

Page 01

Withheld pursuant to/removed as

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From: [Thouli, Sabreena GCPE:EX](#)
To: [Thouli, Sabreena GCPE:EX](#)
Subject: MCFD Morning Media Summary - Tuesday, July 16, 2019
Date: July 16, 2019 7:00:32 AM

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Page 03 to/à Page 42

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From: [Chen, Katrina MCF:EX](#)
To: [Viaud, Chantille MCF:EX](#)
Subject: FW: New Spaces Funding Guidelines
Date: September 24, 2019 10:20:52 AM
Attachments: [Funding Guidelines Childcare BC New Spaces Fund FINAL.pdf](#)
[ATT00001.htm](#)

From: Viaud, Chantille MCF:EX
Sent: July 11, 2019 9:07 PM
To: Chen, Katrina MCF:EX <Katrina.Chen@gov.bc.ca>
Subject: Fwd: New Spaces Funding Guidelines

Materials!

Sent from my iPhone

Begin forwarded message:

From: "Viaud, Chantille MCF:EX" <Chantille.Viaud@gov.bc.ca>
Date: July 11, 2019 at 4:16:58 PM PDT
To: "Infante, James MCF:EX" <James.Infante@gov.bc.ca>, "Dhaliwal, Gurveen LASS:EX" <Gurveen.Dhaliwal@leg.bc.ca>
Subject: FW: New Spaces Funding Guidelines

To print for Minister for tomorrow.

From: Renault, Shannon MCF:EX
Sent: July 11, 2019 3:56 PM
To: Massey, Christine MCF:EX <Christine.Massey@gov.bc.ca>; Viaud, Chantille MCF:EX <Chantille.Viaud@gov.bc.ca>
Cc: Barry, Jonathan MCF:EX <Jonathan.Barry@gov.bc.ca>
Subject: New Spaces Funding Guidelines

Here are the revised funding guidelines in preparation for tomorrow's discussion

Shannon Renault

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MINISTRY OF CHILDREN AND
FAMILY DEVELOPMENT

Childcare BC
New Spaces Fund:
Single-Project Stream

Funding Guidelines
2019/20



July 15, 2019

These funding guidelines are effective July 15, 2019.



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1. Introduction

To better meet the child care needs of British Columbian families, the Province has set a target of funding the creation of 22,000 Licensed Child Care Spaces. To accomplish this, the Province will continue its Budget 2018 commitment to invest \$192.5 million, over three years through the Childcare BC New Spaces Fund. The Childcare BC New Spaces Fund's single project funding stream has undergone further changes from Fiscal 2018/2019. Most notably, higher funding maximums were introduced for Non-Profit Societies, public sector organizations, and First Nation Governments¹, Métis Nation BC, and Métis Commission for Children and Family Services.

2. Who Can Apply?

2.1 Eligible Organizations

- Public sector organizations including:
 - Local governments;
 - School boards;
 - Health Authorities; and
 - Public post-secondary institutions;
- First Nation Governments (including First Nations, Treaty First Nations, and Nisga'a Nation), Métis Nation BC, and Métis Commission for Children and Family Services;
- Non-Profit Societies and Indigenous Non-Profit Societies;
- Businesses and Incorporated Companies.

2.2 Ineligible Organizations and Projects

Ineligible organizations include those:

- That are not in good standing with the Ministry of Children and Family Development (i.e., owe a debt to the Ministry and have a repayment in arrears, and/or have a suspended or cancelled Early Childhood Educator/Early Childhood Educator Assistant Certificate);
- With a history of ongoing non-compliance (infractions/violations) under the *Community Care and Assisted Living Act* and Child Care Licensing Regulation; or

¹ First Nation Governments includes First Nations, Treaty First Nations, and Nisga'a Nation.

- That are not willing to apply for the Child Care Operating Funding (CCOF) program and, where eligible, enroll in the Child Care Fee Reduction Initiative (CCFRI) once the spaces become operational.

Ineligible Projects include those:

- Intending to create unlicensed child care spaces;
- Intending to create child care spaces solely for Occasional child care and/or Child Minding;
- Seeking funding for a Project that is fully completed² prior to signing the Funding Agreement;
- Seeking funding to re-locate; or
- Projects that do not involve creating new Licensed Child Care Spaces.

