

Attachment 2

Society of Saint Vincent de Paul
of Vancouver Island

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September 25, 2015

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

Re: Rosalie's Village – Victoria Housing Fund

Dear Mayor and Council,

The Society of Saint Vincent de Paul is pleased to submit this application for the City of Victoria Housing Reserve Fund for Rosalie's Village, a development located in Saanich, BC, that will help address affordability region-wide. This project will provide affordable housing for single mothers and young children and older women who are experiencing homelessness or at-risk of homelessness. In addition, it will have an infant/toddler daycare centre with capacity for 37 children, at zero-cost to tenants with children who live in Rosalie's Village; and a Social Concern office, which is an extension of the downtown office. The Society of Saint Vincent de Paul (SSVP), has leveraged partnerships from many levels of Government, non-profits, and private sources over the last several years to get this project off the ground, which is a tribute to the high level of support and need there is for this project. Further, the Society has a proven track record of developing and operating non-profit housing, and for providing quality support services in the Victoria region.

Rosalie's Village will provide affordable housing for single mothers and young child(ren) who are homeless or at risk of homelessness, and for older women coming from transition housing and/or subsidized housing where their children have reached adulthood and they no longer qualify subsidized units, and are not of the age to qualify for seniors affordable housing. Rosalie's will consist of three buildings for a total of 42 one and two bedroom units: one 4-story apartment building, and two 4-unit townhouses.

While this project is located in Saanich, just outside the Victoria boundaries, it will specifically address the Victoria Housing Fund's objectives by:

- All 42 units in Rosalie's are below market, with some of the rents at shelter rate. The rents will targeted at no, low or moderate incomes.
- 19 of the units are two bedroom focused specifically on young (youth under 30) mothers and their infant children, supporting them through their individual plan to independence for them and their children. This will assist in breaking the cycle of poverty for generations to come.
- 20 of the units are one bedroom focused on transitional older women and women currently "over housed" in subsidized family units (many of those in the Victoria boundary).
- 3 units are specifically short term transitional units for emergency housing situations that women and children face. St. Vincent is partnering with the Cridge Center for Families, Burnside Gorge Community Centre, Rock Bay Landing, Pacifica Housing, M'akola Housing, and Victoria Women's Transition Housing (among other); we will provide a much needed addition to the continuum of housing and services for youth, women and children.
- The Society of Saint Vincent de Paul is providing the supports to the women and children in Rosalie's Village from their own funds.

- This project receives no operational subsidy from BC Housing. Every dollar raised by St. Vincent de Paul counts toward the hand up to independence for these women and children.
- Partnerships with downtown service providers will provide "next stage" housing for those women and children currently residing within the City of Victoria boundaries supportive housing. With this continuum of housing, supportive housing units will be made available to the residents of the City of Victoria in most need.
- Many of the residents, especially the older women, will have cycled through various stages of being under-housed or homeless; SSVP will be directly vacating downtown supportive housing units by moving stable single women from this building into Rosalie's Village, which will directly impact chronic homelessness in the City of Victoria.

In addition, Rosalie's will offer support to its tenants, who have been struggling to access market housing or low-income housing without any supports. Some of the supports include a Social Concern office, where they can get access to food and clothing, counseling and referral services, education and job training; and a daycare with priority given to women with children at Rosalie's. Although Rosalie's Village will reside outside of the municipal boundaries of Victoria, the positive impact on Victoria's residents at risk of homelessness will be significant.

The Society of Saint Vincent de Paul (SSVP) is a registered charity whose mission is to serve those in need with love, respect, justice and joy. SSVP has a strong social presence in the Capital Regional District, including supportive housing in downtown Victoria, seniors housing in Saanich, housing for young singles in Sooke, Social Concern Offices in Victoria and Sooke, 6 thrift stores in various municipalities, main office in Saanich, and an Ozanam Program in Saanich. Rosalie's Village is the next step in the continuum of housing already offered by the Society, which will focus on moving women with children, and older women, who are at risk of homelessness, into Rosalie's Village to gain some support and stability. For women with children, it is the goal to support them while they get on their feet and eventually move toward market housing. For older women, they may move to market housing or when they reach the age to qualify for seniors housing, SSVP will work with them to transition to seniors housing, such as at St. Andrew's.

The Rosalie's Village development team is made up of SSVP Executive Director and key staff (such as the current housing manager), Joe Newell Architect Inc, Kinetic Construction, and M'akola Development Services, who provide development consulting services.

The total project cost will be approximately \$14 million, with over \$7.9 million offset by equity contributions from BC Housing, District of Saanich, CMHC, CRD Regional Housing Trust, Homeless Partnering Strategy, and society fundraising. The Society has committed \$1.2 million through fundraising and land contribution (\$1.27 million). There is still a gap of nearly \$500,000 in the capital budget, and Victoria Housing Fund would make a serious impact on that gap still remaining in capital fundraising. This is the reason we are asking for the City of Victoria's support by providing a full housing fund commitment of \$10,000 per door for a total of \$420,000.

If you have any questions, please contact Kaela Schramm, Director of Projects and Planning, at MDS (778) 677-8843, who is coordinating the Rosalie's Village Development Team.

Yours Truly,



Angela Hudson
Executive Director
Society of Saint Vincent de Paul of Vancouver Island



Rosalie's Village

Housing for homeless young single mothers and children, and older women

City of Victoria Housing Reserve Fund Application
September 2015



Prepared by:



The Society of
Saint Vincent de Paul
Vancouver Island

With:



M'AKOLA
DEVELOPMENT
SERVICES

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Contact Information

Society of Saint Vincent de Paul Vancouver Island

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Date of Incorporation:	October 5, 1953
Canada Revenue Agency Charity #	11920 4295 RP 0001

Application Date	September 28, 2015
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Applicant Signature



Project Summary: Rosalie's Village

Overview

Rosalie's Village is a housing project for homeless young women and children, and older women in need of affordable housing. Inspired by the saying, "It takes a village to raise a child" the concept of this project is to provide housing, as well as access to the many services the CRD offers, for vulnerable women and children. The vision is two-fold: to make available safe, affordable housing for young mothers with small children on their journey to independence and the transition into market rental housing; to offer a home to older women coming out of various homeless/at risk situations until they qualify for appropriate seniors housing. Rosalie's will have 42 units of housing, a daycare, social concern office and other supports.

Project Team

Development Consultant

M'akola Development Services

Contact: Kaela Schramm, Director of Projects and Planning

2009 Fernwood Road, Victoria V8T 2Y8

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Architect

Joe Newell Architect Inc.

Contact: Margaret Newell, Architect

612 Yates Street, Victoria, B.C.

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Figure 1
Rosalie's Village cross section
(Joe Newell Architect Inc.)

Type of Housing and Type of Units

Rosalie's Village is a housing project for homeless women and children, and older women in need of affordable housing. Inspired by the saying, "It takes a village to raise a child" the concept of this project is to provide housing, as well as access to the many services the CRD offers, for vulnerable women and children. The vision is two-fold: to make available safe, affordable housing for young mothers with small children on their journey to independence and the transition into market rental housing; to offer a home to older women coming out of various homeless/at risk situations until they qualify for appropriate seniors housing.

In addition to affordable housing units, Rosalie's will have a daycare, social concern office and other supports. There will be a total of 3 buildings: one 4-story apartment building, and two 4-unit townhouse blocks. The 34-unit apartment building will have a mix of 1 and 2-bedroom apartments. This building will also have a daycare centre, social concern office, and community kitchen. The two townhouse buildings will each have four 2-bedroom townhouses. The apartment and townhouse unit count and sizes are in Figure 2.

See Appendix A for Rosalie's Rendering, Site Plan, and Floor Plans.

Figure 2
Rosalie's Village Unit Types

Unit Type	Avg. Square Footage	Total
1-Bedroom Apartment	552 sq. ft.	23
2-Bedroom Apartment	839 sq. ft.	11
2-Bedroom Townhouse	1037 sq. ft.	8
Total		42

Target Population and Income

The target population is young single mothers and children who are homeless or at risk of homelessness, and older women referred from transition houses or subsidized family housing, whose children have reached adulthood. There will also be three dedicated emergency shelter units (two 1-bedroom and one 2-bedroom) for women and children fleeing unsafe or inadequate situations. :

Single Mothers with Young Children

There will be 18 two-bedroom units for single mothers with young child(ren) who are homeless or at risk of homelessness. They will be provided the much needed combination of housing and supports at Rosalie's Village. Daycare will be at zero-cost to the family, meaning mothers can focus on their education, career and becoming self-sufficient.

Older Women

Twenty 1-bedroom units will be geared to older women and will be filled upon referral from transition houses or subsidized family housing (see letter of support from Pacifica and M'akola Housing) when their children have reached adulthood. The

women will live in the units until they have reached the age where they would be eligible for seniors housing. It is anticipated that the older women in the complex will transition into the adjoining seniors' residences (Millennium and Memorial Manor), also operated by SSVF.

Single Mothers Needing Emergency Support

The three transitional units will provide emergency support to single mother led families. These transitional units are comprised of two 1-bedroom units and one 2-bedroom unit.

Housemother

The housemother unit will be a one-bedroom units located on the second floor, adjacent to the three transitional family units. The housemother will provide live-in supports to the family units (located on floors 1 and 2), with a specific focus on the emergency transitional units.

Target Tenant	1-Bedroom	2-Bedroom (Apartments & Townhouses)
Single Mothers with Children		18
Older Women	20	
Housemother	1	
Emergency shelter	2	1

Figure 3
Target Tenants and Unit Types

All of the housing units will be rented at less than market rents, many at a level well below the affordable rents as set out in the most recently published Canada Mortgage and Housing Corporation's criteria. They are also well below the market rent valuation found by a third-party appraiser. These units will be rented at higher than shelter rate but substantially less than market rent. At Rosalie's rents will vary depending on the situation, but on average: an emergency shelter unit will be \$570 per month, 1-bedroom apartment will be \$780 per month, 2-bedroom apartment will be \$978, and 2-bedroom townhouse will be \$1,050 per month (Figure 4).

Assuming rent is 30% of income, the income thresholds for these units will be \$31,200 for a 1 bedroom, \$39,120 for a 2-bedroom apartment, and \$42,000 for a 2-bedroom townhouse. These are well below the low income HILs for Victoria, which are \$34,500 for a 1-bedroom apartment, and \$43,000 for a 2-bedroom (Figure 5).

It is important to note in this section, the additional impact this project will have on overall monthly tenant expenses, which goes far beyond the affordable rents shown here. Free daycare will be provided to the tenants' children. Market rate childcare can be a huge expense (around \$900 - \$1,000 per month prior to any government subsidy), especially for single parent households. In addition, tenants will have the option of signing up for a SSVF volunteer family, who will sponsor items like diapers and bottles for families with infants and/or toddlers, or rides to medical appointments. The exact

financial value of these contributions is hard to establish, however, the impact on the average monthly costs for tenants of Rosalie's Village will immense.

All tenants will also receive vouchers for the Society's thrift store for move-in start up costs, all rooms will be fully furnished, and access to counselling, job training and other support services will be available on site at the Social Concern Office (see more information in the services section).

Figure 4
Rosalie's Village Rent
Comparison

Unit Type	Rosalie's Village Average Rent	Market Rent (CMHC Victoria April 2015)	Market Valuation (Colliers Int'l 2014)
Shelter	\$375/month (single) \$570/month (family)		
1-Bedroom Apartment	\$780/month	\$855/month	\$975-\$1050/month
2-Bedroom Apartment	\$987/month	\$1,107/month	\$1,300-\$1,450/ month
2-Bedroom Townhouse	\$1050/month	\$1,107/month	\$1,650-\$1,750/ month

Figure 5
Low and Moderate Income
Comparison

Unit Type	Rosalie's Tenant Income to be Considered Affordable	Low Income HILs (Victoria 2014)	Victoria CMA median
Shelter	n/a	Income Assistance	n/a
1-Bedroom Apartment	\$31,200/year	\$34,500/year	\$84,500
2-Bedroom Apartment	\$39,120/year	\$43,000/year	\$84,500
2-Bedroom Townhouse	\$42,000/year	\$43,000/year	\$84,500

Services Provided

There will be several services and amenities for tenants and the community at Rosalie's Village, including a Social Concern Office, and Mary's Place Daycare. The resident support workers and/or the House Mother will work with each tenant, on intake, to map out a plan to independence. This will be a case managed agreement between the Society and the tenant. One of the most important areas is that the tenants work through the plan themselves with the assistance of our staff. Placement and the transition to seniors housing for the older women will also be done with the assistance of the resident support workers.

Single Women Supports

The project target tenant population of single women with no children (1 bedroom units) will be a similar population to the 21 women the Society currently supports through the St. Vincent de Paul Centre housing located on Yates Street. Other tenants may be low income working women who were living in supportive/subsidized family housing and whose children have grown and are facing the need to vacate a family unit.

These tenants would be considered "second stage housing" tenants, those that have a history of been in recovery (from mental health and/or addictions) or in fact, may have no other challenges other than being homeless or at risk of homelessness.

The Society already runs a very successful women's day program out of our downtown Social Concern office. There is a qualified clinical counselor as well as other professional who donate their time to assist women in need. This program will be extended to Rosalie's Village and will be available to all women and youth within the building as well as the community.

When applications to fill the one bedroom units are reviewed priority will be given to those women who will be able to assist in mentoring the young mothers and providing a community of support to one another. It will be a term tenancy agreement, whereby the tenant will seek seniors housing when they become eligible for seniors housing. Placement and the transition to seniors housing will be done with the assistance of the resident support workers and the home visitors. This provides a natural "flow though" of the one bedroom units.

Young Mothers with Infant Child(ren)

The supports for this population will also be provided by the current staff of resident support workers, Housing Manager, Social Concern Manager and the 110 volunteer home visitors the Society currently has working in the community of at risk families in the CRD. The resident support workers will work with each tenant, on intake, to map out a plan to independence. This will be a program agreement between the Society and the tenant. It may be a plan to attend high school and graduate from grade 12 or go to college for a career, or it may be to get a more entry level job and work their way up and/or reconnect with family. One of the most important areas is that the tenants work through the plan themselves with the assistance of our staff and volunteers.

Programs and supports the Society currently provides throughout the CRD through the Social Concern program and the home visitors are: work training programs, women's day programs, life skills training, work readiness, personal boundaries workshops, anger management workshops, an income tax program, emergency financial relief

through payment of utility bills, transportation to medical appointments, bus passes etc. food and food vouchers, clothing and furniture free of cost to those in need. All of the foregoing services are already funded by the Society through donations and sale of goods at the six Victoria area thrift stores. A home visit manual, which gives an overview of the types of services that our home visitors provide, is available upon request. The Society began serving the at risk and homeless population in Victoria in 1916 through the home visit program. The depth of knowledge and expertise of the Society in this area is well known in the community. Financial the Society has a long history of being able to fund and support this population with programs to independence and self-sufficiency.

Tenant Support for Legacy Units

The at risk of homelessness or homeless mothers and children will be referred by M'akola Housing and Pacifica Housing (and other situations that may arise). It is expected that this tenant population will need emergency housing and the assistance of staff and home visitors in order to transition into longer term permanent housing. Each situation will be unique and the tenant plan will need to be tailored to each individual case.

The tenant will be required to pay shelter rate to stay in the unit and participate in weekly visits with either the support workers or the home visitors with the goal to ready the tenant for long term housing. There will be no set time the tenant can stay in these units, other than to know they are short term and are there to assist women and children through an emergency/transition. As soon as the mother is ready they will be priority placed based on their needs into Rosalie's Village, M'akola Housing or Pacifica Housing.

It is recognized by the Society that many of these mothers do not have the life skills, financial security, household goods etc. to be successful in permanent housing. To this end, the Society recognizes that providing supports to the tenants is a necessary part of Rosalie's Village.

Workshops and programs that are currently being offered by the Society through the Social Concern program are:

- cooking
- household maintenance and cleaning
- budgeting
- personal boundaries workshop
- anger management
- job readiness and work training
- resume writing
- referrals to existing parenting programs/legal aid/single family resource society etc.
- personal advocacy in relation to addressing issues with government agencies and utility companies
- preparing income tax

All of these programs will be available to the tenants in Rosalie's Village and specifically the Legacy Units. This list is not exhaustive, the Society recognizes that each mother is unique and we may need to adapt a program or workshop to fit her needs in order to support her success to stable, long term housing.

In addition to the programs, the Society has, since 1916 provided emergency clothing, household goods and food to those in need. In recent years, the Society has

participated in paying overdue utility bills, damage deposits and first month's rent for families in need. There is an existing process in place for families for one time assistance in this area. The mothers will be able to access furniture, clothing, household goods etc. in order to set themselves up in their apartments. In addition, they will be able to access help with their damage deposit and the Society members have already committed to supporting the mothers for the first six months through a rent supplement in order to bridge the family to long term housing.

The home visitor will visit the family, after they have been housed, for a period of up to two years (every few months) to ensure that they supported in the transition and are successful.

Mary's Place Daycare

Mary's Place Daycare will be a licensed group daycare facility for 37 infants and preschool aged children. Children living in Rosalie's Village will be given top priority for filling the spaces, with the remaining spaces for referrals of at-risk children from the local community. Having daycare on site allows for the women in Rosalie's Village to have time to focus on bettering their lives for their family (e.g. school, training, and work). Mary's Place daycare costs will be reduced to \$0 for residents of Rosalie's. Assistance paying daycare fees will be available to the broader community as well, and will be provided based on an assessment of income among other criteria set by the Society.

Social Concern Office

The Social Concern Office will provide emergency assistance to tenants and the local community, mainly in the form of food and clothing to people in need, as well as counseling and referral services. This will be a branch of the downtown Victoria Social Concern Office. During July 2015 alone, the last full month of reporting, the Society, through the Social Concern Office, helped 1,741 single individuals in Victoria, 641 children and 238 single parents access food, clothing and household vouchers redeemable at Society thrift stores, and other essential services. More specifically, during this month, the Society helped 118 new single individuals, 38 new children and 24 new single parents. Having an additional Social Concern Office at Rosalie's Village means the number of individuals can reach out to will increase, assuming that many people do not access programs downtown for various reasons (transit and access, hours of operation etc.)

Other Amenities

There will also be a community kitchen and multi-purpose room, which will serve as community space outside of daycare hours. This space will be large enough to hold small gatherings, such as workshops, dinners and community events.

