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To: Finance, Facilities & Technology Committee

Prepared By: Jason Reid  
Secretary Treasurer

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Subject: ŠEŠIŠEJ Childcare Centre License Agreement

Date: September 5, 2023

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### **Purpose**

The purpose of this briefing note is to recommend the committee's and Board's approval to enter into a licence agreement with Beacon Community Services for the operations of the ŠEŠIŠEJ Childcare Centre.

### **Licence Agreement**

This license agreement (see attachment 1) was prepared by modifying the template agreement for childcare operators reflecting the following key changes:

- Clause 2 – Agreement term of 15 years corresponding with the timeframe of our commitment to deliver the program as proposed in the Childcare BC New Spaces funding application (see attachment 2);
- Clause 3 - License fee increases annually by \$100 (about 2%) annually to account for cost inflation. The 2023/24 rate (per square foot) is consistent with other childcare licence rates.
- Clause 7 – The operator agrees to operate the program consistent with the proposed program as submitted in the funding application to the Childcare BC New Spaces Fund.

### Staff Recommendation

That the Board approve entering into the proposed license agreement with Beacon Community Services for the operation of the ŠEŠIŠEJ Childcare Centre.

With respect,



Jason Reid  
Secretary Treasurer

JR/klg

Attachments: 1 - Draft License Agreement  
2 – Childcare BC New Spaces Funding Application

## LICENSE OF OCCUPATION

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This LICENSE OF OCCUPATION is made effective as of the \_\_\_ day of \_\_\_\_\_, 2023.

BETWEEN:

**THE BOARD OF EDUCATION OF SCHOOL DISTRICT NO. 63 (Saanich)**  
2125 Keating Cross Road  
Saanichton, British Columbia, V8M 2A5  
(the “**Licensor**”)

AND:

**BEACON COMMUNITY SERVICES**  
9860 Third Street  
Sidney BC V8L 4R2  
(the “**Licensee**”)

WHEREAS:

A. The Licensor is the registered owner of the lands and premises having a civic address of 7420 Veyaness Road, Saanichton, BC V8M 1V9 and legally described as:

PID 003-922-766  
Lot A, Section 8, Range 3 East, South Saanich District, Plan 17298  
(the “**Lands**”)

B. Under the terms of a funding agreement (the “**Funding Agreement**”) between Her Majesty the Queen in right of the Province of British Columbia as represented by the Minister of Education and Childcare, a copy of which Funding Agreement is attached as Schedule “B”, the Ministry of Education agreed to grant capital funding to the Licensor to construct and provide childcare spaces on the Lands;

C. The ŠEŠIŠEJ Childcare Centre is located on the Lands;

D. The Licensee wishes to obtain, and the Licensor wishes to grant to the Licensee, a license (the “**License**”) to use and occupy the building and surrounding lands shown outlined in red on the plan attached hereto as Schedule “A”(the “**License Area**”), on the terms and conditions set forth herein.

### 1. Grant of License

In consideration of and subject to the terms and conditions of this License, the Licensor hereby grants the License to the Licensee. The interest granted pursuant to this License constitutes a license only and does not constitute a lease or a sublease, nor create any other interest in land.

## 2. Term

Subject to early termination or renewal as may be provided herein or otherwise agreed in writing, the License shall be for a term of 15 years, commencing on \_\_\_\_\_ (the “**Term**”).

The Term may be extended by letter of agreement between the Licensor and the Licensee. Any such extension is subject to the terms and conditions of this License. There is no binding obligation on the part of either the Licensor or the Licensee to renew or extend this License at the expiry of the Term.

## 3. License Fees

The Licensee will pay to the Licensor during the Term in lawful money of Canada, without any setoff, compensation or deductions whatsoever, the fees plus the license fees (the “**License Fees**”), calculated as follows:

- (a) for the 12 months of the Term, the sum of \$4,500.00 per month (the “**Base Fee**”), plus applicable taxes (including GST);
- (b) for each subsequent 12 month period of the Term, the Base Fee shall be increased annually by \$100.00 per month (plus applicable taxes, on each annual anniversary date of the commencement of the Term);

The License Fees, plus any other additional costs set out in this License shall be payable monthly on the 1<sup>st</sup> day of each and every month during the Term, with the first such payment due on the 1<sup>st</sup> day of the Term;

The License Fees are inclusive of the following expenses paid by the Licensor:

- a) any taxes levied by any governmental authority on the License Area and on any buildings, improvements and fixtures thereon;
- b) the Licensor’s cost of insurance for the Lands and the improvements and fixtures located thereon, except that insurance the Licensee has agreed to provide;
- c) all the Licensor’s reasonable operating costs such as building and grounds maintenance, routine repairs, snow removal (parking lot/steps/ramp), water and electrical power and lighting expenses, waste removal, and administrative expenses;
- d) The Licensor’s cost of the future renewal of building systems and land improvements. The Licensor acknowledges its intention, without creating any binding legal obligation, to allocate 50% of the License Fees to the operating costs of the License Area and 50.0% to a capital reserve account to be used to renew building systems and/or land improvements as facility components reach end of life.

Interest will accrue on any overdue amounts owing under this License at the rate of 1.5% per month from the date due until paid.

#### 4. Licensee Agreements

The Licensee agrees with the Licensor:

- a) to pay the License Fees in advance as set out herein;
- b) to pay the cost to repair any damage to the License Area caused by the Licensee, excepting regular wear and tear;
- c) to bear all costs with respect to facility cleaning and telephone, internet service and similar utility and electronic services to the License Area;
- d) to leave the License Area and all improvements thereon in good repair;
- e) to pay any services contracted for or provided at the request of the Licensee;
- f) to pay any taxes and rates imposed in respect of the Licensee's fixtures or property installed in the License Area;
- g) not to carry on any business or permit anything to be done or kept on or around the Lands that shall be deemed a nuisance on the License Area and the Licensor's decision as to what constitutes a nuisance, if exercised in good faith, shall be final;
- h) that if the Term hereby granted shall be at any time seized or taken in execution or in attachment by any creditor of the Licensee, or if the Licensee shall make any assignment for the benefit of creditors, or becoming bankrupt or insolvent shall take the benefit of any legislation that may be in force for bankrupt or insolvent debtors, the Term shall immediately become forfeited and void;
- i) to use the License Area only for the operation of a fully licensed childcare program consistent with clause 7 (Childcare Program Requirements).
- j) to comply with all fire, safety, health and other governmental requirements applicable to its before and after school care facilities;
- k) to not accept enrolment of more than the legally permissible number of children at the License Area having regard to those governmental requirements, and requirements of School District No 63 (Saanich) referred to herein;
- l) to not erect any signs at the License Area without the written approval of the Licensor;
- m) to keep the License Area clean and tidy, maintaining a standard consistent with that set by the Licensor for the school facilities operated by it;
- n) to not register this License at the Land Title Office;
- o) at the expense of the Licensee, to ensure that any employee, agent, contractor or person retained by the Licensee to assist in performing its services shall successfully complete a criminal records check, and the Licensee agrees not to allow any person who has failed a

criminal record check (as determined solely by the Licensor) to be in attendance at the License Area and to provide acceptable proof of successful completion of criminal record checks as the Licensor may require;

- p) at the expense of the Licensee, to comply with all laws, regulations and requirements applicable to the Licensee, or to the License Area, of any and all authorities and all notices in pursuance of same;
- q) to comply with the legislation of the Ministry of Education and Childcare that prohibits the use of tobacco and smoking in all school district buildings and on school district lands (the “**Smoking Ban**”) and to use the Licensee’s best efforts to enforce the Smoking Ban on the License Area;
- r) upon request of the Licensor, to provide financial information the Licensor may require including but not limited to proposed budgets and profit and loss statements; and
- s) to comply with the requirements of this License including the childcare program requirements set out in Section 7.

