



REPORT

Report Date: June 29, 2020
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Meeting Date: July 21, 2020

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TO: Vancouver City Council

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

SUBJECT: New City Childcare Centres at David Lloyd George Elementary School, Fraser Commons, and 1444 Alberni / 740 Nicola Street – Appointment of Operators, Lease Approvals, and Approval of Childcare Grants

New Leases for Boat Day Care Society, Sunset Childcare Society

Approval of Social Policy Grants providing response to short term recovery needs of children and families, including Urban Indigenous families and other populations disproportionately impacted by COVID-19

RECOMMENDATION

- A. THAT Council appoint the following non-profit organizations to be the operators for new licensed group childcare centres:
- a. Association of Neighbourhood Houses of British Columbia (“ANHBC”) to be the non-profit operator for the new licensed group child care centre that will be co-located with the seismically replaced David Lloyd George Elementary School at 8370 Cartier Street, legally described as: *PID 007-697-333; Lot 46, Block B, District Lot 324, Plan 15074*, subject to the City being granted a long-term lease of the childcare facility by The Vancouver Board of Education of School District No. 39 (Vancouver) (“VBE”);
 - b. ANHBC to be the non-profit operator for Fraser Commons, a new development with a licensed group childcare centre and adjoining social purpose facility to be located within a separate air space parcel to be owned by the City and located at 8188 Fraser Street, legally described as: *PID 030-263-476; Lot 1, District Lot 327, Group 1, New Westminster District, Plan EPP73971*; and

- c. Vancouver Society of Children's Centres ("VSOCC") to be the non-profit operator for a new licensed group childcare centre to be located within a separate air space parcel to be owned by the City and located at 1444 Alberni Street and 740 Nicola Street, currently legally described as: *PID 007-561-938; Lot 1 (Explanatory Plan 10081), Block 43, District Lot 185, Plan 92*; and, *PID 009-175-105, Lot 16, Block 43, District Lot 185, Plan 92*.
- B. THAT Council authorize the Director of Real Estate Services to negotiate and execute the following lease agreements for the three new licensed childcare centres with the non-profit operators recommended in Recommendation A:
 - a. Sublease with ANHBC as the subtenant and childcare operator for David Lloyd George Elementary School;
 - b. Lease with ANHBC as the tenant and childcare/social purpose facility operator for Fraser Commons;
 - c. Lease with VSOCC as the tenant and childcare operator for 1444 Alberni / 740 Nicola;

on the following basic terms, and upon such other terms and conditions satisfactory to the Director of Real Estate Services, the Director of Legal Services, and the Managing Director of Social Policy and Projects:

Term and Renewals: Five (5) years with two (2) options to renew, each for a further five (5) years (fifteen (15) years total possible term).

Each renewal option is conditional upon the City being satisfied that ANHBC and VSOCC, respectively, have the capacity to operate, maintain and program the respective licensed childcare centres in accordance with the lease terms and the public service requirements for the duration of the renewal term contemplated.

Total Rent: Ten dollars (\$10.00) for each term or renewal term, inclusive of payment in lieu of property taxes, payable in advance.

Form of Lease: For ANHBC, the sublease for David Lloyd George and lease for Fraser Commons are to be based on the City's Precedent Childcare Lease (General) as provided in the RFEOI described in the body of this report. For 1444 Alberni / 740 Nicola, the lease to VSOCC is to be based on the City's Precedent Childcare Lease (VSOCC).

For all sites, the rent under the leases will be below the applicable market rate and include payment-in-lieu of property taxes. Therefore, Recommendations Ba to Bc constitute grants valued at the estimated amounts listed below, based on the first year of each term:

- d. Sublease with ANHBC for David Lloyd George constitutes a grant valued at approximately \$187,600 per annum;

- e. Lease with ANHBC for Fraser Commons constitutes a grant valued at approximately \$189,100 per annum; and
 - f. Lease with VSOCC for 1444 Alberni / 740 Nicola constitutes a grant valued at approximately \$283,100 per annum.
- C. THAT Council approve the following one-time grants for operational start-up costs of the new licensed childcare facilities, to be disbursed over two years:
- a. Up to \$138,000 to ANHBC for David Lloyd George;
 - b. Up to \$74,000 to ANHBC for Fraser Commons; and
 - c. Up to \$112,000 to VSOCC for 1444 Alberni;

Source of funds: Funding for the start-up grants will be considered as part of the annual budget process;

FURTHER THAT no legal rights or obligations will arise or be created by Council's adoption of Recommendations B or C unless and until all legal documentation has been executed and delivered by the respective parties.

- D. THAT Council approve a one-time grant of \$235,000 from the cash Community Amenity Contribution received as a condition of rezoning for 725-747 SE Marine Drive (now 8188 Fraser Street, or Fraser Commons) to ANHBC for facility start-up costs, including supplies and equipment for the childcare (\$170,000) and the adjoining social purpose facility (\$65,000).
- E. THAT Council authorize the Director of Real Estate Services to negotiate and execute a new land lease with Boat Day Care Society as the licensed non-profit operator of the group childcare centre located at 2908 Victoria Drive, legally described as: *PID's 012-072-133, 012-072-141, and 012-072-231; Lots 9, 10 and 11 of Block 168, Plan VAP3886, District 264A, NWD, Except W 7 Ft Now Road, of Lot A*, on the following basic terms, and upon such other terms and conditions to the satisfaction of the Director of Real Estate Services, the Director of Legal Services, and the Managing Director of Social Policy and Projects:

Term and Renewals: Five (5) years with two (2) options to renew, each for a further five (5) years (fifteen (15) years total possible term).

Each renewal option is conditional upon the City being satisfied that Boat Day Care Society has the capacity to operate, maintain and program the licensed childcare centre in accordance with the lease terms and the public service requirements for the duration of the renewal term contemplated.

Total Rent: Ten dollars (\$10.00) for each term or renewal term, inclusive of payment in lieu of property taxes, payable in advance.

Form of Lease: The lease is to be based on the current form of land lease between the City and Boat Day Care Society.

As the rent under the lease for Boat Day Care Society will be below the applicable market rate, Recommendation E constitutes a grant valued at approximately \$70,700 per annum, based on the first year of the term;

FURTHER THAT no legal rights or obligations will arise or be created by Council's adoption of Recommendation E unless and until all legal documentation has been executed and delivered by the respective parties.

- F. THAT Council authorize the Director of Real Estate Services to negotiate and execute a new land lease with Sunset Childcare Society as the licensed non-profit operator of the group childcare centre located at 8064 Buscombe Street, legally described as: *PID's 008-484-210, 008-484-228, and 008-484-236; Lots D, E and F of Block 31, Plan VAP14166, District Lot 313, NWD, of Lot A*, on the following basic terms, and upon such other terms and conditions to the satisfaction of the Director of Real Estate Services, the Director of Legal Services, and the Managing Director of Social Policy and Projects:

Term and Renewals: Five (5) years with two (2) options to renew, each for a further five (5) years (fifteen (15) years total possible term).

Each renewal option is conditional upon the City being satisfied that Sunset Childcare Society has the capacity to operate, maintain and program the licensed childcare centre in accordance with the lease terms and the public service requirements for the duration of the renewal term contemplated.

Total Rent: Ten dollars (\$10.00) for each term or renewal term, inclusive of payment in lieu of property taxes, payable in advance.

Form of Lease: The lease is to be based on the current form of land lease between the City and Sunset Childcare Society.

As the rent under the lease for Sunset Childcare Society will be below the applicable market rate, Recommendation F constitutes a grant valued at approximately \$70,900 per annum, based on the first year of the term;

FURTHER THAT no legal rights or obligations will arise or be created by Council's adoption of Recommendation F unless and until all legal documentation has been executed and delivered by the respective parties.

- G. THAT Council approve 5 time-sensitive Rapid Response Grants for Urban Indigenous Child and Family Programs, totaling \$190,000 and as outlined in Appendix E. This funding will help to expand and support culturally safe child and family programs whose total summer capacity has been greatly reduced by COVID health and safety protocols. Source of funds is the 2020 Childcare Operating Grants budget.
- H. THAT Council approve 5 time-sensitive, Rapid Response Grants for Child and Family programs serving communities disproportionately affected by the COVID pandemic, totaling \$171,000 and as outlined in Appendix F. This funding will help

to expand programs whose total summer capacity has been greatly reduced by COVID health and safety protocols. Source of funds is the 2020 Childcare Operating Grants budget.

- I. THAT Council approve 2 Social Policy grants to ANHBC, totalling \$140,000, as outlined in Appendix G, to strengthen the capacity and resilience of childcare operations across ANHBC's 7 Vancouver houses. Source of funding is the 2020 Social Policy Childcare Grants Operating Budget.
- J. THAT Council authorize a grant of \$320,105 to the Collingwood Neighbourhood House Society (CNH). Source of funding is \$280,105 from the 2020 General Government Operating budget (CNH Gym) and \$40,000 from the 2020 Social Policy Grants Operating budget (CNH Annex).
- K. THAT Council authorize the General Manager, Arts, Culture and Community Services to negotiate and execute agreements to disperse the grants described in Recommendations C, G, H, I, and J on the terms and conditions set out herein or such other terms and conditions as are satisfactory to the General Manager, Arts, Culture and Community Services and Director of Legal Services;

FURTHER THAT no legal rights or obligations will arise or be created by Council's adoption of Recommendations C, G, H, I and J unless and until all legal documentation has been executed and delivered by the respective parties.

Recommendations B, C, D, E, F, G, H, I & J authorize grants which require two-thirds affirmative votes of all Council members per section 206 (1) of the *Vancouver Charter*.

REPORT SUMMARY

This report recommends the following non-profit organizations to operate the new licensed Vancouver childcare centres:

- ANHBC to operate at David Lloyd George Elementary School and Fraser Commons (childcare and social purpose space)
- VSOCC to operate at 1444 Alberni / 740 Nicola Street

This requires Council authority to enter into nominal leases for each new licensed childcare facility. The approval of these leases constitute grants, as the rents charged are below applicable market rates and include payment in lieu of property taxes. Amounts of the grants and terms of the leases and grants are discussed in the body of the report.

This report also seeks Council approval to allocate grants up to \$462,000 total to assist the recommended operators with the opening and operating costs of the three new licensed childcare centres, and grant up to \$235,000 to assist in the equipment and supply of the licensed childcare centre and social purpose space at Fraser Commons, from cash CACs collected for that purpose.

As well, this report recommends that Council authorize staff to enter into two new nominal land leases for existing childcare facilities on the terms set out in this report. One is for Boat

Day Care Society, which is licensed for 25 spaces at 2908 Victoria Drive, and the other for Sunset Childcare, also licensed for 25 spaces at 8064 Buscombe Street.

Finally, this report recommends Council approval of time-sensitive Social Policy grants in the amount of \$501,000 to organizations working with children and families, as part of the City's COVID recovery work to support populations disproportionately affected by the COVID crisis, as described in this report, and \$320,105 to ensure continued operation of the Collingwood Neighbourhood House gymnasium and annex.

COUNCIL AUTHORITY/PREVIOUS DECISIONS

On October 23, 1990, Council approved the Civic Child Care Strategy in 1990 with goals that included supporting the quality, accessibility and affordability of Vancouver's childcare services.

On December 15, 1994, Council provided Collingwood Neighbourhood House Society funding for gymnasium / recreational programs and approved an operating agreement. On February 19, 2002, Council approved a five-year lease with the Society, which commenced on May 1, 2002. The City and the Society entered into a Gymnasium License and Operating Agreement with the Board of School Trustees of District No. 39 on January 1, 2002, governing the shared use of the gymnasium by the Society and the School Board. On November 7, 2002, Council approved an operating agreement with the Society to formalize funding and operating commitments for the gymnasium through a modification to the lease dated November 26, 2003. The gym is located at 5288 Joyce Street.

On November 26, 1996, Council approved zoning bylaw CD-1 (365) for 301 Jervis Street (amended December 9, 2003) which provided for the development of a co-located Community Centre (Phase 1) and School, Childcare Centre & Non-Market Housing project at the property (Phase 2).

On April 23, 2002, Council approved the revised report, "Moving Forward" Childcare: A Cornerstone of Child Development Services", as the foundation for future social policy on child development services, including childcare.

On April 20, 2004, Council approved five-year land leases for childcare portables on City-owned land to Boat Day Care Society at 2908 Victoria Drive and Sunset Child Care Society at 8064 Buscombe Drive, renewable for two further five-year terms, for the purpose of licensed childcare at a nominal rate.

On December 16, 2014, Council passed a motion to renew its commitment to childcare, along with a target to facilitate the creation of 1,000 new licensed childcare spaces between 2015 and 2018.

On July 8, 2015, Council adopted the Healthy City Strategy, including Goal #1: "A Good Start," with an aim to provide children with the best opportunities for a healthy life, including childcare as a cornerstone of healthy early child development.