GOALS OF ALL TENANT SUPPORTS

- a) To provide safe, affordable housing for older women coming out of various homeless at risk situations until they transition into appropriate seniors housing.
- b) To provide safe, affordable housing for female youth and young female adults with small children so that the mothers may improve their lives and the children's future by being financial independent and transition to market rent or stable long term housing (depending on individual circumstances).
- c) To work with the young mothers to have specific measurable goals for independence.
- d) To ensure the women and children coming into the Legacy units remain permanently housed and have the appropriate support.
- e) To provide free qualified childcare to tenants in the building so that the mothers may concentrate on the individual goals.
- f) To provide a volunteer mentoring program for the young women incorporating the older women in Rosalie's Village as well as the seniors in St. Andrew's Housing (next door) and the Society home visitors (volunteers) in their program managed supports.
- g) To provide natural flow through mechanisms and transition planning for women who do not meet their goals in their plan to independence but are more suitable for long term subsidized housing situations.

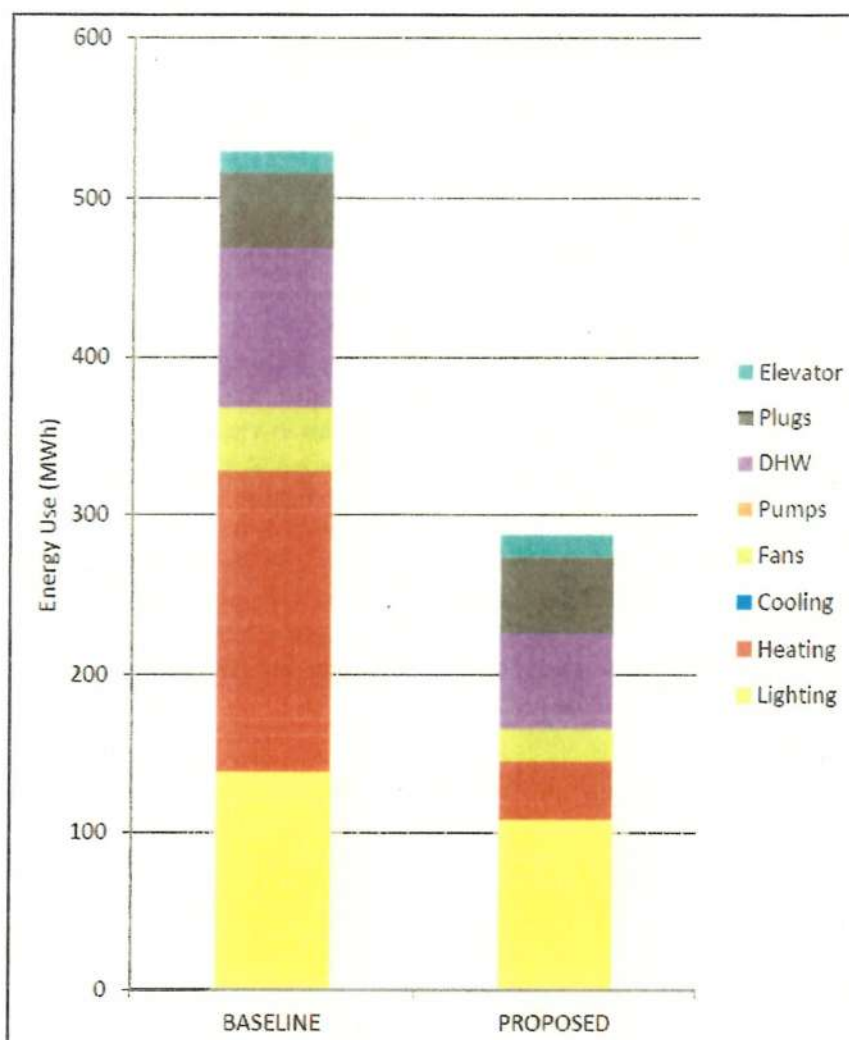
Sustainability Features

The entire project will be built to BUILT GREEN Gold standard, with the goal of reducing the impact the building, and the construction of the building, has on the environment. This is a voluntary program where a third-party verifies the use of technologies, practices and products that will:

- Provide greater energy efficiency and reduce pollution and waste
- Provide healthier indoor air
- Reduce water usage
- Preserve natural resources
- Improve durability and reduce maintenance

Rosalie's Village underwent an energy modelling analysis by AME Group in preparation for BuiltGreen HD Gold certification in February 2015 (Appendix B). The model was developed based on preliminary architectural, lighting, and mechanical design. The proposed design was evaluated to have a 46% energy savings, which is above the 40% energy savings target for BUILT GREEN Gold (Figure 6).

Figure 6
Annual energy costs for both the proposed design and the MNECB 1997 baseline



Schedule and Target Completion

The Society of Saint Vincent de Paul has been working on Mary's Place, and Rosalie's Village, for a number of years, showing significant commitment to this project. We have completed the following work so far:

- ✓ Designed by Joe Newell Architect Ltd.
- ✓ All sub-consultants procured
- ✓ Development consultant procured (M'akola Development Services)
- ✓ Contractor procured (Kinetic)
- ✓ Construction Drawings (Architectural, Civil, Mechanical, Electrical, Geotechnical, Landscape, Structural)
- ✓ Development Permit obtained (September 2014)
- ✓ Applied for subdivision (legally registered the subdivision on April 1, 2015)
- ✓ Building Permit obtained (August 6, 2015)
- ✓ Construction Start (August 17, 2015)

The schedule through construction and occupation is:

- ✓ Develop management/operations/tenant support procedures (February 2016)
- ✓ Tenant selection process (July 2016)
- ✓ Tenant move-in notifications (August 2016)
- ✓ Construction Complete (September 2016)
- ✓ Mortgage issuance/Tenant move-in/Full operations (September-October 2016)

Refer to Appendix C for full construction schedule.

Addressing Housing Fund Objectives

Rosalie's Village addresses the two core objective of the City of Victoria's Housing Fund by creating affordable rental housing for low and moderate income individuals, and by supporting community diversity and infrastructure. In particular the project will serve at risk low and moderate income single women with dependent children, as well as, older women whose families have aged out of family housing and who do not yet qualify for seniors subsidized housing.

Objective: Supporting Community Diversity and Infrastructure for no, low or moderate incomes

The project will contribute significantly to community infrastructure through the creation of a daycare, a Social Concern Office, a community kitchen and other amenities. Mary's Place daycare will provide childcare for up to 37 children from Rosalie's Village, and at-risk children in the surrounding area. The Social Concern Office, a branch of the downtown Victoria office, will help community members access food, clothing and household vouchers redeemable at Society thrift stores. The multi-purpose room, children's outdoor play area and community kitchen, will all be open to both tenants and the community outside of daycare hours.

This project will also enhance the existing diversity of the surrounding community. Rosalie's Village will welcome children, mothers, and older women of low-income. As

well, the new units will join the existing community of seniors living in the adjacent SSVP seniors housing at St. Andrews, and individuals accessing SSVP's Ozanam Program for adults with disabilities.

Objective: Development of Affordable Rental Housing

In addition to the main objectives of the Housing Fund, this project also addresses Victoria City Council's key priority of addressing chronic homelessness by strategically targeting specific gaps in the housing continuum. Although Rosalie's Village will reside outside of the municipal boundaries of Victoria, the positive impact on Victoria's residents at risk of homelessness will be significant.

All of the units will have rents less than market, on average about 11% less. Many will be at a level well below the affordable rents as set out in the most recently published Canada Mortgage and Housing Corporation's criteria. They are also well below the valuation found by a third-party appraisal (see Target Population and Income section).

Ability to address chronic homelessness

Rosalie's Village will directly impact chronic homelessness in a variety of ways.

- 1. Emergency shelter units:** Three units will be rented at maximum shelter for 1 and 2 bedroom units. This will directly impact mothers and children who are unsafely housed, or homeless and unable to access units at Rock Bay Landing due to unsuitability of those units for women and children. These units will take some of the burden off of the Victoria Women's Transition House and the Sandy Merriman House.
- 2. Family Units:** The 2-bedroom units in this development are geared to young women (youth) and their children, who are directly at-risk or have been homeless due to the high monthly costs of childcare on top of rent. This project diversifies housing options available for young mothers outside of Victoria proper, where available youth housing (Threshold Housing Society) does not offer options for women with children. In addition, as mentioned above, these units takes the pressure off of the Women's Transition House and Sandy Merriman House in the City of Victoria, who serve homeless and homeless at risk women.
- 3. Single Units:** The units serving older women will also directly impact chronic homelessness in the City of Victoria. These units will serve as much needed flow-through units for homeless mothers who children have grown and moved out, meaning they no longer qualify for subsidized family housing. Saint Vincent de Paul will also directly flow individuals living in their downtown Victoria building, once they have achieved stability, in order to free up those units to house chronically homeless currently living in Victoria proper.

Planning & Policy

Rosalie's Village will help to meet the goals set out by the Capital Regional District, the City of Victoria, and District of Saanich in many ways, which are listed below. In addition, it is recognized that the region is quite cohesive, with people moving to and from the various cities and districts in the region, and while Rosalie's Village is located in the District of Saanich, it will receive tenants and clients from the surrounding area, including the City of Victoria.

Regional

Rosalie's Village was identified in 2012 to be on the Priority Housing Project List (PHPL), which is a list of housing projects that are a priority for the Greater Victoria Coalition to End Homelessness. It was identified for its goals of providing safe, affordable housing for older women coming out of various homeless at risk situations, and for female youth and adults with small children. Refer to Appendix F for Greater Victoria Coalition to End Homelessness Project Overview.

District of Saanich

Within the District of Saanich, Royal Oak is identified as a "major centre", with the intention to meet a broad range of community and regional commercial and service needs. Major Centres are served by two or more bus routes, provide a range of multiple family housing options, and accommodate institutional uses such as a community centre or library. Rosalie's Village fits within this vision, and will add to the area's vibrancy, and diversity.

Rosalie's Village complies with District of Saanich zoning, given that a site specific zone was created in 2012, "MFI-RV (Multi-family Institutional Rosalie's Village)." The District has been a part of getting this vision and project off the ground, and will be an integral part of the neighbourhood. Refer to Appendix G for District of Saanich Zoning Section MFI-RV.

City of Victoria

The City of Victoria's Official Community Plan identifies two key goals for housing and homelessness:

- Goal 13(A) All residents have access to appropriate, secure, affordable housing
- Goal 13 (B) A wide range of housing types, tenures and prices gives residents choices.

There is pressure on Victoria's outward expansion, therefore focus is made on building up neighbourhoods with greater density to accommodate the region's population growth. It is necessary to grow using compact built environments, mainly apartment buildings and attached ground-oriented housing, around the Urban Core, Town Centres and Urban Villages and in close proximity to transit. *Rosalie's Village will help to alleviate this by having a mixed-use, medium density development, in close proximity to transit options.*

Victoria's high cost of housing, combined with unstable or inadequate income and life circumstances has resulted in some people and households becoming homeless or at-risk-of homelessness. The OCP cited the 2007 Homeless Needs Survey, which estimated approximately 1,250 people who were homeless or unstably housed throughout the Capital Region, which is likely to be an under-reporting. In addition



greater victoria
coalition to end
homelessness
hope has found a home

priority housing project list



ROSALIE'S VILLAGE, Saanich BC

Rosalie's Village will be a 42-unit housing project for homeless or at-risk of homelessness female youth with children and older women. It will have an infant/toddler day care facility, named Mary's Place, able to care for 37 children with priority being given to children of tenants residing in the building.

In addition to the residential and day-care facilities, there will also be a satellite Social Concern Office branching off from the main office, located in View Street in downtown Victoria. This office would serve to provide a booking space for supports as required by the tenants of the building as well as by the Society's resident support worker and the Woman's Day Program.

Goals of this development:

- Provide safe, affordable housing for older women coming out of various homeless at risk situations
- Provide safe, affordable housing for female youth and young female adults with small children so that the mother may improve their lives and the children's future by being financially independent and transition to market rents.
- Work with the young mothers to have specific measurable goals for independence
- Provide free qualified childcare to tenants in the building so that the mothers may concentrate on their individual goals
- Provide a volunteer mentoring program for the young women incorporating the older women in Rosalie's Village as well as the seniors in St. Andrew's Housing and the Society home visitors in their case managed supports
- Provide a natural flow through mechanisms and transition planning for women who do not meet their goals in their plan to independence but are more suitable for long-term subsidized housing situations



Admitted to the PHPL: July 2012
Proponent: Society of St. Vincent de Paul, Vancouver Island.
Number of Units: 41 (20-one bedroom, 20-two bedroom, one shelter)
Rent: \$550/month - \$825/month
Gross Budget: Approximately \$12.5 million

Development Team:
• Society of St. Vincent de Paul, Victoria
• Makola Development Society
• Joe Newell Architects

About the Priority Housing Project List

The Priority Housing Project List (PHPL) contains housing projects that act as priorities for the Greater Victoria Coalition to End Homelessness. As of August 2014, the PHPL contained approximately 186 supportive and 108 affordable housing units and 90 rental supplements. For more information: www.victoriahomelessness.ca

Figure 7
Greater Victoria Coalition to End
Homelessness Priority Housing
Project Information

to those who are living on the street or in emergency shelters, there are also many households living in insecure or inadequate housing, or who are spending more than 30 percent of their income on housing, particularly lone-parent families. This need for non-market rental housing exceeds supply in Victoria. *Rosalie's Village will help address the demand for non-market rentals for single-parents, and older women in need of affordable housing, who may not qualify for seniors subsidized housing.*

The City of Victoria encourages a range of different types of housing and support services across the city, to meet the needs of residents at different life stages and

Experience and Capacity

The Society of Saint Vincent de Paul of Vancouver Island is one of the longest serving Societies in Victoria – soon to reach its 100th year anniversary of service to vulnerable populations. The Vancouver Island “particular conference” is part of the larger national/international Society of Saint Vincent de Paul, founded in Paris in 1833 by Frederic Ozanam and his friends. Throughout its history, SSVP has always been able to adapt to new needs and has developed programs, either permanent or temporary, to assist families and vulnerable populations.

The Society of Saint Vincent de Paul of Vancouver Island is a registered charity (#11920 4295 RR0001) under the British Columbia Society’s Act, and as such has a defined constitution and bylaws. SSVP is managed by an Executive Director, who is accountable to a Board of Directors (Appendix J)

The SSVP has developed and managed several non-profit housing developments throughout the region, including St. Andrews (Saanich), Saint Vincent de Paul Centre (Victoria), and Hope Centre (Sooke). Additionally, they have a proven track record of using social enterprise to support the long-term viability of their operations.

Housing Experience

Saint Vincent de Paul Centre, 831 Yates Street, Victoria, BC

Saint Vincent de Paul Centre is located in downtown Victoria, and provides 43 low cost, supportive housing units for homeless and homeless at-risk individuals (Figure 9 right). This supported housing continues to operate at full capacity. Fifteen of the 43 units are for Island Health referrals from the CASH (Centralized Access for Supported Housing) system for people struggling with mental health and addiction. The remainder of the suites, are now fill via the BC Housing Registry. All the units are bachelor suites, with a balance between men and women. Staff work hard to make all tenants feel at home, by having regular monthly activities planned such as cooking classes, craft workshops, yoga classes, movie afternoons and luncheons. The goal is to provide a place that is supportive and safe for tenants and staff alike.



Figure 9
Hope Centre in Sooke, and Saint
Vincent de Paul Centre in Victoria

St. Andrew Saanich Memorial Manor, 4353 West Saanich Road, Saanich, BC

In January 2015, SSVP began operating St. Andrew's Housing, a 47 unit senior subsidized housing complex, serving homeless and homeless at-risk individuals, located on the same property as Rosalie's Village. It is anticipated that St. Andrews could fill a niche in the community, where people can age in place, and possibly transition from Rosalie's Village to St. Andrews once they become of seniors age.

Hope Centre, 6750 West Coast Road, Sooke, BC

Hope Centre is a Joint Venture with M'akola Housing Society, which was completed in November 2014 (Figure 9 left). This four-storey development has: 25 units of low income housing for aboriginal and non-aboriginal youth, owned and managed by M'akola, educational/support space (SSVP social concern office) offering supports for building residents, and a SSVP thrift store.

Other Experience

Society of Saint Vincent de Paul a diverse portfolio of services in this city, and has a proven track record of maintaining a high quality of service for its clients. They operate several thrift stores, an adult with disabilities day program, and social concern offices across the Victoria region.

Thrift Stores, six locations across Capital Region

SSVP operates six thrifts stores throughout the region, providing over \$2 million worth of low priced goods to the community annually. The stores' value is two-fold, first to provide the material goods resources to clients and the community, and to make possible the works of the Society that need funding.

Ozanam Program, 4349 West Saanich Road, Saanich, BC

SSVP also runs the Ozanam Program, a day program for adults with disabilities. This program, also on the West Saanich Road site, has been running since 1982, and is funded by the Community Living British Columbia and the Society of Saint Vincent de Paul of Vancouver Island. Through the hard work of our 20 staff members, participants have the opportunity to engage in life experiences in meaningful and challenging ways. The Ozanam Program has been a Commission on Accreditation of Rehabilitation Facilities (CARF) accredited program since 2007, which demonstrates the Society's commitment to excellence in quality, value and service to clients, as well as their experience, knowledge and successful credentials as a service organization.

Social Concern Office, various locations across

Another highly successful program is the Social Concern Office, located in downtown Victoria and Sooke, which provides emergency assistance, mainly in the form of food and clothing to people in need, as well as counselling and referral services. In 2014, the Social Concern Office assisted 23,485 clients, including approximately 4,057 children. The offices also provided \$145,000 worth of merchandise from the thrift store to clients through the Voucher System.

Society Capacity

The Rosalie's Village project is natural next step for Saint Vincent de Paul Vancouver Island as the Society continue to grow housing infrastructure. The team of almost 90 paid staff, and several hundred volunteers, will go a long way to ensure the success of the project. The Resident Support workers and the Housing manager currently employed by the Society have over 12 years of experience housing and supporting this population. Rosalie's Village will rely on the following paid staff:

Key Current Staff

Angela Hudson, Executive Director

Stuart Andrie, Manager of Housing and Property Services

Grant Croswell, Social Concern Office Manager

Key Additional Staff (to be hired as part of the commissioning of this building)

Daycare Manager

Daycare Staff (x3)

Live-in "House Mother"

Refer to Appendix I for detailed SSVP Job Descriptions (Executive Director, Financial Administrator, Housing Program Manager, Resident Support Worker, Property Administrator) and Appendix J Curriculum Vitae (Angela Hudson, Executive Director and Stuart R. Andrie, Housing Program Manager).

Rosalie's Village is similar in size to the Saint Vincent de Paul Centre in downtown Victoria, which, similar to Rosalie's, also includes a Social Concern Office. With over ten years of successful operation of the Centre and Social Concern Office, the model of a combination staff and volunteers will be used in housing the chronic homeless, to assist families, youth and singles at risk of homelessness settle into secure housing at Rosalie's Village.

