at 1107 Seymour Street owned by the City as part of the Capital Asset portfolio. This report seeks Council authority to

enter into three separate lease agreements with PLBC, AV and GNH as the operators of the Centre on the terms and conditions described in this report. Each lease includes some form of rental subsidy as deemed appropriate based on the level of City support of social nonprofit organizations in City facilities, the City's mandate for such space opportunities and the ability of these organizations to secure funding.

* * * * *

APPENDIX A: Letters from PLBC and AV



February 26, 2016

Mr. Patrick Murphy
Associate Director, Operations
Real Estate Services
Real Estate & Facilities Management
City of Vancouver
320 – 507 West Broadway
Vancouver, BC V5Z 0B4

Dear Mr. Murphy,

RE: Positive Living BC – Ongoing Funding and Volunteers Base

Further to our meeting of yesterday afternoon (Thursday, February 25, 2016), I am pleased to provide you with the following requested bits of information.

Funding

As regards Positive Living BC's ongoing funding, it is important to bear in mind that nothing in life is certain, and that is unquestionably the case with respect to funding – by way of contracts for services let by public sector organizations and by way of private sector donations and sponsorships – for non-profit charitable organizations. That noted, I can report as follows:

- for more than a decade, between \$1.0 and \$1.3 million has been received annually from the Public Health Services Authority; it has been slowly rising through that spread, although it may be cut back this coming fiscal year by up to \$300 thousand;
- for the last half decade, between \$300 and \$375 thousand has been received annually from the Vancouver Coastal Health Authority; that amount shows no prospect of declining;
- for the last decade, between \$200 and \$300 thousand has been received annually from the Public Health Agency of Canada; it is likely that the current amount (\$275,000 annually) will be reduced marginally beginning in the 2017/18 fiscal year, but only marginally;
- for the last decade, between \$200 and \$220 thousand has been received annually from the BC Gaming Policy and Enforcement Branch through its Community Gaming Grant program; although we are up for renewal of this three-year-term annual grant funding in the 2016/17 fiscal year, we do not anticipate any significant reduction;
- for the last decade, our most widely variable funding source has been the receipt of sponsorships, grants and donations from a wide array of private citizens and corporations – varying from a low of \$492,858 in 2013/14 to a high of \$859,064 in 2008/09, and clocking in for 2014/15 (the last year for which we have a total) at \$656,638
- various other miscellaneous sorts of receipts would only ever rarely exceed a gross amount of \$150 thousand.

.../2

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REGISTERED NON-PROFIT SOCIETY REG # 11928-2085

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✉ info@positivelivingbc.org
☎ 604.893.2251

Volunteers

Positive Living BC is wholly dependent on its unusually large (for HIV organizations) and dedicated volunteer base. Volunteers do everything in the organization from performing simple administrative tasks through authoring high level articles for our six-times-yearly *Positive Living* magazine to producing complex and wide-ranging peer support programs and offering dental hygiene and complementary health modalities in our various on-site "clinics". (Obviously, this list at most scratches the surface of all that is done by volunteers at Positive Living BC – it is intended only to give some idea of the enormous scope of the activities involved.)

In 2014/15, the last year for which complete figures have been compiled, Positive Living BC enjoyed the services at year's end (it fluctuates somewhat during the year) of 253 active volunteers of record. Volunteers of record are those volunteers who agree to – and do – work at least one 2.5 hour shift a week, and for whom we have secured formal volunteer registration and orientation. Active volunteers of record performed 27,225 hours of recorded work (the actual figure is probably considerably higher, as our devices for recording volunteer hours are a bit cumbersome). At 35 hours per week (our standard FTE work week), that amounts to just shy of 15 FTEs (14.95879). The lion's share – certainly more than 80 percent – of this volunteer labour is effected on-site. (By way of comparison, Positive Living BC's current paid staff complement, employees and contractors, equals roughly 32 FTEs.)

I hope you find this information to be helpful. Certainly, if you have any questions about it, or if you would like to receive any further or other information, I would be happy to comply as thoroughly as I can.

Yours sincerely,



Ross Harvey
Executive Director



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1107 Seymour St
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PREVENT-ACT-SUPPORT

February 29, 2016

Mr. Patrick Murphy
Associate Director, Operations
Real Estate Services
City of Vancouver
Real Estate & Facilities Management
320 – 507 West Broadway
Vancouver, BC V5Z 0B4

Dear Mr. Murphy:

RE: Vancouver AIDS Society – Ongoing Funding and Volunteer Base

Further to our meeting of Thursday, February 25, 2016, I am pleased to provide you with the following requested information:

Vancouver AIDS Society, aka AIDS Vancouver, was founded around a kitchen table by six gay men in November 1982 and incorporated as a BC Society on August 4, 1983. We are the oldest AIDS Service Organization in Canada.

In April 2014 we underwent a complete reorganization and restructuring due to changes coming from Vancouver Coastal Health Authority (VCHA) who had been contracted our services since 2001. Prior to that, we were funded for many years by the Ministry of Health. In 1983 when we were incorporated, the City of Vancouver granted us \$10,000 being our first funder. Following this, we were funded by Health Canada until the province took over the funding.

In 2013 all of the HIV services were restructured and Requests for Proposals were tendered. We submitted a substantial proposal which was accepted by VCHA and AIDS Vancouver was awarded the Community Case Management and Health Promotion Case Management portfolio which included funding for three other community organizations that is now managed by AIDS Vancouver. We do not anticipate any further changes to this arrangement for some time. Our funding contract with VCHA remains on a year to year basis however, this has always been the case and while the funding has reduced over the years, it has remained constant.

For the past six years our total annual funding from all sources was between \$1.8 million to \$2.2 million with the majority of that coming from VCHA. The Public Health Agency of Canada has been funding us in three year cycles of \$148,500 annually. This may change in 2017-18 as they are going to a 3-5 year cycle. The BC Gaming Policy and Enforcement Branch through its



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PREVENT-ACT-SUPPORT

Community Gaming Grant program has been funding us at \$100,000 annually. Through fund development activities and grants, we raise around \$130,000 annually to support our programs. We also have some investments including \$3,000 in term deposits at Vancity, \$260,000 in various investments at Phillips Hager & North and \$61,000 in equity investments at North Growth Management Ltd.

Almost all of AIDS Vancouver's programs rely on volunteers to assist staff in service delivery. We have in excess of 95 volunteers this year. Areas of service include: Case Management, Care Teams, Reception, Education programs, Fund Raising activities, Grocery Program, Peer Engagement, Website, and Helpline. Our volunteers work a 4 hour shift and last fiscal year our volunteer hours were 5,066 hours.

Should you have any questions or if you would like anything further, please feel free to contact me directly.

Sincerely,

A handwritten signature in blue ink, appearing to read "Dr. Brian W. Chittock".

