



## Investing in Canada Infrastructure Program

### Instructions

#### Program Information

- For detailed program information, including application closing date, please visit the Ministry's Investing in Canada Infrastructure Program website and review the Program Guide.
- For further information, please email the Ministry at [Infra@gov.bc.ca](mailto:Infra@gov.bc.ca) or phone 250-387-4060.

#### Important Notes

- The system will automatically time-out after 15 minutes when there has been no activity – please repeatedly save work, otherwise it will be lost.
- An Application does not have to be completed in one session.
- Once an Application is submitted, it will be locked and you will not be able to make changes online. If changes need to be made after an Application has been submitted, please use the contact information above.
- **Applicants should be aware that information collected is subject to provincial freedom of information legislation.**

#### Submitting an Application

- All fields are required, unless otherwise indicated.
- Please ensure you have uploaded all required documents.

## Applicant Information

### Applicant Name and Project Number

Association of Neighbourhood Houses of BC IC0088

### Primary Contact

Contact must be from the applicant organization as this will be the person the Ministry will contact regarding this application.

**Primary Contact First Name**

Donna

**Primary Contact Last Name**

Chang

**Title of Primary Contact**

Cedar Cottage Neighbourhood House Executive Director

**Telephone Number**

604-874-4231

**Telephone Extension****Email Address**

dchang@cedarcottage.org

### Secondary Contact

**Secondary Contact First Name**

Tarun

**Secondary Contact Last Name**

Bhatia

**Title of Secondary Contact**

Association of Neighbourhood Houses of BC Chief Financial Officer

**Telephone Number****Telephone Extension**

604-875-9111

101

**Email Address**

tbhatia@anhbc.org

## Project Information

**Project Title**

The Cedar Cottage Neighbourhood House Redevelopment Project

### Project Description and Rationale

**Brief Project Description**

The purpose of the Cedar Cottage Neighbourhood House Redevelopment Project is to replace the existing building built in 1964 with a new facility that meets current seismic, accessibility, sustainability, and programmatic standards and needs. The new building will be a 17,000 square foot facility on the same site (4065 Victoria Drive, Vancouver) owned outright by the Association of Neighbourhood Houses of BC (ANHBC). The new building will consist of energy-efficient, purpose-built facilities and spaces to support the array of services and community building activities that CCNH has historically excelled at, and which have contributed to a strong and vibrant local community where all people connect, belong and thrive. With this successful application, our plan is to begin construction by 2022 for completion by 2024. During construction, our operation will continue in satellite locations in our community. This is an application of the ANHBC d.b.a. Cedar Cottage Neighbourhood House.

**Detailed List of Project Works**

This is a new construction of a 17,000 square foot neighbourhood house (often referred to as a community centre or a community hub). This project proposal is based on conclusions reached through an extensive Functional Programming process conducted through 2016 by Process Four Design. That process included a thorough analysis of the needs of our community, and the diversity of the people we welcome into Cedar Cottage (CCNH) on a daily basis, existing deficiencies and projected demand from planned increases in density in the neighbourhood. All of the programming areas will embed prevention services and activities that build capacity, address isolation and vulnerabilities, improve food security and contribute to healthy lifelong development. Spaces in the new neighbourhood house will include: child care, supportive senior

services, meetings rooms, community and commercial kitchen space, community gathering spaces, and multi-purpose spaces for youth, families, seniors and volunteers to meet, learn, connect and host special events. Ancillary spaces will include administration offices, IT, reception and mechanical. Consideration has been given for including optimal outdoor space for people to play, garden and be outdoors. Consistent with current City of Vancouver requirements, the proposed new building will be energy efficient to a minimum of LEED gold equivalency, resulting in lower energy costs enabling us to direct resources to programming and to minimize our environmental impact through lowered greenhouse gas emissions. All of our spaces will have the capacity for multi-use and interconnected programming. Our spaces will showcase new and current Indigenous Art that has been created through years of cultural programming in collaboration with local indigenous groups and individuals. There will also be design elements set up to be a welcoming place with aspects to address the needs of vulnerable people (e.g. ramps, gender neutral and accessible washrooms.)

### **Describe why the project is needed and how need was assessed**

The existing CCNH was built on the current site in 1964 of concrete masonry block using the reinforcing technology of the time. Since 1964, the standards for seismic performance of masonry block construction have been modernized to reflect safety requirements for public assembly buildings. All of the original main mechanical systems remain in the building, including the original gas heating boiler, and have reached the end of their useful life. Although modest interior renovations were conducted in 2002 and 2004, the building mechanical systems, masonry block shell, and single-glazed windows remain. Many basic building systems now require constant attention and maintenance to keep them running. There is a growing concern about the building's safety, ability to support increasing demand from densification, and costs to maintain. In 2012, after exploring a range of facility options the board passed a motion to build a new facility on the current site. Other important information to assess need included: Population: Our community is Vancouver's third largest neighbourhood and home to one quarter of the city's residents. There is a diverse social and demographic mix and a higher than average proportion of children and youth. It is also a very ethnically diverse neighbourhood, with fewer native English speakers than the rest of Vancouver. Two-thirds of the local community are visible minorities, with a growing number of Indigenous people in our neighbourhoods. The need for more services will be affected by the increasing density and growth in population size. The population has increased by over 10,000 people in the lifetime of the building. Projections indicate that the neighbourhood population will increase by about 10% by 2025 (around 55,000 people) and 21% by 2035 (around 60,000 people). Demand for more Services: Since 1950, Cedar Cottage has grown with new and expanded programs. For us to meet increasing demand, to address complex social and health needs, and to support a growing and aging population, spaces will be required for seniors services, child care, food security programs, literacy and learning spaces, cultural inclusion activities, early learning spaces and community

gathering rooms. Numerous community consultations, focus groups and organizational strategic planning sessions have contributed to our vision for future service needs. Our neighbourhood is changing. People are becoming more isolated and struggling to find connections in their busy and challenging lives. Replacing our aging building has been identified as the highest priority from the Association of Neighbourhood Houses of BC and is considered an important social amenity with the City of Vancouver. Further information can be found in the studies attached.

## Federal Outcome

Projects must meet the federal outcome associated with the program to be eligible.