On October 20, 2016, Council approved in principle the CD-1 Rezoning for 725-747 Southeast Marine Drive, which included a fully fit, furnished, and equipped 37-space childcare facility with an additional 139m² of social purpose use, with these facilities to be

secured through a legal agreement. Council enacted By-law No. 11930, CD-1 (679), on October 17, 2017.

In May 2018, Council authorized the City to enter into arrangements with VBE that would make possible the co-location of a childcare facility with David Lloyd George Elementary School. As part of these arrangements, the City was authorized to enter into lease / ownership arrangements, a development management agreement and all related legal agreements for the David Lloyd George School Childcare centre and related space with the VBE.

On September 18, 2018, Council approved in principle the CD-1 Rezoning for 1444 Alberni Street / 740 Nicola Street, which included the turn-key delivery of an air space parcel with a fully fit-out and finished, equipped, 56-space childcare facility. By-law has not yet been enacted.

On March 13, 2019, Council authorized the City to provide a grant of \$292,500 to Metro Vancouver Aboriginal Executive Council (MVAEC), to create a new Indigenous Early Years and Childcare Planning (ELCC) position. The ELCC Planner will support the early learning and childcare needs of Indigenous families in the Vancouver area. Source of funding is the 2019 Arts, Culture & Community Services (ACCS) Operating Budget as part of the agreement with the Ministry of Children & Family Development.

On March 19, 2020, Vancouver City Council authorized (RTS 13786) the immediate release of the balance of approximately \$10M in previously approved 2020 Social Grant funds to support community organizations to respond to the COVID-19 pandemic. This report includes the first grant recommendations from the City's Social Policy & Projects group ("Social Policy") since the pandemic began, and has followed the internal budgetary approval process through the Business Planning Standing Committee in order to follow COVID-related budgetary protocol.

City of Vancouver Standing Authority allows the General Manager of Real Estate and Facilities Management or the Director of Finance to approve the material terms of leases where the total rental value is less than \$750,000 for terms (including renewal options) of no more than 10 years. Leases of longer terms or of higher value such as those recommended in this report require Council approval.

Leases that are provided at less than market rent are considered equivalent to a grant to the non-profit societies and therefore Recommendations B, C, D, E, F, G, H, I and J require a 2/3 affirmative vote of Council as per Section 206 (1) of the Vancouver Charter.

CITY MANAGER COMMENTS

The City Manager recommends approval of the foregoing.

REPORT

Background/Context

Childcare:

In recent years, there has been an increasing commitment towards childcare in all levels of government. The federal government has committed to investing \$7.5 billion over 11 years to support and create more high-quality, affordable child care across the country, particularly for families most in need. The Province of BC has expressed its commitment to a ten-year plan to bring universal childcare, and has allocated substantial funding to lay the groundwork for this to take place. As childcare was recognized as an essential service during the COVID-19 pandemic and critical to economic recovery, it is expected that childcare will continue to be at the forefront of senior governments' priorities.

The City, while recognizing that the mandate for childcare provision rests with senior governments, values the importance of affordable, available and quality childcare to the social and economic sustainability of Vancouver's families and neighbourhoods. To this end, the City uses its municipal tools, including nominal leases, to facilitate the creation of, and on-going support for, licensed non-profit childcare.

Currently, there is a shortfall of more than 16,000 licensed childcare spaces for children ages 0-12 in Vancouver. In the previous capital plan (2015-2018), the City set out a target to create 1,000 licensed spaces, which it exceeded. In the 2019-2022 Capital Plan, the City has committed to creating an additional 1,000 licensed spaces, and has approved more than 200 licensed spaces to date.

In 2019, the City signed its first-ever agreement with the BC Ministry of Children and Family Development, committing the Province to provide \$33 million for Vancouver childcare over the next three years. Through this partnership, the objective is to create an additional 1,300 licensed childcare spaces in Vancouver. With this additional provincial funding, the City and Province together will create a total of 2300 new licensed spaces for children under the age of five as well as spaces for school-age children.

In working to achieve the City's childcare targets, staff refer to "*Moving Forward*" *Childcare: A Cornerstone of Child Development Services (2002)*, the City's guiding framework for childcare sector planning and implementation. The *Moving Forward* approach moves towards a more coordinated and integrated system that locates childcare among a comprehensive range of family supports and child development services, which families may access seamlessly in a "one-stop shop" or "hub model". Services in a hub model can include new and existing childcare organizations, neighbourhood houses, family places, schools, community centres, libraries, residential complexes and / or family serving organizations.

The operator appointments and related grants outlined in this report seek to build on this hub model, by gradually building neighbourhood-based networks of child development services led by local service providers.

The hub model supports and aligns with current COVID-19 recovery efforts, while continuing to help build long-term community resilience. On a day-to-day basis, neighbourhood hubs facilitate connections between residents, building social capital in the community. Strong, connected neighbourhood hubs are well-positioned to take on a leadership role in a community, allowing for the identification of needs and delivery of services tailored to their

community, as well as having the capacity to prepare for, respond to, and recover from emergencies at the local level.

Social Policy Grants:

Social Policy's grant programs are administered in the context of a city with acute and persistent inequities across the social determinants of health, factors that profoundly impact people's mental, physical and emotional health and well-being. While the majority of the 2020 grants were distributed earlier in the year through scheduled public grant calls, grants recommended in this report draw from unallocated funding to respond to urgent and emerging needs as a result of the current pandemic.

It is worth noting that the childcare sector has been severely impacted by the pandemic, with over 10,000 childcare spaces being temporarily unavailable at one point due to program closures. Vulnerable children and families have been most impacted by the lack of childcare, and this childcare crisis continues over the summer as many summer camps have been cancelled.

The childcare and family-focused grants outlined in recommendations G, H and I total \$501,000, and will be drawn from Social Policy's unallocated Childcare Grants budget. The remaining \$240,227 in that budget will be allocated in an October grant report, and will include recommendations with nonprofit partners to continue to address the pandemic response.

Collingwood Neighbourhood House (CNH)

Recommendation J in this report includes a \$320,105 grant to Collingwood Neighbourhood House (CNH) to support non-profit programming for children, youth and others in the community with a high population of people disproportionately affected by COVID-19.

Of the total \$320,105 grant, \$280,105 is for CNH social and recreation programs, some offered through their gymnasium. Since 1994, the City has provided CNH with funding for a gymnasium and recreational programs, with modifications made to the lease in 2003 to formalize funding and operating commitments. This is a unique arrangement, which allows for reduced operating costs and for more community input into the operation, focuses on staff wages, and will allow CNH to continue offering COVID-responsive services to populations who have been disproportionately affected by the pandemic. The funding for this portion of the grant comes from the City's general operating budget.

The remaining \$40,000 of this of this grant is for the CNH Annex. CNH operates an Annex at 3690 Vanness Ave which opened in 2018. Since its opening the City has provided an annual \$40,000 grant to assist with operating and the provision of community-based programming similar to CNH's main facility. Funding for this portion of the grant comes from Social Policy's 2020 unallocated Community Service Grants budget.

Strategic Analysis

With bigger targets to achieve, the City will be aiming to create quality childcare spaces at a significantly faster pace than in the past. The result of this rate of growth will be an increased demand for non-profit organizations to take on the operation of these new centres

seamlessly.

There are a few large non-profit childcare providers in Vancouver that are currently prepared to quickly expand their services, but there remains a need to help build the capacity of Vancouver's childcare sector, and to support additional non-profit childcare operators to be able to take on new centres as they are built.

Supporting the capacity of our non-profit partners to grow, strengthen and deliver more quality childcare services will be key to the success of the City's childcare program, helping to ensure that City-facilitated centres will continue to provide high quality, accessible, and affordable childcare.

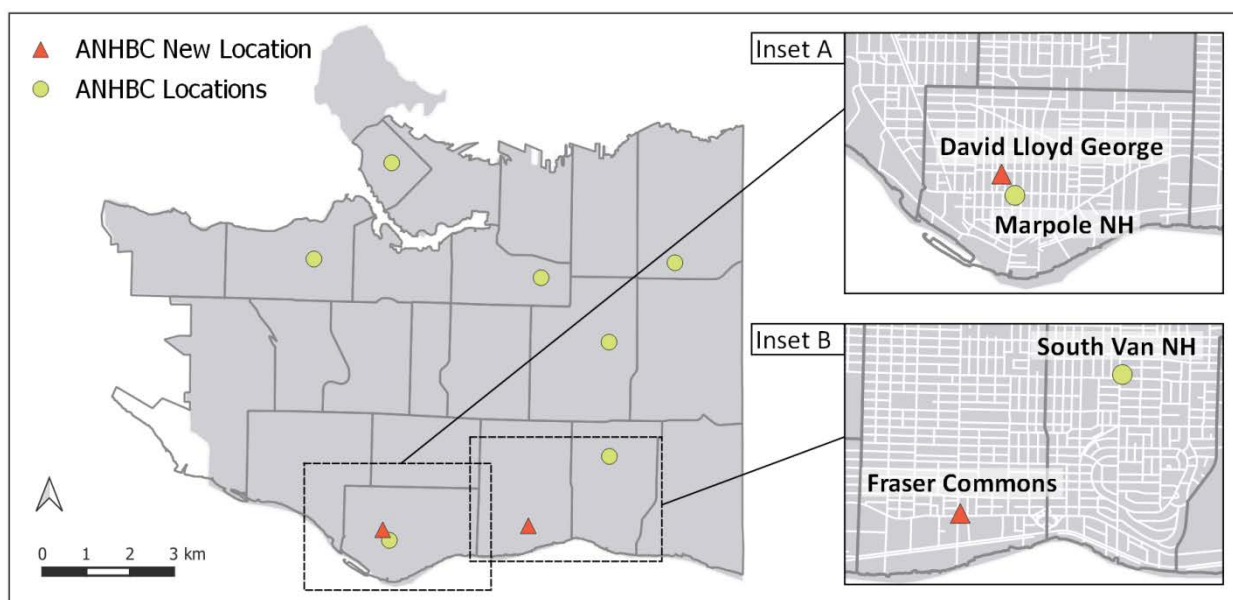
In addition, with the current pandemic, many childcare operators are struggling to provide services to children and families. There are additional administrative burdens, added health and safety requirements, along with low revenue resulting from low enrollment and challenges around staffing. Through the provision of emergency funding, the City can play a critical role in strengthening the capacity and resilience of existing childcare operators.

RECOMMENDATIONS FOR ANHBC

ANHBC is the organizing body for 7 Neighbourhood Houses in Vancouver, including South Vancouver, Marpole, Kitsilano, Mount Pleasant, Frog Hollow, Cedar Cottage and Gordon Neighbourhood Houses. ANHBC holds community relationships in underserved areas and is uniquely positioned to connect childcare to social programs. A multi-service agency that is embedded in its local communities, its model is well-suited to provide leadership and support for in its community within the framework of the hub model. Families accessing ANHBC's childcare centres can be referred to programs within the neighbourhood houses or at other partnering local organizations, naturally creating community hubs for child development.

Staff recommend supporting ANHBC's expansion of childcare services through two new centres, for which they were the strongest proponents in the RFEOI process. A Request for Expression of Interest ("RFEOI") process was conducted in the fall of 2019 to select operators for David Lloyd George and Fraser Commons. An evaluation team comprised of staff from Social Policy, Finance, Real Estate and Facilities Management, and an external consultant with expertise on childcare programming and operations, reviewed all applications, and determined that ANHBC is the strongest proponent and should be appointed as operator for the David Lloyd George and Fraser Commons sites.

Figure 1: ANHBC Locations (New and Existing)



ANHBC AS OPERATOR FOR DAVID LLOYD GEORGE

David Lloyd George Elementary School (DLG) will have a 69-space childcare facility comprised of 12 spaces for infants, 12 spaces for toddlers, 25 spaces for pre-schoolers, and 20-spaces for a part day preschool program. David Lloyd George is in the “backyard” of the newly opened Marpole Neighbourhood House. Marpole NH opened in May 2019, and is currently taking a community development approach to setting up the programming for the centre. Marpole NH, along with South Vancouver Neighbourhood House (SVNH) and Kitsilano Neighbourhood House (KNH) are 3 of the 7 neighbourhood houses in Vancouver that are under the ANHBC umbrella. In the short-term, Marpole NH will be supported by SVNH and KNH to prepare for the opening and establishing of operations at David Lloyd George. SVNH would provide administrative support while KNH would be able to draw on its experience of opening and operating the rooftop childcare facility at Tennyson Elementary School to guide Marpole NH. Having ANHBC (represented by Marpole NH) operating DLG will help to build the Marpole hub for childcare and family / social programming. Expected occupancy of DLG is fall of 2021.