Dr. Brian W. Chittock, DBA
Executive Director

AIDS Vancouver
Direct Line: 604-696-4655
Cell Phone: 778-237-5986
Confidential Fax: 04-893-8774
Email: brianc@aidsvancouver.org

Appendix B: Application Process for Third Nonprofit

July 8, 2016

APPLICATION FOR CITY-OWNED SPACE WITHIN A SOCIAL SERVICE CENTRE AT 1107 SEYMOUR STREET

Intent:

The City of Vancouver is undertaking a process to select a nonprofit organization to operate space and provide social programs in a City-owned site at 1107 Seymour Street.

Organizations who have received this application were selected as they are a current receipt of a City of Vancouver Community Services grant, are in good standing with the City, and have offices and provide programs and services to groups within the West End and Downtown South (the neighbourhood in which the social service centre is located).

Background:

In May 2013, City Council approved 22,425 square feet (gross) for a social service centre intended for nonprofit use. This space will be leased to nonprofits that deliver programs and services that support the community and advance City Council priorities.

City Council has committed space to two nonprofits, Positive Living BC and AIDS Vancouver, within the new facility. As such, PLBC and AV will operate a portion of the social service centre and the third nonprofit, selected through this process, will operate the remaining space.

Description of Available Space for a Third Nonprofit:

Location: 1107 Seymour Street (the entire social service centre is located on floors one through four)

Dedicated Space for the Third Nonprofit Organization: A total of 2,234 square feet (gross) includes 580 square feet (gross) on the ground floor and 1,654 square feet (gross) on the third floor.

Dedicated Space for the Third Nonprofit Organization AND Shared space Between ALL Three Nonprofit Organizations: A total of 4,740 square feet (gross) includes the dedicated space listed above, shared washrooms, and hallway circulation.

Other Shared Space: The loading bay and garbage/recycling on the ground floor, emergency exit stairways, and end-of-trip facilities are for shared use but not included in the calculations above.

Building Description: A shared, fully finished social service centre in a new LEED Gold building. The ground floor and third floor will be shared with two other nonprofits.

General Lease Terms: Subject to Council approval, staff will enter into lease terms with the third nonprofit.

Expected Operational Costs: Subject to Council approval, the nonprofit will receive below-market rent and will be responsible for a proportionate share of utilities and common area costs, routine and preventative maintenance (not capital life cycle), and day-to-day operations and repairs.

Expected Move-In Date: July 1st, 2017 (date is approximate and subject to adjustment).

Please see separate attachment for draft floorplans (subject to adjustments)

Evaluation Priorities:

Staff will evaluate the nonprofits' ability to demonstrate how this space will advance their mandate and address City priorities, including the capacity to:

- a) Advance City policies and priorities (specifically the *Healthy City Strategy (2014)*, *Vancouver Food Strategy (2013)*, *Greenest City 2020 Action Plan (2011)*, and community/local area plans);
- b) Offer programs and services to diverse populations, with an emphasis on supporting populations within Downtown South and/or West End;
- c) Demonstrate strong financial and organizational capacity to operate and program the space.

The responses to questions below will inform the selection of the successful applicant.

Questions for Applicant:

1. Organization's Purpose and Program/Facility Needs:

- A) Please briefly describe your organization's purpose and goals and how they advance City priorities.
- B) Please describe the type of services and programs that your organization will deliver at 1107 Seymour Street.
- C) Please briefly describe the population groups with whom you deliver programs and services to (e.g., youth, seniors, immigrants and refugees, etc.).
- D) What is the catchment area that your programs reach (e.g., neighbourhood-level, city-level)?

2. Organizational Capacity:

- A) Please provide details of organizational governance and the capacity to achieve your purpose and goals (eg. list of Board of Directors, their length of term and area of expertise, a profile of the Executive Director, a list of staff, Strategic Plan (if applicable), annual report (if available)).

3. Organizations' Financial Capacity:

- A) Please explain the organization's financial readiness to program and operate the space in the social service centre. Please include a full proposed operating budget for the space in the social service centre including all costs associated with programs and operating costs as well as sources of funding. Please indicate if sources of funding are already secured, in process, or to be applied for.
- B) Please include 2014 and 2015 audited financial statements.

4. Readiness:

- A) Move-in date is expected to be July 2017. Please describe how the organization will be financially and organizationally ready for the space at that time.
- B) Will the organization have Board of Directors approval in advance of the move-in date?

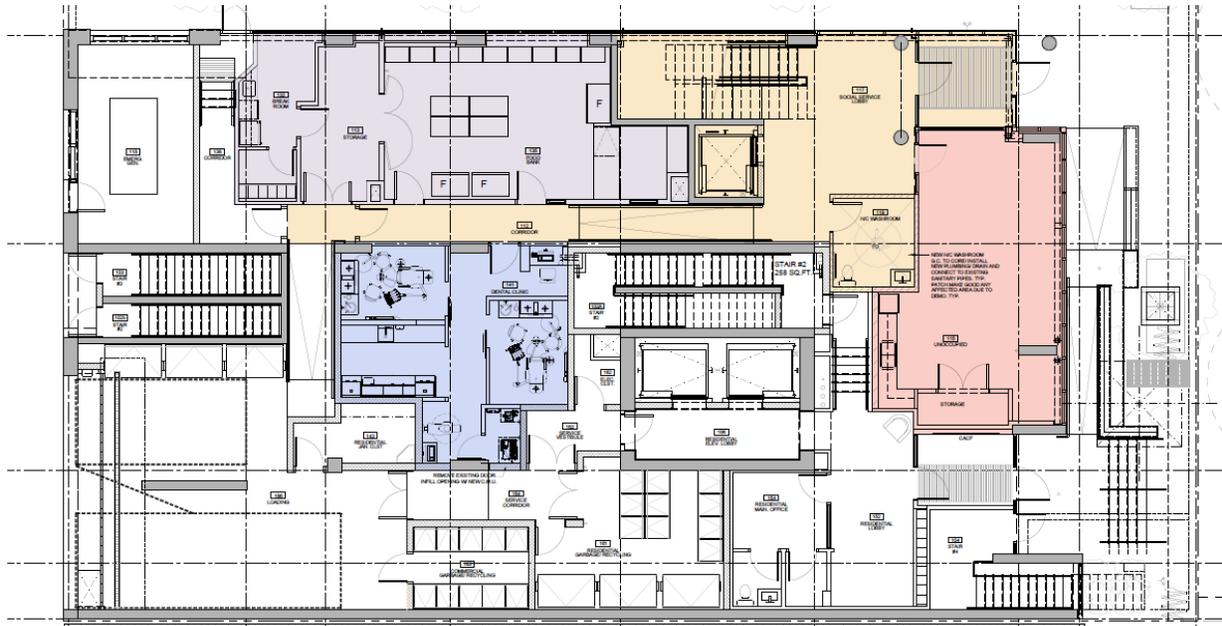
5. Co-location and Compatibility with Positive Living BC and AIDS Vancouver:

- A) Please describe how your programming will be compatible with the programs and services offered by Positive Living BC and AIDS Vancouver.