## 5. Licensor Agreements

The Licensor agrees with the Licensee:

- a) for quiet enjoyment; and
- b) to permit the Licensee the reasonable use of water, hydro and sanitary/storm drains provided to the License Area.

## 6. “AS IS”

The Licensee acknowledges and agrees that the License Area is accepted by the Licensee on an “as is” basis and there is no representation or warranty by the Licensor as to the suitability or condition of the License Area for the permitted use set out herein.

## 7. Childcare Program Requirements

The Licensee agrees to operate a childcare program consistent with the program description as detailed in the funding application submitted by the Licensor to the Ministry of Children and Family Development (the “**Funding Application**”), a copy of which is attached as Schedule “C”, and consistent with the requirements of the Funding Agreement. Consistent with the Funding Application, the Licensee and Licensor further agree to collaborate to deliver a program that integrates with Saanich School District programs where beneficial to create opportunities for learning and sharing and to facilitate a more seamless transition from early learning into K-12.

Consistent with the Funding Application, the *School Act* and the related Childcare Order (Ministerial Order M326), the Licensee will deliver a childcare program that fosters Indigenous reconciliation in childcare and provides inclusive childcare.

An inclusive childcare program is one that is open to all students and that has the supports required for children with diverse needs, such that all students are supported in reaching their full potential. A childcare program that promotes Indigenous reconciliation in childcare is operated consistently with the following principles of the British Columbia *Declaration on the Rights of Indigenous Peoples Act*: (i) Indigenous peoples have the right, without discrimination, to the improvement of their economic and social conditions, including in the area of education; and (ii) Indigenous peoples have the right to the dignity and diversity of their cultures, traditions, histories and aspirations which shall be appropriately reflected in education.

Failure of the Licensee to comply with the program requirements stated herein shall constitute a default under this License and entitle the Licensor to terminate the License in accordance with the termination provisions of this License.

## **8. Insurance**

The Licensee during the Term of the License shall maintain, at the cost of the Licensee, the following:

- a) All risk property and boiler and machinery (if applicable) insurance in respect of the Licensee's inventory and stock in trade, furniture and fixtures and such other property in or forming part of the License Area (fixed improvements) to the full replacement cost value. The property insurance is to include business interruption insurance for a twelve (12) month period including rents. The policy shall waive its rights of subrogation against the Licensor and name the Licensor as loss payee with respect to its interest in the fixed improvements (the Licensor agrees to make available such proceeds towards the repair or replacement of the insured property if this License is not terminated pursuant to any other provision hereof).
- b) General liability insurance including bodily injury and property damage on an occurrence basis with respect to the Licensee's activities on the Premises and the business carried on or in or from the License Area and Licensee's use and occupancy thereof. The limit of such insurance shall be for not less than Two Million Dollars (\$2,000,000.00) inclusive per occurrence or such higher limits as may be required by the Licensor from time to time. This insurance shall name the Licensor as an additional insured, shall include a cross liability clause and licensee legal liability insurance in the minimum amount of One Million Dollars (\$1,000,000.00).
- c) Such other insurance as would be carried by a prudent operator of a Licensed Area similar in use, type and location.

All such policies of insurance shall provide the Licensor with thirty (30) days notice of material change or cancellation and be placed with insurers licensed in British Columbia and with companies satisfactory to the Licensor and the Licensee. The Licensee shall provide the Licensor with evidence of all required insurance annually following renewal, in the form of an insurance certificate. If the Licensee fails to insure, or to file satisfactory proof of insurance promptly when so required, or should any such insurance not be approved by the Licensor and the Licensee does not rectify the deficiency within two (2) business days after notice by the Licensor, the Licensor, may without notice to the Licensee, purchase such insurance and recover any premiums paid therefore from the Licensee on demand. These certificates should be issued by the insurer or insurance broker of the Licensee and must contain the following information: name of the insurance company and the binder or policy number, name and address of the insured (user group), policy period (covering at least the period the License is in place), description of coverage, policy

limits, description of insured operations and location(s) and signature of authorized representative and date.

The Licensor maintains general liability coverage as the owner of the License Area. The Licensee acknowledges that this policy does not protect the interests of the Licensee. The Licensee shall be responsible for securing its own property and the property of others in its care and control in the License Area, and for ensuring the safety of its staff and invitees, and hereby releases the Licensor from any and all liability whatsoever in respect thereof.

#### **9. Risk and Liability for Persons or Property**

The Licensee shall be responsible for securing its own property and the property of others in its care and control in the License Area, and for ensuring the safety of its staff and invitees, and hereby releases the Licensor from any and all liability whatsoever in respect thereof. The Licensor shall not be responsible in any way for any injury to any person or for the loss of or damage to any property belonging to the Licensee or to the employees, agents, invitees or licensees of the Licensee while such person or persons or property is in or about the buildings on the License Area or any part of the License Area, and the Licensee covenants to indemnify the Licensor against all loss, costs, claims or demands in respect of any injuries, loss or damage referred to in this paragraph.

The License Area and the fixtures and contents (including equipment) thereof at all times during the Term shall be at the risk of the Licensee and the Licensor shall not be bound to effect repairs or to compensate the Licensee for or indemnify the Licensee against any damages or expense which the Licensee shall suffer due to any cause whatsoever (including theft).

#### **10. Damage to License Area**

In the event that the License Area hereby demised or any part thereof shall at any time during the Term be damaged by fire or other casualty so as to render the same unfit for the purpose of the Licensee, then the License Fees hereby reserved and all remedies for recovering same shall be suspended and abated until the License Area at the option or the Licensor have been repaired or made fit for the purpose of the Licensee; provided, that the Licensor shall not be bound to rebuild the License Area, the decision as to which shall be in the sole discretion of the Licensor, and if the Licensor elects not the rebuild the License Area, this License and all obligations of the Licensor and the Licensee under it shall forthwith terminate.

#### **11. Damage by Licensee**

The Licensee shall pay the cost of any damage to any property of the Licensor arising from the use of the License Area or the Licensor's property by the Licensee or its employees, agents, invitees or licensees. Without limiting the foregoing, the Licensee shall reimburse the Licensor for costs incurred by the Licensor in making good any damage caused to the Premises or any part thereof as a result of the negligence or willful act or omission of the Licensee, its employees, agents, invitees or licensees or other persons from time to time in or about the Premises.

## **12. Indemnity**

The Licensee shall indemnify and save harmless the Licensor (which indemnity shall survive the expiry or sooner termination of this License) from any and all liabilities, damages, costs, claims, suits, or actions, including all costs and actual legal fees and disbursements incurred, in connection with:

- a) any default under any term of this License by the Licensee;
- b) any act or omission of the Licensee;
- c) any damage to property while said property is in or about the License Area; or
- d) any injury to any licensee, invitee, agent or employee of the Licensee, including death resulting at any time therefrom, occurring in or about the License Area;

except to the extent such results from the wrongful act or failure to act or negligence of the Licensor or persons for whose actions the Licensor is lawfully responsible.