ANHBC AS OPERATOR FOR FRASER COMMONS

Fraser Commons is located 3km from SVNH, and includes a 37-space childcare facility (12 spaces for children under 36 months, and 25 spaces for 3-5 year olds) as well as a 1,500 sq. ft. indoor social-purpose space dedicated to community-serving uses. SVNH has been preparing to operate Fraser Commons for several years by building relationships, fundraising for programs, and identifying neighbourhood needs. With the current SVNH facility at Victoria Drive and E 49th Avenue at full programming capacity, it is in critical need of additional space to expand its services. The social-purpose space at Fraser Commons will operate as a satellite site, enabling SVNH to expand the reach of existing successful programs, and to develop new programs that serve needs of the area. The childcare centre combined with the social purpose facility will allow SVNH to expand its reach and depth in programming and enhance its presence as one of the key organizations providing

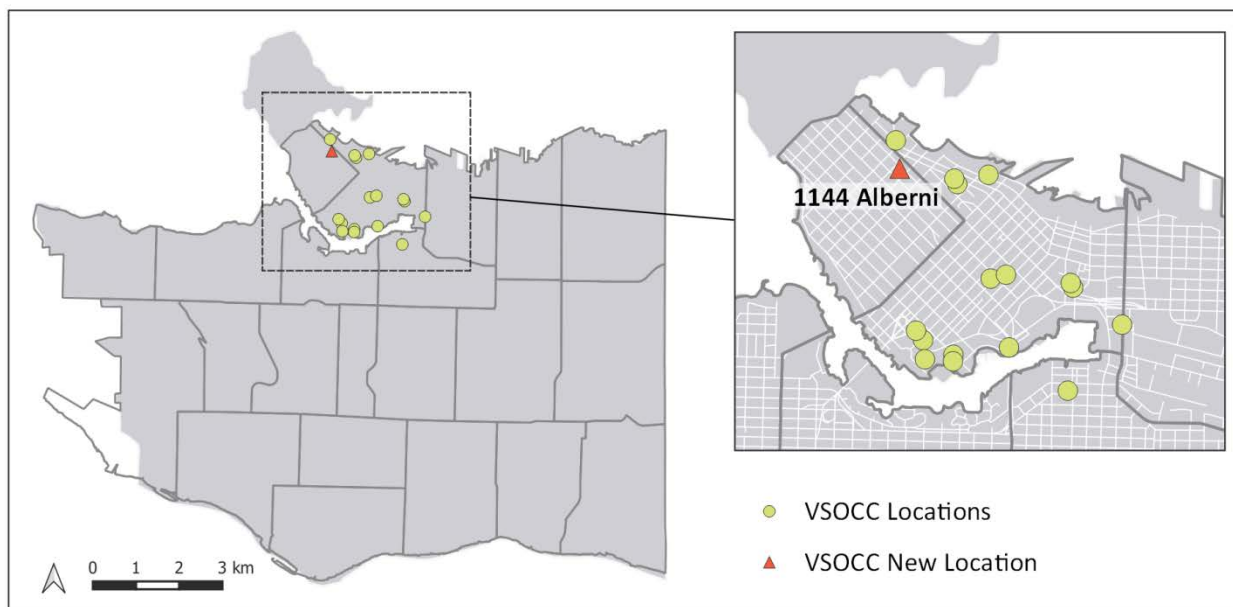
comprehensive services to the diverse population of South Vancouver. Fraser Commons and DLG will be opening within a few months of each other, with Fraser Commons opening in spring of 2021 and DLG in the fall of the same year. Recommendation I includes a grant to ANHBC to support SVNH in the project management required to open the two programs.

RECOMMENDATION FOR VSOCC

VSOCC is the largest single-purpose organization providing licensed, non-profit childcare and related family programs in the City of Vancouver. The society was created in 1994 in collaboration with the City as part of the Civic Childcare Strategy. VSOCC's original mandate was to work with City staff to design, develop and operate City-owned or leased childcare facilities in the downtown district. Its overall mission is to design, develop and deliver an integrated and comprehensive continuum of high quality child care and family services that reflect community, family and children's values, needs and interests. They are well-established as one of the lead childcare operators in the downtown core, and will be one of the key organizations to building the downtown child development hub.

VSOCC has extensive experience opening new centres, which will be a benefit in establishing the childcare facility at 1444 Alberni / 740 Nicola Street.

Figure 2: VSOCC Locations (New and Existing)



VSOCC AS OPERATOR FOR 1444 ALBERNI / 740 NICOLA STREET

The childcare facility at 1444 Alberni / 740 Nicola Street will be a 56-space childcare centre comprised of 12 spaces for infants, 12 spaces for toddlers, and 32 spaces for children 3-5 years old. The facility will be on the 7th floor podium, above which there will be two residential towers with a mix of market strata and market rental units. It will be within an air space parcel to be transferred to the City upon completion of construction.

As this location is within the Downtown peninsula for which VSOCC has first right of refusal to operate, an operator selection process was not required. With VSOCC's experience of

opening many new centres, as well as its experience operating centres in various developments with other tenants and owners, they have the experience navigating relationships with strata corporations, property management companies, business owners, VBE, etc., which will be a benefit in establishing and operating this centre.

RECOMMENDATION FOR NEW LEASES

The City's standard childcare lease term is 5 years with two further 5 year renewal options for a total possible term of 15 years, at nominal rent of \$10 per term, which is being recommended in this report for all leases. This length of term will provide each of the non-profit organizations the benefits of security of tenure, including the ability to plan over the long term. The City's standard childcare lease requires the childcare facility program to meet Provincial Community Care Facilities Licensing regulations, and operate at maximum capacity on a full time basis.

NEW LEASES WITH ANHBC (DAVID LLOYD GEORGE, FRASER COMMONS) AND VSOCC (1444 ALBERNI / 740 NICOLA STREET)

Should Council approve Recommendations A and B, staff propose that the City enter into lease or sublease agreements (as applicable) with the operators based on the City's two standard leases for licensed childcare operators in City-owned or controlled facilities: for David Lloyd George and Fraser Commons (ANHBC) - the Precedent Childcare Lease (General); for 1444 Alberni / 740 Nicola Street (VSOCC) - the Precedent Childcare Lease (VSOCC).

The responsibilities of the City and each non-profit operator regarding the cleaning, maintenance, repair and replacement of each of the licensed childcare facilities, as well as their proportionate share of costs, are outlined in draft Service Level Agreements attached as Appendices A, B, and C to this report, finalized versions of which will be attached as a schedule to and form part of their respective leases. The lease terms will also address Public Service Requirements (template attached as Appendix D), including provisions that ensure diverse access and parent involvement in decision-making processes, and that encourage affordability for families while maintaining financial sustainability of programming. For David Lloyd George, the sublease with ANHBC will provide that in the very unlikely event that the childcare facility becomes subject to property taxes, the obligation to pay shall be borne by the subtenant.

NEW LAND LEASES TO BOAT DAY CARE SOCIETY AND SUNSET CHILDCARE SOCIETY

In the mid 1970s, the City entered into a lease arrangement with the Provincial government for the use of City-owned land, for a nominal rent, on which 10 childcare portables were built (BC Building Corporation portables). For approximately 30 years, the childcare programs operated in Provincial buildings on City-owned land, with the Provincial government covering occupancy costs and annual maintenance and repairs.

The Provincial government informed the societies operating the childcare programs of its intention to terminate the lease agreements with the City / Park Board by fall 2004, and turn over the ownership of the portables to the childcare societies, along with associated occupancy and maintenance costs. The Province offered to either replace the existing portables with new modular buildings, or provide a capital grant of up to the equivalent cost

of construction for the portables to be used for construction of a permanent building or renovation. The transfer of ownership was contingent on the non-profit society entering into a land lease with the City / Park Board.

Both Boat Day Care Society and Sunset Childcare Society chose the portable replacement option, and with approval from Council on April 20, 2004 (RTS 3960), the City entered into land leases with the two operators. The term of the land leases was for a period of five years, with the option of renewal for two further five-year periods, at a nominal rent and on terms and conditions consistent with the City's policies and practices for childcare leases and other such terms satisfactory to the Directors of Legal Services, Real Estate Services and Social Planning (as it was then called).

Both societies provide licensed childcare for 25 children, ages 3 to 5 years. Boat Day Care Society's lease with total 15 year term will expire July 7, 2020, and Sunset Childcare Society's total 15 year term will expire November 13, 2020. The operators have both fulfilled their obligations and requirements as outlined in their respective leases. The societies own and maintain their buildings, have parent-run boards, and have been in operation for over 30 years in their respective communities. The two local areas that these centres are located in, Boat Day Care Society's centre in Kensington-Cedar Cottage and Sunset Childcare Society in Sunset, have some of the highest demand for licensed childcare spaces for this age group in the City. Given the excellent reputation they have in their communities, the long-standing relationship between the City and the societies, and the critical need to maintain existing childcare spaces, staff recommend that the City enter into new lease agreements with the societies. The new leases will be substantially consistent with the current forms which are about to expire.

SOCIAL POLICY GRANT RECOMMENDATIONS

Childcare grants recommended in this report respond to two central COVID-related issues in childcare:

1. Programs are struggling to provide services to children and families because of administrative uncertainties with health and safety regulations, low enrollment / low revenue, staffing challenges, and altogether higher programming costs related to the COVID-19 pandemic. This problem is particularly acute for organizations serving children and families who were already facing multiple challenges prior to onset of the pandemic.
2. The challenges outlined in Issue 1 above have magnified existing cracks in BC's fragile childcare landscape, and have reinforced the need to strengthen the capacity and resilience of existing childcare operators. As the City commits to "building back better", staff recommend support for childcare operators positioned for future expansion, and to take steps to secure low-barrier access to childcare services.

The recommended grants in Table 1 address these two issues.

Table 1: Summary of Social Policy Grant Recommendations

RECOMMENDATION	PROGRAM DESCRIPTION	BUDGET SOURCE	GRANT RECOMMENDED	GRANT TOTAL
Recommendation G: Rapid Response Grants for Urban Indigenous Child and Family Programs	Time-Sensitive, Emergency Grants for Urban Indigenous Organizations supporting summer-based programming impacted by COVID.	2020 Unallocated Childcare Budget	\$190,000	
Recommendation H: Rapid Response Grants for Child and Family Programs serving Communities Experiencing Marginalization	Time-Sensitive, Emergency Grants for programs working with school-aged children for summer-based programming impacted by COVID.	2020 Unallocated Childcare Budget	\$171,000	
Recommendation I: Childcare Capacity and Access Grants for City-Facilitated Sites – COVID Recovery.	Funding to strengthen administrative operations of neighbourhood-based childcare centres against future pandemic shocks.	2020 Unallocated Childcare Budget	\$140,000	
Subtotal, Grants from 2020 Childcare Budget				\$501,000
Recommendation J: Collingwood Neighbourhood House Gymnasium and Annex	Annual funding to ensure continued operation of the Collingwood Neighbourhood House gymnasium and annex, including summer-based programming and COVID-related outreach.	Consisting of: \$280,105 from General Operating Budget (CNG Gym), plus \$40,000 from 2020 unallocated Community Service Grants Budget (CNH Annex)	\$320,105	
Subtotal, Grants from 2020 Community Service Grants Budget and General Operating Budget				\$320,105
Grant totals for Recommendations G, H, I, J				\$821,105

RECOMMENDATION G & H: RAPID RESPONSE GRANTS FOR SUMMER-BASED CHILD AND FAMILY PROGRAMS

The COVID Pandemic has forced the unprecedented closure of community centres, summer camps, library sites and other organized social-recreation programs for children and families. Compounding these closures is the fact that many remaining or re-opened programs will be implementing COVID health and safety protocols that are drastically reducing their usual total capacity in order to offer safe social distancing practices.

Together, this lack of programming is failing school age families across the City. But this silent crisis is unquestionably hitting families who have already been disproportionately affected by the pandemic. While there is no population-level data available about this issue,

seven programs interviewed for this report indicated that families are requiring significantly more mental health supports during this crisis, and are strained to provide adequate, healthy food for children who would normally be given healthy meals and snacks at school and/or other programs. As a result, each organization has mobilized during Pandemic Phases 1 & 2 to provide telephone and online outreach and support services, as well as organizing meal and grocery support whenever possible. However, organizations are bracing for drastic increases in demand during the summer months when school is not in session.

“Because we’ll only be able to serve 48 of our 150 children [due to social distancing measures], the waitlist keeps me up at night” - Program Director, child & youth agency.

Staff within Social Policy have been outreaching to programs serving families since the beginning of the pandemic. Based on their feedback, staff are recommending urgent, time-sensitive support for two streams of programs. This funding will enhance summer-oriented programs when school is not in session, increase group size where possible, and will provide some transition funding into the school start-up period. Recommendation G supports five urban Indigenous organizations providing summer programs to children and families, including support for the Metro Vancouver Aboriginal Executive Council (MVAEC) to undertake COVID-appropriate outreach to community members about how to design child and family programs most suitable to Vancouver’s Urban Indigenous community. Recommendation H supports five programs that serve a high proportion of Indigenous children, plus children from very low income and food insecure families in the inner city who have been identified by service providers as being most at-risk of isolation.

Together, these recommendations will support program enhancements and help address major barriers to program expansion, including finding new, affordable locations, taking on additional staffing costs, and continued outreach to families who cannot access in-person programming.