7. Programming Partnerships:

- A) Please identify other local, regional or national partners that your organization connects with for programs and services. Please describe what the partnership consists of, and the results of these partnerships.

Appendix C: Floor Plans



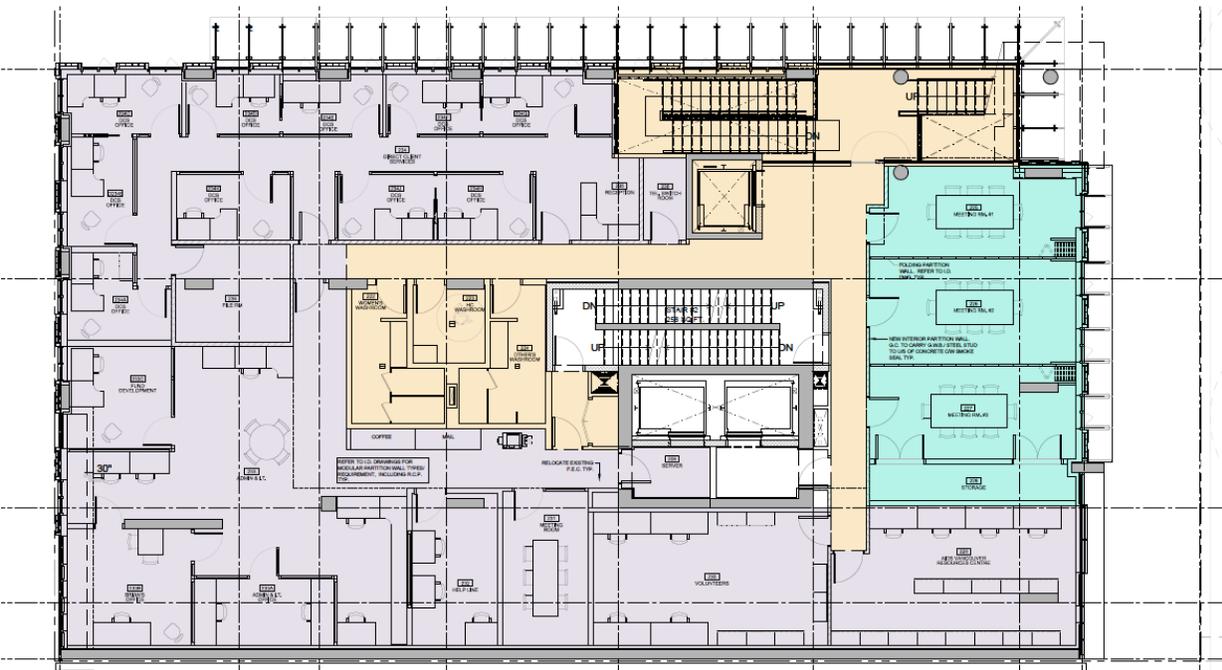
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AIDS VANCOUVER
799 SQ.FT.
POSITIVE LIVING
508 SQ.FT.
NOTE
AREA TAKE-OFFS F.S.R. BASED.

CIRCULATION - SHARED
1330 SQ.FT.
UNOCCUPIED SPACE
580 SQ.FT.

1105 SEYMOUR STREET, VANCOUVER
LEVEL 1 FLOOR PLAN - COMMERCIAL SPACE
1/8" = 1'-0"
JULY 05, 2016



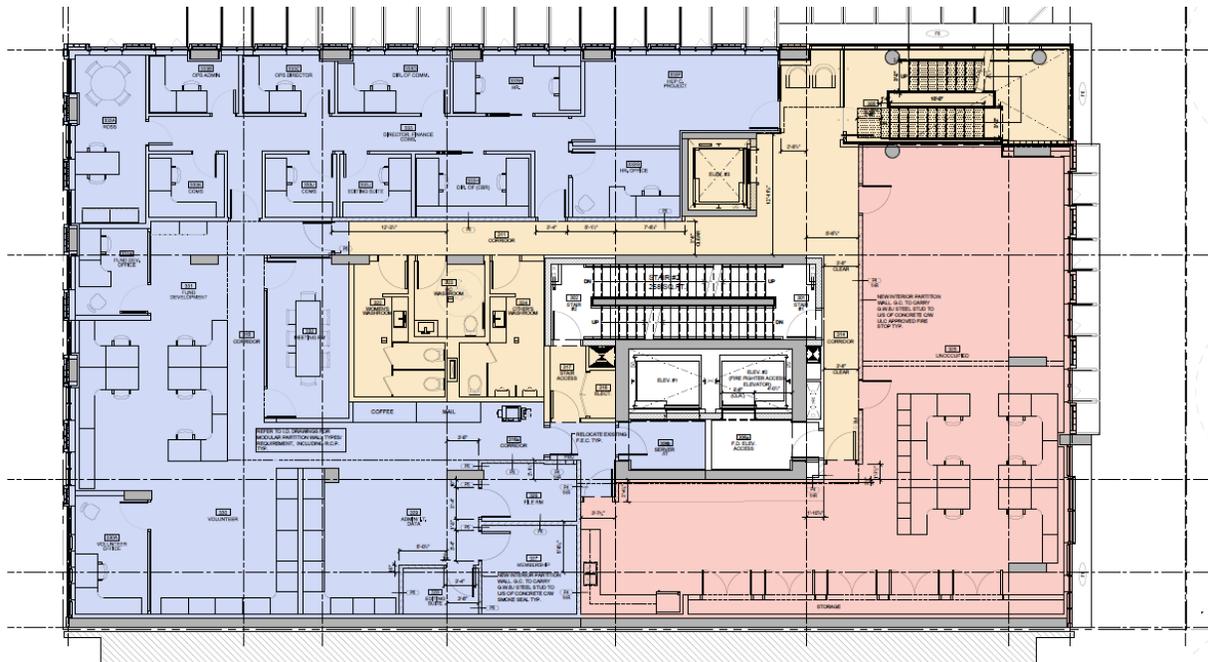
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AIDS VANCOUVER
3685 SQ.FT.
MEETING ROOM - SHARED
816 SQ.FT.
CIRCULATION - SHARED
1302 SQ.FT.

NOTE
AREA TAKE-OFFS F.S.R. BASED.