3. Priority Areas

While the intent of this funding stream is to support the creation of all types of Licensed Child Care Spaces, the Ministry of Children and Family Development (the Ministry) will prioritize Proponents that are able to demonstrate any of the following in their Application:

- Creation of licensed Group Child Care spaces in the following care types:
 - 0-36 months;
 - 30 months to School Age; or
 - School-Age (Out of School Care) spaces;
- Creation of spaces by public sector organizations, First Nation Governments (including First Nations, Treaty Nations, Nisga'a Nation), Métis Nation BC, and Métis Commission for Children and Family Services through direct delivery or within a Public Sector Partnership (i.e., in partnership with a non-profit child care provider;);
- Creation of spaces in Underserved Communities;
- Creation of spaces on school grounds (including K-12 and public post-secondary)³;
- Spaces serving vulnerable populations (e.g., low-income families);
- Spaces serving Children Requiring Extra Support (as defined in the Child Care Licensing Regulation);

² Fully completed projects are those that are licensed and ready to begin operation.

³ For projects on school grounds or district owned land, the school district must apply.

- Spaces serving Indigenous children and families;
- Spaces serving newly landed immigrants and/or refugees;
- Spaces serving young parents (25 years and under); and/or
- Spaces offered outside of core business hours (i.e., before 6 a.m. and/or after 7 p.m., weekends, and/or overnight).

For more information on the priority areas, please refer to the [Program FAQs](#) and the [Application Resource](#).

4. Funding

The Ministry will provide a Maximum Provincial Funding Amount to the Project, based on the type of applicant approved for funding. The applicant's level of contribution depends on the type of organization (see Table 1). Organizations may contribute more than the minimum required organization contribution. *Contributions by applicants* may include funding from other sources, such as monetary gifts, credit sources, bank loans, and in-kind contributions, such as land.

Additional sources of funding from the Ministry's Childcare BC funding (e.g. Maintenance Fund, Start-Up Grants) will not be considered towards an applicant's contribution. Funding from the Union of BC Municipalities (UBCM) Community Child Care Space Creation Funding may be used alongside NS Fund Program funding, but must be for different spaces – meaning that the same spaces cannot be funded by both funding sources.

The Ministry's funding contribution (provincial funding amount) will be considered for the difference between the Proponent's total financial contribution and the total Project Costs, up to the maximum funding contribution available for the applicant type.

4.1 Applicants, Contribution Percentages, Maximum Provincial Funding Amount, and Funding Award Commitment

Table 1: *Contribution Percentages and Funding Award Commitment by Applicant Type*

Applicant Type	Required Organization Contribution	Provincial Contribution	Maximum Provincial Funding Amount ⁴	Funding Award Commitment
Public sector organizations, First Nation Governments (including First Nations, Treaty Nations, and Nisga'a Nation), Métis Nation BC, and Métis Commission for Children and Family Services through direct delivery or in partnership with a non-profit child care provider	0%	100%	Up to \$3,000,000	Up to 15 years
Indigenous Non-Profit Societies	0%	100%	Up to \$1,500,000	Up to 15 years
Non-Profit Societies (including Non-Profit Child Care Providers, Child Development Centres)	10%	90%	Up to \$1,500,000	Up to 15 years
Businesses and Incorporated Companies	25%	75%	Up to \$250,000	Up to 10 years

Recipients of funding are required to adhere to the following minimum award commitments:

- Projects under \$50,000, commit to continuing the Child Care Operation for a minimum period of 5 years;
- Projects between \$50,000 and \$500,000, commit to continuing the Child Care Operation for a minimum period of 10 years; and,
- Projects over \$500,000, commit to continuing the Child Care Operation for a minimum period of 15 years.

Projects \$50,000 and over, where the Recipient owns the land and/or building, may also be subject to the *Human Resource Facility Act (HRFA)*. Under the HRFA, the Ministry has authority and responsibility to create and maintain a pool of resource facilities, as well as provide financial accountability and security of the taxpayer's investment. The Minister is able to place a notation on the title, which restricts the sale, transfer, mortgage, lease and other disposition of the facility without written consent of the Minister. If the human resources function ceases prior to the end of the Funding Agreement term, the Recipient may be required to repay some of the funding provided, as per the Funding Agreement.

⁴ The Maximum Provincial Funding Amount applies to a single physical location. Projects occurring within the same physical location are considered as a single project.