The project will improve access to and/or increased quality of cultural, recreational and/or community infrastructure for Canadians, including Indigenous peoples and vulnerable populations

### **Specifically explain how the project will meet this federal outcome.**

Cedar Cottage (CCNH) is a unit of the Association of Neighbourhood Houses of BC (ANHBC). We all share a common mission to address social isolation by fostering strong connections and leadership opportunities for people of all backgrounds and ages. ([www.anhbc.org](http://www.anhbc.org)) For over 50 years, CCNH has been a leader in the neighbourhood house movement and has demonstrated success in efforts to improve the lives of all people-including Indigenous peoples and vulnerable populations. As with all Neighbourhood House Programs, our work is nested in a philosophy of social justice and social inclusion. CCNH has been on the forefront of developing community daycares, an alternate high school for disenfranchised youth, the first Adult Day Program for frail seniors, and social support programs for school age children. We have been a leader in the development of mainstream Indigenous programs in the 1980's when many Indigenous peoples were leaving their homes on-reserve in search of employment and education in Vancouver. CCNH became a second home for over 200 Indigenous families. Recently, we have been working for people who have terminal or chronic diseases to build a compassionate community for those who are suffering alone in our neighbourhoods. We are active on the Poverty Reduction Coalition and committed to helping people who are poor. We develop programs to address food insecurity. We support newcomer families who struggle to find a welcoming place, to connect to their communities and begin their successful new lives in Canada. The building of a new neighbourhood house would ensure safe access to spaces that provide vital community services and gathering spaces in our effort to improve access, build connections and provide a place for people to belong. There will be: Spaces to address poverty and

healthy development of vulnerable populations through food services (community kitchen), gardening, outdoor play, childminding, clothing exchanges, literacy, learning and volunteer development. Spaces to include those who are socially isolated to come together for events, programs and to be safe. Our programs reach the frail and vulnerable and our spaces will support inclusion. Spaces for Indigenous people to participate in family nights, family drop ins and special events. We will continue to build on our reconciliation work to ensure that Indigenous people are welcomed and an integral part of our organization. Consideration for greenhouse gas emissions will continue to be important for CCNH. As a local organization, we serve residents who can reach us by walking or biking to our facility. We are on a transit route that facilitates taking the bus as a way to reach us. This new building will be built with more energy efficient features such as: high thermal resistant exterior enclosure and efficient electric HVAC system and we be a place for the community to come together and learn more about climate action.

## Project Type

### **Project Type**

Community

## Project Location

### **Project Physical Address (and/or start and end points)**

4065 Victoria Drive, Vancouver, British Columbia, V5N4M9

## Project Submission History

### **Has this project (or related components/phases) been the subject of another infrastructure grant application?**

NO

## Project Works

### Nature of the project works

Are the project works?	Indicate % for each relevant type
New	100
Rehabilitation	0
Expansion	0
Other	0
<b>Total</b>	<b>100</b>

### Will the completed works be used by the general public?

YES

Projects that are used by the general public must meet or exceed the requirement of the highest published accessibility standard in a jurisdiction, in addition to applicable provincial codes and local government bylaws. Accessibility Standards are as defined in the Canadian Standards Association Technical Standard Accessible Design for the Built Environment CAN/CSA B651-12)

### Will the completed works meet accessibility standards?

YES

#### Please confirm how accessibility standards will be addressed in the design and construction

The new building will meet or exceed the accessibility requirements of the City of Vancouver Bylaw as well as meeting the accessibility standards defined in current Accessible Design for the Built Environment CAN/CSA B651-12 (R2017).

### How will the design meet or exceed energy efficiency standards?

As a new facility these standards will be fully incorporated with the architect's (DA Architects + Planners) recent experience with the providing recommendations to improve

accessibility in three existing local theaters.

**Please list the energy efficient features that will be included in the project**

Energy efficient features in the new building will include: • High thermal resistant exterior enclosure • Methodology to minimize air infiltration through the building envelope • Building enclosure details that limit thermal bridging • Efficient electric HVAC system • Good interior ventilation with highly efficient heat recovery units attached to the air exhaust. • Energy System sub-metering and reporting

**What regulatory authorities must be contacted (engaged) to complete the project and what permits will be required for the project?**

The City of Vancouver development approval process will require: • Rezoning: While the Neighbourhood House is listed as a conditional use, the property will need to be rezoned to allow anticipated floor area of the new building. Early feedback from the City indicates that the City staff will support the rezoning application. • Development Permit: After rezoning and to gain approval from City of Vancouver on the building form and exterior architectural expression for the new building, a Development Permit will be required. • Building Permit: A Building Permit application conforming to the City of Vancouver Building Bylaw will be required to proceed with the construction of the new building

**Please upload permits or licenses that have been obtained**

## Eligibility

### Is the Project Eligible

Projects that are eligible under the Community, Culture, and Recreation stream must be public infrastructure (capital assets) owned by a Local Government, Indigenous Applicants, or Not-For-Profit organization.

**Do you have a Council/Board/Band Council or other appropriate governing body resolution authorizing the project to proceed and committing your share of project funding?**

YES



**Please attach**

COUNCIL\_BOARD\_RESOLUTION\_Canada Infrastructure  
Program - Certified Resolution of the ANHBC BOD - Jan 8,  
2019.pdf

**Has the project started? Projects that have started (construction tender awarded) are ineligible.**

NO

**What is the percentage of project design that has been completed as of application submission date?**

Not started

**Estimated project start date**

2019-04-01

**Estimated project completion date**

2024-01-01

**Estimated construction start date**

2022-05-02

**Estimated construction completion date**

2023-12-29

**What is the population that will be directly served by this project?**

7,000

**Does the project benefit more than one community?**

YES

**List the communities that will use the infrastructure and their corresponding populations.**

Geographically, the new facility will provide service to residents who live in the Kensington-Cedar Cottage (KCC) community. This is an area on the east side of Vancouver that spans from Nanaimo to Broadway to Fraser to 41st. KCC is home to 49,325 people in 2016. The City of Vancouver Neighbourhood Social Indicators Profile 2018 Report on KCC indicates that our local community has more density with a more culturally diverse population than the city overall, with large populations of children and families, but a shift in the future towards an aging population. While there is less income disparity between low and high earners, the rates of low income earners are increasing in our neighbourhood. The 2016 Census Data shows an increase of overall population numbers and higher than city average of single