1105 SEYMOUR STREET, VANCOUVER
LEVEL 2 FLOOR PLAN - COMMERCIAL SPACE
1/8" = 1'-0"
JULY 05, 2016



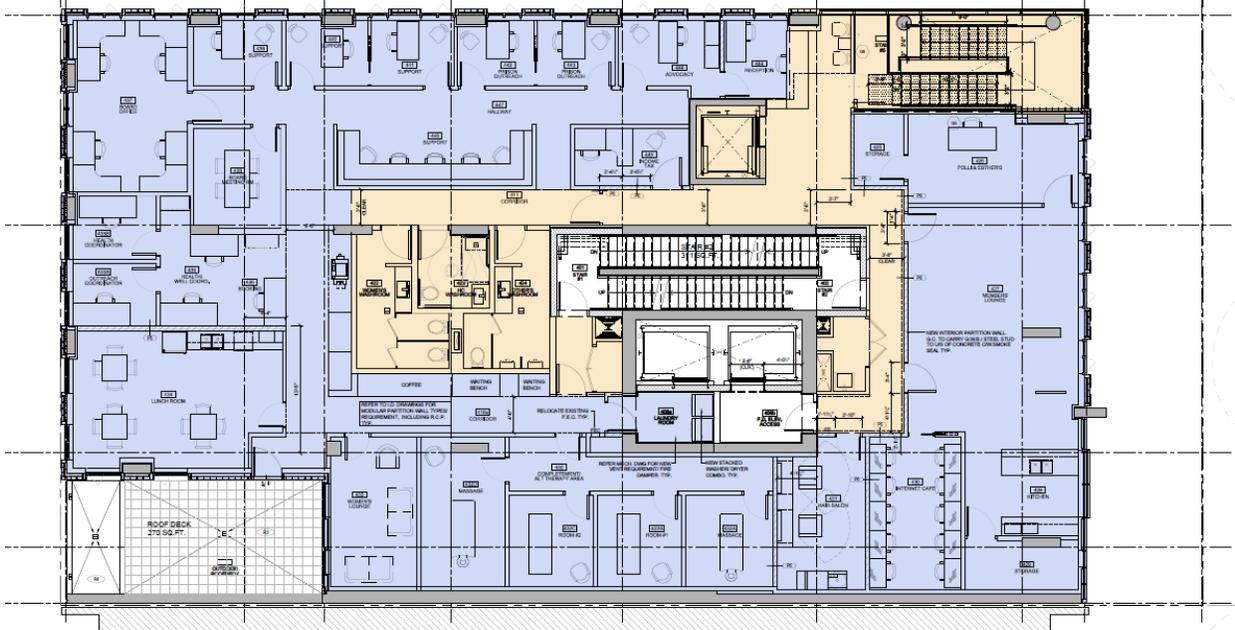
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- POSITIVE LIVING
3383 SQ.FT.
- UNOCCUPIED SPACE
1854 SQ.FT.
- CIRCULATION - SHARED
1178 SQ.FT.

NOTE
AREA TAKE-OFFS F.S.R. BASED.

1105 SEYMOUR STREET, VANCOUVER
LEVEL 3 FLOOR PLAN - COMMERCIAL SPACE
1/8" = 1'-0"
JULY 05, 2016



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associates
architecture urban design

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canada, v6b 3c1
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- POSITIVE LIVING
4543 SQ.FT.
 - CIRCULATION - SHARED
1196 SQ.FT.
- NOTE
AREA TAKE-OFFS F.S.R. BASED.

1105 SEYMOUR STREET, VANCOUVER
LEVEL 4 FLOOR PLAN - COMMERCIAL SPACE
1/8" = 1'-0"
JULY 05, 2016

Appendix D: PLBC and AV Term Sheet

Term Sheet for Proposed Leases between CoV and PLBC / AV

TERM SHEET

Topic: Proposed Leases for Positive Living BC and AIDS Vancouver

<p>Community Amenity Contribution Context:</p>	<p>Recommendations to Council on specific uses and/or operating groups to be accepted as Community Amenity Contributions are based on input from the public and the following criteria as part of the Financing Growth policy. Groups and/or uses must be:</p> <ol style="list-style-type: none"> 1. Located in the community in which the rezoning takes place and/or serve the site; 2. Growth-related, or meet past deficiencies or other community priorities; 3. Operationally viable; 4. Within City servicing standards - i.e. a type of service normally provided or supported by the City and at a service level supported by City policy; 5. Identified through an assessment of: <ol style="list-style-type: none"> (a) the full range of City services and of the adequacy of existing City amenities in the area; (b) opportunities to meet needs; (c) City plans and policies; (d) the cost to provide the amenities; (e) community input obtained during the rezoning and through community plans or Visions, and/or city-wide plans and policies; and (f) the development economics of the donor project.
<p>Purpose:</p>	<ul style="list-style-type: none"> • To conclude lease terms and secure a lease for each of Positive Living BC and AIDS Vancouver for new premises constructed as City CAC at 1105 Seymour Street. While this Term Sheet combines the lease terms for Positive Living BC and AIDS Vancouver due to their long association and history of co location, the intention of the City is to enter into a separate lease with each organization.


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Term Sheet for Proposed Leases between CoV and PLBC / AV

Parties:	<ul style="list-style-type: none"> • City of Vancouver (the "Landlord") • Positive Living Society of British Columbia ("PLBC") • Vancouver AIDS Society ("AV")
Permitted Use:	<ul style="list-style-type: none"> • Institutional Use, Limited to Social Service Centre and permissible ancillary uses.
Subject Premises:	<ul style="list-style-type: none"> • Approximately 14,033 square feet with 9,250 square feet to be occupied by PLBC and 4,783 square feet to be occupied by AV together with 5,003 square feet of common areas plus shared parking, loading, bike storage and end of trip facilities located in the parking levels of the Building (the "Premises") attached as Schedules "A" and "B". Spaces shared between PLBC and AV in the 14,033 square feet leased to them exclusively will be designated as such and included within the Positive Living Society of BC space in its Lease, the usage and costs of which shall be determined and allocated as agreed to between PLBC and AV. Both Tenants will also be responsible to contribute to the costs of maintaining the common areas of the Building including parking, bike storage and end of trip facilities, and its proportionate share of operating costs for the Building complex.
Form of Leases:	<ul style="list-style-type: none"> • The Lease between the Landlord and the Tenant for the Premises shall be substantially in the Landlord's standard form of lease, attached as Schedule "C", and amended in accordance with the terms of this Term Sheet.
Expected Project Completion Date:	February 2017 estimated
Commencement Date:	July 1, 2017 estimate, (City agreeable to provide access for move in June 1, 2017 provided lease in place or interim Licence and insurance in place.
Lease Term and Renewal Options:	<ul style="list-style-type: none"> • Five (5) years from the Commencement Date, with one Option to Renew for a further five (5) year term.