## **13. Termination**

If the Licensee is in default in the performance of any obligation hereunder and such default has not been cured within thirty (30) days after delivery of written notice from the Licensor to the Licensee to cure such default or, if such default is not curable within the said thirty (30) day period, and that steps have not been taken to cure such default, the Licensor will be entitled to terminate this License upon written notice to the Licensee. If such written notice is given, the Licensee will surrender and vacate the License Area at or before the end of the month in which such notice is given.

## **14. Licensor Obstruction**

When necessary by reason of accident or other cause or in order to make repairs, alterations or improvements in or relating to the License Area, the Licensor may cause such temporary obstruction of the License Area and any areas licensed to the Licensee hereunder as may be reasonably necessary and may interrupt or suspend the supply of electricity, water and other services to the License Area until such repairs, alterations or improvements are completed.

If the temporary obstruction exceeds one day in duration and negatively impacts the revenues of the Licensee, License Fees will abate by the lessor of:

- a) The License Fees attributable to the duration of the temporary obstruction less one day; or
- b) The amount of revenues lost attributable to the duration of the temporary obstruction less one day.

## **15. Licensor Access**

The Licensor shall be entitled to enter, inspect and otherwise have access to the License Area throughout the Term, and upon the expiry or sooner determination of the Term, or of any renewal thereof, the



Licensee shall forthwith peaceably vacate and cease occupancy of the License Area without notice from the Licensor.

#### **16. Assignment or Subletting**

This License is personal to the Licensee and may not be assigned or sublicensed, including by succession or operation of law, except with the prior written consent of the Licensor, which may be withheld in the absolute discretion of the Licensor. No assignment or sub-licensing will relieve the Licensee from its obligations under this License. Any change from the present control of the Licensee shall constitute an assignment of the License requiring the prior written consent of the Licensor.

#### **17. Alterations, Installations and Fixtures**

The Licensee shall not make any alterations, repairs, installations, removals or improvements in or about the License Area or the improvements thereon without the Licensor's prior written consent, in the Licensor's absolute discretion, as to suitability and acceptability and only after having submitted adequate plans and specifications thereof to the Licensor. Such consent shall be at the discretion of the Licensor, and if consent is given, all work shall be done in good and workmanlike manner to a standard acceptable to the Licensor. All such alterations and improvements which are not capable of removal as Licensee fixtures as hereinafter provided shall be and be deemed to become part of the License Area and as such the property of the Licensor upon the installation thereof.

At the expiry or other termination of the License, all improvements erected or placed upon the License Area by the Licensee and all fixtures in or about the License Area placed by the Licensee shall be removed by the Licensee, provided that the Licensee shall make good any repairs occurring to the License Area by reason of such removal. The Licensor shall have the right upon the termination of this License by effluxion of time or otherwise to require the Licensee by written notice to remove the chattels and equipment located on the License Area and if the Licensee does not remove its personal property forthwith after written demand, the Licensor shall not be responsible for any loss or damage to such property.

#### **18. Liens and Encumbrances**

The Licensee covenants to forthwith discharge any liens and other encumbrances at any time filed against the License Area arising by reason of any work done or materials supplied at the direction of the Licensee, and to keep the License Area free from any and all liens and other encumbrances, arising as a result of its acts or omission, and if the Licensee fails to do so, the Licensor may, but shall be under no obligation, to pay into court, the amount required to obtain a discharge of any such lien in the name of the Licensee and any amount so paid together with all disbursements and costs in respect of such proceedings on a solicitor and client basis shall be forthwith due and payable by the Licensee to the Licensor as additional license fees. The Licensee shall allow the Licensor to post and keep posted on the License Area any notices that the Licensor may desire to post under the provisions of the *Builders Lien Act* or any other legislation.

#### **19. No Registration**

The Licensee shall not in any circumstances apply to register this License or any other interest or notice of interest against or in respect of the License Area or any part thereof. The Licensee further covenants not to mortgage or otherwise encumber this License or any interest hereunder.

## **20. Overholding**

If the Licensee continues to occupy the License Area with the express consent of the Licensor after the expiry of the Term of this License without any further written agreement, the Licensee shall be a monthly licensee on the terms and conditions herein set out.

## **21. Expropriation**

During the term of this License, if the whole of the License Area shall be expropriated, or otherwise taken by virtue of any power or authority having the power for such acquisition or condemnation, then the term of this License shall be deemed terminated from the date of entry of such authority without any liability to the Licensor or recourse by the Licensee to the Licensor whatsoever including, without limitation, for any costs or damages. Nothing herein contained shall prevent the Licensor nor the Licensee or both from recovering damages from such authority for the value of their respective interests or for such other damages and expenses allowed by process of law.

## **22. Dispute Resolution**

If a dispute arises out of or relates to this contract, or the breach thereof, and the dispute cannot be settled by negotiations between the Parties, the Parties agree first to try in good faith to settle the dispute by mediation. If the Parties are unable to resolve all issues in dispute in the mediation, the Parties agree that the remaining issues in dispute shall be determined by arbitration in accordance with the rules of the Vancouver International Arbitration Centre, or either Party may without further notice, commence litigation. The Parties agree to share equally the costs of the mediation and arbitration, which costs will not include costs incurred by a Party for representation by counsel.

## **23. General**

- a) Time shall be of the essence hereof.
- b) This License contains the entire agreement between the Parties. There are no other conditions, representations or warranties, express or implied, and no amendment hereto shall be valid unless in writing signed by the Parties.
- c) This License and all the covenants and provisos and agreements herein contained shall enure to the benefit of and be binding upon the Parties hereto and each of their respective heirs, executors, administration, successors and permitted assigns.
- d) The Parties hereto acknowledge that this License will be governed and construed in accordance with the laws of the Province of British Columbia.
- e) Any notice to be given hereunder shall be sufficiently given if mailed in Canada by registered mail, postage prepaid, to the appropriate Party at the address first set out above for that Party, or such other address as may be designated by written notice given by that Party to the other Party in accordance with this provision. Any notice mailed as aforesaid shall be conclusively deemed to have been received on the third business day following the day on which such notice is mailed as aforesaid.

- f) The headings in this License have been inserted for reference and as a matter of convenience only and in no way define, limit or enlarge the scope or meaning of this License or any provision hereof.

IN WITNESS WHEREOF the Parties have duly executed and delivered this License effective as of the date first above written.

**THE BOARD OF EDUCATION OF SCHOOL DISTRICT NO. 63 (Saanich)**

By:

Name: Jason Reid  
Secretary-Treasurer

Signature of Witness

Date of Signing

Witness Name

**[NAME OF LICENSEE]**

By:

Authorized Signatory

Date of Signing

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Signature of Witness

Date of Signing

Witness Name



The information collected on this form is collected under the authority of the Freedom of Information and Protection of Privacy Act (FOIPPA) and the Child Care BC Act (SBC 2001, c. 4) and will be used for the purpose of administering the Childcare BC New Spaces Fund. Personal information is protected from unauthorized use and disclosure in accordance with the Freedom of Information and Protection of Privacy Act. Any questions or concerns about the collection of this information should be directed to the Director, Child Care Capital Programs, PO Box 9788 Stn Prov Govt, Victoria BC V8W 9S5, Phone: in Greater Victoria: 250 385-6501. Elsewhere in BC, Toll Free: 1 888 338-6622, Fax: 250 387-2997.