parents, people under the age of 19 and over the age of 65. Population groups who will be using our new facility include: Residents of KCC: With increasing densification along main arterials (Kingsway/Broadway/Victoria Drive) and with the replacement of single family homes with multi-tenant sites, there is a growing number of people living in a denser community environment. Our work includes all residents of our local community. Families with children: 45% of our local households live with children. Approximately 15% of our overall population are children under the age of 19. Our new facility will have spaces for children and their families to connect and grow. Seniors: There is a growing number of older and frail seniors in our neighbourhood. KCC is home to the second highest population of seniors in Vancouver who are over 75. Our new facility will have spaces for aging seniors to find supports and connections. Visible Minorities: Almost two-thirds of the KCC population are visible minorities. Our new facility will have spaces for people to develop inter-cultural connections and become active participants in their neighbourhoods. Working People: in KCC, 97% of people over the age of 15 are working. Our new facility will have programs to support working people including meal programs, child care and weekend activities. Volunteers: While all of our groups will benefit from new program space, there will be spaces in our building for volunteers to learn, grow and connect. These volunteers may come from other parts of Vancouver but our focus will be to support the involvement of local vulnerable and Indigenous people as volunteers. More information can be found at our website: [www.cedarcottage.org](http://www.cedarcottage.org)

**Will the applicant own and operate the completed project?**

YES

## Mandatory Documents

Please attach each of the following mandatory documents (15 MB limit per document).

In all cases, relevant information should be included within the completed application form itself, as this will form the basis of the assessment. Please make specific reference within the application to

sections of attached documents that you wish to be included in the review. Attachments should be clearly labelled, organized and succinct.

## Mandatory Documents for Not For Profit

### **Project location KML file**

NFP\_PROJECT\_KML\_Cedar Cottage Neighbourhood House.kml

See instructions for KML files on the Program website .

### **Detailed Cost Estimate**

NFP\_DETAILED\_COST\_ESTIMATE\_CCNH Redevelopment Project Detailed Cost Estimate - Jan 2019.pdf

The Detailed Cost Estimate template on the Program website must be used.

### **Project Study or Plan (see program guide for details)**

NFP\_BACKGROUND\_AND\_PLANNING\_CCNH Redevelopment Project Functional program - Nov 22 2017.pdf

### **Site Plan**

NFP\_SITE\_PLAN\_CCNH Redevelopment Project Site Plan 2017.pdf

### **Business financial plan including working capital and income sources**

NFP\_BUSINESS\_FINANCIAL\_PLAN\_CCNH Redevelopment Project Business Plan .pdf

Please attach other supporting documents you wish to be considered (optional, see the Program Guide for guidance)

Additional documentation is optional and may be uploaded here to support your application. Refer to program guide for additional information.

Supporting document examples: Partnership/MOU agreement; Cost/Benefit Analysis or Other Study; Design Drawings; Letters of Support; Community Energy Plan; Water Conservation Plan; Food Security Plan; Options Assessment.

### **Additional Document**

NFP\_ADDITIONAL\_1\_CCNH Redevelopment Project Development Opportunity Assessment July 17 2017.pdf

### **Additional Document**

NFP\_ADDITIONAL\_2\_CCNH Redevelopment Project ANHBC Strategic Plan

& Community Amenity Report.pdf

**Additional Document**

NFP\_ADDITIONAL\_3\_CCNH Redevelopment Project Letters of Support - 2019.pdf

**Additional Document**

NFP\_ADDITIONAL\_4\_CCNH Redevelopment Project Facilities Planning and Evaluation - May 2012.pdf

Project Costs and Project Delivery

<b>Total Gross Project Costs</b>	\$22,530,424
<b>Total Ineligible Project Costs</b>	\$1,725,318
<b>Total Eligible Project Costs</b> [Total Gross Project Costs less Total Ineligible Project Costs]	\$20,805,106

**Other Funding Sources (Do not include internal sources)**

Please note: Other federal and/or provincial grants may affect the total grant requested as per stacking rules. See the Program Guide for information on stacking rules.

Gas Tax - Strategic Priorities Fund	\$0
Gas Tax - Community Works Fund	\$0
New Building Canada Fund - Small Communities Fund	\$0
Clean Water and Wastewater Fund	\$0

Other \$0

**Total Other Funding Sources** \$0

**Net Eligible Costs** [Total Eligible Project Costs less Total Other Funding Sources] \$20,805,106

**Maximum Grant Amount (Estimated)** \$13,523,318

**Are you requesting less than the maximum grant amount?**

NO

**If your detailed cost estimates do not directly correspond with these amounts, clarify the variance between the costs.**

N/A

### Fiscal Year Breakdown

Please fill in the costs below. The costs to be entered will represent how much money you expect to spend on eligible costs for the project each year.

Fiscal Year	Forecasted Eligible Costs (April 1 to March 31)
<b>2019 - 2020</b>	\$414,000
<b>2020 - 2021</b>	\$576,000
<b>2021 - 2022</b>	\$1,620,000
<b>2022 - 2023</b>	\$8,610,000
<b>2023 - 2024</b>	\$9,585,106
<b>Total</b>	\$20,805,106
<b>Difference from Net Eligible Costs</b>	\$0

*\*Fiscal Year Breakdown Totals must equal Net Eligible Costs*

## Funding Details

**Is this project a phase or component of a larger project?**

NO

**Can the project, as submitted, be broken into smaller phases if full funding is not available?**

NO

**Please explain why it can't be phased.**

Project is a single phased project. Project cannot be phased since the site is compact, requiring the new building design to be 3 levels.

**Do you intend to use your own workforce and/or equipment?**

NO

**At this stage, do you intend to directly award contracts (sole sourced contracts) during procurement for any aspect of the project?**

NO

**Is the employment of apprentices; Indigenous peoples; women; persons with disabilities; veterans; youth; recent immigrants; and small-sized, medium-sized and social enterprises to be considered during project procurement/construction?**

YES

**Please describe.**

CCNH will contract with businesses that have a willingness to employ recent immigrants, person with disabilities, Indigenous peoples, women, veterans and small sized, medium sized and social enterprises.

## Funding/Planning

Applicants should have their share of the capital costs secured prior to application to the program.

