



City of Victoria – Community Planning Division
1 Centennial Square
Victoria BC, V8W 1P6
VIA EMAIL: communityplanning@victoria.ca

September 25, 2020

RE: Victoria Housing Reserve Fund

Dear Mayor and Council,

I am pleased to submit the attached application for \$280,000 from the City of Victoria Housing Reserve Fund (VHRF) on behalf of the John Howard Society of Victoria (JHS). Our proposed project located at 736 Princess Avenue will provide 28 units of deeply subsidized units for JHS clients and meets many of the objectives of the VHRF.

JHS provides a range of services for those who have come into conflict with the law, including providing housing for those leaving correctional facilities and reintegrating into the community. In order to expand their housing program to help house those who are homeless or at risk of homelessness, JHS is proposing a 6-storey mixed-use building with 3 floors of residential units, for a total of 28 affordable units. The units will all be rented at shelter rates and largely paid for by our partners and funders. The units are self-contained studio units which include kitchenettes, with communal space on every floor. There will be a total of 5 accessible units, and common areas will be designed to be barrier-free.

We are applying for a total of \$280,000 for the 28 units in this project, as summarized in the table below:

Total units	Type of unit	Income threshold	Rent	Funding requested
28	Bachelor	Very low-income rental (yearly income of <\$19,999)	\$375/month	28 units x \$10,000 = \$280,000

The bottom 3 floors of the building will support JHS's operations. The bottom floor will consist of a social enterprise café, which will support a barista-training program; the second floor will provide classroom and educational space for JHS's various programs, including a commercial kitchen. The third floor will consist of office space for JHS administration, as well as end-of-trip facilities for staff and a small outdoor patio including a therapeutic garden.

This is an exciting project that will meet many of the objectives of the VHRF program, such as:

- Being located within the City of Victoria
- Housing for individuals who are at risk of homelessness
- Receiving no other supports from the City of Victoria
- Serving persons with disabilities
- Being affordable in perpetuity, secured through a Housing Agreement as a result of the rezoning/DP process



Wiser Projects

Competent. Creative. Committed.

- Providing housing for people with low or very low income

The project team has also applied for funding from CMHC's Seed Funding program and will be submitting an application for BC Housing's Community Housing Fund (CHF) before their January 4 deadline.

JHS provides essential support through housing, job training, and counselling; without these services and support, many people leaving incarceration find it difficult or impossible to re-establish themselves in the community. This project will provide space not only for an additional 28 units of affordable housing, but for JHS to continue and expand their operations and services.

Thank you and please do not hesitate to contact me if you have any questions.

Kaeley Wiseman

Kaeley Wiseman, MCP, RPP, MCIP, PMP

Principal, Wiser Projects

P: 250.518-3835

E: kaeley@wiserprojects.com

CC Manj Toor, Executive Director, John Howard Society
Robert Batallas, Senior Planner, City of Victoria

Attachments:

- Completed application checklist
- Completed application form
- Building and Site plans
- Capital budget and 10-year operating budget
- John Howard Society audited financial statements



Sustainable Planning and
Community Development
1 Centennial Square
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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 John Howard Society of Victoria Non-profit Society Yes ☒ No ☐

Contact Person/Position Manj Toor

Business Address 2675 Bridge Street, Victoria, BC V8T 4Y4

Telephone (250) 386-3428

Fax _____

Email manj.toor@jhsvic.ca

Date of Incorporation _____

Canada Revenue Agency Charity # _____

Previous Projects Funded through the Victoria Housing Reserve Fund, if any: N/A

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 _____

Applicant Signature _____

3. Project Summary

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

Address/location of project 736 Princess Ave, Victoria BC

Developer and contact information (if different from the Proponent) Kaeley Wiseman, Wiser Projects, kaeley@wiserprojects.com

Project Architect and contact information Larry Cecco (designer) cecco@telus.net; Eddie Williams (architect) eddie@stellerconsulting.com

Owner and Operator of Housing John Howard Society of Victoria

Housing type (strata/apt etc.), number of units and sizes (bedrooms) Apartment, 28 units, studio

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

This building will provide housing for people leaving correctional facilities and reintegrating into the community. The rents will be offered at shelter rates of \$375/unit. Most/all of this is covered by JHS' funders/partner such as Correctional Service Canada.

