



August 13, 2018

Mayor and Council
City of Victoria
1 Centennial Square
Victoria, BC V8W 1P6

Dear Mayor Helps and Council,

Re: Victoria Housing Reserve Fund Application: 2558 Quadra Street, Victoria, BC

We are pleased to submit the attached application form and accompanying documents to the Victoria Housing Reserve Fund for a proposed 40-unit affordable rental redevelopment project at 2558 Quadra Street.

Founded in 1956, Greater Victoria Housing Society (GVHS) is a non-profit charitable organization dedicated to providing affordable rental housing. For over 60 years GVHS has provided homes to low to moderate-income seniors, families, working singles, and adults with disabilities. GVHS owns and operates 17 properties and 726 units of affordable housing. GVHS currently owns and manages 427 units of seniors and family housing in Victoria and has been a member of the Victoria community for over 60 years.

2558 Quadra Street, known as Forest Heights, is a 3-storey 19-unit apartment building owned and operated by the Greater Victoria Housing Society (GVHS). The building has been in operation well past its effective life. The site is under utilized and a recent feasibility study conducted by a local architect indicates that the property can support a building more than twice its size. Situated directly within the rapidly growing Quadra Village, it is in a prime location for additional affordable housing. The property is located close to shopping, employment, and recreational facilities.

GVHS has taken the decision to redevelop the property to a mixed-use 5-storey 40-unit affordable rental building with 1 ground floor commercial space to house the future GVHS offices. The existing tenants will be provided with full assistance according to GVHS and City of Victoria Policies.

The units will be geared to house seniors, working adults, adults with disabilities, and small families. All units will be affordable. Rents will be set to at or below HILs for 2018. Additional grants and funding will assist in maintaining long term affordable rents.

The building will be designed and constructed using Passive House methodologies and be built to a minimum of Step 3 of the BC Energy Step Code for Part 3 buildings. 10% of the units will be fully built to CSA wheelchair accessibility design standards. The proposed development meets and exceeds the OCP and Neighbourhood Plan. A Development Permit with variances will only be required for FAR (1.4 to 2.5) and Height (4 to 5 storeys). We are exceeding the off-street parking requirements for vehicles and bicycles as required by the newly adopted Zoning Bylaw 2018.

Financing is currently being sought from BC Housing and CMHC Feasibility study and pre-construction funds have been secured through Vancity at a low-interest rate loan.

We are excited about the opportunity to develop 40 new units of affordable housing in the City of Victoria. With the help of the Victoria Housing Reserve Fund by providing \$10,000 per studio (20) and one-bedroom (16) units, and \$20,000 per 2-bedroom (4) units (\$440,000 total), we will be able to ensure the long-term affordability and financial viability of the project. This contribution will allow GVHS to lower rents on the units by almost 10%.

If you have any questions, please do not hesitate to contact us.

Yours truly,

Kaye Melliship
Executive Director



Sustainable Planning and Community Development
1 Centennial Square
Victoria, BC V8W 1P6
T 250.361.0382
E communityplanning@victoria.ca

Victoria Housing Reserve Fund Application for Funding

The Victoria Housing Reserve Fund Program Guidelines contain important information on project eligibility and the application process. Please review the guidelines prior to completing an Application for Funding.

The entire Application for Funding must be completed along with all other documents identified on the Application Checklist. Please attach additional pages if more space is needed.

An appointment is strongly encouraged prior to applying for funding to ensure the project meets eligibility criteria. To make an appointment, email communityplanning@victoria.ca.

If you have any questions about the criteria or the process, please contact the Community Planning Division at communityplanning@victoria.ca or 250.361.0382.

1. Letter to Mayor and Council

Please include a letter to Mayor and Council highlighting key aspects of the proposed project and how it meets the objectives of the Victoria Housing Reserve Fund Program as outlined in the Program Guidelines.

2. Proponent Information

Organization Name Greater Victoria Housing Society Non-profit Society Yes ☒ No ☐

Contact Person/Position James Munro, Director Real Estate Development

Business Address 2326 Government Street

Telephone 250-384-3434 ext. 40

Fax 250-386-3434

Email jmunro@greatervichousing.org

Date of Incorporation 1962

Canada Revenue Agency Charity # 10817 3238 RR0001

Previous Projects Funded through the Victoria Housing Reserve Fund, if any: _____

I have read and understand the Victoria Housing Reserve Fund Program Guidelines ☒

I understand funding is a one-time, non-renewable grant ☒

Application Date mm/dd/yyyy 08/10/2018

Applicant Signature 

3. Project Summary

Submission of building and site plans are required as part of the application package.