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Term Sheet for Proposed Leases between CoV and PLBC / AV

<p>Base Rental Rate:</p>	<ul style="list-style-type: none"> • Year 1 to 5 -Total Rent Rate = \$437,921 per annum • Renewal Term - Year 6 to10 - Total Rental Rate = \$481,713 per annum (437,921 + 10%) • * Estimated Additional Rent from market comparables is \$18.00 psf. Additional rent comprises common area maintenance, operating costs and property taxes. This equates to an additional rent of \$252,594 for 14,033 square foot premises. • Utility costs (Total costs of heat, water, sewer, and electricity) in excess of \$40,000 per annum are to be borne by the Tenant • City will not fund any Additional Rent amounts exceeding the Total Rent Rate of \$437,921. • Total Rental Cost (market) for the PLBC and AV combined is estimated at \$624,468.50 per annum • City Subsidy based on above is \$186,547.50 per annum based on the first year of occupancy.
<p>Security Deposit:</p>	<ul style="list-style-type: none"> • NIL
<p>Utility Costs:</p>	<ul style="list-style-type: none"> • Tenant responsible for all utilities including but not limited to heat, electricity, gas, water, sewer, garbage and recycling collection, telephone, cable, internet and other utility costs serving the Premises or required for its operations.
<p>Fixturing Period:</p>	<ul style="list-style-type: none"> • The Premises will be provided 'turn-key' to the Tenant on the Project Completion Date by the Developer. Scope of 'turn-key' works and exceptions are noted in Schedule E - Functional Program Design Requirements for the development at 1107 Seymour Street, Vancouver BC dated September 19, 2013 and Revised April 17, 2014
<p>Repairs, Maintenance and Replacement:</p>	<ul style="list-style-type: none"> • The Landlord and Tenants will be responsible for the repairs, maintenance and replacement responsibilities identified in the Service Level Agreement (the "SLA") in the form attached as Schedule "D" and which shall form part of the Lease.

Term Sheet for Proposed Leases between CoV and PLBC / AV

<p>Insurance:</p>	<ul style="list-style-type: none"> The Tenant shall obtain and maintain during the Term, the insurance specified in the Lease, with commercial general liability insurance with a limit of not less than Two Million Dollars (\$2,000,000) or such higher limit of coverage as the Landlord's Director of Risk Management may require from time to time, for loss, damage, injury or death arising out of any one occurrence. The Tenant shall provide the Landlord with satisfactory proof of such coverage prior to possession of the Premises.
<p>Further Investment or Subsidy by the Landlord:</p>	<ul style="list-style-type: none"> None.
<p>Investment by Tenant:</p>	<ul style="list-style-type: none"> Tenant will be responsible for: <ul style="list-style-type: none"> The cost and completion of all tenant improvements beyond those provided upon Project Completion.
<p>"As Is Where Is":</p>	<ul style="list-style-type: none"> The Premises are provided "As Is Where Is" on the Project Completion Date. The Landlord makes no representation as to the fitness or suitability of the Premises for the Tenants' proposed use.
<p>Permits:</p>	<ul style="list-style-type: none"> The Tenant shall be solely responsible for obtaining all necessary permits, approvals and consents to construct any tenant improvements, to occupy the Premises and operate its business on the Premises.
<p>Public Service Objectives:</p>	<ul style="list-style-type: none"> The Tenant shall operate the Premises for the benefit of the citizens of Vancouver and the advancement of social services in Vancouver. The Tenant will be asked to articulate and follow a set of <i>public service objectives</i> including minimum hours of operation; type and range of services; and availability for community and public use (meeting/board or other such spaces appropriate for community and public use).
<p>Third Party Use and Subleasing:</p>	<ul style="list-style-type: none"> The Lease will include a clause that restricts the Tenants' right to assign, sublet, grant a mortgage or license to another party without advance written permission by the City. The Tenant will be permitted to licence all or part of the Premises to other third parties for occasional use in accordance with an Occasional Third Party Use Policy that will form part of the Lease.


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Term Sheet for Proposed Leases between CoV and PLBC / AV

<p>Naming Rights:</p>	<ul style="list-style-type: none"> The Tenant shall follow the City of Vancouver Naming Rights policy including potential restrictions on the right to name the Premises (including any portion of the Premises) or the building in which the Premises are situated.
<p>Early Termination:</p>	<ul style="list-style-type: none"> The Tenant may terminate the Lease upon 180 day's written notice to the Landlord. The Landlord may terminate the Lease upon 180 day's written notice to the Tenant if the Landlord's elected council, by a resolution approved by a simple majority, is not satisfied with: (i) the Tenant's performance and/or service required of the Tenant in respect of the Use of the Premises including use by third parties and as articulated in the Public Service Objectives, or (ii) if the Tenant is otherwise in default under the Lease.
<p>Property Management Duties</p>	<p>Provided that the Housing Operator does not wish to manage the social service component of the Building, the City will require PLBC, as the larger operation in the Centre to assume property manager duties for the Centre ensuring timely collection of rents, payment of bills, fair and equitable allocation of shared costs and expenses (whether among the Centre tenants or amount all shared Building operations) responding to other tenant issues and concerns, full accounting of the component operation and reconciliation of shared costs among the tenants in the Centre and also those costs shared with the Housing component.</p>
<p>Tenant's Condition:</p>	<p>This Term Sheet is subject to the following:</p> <ol style="list-style-type: none"> The respective Board approvals of Positive Living BC and AIDS Vancouver by August 30, 2016. City of Vancouver Council Approval by September 21, 2016.
<p>Parking, Storage, Bike parking, scooter parking, shower facilities:</p>	<ul style="list-style-type: none"> There are 5 parking stalls available to clients of the Centre component of the Building subject to acceptable security provisions being implemented. There are two loading bays available for general building use, parking, bike and scooter storage / parking and shower facilities for the use of the Centre. All the available storage on P1 is available for AV/PLBC exclusive use.


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Term Sheet for Proposed Leases between CoV and PLBC / AV

Schedules:	
Schedule A	Lease Areas
Schedule B	Standard Form of Lease
Schedule C	Standard Form of Service Level Agreement
Schedule D	Functional Program Design Requirements for the development at 1107 Seymour Street, Vancouver BC dated September 19, 2013 and Revised April 17, 2014

No legal rights or obligations will arise or be created by the tabling and discussion of these terms or any amendments to them until City Council have approved same and the City and Vancouver AIDS Society and Positive Living Society of British Columbia have executed the formal agreements arising from these terms and otherwise on terms and conditions satisfactory to the General Manager of Real Estate and Facilities Management

Agreed this 29th day of August, 2016.