Support services provided (if any)

JHS administration will be located in the building on the 2nd and 3rd floors. Included in the space will be educational spaces/classrooms, including a commercial kitchen that can be used for job training. JHS provides a range of services and programs, including counseling and mental health supports, individual care plans, community/therapeutic garden, and several employment/skills training programs.

Additional features

The bottom floor will consist of a social enterprise cafe, where JHS clients can receive barista/customer service training. The cafe will also showcase/sell local art pieces and produce grown in the therapeutic garden on site.

Target Completion Date

The construction is expected to be completed in Spring 2022.

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

This project meets both objectives of the VHRF program: it is developing and retaining affordable housing for households with very low income, and is developing affordable rental housing. It meets several of the priority areas outlined in the Program Guidelines, such as: being located within the City of Victoria, providing housing for those at risk of homelessness, receiving no other supports from the City of Victoria, serving persons with disabilities, providing affordability in perpetuity, and providing a housing for people with low and very low incomes.

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

The property is designated as Core Employment in the OCP, which allows for mixed-use buildings with density up to 5:1. It is within DPA 7A which supports mixed-use buildings that revitalize areas of commercial use along corridors with high-quality architecture, landscape, and urban design. The project meets these goals by replacing a parking lot with a mixed-use building, with a building design that respects the light-industrial character of the surrounding area.

The property is within the Residential Mixed-Use District in the 2011 Downtown Core Area Plan (DCAP). The height and density of the project does not exceed those prescribed in the DCAP, and it meets the goal of the District of encouraging residential development with street level uses. The cafe on the bottom floor will drastically increase pedestrian activity on the site.

The site does require a rezoning, from M-1 (Limited Light Industrial) to a zone that will allow for mixed use-residential. Because the project fits with goals within the OCP and DCAP, a rezoning is justified.

What development approvals are required or have been received?

The development team has submitted concurrent rezoning and development permit applications, with a Public Hearing to be scheduled in the near future. A building permit will be required prior to construction.

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?

JHS has been managing affordable housing for over 35 years and currently manages multiple residential properties. The buildings are operated with transparency and accountability; JHS has built data systems that track tenant information, unit and building repairs, and capital expenditures that capture projected expenditures to safeguard the asset value and expand the life span of the building systems and infrastructure. The Society has extensive knowledge of the Residential Tenancy Act, Human Rights, and contractual obligations with community partners. Property management is also operated within the framework of being a "good neighbour" and the Society/its tenants have become integral parts of neighbourhoods around Victoria. JHS Victoria has taken on several major renovation projects at their residential buildings and community office. For the purpose of developing a property, JHS has engaged the services of a local developer (Hartwig Industries) and a development consultant (Wiser Projects) who are guiding and managing the development process. Both companies have extensive housing and development experience.

5. Project Financing and Sustainability

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.

This project will be secured with a housing agreement upon completion of rezoning/DP ensuring permanent below market housing. A ten year capital and operational budget is appended to demonstrate this level of affordability and the operational funding that is able to support this.

6. Partnerships

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

JHS receives funding from various levels of government, and many funding contracts have been in place/renewed for over 20 years. Prominent funders include Correctional Service of Canada, Provincial Health Authority, the Ministry of Social Development & Poverty Reduction (BC), the Ministry of Employment and Social Development (Canada), the Ministry of Advanced Education and Skills and Training (BC), the Ministry of Public Safety and Solicitor General (BC), and various smaller funders such as RBC, Rogers Foundation, and the Victoria Foundation. This funding goes towards JHS' housing programs as well as their support services.

JHS is applying for 2 major funding calls: CMHC Seed Funding and BC Housing's Community Housing Fund. If approved, both CMHC and BC Housing would provide capital contributions and options for loans.

7. Tenant Assistance

If there are existing tenants involved in the project, describe how the tenants will be assisted throughout the project. Refer to the [Tenant Assistance Policy and Guidelines](#) for further information. Please indicate the following:

a. Compensation by Tenancy Length

N/A

b. Notification to End Tenancy

N/A

c. Moving Expenses

N/A

d. Relocation Assistance

N/A

e. Right of First Refusal

N/A

f. Vulnerable Tenants

N/A

Note: Please be advised that additional information may be requested as part of the Tenant Assistance Plan for Council’s consideration.

8. Other Information

Provide any other information that supports your application.