OPERATIONAL LETTER

Development Permit Application
Little Greenway Early Learning Centre
8558 Cornish Street, Vancouver, BC

Operator:
Little Greenway Early Learning Centre

Project Address:
8558 Cornish Street, Vancouver, BC

1. Description of Operation

Little Greenway Early Learning Centre is a proposed licensed Group Child Care (3–5 Years old) facility located at 8558 Cornish Street, Vancouver, BC.

The childcare centre will provide full-day early learning and care services for up to sixteen (16) children between the ages of three and five years. The program will offer a play-based learning environment focused on supporting children's social, emotional, physical, and cognitive development through age-appropriate educational activities, creative experiences, outdoor play, and group interaction.

The facility consists of an indoor classroom area, children's cubby and storage areas, kitchenette, washroom facilities, and a dedicated outdoor playground designed exclusively for childcare use. The centre will serve families living and working in the surrounding neighborhood and contribute additional licensed childcare spaces within the community.

2. Hours of Operation

The proposed hours of operation are:

- Monday to Friday: 7:30 a.m. – 5:30 p.m.
- Closed on statutory holidays
- Closed during scheduled annual holiday closures

Children will generally arrive between 7:30 a.m. and 9:00 a.m. and depart between 3:30 p.m. and 5:30 p.m.

3. Name of Operator

The childcare facility will be operated by: Sandy Sha
Licensee: Little Greenway Early Learning Centre

Director: Sandy Sha
Phone: [redacted]
Email: [redacted]

4. Number of Children and Age Range

The proposed childcare facility will provide care for:

- Maximum Capacity: 16 children
- Age Group: 3 to 5 years old
- Program Type: Group Child Care (Preschool / Full-Day Care)

5. Number of Staff

The facility is expected to employ:

- 2 Early Childhood Educators (ECE)

Staffing levels will comply with the Child Care Licensing Regulation and all applicable licensing requirements.

6. Parking and Loading Strategy

Four (4) parking stalls will be provided for the childcare facility.

The number of parking stalls provided meets the parking requirement for the proposed childcare use, based on a maximum enrolment of sixteen 16 children and staffing levels for the facility.

Parents and guardians will accompany children into and out of the childcare centre during drop-off and pick-up periods. We will schedule arrival and departure times to be staggered throughout the day, to reducing peak parking demand and traffic impacts on the surrounding area.

The parking stalls will be used by parents, guardians, visitors, and staff associated with the childcare operation. The childcare centre is also located within a walkable neighborhood with access to public transit, cycling routes, and pedestrian connections. We also have 2 bicycle racks in front of the unit entrance that encourage staff to use bikes.

7. Outdoor Play Area and Supervision

The childcare program will utilize an outdoor space and playground area located immediately adjacent to the childcare unit. The outdoor area provides approximately 1,217 square feet of usable play space and is directly accessible from the unit.

The outdoor space will be used for scheduled outdoor play activities and will be supervised by qualified staff at all times. The play area is enclosed by existing fencing and barriers and provides a safe environment for children's outdoor activities.

The outdoor area forms part of the strata's common outdoor amenity space. The childcare centre has received written authorization from the property management permitting use of the outdoor area on a non-exclusive basis in conjunction with the childcare operation. The authorization letter is attached at the end of this letter.

The outdoor area provides sufficient space for gross motor activities, outdoor learning experiences, and supervised play for children attending the program. Staff will maintain active supervision at all times and ensure compliance with all applicable childcare licensing requirements, strata bylaws, and building policies.

8. Noise Management

The facility will operate as a small childcare centre serving a maximum of sixteen children. Outdoor activities will occur during normal daytime operating hours.

Staff will actively supervise children during outdoor play and implement daily programming designed to minimize impacts on neighboring properties while supporting healthy physical activity and child development.

9. Relaxation Rationale

I respectfully request consideration of any required by-law relaxations associated with this Development Permit application.

The proposed childcare centre is a small-scale neighbourhood-serving facility with a maximum capacity of sixteen 16 children and is designed to integrate within an existing mixed-use strata development.

A relaxation is requested with respect to the interpretation and provision of dedicated outdoor play space, as the childcare program does not have exclusive or fully dedicated outdoor play area on-site. Instead, the facility will utilize an adjacent outdoor open space and playground area located immediately beside the unit.

This outdoor area forms part of the strata’s common property and is subject to a public access agreement and statutory right-of-way in favour of the City of Vancouver. As a result, the space is publicly accessible and shared on a non-exclusive basis.

The childcare operator has received written authorization from the property owner confirming permitted non-exclusive use of the adjacent outdoor space for childcare programming. While the space is not exclusive to the childcare operation, it is directly adjacent, easily accessible, and suitable for supervised outdoor play for the enrolled children.

The applicant submits that the combination of the adjacent location, written permission for use, and scheduled supervised programming provides a functional and appropriate outdoor play arrangement for the proposed childcare facility, while maintaining the intended public and shared use of the space.

Should the City require additional clarification or mitigation measures, the applicant is willing to work with staff to ensure compliance with licensing and design objectives for outdoor play areas.

10. Community Benefit

The proposed Little Greenway Early Learning Centre will provide much-needed licensed childcare spaces for families in Vancouver and support the City's childcare objectives by increasing access to quality early learning opportunities in an established residential community.

Thank you for your consideration of this Development Permit application.

Sincerely,

Sandy Sha
Director
Little Greenway Early Learning Centre

westbank

17th April 2026

To Whom It May Concern,

Re: 8558 Cornish Street, Vancouver, British Columbia (the "Premises")
Permitted Non-Exclusive Use of Adjacent Outdoor / Playground Area

This letter refers to the Letter of Intent dated April 1, 2026 (the "Letter of Intent") between 8400 Granville Property Inc. and 8400 Granville Partnership (collectively, the "Landlord") and Sandy Hsiao Chien Want Sha, or such legal entity as may subsequently be designated to enter into the lease (the "Tenant").

We, the undersigned, confirm on behalf of the Landlord that an adjacent outdoor open space and playground area (the "Open Space Area") is located adjacent to the Premises.

The Open Space Area is subject to a public access agreement and statutory right of way in favour of the City of Vancouver, which provides for ongoing public access on a non-exclusive basis. As a result, access to the Open Space Area is non-exclusive and shared with the public.

Subject to the public nature of the Open Space Area, the Tenant is permitted to access the Open Space Area on a non-exclusive basis, shared with members of the public. Such use is to be conducted in a manner that does not unreasonably interfere with public access and is in compliance with applicable laws, strata bylaws, rules, and building policies.

This letter is provided for information purposes only and is intended to support the Tenant's application(s) and submission(s) to Vancouver Coastal Health, the City of Vancouver, and any other governmental or regulatory authority having jurisdiction over daycare licensing, permitting, and operation. It is issued solely to clarify the public access nature of the Open Space Area and the Tenant's permitted non-exclusive use as described above, and does not create or confer any rights beyond those contemplated under the lease to be entered into between the parties.

Your Truly,

Grace

Grace Lee

Per: 8400 Granville Property Inc. and 8400 Granville Partnership

by Westbank Projects Corp., its authorized agent