**Project Financing - Not for Profit**

**The program is claims based. How will your organization be able to carry the project costs until a claim for completed works is reimbursed by the Province?**

ANHBC has reserves invested in sufficiently liquid investments to allow for construction financing with additional support anticipated to continue from Vancity Credit Union. ANHBC maintains an average cash balance of \$2M in its operating bank account with Vancity Credit Union. ANHBC also has excess to \$150K line of credit.

**If there are cost overruns, what plans are in place, beyond contingencies to fund the unforeseen cost increases?**

ANHBC has current cash and investments balance of approximately \$10M. ANHBC maintains a current ratio of approximately 3:1. Currently ANHBC is practically debt-free and given the assets it owns and positive cash flow it generates, it has significant capacity to borrow. Moreover, the intent is to retain a development consultant with strong experience in construction management to anticipate and prevent unnecessary change orders and cost overruns. Note that while ANHBC will actively seek funding from other partners, it can fund 100% of its portion of the project costs based on its reserves and cash balances.

ICIP does not provide additional funds to cover cost overruns.

**How will you pay for your portion of the project costs?**

Line of Credit %	0
Reserve Funds %	48
Financial Donations %	6
Surplus %	0
Other %	46

**Please upload evidence of secured funds (Example: Line of Credit letter, financial statement showing confirmed donations, funds in bank account.)**

NFP\_EVIDENCE\_FUNDS\_HOW\_PAY\_YOUR\_PORTION\_PROJECT\_COSTS\_CCNH  
Redevelopment Project Evidence of Secured Funds - Dec 2018.pdf

**A financial statement will be required for not for profit organizations and must be specific to the applicant organization.**

**Please upload a statement reviewed by an independent public accountant.**

NFP\_FIN\_STATEMENT\_INDEPENDENT\_CCNH ANHBC Audited Financial Statements  
2017-18.pdf

## Project Consultation Considerations

### **How does this project align with the long-term plans of your organization?**

In 2014, Cedar Cottage Neighbourhood House received funds from the City of Vancouver to develop a vision and a strategic plan for a future facility that would align with our long-term organizational goals. This process provided the opportunity for board, staff, community and stakeholders to come together and discuss their vision for the future of Cedar Cottage Neighbourhood House. In addition to the consultations, information was also gathered about the assets and constraints of the existing facility, broad community changes taking place and the programs and activities in our future that reflect our mission and core commitments and beliefs-those principles that make us a thriving Neighbourhood House. We had a chance to dream and imagine our future. This project is intricately aligned with our long term plans for our future. Our future plan is thoughtful, informed and very aware of the importance of being a resourceful community steward and driven by the knowledge that this project will be a well-utilized and sustainable facility. Here are specific alignments of plans with this project:

- To create an early learning hub for young children to thrive. This project provides multifunction spaces for have licensed early child-care spaces from infants to preschool, family drop in spaces and community literacy rooms.
- To have programs and activities for families can access opportunities to learn, participate, belong and connect with others to be strong parents. Our vision is to continue and expand our family resource programs including Indigenous family nights, parent education, newcomer engagement activities and food program. This project includes spaces for outdoor gardens, a learning lab, community living room, classrooms and multipurpose gathering spaces.
- To have non-licensed out of school programs for vulnerable school age children to play and learn afterschool. This projects provides spaces for food programs, learning spaces and outdoor play areas.
- To have youth volunteer leadership programs. This project provides spaces for youth to drop in, connect, contribute and lead in programs and activities.
- To strengthen our community development work where people can support and strengthen our capacity to build a safe and interconnected community. This project includes comfortable spaces for people to come together, to seek help, to find resources, to learn, to volunteer or simply to relax. This includes meeting rooms for community to come together to plan for community driven solutions for poverty, civic leadership and literacy.
- To continue our work with Adult Day Services through expanded programs. Included in our project are spaces to address the increasing needs of frail seniors and that principles of universal access be incorporated throughout the project. Sharing these spaces will be well seniors who will come together to learn, exercise and be well in our community.
- To have a safe, energy efficient building that both contributes to a small carbon footprint but also one that



minimizes maintenance costs. • To have a place where over 60 people can work in spaces that enable creative and productive results.

**What affected or interested groups or stakeholders have been consulted or will be consulted regarding the project? Please list.**

Current and Past Consumers: Cedar Cottage Community Board, Cedar Cottage Neighbourhood House Staff , Cedar Cottage Neighbourhood House Participants, Association of Neighbourhood Houses Funders: Vancouver Coastal Health Adult Day Program Management, City of Vancouver – Social Planning KCC Residents through Cedar Cottage Listening Committee Events, 2015, 2016, 2017, 2018, Annual General Meetings and various brainstorming activities Community Partners: Vancouver Native Health Society, Vancouver School board, Vancouver Public Library, local faith groups (e.g. Church of the Nazarene) Specialized Population Groups: Seniors, Indigenous families, single parents Real Estate Development “experts”: City of Vancouver, Van City, ConWest Development, Concert Properties

**What were the results of these discussions?**

The Cedar Cottage Community Board took a role to provide leadership in consultation. In early discussions, the board identified its own need to know more and then went forward to learn through presentations, interviews and Social Purpose Real Estate workshops with the City of Vancouver, Development leaders, Van City and the UBC School of Regional Planning. The development of a new facility was never taken lightly and conducted with full recognition that there was a body of knowledge required to do this work. There have been numerous documents that involved consultations with other neighbourhood houses, City of Vancouver, staff, board and community residents. Prior to the decision to redevelop on our current site, the Cedar Cottage Board worked with a consultant which resulted in a document “Cedar Cottage Facility Planning and Evaluation. It was from this document that the Cedar Cottage Community Board summarized its options and in 2012 made a motion to redevelop on site. When the decision was made to redevelop on the current location, the Community Board began to consult with the community in every possible event and activity to ask about what is working, not working, what is needed in the community and what are the hopes and dreams from the community. While there were numerous reports, A Community Vision for Amenities Contributions Workshop with neighbours and service providers fully represents the sentiments of our local community. In 2014, the City of Vancouver provided funds to enable the CCNH Executive Director to develop a plan to align the long-term plans for CCNH and the spaces for a new facility. In 2016, funds were provided to hire a consultant to work on a Functional Plan that would push the work towards completion. In 2017 a Functional Plan was completed that was built on workshops and consultants with staff, community, partners and funders. The Cedar Cottage Community Board set up a Facility Committee to lead the work of redevelopment. The work continued with a more detailed Development Options report

and further community engagement. During this time, the Association of Neighbourhood Houses (ANHBC) began to take a stronger role in asset development and established a Capital Assets committee specifically to take on a role around sustainability and development. A Project Charter was established to outline the relationship and responsibilities between the ANHBC Board of Directors and the Cedar Cottage Community Board.