Address/location of project 2558 Quadra Street, Victoria, BC V8T 4E2

Developer and contact information (if different from the Proponent) _____

Project Architect and contact information Rob Whetter, dHK architects, raw@dhk.ca, 250-658-3367

Owner and Operator of Housing Greater Victoria Housing Society

Housing type (strata/apt etc.), number of units and sizes (bedrooms) 40-unit affordable rental apt. 18 studios, 18 1-beds, 4 2-beds



Victoria Housing Reserve Fund Application for Funding

Target population, incomes (as defined in the Program Guidelines) and target rents or sale price per unit

Units geared to seniors, adults with disabilities, working individuals, and small family households. Rents will be targeted to those at or below HILs.	Units	Assumptions	Units		Income
		HILs	HILs	Total Units	2018 HILs Victoria Area
Support services provided (if any)					
	Studio	\$ 863	20	20	\$ 34,500
	1 bedroom	\$ 995	16	16	\$ 39,800
	2 bedroom	\$ 1,293	4	4	\$ 51,700
	Totals		40	40	
	Percentages		100%	100%	

Additional features

Built using Passive House methodologies to a minimum level of Step 3 to the BC Energy Step Code, achieving over 40% energy reductions with lower CO2 emissions and reduced carbon footprint. Other sustainability & design goals include transit oriented developments (TODs), compact designs, lower project waste, parking management, car sharing on-site (memberships provided at no additional cost to tenants), provide electric vehicle & bicycle plug-in outlets.

Target Completion Date

August 2021

How does the project meet the objectives of the Victoria Housing Reserve Fund Program as described in the Program Guidelines?

Project to utilize financing from either provincial or federal government via BCHMC or CMHC.

All units to be deemed affordable at or below HILs, geared to those with low incomes.

10% of units will be fully built to CSA wheelchair accessibility design standards.

Describe how the project is consistent with the City's Official Community Plan (OCP), Neighbourhood Plan policies and zoning.

2558 Quadra St. is in the DPA5 - Large Urban Village known as Quadra Village. DPA5 allows for buildings up to 6 stories with mixed-use or multi-family designations. Off-street underground parking provided with access at rear. Ground oriented commercial space creating a 1-storey street wall provided by a commercial unit with remaining 4 stories stepped back from street-front lot lines. All setbacks, bicycle and vehicle parking, and site coverage requirements are being met. Building design exceeds minimum off-street parking requirement of Zoning Bylaw 2018. Secure underground Class 1 bicycle parking provided. The building is designed to reduce both embodied GHG and GHG production.

What development approvals are required or have been received?

Land use change to mixed-use from multi-family required. Development Permit required with variances for height (4 -> 5 stories) and FAR (1.4 -> 2.5 FAR).



4. Experience and Capacity to Develop and Manage Affordable Housing

Outline the proponent's experience in the development and management of affordable housing. How does this project compare to this previous experience and the proponent's capacity to complete the project in the short-term and manage it over the long-term?

GVHS manages 726 units over 17 properties throughout the greater Victoria area. The project is a small-scale increase in terms of overall units and the building is within the scale of what is currently managed. The additional property will help ensure the long-term viability of the Society by providing additional housing spreading overhead over more units. Within the last 5 years, GVHS has successfully completed similar-size projects in Victoria including Pembroke Mews (25-units at 2014 Government Street) and Dahli Place (68-units at 35 Gorge Road East).

5. Project Financing and Sustainability

A. Describe how the funding model will support long-term financial sustainability and housing affordability. Please also attach a detailed Capital Budget and 10-year Operating Budget. For affordable home ownership projects, detail how the units will be affordable and will remain so over time.

The attached capital and operating budget show the grant will allow rents to be lower and the project to be sustainable over the long term.

6. Partnerships

List partners in this project (developers, agencies, other levels of government etc.), and detail their involvement.

CMHC - SEED funding grant and pre-development loan confirmed. Construction financing under the National Housing Strategy (NHS) Co-Investment Fund considered.
BCHMC - Possible longterm financing and grants with operating agreement under the Community Housing Fund (CHF) program.
Vancity - Funds provided for feasibility studies and pre-construction work.

7. Other Information

Provide any other information that supports your application.

We have met with the Quadra-Hillside Neighbourhood Advisory Group and have been provided with positive encouragement. We will be meeting with the CALUC mid-September 2018.

VHRF Application Form Feb 21

Final Audit Report

2019-02-21

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