Most recently, in 2014, SSVP partnered with M'akola Group of Societies to develop Hope Centre, for 21 bachelor and one-bedroom units for youth who are homeless or are at risk of homelessness. This partnership proved very strong, with the project completed on time and under budget. This partnership has continued, with M'akola as development consultants, and once Rosalie's is occupied, will be giving referrals for potential tenants. SSVP also operates a thrift store and Social Concern Office on site, which gives SSVP further presence in Sooke.

Project Financing and Sustainability

Capital Budget

The total project budget for Rosalie's Village is \$14,016,893. The Society of Saint Vincent de Paul has been successful in applying for funding, fundraising, and using equity to cover much of this budget, however, there is still a gap to be filled. The equity to date is in the range of \$7,500,000 from various sources, both internal and external. The Society has put significant fundraising effort towards Rosalie's over the last seven years, and has raised close to \$1.2 million in equity outside of government funding sources. Additionally, they contributed the land cost (\$1.27 million). They have also received funding in various ways through Federal HPS Funding, CMHC Seed Funding, and Regional Housing Trust Fund, as well as the District of Saanich. See the following page for an expanded Capital Budget, detailing all expenditures and equity sources.

St Vincent de Paul Rosalie's Village - Rosalie's Village Project Budget Workbook 1.07 Dated: August 24, 2015 Simplified Capital Budget			
Capital Budget and Grant Calculation	Capital Budget	Capital Budget - Per Unit / SQft	
	Current	Per Unit	Per SQft - Total
Soft Costs (less Land)	2,364,154	56,289	748.73
Hard Costs	9,640,590	229,538	3,053.20
Total Project Cost before Land Contribution	12,004,744	285,827	3,801.94
Land Contribution	1,270,000	30,238	402.21
Total Project Cost	13,274,744	316,065	4,204.15
Contingency	407,149		
Total Project Cost before GST	13,681,893	325,759	4,333.10
GST Self Supply	334,962	7,975	106.08
Total before Contribution	14,016,854	333,735	4,439.18
Total Contributions	(7,519,960)	(179,047)	(2,381.59)
Total before Mortgage	6,496,894	154,688	2,057.59
Mortgage Serviced by Operations	(6,076,895)	(144,688)	(1,924.57)
Net Grant Required / (Surplus)	420,000	10,000	133.02

Operating Budget

The Operating Budget for Rosalie's Village shows a modest surplus after accounting for all operating expenses. This is based on total annual expenses of \$192,025 against forecasted revenues of \$569,584. Revenue projections are based on full-time daycare enrollment fees (government subsidy for Rosalie's tenants and outside daycare users), and residential rents (minus loss contingency). Other costs are based on previous experience with other housing units and has been reviewed and approved by BC Housing's operations department. Property management, administration and support services outside of the house mother will be provided using staff currently employed by SSVP, and increasing some staff hours from part time to full time. Property taxes are exempt (uses on this site have been exempt in years past, including the affordable seniors housing already on site). See the following page for the detailed Operating Budget.

St Vincent de Paul - Rosalie's Village BCH file: 92770/6171
Rosalie's Village Project Budget Workbook 1.07 Dated: August 24, 2015
Expanded Capital Budget

BCH Code	Budget Item Description	Current Working Budget	Total Current Budget
12100	APPRAISALS/STUDIES		
12105	Appraisal	2,500.00	
12110	Market Rent Appraisal	2,500.00	
12125	Need and Demand Assessment	1,500.00	
12130	Traffic Study	4,000.00	
	Total Appraisals/Studies		10,500.00
12150	ACQUISITION AND SERVICING		
12155	Land Value	1,270,000.00	
12160	Offsite Service Costs	99,228.00	
12165	Environmental Remediation	-	
12175	Demolition	-	
12180	Mortgage Buy-out	-	
	Total Acquisition and Servicing		1,369,228.00
12200	MUNICIPAL FEES		
12201	Municipal Fees	-	
12205	Building Permit	85,637.00	
12210	Development Cost Charges	172,262.16	
12215	Regional Development Cost	-	
12220	OCF/Rezoning Appl.	2,150.00	
12225	Subdivision Appl.	2,000.00	
12230	Mun. Connection Fee - WATER	-	
12235	Building Grade	-	
12240	Development Permit	5,963.00	
	Total Municipal Fees		268,012.16
12250	UTILITY FEES		
12252	Gas Connection Fees	10,000.00	
12255	Hydro Connection Fees	10,000.00	
12260	Cable Connection Fees	10,000.00	
12265	Telephone Connection Fees	10,000.00	
	Total Utility Fees		40,000.00
12350	DESIGN CONSULTANTS		
12355	Architect Contract	440,933.00	
12356	Arch. Cont. Sub-Consultants	-	
12357	Arch. Cont. Fees	-	
12358	Arch. Cont. Disb.	40,500.00	
12360	Structural	63,800.00	
12365	Electrical	55,000.00	
12370	Mechanical	79,200.00	
12373	Energy Modelling	-	
12375	Landscape	34,000.00	
12380	Building Envelope	60,500.00	
12385	Code Consultant	5,000.00	
12390	Civil Consultant	49,500.00	
12395	Certified Professional	-	
12400	Security Consultant	5,500.00	
12405	Acoustic	-	
12410	Kitchen Consultant	-	
12415	Interior Designer	-	
12420	LEED Consultants	-	
	Total Design Consultants		833,933.00
12450	CONSULTANTS		
12455	Development Consultant	221,410.00	
12456	Dev. Consult. Fees	57,590.00	
12457	Development Consult. Disbursements	-	
12458	Dev. Consult. Extraordinary Travel	-	
12460	Geotechnical	30,000.00	
12465	Surveyor	33,000.00	
12470	Topographical Surveyor	-	
12475	Cost Consultant	20,000.00	
12480	Environmental Consultant	5,000.00	
12485	Hazardous Materials Consultant	-	
12490	Arborist	2,500.00	
12500	Service Delivery Consultant	-	
12505	Fire Safety Plan	3,500.00	
12510	Maintenance & Renewal Plan	-	
12515	BC Housing Inspector	20,000.00	
12516	BCH Inspector Fees	-	
12517	BCH Inspector Disbursements	-	
	Total Consultants		393,000.00

12550	MISCELLANEOUS SOFT COST		
12555	Property Taxes pre IAD		-
12560	Utilities pre IAD		2,000.00
12565	Course of Const. Insurance		82,928.00
12570	Professional E&O Insurance		-
12575	Society Org. Costs		130,000.00
12580	Society Legal Fees		35,000.00
12585	BC Housing Legal Fees		19,500.00
12590	BCH Program Sign		-
12595	BCH Recoverable Costs		-
12600	Maintenance Costs		-
12605	Title Fees		2,000.00
12610	Security pre-construction		-
12616	GST - No Rebate		-
12617	GST - Self Supply		335,079.61
	Total Miscellaneous Soft Cost		606,507.61
12650	BORROWING COSTS		
12655	Interest pre IAD		137,117.39
12660	Loan Admin Fee		60,167.27
12665	Mortgage Insurance Fee		3,150.00
12670	Loan Fee		-
	Total Borrowing Costs		200,434.67
12700	CONSTRUCTION		
12705	Construction Contract 1		9,422,245.00
	Construction Contract 1 (savings - Value Engineering)		-
12706	Construction Manager		21,000.00
12707	Project Manager		-
12709	CM Fee		-
12720	General Conditions		-
12730	Construction Contract 3		197,345.00
12740	Construction Contract 4		-
12750	Landscaping		-
12755	Unit appliances		-
12760	Common Laundry/kitchen		-
12765	Commercial Kitchen Appliances		-
12770	On-Site Security		-
12775	Building Warranty		-
	Total Construction		9,640,590.00
12800	BUILDING START-UP/COMMISSIONING		
12805	Project Commissioning		115,000.00
12810	Vacancy Loss		10,000.00
12820	Common Dining/Furnishings		75,000.00
12825	Office Equipment		17,500.00
12830	Maintenance Equipment		15,000.00
12835	Support Serv Equip/Sup		15,000.00
	Total Building Start-up/Commissioning		247,500.00
12850	CONTINGENCIES		
12855	Project Contingency		60,138.00
12856	Construction Contingency		347,011.00
	Total Contingencies		407,149.00
	GROSS BUDGET		14,016,854.43
12900	DEDUCTIONS		
	Lien Holdback	10.0%	-
	Deficiency Holdback	10.0%	-
	Total Deductions		-
	NET TOTAL PROJECT CAPITAL BUDGET		14,016,854.43
	EQUITY, CONTRIBUTIONS and GRANTS		
12911	Land		1,270,000.00
12922	Federal HPS Funding		400,000.00
12922	Society Equity - Accessibility Fundraising (Ozanam)		-
12922	PRHC Unit Purchase		3,900,000.00
12922	District of Saanich		172,262.00
12922	City of Victoria Housing Fund		420,000.00
12922	Society Fundraising (letter documenting this)		1,137,698.00
12922	CMHC Seed Funding		10,000.00
12922	Regional Housing Trust (\$15kx42)		630,000.00
12923	Development Cost Charge Waiver		-
	Total Equity, Contributions and Grants		7,939,960.00
	MORTGAGE SERVICED BY OPERATIONS		
	Debt to be serviced by proponent		6,076,895
	Total Mortgage Serviced by Operations		6,076,895
	Total Grant Required		(0)

St Vincent de Paul - Rosalie's Village BCH file: 92770/6171
Rosalie's Village Project Budget Workbook 1.07 Dated: August 24, 2015
Operating Budget & 5 Year Forecast

	Operating Budget - Year 1				5 Year Forecast			
	2016				Year 2	Year 3	Year 4	Year 5
	Annual	Monthly	PUPM	%	2017	2018	2019	2020
Project Revenue								
Residential Rental income	445,176	37,098	883.29	78%	456,305	467,713	479,406	491,391
Less Residential Loss Contingency	(2,192)	(183)	(4.35)	(0)	(2,247)	(2,303)	(2,361)	(2,420)
Net Residential income	442,984	36,915	878.94	78%	454,058	465,410	477,045	488,971
 Commerical Rental Income								
Daycare Revenue (net)	32,000	2,667	63.49	6%	32,800	33,620	34,461	35,322
Renovated Tenant Lease (Ozanam Centre)	38,600	3,217	76.59	7%	39,565	40,554	41,568	42,607
Less Contingency	-	-	-	-	-	-	-	-
Net Commercial income	70,600	5,883	140.08	0	72,365	74,174	76,028	77,929
Program Funding - SVDP	56,000	4,667	111.11	10%	57,400	58,835	60,306	61,814
Other3	-	-	-	0%	-	-	-	-
Total project revenue	569,584	47,465	1,130	100.0%	583,823	598,419	613,379	628,714
Operating expenses								
Property Management (30% of current staffing)	21,075	1,756	41.81	4%	21,601	22,141	22,695	23,262
Administration (7%)	31,009	2,584	61.53	5%	31,009	31,009	31,009	31,009
Resident & Transitional Support Services	36,000	3,000	71.43	6%	36,900	37,823	38,768	39,737
Insurance	12,000	1,000	23.81	2%	12,300	12,608	12,923	13,246
Replacement Reserve PUPM	15,000	1,250	29.76	3%	15,375	15,759	16,153	16,557
Maintenance, Repairs and Janitorial (based on other Society Buildings)	15,120	1,260	30.00	3%	15,498	15,885	16,283	16,690
Professional fees (audit and legal)	4,500	375	8.93	1%	4,613	4,728	4,846	4,967
Sewer & Water (only half of the units are family)	17,500	1,458	34.72	3%	17,938	18,386	18,846	19,317
Waste Removal	9,072	756	18.00	2%	9,299	9,531	9,770	10,014
Hydro / Heating Oil / Gas	10,000	833	19.84	2%	10,250	10,506	10,769	11,038
Cable	750	63	1.49	0%	769	788	808	828
Program Supplies	20,000	1,667	39.68	4%	20,500	21,013	21,538	22,076
GST	-	-	-	0%	-	-	-	-
Property taxes	-	-	-	0%	-	-	-	-
Total operating expenses (excluding debt servicing)	192,025	16,002	381.00	34%	196,051	200,177	204,406	208,741
Earnings before Debt Servicing (Net Operating Income)	377,558	31,463	749.12	66%	387,772	398,242	408,973	419,973
Mortgage Payment	343,235	28,603	681.02	60%	343,235	343,235	343,235	343,235
Net Cash Flow	34,323	2,860	68.10	6%	44,538	55,007	65,738	76,738

Partnerships

The Society is currently working several levels of government, agencies, and local partners to develop and support Rosalie's Village. These organizations include: Pacifica Housing, M'akola Housing Society, M'akola Development Services, The Cridge Centre for the Family, BC Housing, the District of Saanich, the Capital Regional District, Canadian Mortgage and Housing Corporation, and Government of Canada. For letters of support, refer to Appendix K.



Pacifica Housing

Pacifica Housing provides housing outreach, and support services; and supportive, subsidized and market housing. They currently have 170 units of permanent supported housing in Victoria for single adults and couples who have faced homelessness or who are at risk of being homeless due to mental health and/or addictions issues. Pacifica will assist the Society of Saint Vincent de Paul with the referrals of homeless women and children for the three legacy units within Rosalie's Village. They will also provide preferred access to Rosalie's Village tenants for Pacifica units when the tenants are ready for long term housing. SSVP will also extend their life skills and support programs to the families in the legacy units and will continue to assist them in ensuring they will be successful long-term.



M'akola Housing Society and M'akola Development Services

M'akola Development Services is the development consultation for Rosalie's Village. They have been involved in the budgeting, feasibility analysis, funding application process, and gaining development approvals.



M'akola Housing Society, of which MDS is a department within, provides safe, affordable housing for families of Aboriginal ancestry who were in core need of housing in urban centers across British Columbia. M'akola owns or manages over 1600 housing units across BC. M'akola and SSVP have a long-standing relationship, and currently own and operate Hope Centre in Sooke, BC, a mixed-use building with non-profit commercial space, and housing for homeless and homeless-at-risk youth populations. M'akola will provide referrals of homeless women and children to Rosalie's Village, helping to get them into appropriate housing and with support they may need.



The Cridge Centre for the Family

The Cridge Centre for the Family provides support, counselling, education and training; facilities for those with special needs; and housing, residential and institutional care. They have been providing low rent housing and daycare for vulnerable families for over 30 years – a combination they have found is in high need, and is vital to keeping families together. They will be working closely with SSVP and will be providing referrals for the daycare and housing spaces, which will be mutually beneficial to both organizations. This will shorten the Cridge's wait list, increasing the likelihood that children on their wait list will gain access to their programs and services within a reasonable time. Simultaneously, the partnership will support the long-term viability (10 years +) of Mary's Place by providing daycare referrals.



Greater Victoria Coalition to End Homelessness Society

The Greater Victoria Coalition to End Homelessness Society (Coalition) is a partnership of all levels of government, service providers, business members, the faith community, post-secondary institutions and private citizens dedicated to ending homelessness in Greater Victoria. The Coalition currently has six initiatives on the Coalition's

Priority Housing Project List (PHPL), a list that they have identified as priorities in our community to end homelessness. Rosalie's Village was named a project of priority in 2012. They also named Hope Centre a project priority, which brought several levels of Government together in collaboration for funding; with funding from the Province of British Columbia, the Capital Regional District and the Government of Canada.

District of Saanich

The District of Saanich has been a key supporter of Rosalie's Village throughout development. Council has been supporting the project by fast tracking approvals, parking and servicing variances, and annual tax exemptions. They have also given \$172,000 from their Affordable Housing Fund.



Capital Regional District

The CRD has supported Rosalie's Village through the Housing Trust Fund, a key implementation initiative of the Regional Housing Affordability Strategy, which provides capital grants for the acquisition, development and retention of housing that is affordable to households with low or moderate incomes in the region. Through the Regional Housing Trust Fund, they gave \$15,000 per unit of affordable housing (42 units) at Rosalie's, for a total of \$630,000.



Making a difference...together

Government of Canada

The Homelessness Partnering Strategy (HPS) provides direct funding to communities across Canada to support their efforts in addressing local needs and specific homelessness priorities. Through HPS, Rosalie's Village received \$400,000 in funding to put towards 3 legacy transitional units for emergency referrals from Pacifica Housing and M'akola Housing for intake of homeless mothers and children.



BC Housing

BC Housing's role is to assist British Columbians in greatest need of affordable housing by providing options along the housing continuum. They partner with private and non-profit sectors, provincial health authorities and ministries, other levels of government and community groups to develop a range of housing options. BC Housing is a key supporter of Rosalie's Village, and SSVP's other housing projects. For Rosalie's Village, they provided Project Development Funding, and will be providing construction financing. They will also purchase 18 units through the Provincial Rental Housing Corporation for \$3.9 million.