RECOMMENDATION I: CHILDCARE CAPACITY GRANTS FOR CITY-FACILITATED SITES – COVID RECOVERY

As noted above, during this pandemic childcare was designated an essential service in BC. Supporting the health and capacity of key organizations in the childcare field is an important priority for Social Policy, as is continuing to develop new childcare centres that will help all families, including essential service workers, participate in the labour force.

While Recommendations G and H include urgent time-sensitive grants, Recommendation I (details in Appendix G) includes two additional projects which require approval now in order to get systems in place for the short / medium term. These grants will strengthen the administrative capacity of ANHBC to deliver neighbourhood-based childcare within the city, plus support the opening of two new City-facilitated childcare centres currently under construction. These initiatives are directly linked to the City’s COVID recovery efforts as they help build a childcare sector that is more resilient to potential future shocks.

RECOMMENDATION J: COLLINGWOOD NEIGHBOURHOOD HOUSE GYMNASIUM AND ANNEX

The Collingwood Neighbourhood House (CNH) gymnasium and annex provide affordable, accessible social and recreation programs to residents of the neighbourhood. Collingwood is

one of the most economically and culturally diverse communities in East Vancouver, with the highest proportion of residents with English as a Second Language in the entire city¹. There are also significant numbers of low-income families, new immigrants and refugees, the highest number of youth per capita, and a disproportionately high number of seniors and special needs residents. The marked diversity of the population continues to shape the nature of programs at the gym and annex.

The recommended annual grant for the Collingwood Neighbourhood House gymnasium and annex are primarily to cover staffing costs. When the pandemic hit, all the staff in both areas shifted their focus to supporting outreach to people in the community, including:

- CNH staff funded through this grant immediately shifted their work to ensuring that children, youth, families and seniors continued to receive the supported they needed uninterrupted. Staff began providing outreach services to community at that time.
- Youth staff offer full week online programming to Indigenous, newcomer and other local youth. They are also launching on-site programming July 10 as youth mental health is deteriorating; youth staff are also connecting in person with youth.
- Seniors staff have connected with seniors to assess need and recruited over 150 volunteers to buy and deliver groceries and frozen meals and give weekly calls and create peer programming to reduce isolation.
- For the summer, responding to a critical need to support children and youth, CNH is opening on-site and park-based children & youth programming. Registration has already opened for children's summer camp programs.

As Vancouver moves into new pandemic phases, these programs will ensure continued access by that diverse community to critically-needed indoor spaces for accessible programming. The gym and annex offer spaces that can be adapted to meet the physical requirements for COVID-19 safety planning and, thus, contribute to the gradual resumption of in-person programming during the Phase 3 recovery period.

Financial

Grants relating to leases for childcare centres

Table 2: Grant Types and Allocations for childcare centres

Grant type	Annual or One-time	ANHBC (David Lloyd George)	ANHBC (Fraser Commons)	VSOCC (1444 Alberni)	Boat Day Care Society	Sunset Childcare Society
1. Fair market value of lease	Annual	\$187,600 / annum	\$189,100 / annum	\$283,100 / annum	\$70,700 / annum	\$70,900 / annum

¹ 2016 Census data

Grant type	Annual or One-time	ANHBC (David Lloyd George)	ANHBC (Fraser Commons)	VSOCC (1444 Alberni)	Boat Day Care Society	Sunset Childcare Society
2. Operational Start-Up Grant	One-time	\$138,000	\$74,000	\$112,000	-	-
3. Fit, Furnishing and Equipment Capital Grant	One-time	-	\$235,000	-	-	-

1. Fair Market Value of Lease: Basic rent for each lease / sublease / land lease for child care centres is to be set at a nominal rate of \$10.00 for each term and for any subsequent renewal term, inclusive of payment in lieu of property taxes. As nominal rent is considered a grant based on the fair market value of the lease / sublease / land lease, these grants are valued at the estimated amounts listed above, based on the first year of each term.

2. Operational Start-up Grant: Each new child care centre will receive a one-time grant for operational start-up costs, to be disbursed over two years. These funds are released to the operators in two equal instalments. First instalment is 6-12 months prior to opening, and the second instalment is around the time of opening. For David Lloyd George and Fraser Commons, proponents in the RFEOL process were notified that these grants may be available, and proposed budgets included these grants as revenue.

3. Fit, Furnishing and Equipment Capital Grant: This grant will assist in procuring the equipment and supplies of the licensed childcare centre and social purpose space at Fraser Commons. Cash CACs collected for this purpose will be used. For other sites, the funding for equipment and supplies are built into the project budget, and do not require approval.

The above grants are subject to approval by a 2/3 majority of Council and, for numbers 2 and 3, the execution of grant agreements on terms and conditions acceptable to the General Manager of Arts, Culture and Community Services and the Director of Legal Services.

Social Policy Grants

Social Policy's total unallocated 2020 Childcare Grants budget is \$741,227. Grant recommendations G through I total \$501,000, leaving \$240,227 in remaining grant funds. This remaining amount will be allocated in an upcoming Grant report to Council in October 2020, and will include grants to non-profit partners to continue delivering services to children and families as part of the pandemic response.

Social Policy's total unallocated 2020 Community Services Grants (CSG) budget is \$445,208. Grant recommendation J includes \$40,000 from that budget, leaving \$405,208 in remaining grant funds, which will be allocated in the fall, following further development of the City's COVID recovery plan. The balance of funding for Recommendation J (\$280,105) is drawn from the City's 2020 operating budget.

Table 3: Overview of Recommended Social Policy Grants and Remaining Balances

Operating Grants						
Rec	Grant Stream	Source of Funding	2020 Budget	Previously Approved	Recommended in this report	Balance
G - I	Childcare Grant	Social Policy Operating Grant - Childcare	\$2,152,490	\$1,411,263	\$501,000	\$240,227
J	Community Services Grant	Social Policy Operating Grant	\$6,784,328	\$6,339,120	\$40,000	\$405,208
	Community Services Grant	2019 carry forwards	\$54,358	\$0	\$0	\$54,358
	Collingwood NH Annex	General Government Operating Budget	\$280,105	\$0	\$280,105	\$0
Total		Total	\$9,271,281	\$7,750,383	\$821,105	\$699,793

Legal

For each of the respective developments at Fraser Commons and 1444 Alberni / 740 Nicola Street, upon completion of each of the childcare facilities to the satisfaction of the City, the developer will subdivide the site to create a separate air space parcel containing the licensed childcare facility and will transfer ownership of the air space parcel to the City.

Real Estate and Facilities Management and Social Policy will instruct Legal Services to prepare the lease (Fraser Commons) for ANHBC based on the City's Precedent Childcare Lease (General), and the lease (1444 Alberni / 740 Nicola Street) for VSOCC based on the City's Precedent Childcare Lease (VSOCC).

Upon completion by VBE of the seismic replacement of David Lloyd George Elementary School, Real Estate and Facilities Management and Social Policy will instruct Legal Services to finalize a head lease with VBE for the childcare premises and prepare a sublease for ANHBC.

Real Estate and Facilities Management and Social Policy will instruct Legal Services to prepare new leases for Boat Day Care Society and Sunset Childcare Society based on the land leases currently in effect.

Real Estate and Facilities Management and Social Policy will jointly oversee the preparation of the leases and sublease as well as ongoing operation and management of the childcare centres.

CONCLUSION

Enabling the provision of childcare remains a critical social infrastructure priority of the City, as it is a key component in setting the stage for child success and building a healthy, equitable city. Childcare is not only a public benefit but was recognized as an essential service by the Province, and is identified as being critical to Vancouver's economic recovery. It will be important to continue the City's work on childcare with a focus on support for equity and strength to withstand future shocks and stressors.

The grants relating to the childcare centres are critical for the non-profit operators to provide affordable, accessible and quality childcare, contributing to the social and economic sustainability of Vancouver's families and communities. The start-up grants for the new childcare centres provide the non-profit operators with funding to integrate any new health and safety measures that may be required when they open. Nominal leases that constitute annual grants alleviate the burden of rent for the operators, allowing them to reallocate resources to ensure the safety of their operators on a long-term basis.

The social policy grants recommended in this report provide emergency relief and support to programs that provide services to children and families who have been disproportionately affected by the pandemic. Programs are struggling to provide services to children and families because of administrative uncertainties with health and safety regulations, low enrollment / low revenue, staffing challenges, and altogether higher programming costs related to the COVID-19 pandemic. This has also magnified existing cracks in BC's childcare sector, and has reinforced the need to strengthen the capacity and resilience of existing childcare operators. As the City commits to "building back better", staff recommend support for childcare operators positioned for future expansion, and to take steps to secure low-barrier access to childcare services.

All of these grants also contribute to building on the hub model in which there is a more coordinated and integrated system that locates childcare among a comprehensive range of family support and child development services. Outlined in *"Moving Forward" Childcare: A Cornerstone of Child Development Services (2002)*, the upcoming childcare strategy will further explore this hub model.

The hub model is aligned with current COVID-19 recovery and restart efforts, while continuing to help build long-term community resilience. Neighbourhood hubs facilitate connections between residents, building social capital in the community. Strong, connected neighbourhood hubs are well-positioned to take on a leadership role in a community, allowing for the identification of needs and delivery of services tailored to their community, as well as having the capacity to prepare for, respond to, and recover from emergencies at the local level.

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APPENDIX A: SERVICE LEVEL AGREEMENT FOR DAVID LLOYD GEORGE

SERVICE LEVEL AGREEMENT David Lloyd George Childcare Centre

For purposes of this document, the parties are identified as follows:

Head Landlord	VBE
City of Vancouver	CoV
Non-profit Childcare Operator	NPO

Proportionate Share is represented as: P.S. (xx% Child care premises / xx% VBE)

NOTE: Generally, the Society will not be responsible for the cost of maintenance of the base building systems within or dedicated solely to the Premises.

The Society will be responsible for maintenance, repairs and operational costs of the childcare and ancillary rooms and areas within the Premises, including janitorial, utilities, pest control, and security services, and for the allocated portion of the common area costs associated with general maintenance of common areas throughout the Building, (as applicable). Services to be provided by the Landlord at the NPO's cost or shared cost will be billed on a full cost recovery basis including any applicable overtime rates for service outside of regular staff times, Monday to Friday, 253 days per year, and all applicable benefits, allowances and premiums.

Item	Description	Party to Perform Work	Party Responsible to Pay for Work
1.	Heating, Ventilation and Air Conditioning exclusive to or within the Premises (excluding items covered by no. 2 below)		
a	- annual inspection by B.C. Safety Authority	VBE	CoV
b	- routine maintenance and repair	VBE	CoV
c	- provision & replacement of filter material	VBE	CoV
d	- cleaning of ducts	CoV	CoV
e	- life cycle replacement (capital maintenance)	CoV	CoV
2.	Common Heating, Ventilation and Air Conditioning (systems serving more than the Premises)		
a	- annual inspection, maintenance and repair	VBE	CoV P.S.

b	- life cycle replacement	VBE	CoV P.S.
3.	Plumbing Systems exclusive to or within the Premises (excluding items covered by no. 4 below)		
a	-preventive maintenance and repairs to hot water heating and cold water systems	CoV	CoV
b	- major repairs of hot water heating and cold water systems	CoV	CoV
c	- repairs to all fixtures including faucets, and all other routine repairs	NPO	NPO
d	- unplugging toilets	VBE	NPO
e	- life cycle replacement of hot water systems, fixtures and piping	CoV	CoV
f	- repair, maintenance and life cycle replacement of exterior drainage and rain water leader	VBE	CoV
4.	Common Plumbing Systems (systems serving more than the Premises)		
a	- annual inspection, maintenance and repair	VBE	CoV
b	- life cycle replacement	VBE	CoV
5.	Mechanical Systems exclusive to or within the Premises (excluding items covered by no. 6 below)		
a	- preventive maintenance and repairs	VBE	CoV
b	- life cycle replacement	CoV	CoV
c	- installation, maintenance and replacement of additional equipment provided and installed by the occupant	NPO	NPO
6.	Common Mechanical Systems (systems serving more than the Premises), including elevator		
a	- annual inspection, maintenance and repair	VBE	CoV P.S
b	- life cycle replacement	VBE	CoV P.S

7.	Fire Protection & Suppression exclusive to or within the Premises (excluding items covered by no. 8 below)		
a	- monthly inspection of fire extinguishers within the Premises	VBE	CoV
b	- annual inspection of fire extinguishers, within Premises	CoV	CoV
c	- repairs/recharging of fire extinguishers within Premises	CoV	CoV
d	- monthly and annual inspection and life cycle replacement of smoke detectors within Premises	VBE	CoV
e	- life cycle replacement of fire extinguishers within the Premises	CoV	CoV
8.	Common Fire Protection & Suppression (systems serving more than the Premises)		
a	- annual inspection, maintenance and repairs of the fire alarm system	VBE	CoV P.S.
b	- life cycle replacement of fire alarm system	VBE	CoV P.S.
c	- annual inspection, maintenance and repair of fire sprinkler system	VBE	CoV P.S.
d	- life cycle replacement of fire sprinkler system	VBE	CoV P.S.
9.	Security Systems exclusive to or within the Premises (excluding items covered by no. 10 below)		
a	- system monitoring, inspection, maintenance and repair	NPO	NPO
b	- life cycle replacement	NPO	NPO
c	- repair, replacement, re-keying of all locks	NPO	NPO
d	- provision, and replacement of fobs, keys and other similar access devices for secure areas within the Premises	NPO	NPO
10.	Common Security Systems (systems serving more than the Premises)		
a	- system monitoring, inspection, maintenance and repair	VBE	NPO P.S.

