

# Questions and Answers

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## **What is “purpose built” space and “generic” space?**

“Purpose built” space is that space which must be constructed or customized to suit the use. Kitchens, theatres and art galleries are examples of purpose built space. “Generic” space is space that can be used by a variety of groups with little variation or capital upgrades required. Offices, meeting rooms and multi-purpose rooms are examples of generic space.

## **How much space will be available to non-profit tenants in the City-owned parcel at Woodward’s?**

The City of Vancouver will make 31,500 square feet of space for lease to non-profit organizations.

## **How much will it cost non-profits to be tenants?**

The City of Vancouver will keep this parcel of space as a “capital asset”. This means that the City will be able to charge non-profit organizations \$1 per year for their lease. However, non-profit organizations will be required to pay for all operating and maintenance costs which are estimated to be approximately \$7 - \$9 per square foot. In addition, organizations will be expected to pay for all operating costs associated with programs and services as well as any capital upgrades required in their space.

## **Do non-profit organizations have to be incorporated in order to apply?**

Yes. A nominal lease is a grant and the City is only able to provide a grant to registered non-profit organizations. All non-profits applying for space must be incorporated under the Provincial Societies Act (please see [www.qp.gov.bc.ca/statreg/stat/S/96433\\_01.htm](http://www.qp.gov.bc.ca/statreg/stat/S/96433_01.htm) for information on incorporating).

## **Why will the evaluation and selection of “purpose built space” and “generic space” users be separated?**

Purpose built space users require additional capital and infrastructure upgrades (i.e. electrical, ventilation, ceiling height, etc.). In order for these upgrades to be accommodated and planned for well in advance, the architect will need to incorporate them into the overall project design that is submitted for a Development Permit. In addition, non-profit organizations will need time to raise the capital costs associated with the finish and fit-up of purpose built spaces. As generic space can be accommodated more easily into the project design at a later date, decisions regarding generic space users do not need to be made immediately. Deferring that decision also allows for flexibility to include new groups as we approach project completion.

## **When will the deadline for generic space users be?**

It is estimated that the deadline will be in 2008, closer to the expected occupancy date.

## **What will staff be reviewing for “technical feasibility and compliance”?**

Staff will review applications to ensure that a non-profit is incorporated and has the proven financial track record and demonstrated ability to pay operating and maintenance as well as capital and other associated costs.

## **How will the applications be evaluated?**

The applications will be evaluated according to the Guiding Principles and the “Non-profit Tenant Evaluation Criteria”. Each application will be rated for how they meet each of the Evaluation Criteria.

## **Who will evaluate the applications?**

The applications will first be evaluated by the Non-profit Tenant Selection Advisory Panel comprised of representatives from the Woodward’s Community Advisory Committee and specialists in the fields of non-profit social services, health, culture and employment. The Non-profit Tenant Selection Advisory Panel will make a recommendation to the Woodward’s Steering Committee regarding short-listing candidate organizations. The Woodward’s Steering Committee will then make a recommendation to Council regarding short-listed organizations. Council will make the final decision in selecting non-profit tenants.