Capitalized terms in this Application Form will have the meaning ascribed to them in the Childcare BC New Spaces Funding Guidelines ("Guidelines") unless otherwise stated.

1.0 Applicant Information

Form section 1.0 Applicant Information containing fields for Legal Name, Mailing Address, Phone Number, Email Address, and Organizational Type.

1.1 Project Contact Information

Form section 1.1 Project Contact Information containing fields for Project Contact Name, Position/Title, Email, and Phone.

2.0 Project Components

2.1 Facility Information

Form section 2.1 Facility Information containing fields for Child Care Facility Name, Physical Address, City/Town, Province, Postal Code, Facility Phone, and various Yes/No questions.

## 2.2 Child Care Space Information

Type of New Spaces to Be Created	Total Number of New Spaces	Total Number of Retained Spaces at Existing Facility (if applicable)	Days of the Week	Hours of Operation
<input checked="" type="checkbox"/> Group Child Care (Under 36 Months)	12		<input type="checkbox"/> Sun <input checked="" type="checkbox"/> Mon <input checked="" type="checkbox"/> Tues <input checked="" type="checkbox"/> Wed <input checked="" type="checkbox"/> Thurs <input checked="" type="checkbox"/> Fri <input type="checkbox"/> Sat	From 7:30am To 4:30pm
<input checked="" type="checkbox"/> Group Child Care (30 Months to School Age)	48		<input type="checkbox"/> Sun <input checked="" type="checkbox"/> Mon <input checked="" type="checkbox"/> Tues <input checked="" type="checkbox"/> Wed <input checked="" type="checkbox"/> Thurs <input checked="" type="checkbox"/> Fri <input type="checkbox"/> Sat	From 7:30am To varies - see <b>+</b>
<input type="checkbox"/> Group Multi-Age Child Care			<input type="checkbox"/> Sun <input type="checkbox"/> Mon <input type="checkbox"/> Tues <input type="checkbox"/> Wed <input type="checkbox"/> Thurs <input type="checkbox"/> Fri <input type="checkbox"/> Sat	From _____ To _____
<input checked="" type="checkbox"/> Group Child Care (School Age)	24		<input type="checkbox"/> Sun <input checked="" type="checkbox"/> Mon <input checked="" type="checkbox"/> Tues <input checked="" type="checkbox"/> Wed <input checked="" type="checkbox"/> Thurs <input checked="" type="checkbox"/> Fri <input type="checkbox"/> Sat	Before School: From _____ To _____ After School: From 3:00pm To 7:30pm
<input type="checkbox"/> School Age on School Grounds			<input type="checkbox"/> Sun <input type="checkbox"/> Mon <input type="checkbox"/> Tues <input type="checkbox"/> Wed <input type="checkbox"/> Thurs <input type="checkbox"/> Fri <input type="checkbox"/> Sat	Before School: From _____ To _____ After School: From _____ To _____
Will the facility regularly offer extended daily hours of child care (before 6 a.m.; after 7 p.m.; overnight)?				<input checked="" type="radio"/> Yes <input type="radio"/> No
Will the facility operate on statutory holidays?				<input type="radio"/> Yes <input checked="" type="radio"/> No
For Group School Age and School Age on School Grounds spaces, will spaces operate on days of school closure?				<input checked="" type="radio"/> Yes <input type="radio"/> No <input type="radio"/> N/A

Please Note: For information on group sizes and staffing ratios in regards to Child Care Licensing Regulations, please refer to Appendix E of the *Community Care and Assisted Living Act*, [Child Care Licensing Regulation](#).

## 2.3 Project Summary

Summarize your Project; provide information that speaks to the qualities of the project/facility. Please describe (a) a summary of your facility build/renovation and (b) an overview of the type and quality of child care program you will be creating. Please keep your answer to no more than 750 words.

The White Road property was donated in 1873 with the condition that the property be held in perpetuity and used for public school purposes. The property was the location of "South Saanich School" open from 1873 until 1913 when the school was replaced by Saanichton School and Keatings School. Following a comprehensive community consultation, in October 2018 the Board of Education approved the White Road Committee's recommendation to complete a review considering the benefits and feasibility of creating a Nature Based Early Learning Centre on the White Road Property. For more information on the property and consultation process refer to the attached White Road Consultation Final Report.

In October 2021, the Board of Education approved submission of a funding application to the BC Childcare New Spaces Fund to develop a childcare and early learning program in partnership with Beacon Community Services.

The vision is a nature based early learning and childcare program that creates 84 childcare spaces and provides additional support programs for families. The childcare spaces created include infant toddler care (12 spaces) from 7:30pm to 4:30pm, full time group care (ages 3-5) from 7:30am to 4:30pm (24 spaces), five hour group care (ages 3 to 5) from 7:30am to 12:30pm (24 spaces), and after school child care (24 spaces) from 3:00pm to 7:30pm. If there is demand in the community, the facility may also provide childcare over extended hours, and possibly overnight care.

Five hour group care (ages 3-5) and extended after school care are intended to provide flexible options for parents. The importance of flexible options was identified in the Central Saanich Child Care Action Plan survey results (see page 34). Beacon is also experiencing demand for part-time childcare. About half of requests received for school age care are for after-school care only. Beacon also serves many families for which 5 hour group care (3-5) would align better with their needs (there are few 5 hour group care spaces available and many families pay for full time care when they only need 5 hours or less). If necessary, the 5 hour group care (ages 3-5) would also be extended (up to an hour or so) for some spaces to meet the particular needs of the families enrolled. Extended after school care is intended to meet the needs of parents requiring care into the evening in order to balance work or other commitments including balancing education with work. Extended after school care will also facilitate parents participating in Beacon's parent education and support programs (as described in section 6.2) to be offered at the White Road facility and at nearby Beacon facilities including Peninsula Early Years Centre.

Additional co-located family support programs (as described in section 6.2) will include programming for early years and young parents, counselling services and other family support programs. The program design will be fully inclusive and accessible and is intended to serve priority populations including:

- low income families,
- children with support needs,
- Indigenous children and families,
- families new to Canada, and
- young parents.

In addition to evening programs (after 4:30 pm), the proposed flexible childcare options also allow for delivery of family support programs during the day (between 1pm and 3pm when one childcare studio is available).

Beacon Community Services delivers extensive programming on the Saanich Peninsula to support children and families including childcare, counselling and other mental health supports, and education/support programs for parents. SD63 (Saanich) and Beacon Community Services have a long and successful partnership in supporting children and families through several programs including the Peninsula Early Years Centre and the Young Parent Program located at Saanichton ILC, and the Strongstart program at Sidney Elementary. The school district and Beacon have also recently developed a new community services partnership at SD63's Children's Development Centre. The White Road project is an opportunity to expand upon and leverage the success of these existing programs and also Beacon Community Services' capacity to support families in need.

The vision for the early learning programming is to integrate with school district programs where beneficial to create opportunities for learning and sharing and to facilitate a more seamless transition from early learning into K-12. Through a nature-based program rooted in W̱SÁNEĆ ways of knowing and being, children will establish a sense of community, place and belonging leading to smooth transitions into future education. It is essential for children that live, learn and play on the land of the W̱SÁNEĆ people to gain knowledge of their ways of knowing and being and to be exposed to the SENĆOŦEN language. Woven through the fabric of the program would be the First Peoples Principles of Learning, by engaging with local W̱SÁNEĆ elders and educators to ignite an understanding of indigenous perspectives within the program.