**Is any part of the project located on federal lands?**

NO

**Is the project subject to a federal environmental assessment?**

NO

## Federal Checklist

**The following elements are of interest to Infrastructure Canada.**

Select “Yes” for risks that are applicable to your project, and provide a brief description of the risk and mitigation strategies undertaken or planned.

Select “No” for risks that are not relevant to your project.

For example: Describe risk and its probability (low/medium/high), impact and the mitigation response (will the risk be avoided, mitigated, transferred or accepted). Describe the planned actions and what the residual risk will be.

### Project Complexity

**Remote geographical location** NO

**Unpredictable weather** NO

**Untested or unproven technologies** NO

<b>Highly technical or complex project</b>	NO
<b>Interdependencies between phases</b>	NO
<b>Other</b>	NO

### Project Readiness

**Project site hasn't been finalized** NO

**Land hasn't been acquired** NO

**Potential issues with permits or authorizations (federal, provincial, territorial and municipal)** YES

This project requires a rezoning and typical regulatory permits from the City of Vancouver. The City has indicated support in principle for this project, and has a long history of support for neighbourhood houses. The KCC neighborhoods are recognized as densifying inner-city neighborhoods with minimal amenities to support the growing population. Never-the-less, every project must go through the City's development approval processes, which could possibly result in slower than ideal approvals. This is a Medium Risk that will be mitigated by frequent meetings with Planning and Engineering Staff during the finalization of the design, and through the Rezoning and Development Permitting process. Meetings will identify and resolve City issues prior to the

formal applications. This will minimize any potential delay in City approvals. In addition, the project intends to use the City's Certified Professional process designed to reduce the time required to obtain approved permits.

**Industry supply may not be able to meet demand**

NO

**Funding is not secured for the entire project cost (assuming a grant is received through this program)**

YES

Based on supportive discussions to date, history of recent contributions to similar projects in other neighbourhoods, and the strength of the Association of Neighbourhood Houses brand, the following sources of sources of capital funding are considered to be realistic: ICIP \$13523317 ANH of BC \$ 4330000 Funding Partners \$ 3050000 Ind Donation \$ 502107 LT Mortgage \$1125000 TOTAL \$22530424

**Other**

YES

Public Opposition: An integral part of the City of Vancouver development approval process is a public consultation process. This will be spearheaded by the CCNH and the design team, both with extensive experience in undertaking this process. While the CCNH has developed an excellent reputation in the neighbourhood, two issues can be anticipated to arise from the proposed expanded development: increased traffic and parking demand. Both concerns will be mitigated by developing a

transportation management plan tailored to the operation of the new building, taking advantage of the extensive public transportation system, and reducing future demand on single occupant vehicles. The site is located on a transit arterial identified for further densification and transit service.

### Project Sensitivity

**The project has received positive media attention** NO

**The project has received negative media attention** NO

**Certain stakeholders have been vocal about the project** NO

**Other** NO

**Identify other potential risks that are not included in the federal checklist. If there are no other potential risks, please type N/A.**

All development projects carry an element of risk. However, CCNH has been engaged in a methodical, thorough, and thoughtful process for a number of years, starting with an inclusive Functional Programming process that assured us that we have planned a facility with the spaces and amenities that the community needs. Following that we retained a certified Quantity Surveyor/Cost Consultant to advise us on current, Vancouver-specific construction and finishing costs for the proposed facility. Of course there are elements of the construction industry that are beyond our control, but we have taken a measured, cautious approach to this request and to the entire project.

**What was the total number of visits to the Community, Culture, or Recreation facility that is the subject of this application?**

2783 registered individual people per week participate in CCNH programs and services. Of these people, 28% are children, 27% are families, 11% are seniors, 9% are youth and 25% are partners and volunteers. Approximately 5747 unique individuals participate each year. Registered participants (2783) participate on average 3 times per week in 20 to 30 different programs throughout the year. We are open approximately 60 hours per week. In addition, approximately 2598 people participate in special events and partnership programs (6 to 8 per year) such as cultural celebrations, community meetings and events, partnership workshops and programs such as Income Tax Clinics, Flu Clinics, Poverty Reduction consultations, Literacy task groups, Dementia awareness training, Food distribution markets, Monthly Service Provider meetings, An Annual Community Carnival, medication classes for seniors, Caregiver support groups, Day of Caring projects with corporations such as Telus and RBC, safety awareness and internet safety workshops for seniors, anti-oppressive training for youth and Aboriginal cultural awareness training for staff

**Does this project provide benefit to an official language minority community (OLMC)? This is in a community whose maternal or chosen official language is not the majority language in the province.**

NO

**Does this project provide benefit to Indigenous Peoples?**

YES

**What is the anticipated level of participation on-reserve?**

0

**What is the anticipated level of participation off-reserve?**

7% of our total participation or 321 Indigenous Peoples participate in the following programs and activities: Early Learning Programs such as Aboriginal Hippy, Parent-Child Mother Goose, Baby Blanket Ceremony, licensed preschool, Licensed Out of School Care, Supported Childcare for children with special needs, school lunch and breakfast programs, Red Fox recreation program, Family Drop ins, cultural arts & crafts and traditional teachings including learning traditional dancing and singing, Drum making and Medicine Wheel teaching and Elders in Residence in our Indigenous Family Night and our Preschool Program and cultural celebrations.