b	- life cycle replacement	VBE	CoV P.S.
c	- provision, and replacement of fobs, keys and other similar access devices for secure common property	VBE	NPO P.S.
11.	Electrical Distribution Systems exclusive to or within the Premises (excluding items covered by no. 12 below)		
a	- repairs and upgrades required by Code	CoV	CoV
b	- inspection, maintenance and repair of wiring, breakers and electrical panels	CoV	CoV
c	- life cycle replacement of wiring, breakers and panels	CoV	CoV
d	- repair or replacement of cover plates for switches and receptacles	NPO	NPO
12.	Common Electrical Distribution Systems (systems serving more than the Premises)		
a	- inspection, maintenance and repair of electrical distribution systems to the Premises	VBE	CoV P.S.
b	- life cycle replacement of electrical distribution systems to the Premises	VBE	CoV P.S.
13.	Lighting Systems exclusive to or within the Premises (excluding items covered by no. 14 below)		
a	- bulb/tube replacement for interior and exterior lighting	VBE	NPO
b	- annual inspection and maintenance of interior emergency/exit lighting	VBE	CoV
c	- interior and exterior lighting ballast replacement	VBE	NPO
d	- life cycle replacement of fixtures	CoV	CoV
e	- cleaning of interior and exterior light fixtures	NPO	NPO
f	- provision, maintenance, repair and replacement of portable lighting fixtures such as desk lamps	NPO	NPO

14.	Common Lighting Systems (systems serving more than the Premises)		
a	- inspection, maintenance, repair, and cleaning	VBE	CoV P.S.
b	- life cycle replacement	VBE	CoV P.S.
15.	Interior and Exterior Windows of the Premises		
a	- breakage, routine repair and replacement of interior windows	NPO	NPO
b	- breakage, routine repairs and replacement of exterior windows caused by occupant/ operations	NPO	NPO
c	- cleaning of interior windows and interior surfaces of exterior windows	NPO	NPO
d	- cleaning of exterior windows within dedicated outdoor play area	VBE	NPO P.S.
e	- life cycle replacement of windows	CoV	CoV
16.	Common Area Windows		
a	- breakage and routine repair	VBE	NPO P.S.
b	- cleaning (of exterior surfaces)	VBE	NPO P.S.
c	- cleaning (of interior surfaces)	VBE	NPO P.S.
d	- life cycle replacement	VBE	CoV P.S.
17.	Interior and Exterior Doors of the Premises		
a	- maintenance and repair of interior doors	NPO	NPO
b	- life cycle replacement of interior doors	CoV	CoV

c	- maintenance and repair of exterior doors	VBE	CoV
d	- life cycle replacement of exterior doors	CoV	CoV
18.	Common Area Doors		
a	- maintenance and repair	VBE	NPO P.S.
b	- life cycle replacement	VBE	CoV P.S.
19.	Interior Surfaces within the Premises		
a	- interior life cycle repainting	CoV	CoV
b	- maintenance and cleaning of window applications including, but not limited to blinds and curtains	NPO	NPO
c	- repairs to interior walls and ceilings, including minor painting	NPO	NPO
d	- life cycle replacement of ceiling tiles	CoV	CoV
e	- interior repairs due to building system failures such as roof leaks, exterior walls	CoV	CoV
f	- maintenance and repairs of floor coverings, including carpet and tile	NPO	NPO
g	- life cycle replacement of flooring	CoV	CoV
h	- maintenance and repair of millwork	NPO	NPO
i	- lifecycle replacement of millwork	CoV	CoV
20.	Common Area Interior Surfaces		
a	- all maintenance and repairs	VBE	NPO P.S.
b	- all capital maintenance or replacements	VBE	CoV P.S.

21.	Major Structural Systems included within the Premises		
a	- repairs or replacements of foundations, flooring sub-structure, building envelope including bearing walls and roofing and dedicated intensive green roof membrane, envelope and structure	VBE	CoV P.S.
b	- repairs and painting of exterior surfaces including windows, trim, fascia and soffits	VBE	NPO P.S.
c	- annual inspection, servicing, maintenance, repair and replacement of the dedicated intensive green roof, excluding the roof membrane, envelope and structure	CoV	CoV
d	- monitoring, maintenance and repair of the roof leak detection system	CoV	CoV
22.	Major Structural Systems external to the Premises related to the Premises		
a	- all repairs and replacements	VBE	CoV P.S.
23.	Exterior Site Services		
a	- landscaping repairs and maintenance (other than the green roof) applies to areas outside the Premises	VBE	VBE
b	- grass cutting on green roof	NPO	NPO
c	- general cleaning of grounds, litter disposal	VBE	NPO P.S.
d	- snow and ice removal from steps, walkways, entrances including the provision of de-icing materials	VBE	NPO P.S.
e	- removal of snow from parking areas on school days (on other days VBE to do at Tenant's request, at Tenant's sole expense)	VBE	NPO P.S.
f	- snow and ice removal from roof area walkways	VBE	NPO
g	- repairs of water and sewage systems (beyond the building perimeter)	VBE	CoV P.S.
h	- maintenance, repair and replacement of Tenant-specific gates and fences	NPO	NPO
i	- maintenance and repair of parking areas	VBE	NPO P.S.

j	- graffiti removal from exterior of the Premises	NPO	NPO
24.	Signage exterior to the Premises		
a	- maintenance, repair, and replacement (subject to prior approval of the VBE)	NPO	NPO
25.	Interior Signage within the Premises		
a	- maintenance, repair and replacement of interior signage	NPO	NPO
26.	Play Area Structures and Equipment within the Premises		
a	- inspection, maintenance, and repair of playground equipment and structures	NPO	NPO
b	- lifecycle replacement of play equipment and structures	NPO	NPO
c	- maintenance, repair and replacement of general outdoor surfaces, gates and fences installed by the Tenant	NPO	NPO
d	- maintenance, repair, replacement of sand and fibar/engineered wood chips materials	NPO	NPO
27.	Custodial Services within the Premises		
a	- routine custodial services	VBE	NPO
b	- pest control services (interior)	NPO	NPO
c	- pest control services (exterior/playground)	VBE	NPO
d	- provision of all washroom supplies	VBE	NPO
e	- garbage and recycling	VBE	NPO
28.	Common Area Custodial Services		
a	- routine custodial services	VBE	NPO P.S.
b	- pest control services (exterior)	VBE	NPO P.S.

c	- garbage removal services	VBE	NPO P.S.
29.	Appliances, Program and Other Non-Installed Equipment within the Premises		
a	- inspection, maintenance and repair of all non-building equipment including without limitation all stoves, refrigerators, microwaves, coolers, free standing cabinets, track lighting	NPO	NPO
b	- replacement of all appliances, program and non-installed equipment	NPO	NPO
c	- maintenance, repair and replacement of furniture	NPO	NPO
30.	Renovations and Upgrades within the Premises		
a	- any upgrades, additions, enhancements or improvements beyond what was originally provided during construction (subject to prior approval by VBE and CoV)	NPO	NPO
31.	Utilities		
a	- electricity used by the Premises	NPO	NPO
b	- gas used by the Premises	NPO	NPO
c	- water and sewer used by the Premises	NPO	NPO
d	- common area utilities	VBE	NPO P.S.
e	- reading of utilities meters within common area re utilities usage by Premises, if required	VBE	VBE
32.	Business Operations of the Tenant		
a	- telephone, internet & cable services	NPO	NPO
b	- insurance (CGL, business interruption, contents, tenant's legal liability, etc.)	NPO	NPO
c	- provision, maintenance and replacement of computer systems within the Premises	NPO	NPO

d	- supplies and equipment	NPO	NPO
e	- building insurance for the Premises	VBE	CoV

DRAFT

APPENDIX B: SERVICE LEVEL AGREEMENT FOR FRASER COMMONS

SERVICE LEVEL AGREEMENT

8138 Fraser Street

For purposes of this document, the parties are identified as follows:

Developer, Strata, Remainder	Other ASP
City of Vancouver	CoV
NPO Operator	NPO

Generally, the Society will not be responsible for the cost of maintenance of the base building systems within or dedicated solely to the Premises.

The Society will be responsible for maintenance, repairs and operational costs of the childcare and social purpose facility and ancillary rooms and areas within the Premises, including janitorial, utilities, pest control, and security services, and for the allocated portion of the common area costs associated with general maintenance of common areas throughout the Building, (as applicable).

Item	Description	Party to Perform the Work	Party Responsible to Pay for Work
1.1	Heating, Ventilation and Air Conditioning exclusive to or within the City's ASP (excluding common equipment/systems)		
a	- annual inspection	CoV	CoV
b	- routine maintenance and repair	CoV	CoV
c	- provision & replacement of filter material	CoV	CoV
d	- cleaning of ducts	CoV	CoV
e	- life cycle replacement (Capital Maintenance)	CoV	CoV
1.2	Common Heating, Ventilation and Air Conditioning (systems serving more than the City's ASP)		
a	- annual inspection, maintenance and repair	CoV/Other ASP	CoV/Other ASP
b	- life cycle replacement	CoV/Other ASP	CoV/Other ASP

Item	Description	Party to Perform the Work	Party Responsible to Pay for Work
2.1	Plumbing Systems exclusive to or within the City's ASP (excluding common systems/equipment)		
a	-preventive maintenance and repairs to hot water heating systems and domestic cold water systems	CoV	CoV
b	- major repairs and replacement of hot water heating systems and domestic cold water systems	CoV	CoV
c	- repairs to all fixtures including faucets, unplugging toilets and all other routine repairs	NPO	NPO
d	- life cycle replacement of hot water systems, fixtures, (including all sinks and toilets) and piping	CoV	CoV
e	- repair, maintenance and life cycle replacement of exterior drainage and rain water leader	CoV/Other ASP	CoV/Other ASP
2.2	Common Plumbing Systems (systems serving more than the City's ASP)		
a	- annual inspection, maintenance and repair	CoV/Other ASP	CoV/Other ASP
b	- life cycle replacement	CoV/Other ASP	CoV/Other ASP
c	-maintenance and replacement of sump pumps	CoV/Other ASP	CoV/Other ASP
3.1	Mechanical Systems exclusive to or within the City's ASP (including dedicated elevators)		
a	- preventive maintenance and repairs	CoV	CoV
b	- life cycle replacement	CoV	CoV
c	- installation, maintenance and replacement of additional equipment provided and installed by the occupant	NPO	NPO

Item	Description	Party to Perform the Work	Party Responsible to Pay for Work
3.2	Common Mechanical Systems (systems serving more than the City's ASP)		
a	- annual inspection, maintenance and repair	CoV/Other ASP	CoV/Other ASP
b	- life cycle replacement	CoV/Other ASP	CoV/Other ASP
4.1	Fire Protection & Suppression exclusive to the City's ASP		
a	- <u>Fire extinguishers</u> : monthly inspection;	NPO	NPO
b	- <u>Fire extinguishers</u> : annual inspection; repairs, recharging, and life-cycle replacement	CoV	CoV
c	- <u>Smoke detectors</u> : monthly inspection	NPO	NPO
d	- <u>Smoke detectors</u> : annual inspection; repairs and/or life-cycle replacement	CoV	CoV
e	- Fire alarm system: monthly and annual inspection (including inspection and maintenance of interior emergency/exit lighting); maintenance, repairs and life-cycle replacement	CoV	CoV
f	- Fire sprinkler system: annual inspection (or more frequently as required); maintenance, repairs and life-cycle replacement	CoV	CoV
4.2	Common Fire Protection & Suppression (systems serving more than the City's ASP)		
a	- annual inspection, maintenance and repairs of the fire alarm system	CoV/Other ASP	CoV/Other ASP
b	- life cycle replacement of fire alarm system	CoV/Other ASP	CoV/Other ASP
c	- annual inspection, maintenance and repair of fire sprinkler system	CoV/Other ASP	CoV/Other ASP

Item	Description	Party to Perform the Work	Party Responsible to Pay for Work
d	- life cycle replacement of fire sprinkler system	CoV/Other ASP	CoV/Other ASP
5.1	Security Systems dedicated to or within the City's ASP		
a	- system monitoring, inspection, maintenance and repair	NPO	NPO
b	- life cycle replacement	NPO	NPO
c	- repair, replacement, re-keying of all locks	NPO	NPO
d	-provision, and replacement of fobs, keys and other similar access devices for secure areas within the Premises	NPO	NPO
5.2	Common Security Systems (systems serving more than the City's ASP)		
a	- system monitoring, inspection, maintenance and repair	CoV/Other ASP	CoV/Other ASP
b	- life cycle replacement	CoV/Other ASP	CoV/Other ASP
6.1	Electrical Distribution Systems exclusive to or within the City's ASP (excluding common systems/equipment)		
a	- repairs and upgrades required by Code initiated by the Landlord	CoV	CoV
b	- repairs and upgrades required by Code initiated by the Tenant	NPO	NPO
c	- inspection, maintenance and repair of wiring, breakers and electrical panels	CoV	CoV
d	- life cycle replacement of wiring, breakers and panels	CoV	CoV