The White Road property is a forested lot and the plan is to retain as many trees as possible and to maximize the outdoor space suitable for play and learning. As shown in the attached concept design, the proposed building includes 3 separate childcare studios. The school district has submitted a rezoning application with the District of Central Saanich to rezone from RE-2 Rural Estate to P-1A Institutional for the purpose childcare.

## 3.0 Child Care Build

### 3.1 Build Information

Indicate whether the proposed project is intending to:

- Create a new child care facility     Expand an existing child care facility     Purchase equipment only to create/add new child care spaces

For projects proposing to expand an existing child care facility, please provide the *Community Care and Assisted Living Act* licence (please attach copy of each licence).

Are you building a new building in which to house the facility?	<input checked="" type="radio"/> Yes <input type="radio"/> No
If yes, what type of building:	
<input checked="" type="radio"/> Modular	
<input type="radio"/> Portable	
<input type="radio"/> Standalone Building	
<input type="radio"/> Other (please describe): <input style="width: 100%;" type="text"/>	
Are you renovating an existing building?	<input type="radio"/> Yes <input checked="" type="radio"/> No
If yes, what type of building:	
<input type="radio"/> School	
<input type="radio"/> Community Centre	
<input type="radio"/> Existing child care building (standalone)	
<input type="radio"/> Commercial Space	
<input type="radio"/> Other (please describe): <input style="width: 100%;" type="text"/>	
Indicate the primary material to be used in this build:	
<input checked="" type="radio"/> Wood	
<input type="radio"/> Steel	
<input type="radio"/> Concrete	
<input type="radio"/> Brick	
<input type="radio"/> Other (please describe): <input style="width: 100%;" type="text"/>	
Identify the build standards to which the project will be constructed (if any):	
<input type="radio"/> Leadership in Energy and Environmental Design (LEED)	
<input checked="" type="radio"/> Canadian Standards Association (CSA)	
<input type="radio"/> ASTM International	
<input type="radio"/> Other (please describe): <input style="width: 100%;" type="text"/>	

Please attach proposed floor plans/conceptual drawings. Submitted plans and conceptual drawings must include m<sup>2</sup>/ft<sup>2</sup> and must meet or exceed the minimum space requirements set out in the Child Care Licensing Regulation. Please indicate which rooms will be used for each child care group and, where applicable, please include a room/outdoor space rotation schedule.

### 3.2 Accessibility

Describe the accessibility standards to which the facility will be constructed (e.g., wheelchair ramps, wide pathways between furniture, hand rails at stairs and in bathrooms, accessible play structures, inclusive bathroom design, considerations for children with sensory challenges). Please include any information on alignment with universal design guidelines.

The facility will be fully accessible with wheelchair ramps, wide pathways between furniture, single level design, barrier free washrooms with handrails, and inclusive bathroom design. The building design also reflects considerations for children with sensory challenges including appropriate lighting and flexible space. The facility is centrally located on the Saanich Peninsula.

### 3.3 Facility Ownership

Land and/or Facility Space is:

- Owned by the Applicant      Rented/Leased by the Applicant

As per the mandatory documents, please provide a copy of your lease agreement or proof of ownership. If the applicant is a First Nations Government on reserve, proof of ownership is not required.

If rented/leased, please describe the terms of the rental/lease agreement (length of lease must meet your commitment period). If the rented/leased facility is located on reserve, please provide a letter of support or endorsement from the Nation.

The property is owned by School District No. 63 (Saanich).

### 3.4 Build Experience

How many years of experience does the Applicant or designated project management team/contracting team have in managing Capital Build projects?

- None
- Less than 1 year
- 1 or more years managing single capital build projects
- 5 or more years managing multiple capital build projects

Does this include child care specific design/build experience?  Yes  No

Ensuring your response reflects the length of experience indicated above, summarize the Applicant's or designated project management/contracting teams' experience in managing Capital Build projects.

If your organization has less than one year experience managing Capital Build projects, please explain any reasons for why.

The Saanich School District has over 20 facilities and, at any given time, is managing several significant capital projects including seismic upgrades, expansions and building replacements. District staff have well over 5 years experience in managing significant capital projects including: facility design, compliance with licensing/zoning/municipal requirements, managing project timelines and budget, and managing risks and unforeseen circumstances.

In 2020, the school district managed childcare expansion projects (funded by the Childcare BC New Spaces Fund) on three school sites: Cordova Bay Elementary, Lochside Elementary, and Sidney Elementary. In 2019, the district managed a childcare space expansion project on the Keating Elementary site on behalf of Keating Out of School Care (KOSC) (funded by the Childcare Capital Funding Program).

### 3.5 Co-Location

Will your facility be co-located with other community/family services, including expanding an existing centre?  Yes  No

If Yes, with what organization:

- K-12 school grounds/Board of Education affiliated
- Existing licensed child care spaces
- Aboriginal Head Start spaces

Other community amenities (please explain):

Being a multifaceted community association founded in 1974, Beacon offers a vast array of readily available supports and services for those in need. These services are offered in a professional manner with attention to respect and ethical best practices for those involved.

Programming and supports include but are not limited to: support and educational programs for parents (including specific programs for young parents), family and individual wellness programs, special needs information and resources, addictions awareness and counselling support, food security programs, grief and loss counselling, and Fetal Alcohol Spectrum (FAS) support. These programs will be tailored to need and be readily available on site using the space when not in use for childcare programs.

Beacon is well connected with other established community partners who further assist with resources, assessment knowledge, and access to additional supports to aid a child's growth, development and healthy identity. These partners include, but are not limited to the Queen Alexandra Centre, the Victoria Native Friendship Centre, and the Cridge Centre.

### 3.6 Municipal Bylaw Requirements

I on behalf of the Applicant by checking this box hereby certify that all necessary permits have been or will be obtained in order to complete the child care project.

I on behalf of the Applicant by checking this box hereby certify that all necessary by-laws have been or will be reviewed in order to complete the child care project.



## 4.0 Child Care Operations

### 4.1 Child Care Operator

Will the Facility Licensee (Operator) be different than the Funding Applicant? <input checked="" type="radio"/> Yes <input type="radio"/> No (if No, proceed to Section 4.2)
If yes, have you confirmed your partnering operator? <input checked="" type="radio"/> Yes <input type="radio"/> No
If yes, confirm the partnering operator type. Please note, the partnering operator is expected to be a not-for-profit or public operator: <input type="radio"/> Public <input checked="" type="radio"/> Not-for-profit <input type="radio"/> For-Profit
Please provide confirmation of your partnership per the mandatory documents list (see <a href="#">application resource</a> ).
If you are partnering with a for-profit child care operator, please provide an explanation/justification. N/A
If you have not yet secured an operator, do you commit to securing a public or not-for-profit operator? <input type="radio"/> Yes <input type="radio"/> No
If you do not yet have an operating partner in place, please include information on your plan to secure an operating partner. N/A