The Ministry will approve the removal of the legal notation once Recipients of the Childcare BC New Spaces Fund:

1. Have met their service delivery obligations as per the Funding Agreement; or
2. Have repaid the Ministry the portion of the depreciated funding still owing as per the Funding Agreement, in the event the Child Care Operation is closed prior to meeting the service delivery obligation.

4.2 Requirements

Organizations that receive funding through the Childcare BC New Spaces Fund are required to:

1. Offer and provide service to families receiving the Affordable Child Care Benefit;
2. Ensure services are accessible to Children Requiring Extra Support, and establish policies to support inclusion;
3. Submit a Financial Reconciliation Package for the Project to the Ministry within 60 days of Project completion;
4. Apply to the CCOF program for a minimum of one CCOF term once the spaces become operational; and
5. Commit to enroll in the CCFRI, where eligible, for a minimum of one CCOF term once the spaces become operational.

Childcare BC New Spaces Fund Recipients should allow for sufficient time to complete all the requirements listed in this section in order to receive the final installment of their funding.

Meeting these requirements may require:

- Working with their Regional Health Community Care Facility Licensing program to obtain or update their *Community Care and Assisted Living Act* facility licence; and
- Applying and being approved for both CCOF and the CCFRI.

If a Recipient does not enroll, becomes ineligible, or withdraws from CCOF and/or the CCFRI prior to one CCOF contract term, the Recipient will be required, under the terms of their New Spaces Funding Agreement, to repay their final installment of the New Spaces Fund grant to the Ministry. Additionally, the Recipient will be subject to any withdrawal penalties that apply under the terms of their CCOF funding agreement with the Ministry, including repaying any CCFRI payments provided after the facility became ineligible to receive CCFRI by double the amount overpaid.

Recipients of the Childcare BC New Spaces Fund are responsible for ensuring the sub-contracted provider operating the new spaces will be able to meet the eligibility requirements for CCOF and

the CCFRI, and are also responsible for ensuring sub-contractors remain current on the policy requirements for each program.

For more information regarding the CCOF and CCFRI requirements, please review the information available on the Ministry's website.

5. Proponent Selection and Award Process

1. Proponents submit a completed Application form with mandatory supporting documentation (see details in Table 2).
2. The Ministry screens Applications for administrative deficiencies, and will provide Proponents with an opportunity to address those administrative deficiencies in accordance with Rectification (see Appendix A, 8.12).
3. The Ministry evaluates the Applications based on the evaluation criteria set out in Evaluation Criteria (see Section 5.1).
4. The Ministry selects the successful Proponents and invites them to enter into a Funding Agreement with the Ministry. Feedback for unsuccessful Proponents will be provided.
5. Under the terms of the Funding Agreement, Recipients of funding will receive their award in three installments. All Recipients of funding will receive the following payments:
 - a. first payment of 65% of the total funding award upon signing the Funding Agreement,
 - b. second payment of 25% of the total funding award at the Project's Lockup Stage, and
 - c. final payment of the remaining 10% of the total funding award when the Project is complete and operational, and meets requirements #3, #4, and #5 listed at the bottom of section 4.2.

5.1 Evaluation Criteria

Proponents will be evaluated on (but not limited to) the following criteria:

- A completed Application, including all mandatory supporting documentation;
- Proposed Child Care Facility location and community;
- Type of Licensed Child Care Spaces to be created (based on license type and capacity – see Child Care Licensing Regulation, Schedule E);
- Community need, as demonstrated by the Proponent's supporting documentation and as determined by the Ministry;

- Community demographics;
- Organizational experience, including:
 - Years of operational experience;
 - Capital Build experience;
 - Support from and connection to the local community; and
 - Parental involvement in the organization.
- Staffing considerations, including labour market conditions in the community, and known or proposed recruitment and retention strategies;
- Demonstrated consideration of principles of universal and accessible design, and commitment to accessibility;
- Compliance to licensing requirements;
- Financial considerations, including eligibility and reasonability of Project Costs, and estimated Provincial cost per space.

6. Eligible and Ineligible Project Costs

Funding will be considered for:

- Building a new Child Care Facility;
- The purchase, assembly and installation of a modular building;
- Purchase of equipment or other capital costs related to obtaining a licence;
- Site Development Costs; and/or
- Renovation of an existing building/space or classroom.

Ineligible Project Costs will not be funded. The Ministry has the sole discretion and reserves the right to determine items that may receive funding.