**Does this project provide benefit to vulnerable populations?**

YES

### **What is the anticipated level of participation?**

Of our 5747 unique participants who come to the Neighbourhood House annually, approximately 80% are considered vulnerable (4579 unique children, youth, families, seniors). Indigenous peoples – 7% or 321 individuals Children and youth, including children and youth with special needs – 38% or 1740 individuals Frail seniors – 12% or 549 individuals Families (Refugees, New Immigrants, Single, Living in Poverty) – 40% or 1832 families People with mental health/addictions, includes seniors, adult volunteers – 3% or 137 individuals Early Learning and Family Programs: (baby drop ins, Parent-Child Mother Goose, partnership programs with settlement serving agencies such as MOSIAC, SUCCESS, PIRS, licensed preschool, Family Drop ins, including Saturdays, Food, gardening and Nutrition programs, literacy programs, Indigenous family nights and Aboriginal HIPPY, Strengthening Families in partnership with Vancouver Aboriginal Child and Family Support, supervised visits in partnership with Pacific Association of First Nations Women, Nobody's Perfect in multiple languages, kindergarten readiness workshops, child and youth mental health workshops, family support groups including peer mentor training and capacity building opportunities and concrete supports (helping families navigate systems Seniors Programs: Adult Day Program for frail seniors, caregiver support groups and workshops, Creating Compassionate Care Committee, Meet and Greet events, Neighbourly Together Door to Door outreach, weekly meal program, dementia awareness training, peer leadership training, volunteering opportunities, safety workshops, low cost food distribution, food bank outreach, ESL Classes, Chair Yoga, health and wellness workshops, volunteer led groups such as Chinese Painting, Chinese Dancing and Calligraphy. Children and Youth: Out of school time activities, lunch time programs with partner schools and breakfast programs, summer programs, referrals to community and supportive services, leadership training, peer led projects, homework clubs, indigenous pre-teen groups, mental health groups, licensed childcare, social emotional groups, unstructured play programs, outings and recreational activities, special events and volunteer opportunities.

### **Will this project result in an increased energy efficient building?**

YES

### **What is the total energy consumed in one year/total floor space of building?**

Current Build: 8529 sf as per Fortis BC: Average daily use of 3.50 GJ per day (Annual 1277.5 GJ) Anticipated Build: 17,000 sf-Average daily use of 7.0 GJ per day (Annual 2546) Passive House less 90% 254.6 GJ Current Build: 8529 sf as per BC Hydro: Average daily 128.06 kWh (Annual 46742) Anticipated Build: 17,000 sf-Average daily use of 254.84 kWh per day (Annual 93016.38) Passive

House less 90% 9301.64 kwh

**Is a certification being achieved?**

YES

**What certification will be achieved?**

The Cedar Cottage Redevelopment Project will result in a new building constructed in Passive House Standards. As per statements from Passive House Canada: "Passive House (Passivhaus) is considered to be the most rigorous voluntary energy-based standard in the design and construction industry today....Passive House (Passivhaus) buildings consume up to 90 percent less heating and cooling energy than conventional buildings."

**Were gender issues taken into consideration during the design and/or construction phases?**

YES

**Does the public facing built asset incorporate universal design?**

YES

**The project is community-oriented, non-commercial in nature and open for use to the public.**

YES

**This project includes dedicated spaces for tourism infrastructure; provincial or municipal services; for-profit uses; daycare facilities; places of assembly for religious purposes; healthcare facilities or education facilities.**

NO

**The project is for semi-professional or professional sports teams.**

NO

**This project includes dedicated spacing for housing; early learning and childcare facilities, highways and trade corridor infrastructure, resource development infrastructure, healthcare facilities or education facilities.**

NO

**The project advances reconciliation with Indigenous communities.**

YES



## Management & Planning

### Management & Planning - Not for Profit

#### **Does your organization have experience with owning and managing infrastructure?**

YES

#### **How do you keep track of the infrastructure assets you manage, including their condition and performance?**

As part of the ANHBC Strategic Plan, the goal was identified to have excellent systems and practices to enable efficient infrastructure and standardized effective processes. The outcome was to have “Facilities that meet the community and organizational needs”. Resulting from this goal, ANHBC established a standing “Capital Assets Committee” to work on the development of a strategic facilities management plan that incorporates long-term maintenance and community and organizational needs for all ANHBC facilities. This work is currently underway and has supported the development of a Project Charter, Market Analysis (Avison and Young) and a Strategic Vision for the role and future plans for ANHBC Real Estate development.

#### **What do you do to ensure that the service provided by infrastructure remains cost effective/cost efficient?**

The result of the CCNH redevelopment plan is a brand new facility equipped with improved internal and external space to carry on business as per usual. Some of the anticipated outcomes of the improved space would be better flow of day to day traffic and work areas, and more up to date technology and infrastructure (HVAC, safety measures intentionally installed for regular programming, etc.). It is evident that the completed project will not differ from CCNH's original mandate of services; therefore, the management of the space and its maintenance will remain under the care of the custodial staff retained by CCNH. The capital reserves and annual budget that pertains to the maintenance of the space will continue to be a working effort between CCNH and its parent group, the Association of Neighbourhood Houses BC (ANHBC).

#### **Describe long-term planning activities that are currently used to manage infrastructure.**

ANHBC owns and operates other neighbourhood houses across Metro Vancouver. The covered area of these sites range from 10,000 ft. to 25,000 ft.

ANHBC also operates two social housing sites of a total of 45 units under an operating agreement with BC Housing. Many of our sites have a dedicated in-house maintenance and building management staff. ANHBC has a standing "Capital Assets Committee" which provides direction and monitoring for new developments as well as maintenance of the capital assets. All our facilities meet health and safety standards.

**What are your ongoing revenue sources and what planning is carried out to ensure that costs to maintain, operate, and replace infrastructure assets can be met over the long-term?**

The ANHBC Capital Assets Committee has a role to provide oversight for the long term planning for infrastructure maintenance, operations and assets. Currently, in the ANHBC Strategic Plan, tools are being developed to work on clear goals and activities to ensure that the organization carries its due diligence to ensure that assets are maintained. While funds are a continual challenges to acquire for infrastructure, there has been a historic practice to charge projects for maintenance and operational infrastructure costs. This practice will continue along with plans to seek donor and grant funds to support renovations and equipment needs.

**How will the assets associated with the completed project be managed and maintained over their life?**

Replacement reserve requirement shall be identified based on the depreciation report / maintenance plan for the newly developed site. Every year, funds will be set aside in a separate account for replacement reserve. Repairs and maintenance expenses will be included in the annual operating budget and major repairs shall be funded out of the replacement reserves.

**How will ongoing operating and maintenance costs be funded?**

CCNH will continue with its current model to have each program area contribute towards both on-going maintenance and asset replacement at the end of its life. CCNH will be seeking grants available from various levels of government (particularly the City of Vancouver) for any necessary capital refurbishing or renovation costs. Child care emergency replacement grants, fundraising and donations will be an important support to operations and maintenance. CCNH has used this model successfully for the past 50+ years and anticipates that this model will provide capacity to fund continual operating and maintenance costs.