### 4.2 Operator Experience

How many years of experience does the operator (Applicant or partnering operator), have in operating licensed child care facilities? <input type="radio"/> Operator has not yet been identified <input type="radio"/> Less than 1 year of experience <input type="radio"/> 1 – 4 years of experience operating a single licensed facility <input type="radio"/> 4 or more year of experience operating a single licensed facility <input checked="" type="radio"/> 3 or more years of experience operating multiple licensed facilities simultaneously
If the operator has not yet been identified, do you commit to securing an operator with at least 1 year of experience? <input type="radio"/> Yes <input type="radio"/> No
Ensuring your response reflects the length of experience indicated above, summarize the Applicant's experience in operating a licensed child care facility. If the operator is different from the Applicant, please include information on the partner's operating experience.  Beacon Community Services has delivered licensed childcare on the Saanich Peninsula for over 30 years and currently delivers multiple programs including Infant and Toddler Care, Group Care (30 months to school age), and Out-of-School-Care (school age). Many of these programs are delivered in partnership with School District No. 63 (Saanich).  Beacon offers a vast array of readily available supports and services for those in need. Beacon leverages these community support programs and partnerships to provide wrap around support services for families accessing childcare (as described in sections 3.5 and 6.2).  Two specific programs that integrate wrap around support with childcare are Beacon's Peninsula Early Years Centre and the Young Parent Program at the TEAM Childcare Centre, both located at SD63's Individual Learning Centre on Mount Newton Crossroad.  At the Peninsula Early Years Centre, families find comfort and encouragement, as well as important resources and supports that help build a strong foundation for young children – so they get the strongest start possible in life. Beacon's dedicated team of early years professionals supports families with: <ul style="list-style-type: none"><li>• Child development information and assessment tools</li><li>• Assistance with connecting to health services and early intervention support</li><li>• Parent support and connections</li><li>• Assistance to get child care, housing &amp; other resources</li><li>• Emergency food and other practical supports</li><li>• Assistance through Outreach/Resource Workers</li></ul>

The Young Parent Program supports young parents in graduating by providing quality childcare and additional wrap around support through the Peninsula Early Years Centre. The TEAM Childcare Centre won a 2018 Child Care Award of Excellence for Leadership in Inclusive Practices (press release included as attachment).

Peninsula Connections for Early Childhood, the Saanich Peninsula Early Years Table, is sponsored and chaired by Beacon Community Services. A network of dedicated people representing services, agencies and volunteers across the Peninsula meet monthly to coordinate efforts to support the healthy growth and development of young children (0-6), and their families and to advocate for their well-being.

### 4.3 Operating Quality

Do you/will you implement components (or all) of the Early Learning Framework (ELF) in your program?

- Yes  
 No  
 Operator not yet identified; Applicant commits to ensuring selected operator will implement components (or all) of the ELF into the program

Do you/will you use any quality or environmental assessment tools?

- Yes  
 No  
 Operator not yet confirmed; Applicant commits to ensuring selected operator will implement quality or environmental assessment tools into the program

Please identify:

- BC Quality Assessment Standard  
 LOVIT Way/Program Evaluation Process  
 AQI (City of Toronto)  
 StrongStartBC's Reflecting on Quality Tool  
 The Classroom Assessment Scoring System (CLASS)  
 Caregiver Interaction Scale (CIS)  
 Program Administration Scale (PAS)  
 ECERS-R -ITERS-R – FCCERS-R – SACERS  
 The Early Learning and Care Assessment for Quality Improvement (ELCAQI)  
 The Preschool Program Quality Assessment Instrument (PQA)  
 Observational Record of the Caregiving Environment (ORCE; NICHD Early Child Care Research Network)  
 Other (e.g. Questionnaires, interviews, or self-reporting instruments) Please explain:

Parent interviews and questionnaires

### 4.4 Inclusion

Please provide a copy of your inclusion policy/your operating partner's inclusion policy.

Your policy should demonstrate an understanding of what inclusion is, and how your facility will aim to create a fully inclusive child care setting that allows children of all abilities to participate meaningfully.

If you do not have an operating partner in place, do you commit to ensuring your operating partner will develop an inclusion policy?  Yes  No

#### 4.5 Staffing

Please describe the Operator's staffing plan, including any recruitment and retention plans, such as professional development opportunities, wages, and benefits, etc. Please ensure your staffing plan considers the licence types for the spaces you will be creating and the priority populations (Section 6.0) you may be serving, as appropriate.

If you do not have an operating partner identified, you are not required to provide information on an Operator's staffing plan.

Beacon Community Services has a long history as a quality employer and acknowledged leader in delivering quality child care services. In addition to competitive wages and benefits, Beacon also implements a number of recruitment and retention strategies (see below) to secure quality qualified employees. In addition to these strategies, the nature of this program and facility, including its location, will be desirable for staff drawing quality applicants.

In addition to offering a variety of childcare options, Beacon will deliver other family support programs at the White Road facility complementing existing programs at other nearby facilities including the Peninsula Early Years Centre on Mount Newton Cross Road. This variety of programming at the White Road facility and at nearby facilities provides flexible employment options for staff. Staff can choose to work part-time or full time, and can work part time in childcare and part-time in delivering other support services, such as educational programs for parents.

Recruitment strategies:

- Posting within the CRD and Greater Victoria area
- Offering competitive wages in the not for profit market
- Offering a comprehensive and excellent extended benefits including a wide range of dental and medical coverage.
- Employer matching up to 6% on RSP's contributions
- Training & Education opportunities

Retention strategies:

- Staff feel valued, and heard as a result of our inclusive approach
- Opportunities for regular wage increases
- Participation in government funded wage enhancement opportunities WE-ECE
- Offer collaborative environments that promote growth and education in the ECE field. Training includes Supported Childcare training from the Queen Alexandra Centre, and varied training opportunities through CCR, ECEBC, Southern Vancouver Island Child Care Association, and ROSCO (Regional Out of School Care Operators).
- Training in cultural understanding and in support of Indigenous Education
- Training to support inclusive childcare for children with diverse support needs.
- Experience and ability to offer practicum opportunities that lead to employment.

While the market for Early Childhood Educators is challenging, we are confident in our staffing plan to ensure this important program is successful.

#### 4.6 Monthly Parent Fees

I, on behalf of the Applicant, by checking this box, hereby certify that all spaces that receive funding through the New Spaces Fund, I will apply and enrol in [Child Care Operating Funding](#) (CCOF), the [Child Care Fee Reduction Initiative](#) (CCFRI), and [Early Childhood Educator Wage Enhancement](#) (ECE-WE), where eligible and approved for, and in principle agree to participate where eligible and feasible in any future BC Government operating funding initiatives. Please note that CCFRI policy requires new and modified facilities to set their fees in line with other local providers delivering the same type of care. See [CCFRI Funding Guidelines](#) for additional information.



## 5.0 Community Need

### 5.1 Community Child Care Plan

Does your application include the submission of a community child care plan or child care needs assessment? <input checked="" type="radio"/> Yes <input type="radio"/> No
If yes, please describe how your application and the spaces to be created meet the child care needs identified in the plan/needs assessment. Please provide the plan, quotes/page numbers or screenshot attachments to support this information.
If no, please describe how you have considered community need when preparing your project and provide other documentation that demonstrated community need.
The Central Saanich Childcare Inventory & Action Plan (attached), has identified the need for 651 additional childcare spaces. This estimated need will also increase as the population continues to grow. The greatest need for spaces is for school age, followed by ages 3-5, and finally infant toddler. The plan also identifies flexible childcare options as a priority for families.
This plan includes as a recommended action that Central Saanich work with SD63 (Saanich) to support the proposed development of a childcare facility on the "White Road" property.