City of Vancouver

PATRICK MURPHY
Real Estate Services

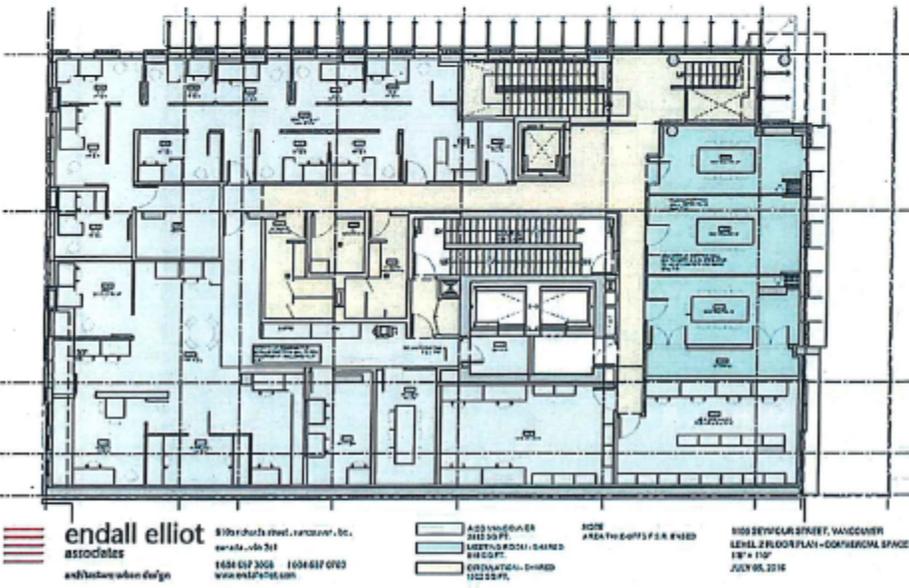
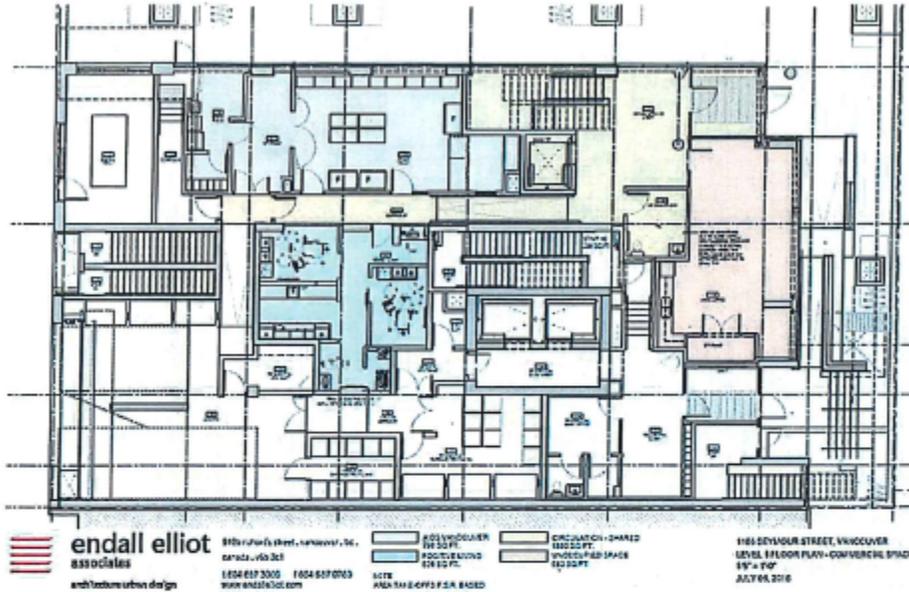
Vancouver AIDS Society

Positive Living Society of British Columbia

Alpha
A

Term Sheet for Proposed Leases between CoV and PLBC / AV

Schedule A - Plan of Premises

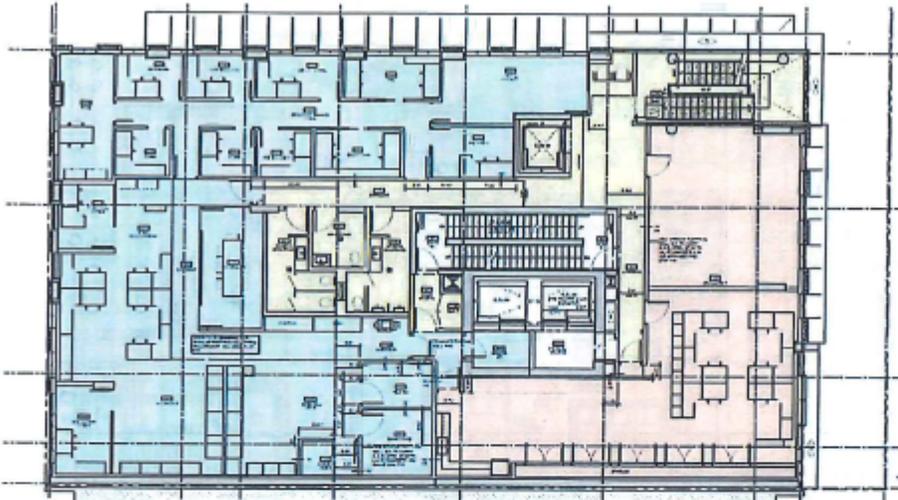


pg. 7



Term Sheet for Proposed Leases between CoV and PLBC / AV

Schedule A - Plan of Premises (cont'd)



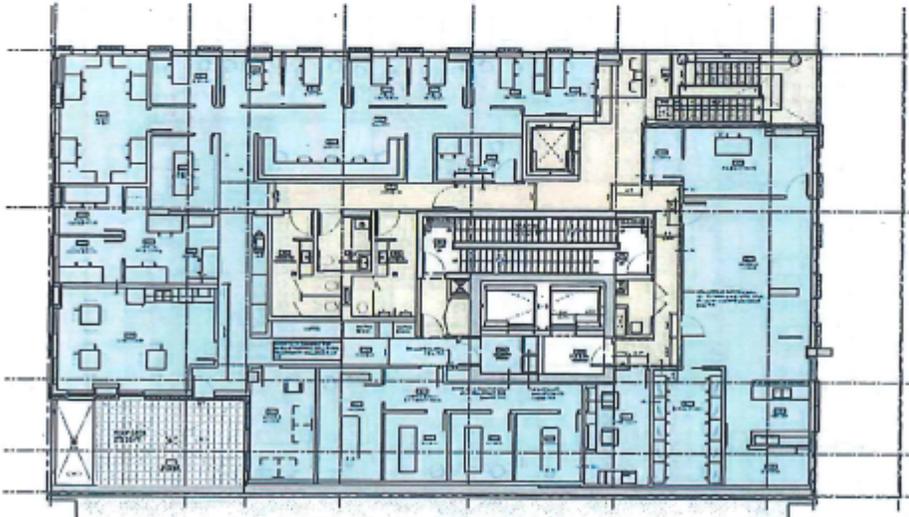
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 www.endall-elliott.com

amb@endall-elliott.com

FOOTWEAR/SHOES 1110 SQ. FT.
 CIRCULATION - SHARED 1110 SQ. FT.
 CIRCULATION - SHARED 1110 SQ. FT.