6.1 Eligible Project Costs

Eligible Project Costs include (but are not limited to) the following:

- Direct Costs related to the development and implementation of the Project/s;
- Consulting services, including:
 - Project management;
 - Design/engineering costs;
 - Business planning development;
 - Project-related Professional Fees (e.g., architectural, accountant), except legal costs; and,
 - Community engagement/consultation activities.
- Infrastructure costs (e.g., water, sewer, road, sidewalk, etc.);

- GST and PST;
- Training activities to support the Project/s (e.g., WHMIS, Food Safe, First Aid, etc., if applicable);
- Capital purchases that are essential to Project implementation, including:
 - Office equipment;
 - Major appliances (e.g., fridge, stove, dishwasher);
 - Furniture and large equipment (e.g., change tables, strollers, room dividers, etc.);
 - Transport for child care purposes (e.g., bus/van used solely for the transportation of children);
 - Fixtures and equipment required by fire regulations (e.g., fire alarms, exit signs, fire extinguishers, etc.);
 - Permanently installed equipment (e.g., whiteboards/bulletin boards, cubbies, lighting fixtures, washroom dividers, etc.);
 - Large educational materials (e.g., sand/water tables, art easels, etc.);
 - Dramatic play furniture (e.g., activity tables, Indigenous drums/drumming logs, child-sized sink/stove/fridge/work bench, etc.);
 - Permanent outdoor equipment (e.g., fencing, covered entrance, outdoor playground preparation, etc.);
 - Outdoor play equipment (e.g., nature-based landscaping, climbers, wheeled toys, etc.); and
 - Accessibility equipment (e.g., wheelchair ramps, lifts, accessible playground equipment, automated doors, modified bathroom equipment, etc.).
- Additional equipment or other capital costs, if the equipment is required to:
 - Enable the facility/facilities to become licensed under *the Community Care and Assisted Living Act* and the Child Care Licensing Regulation;
 - Enable the facility/facilities to become operational; or
 - Create the new spaces in an existing facility and ensure those new spaces are compliant with the *Community Care and Assisted Living Act* and the Child Care Licensing Regulation.

6.2 Ineligible Project Costs

Ineligible Project Costs include (but are not limited to) the following:

- Costs incurred prior to the signing of the Funding Agreement;
- Non-capital items, such as toys, consumables (e.g. food, art supplies), books, games, and small appliances;
- New or updated software/technology;
- Housewares (e.g., pots/pans, dishes, flatware, brooms, garbage cans, diaper disposal units, etc.);

- Legal costs;
- Project-related fees payable to the eligible applicant;
- Ongoing costs for existing staff salaries and benefits;
- Costs related to attending conferences and trade shows;
- Directly meeting and/or lobbying of any level of government;
- Coordinating/hosting conferences or events;
- Vehicles (other than vehicles used solely for the transportation of children);
- Remuneration and travel of elected officials;
- Meals and Project travel expenses;
- Academic research; and
- Financing costs and interest charges.

7. How to Apply

1. Review the Childcare BC New Spaces Fund Guidelines and [Frequently Asked Questions](#).
2. Review the [Child Care Licensing Regulation](#), the [Community Care and Assisted Living Act](#), and the [Rules for Operating a Licensed Child Care Facility](#).
3. Review the [Childcare BC New Spaces Fund Application Resource](#), as this will provide useful resources and information to support your Application.
4. Complete the [Application form](#), and ensure all sections are complete.
5. Each Application must include the mandatory supporting documentation, based on the applicant type (see Table 2).
6. All mandatory supporting documentation must be specific to the legal entity applying for the funding and may not be supplied by a parent company or subsidiary.
7. Submit the Application with the supporting documentation online by email at MCF.CCCF@gov.bc.ca. By submitting an Application, Proponents agree to the terms and conditions governing the Childcare BC New Spaces Fund (Appendix A), the service delivery commitments (Section 4.1) and the Program requirements (Section 4.2).