Canada Mortgage and Housing Corporation (CMHC)

CMHC's goal is to help Canadians meet their housing needs. They contribute to the stability of the housing market and financial system, provide support for Canadians in housing need, and offer objective housing research and advice to Canadian governments, consumers and the housing industry. CMHC assisted in the development of Rosalie's through a \$10,000 Seed Funding Grant, which provided financial assistance to cover some of the soft costs incurred in the proposal and development stages of the project

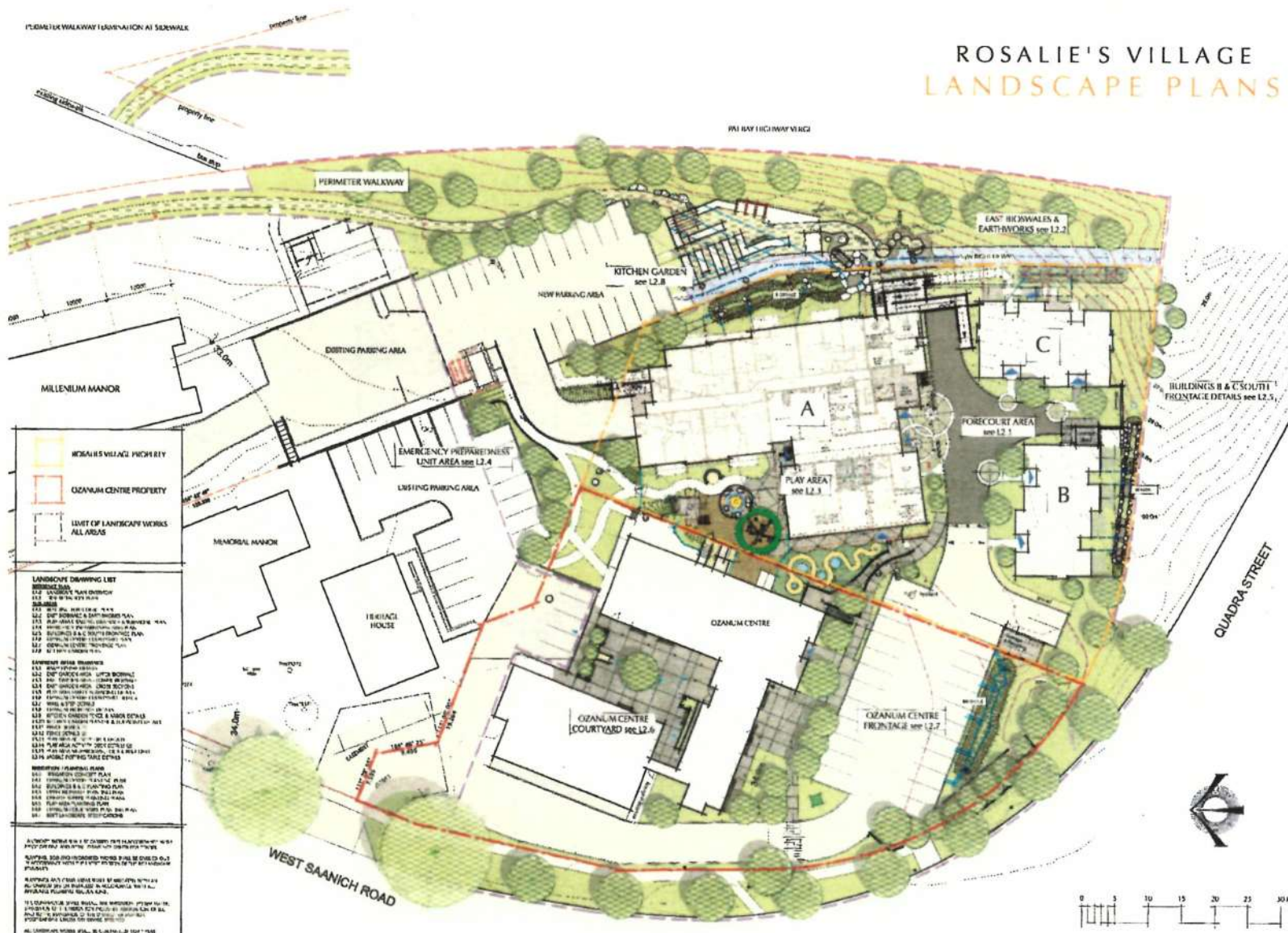


Appendix



Looking North-East Towards Proposed Development

ROSALIE'S VILLAGE LANDSCAPE PLANS



- LANDSCAPE DIMMING LIST**
- EXISTING DIMMING**
- L2.1 EXISTING DIMMING PLAN
 - L2.2 EXISTING DIMMING PLAN
 - L2.3 EXISTING DIMMING PLAN
 - L2.4 EXISTING DIMMING PLAN
 - L2.5 EXISTING DIMMING PLAN
 - L2.6 EXISTING DIMMING PLAN
 - L2.7 EXISTING DIMMING PLAN
 - L2.8 EXISTING DIMMING PLAN
 - L2.9 EXISTING DIMMING PLAN
 - L2.10 EXISTING DIMMING PLAN
 - L2.11 EXISTING DIMMING PLAN
 - L2.12 EXISTING DIMMING PLAN
 - L2.13 EXISTING DIMMING PLAN
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PROJECT
4340 West Saanich Road, Victoria, B.C.
Rosalie's Village
Affordable Supportive Housing
for the Society of Saint Vincent de Paul

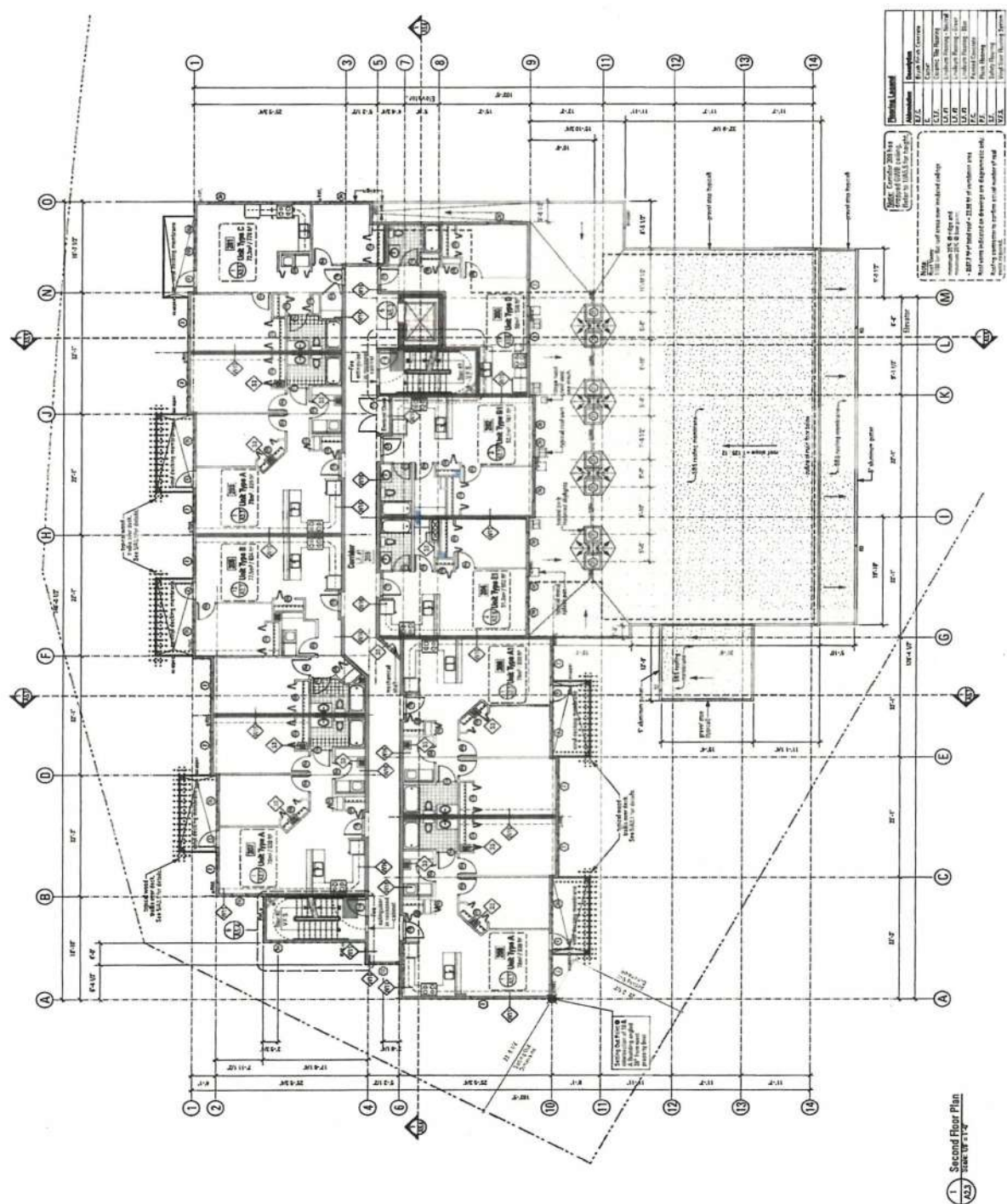
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OVERVIEW

DATE
4 August 2014

SCALE
1" = 10'

PROJECT
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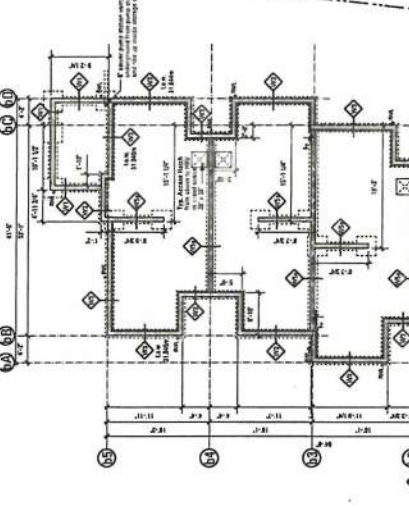
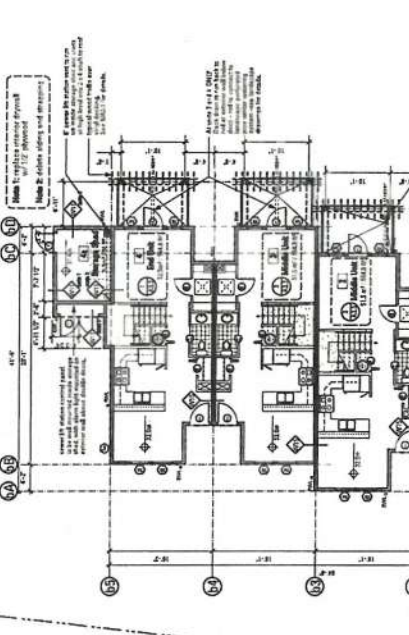
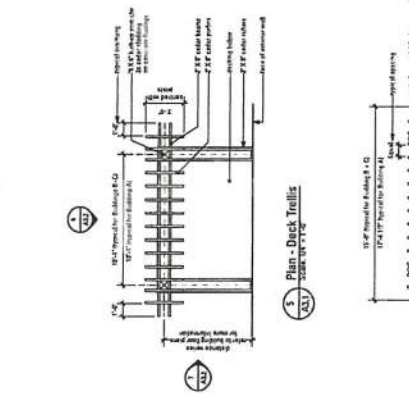
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for the Society of Saint Vincent de Paul	
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Second Floor Plan	
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1 Second Floor Plan
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Scale: 1/4" = 1'-0"

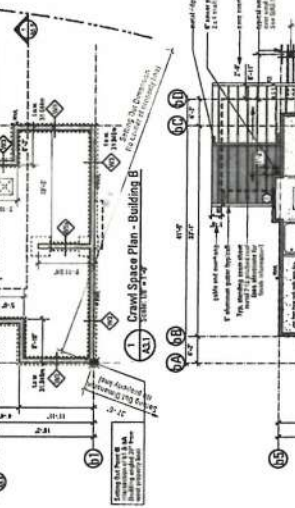
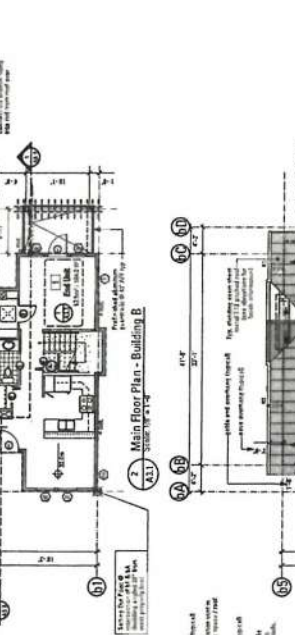
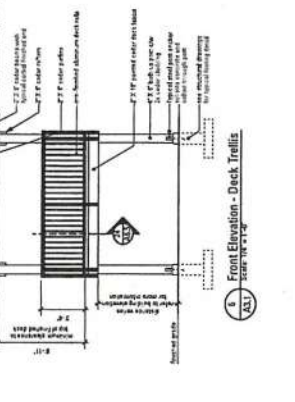
Symbol Key

1	Roof Type
2	Roof Slope
3	Roof Drainage
4	Roof Edge
5	Roof Material
6	Roof Structure
7	Roof Detail
8	Roof Section
9	Roof Elevation
10	Roof Plan
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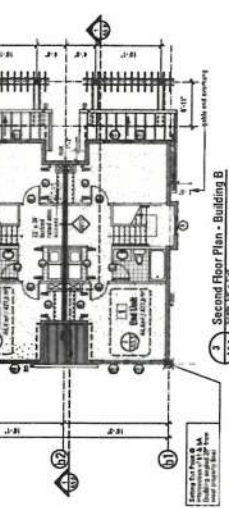
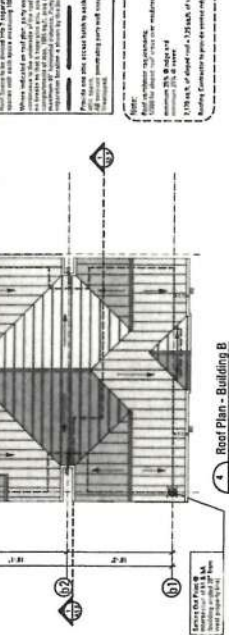
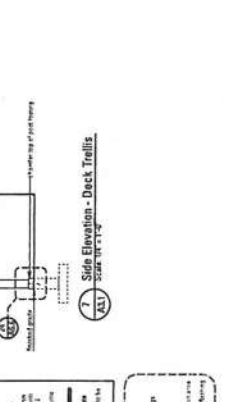
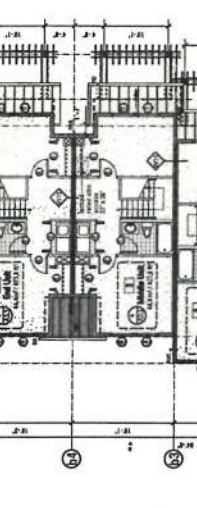
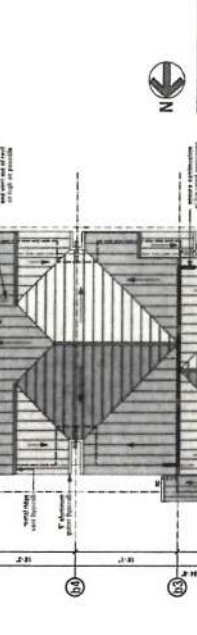
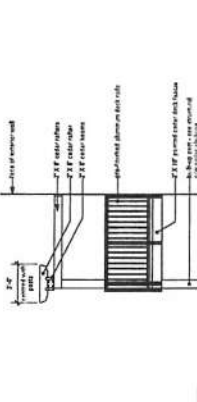
Legend

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99	Roof Detail
100	Roof Section



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ROSALIE'S VILLAGE

BUILTGREEN HD ENERGY MODELING REPORT

Prepared For:

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M'akola Development Services**

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**Project No. 080b-008-14
February 4th, 2015**

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1. **INTRODUCTION**

The AME Consulting Group was commissioned by M'akola Development Services to provide energy modeling services for the new Rosalie's Village housing development. The purpose of this report is to provide a summary of the energy modeling analysis that has been conducted in preparation for BuiltGreenHD Gold certification. The modeling results presented in this report have been developed based on preliminary architectural, lighting, and mechanical design, as well as the minimum standards guiding those designs, and are intended to be used to evaluate the energy performance of the proposed design against performance targets for Energy Use Intensity (EUI) and the BuiltGreenHD Gold requirement of 40% energy savings compared to MNECB 1997.

2. **MODELING METHODOLOGY**

The energy model was developed in IES Virtual Environment, and modeled according to:

1. NRCAN Performance Compliance for Buildings
2. EE4 Modelling Guide
3. MNECB 1997 Baseline requirements

3. **KEY MODEL INPUTS**

The key model inputs are summarized below. Note that since this model has been developed in the design phase, it is expected that there may be deviations from these inputs as the project progresses through to the acceptance of Shop Drawings.

3.1 **General**

- .1 Weather file: Victoria CWEC
- .2 Utility Rates:
 - .1 Since the BuiltGreenHD standard requires savings based on energy performance only, no utility rates were specified.
- .3 Schedules: The residential HVAC is operating 24/7, with variations in occupancy, suite lighting, and elevators varying on a schedule approximating residential occupancy. The daycare HVAC is operated on a school-like schedule.

3.2 **Architectural**

The construction R-values listed below are based on direct layer-by-layer modelling of the proposed architectural constructions in VE. Note that these values correspond closely to the target values laid out by the building envelope consultant in a previous report.

- .1 Window to Wall Ratio:

- .1 Overall: 24%
- .2 Walls: Rsi 3.27 (R18.5) (total assembly effective value)
- .3 Roofs: Rsi 6.53 (R38) (total assembly effective value)
- .4 Glazing
 - .1 All Glazing: Usi 1.92 W/m²°K (0.35 Btu/hr-ft²°F) (total effective, including framing)
 - .1 Above value based on double glazed unit with air fill, low-E, vinyl frames.
- .5 Total Floor Area: 3,654 m² (39,331 ft²) (Including parking garage area)
- .6 Conditioned Floor Area: 2,917 m² (31,398 ft²) (Excluding parking, shafts, etc)

3.3 Lighting

The chart below shows the lighting power densities (LPD) by space-type, and the resulting lighting powers. The suites constitute 56% of the resulting lighting power, and attention must be paid to meeting or exceeding the below-noted target LPDs.

Space Type	Lighting Power Density (LPD)						Area	Lighting Power	
	MNECB 1997 Baseline LPD		90.1-2010 Code Req LPD		Proposed LPD		Approx. Area	Proposed Approx. Full- Load Power	Percentage of Lighting Total Power
	W/m ²	W/ft ²	W/m ²	W/ft ²	W/m ²	W/ft ²			
Active Storage	3.2	0.30	8.60	0.80	8.6	0.80	96	0.8	3%
Daycare	21.5	2.00	15.00	1.39	15	1.39	191	2.9	10%
Corridor/Transition	8.6	0.80	5.38	0.50	5.38	0.50	290	1.6	6%
Suites	11.84	1.10	Unspecified		8	0.74	1981	15.8	56%
Electrical/Mechanical	7.5	0.70	16.14	1.50	16.14	1.50	42	0.7	2%
Kitchen	15.1	1.40	12.90	1.20	12.9	1.20	17	0.2	1%
Laundry	9.7	0.90	6.40	0.59	6.4	0.59	11	0.1	0%
Lobby	10.8	1.00	14.00	1.30	14	1.30	48	0.7	2%
Lounge/Recreation	7.5	0.70	12.90	1.20	12.9	1.20	151	1.9	7%
Office - Enclosed	19.4	1.80	11.84	1.10	11.84	1.10	84	1.0	4%
Parking Garage	2.1528	0.20	2.15	0.20	2.1528	0.20	589	1.3	5%
Restrooms	8.7	0.81	9.69	0.90	9.69	0.90	35	0.3	1%
Stairs - Active	6.5	0.60	6.46	0.60	6.46	0.60	119	0.8	3%
TOTAL/AVG:							3654	28.1	0.71 W/ ft²

3.4 Mechanical

.1 Heat Recovery Ventilator (HRV)

- .1 Capacity: 1260 L/s (2671 cfm).
- .2 Minimum Outside Air: This system provides 100% outdoor air, and meets the combined ventilation requirements of ASHRAE 62.1-2007.
- .3 Heat Recovery: An energy recovery wheel is modeled on both HRVs as follows:
 - .1 Sensible Effectiveness: 65%
 - .2 Latent Effectiveness: 57%
- .4 Dehumidification: Passive dehumidification only, via latent exchange with exhaust air in the HRV.
- .5 Heating: Hydronic heating coil, tempering outdoor air to 18°C.
- .6 Fan Power:
 - .1 Supply: 1.9 kW (498 pa Total Static Pressure, 42.5% combined fan & motor efficiency)
 - .2 Return: 1.3 kW (372 pa Total Static Pressure, 42.5% combined fan & motor efficiency)

.2 Plant

.1 Heating

Heating in the suites is provided by electric baseboard heaters.