### 5.2 Community Need & Engagement

Please identify your community engagement activities that confirm the need for child care at your facility's proposed location:
<input checked="" type="checkbox"/> Conducted surveys of parents and/or child care operators
<input checked="" type="checkbox"/> Interviews with parents and/ or child care providers
<input checked="" type="checkbox"/> Previous municipal/community engagement demonstrate support and need for child care
<input checked="" type="checkbox"/> Hosted/presented at community town halls/open house on child care needs
<input type="checkbox"/> None
<input checked="" type="checkbox"/> Other: (please explain)
Beacon Community Services has delivered childcare programs on the Saanich Peninsula for over 30 years and reports an increasing trend in the deficit of available spaces relative to community demand.
Please attach evidence of engagement activities, if available.

## 6.0 Priority/Underserved Populations

### 6.1 Requirements

<input checked="" type="checkbox"/> I, on behalf of the Applicant by checking this box, hereby certify that all spaces that receive funding through the New Spaces Fund will be open to all children and families, including those who receive the <a href="#">Affordable Child Care Benefit</a> .
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### 6.2 Community Priority Populations Served

The populations you are serving should reflect community need and demographics. Include information on the priority/underserved populations your child care spaces will serve. Please note, you are not required to serve all of the priority populations. For each population ensure you explain the service and/or programming, speak to the facility policies, aspects of child care programming, partnered services you will collaborate with, or parent involvement. See the [Application Resource](#) for more information.

Will the proposed facility provide child care programming to Indigenous children and families? <input checked="" type="radio"/> Yes <input type="radio"/> No <input type="radio"/> Don't know
Describe the services, programming, staff training, and/or community partnerships provided to support children and families who self-identify as Indigenous served by your program.
Beacon will deliver nature inspired programs that explore the surrounding natural environment including Indigenous teachings, SENĆOŦEN language teaching, and cultural understanding. Woven through the fabric of the program will be the First Peoples Principals of Learning, by engaging with local WSÁNEĆ elders and educators to ignite an understanding of Indigenous perspectives within the program.
The proposed program at White Road will build upon the success of Indigenous programming in existing Beacon childcare facilities, which includes Indigenous teachings, SENĆOŦEN language teaching, and cultural understanding. Staff will receive training in cultural understanding and in support of Indigenous Education.

SD63 (Saanich) and Beacon Community Services will collaborate to leverage existing indigenous programming and community connections to infuse meaningful indigenous content. Beacon has existing partnerships with local First Nations providing programs for early years and to support parents. School District No. 63 (Saanich) strives to infuse Indigenous content in the early years for all children in partnership with local First Nations. It is essential for children that live, learn and play on the land of the WSÁNEĆ people to gain knowledge of their ways of knowing and being and to be exposed to the SENĆOTEN language.

Will the proposed facility provide child care programming that is inclusive of children with support needs?  Yes  No  Don't know

Describe the services, programming, staff training, and/or community partnerships provided to include children with support needs in your program.

The program will be fully inclusive with the necessary supports for children and families. Beacon hires and retains staff with the ECE Special Needs/Inclusive Practices certificate, and provides additional training opportunities so that staff have the skills and knowledge needed to support the well being and development of children with diverse support needs. Additional support programs for families include but are not limited to: support and educational programs for parents (including specific programs for young parents), family and individual wellness programs, special needs information and resources, addictions awareness and counselling support, food security programs, grief and loss counselling, and Fetal Alcohol Spectrum (FAS) support.

Beacon also partners with the Queen Alexandra Centre and the Victoria Native Friendship Centre to provided additional support for children and families when needed.

Beacon won a 2018 Child Care Award of Excellence for Leadership in inclusive childcare practices (press release included as attachment).

Will the proposed facility provide child care programming to low-income families?  Yes  No  Don't know

Describe the services, programming, staff training, and/or community partnerships provided to support low-income families served by your program.

Being a multifaceted community association Beacon offers many readily available programs and supports for low income families. These programs include, but are not limited to, the following:

- in home assessments with family development counsellors to support families in budgeting, nutrition, life skills and routine supports
- food security programs for families (Beacon is a founding and long standing member of the Coalition of Neighborhood Houses)
- snacks and lunch provided in licensed childcare programs. Beacon also offers lunch, snacks and dinners in a number of other Beacon support programs for families.
- Beacon's Young Parent Program provides assistance with supplies including diapers, transportation support, and take home meals.
- Other supports for families as needed including appliances, furniture and housing support.

Will the proposed facility provide child care programming to families new to Canada?  Yes  No  Don't Know

Describe the services, programming, staff training, and/or community partnerships provided to support children/families new to Canada served by your program.

The program will welcome all families within the community with other cultural heritage and knowing, including immigrants and those from refugee communities. In addition to the programs described above for support needs of children and supports for low income families, the following programs also support children/families new to Canada:

- Beacon's Peninsula Best Babies programs creates an opportunity for connection through culture and shared food and seems to be the connecting point for new families to other beacon programs. All Beacon programs are welcoming to new families
- Beacon also partners with the Intercultural Association of Greater Victoria and with this partnership has provided staff training on diversity in the work place.

Will the proposed facility provide child care programming to children of young parents (25 years and under)?  Yes  No  Don't Know

Describe the services, programming, staff training, and/or community partnerships provided to support children/families of young parents served by your program.

Through a long-standing partnership with SD63 (Saanich), Beacon offers a number of program supports for young parents including the Young Parent Program supporting young parents working towards graduation, and various educational and other support programs for young parents. Educational programs at Beacon's Peninsula Early Years Centre (close to the proposed childcare facility) includes a variety of subjects on parenting and life skills and are offered throughout the year.

Beacon's young parent program also provides assistance with supplies including diapers, transportation support, and take home meals. As needed, Beacon also provides other supports for young parents as described in this application for low income families and for children with additional support needs.

Will the proposed facility provide child care programming welcoming to Black and other children and families of colour?  Yes  No  Don't Know

Describe the services, programming, staff training, and/or community partnerships provided to ensure the program is welcoming to Black and other children and families of colour served by your program.

The program will welcome all families within the community, including Black and other children and families of colour.

Beacon continues to offer open and inclusive programming for all families. Staff training and education includes antiracism awareness and strategies for supporting particular issues that families may face due to culture and race. Beacon recruits staff in order to create diversity in staffing at every level. The many programs and supports delivered by Beacon (as described in this application) supports all families in need including children and families of colour.

Will the proposed facility provide programming to French-speaking children and families?  Yes  No  Don't Know

Describe the services, programming, staff training, and/or community partnerships provided to support French-speaking children and families served by your program.

The program welcomes all families within the community, including those with other cultural heritage and knowing. All families in need will receive the program supports outlined in this application; however, the program will not provide programs specific only to French-speaking children and families.

It is expected that most child care programs will serve all children and families. However, the Province recognizes some programs will tailor their child care programming to meet the needs of a specific/particular population group(s).

Is your program tailored to meet the needs of a specific population group(s)?  Yes  No

If yes, which of the following apply:

- Indigenous-led program providing specific Indigenous child care programming
- Program serving children with specialized support needs (e.g. Deaf and hard of hearing child care program)
- Program that specializes in serving families new to Canada
- Designated Young Parent Program
- French immersion or Francophone child care program

If a tailored program is indicated above, please provide a brief description of the program, including information on any of the services, programming, staff training, facility policies, and community partnerships.