NOTE:
 AREA 1110-CF73 F.S.R. BASED

1150 STEWART STREET, VANCOUVER
 LEVEL 3 FLOOR PLAN - COMMERCIAL SPACE
 59' x 140'
 JULY 01, 2018



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1150 STEWART STREET, VANCOUVER
 LEVEL 4 FLOOR PLAN - COMMERCIAL SPACE
 59' x 140'
 JULY 01, 2018

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Appendix E: GNH Term Sheet

Term Sheet for CoV/GNH Proposed Lease

TERM SHEET

Topic: Proposed Lease for Association of Neighbourhood Houses of BC DBA Gordon Neighbourhood House ("GNH")

<p>Community Amenity Contribution Context:</p>	<p>Recommendations to Council on specific uses and/or operating groups to be accepted to occupy and deliver services to the public at the social service centre (the "Centre") provided as a Community Amenity Contribution follow criteria as part of the Financing Growth policy. Groups and/or uses must be:</p> <ol style="list-style-type: none"> 1. Located in the community in which the rezoning takes place and/or serve the site; 2. Growth-related, or meet past deficiencies or other community priorities; 3. Operationally viable; 4. Within City servicing standards - i.e. a type of service normally provided or supported by the City and at a service level supported by City policy; 5. Identified through an assessment of: <ol style="list-style-type: none"> (a) the full range of City services and of the adequacy of existing City amenities in the area; (b) opportunities to meet needs; (c) City plans and policies; (d) the cost to provide the amenities; (e) community input obtained during the rezoning and through community plans or Visions, and/or city-wide plans and policies; and (f) the development economics of the donor project.
<p>Purpose:</p>	<ul style="list-style-type: none"> • To conclude lease terms and secure a lease for Gordon Neighbourhood House for a portion of the new Building constructed as City CAC at 1105 Seymour Street
<p>Parties:</p>	<ul style="list-style-type: none"> • City of Vancouver (the "Landlord") • Association of Neighbourhood Houses of BC DBA Gordon Neighbourhood House as Tenant ("GNH")

Term Sheet for CoV/GNH Proposed Lease

Permitted Use:	<ul style="list-style-type: none"> Institutional Use, Limited to Social Service Centre and permissible ancillary uses.
Subject Premises:	<ul style="list-style-type: none"> Approximately 2,234 square feet shown attached as Schedule "A" and "B" (the "Premises") together with its proportionate share of 5,003 square feet of common areas plus shared parking, loading, bike storage and end of trip facilities located in the parking levels of the Building GNH will also be responsible to contribute to the costs of maintaining the common areas of the Building including hallways, stairwells, washrooms, parking, bike storage and end of trip facilities, and its proportionate share of operating costs for the Building complex.
Form of Leases:	<ul style="list-style-type: none"> The Lease between the Landlord and the Tenant for the Premises shall be substantially in the Landlord's standard form of lease, attached as Schedule "C", and amended in accordance with the terms of this Term Sheet.
Expected Project Completion Date:	February 2017 estimated.
Commencement Date:	March 1, 2017 estimate.
Lease Term and Renewal Options:	<ul style="list-style-type: none"> Five (5) years from the Commencement Date, with one Option to Renew for a further five (5) year term.
Base Rental Rate:	<ul style="list-style-type: none"> Year 1 to 5 - Base Rent Rate = \$1.00 per annum Renewal Term - Base Rent Rate = \$1.00 per annum * Estimated common area and maintenance costs from market comparables less capital reserve and property tax component cost is \$8.50 psf. This equates to an additional rent of \$19,000 per annum. Total Rental Cost (market) for the Premises is estimated at \$100,000 per annum City Subsidy based on above is \$81,000 per annum based on the first year of occupancy.
Security Deposit:	<ul style="list-style-type: none"> NIL

Term Sheet for CoV/GNH Proposed Lease

Utility Costs:	<ul style="list-style-type: none"> • Tenant responsible for all utilities including but not limited to heat, electricity, gas, water, sewer, garbage and recycling collection, telephone, cable, internet and other utility costs serving the Premises or required for its operations. Some of these costs may be captured in overall operating costs instead of direct Tenant billing.
Fixturing Period:	<ul style="list-style-type: none"> • The Premises will be provided 'turn-key' to the Tenant on the Project Completion Date by the Developer. Scope of 'turn-key' works and exceptions are noted in Schedule E - Functional Program Design Requirements for the development at 1107 Seymour Street, Vancouver BC dated September 19, 2013 and Revised April 17, 2014
Repairs, Maintenance and Replacement:	<ul style="list-style-type: none"> • The Landlord and Tenants will be responsible for the repairs, maintenance and replacement responsibilities identified in the Service Level Agreement (the "SLA") in the form attached as Schedule "D" and which shall form part of the Lease.
Insurance:	<ul style="list-style-type: none"> • The Tenant shall obtain and maintain during the Term, the insurance specified in the Lease, with commercial general liability insurance with a limit of not less than Two Million Dollars (\$2,000,000) or such higher limit of coverage as the Landlord's Director of Risk Management may require from time to time, for loss, damage, injury or death arising out of any one occurrence. The Tenant shall provide the Landlord with satisfactory proof of such coverage prior to possession of the Premises.
Further Investment or Subsidy by the Landlord:	<ul style="list-style-type: none"> • None.
Investment by Tenant:	<ul style="list-style-type: none"> • Tenant will be responsible for: <ul style="list-style-type: none"> ◦ The cost and completion of all tenant improvements beyond those provided upon Project Completion.
"As Is Where Is":	<ul style="list-style-type: none"> • The Premises are provided "As Is Where Is" on the Project Completion Date. The Landlord makes no representation as to the fitness or suitability of the Premises for the Tenants' proposed use.
Permits:	<ul style="list-style-type: none"> • The Tenant shall be solely responsible for obtaining all necessary permits, approvals and consents to construct any tenant improvements, to occupy the Premises and operate its business on the Premises.