Heating in the Daycare spaces is provided by three, 94% efficient condensing boilers connected to a primary hot water distribution loop. This loop supplies hot water to the radiators in each these zones, as well as the HRV hot water coil.

.2 Cooling

Mechanical cooling is not provided. Suites are cooled by natural ventilation, which may be verified during further detailed modeling.

.3 Domestic Hot Water

- .1 Low flow fixtures providing 40% savings in DHW consumption over an MNECB baseline.
- .2 DHW is heated by a dedicated, 84% efficient non-condensing domestic hot water boiler.

.3 Plug and Process Loads

- .1 Plug loads are based on MNECB space types, and are the same for both the proposed and baseline.

4. **RESULTS**

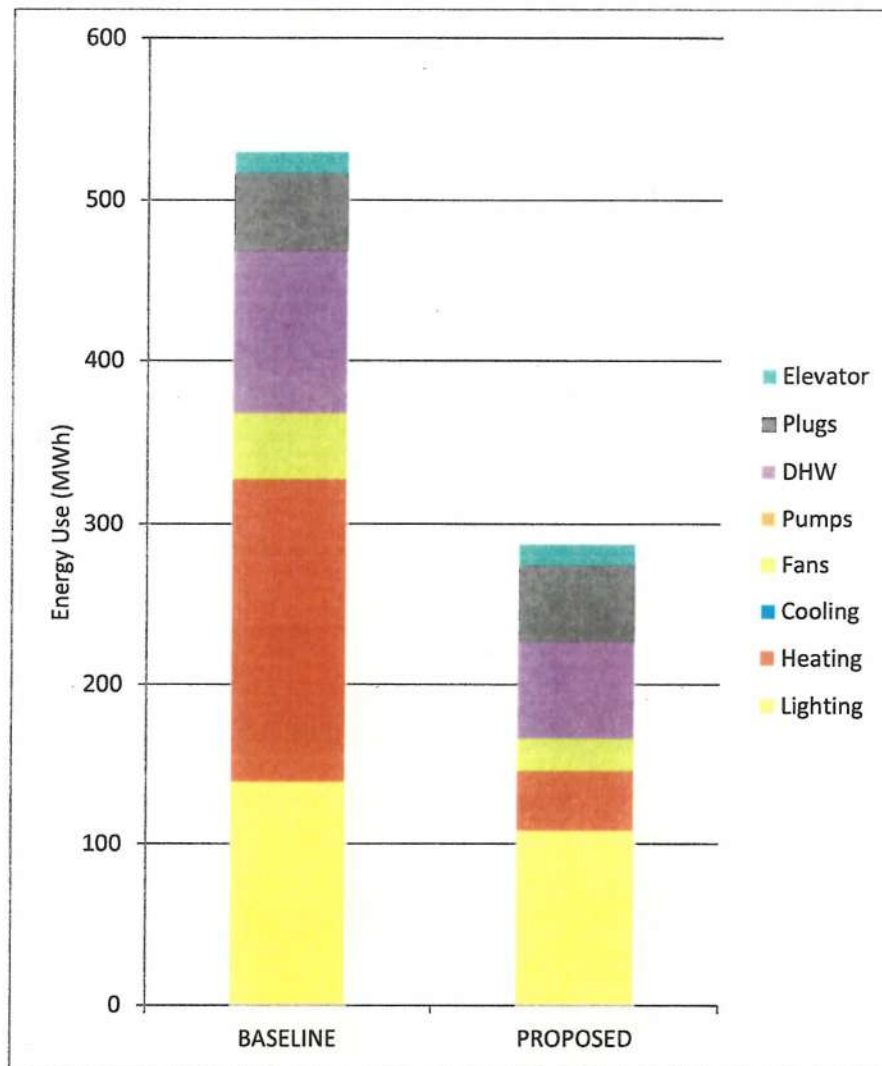
4.1 **Annual Energy End Use Breakdown Table**

RV BuiltGreen Model	Proposed			Baseline		
	Gas (MWh)	Elec. (MWh)	Total (MWh)	Gas (MWh)	Elec.(MWh)	Total (MWh)
Lighting	0.0	108.3	108.3	0.0	138.9	138.9
Heating	15.5	21.8	37.3	188.5	0.0	188.5
Cooling	0.0	0.0	0.0	0.0	0.0	0.0
Fans	0.0	20.3	20.3	0.0	40.1	40.1
Pumps	0.0	0.1	0.1	0.0	0.6	0.6
DHW	59.6	0.0	59.6	100.1	0.0	100.1
Plugs	0.0	48.3	48.3	0.0	48.3	48.3
Elevator	0.0	13.6	13.6	0.0	13.6	13.6
TOTAL	75.1	212.4	287.6	288.6	241.5	530.1
TOTAL (MWh)	287.6			530.1		
Area (Conditioned, m²)	2903			2903		
EUI (kWh/m²)	99			183		
Energy Savings	46%	Currently Projected BuiltGreen Level based on achieving 40% energy savings:				GOLD
Energy Cost Savings	N/A					
Energy Savings Target	40%					
Current Safety Factor	6%					

Note that the "Heating" category includes both space and outside air heating.

4.2 Annual Energy by End Use Column Chart with MNECB Baseline

The chart below shows the annual energy costs by end-use category for both the proposed design and the MNECB baseline. The two columns are the proposed and baseline energy use with savings vs each other, displayed in collapsed columns to show the total energy use difference.



5. DISCUSSION

The proposed model is based on preliminary design information and represents an estimate of the energy performance of the project relative to a fictional baseline.

The model results show that the project is estimated to achieve BuiltGreen Gold based on an energy savings of 46% below MNECB 1997. While a small safety factor is indicated in the above data, this should not be used at this time to affect design decisions on energy savings, as even small design changes going into the Shop Drawings phase could affect the energy target.

The Energy Use Intensity is modeled at 99 kWh/m²/yr. This value is reasonable for a high-performance mid-rise residential project located in a mild climate such as Victoria.

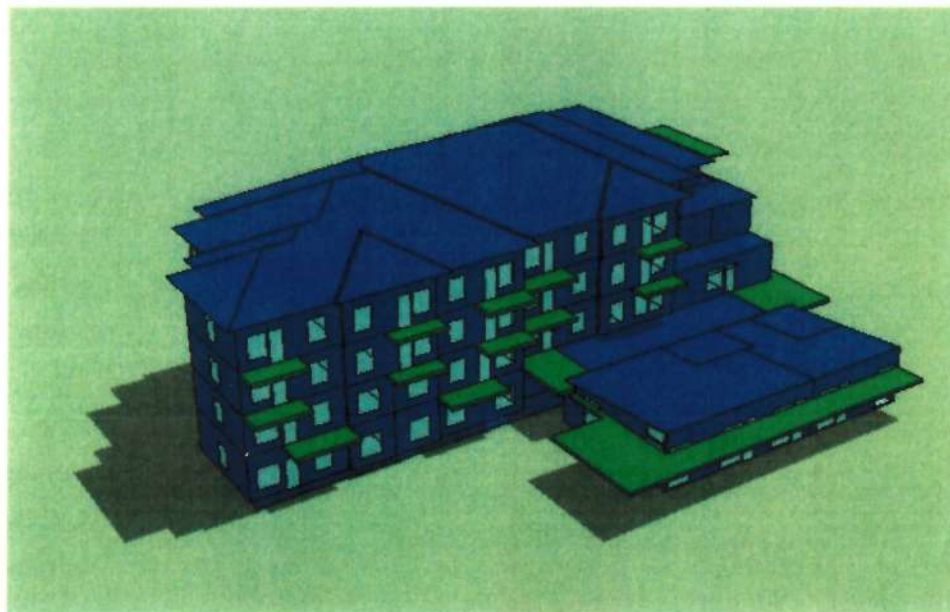


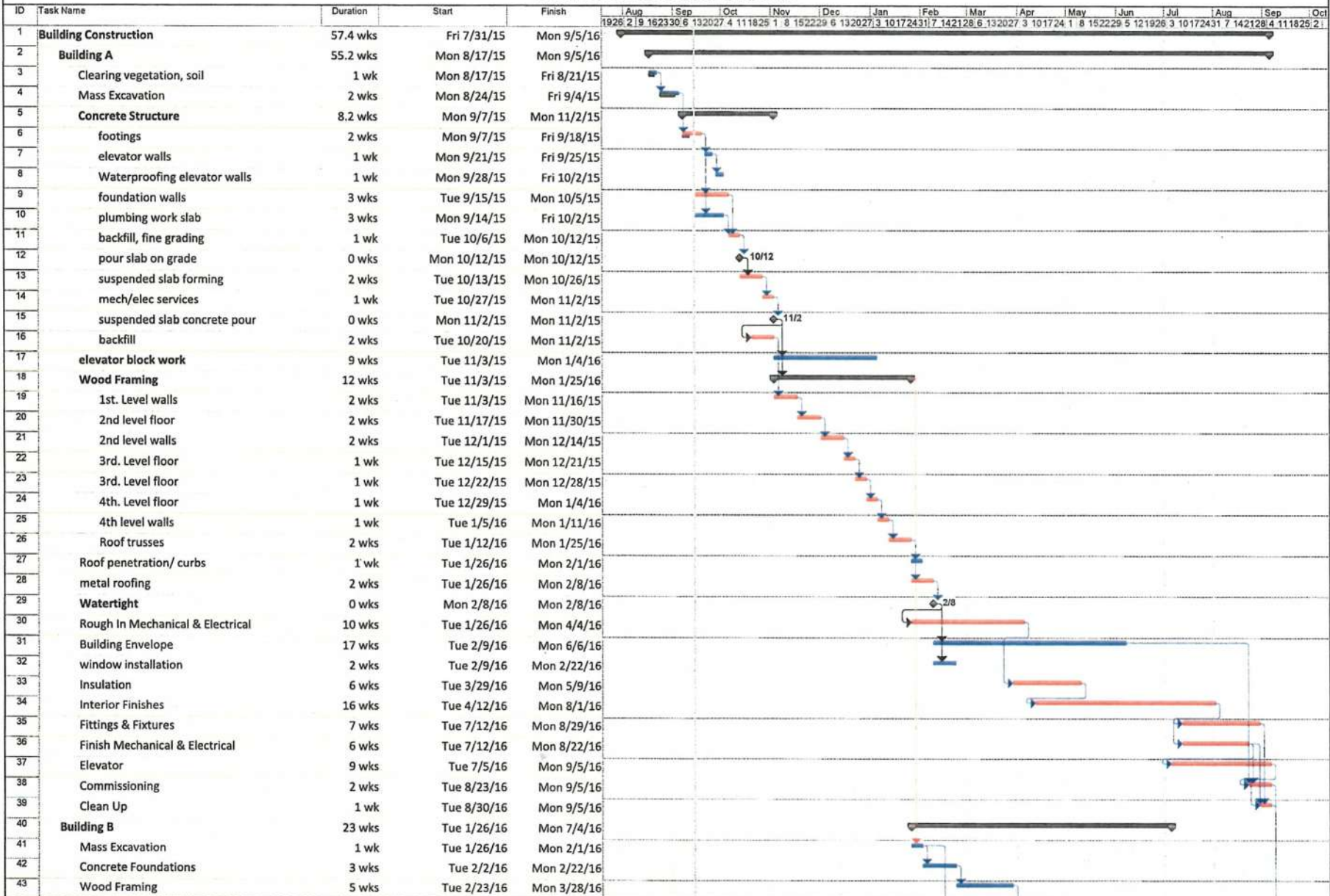
Image 1: IES VE Model Geometry

END OF REPORT

This report has been prepared by the AME Consulting Group for the exclusive use of M'akola Development Services and the design team. The material in this report reflects the best judgment of the AME Consulting Group with the information made available to them at the time of preparation. Any use of a third party may make of this report, or any reliance on or decisions made based upon the report, are the responsibility of such third parties. The AME Consulting Group accepts no responsibility for damages suffered by any third party as a result of decisions made or actions taken based upon this report.

KINETIC

Rosalie's Village 4349 West Saanich Road, Victoria, BC Baseline Construction Schedule

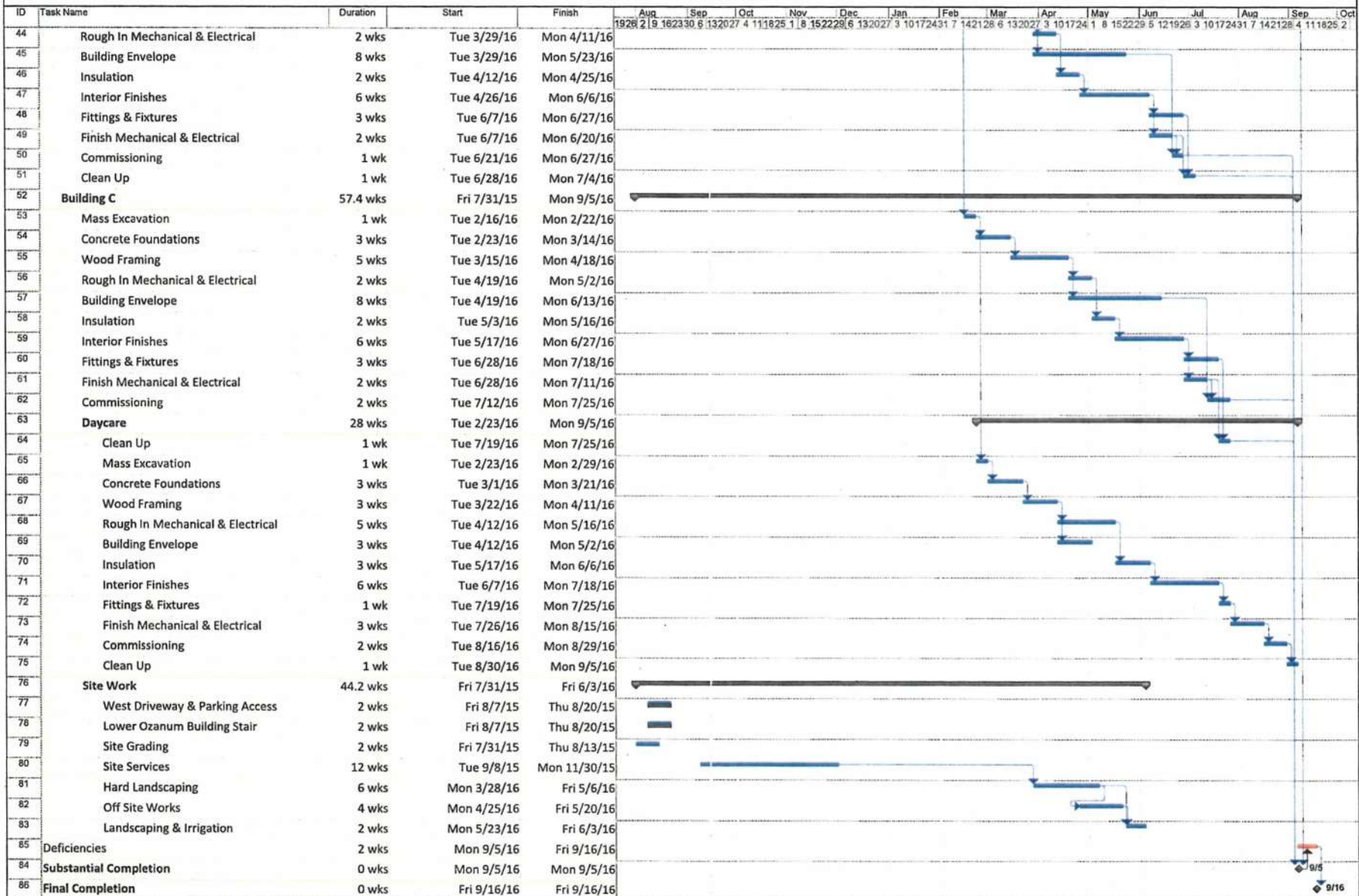


Project: Baseline Schedule, July 2, 201
Date: Mon 9/14/15

Task █ Progress █ Critical █ Milestone █ Summary █ Project Summary



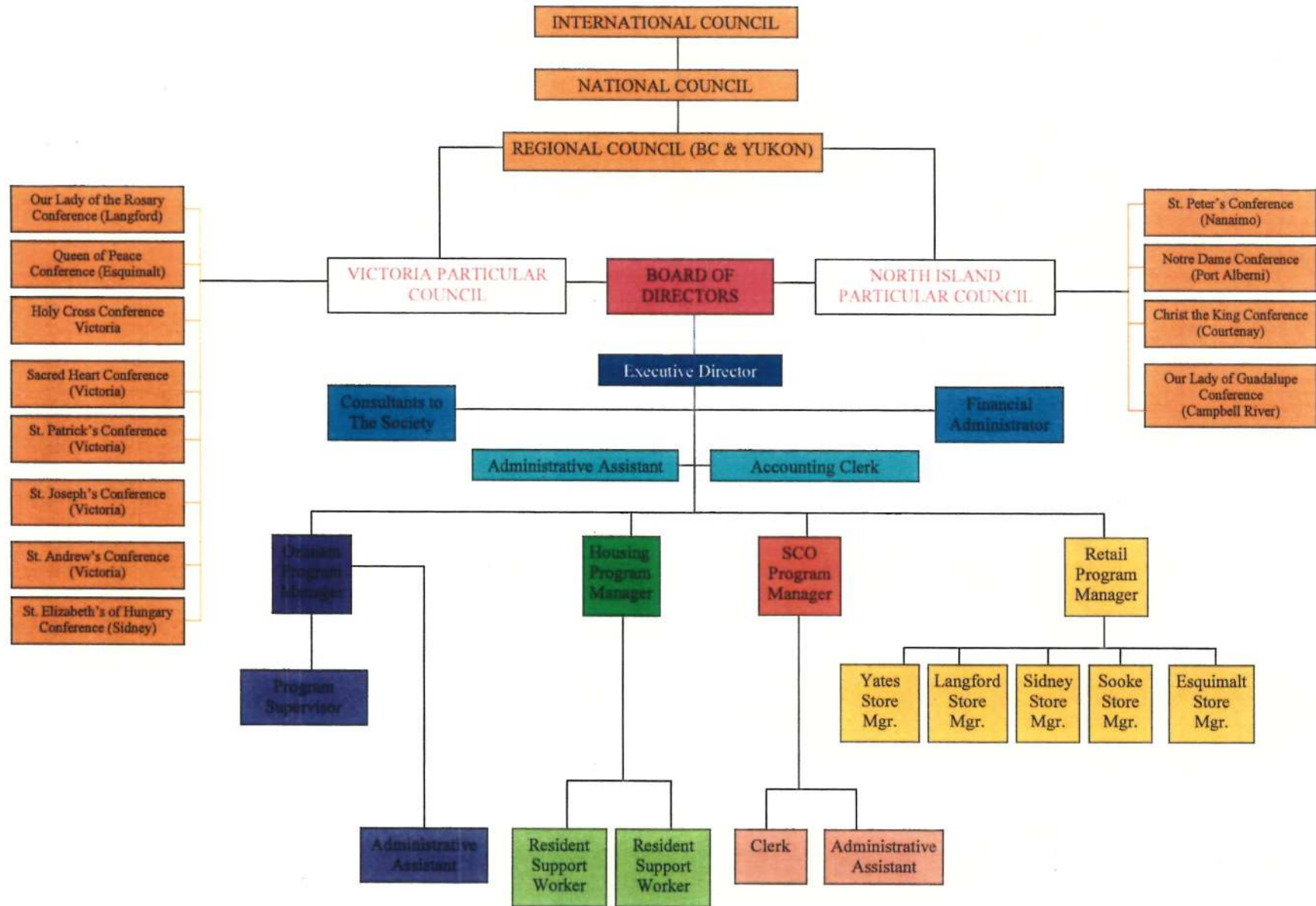
Rosalie's Village
4349 West Saanich Road, Victoria, BC
Baseline Construction Schedule



Project: Baseline Schedule, July 2, 201
Date: Mon 9/14/15

Task Progress Critical Milestone Summary Project Summary

Society of Saint Vincent de Paul of Vancouver Island
Organizational Structure
April 2011





“Living God’s Love face to face”

Saint Vincent de Paul

Thank you for your support

You have made a difference to those in need in our community.