Table 2: *Mandatory Supporting Documentation Based on Applicant Type*

Applicant Type	Application and Mandatory Documentation Requirements
Public sector organizations, First Nation Governments (including First Nations, Treaty Nations, and Nisga'a Nation), Métis Nation BC, and Métis Commission for Children and Family Services through direct delivery or in partnership with a non-profit child care provider	<ul style="list-style-type: none"> ○ Application form; ○ Project cost estimate (completed by facilities project manager); ○ Evidence of financial commitment to the Project if total Project Costs surpasses Maximum Provincial Funding Amount (for example: board resolution showing school board will support and fund the remaining amount); ○ Floor plans, site plans, outdoor space plans (Conceptual Drawings accepted), including details of square metres/feet for retained and new spaces; ○ Copy of <i>Community Care and Assisted Living Act</i> licence(s) for Projects proposing to expand an existing Child Care Facility (if applicable); ○ Confirmation of partnership with a non-profit child care provider (if available at time of application); ○ If the Project is located on the grounds of, or in a school, the School District must provide the school capacity as well as the current and ten-year projected enrolment; and ○ If the facility is to use offsite outdoor play space, submission of an approval letter from a Licensing Officer is required.
Non-Profit Societies (including Non-Profit Child Care Providers, Child Development Centres, and Indigenous Non-Profit Societies)	<ul style="list-style-type: none"> ○ Application form; ○ Proof of ownership/lease agreement (only applicable for Indigenous Non-Profit Societies if facility is located off reserve); ○ Source and proof of all financial contributions to the Project including gifts-in-kind and other grants; ○ Detailed Project Budget with cost estimates as supported by quotes (referenced below); ○ Two detailed quotes for each Budget item provided by a third party at arm's reach from the Project (i.e., site development, equipment, and Building Costs); ○ Source and proof of financial commitment to the Project⁵; ○ Floor plans, site plans, outdoor space plans (Conceptual Drawings accepted), including details of square metres/feet for retained and new spaces; ○ Copy of <i>Community Care and Assisted Living Act</i> licence(s) for Projects proposing to expand an existing Child Care Facility (if applicable);

⁵ Applicable to Indigenous Non-Profit Societies only when total Project Costs surpasses Maximum Provincial Funding Amount (for example: band council resolution showing support and funding for the remaining amount).

Applicant Type	Application and Mandatory Documentation Requirements
Non-Profit Societies (including Non-Profit Child Care Providers, Child Development Centres, and Indigenous Non-Profit Societies) (cont'd)	<ul style="list-style-type: none"> ○ Certificate of non-profit status including certificate of incorporation (if incorporated in BC), or certificate of registration (if incorporated outside BC); ○ Reference of community support (e.g., letter from Local Government, school district, etc.)⁶; ○ Documentation to support community need (optional); ○ Confirmation of child care operator (if applicable); and ○ If the facility is to use offsite outdoor play space, submission of an approval letter from a Licensing Officer is required.
Businesses and Incorporated Companies	<ul style="list-style-type: none"> ○ Application form; ○ Detailed Project Budget as supported by quotes (referenced below); ○ Two detailed quotes for each Budget item provided by a third party at arm's reach from the Project (i.e., site development, equipment, and Building Costs); ○ Source and proof of all financial contributions to the Project (e.g., gift-in-kind, a grant – provide source and proof of grant); ○ Floor plans, site plans, outdoor space plans (Conceptual Drawings accepted), including details of square metres/feet for each space; ○ Proof of ownership/lease agreement (if applicable); ○ Reference of community support (e.g., letter from Local Government, school district); ○ Documentation to support community need (optional); ○ Copy of <i>Community Care and Assisted Living Act</i> licence(s) for Projects proposing to expand an existing Child Care Facility (if applicable); and ○ If the facility is to use offsite outdoor play space, submission of an approval letter from a Licensing Officer is required.

⁶ Non-profit Indigenous Societies are not required to submit reference of community support.

Appendix A – Terms & Conditions

The following terms and conditions apply to submissions by all Proponents of the Childcare BC New Spaces Fund. A Proponent's Application indicates acceptance of all the terms that follow.

8.1 Terms and Conditions Non-Binding Process

The Application process is not intended to create and shall not create a formal legally binding bidding process and shall instead be governed by the law applicable to direct commercial negotiations. For greater certainty and without limitation: (a) the Application Process shall not give rise to any "Contract A" based tendering law duties or any other legal obligations arising out of any process contract or collateral contract; and (b) neither the Proponent nor the Province shall have the right to make any claims against the other with respect to the award of a contract, failure to award a contract or failure to honour an Application and/or submission or any other claims based on a breach of "Contract A" or other tendering law duties or obligations.