Term Sheet for CoV/GNH Proposed Lease

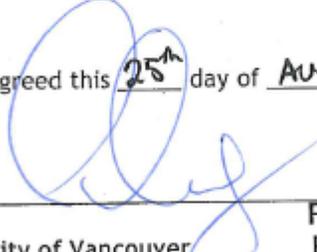
Public Service Objectives:	<ul style="list-style-type: none"> The Tenant shall operate the Premises for the benefit of the citizens of Vancouver and the advancement of social services in Vancouver. The Tenant will be asked to articulate and follow a set of <i>public service objectives</i> including minimum hours of operation; type and range of services; and availability for community and public use (meeting/board or other such spaces appropriate for community and public use).
Third Party Use and Subleasing:	<ul style="list-style-type: none"> The Lease will include a clause that restricts the Tenants' right to assign, sublet, grant a mortgage or license to another party without advance written permission by the City. The Tenant will be permitted to licence all or part of the Premises to other third parties for occasional use in accordance with an Occasional Third Party Use Policy that will form part of the Lease.
Naming Rights:	<ul style="list-style-type: none"> The Tenant shall follow the City of Vancouver Naming Rights policy including potential restrictions on the right to name the Premises (including any portion of the Premises) or the building in which the Premises are situated.
Early Termination:	<ul style="list-style-type: none"> The Tenant may terminate the Lease upon 180 day's written notice to the Landlord. The Landlord may terminate the Lease upon 180 day's written notice to the Tenant if the Landlord's elected council, by a resolution approved by a simple majority, is not satisfied with: (i) the Tenant's performance and/or service required of the Tenant in respect of the Use of the Premises including use by third parties and as articulated in the Public Service Objectives, or (ii) if the Tenant is otherwise in default under the Lease.
Landlord's Condition	<p>This Term Sheet is subject to the following:</p> <p>City Council Approval by October 14, 2016. Within 30 days of Council approving the terms of this Term Sheet, the parties will enter into a Lease Agreement</p>
Tenant's Condition:	<p>This Term Sheet is subject to the following:</p> <ol style="list-style-type: none"> The Board approvals of Association of Neighbourhood Houses of BC DBA Gordon Neighbourhood House ("GNH") by September 30, 2016.

Term Sheet for CoV/GNH Proposed Lease

<p>Parking, Storage, Bike parking, scooter parking, shower facilities:</p> 	<ul style="list-style-type: none"> There are 5 parking stalls available to clients of the Centre component of the Building subject to acceptable security provisions being implemented. There are two loading bays available for general building use, bike parking, scooter parking and shower facilities for the use of the Centre.
<p>Schedules: Schedule A & B Schedule C Schedule D Schedule E</p>	<p>Lease Areas Standard Form of Lease Standard Form of Service Level Agreement Functional Program Design Requirements for the development at 1107 Seymour Street, Vancouver BC dated September 19, 2013 and Revised April 17, 2014</p>

No legal rights or obligations will arise or be created by the tabling and discussion of these terms or any amendments to them until City Council have approved same and the City and the Association of Neighbourhood Houses of BC DBA Gordon Neighbourhood House have executed the formal agreements arising from these terms and otherwise on terms and conditions satisfactory to the General Manager of Real Estate and Facilities Management

Agreed this 25th day of August, 2016.



City of Vancouver

PATRICK MURPHY
Real Estate Services



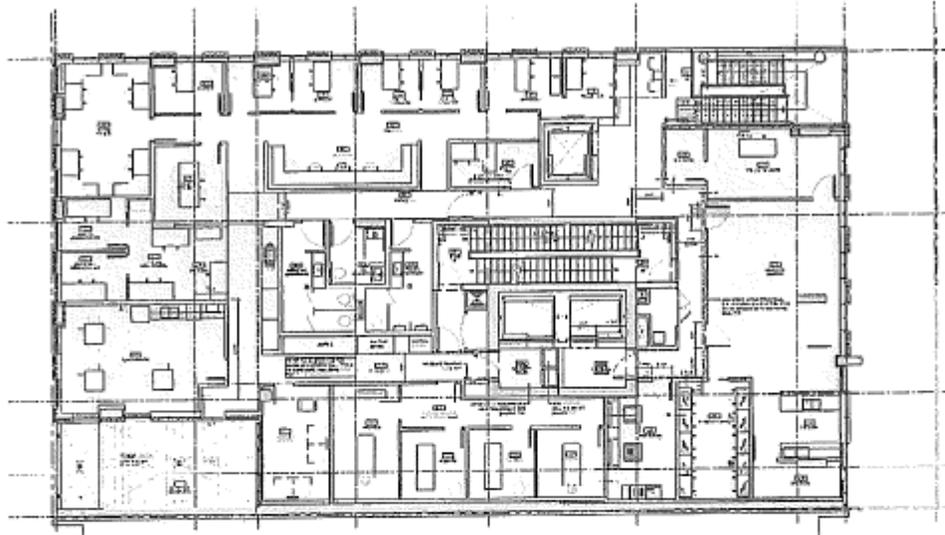
Association of Neighbourhood Houses of British Columbia
(DBA Gordon Neighbourhood House)

Paul Taylor
Executive Director

Schedule A - Plan of Premises

Term Sheet for CoVIGNH Proposed Lease

Schedule A - Plan of Premises (con't)

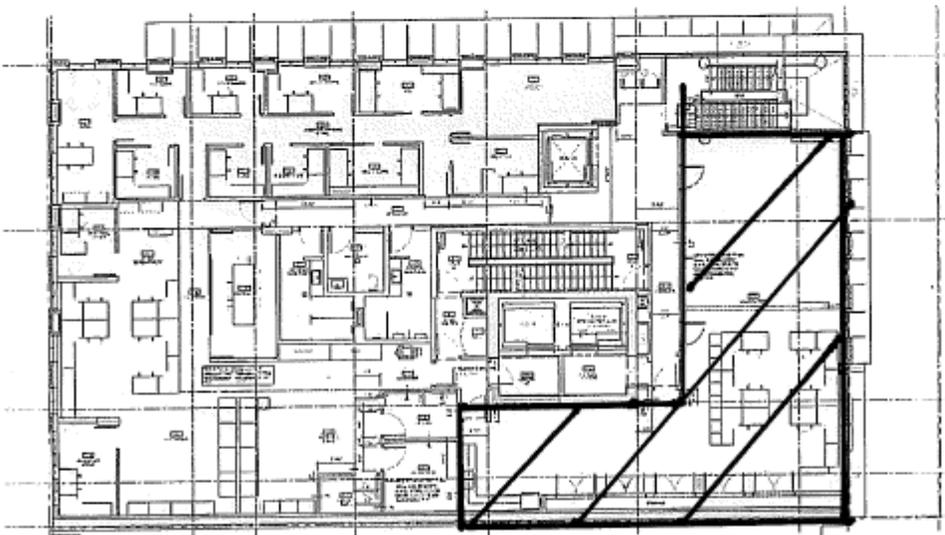


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associates
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1000 SQUARE FEET
1000 SQUARE FEET
1000 SQUARE FEET
1000 SQUARE FEET

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USUAL FLOOR PLAN - COMMERCIAL SPACE
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JULY 26, 2018



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Schedule B - City of Vancouver Standard Form of Lease

Term Sheet for CoV/GNH Proposed Lease