Item	Description	Party to Perform the Work	Party Responsible to Pay for Work
e	- repair or replacement of switches, receptacles, cover plates	NPO	NPO
f	- additions, enhancements to meet tenant's program needs, including ongoing maintenance	NPO	NPO
6.2	Common Electrical Distribution Systems (systems serving more than the City's ASP)		
a	- inspection, maintenance and repair of electrical distribution systems to the City's ASP	CoV/Other ASP	CoV/Other ASP
b	- life cycle replacement of electrical distribution systems to the City's ASP	CoV/Other ASP	CoV/Other ASP
c	- maintenance, repair and replacement of auxiliary power generating systems	CoV/Other ASP	CoV/Other ASP
7.1	Lighting Systems within the City's ASP		
a	- bulb/tube replacement for interior lighting	NPO	NPO
b	- interior and exterior lighting ballast replacement	CoV	CoV
c	- life cycle replacement of fixtures	CoV	CoV
d	- cleaning of interior light fixtures	NPO	NPO
e	- provision, maintenance, repair and replacement of portable lighting fixtures	NPO	NPO
f	- maintenance and repair of exterior lighting (fixed to the exterior shell of the leased premises)	CoV	CoV
g	- life cycle replacement of exterior lighting (fixed to the exterior shell of the leased premises)	CoV	CoV

Item	Description	Party to Perform the Work	Party Responsible to Pay for Work
7.2	Common Lighting Systems (systems serving more than the City's ASP)		
a	- inspection, maintenance, repair, and cleaning	CoV/Other ASP	CoV/Other ASP
b	- life cycle replacement	CoV/Other ASP	CoV/Other ASP
8.1	Interior Windows within the City's ASP		
a	- breakage and replacement of interior windows, not caused by the occupant or operations	CoV	CoV
b	- breakage and replacement of interior windows, caused by the occupant or operations	NPO	NPO
c	- routine repairs and cleaning of interior windows	NPO	NPO
d	- replacement due to normal wear and tear	CoV	CoV
8.2	Exterior Windows of the City's ASP and Play Yard Canopy		
a	- breakage, routine repairs and replacement of exterior windows or canopy, not caused by the occupant or operations	CoV / Other ASP	CoV / Other ASP
b	- breakage, routine repairs and replacement of exterior windows or canopy, caused by the occupant or operations	CoV / Other ASP	NPO
c	- cleaning of interior surfaces of exterior windows	NPO	NPO
d	-cleaning of exterior surfaces of exterior windows and play yard canopy	CoV / Other ASP	NPO

Item	Description	Party to Perform the Work	Party Responsible to Pay for Work
e	- life cycle replacement of the exterior windows / play yard canopy	CoV / Other ASP	CoV / Other ASP
8.3	Common Area Windows		
a	- breakage and repair (not caused by occupants or operations)	CoV/Other ASP	CoV/Other ASP
b	- breakage and repair (caused by occupants or operations)	CoV/Other ASP	NPO / other ASP
c	- cleaning (of exterior surfaces)	CoV/Other ASP	CoV / other ASP
d	- cleaning (of interior surfaces)	CoV/Other ASP	CoV / other ASP
e	- life cycle replacement	CoV/Other ASP	CoV / other ASP
8.4	Interior and Exterior Doors within the City's ASP		
a	- maintenance and repair of interior doors	NPO	NPO
b	- life cycle replacement of interior doors	CoV	CoV
c	- maintenance and repair of exterior doors	CoV	CoV
d	- life cycle replacement of exterior doors	CoV	CoV
8.5	Common Area Doors		
a	- maintenance and repair	CoV/Other ASP	CoV / Other ASP
b	- life cycle replacement	CoV/Other ASP	CoV / Other ASP

Item	Description	Party to Perform the Work	Party Responsible to Pay for Work
9.1	Interior Surfaces within the City's ASP		
a	- interior life cycle repainting	CoV	CoV
b	- maintenance and cleaning of window applications including, but not limited to blinds and curtains	NPO	NPO
c	- repairs to interior walls and ceilings, including minor painting	NPO	NPO
d	- life cycle replacement of ceiling tiles	CoV	CoV
e	- interior repairs due to building system failures such as roof leaks, exterior walls and foundation leaks not caused by the occupant or operations	CoV	CoV
f	- maintenance and repairs of floor coverings, including carpet and tile	NPO	NPO
g	- life cycle replacement of flooring coverings	CoV	CoV
h	- maintenance and repair of millwork	NPO	NPO
i	- life cycle replacement of millwork	CoV	CoV
9.2	Common Area Interior Surfaces		
a	- all maintenance and repairs	CoV/Other ASP	CoV / Other ASP
b	- all capital maintenance or replacements	CoV/Other ASP	CoV / Other ASP

Item	Description	Party to Perform the Work	Party Responsible to Pay for Work
10.1	Major Structural Systems included within the City's ASP		
a	- repairs or replacements of foundations, flooring sub-structure, building envelope including bearing walls and roofing, due to damage not related to the tenancy	Other ASP	CoV/Other ASP
b	- repairs or replacements of foundations, flooring sub-structure, building envelope including bearing walls and roofing, due to damage related to the tenancy	Other ASP	NPO
c	- repairs and painting of exterior surfaces including windows, trim, fascia and soffits	Other ASP	CoV / Other ASP
d	- cleaning of eaves troughs, gutters and awning	NPO	NPO
e	- exterior life-cycle repainting	CoV/ Other ASP	CoV
10.2	Major Structural Systems external to the City's ASP		
a	- all repairs and replacements	CoV/Other ASP	CoV / Other ASP
11.1	Site Services within the City's ASP		
a	- snow and ice removal from steps, walkways, entrances including the provision of de-icing materials	NPO	NPO
b	- snow and ice removal from roof areas, canopies and/or awnings (if applicable)	CoV	CoV
c	-graffiti removal	CoV	CoV

Item	Description	Party to Perform the Work	Party Responsible to Pay for Work
11.2	Site Services outside of the City's ASP		
a	- landscaping repairs and maintenance	Other ASP	NPO (Proportionate Share)
b	- grass cutting	Other ASP	NPO (Proportionate Share)
c	- general cleaning of grounds, litter disposal	Other ASP	NPO (Proportionate Share)
d	- snow and ice removal from steps, walkways, entrances including the provision of de-icing materials	Other ASP/NPO	NPO (Proportionate Share)
e	- snow and ice removal from entrance to parking areas	Other ASP/NPO	NPO (Proportionate Share)
f	- snow and ice removal from roof areas, canopies, and/or awnings (if applicable)	CoV/Other ASP	CoV/Other ASP
g	- repairs of water and sewage systems (beyond the building perimeter), unless deemed to be caused by the Tenant	Other ASP	CoV/Other ASP
h	- maintenance, repair and replacement of gates and fences (excluding tenant specific gates and fences)	CoV/Other ASP	CoV/ Other ASP
i	-graffiti removal	Other ASP	NPO (Proportionate Share)
12.1	Interior Signage within the City's ASP		
a	- maintenance, repair and replacement of interior signage	NPO	NPO

Item	Description	Party to Perform the Work	Party Responsible to Pay for Work
12.2	Exterior Childcare Signage (within the City's ASP and/or outside the City's ASP)		
a	- maintenance, repair, and replacement (subject to prior approval of the CoV and Dev/Strata)	NPO	NPO
12.3	Common Signage not related to the City's ASP		
a	- maintenance, repair, and replacement	Other ASP	Other ASP
13.1	Play Area and Equipment		
a	- inspection, maintenance, and repair of playground equipment and structures	NPO	NPO
b	- life cycle replacement of play equipment and structures	NPO	NPO
c	- maintenance, repair and replacement of general outdoor surfaces, gates and fences	NPO	NPO
d	- maintenance, repair, replacement of sand and fibar materials	NPO	NPO
e	- maintenance of landscaping (plantings)	NPO	NPO
f	-maintenance, repair and replacement of perimeter fencing when damage is <i>not</i> caused by occupants or operations	CoV	CoV
g	-maintenance, repair and replacement of perimeter fencing when damage is caused by occupants or operations	CoV	NPO
h	- snow and ice removal	NPO	NPO

Item	Description	Party to Perform the Work	Party Responsible to Pay for Work
14.1	Janitorial Services within the City's ASP		
a	- routine janitorial/custodial services	NPO	NPO
b	- pest control services (interior)	NPO	NPO
c	- pest control services (exterior)	Other ASP	CoV
d	- provision of all washroom supplies	NPO	NPO
e	- garbage and recycling removal services	NPO	NPO
14.2	Common Area Janitorial Services		
a	- routine janitorial/custodial services	NPO/Other ASP	NPO Proportionate Share
b	- pest control services (exterior)	Other ASP	CoV/ Other ASP
c	- provision of all washroom supplies	N/A	N/A
d	- garbage removal services	N/A	N/A
15.1	Appliances, Program and Other Non-Installed Equipment within the City's ASP		
a	- inspection, maintenance and repair of all non-building equipment including stoves, refrigerators, microwaves, coolers, free standing cabinets, track lighting	NPO	NPO
b	- replacement of all appliances, program and non-installed equipment	NPO	NPO
c	- maintenance, repair and replacement of furniture	NPO	NPO

Item	Description	Party to Perform the Work	Party Responsible to Pay for Work
16.1	Renovations and Upgrades within the City's ASP		
a	- any upgrades, additions, enhancements or improvements beyond what was originally provided during construction (subject to prior approval by Dev/Strata and CoV)	NPO	NPO
16.2	Parking Facility		
a	- non-structural repair and maintenance	Other ASP	NPO Proportionate Share
b	- utilities	Other ASP	NPO Proportionate Share
17.1	Utilities serving the City's ASP		
a	- electricity	NPO	NPO
b	- gas	NPO	NPO
c	- water and sewer	NPO/ Other ASP	NPO
d	- Neighbourhood Energy Utility (NEU) used by the Premises	Other ASP	NPO
e	- all other municipal utility charges which appear on the property tax notice	CoV	NPO

Item	Description	Party to Perform the Work	Party Responsible to Pay for Work
18.1	Business Operations		
a	- staff costs	NPO	NPO
b	- telephone, internet & cable services	NPO	NPO
c	- insurance (CGL, business interruption, contents, etc.)	NPO	NPO
d	- supplies and equipment, including for bathroom and kitchen	NPO	NPO
e	- security services	NPO	NPO

Life Cycle Replacement

Life cycle replacement is based on fair wear and tear. The need of such replacement is at the Landlord's sole discretion.

Damage

Notwithstanding the foregoing, it is a condition hereof that the Landlord's obligation to maintain, repair, and replace parts of the Premises as indicated above is always subject to the availability of funds currently budgeted by the Landlord for such purposes at the Premises.

APPENDIX C: SERVICE LEVEL AGREEMENT FOR 1444 ALBERNI STREET

SERVICE LEVEL AGREEMENT 1444 Alberni Street & 740 Nicola Street Childcare

For purposes of this document, the parties are identified as follows:

Strata, Remainder
City of Vancouver
NPO Operator

Other ASP
CoV
NPO

Generally, the Society will not be responsible for the cost of maintenance of the base building systems within or dedicated solely to the Premises.

The Society will be responsible for maintenance, repairs and operational costs of the childcare and neighbourhood annex facility and ancillary rooms and areas within the Premises, including janitorial, utilities, pest control, and security services, and for the allocated portion of the common area costs associated with general maintenance of common areas throughout the Building (as applicable).