**How does the project design support reduced operation, maintenance and related costs over the lifecycle of the infrastructure?**

The primary goal of CCNH's redevelopment is to create a higher quality space with the most updated safety features, operating equipment, and general longer withstanding

material that will weather wear and tear. The following are examples of upfront investments intentionally made with the understanding that operating cash flows will be reduced overtime due to higher efficiency and lower usage or likelihood of repair:

- Heating and cooling systems (efficient heating and internal cooling that previously didn't exist – this would reduce the exorbitant amount of constant fans plugged in during summertime, preservation and slow down of deterioration due to extreme temperatures)
- New roof (do we know what kind of roof?) – previously experienced leaks during storm / heavy rainfall
- Efficient flushing toilets
- Natural lighting reducing electricity usage
- More space to compost and reuse in local gardens and in own backyard;
- Low-flow and/or gray-water efficient toilets
- Natural lighting where ever possible to reduce electricity usage
- More space to compost and reuse in local gardens and in own backyard

**Where the infrastructure will serve an ongoing need for the community, what activities will be carried out to ensure that the funds to replace the asset at the end of its life will be available?**

CCNH will continue with its current model to have each program area contribute towards both on-going maintenance and asset replacement at the end of its life. Additional fundraising through grants and partnerships will support our efforts to maintain our assets. There will also be a strong working relationship with the ANHBC Capital Assets Committee to gather on-going data about maintenance and the planning required for asset management. This committee has members with backgrounds in both capital asset planning and maintenance. Work has been completed to evaluate the market value and conditions of the real estate facilities for all of ANHBC.

## Climate Change and Environmental Considerations

**How is your project design considering potential impacts from climate change?**

Climate Change and Environmental Considerations will be forthcoming with the success of this application. The goal is to build to Passive House Standards thereby reducing the consumption greenhouse gas emissions and to reduce water and electrical consumption. The design will also emphasize use of local materials as well as culturally-appropriate and embraced cultural references.

**Will the project achieve a reduction in greenhouse gas emissions?**

YES

**Briefly describe how the project will reduce greenhouse gas emissions.**

It is anticipated that with Passive House Standards consumption of natural resources will be considered. Climate Change and Environmental Considerations will be forthcoming with the success of this application

**Estimate how much of a reduction in greenhouse gas emissions will be achieved (in tonnes CO2 equivalent per year).**

0

**Was the consumption of natural resources considered for this project during planning, design and construction? (eg. reduced energy usage, reduction in or use of local materials, water conservation, or emissions production).**

YES

**Please describe.**

The goal is to build to Passive House Standards thereby reducing the consumption greenhouse gas emissions and to reduce water and electrical consumption. The design will also emphasize use of local materials as well as culturally-appropriate and embraced cultural references

## Outcome Specific Questions

Community: The project will improve access to or increase the quality of a community space

## Program Targets & Community Benefits

**What steps were completed to identify the need for the project in the community?**

Since the 1980's Cedar Cottage has needed more programming space. In response, staff conducted space use analysis, moved programs to off-site spaces and gathered information on what spaces were required to best serve

the community. In 2002 and 2004, renovations were done on the current building to address some of the recommendations. By 2010, more programs were being developed and the demand for more services was increasing. Cedar Cottage worked with a consultant (Scott Hughes) to research and determine a financial modeling of options for building upgrades/replacement for the neighbourhood house. The report was presented to the Cedar Cottage Community Board and in July 2012, the Board passed the following motion: The Cedar Cottage Neighbourhood House Community board recommends to re-build on the current site. From 2012, Cedar Cottage worked intermittently with various consultants to gather further information, continue with consultations and build the capacity to consider redevelopment. This included workshops and consultations on Social Purpose Real Estate and presentations from other organizations and working with the City of Vancouver regarding the steps to redevelopment. In 2014, the City of Vancouver granted Cedar Cottage Neighbourhood House funds to develop a functional program to develop a vision and a strategic plan for a future facility that would align with our long-term organizational goals. With these funds specific steps were taken to engage and clarify the need and outcome of the project. These steps included hosting participant workshops to brainstorm a future vision, community engagement and stakeholder events to talk about social amenities needed in the community and working with the Association of Neighbourhood Houses of BC on a decision making structure for community involvement (Project Charter). Much time was taken on strategic planning and capacity building to understand the work to address the clear need for more space. Embedded in this question about “why the facility is needed”, there has always been a bigger question of how to resource and fund the redevelopment project. With the escalating construction costs in Vancouver, the real estate climate and the intent to build a high quality facility, there has always been the concern that the project was out of reach. However, this concern is being countered with the knowledge that Cedar Cottage Neighbourhood House owns the land, has the capacity, is bringing some cash resources and has the support of key stakeholders in this project. In addition, with the age of the building, the need to rebuild is urgent

### **How does this project improve quality of life in your community?**

This project will bring new life into our community. As more and new people move into our neighbourhood, the new spaces will provide much needed additions to both better serve the vulnerable populations but also spaces for people to connect, celebrate and build a strong and vibrant local community. This new building will help us celebrate the 68 years of history which is embedded in our efforts to listen, grow and work with our local community. This has always and will continue to include vulnerable populations and Indigenous

people. But those populations are included because they bring strength and value to our work and our discussions. Through these connections, Cedar Cottage has become a stronger and committed community agency. The Cedar Cottage Neighbourhood House Redevelopment project is about the people who live in our local community. It is their neighbourhood house, it is their place to connect and belong. In 2004, CCNH had the honour to receive a visit from Her Excellency the Right Honourable Adrienne Clarkson, Governor General of Canada and His Excellency John Ralston Saul. This visit was meant to take place at the local high school. However, the youth request that the visit take place at CCNH because it was their neighbourhood house and their connection to community. Specifically, this project will address the many years that people have indicated that there is a need for Cedar Cottage to have more space. It will provide more services to vulnerable seniors, it will open up community kitchen programs, there will be child care spaces for infants, toddlers and preschoolers and it will enable staff to spend more time to work with community. Cedar Cottage could be saying to our partners and our neighbours that we now have the space to do more. All of this will bring vibrancy and hope to people in our neighbourhood. It will mean that the quality of life in our community will improve because there is a new building where people can participate and belong. A new building will mean that our participants and staff are in a seismically upgraded facility and one that will heat when cold and cool when hot. The seniors will be able to hear each other and there will be spaces where people are not cramped. Staff will have adequate space to work and to connect with participants.