Society of Saint Vincent de Paul of Vancouver Island

During 2014, the Society of Saint Vincent de Paul throughout Vancouver Island received and filled over 23,485 requests for emergency assistance through the Social Concern programs.

Your donations have directly impacted the lives of those individuals, families and children that request our help. With your support and the support of our 300 volunteers and members, who provided 28,540 of donated hours during 2014, the Society:

- Distributed \$514,782 in emergency food to the people of our community. This included over \$104,300 of donated food collected through food drives, schools, parishes and individuals.
- Distributed \$144,832 worth of free emergency clothing, household goods, and furniture.
- Provided a work training program, a women’s day program, a family support program, life skills training, an free income tax program, and advocacy for those in need.
- Provided emergency relief to families for the payment of utility bills, rent, transportation to medical appointments, bus passes etc.
- Provided \$2,026,910 worth of low priced goods to the community through our six thrift stores. This was possible because you donated your gently used goods to us.

Society of St. Vincent de Paul of
Vancouver Island
4349 West Saanich Road
Victoria, B.C., V8Z 3E8

Phone: 250-727-0007
Fax: 250-727-0771
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Visit our new website: www.svdpvictoria.com

**Society of Saint Vincent de Paul
Vancouver Island**

ANNUAL REPORT 2014



"There is no act of charity
that is not accompanied by
justice"

St. Vincent de Paul

"Be kind and love, for love is
your first gift to the poor."

Rosalie Rendu



LIVE THE GOSPEL

SERVE CHRIST

**WITH
LOVE**

**IN THE
POOR**

JUSTICE

DISCRETION

HUMILITY

JOY

RESPECT

AS A FAMILY



"Poverty calls us to sow
hope"

Pope Francis



Spiritual Message

Some years ago, as a young man preparing for ministry, I was studying at the Pastoral Institute at St Paul's University in Ottawa. As part of the practicum I was assigned to a parish, St Mark's Parish in Aylmer, Qc. One day the Pastor there sent me out to do hospital visits. My first visit was not just any visit but to the palliative care unit at Elizabeth Bruyère Hospital in Ottawa, to a lady who was close to death. I cannot tell you how terrified I was entering the front doors of the hospital. But I met a parishioner there who happened to be a palliative care nurse. She knew the patient I was visiting and boosted my courage a little. When I entered the patient's hospital room I had no idea what I would do or say to her to give her spiritual comfort or even what her spiritual needs were. I put myself in the hands of God.

I don't remember what we talked about or what was said in that hospital room. I was only there maybe fifteen minutes. But I do remember that something happened to me. I was changed. When I left the room I was no longer nervous and unsure; I felt a kind of peace. Instead of my ministering to a dying woman, she had ministered to me. No, there had been another Presence in there with us, the One who ministers and brings peace. We, she and I, are but instruments of that peace. Many times I have had similar experiences in my pastoral encounters.

One of the things that I learned at the institute was to prepare well for my pastoral encounters, to know as much about the client as possible and to have a plan. But... when I would enter into the encounter I had to let go of all that and listen to the Spirit at work there. Invariably the meeting would unfold in a way I had not expected. I guess what I am saying is "the salvation of souls" is not really my work but His work. I am but his "instrument" of peace.

I always think that the best things we do in the work of the Society happens in those face to face encounters when we meet clients as individuals or better yet in pairs. It is important to prepare well for the meeting, to have a plan, to discuss it with your partner. But the most important thing is to pray that the Lord will be with us there and be prepared to "let go, and let God" do his work there... and to expect God to bless our efforts with his grace, not only for the client but for us too. Take the time after to do a re-

view of what took place and reflect on how the Lord was present there. Like the disciples on the way to Emmaus, we often do not recognize the Lord who has been walking along with us all along until after he has gone from our sight.

Here is a prayer that is always appropriate for Vincentians as we work:

Lord, make me an instrument of Thy peace.
where there is hatred, let me sow love;
where there is injury, pardon;
where there is doubt, faith;
where there is despair, hope;
where there is darkness, light;
and where there is sadness, joy.

O Divine Master,
grant that I may not so much seek
to be consoled as to console;
to be understood as to understand;
to be loved, as to love;
for it is in giving that we receive,
it is in pardoning that we are pardoned,
and it is in dying that we are born to eternal life.
Amen.

Respectfully Submitted:
Fr. Jim Bekkema
Spiritual Advisor



For Your Information

Board of Directors 2014

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Mrs. Megan Misovic

Vice President
Mr. Joe Rigby

Treasurer
Mr. Brian Mann

Secretary
Mr. Peter Gardner

Directors
Mr. Bill Duncan
Mr. Gord Stuart
Mrs. Lucia Spurling
Mrs. Mary Armstead
Mr. Patrick Maguire
Mr. David Baanstra

Spiritual Advisor
Father Jim Bekkema

Conference Presidents 2014

St. Andrew's (Victoria)
Mr. Charles Hogg
Queen of Peace (Esquimalt)
Vacant

Our Lady of the Rosary (Langford)

Mrs. Mary Armstead
Sacred Heart (Victoria)
Mrs. Maureen Dietrich
Holy Cross (Victoria)
Mr. Martin Fletcher

St. Patrick's (Victoria)
Mr. Gord Stuart

St. Elizabeth's (Sidney)
Mrs. Donna Thompson

St. Joseph's (Victoria)
Mrs. Ursule Betts

Christ the King (Courtenay)
Mr. Arnold Lamb

Our Lady of Guadalupe (Campbell River)

Mrs. Sheran MacLaren
Notre Dame (Port Alberni)
Mr. Mike O'Gorman
St. Peters (Nanaimo)
Mr. Patrick Maguire

Programs

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4349 West Saanich Road
Victoria, BC V8Z 3E8
Phone: 250-727-0007
Fax: 250-727-0771

Frederic Ozanam Centre
4349 West Saanich Road
Victoria, BC V8Z 3E8
Phone: 250-727-2247
Fax: 250-727-0771

Social Concern Office
828 View Street
Victoria, BC V8W 1K2
Phone: 250-382-0712
Fax: 250-382-0718

Housing Office
100-831 Yates Street
Victoria, BC V8W 1M1
Phone: 250-382-2709
Fax: 250-382-2702

Retail Stores

Downtown Store
833 Yates Street
Victoria, BC V8W 1M1
Phone: 250-382-3213

Sooke Store
6750 West Coast Road
Sooke, BC V9Z 1H8
Phone: 250-642-7846

Langford Store
2784 Claude Road
Langford, BC V9B 3T6
Phone: 250-478-0282

Tillicum Store
1010 Craigflower Road
Victoria, BC V9A 2Y1
Phone: 250-590-8930

Sidney Store
9788B Second Street
Sidney, BC V8L 3Y8
Phone: 250-655-3188

Quadra Store
2-3956 Quadra Street
Victoria, BC V8X 1J7
Phone: 778-433-9655



Society of Saint Vincent de Paul

Mission

To live the Gospel message by serving Christ in the poor with love, respect, justice and joy

Values

To see Christ in anyone who suffers
To come together as a family
To have personal contact with the poor
To help in all possible ways

Fundamental Principles of the Rule

The Society of Saint Vincent de Paul is a Catholic lay organization of charity,

- by its constitution,
- in its composition,
- in its administration.

The primary goal and purpose of the Society, its members, staff, volunteers and benefactors is:

- to serve and to minister to all the poor, and making no distinctions of creed, ethnic or social background, health, gender, or political opinions;
- to promote their dignity in accordance with Christian values and the philosophy of the Society as expressed in the Rule.

Vincentians, in serving the poor:

- are living the message of the Gospel;
- are transformed through Christ.

Vincentians recognize that the service, the activities and the attachment to traditions, as expressed in the stated parameters of the Society, reflect the vision of:

- our main founder Frédéric Ozanam,
- our patron Saint Vincent de Paul.

Vincentians belong to a worldwide community, and members:

- are drawn from every cultural and ethnic group,
- are united by prayer and reflection,
- take part in gatherings and meetings to organize and administer assistance wherever needed.

Vincentians work as a team within the Society and also in collaboration with other people of good will to:

- serve the poor,
- discover and help redress situations of social injustice that cause poverty, suffering and need.

Vincentians believe that:

- they are serving Christ when they serve the poor;
- the activities of the Society reflect the spirit of Christ in promoting the reign of God.

Vincentians carry out their work keeping in mind that:

- no work of charity is foreign to the Society;
- they are the loving companions to their brothers and sisters;
- the Society's vision goes beyond the immediate future looking towards sustainable development and the protection of the environment for the benefit of future generations.

Vincentians, through person-to-person contact,

- serve in a spirit of love, humility, respect and discretion;
- are ready to serve when needed.

President's Message

It has been a busy and eventful year for SSVP on Vancouver Island with the opening of Hope Centre, the countdown towards construction of Rosalie's village, the ongoing success of the Green Circuit program and the marvelous work of our Social Concern Office, Ozanam Program, Thrift Stores and conferences.

It has also been a time of transition. With the changing nature of home visiting, members and conferences have been exploring different ways of using their talents. I think it is important to recognize that we each participate and invest our time and energy into the works of the Society for different reasons and seek to see the impact of our work in different ways.

For some, the work of providing emergency relief is their calling; for others, it is nurturing an ongoing relationship with an individual or family in need in order to walk with them for the long term to meet their needs. Others focus on specific types of work within the organization that speak to their strengths and skills. These are all valid and wonderful ways to help and as a society, we should be open to any and all of these callings. There is no one way to serve.

I am excited about the opportunities unfolding to further develop our programs in partnership with other agencies and organizations in our region. Working together across organizations, as is being done with the food banks across the Capital Regional District, allows each individual food bank to leverage planning and purchasing with a unified front.

Finally, I would like to take the opportunity to thank all of our members, volunteers, benefactors and staff for their ongoing commitment to serve in hope this year. It is truly moving and inspiring to be working alongside and for our brothers and sisters in Christ.

Respectfully Submitted:
Megan Misovic
President, Particular Council & Board of Directors



Executive Director's Message

Our Society mission is to live the Gospel message by serving Christ in the poor with love, respect, justice and joy. As I reflect on the past year, I truly believe that we have done just that. More than ever, our members, staff, volunteers and our Vancouver Island community have joined together as one family, to have personal contact with the those in need, and to help in all possible ways.

Throughout the annual report you will see the details of how our mission is being fulfilled in each program and conference. Below are some of the highlights:

The Wheel of Service was approved and a plan of implementation is currently being developed. This service model puts the members and the conferences at the heart of the Society, reenergizing the home visit and person to person contact with those in need.

St. Andrew's Housing Society joined together with St. Vincent de Paul to transfer their housing for 47 seniors at Royal Oak to our Housing program. Hope Centre in Sooke was completed on time and under budget. In partnership with M'akola Housing, this project provides a new Society thrift store, Social Concern space, wellness centre and housing for 25 at risk aboriginal and non aboriginal youth.

Rosalie's Village and Mary's Place Daycare, located at Royal Oak, received the green light from funders to go to construction in the summer. Rosalie's Village provides 20 units for single mothers with young children and 22 units for older at risk single women, as well as a childcare program for 37 infants to school age children. The focus of Rosalie's Village is to provide support to the young mothers so that they can work on an individualized plan to independence and transition into non subsidized housing in the future.

St. Vincent de Paul became one of the founding members of the CRD Food Share Network. Our Society together with the Mustard Seed and other community food banks, soup kitchens etc. are sharing resources, knowledge and commitment to better serve those in need with healthy emergency food and services. The goal of the network is to assist those families and individuals to be food secure and that hopefully, in the future, food banks will be unnecessary.

Renovations were completed on the basement and loading dock of the Ozanam building creating space for the Kenzen Karate Studio and the Vincentian Meeting Room.

The number of volunteers in the Society has increased, with the help of Margaret MacIntyre, to nearly 300 dedicated individuals.

These highlights, along with many more within the body of the annual report, would not be possible without the ongoing support of the donors; whether it's the student that brings in socks for the homeless, or the benefactor who designated part of his/her estate to the Society, every single contribution, makes a difference to a person in need. We thank you, from the bottom of our hearts, for walking this walk with us.

My appreciation to the Board of Directors, Particular Councils, members, volunteers and staff who contribute so much time and energy "to living the Gospel message by serving Christ in the poor with love, respect, justice and joy" (mission of the SSVF). A personal thank you to the Program Managers and administration team for all their support and dedication.

Respectfully Submitted:
Angela Hudson
Executive Director



Finance Committee Report

I am pleased to advise that the total Excess of revenues over expenses was \$147,237 in 2014. Not reflected in the financial statements of the Society are the \$144,832 worth of donated clothing, household goods and furniture distributed at no cost to those most in need and over \$104,300 of donated food collected through food drives, schools, parishes and individuals.

The Capital Asset Fund increased by \$2.1million in 2014. Assets additions include the Hope Centre in Sooke, improvements to the Vincentian Room and renovations required to obtain the Karate Studio lease at West Saanich Road. Also included is \$498,037 spent in preparation for construction of Rosalie's Village at West Saanich Road. BC Housing has approved a capital budget of \$12.8 million for the Rosalie's Village project.

I would like to thank all members of the Finance Committee and the administration staff for their hard work and dedication to the Society. During the year the Society hired Barb Webster, CPA CGA as Controller. She is a welcomed addition to the management team as the Society continues to grow with the addition of Rosalie's Village and the assumption of St Andrew's Housing Society assets and leasehold agreements.

For the first time, all of the Society's activities have been audited by KPMG. In the past only the Housing Program was audited.

The Audited Financial Statements are available for review on the Society website at www.svdpvictoria.com

Respectfully Submitted:
Brian W. Mann, CPA, CA
Finance Committee - Chair
Society Treasurer



Volunteer Committee Report

The Volunteer Committee was very busy with meetings until the end of July. After the summer recess it was agreed that meetings would only be held if there was a need for new policy and action plans. Instead, it was time to put some of the action plans into effect.

A brief recap of our report in March 2014:

- Setting overall objectives to recruit, train and retain Vincentians and to give them a sense of accomplishment in their work.
- Increasing the numbers of volunteers and possibly even conferences.
- Improving communications and cooperation.
- November: the Steering Committee was dissolved and a new Volunteer Committee was created with the following members:
 - ♦ Margaret MacIntyre was hired as the Coordinator of Member and Volunteer Services:
 - ♦ To visit each conference and facilitate a time and talent database
 - ♦ To write and publish articles about the Society in the local media
 - ♦ Assist conferences with recruitment
 - ♦ Assist in the training and orientation of new volunteers
 - ♦ Assist in facilitating retreats for Vincentians
 - ♦ Assist in the development of training for home visits.

The work of the committee in 2014 - 2015 has focused on:

- Setting overall objectives to recruit, train and retain Vincentians and to give them a sense of accomplishment in their work.
- Increasing the numbers of volunteers
- Restarting the conference at St. Rose of Lima parish in Sooke. Developing a new approach to home visits in terms of broadening the mandate as well as working toward a "hand up" approach after the "hand out" period.
- Continue to improve communications and cooperation amongst conferences.

Respectfully Submitted:
Peter Gardner
Volunteer Committee



Twinning Committee

Victoria Council has twinned with the Wattala Deanery in Sri Lanka for several years. The contact person is Mabel Cooray and we keep in touch by email. When Mrs. Cooray finds time she sends very detailed accountings (to follow) of how the funds we send are used. The Victoria Council sends five hundred dollars on a quarterly basis and it is gratifying to see the projects we are helping with.

Report of the activities of the Wattala Deanery for the year 2014

The Wattala Deanery now consists of 8 conferences, namely, Wattala, Mabola, Nayakakanda, Palliyawatte, Mattumagala, Hekitta, Balagala and Enderamulla and 2 school conferences, namely, St. Anthony's Wattala school and Sacred Heart Mattumagala school.