Item	Description	Party to Perform the Work	Party Responsible to Pay for Work
1.1	Heating, Ventilation and Air Conditioning exclusive to or within the City's ASP (excluding common equipment/systems)		
a	- annual inspection	CoV	CoV
b	- routine maintenance and repair	CoV	CoV
c	- provision & replacement of filter material	CoV	CoV
d	- cleaning of ducts	CoV	CoV
e	- life cycle replacement (Capital Maintenance)	CoV	CoV
1.2	Common Heating, Ventilation and Air Conditioning (systems serving more than the City's ASP)		
a	- annual inspection, maintenance and repair	CoV/Other ASP	CoV/Other ASP
b	- life cycle replacement	CoV/Other ASP	CoV/Other ASP

Item	Description	Party to Perform the Work	Party Responsible to Pay for Work
2.1	Plumbing Systems exclusive to or within the City's ASP (excluding common systems/equipment)		
a	-preventive maintenance and repairs to hot water heating systems and domestic cold water systems	CoV	CoV
b	- major repairs and replacement of hot water heating systems and domestic cold water systems	CoV	CoV
c	- repairs to all fixtures including faucets, unplugging toilets and all other routine repairs	NPO	NPO
d	- life cycle replacement of hot water systems, fixtures, (including all sinks and toilets) and piping	CoV	CoV
e	- repair, maintenance and life cycle replacement of exterior drainage and rain water leader	CoV/Other ASP	CoV/Other ASP
2.2	Common Plumbing Systems (systems serving more than the City's ASP)		
a	- annual inspection, maintenance and repair	CoV/Other ASP	CoV/Other ASP
b	- life cycle replacement	CoV/Other ASP	CoV/Other ASP
c	-maintenance and replacement of sump pumps	CoV/Other ASP	CoV/Other ASP
3.1	Mechanical Systems exclusive to or within the City's ASP (including dedicated elevators)		
a	- preventive maintenance and repairs	CoV	CoV
b	- life cycle replacement	CoV	CoV
c	- installation, maintenance and replacement of additional equipment provided and installed by the occupant	NPO	NPO

Item	Description	Party to Perform the Work	Party Responsible to Pay for Work
3.2	Common Mechanical Systems (systems serving more than the City's ASP)		
a	- annual inspection, maintenance and repair	CoV/Other ASP	CoV/Other ASP
b	- life cycle replacement	CoV/Other ASP	CoV/Other ASP
4.1	Fire Protection & Suppression exclusive to the City's ASP		
a	- <u>Fire extinguishers</u> : monthly inspection;	NPO	NPO
b	- <u>Fire extinguishers</u> : annual inspection; repairs, recharging, and life-cycle replacement	CoV	CoV
c	- <u>Smoke detectors</u> : monthly inspection	NPO	NPO
d	- <u>Smoke detectors</u> : annual inspection; repairs and/or life-cycle replacement	CoV	CoV
e	- <u>Fire alarm system</u> : monthly and annual inspection (including inspection and maintenance of interior emergency/exit lighting); maintenance, repairs and life-cycle replacement	CoV	CoV
f	- <u>Fire sprinkler system</u> : annual inspection (or more frequently as required); maintenance, repairs and life-cycle replacement	CoV	CoV
4.2	Common Fire Protection & Suppression (systems serving more than the City's ASP)		
a	- annual inspection, maintenance and repairs of the fire alarm system	CoV/Other ASP	CoV/Other ASP
b	- life cycle replacement of fire alarm system	CoV/Other ASP	CoV/Other ASP

Item	Description	Party to Perform the Work	Party Responsible to Pay for Work
c	- annual inspection, maintenance and repair of fire sprinkler system	CoV/Other ASP	CoV/Other ASP
d	- life cycle replacement of fire sprinkler system	CoV/Other ASP	CoV/Other ASP
5.1	Security Systems dedicated to or within the City's ASP		
a	- system monitoring, inspection, maintenance and repair	NPO	NPO
b	- life cycle replacement	NPO	NPO
c	- repair, replacement, re-keying of all locks	NPO	NPO
d	-provision, and replacement of fobs, keys and other similar access devices for secure areas within the Premises	NPO	NPO
5.2	Common Security Systems (systems serving more than the City's ASP)		
a	- system monitoring, inspection, maintenance and repair	CoV/Other ASP	CoV/Other ASP
b	- life cycle replacement	CoV/Other ASP	CoV/Other ASP
6.1	Electrical Distribution Systems exclusive to or within the City's ASP (excluding common systems/equipment)		
a	- repairs and upgrades required by Code initiated by the Landlord	CoV	CoV
b	- repairs and upgrades required by Code initiated by the Tenant	NPO	NPO
c	- inspection, maintenance and repair of wiring, breakers and electrical panels	CoV	CoV

Item	Description	Party to Perform the Work	Party Responsible to Pay for Work
d	- life cycle replacement of wiring, breakers and panels	CoV	CoV
e	- repair or replacement of switches, receptacles, cover plates	NPO	NPO
f	- additions, enhancements to meet tenant's program needs, including ongoing maintenance	NPO	NPO
6.2	Common Electrical Distribution Systems (systems serving more than the City's ASP)		
a	- inspection, maintenance and repair of electrical distribution systems to the City's ASP	CoV/Other ASP	CoV/Other ASP
b	- life cycle replacement of electrical distribution systems to the City's ASP	CoV/Other ASP	CoV/Other ASP
c	- maintenance, repair and replacement of auxiliary power generating systems	CoV/Other ASP	CoV/Other ASP
7.1	Lighting Systems within the City's ASP		
a	- bulb/tube replacement for interior lighting	NPO	NPO
b	- interior and exterior lighting ballast replacement	CoV	CoV
c	- life cycle replacement of fixtures	CoV	CoV
d	- cleaning of interior light fixtures	NPO	NPO
e	- provision, maintenance, repair and replacement of portable lighting fixtures	NPO	NPO
f	- maintenance and repair of exterior lighting (fixed to the exterior shell of the leased premises)	CoV	CoV

Item	Description	Party to Perform the Work	Party Responsible to Pay for Work
g	- life cycle replacement of exterior lighting (fixed to the exterior shell of the leased premises)	CoV	CoV
7.2	Common Lighting Systems (systems serving more than the City's ASP)		
a	- inspection, maintenance, repair, and cleaning	CoV/Other ASP	CoV/Other ASP
b	- life cycle replacement	CoV/Other ASP	CoV/Other ASP
8.1	Interior Windows within the City's ASP		
a	- breakage and replacement of interior windows, not caused by the occupant or operations	CoV	CoV
b	- breakage and replacement of interior windows, caused by the occupant or operations	NPO	NPO
c	- routine repairs and cleaning of interior windows	NPO	NPO
d	- replacement due to normal wear and tear	CoV	CoV
8.2	Exterior Windows of the City's ASP and Play Yard Canopy		
a	- breakage, routine repairs and replacement of exterior windows or canopy, not caused by the occupant or operations	CoV/Other ASP	CoV/Other ASP
b	- breakage, routine repairs and replacement of exterior windows or canopy, caused by the occupant or operations	CoV/Other ASP	NPO
c	- cleaning of interior surfaces of exterior windows	NPO	NPO
d	- cleaning of exterior surfaces of exterior windows and play yard canopy	CoV/Other ASP	NPO

Item	Description	Party to Perform the Work	Party Responsible to Pay for Work
e	- life cycle replacement of the exterior windows / play yard canopy	CoV/Other ASP	CoV/Other ASP
8.3	Common Area Windows		
a	- breakage and repair (not caused by occupants or operations)	CoV/Other ASP	CoV/Other ASP
b	- breakage and repair (caused by occupants or operations)	CoV/Other ASP	NPO /Other ASP
c	- cleaning (of exterior surfaces)	CoV/Other ASP	CoV/Other ASP
d	- cleaning (of interior surfaces)	CoV/Other ASP	CoV/Other ASP
e	- life cycle replacement	CoV/Other ASP	CoV/Other ASP
8.4	Interior and Exterior Doors within the City's ASP		
a	- maintenance and repair of interior doors	NPO	NPO
b	- life cycle replacement of interior doors	CoV	CoV
c	- maintenance and repair of exterior doors	CoV	CoV
d	- life cycle replacement of exterior doors	CoV	CoV
8.5	Common Area Doors		
a	- maintenance and repair	CoV/Other ASP	CoV/Other ASP
b	- life cycle replacement	CoV/Other ASP	CoV/Other ASP

Item	Description	Party to Perform the Work	Party Responsible to Pay for Work
9.1	Interior Surfaces within the City's ASP		
a	- interior life cycle repainting	CoV	CoV
b	- maintenance and cleaning of window applications including, but not limited to blinds and curtains	NPO	NPO
c	- repairs to interior walls and ceilings, including minor painting	NPO	NPO
d	- life cycle replacement of ceiling tiles	CoV	CoV
e	- interior repairs due to building system failures such as roof leaks, exterior walls and foundation leaks not caused by the occupant or operations	CoV	CoV
f	- maintenance and repairs of floor coverings, including carpet and tile	NPO	NPO
g	- life cycle replacement of flooring coverings	CoV	CoV
h	- maintenance and repair of millwork	NPO	NPO
i	- life cycle replacement of millwork	CoV	CoV
9.2	Common Area Interior Surfaces		
a	- all maintenance and repairs	CoV/Other ASP	CoV/Other ASP
b	- all capital maintenance or replacements	CoV/Other ASP	CoV/Other ASP
10.1	Major Structural Systems included within the City's ASP		

Item	Description	Party to Perform the Work	Party Responsible to Pay for Work
a	- repairs or replacements of foundations, flooring sub-structure, building envelope including bearing walls and roofing, due to damage <u>not</u> related to the tenancy	Other ASP	CoV/Other ASP
b	- repairs or replacements of foundations, flooring sub-structure, building envelope including bearing walls and roofing, due to damage related to the tenancy	Other ASP	NPO
c	- repairs and painting of exterior surfaces including windows, trim, fascia and soffits	Other ASP	CoV/Other ASP
d	- cleaning of eaves troughs, gutters and awning	NPO	NPO
e	- exterior life-cycle repainting	CoV/Other ASP	CoV
10.2	Major Structural Systems external to the City's ASP		
a	- all repairs and replacements	CoV/Other ASP	CoV/Other ASP
11.1	Site Services within the City's ASP		
a	- snow and ice removal from steps, walkways, entrances including the provision of de-icing materials	NPO	NPO
b	- snow and ice removal from roof areas, canopies and/or awnings (if applicable)	CoV	CoV
c	-graffiti removal	CoV	CoV
11.2	Site Services outside of the City's ASP		
a	- landscaping repairs and maintenance	Other ASP	NPO (Proportionate Share)

Item	Description	Party to Perform the Work	Party Responsible to Pay for Work
b	- grass cutting	Other ASP	NPO (Proportionate Share)
c	- general cleaning of grounds, litter disposal	Other ASP	NPO (Proportionate Share)
d	- snow and ice removal from steps, walkways, entrances including the provision of de-icing materials	Other ASP/ NPO	NPO (Proportionate Share)
e	- snow and ice removal from entrance to parking areas	Other ASP/ NPO	NPO (Proportionate Share)
f	- snow and ice removal from roof areas, canopies, and/or awnings (if applicable)	CoV/Other ASP	CoV/Other ASP
g	- repairs of water and sewage systems (beyond the building perimeter), unless deemed to be caused by the Tenant	Other ASP	CoV/Other ASP
h	- maintenance, repair and replacement of gates and fences (excluding tenant specific gates and fences)	CoV/Other ASP	CoV/Other ASP
i	-graffiti removal	Other ASP	NPO (Proportionate Share)
12.1	Interior Signage within the City's ASP		
a	- maintenance, repair and replacement of interior signage	NPO	NPO
12.2	Exterior Childcare Signage (within the City's ASP and/or outside the City's ASP)		
a	- maintenance, repair, and replacement (subject to prior approval of the CoV & Strata)	NPO	NPO
12.3	Common Signage not related to the City's ASP		

Item	Description	Party to Perform the Work	Party Responsible to Pay for Work
a	- maintenance, repair, and replacement	Other ASP	Other ASP
13.1	Play Area and Equipment		
a	- inspection, maintenance, and repair of playground equipment and structures	NPO	NPO
b	- life cycle replacement of play equipment and structures	NPO	NPO
c	- maintenance, repair and replacement of general outdoor surfaces, gates and fences	NPO	NPO
d	- maintenance, repair, replacement of sand and fibar materials	NPO	NPO
e	- maintenance of landscaping (plantings)	NPO	NPO
f	-maintenance, repair and replacement of perimeter fencing when damage is <i>not</i> caused by occupants or operations	CoV	CoV
g	-maintenance, repair and replacement of perimeter fencing when damage is caused by occupants or operations	CoV	NPO
h	- snow and ice removal	NPO	NPO
14.1	Janitorial Services within the City's ASP		
a	- routine janitorial/custodial services	NPO	NPO
b	- pest control services (interior)	NPO	NPO
c	- pest control services (exterior)	Other ASP	CoV
d	- provision of all washroom supplies	NPO	NPO
e	- garbage and recycling removal services	NPO	NPO

Item	Description	Party to Perform the Work	Party Responsible to Pay for Work
14.2	Common Area Janitorial Services		
a	- routine janitorial/custodial services	NPO/ Other ASP	NPO (Proportionate Share)
b	- pest control services (exterior)	Other ASP	CoV/Other ASP
c	- provision of all washroom supplies	N/A	N/A
d	- garbage removal services	N/A	N/A
15.1	Appliances, Program and Other Non-Installed Equipment within the City's ASP		
a	- inspection, maintenance and repair of all non-building equipment including stoves, refrigerators, microwaves, coolers, free standing cabinets, track lighting	NPO	NPO
b	- replacement of all appliances, program and non-installed equipment	NPO	NPO
c	- maintenance, repair and replacement of furniture	NPO	NPO
16.1	Renovations and Upgrades within the City's ASP		
a	- any upgrades, additions, enhancements or improvements beyond what was originally provided during construction (subject to prior approval by the CoV & Strata)	NPO	NPO
16.2	Parking Facility		
a	- non-structural repair and maintenance	Other ASP	NPO (Proportionate Share)

Item	Description	Party to Perform the Work	Party Responsible to Pay for Work
b	- utilities	Other ASP	NPO (Proportionate Share)
17.1	Utilities serving the City's ASP		
a	- electricity	NPO	NPO
b	- gas	NPO	NPO
c	- water and sewer	NPO/ Other ASP	NPO
d	- Neighbourhood Energy Utility (NEU) used by the Premises	Other ASP	NPO
e	- all other municipal utility charges which appear on the property tax notice	CoV	NPO
18.1	Business Operations		
a	- staff costs	NPO	NPO
b	- telephone, internet & cable services	NPO	NPO
c	- insurance (CGL, business interruption, contents, etc.)	NPO	NPO
d	- supplies and equipment, including for bathroom and kitchen	NPO	NPO
e	- security services	NPO	NPO

Life Cycle Replacement

Life cycle replacement is based on fair wear and tear. The need of such replacement

is at the Landlord's sole discretion.