The Application process is intended to identify prospective suppliers for the purposes of negotiating a potential agreement. No legal relationship or obligation regarding the provision of any good or service shall be created between the Proponent and the Province by the Application or submission process until the successful negotiation and execution of a written agreement for the acquisition of such goods or services. While the pricing information provided in the Application will be non-binding prior to Project selection and execution of a written agreement, such information will be assessed during the evaluation of the Application. Any inaccurate, misleading, or incomplete information, including withdrawn or altered pricing, could adversely impact any such evaluation, or contract award.

8.2 Province Discretion to Waive Deficiencies

The Province will be under no obligation to disqualify an Application or reject a submission that fails to comply with a stated rule or requirement and may allow the Proponent to rectify administrative deficiencies. This is the case even where the terms "must", "shall", "will" or "mandatory" are used in the Program guidelines.

8.3 Proponent Representations & Warranties

The Province may disqualify the Proponent or rescind an Agreement subsequently entered into if the Proponent's Application contains misrepresentations or any other inaccurate, misleading, or incomplete information.

8.4 Province Due Diligence

The Province may, in its sole discretion, verify the information provided in the Proponent's Application. If in the sole discretion of the Province, the Province determines that the Proponent's Application and/or submission contains misrepresentations or any other inaccurate,

misleading, or incomplete information, the Province may disqualify the Proponent from the Application process. The Province may consider the Proponent's past performance on previous contracts with the Province and other such reference checks as the Province deems appropriate.

8.5 Proponent Responsibility

It is the sole responsibility of the Proponent to ensure all the fields and documents comprising a complete Childcare BC New Spaces Fund Application are supplied and submitted at the time of Application and during Rectification. The Province is under no obligation to inform the Proponent of any missing documents after the initial notification of administrative deficiencies has been provided.

8.6 Proponents to Review All Documents

It is the Proponent's responsibility to examine all of the documents comprising the Childcare BC New Spaces Fund Program Application and report any errors, omissions, or ambiguities and seek additional information by contacting the Ministry.

8.7 No Liability for Errors

While the Province has used reasonable efforts to ensure the accurate representation of information in this funding program, such information is supplied solely for Proponents. The Province does not warrant or guarantee the accuracy of such information, nor is such information necessarily comprehensive or exhaustive. Nothing in this Application process is intended to relieve Proponents from the obligation to conduct their own due diligence, form their own opinions, and reach their own conclusions at all stages of the Application process.

8.8 No Incorporation by Reference

The entire content of a Proponent's submission should be contained within the Application. The content of websites or other external documents referred to in the Proponent's submission will not be considered to form part of its submission. The Province is under no obligation to seek out information not contained in a Proponent's Application or supporting documentation.

8.9 Working Language of the Province

All Applications should be submitted in English. The Province is under no obligation to translate any Application or any part thereof from any language into English; and the Province is under no obligation to review any Application or any part thereof, in a language other than English.

8.10 Applications from a Single Entity

The Province will only accept Applications from a single legal entity that will act as the main contact to the Province in respect to the Application process and for the purposes of performing any Agreement. However, a Proponent may provide an Application or supporting documentation naming subcontractors so long as the Proponent agrees to take sole responsibility for the Agreement. For greater certainty, Applications should not be submitted by joint ventures.

8.11 Changes to Application or Supporting Documentation

A Proponent is not bound by its Application and/or submission. By submission of a clear and detailed written notice to the Program, a Proponent may withdraw at any time throughout the duration of the Application process before entering into an Agreement.

8.12 Rectification

The Province may at its discretion offer a Rectification process to allow Proponents to correct administrative deficiencies in their Application, submission and/or supporting documentation. Proponents that are notified of administrative deficiencies will be provided an opportunity to address the deficiency. It is the sole responsibility of the Proponent to correct administrative deficiencies within the designated Rectification period. The Province is under no obligation to support Proponents during the Rectification period. Proponents failing to respond to the notification of deficiencies will be assessed on the initial Application or have their Application rejected in its entirety.

8.13 Changes to Requirements

The Province may change and/or update portions of the program guidelines that are relevant to a particular stage in the process at any time. Further, the Province may close the Application intake, in whole or in part, at any time in its sole discretion and without liability, without negotiating or entering into an agreement under this Application process, and may subsequently obtain the Solution, including any goods or services, by any other means or do nothing.

8.14 Additional Information

All addenda for the Application process will be posted to the Program webpage according to where the original documents are made available to Proponents. It is the sole responsibility of the Proponent to check for addenda on the webpage.