Activities at Deanery Level

- Visited sick senior members of the Conference
- Organized Way of the Cross with the members of all the Conferences during the Lent season
- On Elders' Day about 150 elders were taken to the Don Bosco Centre where Holy Mass was celebrated and lunch and interactive entertainment were provided
- Contribution to build a house for a family of Tsunami victims housed at the Vincentian village in Halkandawila
- Conducted a medical camp at Kerawalapitiya in collaboration with the Lions Club of Mattumagala
- Distributed 200 free spectacles, provided free medical check ups and free diabetes tests to the poor and needy
- Distributed equipment received from the central council for self employment
- On account of Children's Day, facilitated participation of 2 children from each conference to a Leadership programme where they were trained for leadership with an element of fun during the programme
- Celebrated Holy Mass on All Souls Day remembering the dearly departed Vincentians
- Members Christmas get together

Activities at Conference Level (summary of all Conferences)

- Assistance to the needy to build houses, repair houses
- Financial support to students to get extra tuition needed (monthly)
- Financial assistance to needy patients to buy medicines (monthly)
- Scholarships to needy and deserving students to continue their studies
- Providing a wheel chair to a disabled child
- Visited and identified needs of marginalized people in a remote village and provided necessary assistance
- Assistance in the form of interest free loans to women in self employment
- Providing dry rations to patients at the Leprosy hospital and fellowship
- Providing dry rations to needy patients at the Chest hospital
- Providing school uniforms, shoes and other necessary accessories to needy school children
- Providing dry rations poor and needy families

**Respectfully Submitted by
Lucia Spurling, Twinning Chair**



**Dominican Republic "Tricycle"
Employment Program
Supported by Holy Cross Conference**

Advocacy

During my third year as advocacy chair I maintained my approach to advocacy as one of promoting systemic change, which is a one of the strategic directions of the Society at the National and local levels. I do this through activism via a proxy organization, Faith in Action, to keep the Society clear of any audit by CRA regarding political activism since there have been news reports of charities being audited for taking a principled stand that appears to the CRA as a political activity.

Collaboration is a progressive approach that the Society has adopted on many fronts, most notably in the Food Share Network where St Vincent is a partner with other agencies such as the Mustard Seed in a common cause of feeding the poor by pooling resources.

Collaboration can be applied on a grand scale such as that occurring in the Metro Vancouver Alliance (MVA) where over 50 organizations have come together under a single umbrella to cause systemic change for the common good. They do this through a collaborative process of listening to the community members and identifying issues that are common to the constituent organizations and then acting on the issues. They also develop leaders in the process so there is follow-through and action occurs to implement the systemic change desired by the member organizations. The MVA has political clout because it represents over 200,000 citizens. The Archdiocese of Vancouver is a major supporter of the MVA. We can do this in Victoria to effect systemic change!

For example, in the recent mayoral elections in Vancouver the Alliance organized a forum for all of the mayoral candidates to address the issues identified by the MVA. The candidates were asked to address the wishes of the MVA and were promised that whoever won the election would hear from the MVA regarding their performance in office. The issues were social isolation, transit, living wage and housing.

During the past 3 years of advocacy I have engaged in many advocacy activities that generate a lot of activity but very little change. For example, activist colleagues and I achieved the passing by Victoria council, Saanich council and the BC Union of Municipalities a resolution asserting everyone's right to food security. There is little evidence of change in provincial attitudes regarding food security.

The Victoria Alliance for the Common Good is an attempt to replicate the Vancouver experience in Victoria, but at a scale that is appropriate for our population. When you hear of this organization forming in our community please pay attention to the collaboration they are trying to achieve for the common good and support this effort to all work together for systemic change.

Respectfully Submitted:
Gord Stuart
Chair, Advocacy Committee

Faith In Action

A Multifaith Initiative in
Support of the Poor



**Faith is taking the first step
even when you don't see the whole staircase.**

Martin Luther King Jr.

Housing

It has been a year of growth and development for the Saint Vincent de Paul Housing Program. With some new faces, new projects and a renewed vision under the direction of our Executive Director, Angela Hudson we will undoubtedly be carried forward into what will be a very exciting, and bright future.

New Projects:

- Our supported housing project downtown continues to operate at full capacity. We have 43 units, 15 of which are reserved for Island Health referrals from the CASH (Centralized Access for Supported Housing) system for people struggling with mental health and addiction. The remainder of the suites, we now fill via the BC Housing Registry. Implementing these two new systems of filling our suites for this particular housing project will provide a greater level of fairness and transparency in the process.
- On January 1st we began the operations of St. Andrew's Housing in Royal Oak. This is a 47 unit senior subsidized housing complex. As a soon to be new Saint Vincent de Paul Housing project, we are delighted at the opportunity this will create for us to serve a much needed housing niche in our communities.
- In December we celebrated the grand opening of the Sooke Hope Centre. In partnership with M'akola Housing, who will manage the housing offered to at risk aboriginal youth, we will now have a presence in Sooke with a Social Concern Office on site for the residents to be able to access above our brand new thrift store location which is all located in the same building.
- We are delighted to know that we will be breaking ground in the summer for the construction of Rosalie's Village. This will be a Saint Vincent de Paul Housing Project for single mothers with an on-site day care to provide our residents with an opportunity to further themselves with work or education.

Renewed Vision:

With the change in staffing and the essential tripling of our housing projects within the year, it has given us an opportunity to refocus our housing vision. Recently, we renewed our working contract with Island Health which has given us very specific and tangible goals in terms of furthering our residents towards greater independent living. The ultimate goal is that we want to provide opportunities for our residents to foster a level of independence that would allow them to be able to move on and thrive independently in a non-supported housing situation. This is a challenging task. There are many barriers to overcome, but we believe that this is how we can best serve our residents and by helping them move forward, it will allow us to open our doors even further to help many more who need it.

I would like to acknowledge the hard work and determination of our Executive Director, Angela Hudson, without whom this rapid growth and opportunity to house the poor and vulnerable in our community would simply not happen. It is her vision and drive that has inspired these projects, and her tenacity to overcome the many obstacles to see them through to fruition. Thank you Angela for all of your hard work.



**St. Vincent de Paul Centre
821 Yates Street**

Respectfully Submitted

**Stuart Andrie
Manager of Housing and Property Services**

Committees

Archives Committee

Our steady committee is made up of Maureen Dietrich, a new and welcome member, Frances Smilowski, and Kathy Weswick. We usually meet once a month, on the third Monday or Tuesday, for a couple of hours in the morning. We spend most of our time sorting through items waiting to be archived. We sort and then file into our Archives binders, which are designated by year. We include in each binder, as available, the key items of Conference, Council and Board minutes, reports, and miscellaneous items. By our terms of reference, we are also responsible for the library. We have the pleasure of finding historical items that amaze and impress us, such as these notes from the minutes of the Sacred Heart Conference, 1971:

- Mr. And Mrs. Murray made 2 emergency calls to the Songhees Reserve, to bring groceries and furniture to a burned out family.
- With Mr. Magee's help, a carpet was laid in one home.

There was discussion on the need to get young people into the Society. It was suggested that we get a sample of Mr. Commerford's food pack and try and get some of our parish youth groups to make them up. Some things change and some things stay the same.

The Archives Committee offers our activity as a step to achieving the Strategic Goal for Conferences:

- Respect and preserve Conference and Council history through the awareness of archival items of the Conferences and Particular Council, particularly when Executive is changed.

This service to our members and past members of the Society becomes even more important as we consider celebrations for our centenary.

We are asking Conferences with copies of past minutes and photos of their Conference members, to consider donating them to the Archives. We are advised to keep the last two years of minutes, but the other minutes can be donated, especially if they are many years past. Please drop them off at the Administration office to go to the archives committee.

All members of the Society are invited to join our team of archivists, for a task that is rewarding and limited to the activity and energy that we want to give it.

Respectfully submitted,
Kathy Weswick

Human Resources Committee

The current committee is composed of senior administration staff, working with line staff and reporting to Board member Lucia Spurling to review policy, address staff issues and provide the Board with information as required. Our accreditation requirements mandate that our policies be reviewed annually and updated by the Board. The Committee meets monthly and reports its work to the Board.

Respectfully Submitted:
Ken Leason



Health & Safety Committee

The Health & Safety Committee has met on a regular basis, with the exception of the summer months. The committee has inspected all of SSVP property in the Greater Victoria & Sooke area. The committee is made up of a mix of management and employees from different parts of the Society. All members take the course Responsibilities of Joint Health & Safety Committee at Camosun College. The committee works with the retail, warehouse, housing and Ozanam to help put in place and maintain Work Safe BC and CARF guidelines throughout the year.

If there are any issues that arise from the inspections a recommendation would be made to the liaison Program Manager who brings it forward at the Program Manager's meeting. The committee also investigates accidents plus looks at all complaints or health concerns brought forth by employees or volunteers. Meeting minutes are posted at the various Society locations.

Respectfully Submitted:
Tim Imhoff
Co-Chair—Health & Safety Committee

Retail

The stores in the St Vincent de Paul Society are well known, and in many cases the visual "presence" of the Society in the Community. We have the brochures of the different works of the Society available at the front of our stores to help people understand who and what we do. By the time they finish reading the works of the Society, the comments are always the same: I did not realize you did all this and I am glad I found out as I will support you in donating and visiting the stores more often.

The Stores value is two-fold, first to provide the material goods resources and to make possible the works of the Society that need funding. The St Vincent de Paul stores in this way are a vital part in the Society. In 2014, the stores provided \$145,000 worth of merchandise for the Social Concern Office for the Voucher System. This was everything from clothing, household goods, appliances etc. that was needed by those with needs due to their financial situations.

We always welcome those that enter the stores with a "Good morning, afternoon". We hope that their shopping experience is pleasant and will leave as friends to shop again another day in our stores. We are proud of the fact that those who cannot afford to shop in our stores will be provided for through the Social Concern Office voucher system.

One phrase that I like is: "There is no such thing as a free lunch" How does this phrase work into this review?

There is always a cost to running a business or home. Some of these costs are the same but in a magnitude of order that is larger for a business. Our stores rely on donations that we receive. They come in all shapes, sizes, quantity and quality. What do we do with all the excess items that are no longer useable? We recycle clothing, metal, glass, paper, cardboard, plastic (soft and hard), clothing, ceramics, appliances and chemicals that are toxic. We try to be good stewards with what we receive. At times, we wish someone else would be on the receiving end. So, we try to find homes for these items that would normally end up in the Landfill. These are some of the facts we have:



Last year we recycled:

- 242,780 lbs of clothing or 121.39 tons.
- 75,960 lbs of Steel or 37.8 tons of Steel
- Garbage approx. 42,800 kg or 47.08 tons
- Approx. 20,800 lbs of Electronics or 10.4 tons (Free of Charge)
- Paper, cardboard, glass, plastic, ceramic approx. 110,000 lbs or 55 tons
- Toxic chemicals recycled at no charge because we are a Charity.

For clothing we get approximately 10 cents a pound. Steel prices are low so we may make a few hundred per ton after the charges for pickups are factored in.

Paper, cardboard, ceramics we pay by the ton for disposal. Last year we spent \$32,600 on waste and recycling costs and we made \$42,000 on clothing recycling. The CRD gives us a 50% credit on our Landfill costs as we recycle more than we send to the landfill. We are thankful that we do receive this credit or our waste costs would be doubled.

All of this is part of the process in handling the donations we receive during the year. As you can see, we do a lot of handling of donations.

All our donations we get are free, but as it was said, there is no such thing as a free lunch. There are always costs involved in what we receive and dispose of.

Over the last 10 years the stores have reduced the amount going into the landfill. We have been trying to find ways to reduce this even further and hope to see the amount we recycle increase. There is a goal in the CRD to recycle 70% of what would normally go into the landfill. This is a worthy goal as it is rewarding to know that what we recycle is going to be reused for other purposes. But, there will always be a cost to do this. We all purchase items in retail stores, but to recycle these items the costs have to be paid by someone.

As I said: "There is no such thing as a free lunch"

Respectfully Submitted
Allan Cuthbertson
Retail Program Manager

Social Concern

Volunteering is the ultimate exercise in democracy. You vote in elections once a year, but when you volunteer you vote every day about the kind of community you want to live in. Community service allows those participating to reflect on the difference they are making in society. A big thank-you to our volunteers and staff who contribute in so many ways at the Social Concern Office.

In 2014, the Social Concern Office (SCO) assisted over 23,485 clients. Included in the total are approximately 4,057 children. The number of people who require our services each month fluctuate, but there has been a steady increase in the number of seniors and working families needing assistance.

Community Volunteer Income Tax program got 2014 under way. This program involves volunteer accountants coming to SCO and picking up clients income tax forms at our satellite destinations: Langford and Sooke thrift stores. SCO assisted approximately 1955 returns. This program is offered from the last week of February until July 31st. This is an ongoing collaboration that involves Vincentians, volunteers, SCO and store staff. The program makes a big difference in the lives of our clients and community.

A heartfelt thank you to the Green Circuit program, which enables the SCO to offer fresh fruit and vegetables to individuals and families on a daily bases. Our clients are so grateful for the fresh produce as this is one area of their food budget which they normally cannot afford. As a result of the abundance of daily fresh produce , SCO is able to share with five other agencies in the city.

The Women's Day gathering has been well attended this past year. We always appreciate those who share their many talents and information. Most Tuesdays at the SCO are enlivened by the waves of laughter, song, dance and story telling. Sometimes it is just serene and peaceful.

World Food Day involved Island Catholic Schools, Christ Church Elementary school, Royal Oak Middle School, staff, students and parents. All reflected on the theme of hunger on Vancouver Island and around the world.

The 2014 Christmas Giving program was coordinated by volunteers, Phyllis Cameron and Susan Nawrocki. Together they coordinated the SSVP Seniors and Family Christmas Hamper Program. With our partners, the SCO and a host of dedicated volunteers were able to ensure 158 seniors and 115 families (the 115 families represented 175 adults and 230 children) had a joyous Christmas Day.

Margaret MacIntyre has contributed greatly in her capacity as volunteer coordinator . New volunteers have joined us in the day to day operation of the SCO both in the back and the front of our service delivery Also she has found new people for program facilitation.

A big thank you to Marie Willows who keeps the ship afloat day in and day out.

At the beginning of 2015, Julie Gray was hired as the Coordinator of Client Services. She is a great addition to our team.

Respectfully submitted
Grant Croswell
Program Manager
Social Concern Office

Social Concern Office
SOCIETY OF SAINT VINCENT & THE TOMES

Member and Volunteer Services

It is hard to believe that I have been in this position for over a year now as the time has passed very quickly. I would like to say I feel more and more a part of the Vincentian family on Vancouver Island.

The year began with the Time and Talent Survey that collected the views of Victoria conferences on the gifts they had to share, the time they had to do this and how contented they were with their ministry. The varied responses were captured on the new data base ParishSoft and have been helpful in placing members in work they were interested in. The Survey also brought to light the concern about the low profile Home Visits have in the Victoria conferences. This concern has been the focus of many meetings throughout this year, where we struggled with the logistics of how to promote Home Visits while running a food bank. Grant and I are currently working hard on this issue to ensure that the wide range of views held on Home Visits are respected and the practice is promoted wherever possible.

I visited all the Victoria conferences at least once during the year and went a few times to Port Alberni. My intent is to get to Nanaimo, Courtenay and Campbell River this coming year.

Part of my role is to promote the Society in the Diocese and secular society. I took on the task of writing regular articles for the Diocesan Messenger, thus ensuring that our work is made known to parishes on Vancouver Island. Whenever big events took place such as World Food Day and Christmas, I connected with the secular press.

As part of my job to recruit new members, I made a PowerPoint and a Visual Display that can be taken around to parishes and other venues. I also regularly post on our website and Facebook page – stories of individual members or the work of conferences, twinning or any other newsworthy item.

As a summer project I applied for grant money from Vancouver and Victoria foundations, with the idea of increasing capacity for programming at SCO. We were successful and were awarded \$25,000 to go toward an employment program BLESS which we are now initiating for individuals with significant barriers to employment. Another summer project was the move to the new Vincentian room in the Ozanam Centre. We had fun decorating the walls with photo canvases of members, volunteers and the people we serve.

I spent a lot of time out at Sooke trying to revive our conference there. With the help of Fr Mike Favero, Peter Gardener, Joe and Shirley Rigby and Grant Croswell we now have a fledgling conference there, St Rose of Lima, and the enthusiastic new members are in process of deciding what ministries they would like to undertake on behalf of the Society.

In the Fall I was busy coordinating World Food Day, working with Island Catholics Schools, the Diocese, Christ Church Cathedral school and our own members, staff and volunteers. As usual this was a wonderful event throughout Vancouver Island. As the Feast of St Vincent came around I worked with Sacred Heart parish to put on the lovely tea and celebration they hosted. As each annual event comes around I learn more about past traditions and how things are done. We noted that better communicated is needed around this event.

Respectfully submitted

Margaret MacIntyre

Member and Volunteer Services Coordinator



Major Projects

Once again there is significant progress to report:

Most significantly, the Sooke Hope Centre, our joint venture project with the M'akola Housing Society was completed on time and under budget last fall. The new expanded thrift store within is fully operational and our second floor space has been leased to a yoga centre tenant. We also have a Social Concern Office on the top floor. Also of major importance in this regard, the M'akola Group is now operating 25 rental units for the homeless on the second, third and fourth floors. Many compliments have been received from the general Sooke community regarding project design and the need that the new facility is fulfilling.

Momentum is finally building on our Rosalie's Village project at the Royal Oak Site/Ozanam Centre. M'akola Development Services was hired last summer as the new project Development Consultant and BC Housing has provided additional funding to engage a design/build contractor. Work is now underway to take the project to the tender and construction stage. It is anticipated that the construction contract will be awarded soon with construction to start this spring.

On completion, the project will provide 42 units of Non-Profit housing for single mothers and older women coming out of transition housing. In addition, there will be a new 37 child daycare facility for the single moms and others in the Royal Oak community.

Another major change this past year at the Ozanam Centre has been the leasing of the lower level of the building to a karate centre tenant. The karate centre operations are very compatible with Society operations, in terms of time of day and weekend use. In addition, the lease generates excellent cash flow to assist with Society operations. The renovations to the Ozanam Centre also include a new boardroom and meeting facility on the second floor.

Our thanks go out to the hard working Committee members, both former and current, (Joe Rigby, Mary Spencer, Seamus McDonnell, Patricia Brown and Megan Misovic) and staff who participated in the Committee deliberations.