Programming is specifically tailored to support Indigenous Education, students with diverse support needs, and young parents (through a Designated Young Parent Programs). A description of these programs is included above in the descriptions of priority populations served.

## 7.0 Project Schedule

List the key dates of the main activities of your project. The Ministry may prioritize Applicants that are able to demonstrate their ability to begin construction within 6 months of approval of funding.

Please note: After your application is submitted, should there be any changes to these dates, you must notify the Ministry immediately.

Activity	Start Date	Completion Date
Project Start Date	April 2022	
Project Design	March 2019	June 2022
Site Development	June 2022	August 2022
Construction	May 2022	Dec 2022
Interior Finishing	May 2022	Dec 2022
Electrical	May 2022	Dec 2022
Plumbing	May 2022	Dec 2022

Activity	Start Date	Completion Date
Equipment	May 2022	Dec 2022
Licensing	May 2022	Dec 2022
Furnishings	July 2022	Dec 2022
Permits	May 2022	Dec 2022
Other (please specify)		
Opening Date		Jan 2023
<b>Project Completion</b>		Jan 2023

## 7.1 Project Schedule Risks

Please identify any risks to the schedule of your project. For each risk identified, a mitigation strategy must be included. Budget specific risks should be addressed in Section 8.2.

Activity	Identified Risks	Mitigation Strategies
Project Start Date	Funding and rezoning	
Project Design	Rezoning	Extensive community consultation prior to rezoning application.  The rezoning application has commenced and we are consulting with the municipality on requirements prior to funding confirmation.  Budget contingency available, if necessary, for additional municipal requirements.
Site Development	Unforeseen Conditions	Budget Contingency
Construction (e.g. electrical, plumbing)	Cost escalation	Budget Contingency and fixed price modular construction
Equipment & furnishings	Supply shortages	Advanced procurement
Operator & staffing	Recruitment	Operator recruitment plan
Licensing	Low risk	
Permits	Rezoning process	Extensive community consultation prior to rezoning application.  The rezoning application has commenced and we are consulting with the municipality on requirements prior to funding confirmation.  Budget contingency available, if necessary, for additional municipal requirements.
Opening Date	Rezoning process	Extensive community consultation prior to rezoning application.  The rezoning application has commenced and we are consulting with the municipality on requirements prior to funding confirmation.  Budget contingency available, if necessary, for additional municipal requirements.
Other:		
<b>Project Completion</b>		

## 8.0 Estimated Project Costs

Complete the following table with a summary of the proposed Project Costs and a breakdown of the total costs associated with the child care build, if different (when part of a larger project). Refer to Table 2 (Contribution Percentages and Funding Award Commitment by Applicant Type) in Section 4.1 of the [Funding Guidelines](#) for information on Maximum Provincial Funding Amounts and Required Organization Contribution percentages.

Important: In addition to this summary, you must attach a complete Project Budget with a breakdown of all associated costs (for school districts this may be in the form of a "Order of Magnitude" cost estimate). Please refer to the list of mandatory supporting documentation by applicant type provided in Table 3 (Mandatory Supporting Documentation Based on Applicant Type) of the [Funding Guidelines](#).

Two detailed quotes for every item included in the total Project Costs are required to be attached with the Application (this requirement only applies to Not-for-Profit Organizations (societies), Child Development Centres and Indigenous Not-for-Profit Organizations (societies)). A detailed quote means all components of the quote are listed. Refer to Appendix B of the Guidelines for more information about quote requirements.

### 8.1 Estimated Project Costs Summary

	Cost
Total Proposed Project Costs for the build (as supported by quotes submitted)	\$3,000,000.00
Total Proposed Childcare Build Costs (if different than above, when part of a larger project)	
Total Required Organization Contribution (if applicable)	
Other Funding/Contribution Sources (specify) _____ (provide proof of all funding contributions towards the project)	
<b>Funding Requested from the Province</b>	<b>\$3,000,000.00</b>

#### Provincial Cost per Space

Funding Requested from the Province	Total Number of New Spaces to be Created	Provincial Cost per Space
\$3,000,000.00	84	\$35,714.29

If the project's provincial cost per space exceeds \$40,000 per space, please provide a rationale below.

N/A

By selecting this box, I am confirming that I have submitted a complete project budget with a breakdown of all associated costs.

By selecting this box, I am confirming that I have submitted 2 detailed quotes for each budget item.

### 8.2 Project Budget Risks

For each risk to the project budget identified, a mitigation strategy must be included below, including how cost escalations will be addressed.

Have you identified a contingency fund?

Yes  No

If yes, please describe:

There is project contingency of \$145,302, which represents 15% of project costs excluding the cost of the modular building which will be fixed price. The budget estimate for the modular building also reflects cost escalation now until the order date.



Have you identified additional funding sources to support this project?

Yes  No

If yes, please describe:

An additional funding source is not required to support this project, as the project estimates are conservative and there is sufficient contingency reserve. SD63(Saanich) has already completed 3 projects through the Childcare BC New Spaces Fund for a final cost less than the approved funding.

What is your risk mitigation approach if your project experiences cost escalations?

At the point when the funding agreement is signed, we will enter into a fixed price contract for construction, delivery and installation of the modular building. The risk of cost escalation is reduced to a low level by the inclusion of project contingency in the budget. If cost escalation were to increase in excess of available contingency, there are also opportunities to reduce some scope without impact to the program or to find alternative funding sources.

## 9.0 Application Declaration

This section must be reviewed and completed by the Applicant and, in the case of an Applicant that is a public body or other organization type referenced in Section 1 of this Application, this section must be reviewed and completed by the authorized representative/signatory on behalf of that public body or organization.

I, the Applicant, by checking the "I confirm and agree" checkbox below, declare and represent to the Ministry that:

1. I am the Applicant or the authorized representative/signing authority of the Applicant, in which case I have the authority to submit this Application and related information and materials on behalf of the Applicant;
2. I understand and commit to supporting the proposed Project;
3. I have reviewed and understand the Childcare BC New Spaces Funding Guidelines ("Guidelines") and the New Spaces Program Frequently Asked Questions (FAQs) and I understand the requirements of this Program. I accept and agree to commit to the process set out in the Terms and Conditions in Appendix A of the Guidelines;
4. All information provided in this Application or otherwise in connection with this Application is true and complete. I have not knowingly withheld any information that is relevant to the Ministry's consideration of this Application. I understand that providing false or misleading information in connection with this Application for funding under this Program could result in certain penalties or repayment obligations, or both, under the *Child Care BC Act* or the New Spaces Funding Agreement;
5. As between the Ministry and the Applicant (including any of its directors and officers), no known conflict of interest exists in connection with this Application for New Spaces funding or the proposed Project; and
6. In the case of an Applicant that is a public body or organization, all necessary authorizations and approvals are in place to ensure that the Applicant has the power and authority to apply for the New Spaces Funding and, if selected to receive funding, to enter into and comply with the obligations set out in a New Spaces Funding Agreement.

I confirm and agree

Submit your completed application with all mandatory supporting documentation by email to [MCF.CCCF@gov.bc.ca](mailto:MCF.CCCF@gov.bc.ca)