8.15 Information Provided

Proponents will have the opportunity to request additional information and to request clarification of information provided. The Province, at any stage, may choose in its sole discretion not to respond, respond in whole or in part, or reformulate questions. The Province may in its sole discretion choose whether to post any such questions and responses to the Program webpage as appropriate.

8.16 Conflict of Interest & Lobbying

A Proponent may be precluded from participating in the Application process if the Proponent's current or past corporate or other interests or activities, or those of a proposed subcontractor, may, in the Province's opinion, give rise to an actual, potential or perceived conflict of interest in connection with the services described in the Program. This includes, but is not limited to, involvement by a Proponent in the preparation of the Application or a relationship with any employee, contractor or representative of the Province involved in preparation of the

Application, participating on the evaluation committee or in the administration of the Agreement and those involved in the development of this funding program. If a Proponent is in doubt as to whether there might be a conflict of interest, the Proponent should consult with the Program prior to providing an Application. By providing an Application, the Proponent represents that it is not aware of any circumstances that would give rise to a conflict of interest that is actual, potential, or perceived in respect to the Intake.

8.17 Project Viability

The Province may disqualify the Proponent or rescind an Agreement subsequently entered into if the Project's viability is unsubstantiated, as determined by the Province. A Project's viability may be in question for reasons such as, but not limited to, financial viability, long-term sustainability, non-compliance, unmitigated risks, and additional deficiencies that may limit the Project's ability to meet the Province's objective to create quality, accessible, and affordable Licensed Child Care Spaces.

8.18 Costs of Process

The Proponent and the Province will each bear their own costs associated with or incurred through the Application process, including any costs arising out of: (a) the preparation and issuance of the Program; (b) the preparation and issuance of an Application and/or submission; (c) the evaluation process; and (d) participation in due diligence activities, interviews, demonstrations, discussions, presentations, negotiations, or any other activities related to the Application process.

8.19 Communication with Media

The Proponent may not at any time directly or indirectly communicate with the media in relation to the Application process or any agreement negotiated pursuant to the Application without first obtaining a written permission of the Province prior to the Provincial public announcement.

8.20 Appeals or Complaints

If the Proponent has a concern about the service provided by the capital funding team, or about a funding decision, they may contact Child Care Capital and Community Services through email at MCF.CCCF@gov.bc.ca with the following subject: "Attention: Operations Supervisor", or by telephone at 1-888-338-6622 (option 5) and request to speak with a Child Care Capital Funding Operations Supervisor.

Appendix B – Written Quotes

Written quotes submitted with the Application should include the following components:

- a. Name of company or individual providing the service/items. Note: quotes must come from a third party at arm's reach⁷;
- b. Date and length of time quote is valid (if applicable);
- c. Description/scope of work involved (if applicable); and/or
- d. Total or estimated cost, total or estimated tax amount, and the total or estimated cost after taxes (in Canadian dollars), if applicable. Note: If your facility or organization receives a tax exemption or rebate, please indicate the estimated dollar value of the exemption on any submitted quote(s).

⁷ The Province reserves the right to verify all information with third party sources. Additional information may be requested during the Application process.

Appendix C – Definitions

Application: a complete Application form and mandatory supporting documentation.

Budget: a detailed estimate of the costs to complete the Project, determined where necessary by cost estimates by certified contractors, engineers, architects or other qualified parties, in accordance with the Plans and Specifications provided to the Province.

Businesses and Incorporated Companies: sole proprietorships, partnerships, and incorporations.

Building Costs: expenses incurred by the Proponent for labour and material.

Capital Build: the construction of new facilities and renovation/maintenance of existing facilities, or the development of public amenities.

Child Care Facility: the physical building, facility, or area of land on which these improvements sit and the Proponent occupies and uses, or proposes to occupy and use, for the purpose of its Child Care Operation.

Child Care Fee Reduction Initiative (CCFRI): additional CCOF provided to eligible licensed child care facilities for the purpose of reducing parent monthly fees.

Child Care Operating Funding Program (CCOF): operating funding provided by the Ministry to eligible licensed child care facilities to assist with the day-to-day costs of running a licensed child care facility.

Child Care Operation: the delivery of child care services in a licensed facility.

Child Care Space Creation: creating new Licensed Child Care Spaces that do not already exist.

Child Care Spaces: a space would be a full-time space or two part-time spaces (e.g., a morning preschool space and an afternoon preschool space would represent one full-time child care space).