Damage

Notwithstanding the foregoing, it is a condition hereof that the Landlord's obligation to maintain, repair, and replace parts of the Premises as indicated above is always subject to the availability of funds currently budgeted by the Landlord for such purposes at the Premises.

APPENDIX D: PUBLIC SERVICE REQUIREMENTS TEMPLATE

SCHEDULE ____
PUBLIC SERVICE REQUIREMENTS

This Schedule ____ forms part of the Agreement made as of _____ 20__, between the City of Vancouver (the "Landlord") and _____ (the "Tenant").

1. Landlord's Requirements:

The Landlord requires that the Premises be used and occupied in accordance with the following:

- (a) in a manner that is consistent with the City of Vancouver's policy objectives set out as follows in Council Report RTS _____, (approved <date> _____, 20__):

Specifically, the following public benefits must be provided by the Tenant in the Premises:

- (b) in a manner that is consistent with the City of Vancouver's childcare policies in effect from time to time. For greater certainty, if such policies change, the Tenant will be required to adapt its childcare operation to align with such new or revised policies;

- (c) in a manner that is consistent with and upholds the following principles to the satisfaction of the City of Vancouver's Managing Director of Social Policy and Projects:

- i) Quality of Care: the Tenant will demonstrate full compliance with licensing requirements. If not in compliance, the Tenant will develop and implement a plan to address licensing concerns in a timely manner. Programming will strive to meet best practices for supporting healthy child development, including ample opportunities for active outdoor play.
- ii) Accessibility and Inclusion: the Tenant will demonstrate accommodation, welcomeness and openness to people of all ages, abilities, sexual orientations, gender identities (including trans*, gender-variant and two-spirit people), ethnicities, cultural backgrounds, religions, languages, under-represented communities and socio-economic conditions in the

Tenant's policies, practices and programs except in instances where the exclusion of some group is required for another group to be effectively targeted.

- iii) Financial Management: the Tenant will demonstrate sound financial planning and management practices to sustain current and longer-term programing and operation of the Premises.
- iv) Leadership: the Tenant will have sound management in place and an engaged board of directors, with the appropriate representation of communities served and the skills and expertise to support the Tenant's use, Mission, Vision and Mandate. The board of directors must function in a governance role, be active in setting direction, policy and long-term planning, and fulfill their legal and fiduciary responsibilities.
- v) Parent Involvement: the Society will ensure there is ongoing and effective communication and dialogue with families about the daily workings of childcare programs and the participation of children in these programs. The Society will organize and support communication with and involvement of the families to assist in the planning and operation of childcare programs at the Premises, such as through parent advisory committee(s), if there is sufficient interest. All facets of Premises operations shall be open for discussion by the committee, including programming and staffing decisions.
- vi) Staff Wages: a living wage will be paid to childcare centre staff by the Society, subject to sustainability of operations.
- vii) Cultural Competency: professional development will include Indigenous cultural competency training, and curricula will include programming that addresses diversity, inclusion, equity and cultural competence.
- viii) Alignment with the City of Vancouver's Mission and Values: the Tenant's use of the Premises must align with the City of Vancouver's Mission and Values, as set out below:

The City of Vancouver's Mission: to create a great city of communities that cares about its people, its environment, and its opportunities to live, work, and prosper.

The City of Vancouver's Values: being responsive to the needs of citizens and colleagues, striving for the best results, approaching work with unbiased judgement and sensitivity, being open and honest, and honouring commitments; setting examples that others will choose to follow, and being a learning organization that grows through its experiences.

The City of Vancouver is committed to A Healthy City for All – a city where everyone can create and continually improve the conditions that enable the highest level of health and well-being possible.

The foregoing principles may be amended from time to time by the Landlord and if so amended, the Landlord will notify the Tenant in writing of such amendments and will include a copy of same and the Tenant will abide by such amended principles as though they were originally contained herein;

(d) only for the purpose set out in Section _____ of the Agreement and specifically:

(collectively, the “Landlord’s Requirements”).

2. Tenant’s Acknowledgement, Representations and Covenants

(a) Acknowledgement: the Tenant acknowledges that the Landlord has been authorized by Vancouver City Council to lease the Premises, for the public benefit, to the Tenant in its capacity as a non-profit public-service organization that meets the Landlord’s Requirements, and that the Landlord has relied on the Tenant’s representations and covenants hereinafter set out, in determining that the Tenant is an appropriate tenant for the Premises.

(b) Representations: the Tenant represents that its Mission, Vision and Mandate are as follows:

Mission:

Vision:

Mandate:

The Landlord acknowledges that the Tenant’s organization may evolve, expand, contract, diversify or specialize over time (for example, by offering new types of services to meet emerging community needs), and that such changes may necessitate revisions to the Tenant’s Mission, Vision and Mandate from time to time. The Tenant will notify the Landlord immediately of any such revisions, and such revisions will be permissible, PROVIDED that the Tenant, in the Landlord’s sole discretion, continues to be a non-profit, public-service organization, and the Tenant’s use of the Premises continues to be a Permitted Use that meets the Landlord’s Requirements.

(c) Covenants: throughout the Term of the Agreement, the Tenant covenants that it will consistently, actively and rigorously implement, promote, advance and fulfil

the Landlord's Requirements and its Mission, Vision and Mandate through its use of the Premises.

The Tenant will fulfill its Mission in the following way(s):

The Tenant will fulfill its Vision in the following ways(s):

The Tenant will fulfill its Mandate in the following way(s):

3. Reporting and Monitoring

The Tenant will report to the Landlord about its use and operation of the Premises on an annual basis, by no later than December 31st, or as frequently as may otherwise be reasonably required by the Landlord. Reports must be made in a form and manner that satisfy the Landlord's reporting requirements in effect from time to time. The Landlord will notify the Tenant in writing of any changes to its reporting requirements, and the Tenant will abide by such amended reporting requirements as though they were originally contained herein.

The Landlord's current reporting requirements are as follows:

ANNUAL REPORTING:

- (a) the name and contact information of the key persons for the Tenant at the Premises;
- (b) a current list of directors and officers of the Tenant including their terms, positions and affiliations;
- (c) financial statements of the Tenant, including at a minimum a statement of income and expenses for the Premises, for the most recently available fiscal year independently prepared at the Tenant's expense by an accounting professional (review engagement or audit) OR financial statements, including at a minimum a statement of income and expenses for the Premises, endorsed by two signing officers of the Board of Directors, if independently prepared or audited statements are not available;

- (d) a proposed annual budget for the Premises with an estimate of all revenues and expenditures as well as a maintenance reserve sufficient to meet the Tenant's obligations under the Agreement, in a form acceptable to the Landlord, which must have first been approved by the directors of the Tenant;
- (e) a summary of activities for the past fiscal year demonstrating how the Tenant has implemented its Mission, Vision and Mandate through its use of the Premises and complied with the Landlord's Requirements;
- (f) a summary of activities at the Premises for the past fiscal year demonstrating how the Tenant has complied with the Service Level Agreement requirements;
- (g) a summary of activities at the Premises planned for the coming fiscal year;
- (h) a summary (including users, dates, rental fees, and MOUs or other agreements if any) of third party and community uses at the Premises and rental rates charged.

OTHER REPORTING:

The Tenant must provide evidence of good standing as a not-for-profit or charity (submit a current Corporate Registry Search from BC Registry Services) every five years of the Term or Renewal Term(s).

In the Landlord's discretion, the Tenant may also be required from time to time to provide a copy of its strategic plan, board minutes, and a summary of governance policies.

In advance of granting any renewal of the Agreement, the Landlord will review whether the Tenant has met the Landlord's Requirements.

4. FAILURE TO COMPLY

If there is unsatisfactory compliance by the Tenant with the requirements set out in this Schedule ___, the Landlord may, in its sole discretion:

- (a) require the Tenant to adjust its operations to be in compliance with this Schedule ___ including without limitation, complete further training and develop new policies; and/or
- (b) terminate the Agreement in accordance with Section 2.2 (b)(iii) thereof.

5. AMENDMENTS

The Tenant shall not make any changes to this schedule without the prior written approval of the City of Vancouver's Managing Director of Social Policy and Projects.

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**APPENDIX E: Rapid Response Grants for Urban Indigenous Child and Family Programs
(Recommendation G)**

AGENCY	PROGRAM NAME	PROGRAM DESCRIPTION	2020 RECOMMENDED
Aboriginal Mother Centre	AMC Day Care	Support to double the current enrolment (from 10 to 20 children) by enabling hiring of extra staff to increase staff-to-child ratios, and implementing enhanced sanitation measures.	\$30,000
BC Aboriginal Child Care Society	Singing Frog and Eagle's Nest AHS Preschools	Support to help with COVID-related sanitization costs and outreach to isolated and food insecure families who cannot attend summer-based in-person programming due to health concerns.	\$30,000
Helping Spirit Lodge Society	Child Youth Mentorship Program	Provides high risk Indigenous youth with support and guidance in a period when most if not all programming they would normally access has been reduced or eliminated due to pandemic control measures.	\$40,000
Vancouver Aboriginal Friendship Centre	HIPPY Program	Intensive, one-to-one and group support for Indigenous families with young children, providing early childhood and parenting education, as well as food and other supports normally accessed through currently shut down programs.	\$45,000
Metro Vancouver Aboriginal Executive Council	Social Distancing Engagement Strategy	Support the development and launch of MVAEC Indigenous Early Learning and Childcare Project's COVID-appropriate Engagement Strategy	\$45,000
TOTAL RECOMMENDED			\$190,000

APPENDIX F: Rapid Response Grants for Child and Family Programs Serving Communities Experiencing Marginalization (Recommendation H)

Organization	Type of Program	Details	Grant Recommended
Boys and Girls Clubs	All-day summer care	Support will extend the total number of days that Vancouver-based sites can provide summer break care, and/or will be used to leverage additional funding to expand into another site.	\$40,000
Red Fox Society	Outdoor park-based summer drop-in sessions	Support to hire additional staff to provide programming to children unable to access programming due to restrictions to group size.	\$25,000
Writer's Exchange	Summer drop-in sessions in parks and rental locations, and used as a resource for other all-day programs	Funding to expand the organization's current number of children served and enhance literacy programming with partnering organizations to help with school readiness.	\$40,000
Kidsafe	School-based, All-day summer care	Funding to expand the number of children able to access existing programming whose capacity has been drastically reduced because of COVID health and safety measures.	\$41,000
RayCam	Combination of all-day summer care and park drop-ins	Funding will expand the current program to add 15 children with extra support needs who need additional staff support to participate in Raycam's summer program. Raycam's licensed inner city summer camp program can only serve 1/3 of the number of children who usually attend due to COVID health and safety restrictions to total group size.	\$25,000
Total			\$171,000

APPENDIX G: Childcare Capacity and Access Grants for City-Facilitated Sites – COVID Recovery (Recommendation I)

Organization	Project	Description	Grant Recommended
The Association of Neighbourhood Houses of BC (ANHBC)	Childcare Resilience Project, July 2020-March 2022	Phase 1: Review systems, operations and structures related to childcare operations across 6 separate neighbourhood house sites to identify areas for strengthened coordination. Phase 2: Implement improvements and undertake growth planning with a focus on under-served neighbourhoods. This project will leverage a \$50,000 contribution from ANHBC and \$75,000 in in-kind resources to support the project.	\$90,000
ANHBC d.b.a. South Vancouver Neighbourhood House	Construction Project Management Support	COVID staff relief to provide project management support for the construction and opening of two new childcare sites currently under construction and recommended earlier in this report: David Lloyd George and Fraser Commons. Staff foresee additional increased costs associated with COVID and due to the two centres scheduled to open around the same time. This funding is in addition to Operational Startup funding recommended in this report, which is limited to the "soft costs" of opening a centre (recruitment, purchasing supplies, etc). This grant will enable South Vancouver Neighbourhood House to recruit a new staff person to oversee construction, and to build the organization's capacity to offer full-day licensed care as the pandemic has reduced staffing levels and current staff are focused on the safety of existing programs.	\$50,000
Total			\$140,000