### **Who is the intended target user group for this project?**

The intended target user group for this project are the residents who live in the Kensington-Cedar Cottage community. Our community is Vancouver's third largest neighbourhood and home to one quarter of the city's residents. There is a diverse social and demographic mix and a higher than average proportion of children and youth. It is also a very ethnically diverse neighbourhood, with fewer native English speakers than the rest of Vancouver. Two-thirds of the local community are visible minorities, with a growing number of Indigenous people in our neighbourhoods. The need for more services will be affected by the increasing density and growth in population size. The population has increased by over 10,000 people in the lifetime of the building. Projections indicate that the neighbourhood population will increase by about 10% by 2025 (around 55,000 people) and 21% by 2035 (around 60,000 people). Spaces are being built for the following target user groups:

- Young children to be part of the childcare and early learning programs.
- Families to be part of the literacy, early learning and food security activities.
- Seniors who are well and and come together to maintain their health and well-being.
- Seniors who are frail

and in need of care, daily support and community connections. • School Age children who attend out-of-school time activities (afterschool and breaks). • Youth who come together to be leaders and volunteers in community activities. • All residents who live in our neighbourhoods to participate in the special events, to volunteer and to take part in literacy, food security and wellness activities. • Indigenous people to participate in programs and celebrations. • Newcomers to connect and participate in Neighbourhood House programs. • Volunteers who are students, residents and caring people who help to plan, lead and contribute to our community. • Staff who work at all of our programs.

**Will there be a cost to access the new infrastructure?**

NO

**Does this project provide new capacity or increase quality of existing infrastructure?**

YES

**Describe how.**

This project provides both new capacity and increases to the quality of our existing building. We are able to increase our spaces for child-care, adult day care, community kitchens and Mother Goose Programs. We are able to have more food programs for Indigenous families, cultural programs, ESL classes and youth leadership opportunities. We will be able to provide space for residents to collaborate on building a safe and welcoming community. There will be spaces for small community groups to have affordable community space. We will double the size of our current building and allow CCNH the opportunity to provide additional much needed services for our growing local community. The new building will provide a peace of mind that the functions of the building will not fail and will not make the public sick from toxic fumes. We will be able to have a dishwasher with adequate water pressure and a building that has heating in each an every space. People will feel good and be healthy from participating in the new spaces. People who live their lives daily in squalid conditions will be able to find solace in a new and spacious new building. Children will find spaces designed for their use and seniors will be able to hear and see through good universally accessible design. For years, CCNH needed more programming space, but now the quality of our existing building also threatens the health and safety of the people who work and participate in the building. A new building will improve quality and will save energy costs through energy efficient measures.

**How does this project improve community attractiveness to attract and retain residents/business?**

CCNH looks old, overused and uninviting. Children are playing on an uneven parking lot and each day 25 frail seniors share 3 bathroom stalls. Our gardens are becoming challenging to maintain because the amount of facility maintenance is taking all of our time. The Cedar Cottage Redevelopment project will be inviting place for all of the new and current community members. Often our participants have been part of Cedar Cottage through generations and continue with grandparents, grandchildren, neighbours and friends. For many of our new community members, there isn't the historical knowledge of the good work we do so all they can see is an aging, cramped, cold (or overheated) building. New members can be less understanding when we have to shut down the bathrooms because one of the Seniors has had an "accident". CCNH is an old building. A new building will be a welcome addition for the community that invites more people into our facility. It would be a showcase destination where all of our funders (Vancouver Foundation, City of Vancouver, the Province of British Columbia and the Government of Canada) would want to demonstrate their contribution to a great organization. The new building will be aesthetically pleasing with universal access and designed to respond to people connecting, participating, learning and contributing.

**What other benefits does this project have for your community?**

There is an urgent need to replace the existing building. Along with all other benefits already noted in this application, particularly the benefit of the health and safety for the public who use the building, this new building will have a significant impact on the quality of life for those most vulnerable. It is an old building, that is used to its maximum capacity and it has been home to generations of people who have found support, connections and self-respect. With a new building, it will help all of our local citizens to be proud of the place that they call their second home. This application is being submitted with the full trust of all of the consultants who have help to give expertise on design, cost and process. However, our building is really about the over 5000 people and the tens of thousands of people from the past who trust Cedar Cottage to be their extended family. By not supporting this project, these are the people who will be let down. These are the children who needed us when they went into foster care, seniors who were by themselves as they became ill, parents who found support with no judgement and staff who worked tirelessly to make Cedar Cottage a great place. In this group are also people who have received benefit from our services and who will be ready to contribute to the success of this project. It is also important to note that Cedar Cottage is important to community because there are so few services in our local community. All of our programs have waitlists (child care, adult care, food programs) and with a



new building we could provide more. In recognition of the areas of funding, this is a one-time request that would benefit the community for the next 50 years. It is our hope that the Federal and Provincial Governments will be our partner to address the urgency of the Cedar Cottage Redevelopment Project.

Please fill out the table below for Federal reporting

Include only assets that will be receiving investment

Community	Before Investment		After Investment	
Type of assets receiving investment	Quantity / Length before investment	Physical Condition before investment	Quantity / Length after investment	Physical Condition after investment
Community Centre		N/A		N/A
Presentation space		---		---
Community facility	8529	Very Poor	17000	Very Good
Other		---		---
<b>Other Description</b>				
---				

## Submission

Applicants should be aware that information collected is subject to the Freedom of Information and

Protection of Privacy Act.

**On behalf of** Association of Neighbourhood Houses of BC

**I** Donna Chang

**certify that the information contained in this Application form is to the best of my/our knowledge, correct and complete and has been submitted with Council/Board/Band Council concurrence, as authorized by a resolution dated (or that is anticipated on):**

2019-01-08

**This will certify the following authorities have reviewed and approved this application:**

Tarun Bhatia	ANHBC Chief Financial Officer	<b>Financial Approver</b>
Donna Chang	Executive Director	<b>Engineer or Project Manager Approver</b>