Children Requiring Extra Support: children who, for physical, intellectual, emotional, communicative or behavioural reasons, require support or services that are additional to, or distinct from, those provided to other children.

Child Development Centre: an agency contracted by the Ministry of Children and Family Development to deliver therapy services to children with special needs (occupational therapy, physiotherapy, and speech language therapy). Some of these agencies are also contracted by the Ministry to deliver Infant Development and/or Support Child Development programs, including Aboriginal programs.

Conceptual Drawings: a floor plan of the Child Care Facility that graphically communicates the details and design principles of the space, completed by a Project-related individual at arm's length from the Proponent. If submitting a Conceptual Drawing, ensure it is clear and legible, and provides a scale and major dimensions.

Direct Costs: expenses related to the development and implementation of the Project which may include (but are not limited to) equipment, building materials, and labour related directly to the Project.

Financial Reconciliation Package: includes (1) a detailed statement prepared by an independent, arm's length certified Chartered Professional Accountant listing all project costs including copies of invoices, receipts and/or proof of payment; (2) a copy of all current licenses; (3) a completed financial reconciliation form and financial expenditure form; (4) a copy of approval letters for Child Care Operating Funding (CCOF) and the Child Care Fee Reduction Initiative (CCFRI).

First Nation Government: includes First Nations, Treaty First Nations, and Nisga'a Nation.

Funding Agreement: a contract between the Ministry and the Proponent to receive Childcare BC New Spaces Fund grants for the purpose of creating Licensed Child Care Spaces.

Human Resource Facility Act (HRFA): The HRFA allows the Ministry to place legal notations on funding Recipients' property titles – restriction the sale, mortgage, or transfer without prior approval of the Ministry.

Indigenous Non-profit Society: means a "society" as defined in Section 1 of the *Societies Act*.

Licensed Child Care Spaces: the number of spaces as reported on a Community Care Facility Licence issued under the *Community Care and Assisted Living Act*.

Local Government: means a municipality or regional district.

Lockup Stage: for ground-up construction, it is the Project milestone when it is possible to effectively secure the building (e.g., all windows and exterior doors are installed); for renovations, it is the Project milestone when interior finishing is complete (e.g., all interior surfaces are installed); and for projects requiring equipment only, it is the Project milestone when furniture/equipment for the facility has been ordered.

Maximum Provincial Funding Amount: the maximum funding amount the Province will provide for the proposed/approved Project to create new Licensed Child Care Spaces.

Ministry: the Ministry of Children and Family Development.

Non-Profit Society: means a “society” as defined in Section 1 of the *Societies Act* or under the *Canada Not-For-Profit Corporations Act*.

Non-Profit Child Care Provider: means a child care provider that is incorporated as a Non-Profit Society.

Organization Contribution: the financial contribution required by the organization as set out in section 4.1: Contribution Percentages and Maximum Amounts. The Organization Contribution may include gift-in-kind, other grant funds, or loans from financial institutions. Volunteer labour will not be considered as part of the organization’s contribution.

Plans and Specifications: all detailed plans, drawings, and specifications for the work required to carry out and complete the proposed Project and/or to acquire the assets for use in implementing the Project.

Program: the Childcare BC New Spaces Fund Program (formerly Major Capital Funding), Ministry of Children and Family Development.

Professional Fees: fees charged by individuals trained in specific fields such as architects.

Project: the Project as described by the Proponent in the Application, which involves the creation of Licensed Child Care Spaces.

Project Costs: all the amounts to be paid by the Proponent to any person, firm, or corporation dealing at arm’s length with the Proponent, for construction of the Projects or acquisition of its components and which, in the opinion of the Province, have been necessarily and properly incurred.

Proponent: an individual who puts forth an Application on behalf of an organization.

Public Sector Partnership: when a public sector organization is the main applicant, and applies in partnership, this partnership must be with a non-profit society that will deliver the child care services. The partnership arrangement can be formal or informal, and may include (but is not limited to) low/no cost rental fees, shared administration, service planning agreements or protocols, and/or space agreements.

Recipient: Proponents that receive funding through the Childcare BC New Spaces Fund to build new Licensed Child Care Spaces.

Site Development Costs: expenses incurred to prepare a plot of land for the construction of a Child Care Facility.

Underserved Communities: are communities/geographic areas and populations with a lack of access to child care.