Respectfully submitted by
Leo Van Dyk and Grant Laprade

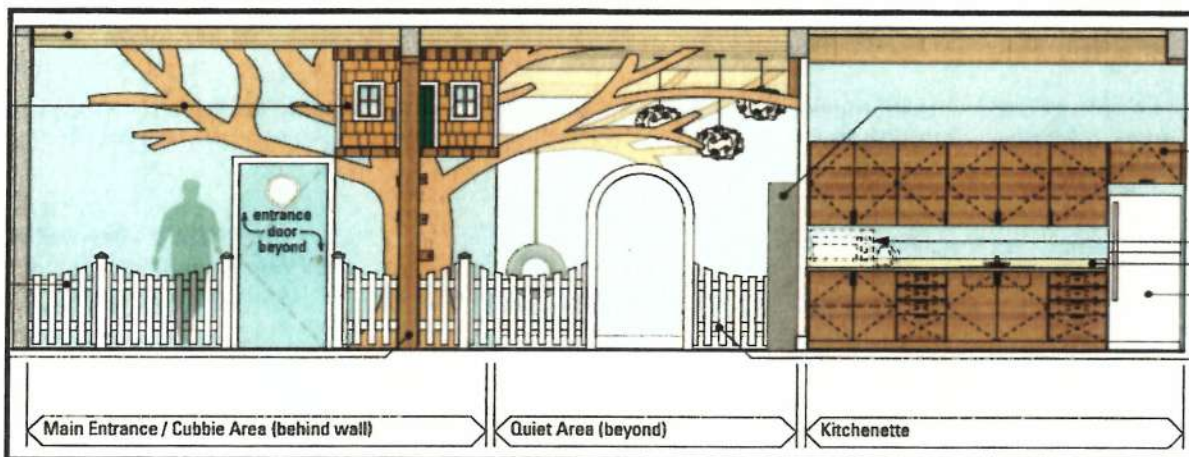


Sooke Hope Centre

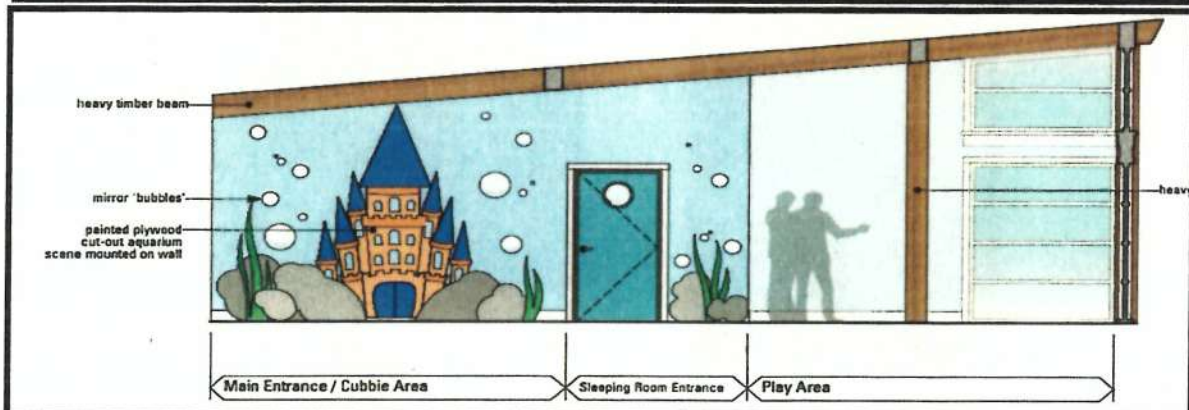
Current Projects



Looking North-East Towards Proposed Development



Architectural Drawings of Mary's Place Daycare



Frederic Ozanam Centre

For people with disabilities.... Moving from dependence to independence...

Our Society, through the operation of the Frederic Ozanam Centre, provides a community integration program for 50 adults with developmental disabilities at our site in Victoria. We are funded by Community Living BC and mandated to provide a warm, supportive and challenging environment for the people under our care. Our participants are encouraged to become active physically, intellectually and emotionally. Through the hard work of our 20 staff members, participants have the opportunity to engage in life experiences in meaningful and challenging ways.

Our programs are designed to meet the personal needs of our participants. We monitor and evaluate our programs in order to provide our participants with activities and experiences that will enrich their lives. Our 9 different activity groups participate in cooking, volunteering in the community, operating a radio program at UVIC, recreational activities, social skills training, computer assisted instruction, math and reading skills development and various music and art based activities.

New Initiative for 2015

We are pleased to announce that we have been awarded funding from the Society to build a Snoezelen Room. It has been our dream to provide our participants and the community with a Multisensory Relaxation Room. As our client base is aging we have identified a need to address the stress associated with dementia and deteriorating health conditions. If you are interested - check out the Snoezelen Room website at www.snoezelenroominfo.com.

Van Replacement – we have replaced one of our aging wheel-chair equipped vans with a newer used larger capacity van. Our plan is to replace our remaining aged van in the 2016 fiscal year.

CARF Accreditation – staff are busily preparing for our next accreditation by the Commission on Accreditation of Rehabilitation Facilities (CARF). The team will visit us in late summer.

"Kindness is the language which the deaf can hear and the blind can see."

Mark Twain

We at the Centre deeply appreciate the support and encouragement we receive from the Society and its members. The Ozanam Centre is well respected in the community and demand for our services is high. Thank you!

Respectfully Submitted:
Ken Leason
Ozanam Program Manager





greater victoria
coalition to end
homelessness
hope has found a home

priority housing project list



ROSALIE'S VILLAGE, Saanich BC



Rosalie's Village will be a 42-unit housing project for homeless or at-risk of homelessness female youth with children and older women. It will have an infant/toddler day care facility, named Mary's Place, able to care for 37 children with priority being given to children of tenants residing in the building.

In addition to the residential and day-care facilities, there will also be a satellite Social Concern Office branching off from the main office, located in View Street in downtown Victoria. This office would serve to provide a booking space for supports as required by the tenants of the building as well as by the Society's resident support worker and the Woman's Day Program.

Goals of this development:

- Provide safe, affordable housing for older women coming out of various homeless at risk situations
- Provide safe, affordable housing for female youth and young female adults with small children so that the mother may improve their lives and the children's future by being financially independent and transition to market rents.
- Work with the young mothers to have specific measurable goals for independence
- Provide free qualified childcare to tenants in the building so that the mothers may concentrate on their individual goals
- Provide a volunteer mentoring program for the young women incorporating the older women in Rosalie's Village as well as the seniors in St. Andrew's Housing and the Society home visitors in their case managed supports
- Provide a natural flow through mechanisms and transition planning for women who do not meet their goals in their plan to independence but are more suitable for long-term subsidized housing situations



Admitted to the PHPL: July 2012

Proponent: Society of St. Vincent de Paul, Vancouver Island.
Number of Units: 41 (20-one bedroom, 20-two bedroom, one shelter)

Rent: \$550/month - \$825/month

Gross Budget: Approximately \$12.5 million

Development Team:

- Society of St. Vincent de Paul, Victoria
- M'akola Development Society
- Joe Newell Architects

About the Priority Housing Project List

The Priority Housing Project List (PHPL), contains housing projects that act as priorities for the Greater Victoria Coalition to End Homelessness. As of August 2014, the PHPL contained approximately 186 supportive and 108 affordable housing units and 90 rental supplements. For more information: www.victoriahomelessness.ca



The Corporation of the District of Saanich | Corporate Services | Legislative
770 Vernon Avenue Victoria BC V8X 2W7 | T 250-475-1775 | F 250-475-5440 | www.saanich.ca

File: 2870-30 West Saanich Road

September 12, 2012

Dean Strongitharm
City Spaces Consulting Ltd.
5th Floor 844 Courtney Street
Victoria, BC V8W 1C4

Dear Mr. Strongitharm:

"ZONING BYLAW, 2003, AMENDMENT BYLAW, 2010, NO. 9078"

This letter will confirm that Council, at their meeting on September 10, 2012, gave final reading and adoption to the above referenced bylaw rezoning property at 4349 West Saanich Road to a new zone MFI-RV (Multi-family Institutional Rosalie's Village) for proposed 41 unit supportive housing facility and daycare centre. A copy of Zoning Bylaw amendment No. 9077 establishing the new MFI-RV zone is enclosed for your records. In addition, Council approved Development Permit No. DPR00416 (4349 West Saanich Road) and Amendment DPA00686 to Development Permit DPR2000-00003 (4383 West Saanich Road) to allow for the construction of the proposed parking lot, bio-swale, walkway and shared gardening area. Enclosed are copies of the Development Permits which have been executed on behalf of the Municipality.

I would like to point out that the approved plans attached to and forming part of the permits must be adhered to and if any changes are contemplated, minor or otherwise, approval must be obtained from the Director of Planning or Council before proceeding.

It would now be in order for you to contact the Inspection Services Division with respect to obtaining building permits and any other approvals that may be required.

Prior to issuance of building permits you are required to provide to the Municipality security by an irrevocable letter of credit or certified cheque in the amounts of \$25,000.00 (DPR00416, West Saanich Road) and \$10,000.00 (DPA00686, 4383 West Saanich Road) to guarantee the performance of the requirements of the permits respecting landscaping. This should be submitted to our Inspection Services Division.

Sincerely,

A handwritten signature in black ink, appearing to read 'Donna Dupas'.

Donna Dupas,
Legislative Manager
/cw
Enclosures

cc: Sharon Hvozdzanski, Director of Planning
Carrie MacPhee, Director of Legislative Services
Don Pedde, Acting Manager of Inspection Services
Kevin Gill, Development Assistant
Saint Vincent de Paul Society of Victoria
Provincial Rental Housing Corporation
Saint Andrew Victoria Housing Society

THE CORPORATION OF THE DISTRICT OF SAANICH

BYLAW NO. 9077

TO AMEND BYLAW NO. 8200,
BEING THE "ZONING BYLAW, 2003"

The Municipal Council of The Corporation of the District of Saanich enacts as follows:

- 1) Bylaw No. 8200, being the "Zoning Bylaw, 2003" is hereby amended as follows:
 - a. By adding to Subsection 4.1 – Zones, the following new heading and classification:
"Multi-Family Institutional: MFI-RV"
 - b. By adding to the Zone Schedules, a new Zone Schedule 1510 – Multi-Family Institutional Rosalie's Village Zone (MFI-RV) dated May 18, 2010 and attached hereto as Schedule "A".
- 2) This Bylaw may be cited for all purposes as the **"ZONING BYLAW, 2003, AMENDMENT BYLAW, 2010, NO. 9077"**.

Read a first time this 7th day of June, 2010.

Public Hearing held at the Municipal Hall on the 8th day of June, 2010.

Read a second time this 8th day of June, 2010.

Read a third time this 8th day of June, 2010.

Adopted by Council, signed by the Mayor and Clerk and sealed with the Seal of The Corporation on the 10th day of September, 2012.

"DONNA DUPAS"

Municipal Clerk

"FRANK LEONARD"

Mayor

1510.1 Uses Permitted

Uses Permitted:

- (a) Apartment
- (b) Attached Housing
- (c) Daycare Centre
- (d) Accessory Buildings and Structures

1510.2 Lot Coverage

Lot Coverage:

The maximum coverage of all buildings and structures shall be 45% of the lot area.

1510.3 Density

Density:

Buildings and structures shall not exceed a Floor Space Ratio of 1.20.

1510.4 Open Space Areas

Open Space Areas:

Open Space areas shall be provided as follows:

- (a) A continuous landscape area, which may include outdoor recreation areas equal to 3% of the total site area shall be provided and located:
 - (i) Outside the required building setback area.
 - (ii) Outside the required parking area.

1510.5 Buildings and Structures

Buildings and Structures:

- (a) Shall be sited not less than:
 - (i) 4.5 m (14.8 ft) from any lot line which abuts a street.
 - (ii) 3.0 m (9.8 ft) from an interior side lot line.
 - (iii) 1.2 m (4.0 ft) from a rear lot line which does not abut a street.
- (b) Shall not exceed a height of:
 - (i) 9.0 m (29.5 ft) for an Attached Housing use.
 - (ii) 15.5 m (50.8 ft) for an Apartment use.
 - (iii) 7.5 m (24.6 ft) for those portions of a building used for Daycare Centre use.

1510.6 Accessory Buildings and Structures

Accessory Buildings and Structures:

- (a) Shall be sited not less than:
 - (i) 7.5 m (24.6 ft) from any lot line which abuts a street.
 - (ii) 3.0 m (9.8 ft) from an interior side lot line.
 - (iii) 1.2 m (4.0 ft) from a rear lot line which does not abut a street.
- (b) Shall not exceed a height of 3.75 m (12.3 ft).
- (c) Together shall not exceed a lot coverage of 10%.

1510.7 General

General:

The relevant provisions of Sections 5, 6, 7 and Schedules B and F of this bylaw shall apply.

Bylaw No. 9077
May 18, 2010
Schedule "A"



Coast Capital Savings Credit Union
Bay Centre Branch
212-1150 Douglas St
Victoria BC, V8W 3M9
www.coastcapitalsavings.com

February 19, 2015

Society of Saint Vincent de Paul - Vancouver Island

4349 West Saanich Rd
Victoria, BC
V8Z 3E8

RE: Membership confirmation

To Whom It May Concern,

This letter certifies that the **Society of Saint Vincent de Paul - Vancouver Island** (the "Society") holds a banking relationship with Coast Capital Savings Credit Union.

The Society has held membership and accounts with Coast Capital since May 7th, 2010 and is considered in good standing.

If you have any further questions, please feel free to contact me at 250.483.8459 or by email at aj.mcewan@coastcapitalsavings.com.

Sincerely,

A handwritten signature in black ink, appearing to read 'AJ McEwan'.

AJ McEwan
Manager, Business Banking
Coast Capital Savings Credit Union

Society of St.Vincent de Paul of Vancouver Island Job Description

Title: Executive Director

Location: Administration Office

Supervisor: The Board of Directors

POSITION SUMMARY

The Executive Director, guided by an elected, volunteer Board of Directors is responsible for the overall administration and management of the operations and finances of the Society of St.Vincent de Paul of Vancouver Island. The Executive Director is responsible for the implementation of the mission, vision, values, goals and objectives of the Society of St.Vincent de Paul, through staff and volunteers, as established by the Board of Directors.

DUTIES AND RESPONSIBILITIES

Management

- Manages the financial, human and material resources in accordance with policies, bylaws, Articles of Incorporation and the annual strategic plan.
- Recruits, orients, evaluates and terminates staff in accordance with personnel policies.
- Coach's staff towards achieving professional excellence by collaboratively establishing broad staff objectives that meet the goals as outlined in the strategic plan.
- Ensures adequate financial resources and developmental opportunities are available to staff for them to fulfill their responsibilities.
- Interprets policies to staff and ensures the implementation of appropriate procedures.
- With the participation of the Treasurer and Financial Administrator, prepares and presents an annual budget for Board approval.
- Establishes adequate administrative and financial controls.
- Provides timely and accurate financial reports to the Board and appropriate agencies.
- Provides financial oversight of community and government contracts.

Board and Particular Council/Conference Support

- Fosters an environment conducive to effective Board governance.
- Works with the President and Board/PC/Conferences on the development of an Annual Strategic Plan and monitors progress of the plan throughout the year.
- Assists Board/PC activities by preparing administrative and financial reports and by sharing own and staff's expertise, experience and corporate history.

- Facilitates Board training and development.
- Assigns appropriate staff to assist Board Working Committees as required.
- Attends Board and Committee Meetings as required (approximately 6 per month)

Communications and Public Relations

- Develops and implements a strategic communications plan to continually improve the public image of the Society of St. Vincent de Paul.
- Establishes and promotes effective understanding and sound relations between the Society and the public; key donor groups; government departments and the media.
- Maintains positive relationships with and participates in initiatives of the Provincial St. Vincent de Paul and the National Council of St. Vincent de Paul.
- Represents the Society at conferences, meetings and speaking assignments.
- Supports the President as chief spokesperson for the Society.

Resource Development (Fundraising)

- Assists in the recruitment of a fundraising Chairperson and with this new Chairperson conducts the major Fundraising awareness program during St. Vincent de Paul week (to be determined).
- Establishes the annual fundraising plan with the fundraising Chairperson and Committee.
- Develops and implements a plan to apply to Foundations to access funds that support the fundraising goals.
- Encourages co-operation and co-ordination between the staff/volunteers and the members/conferences of the Society to achieve effective resource development.
- Assists in the recruitment, orientation, and training of the fundraising team.
- Establishes procedures for tracking, recording and reporting donations.

SUPERVISORY RESPONSIBILITIES

The Executive Director is accountable for all paid and volunteer personnel of the Society of St. Vincent de Paul of Vancouver Island. The Executive Director is directly responsible for the supervision of the following functions: Fundraising, Finance, Communication, Computer Systems Management, and Office Administration and Human Resources.

This includes ensuring that all personnel are treated in accordance with Board policies and government legislation and that authority is used to motivate personnel to accept responsibility for achieving professional excellence within a strategic, team environment.

SUPERVISION RECEIVED

The Executive Director reports to the Board of Directors. The Board policies, Bylaws, Articles of Incorporation, Mission, Vision, Values and annual strategic plan govern all activities. Any deviations from these must receive Board approval.

EDUCATION AND EXPERIENCE

- A Bachelor degree higher (or equivalent), preferably specializing in either social work, community development, finance, public administration, accounting or commerce.
- A minimum of five (5) years demonstrated supervisory/managerial experience.
- A minimum of five (5) years working with volunteers.

MENTAL EFFORT

- Almost continuous mental effort to organize both verbal and written information, balance priorities and multi-task several activities at the same time requiring careful listening and concentration.
- Frequently required to work with simultaneous or competing deadlines, which can be either regular or unpredictable.

PHYSICAL EFFORT

- Frequently required to sit for extended periods of time during meetings and while operating computer equipment.

WORKING CONDITIONS

- Works in own office with frequent interruptions and multiple demands.
- Occasionally must travel to meetings and functions outside of normal office hours.

OTHER FACTORS

- An understanding of the philosophy of the Society of St. Vincent de Paul.
- Highly developed communication and interpersonal skills.
- Knowledge of community organizations and structures, social services, corporate structures, Society relations and volunteer management.
- The ability to work with collaborative community projects and provide stewardship of donors in addition to having knowledge of fundraising campaigns.
- The ability to build and sustain a complex net of relationships is essential.
- A vehicle is required.
- Must participate in the pursuit of self-development to improve knowledge, expertise, management and administration abilities, to better direct the affairs of the Society of St. Vincent de Paul.
- Ability to use the Internet, Microsoft office suite and data bases is required.

Society of St. Vincent de Paul of Vancouver Island
Job Description

Title: Financial Administrator

Location: Central Administration Office

Supervisor: Executive Director

Overview:

The position is responsible for maintaining the financial records of the Society's departments by maintaining each department's books, keeping records of accounts, verifying the procedures used for recording financial transactions, preparing financial reports and assisting the external Auditors and other authorities in their audits. This includes the processing of all accounts receivable, accounts payable and payroll information.

Duties:

1. Enter monthly financial data for each department, including; all cash disbursements; cash receipts; payables; cash flow analysis; journal entries; and, appropriate cost allocations and accruals.
2. Reconcile the Society bank accounts monthly.
3. Under the direction of the Executive Director and Chair of the Finance Committee maintain and upgrade financial reporting systems.
4. Prepare statements of account and issue subsequent invoices for the purchase of materials and/or services from the Society for the approval of the Executive Director.
5. Identify and pursue outstanding customer accounts through interactions with support staff and customers.
6. Perform payroll related duties including: verifying timesheets; calculating and preparing payroll cheques; submitting government remittance forms and payments; overseeing the administration of employee benefits; conducting payroll analysis and year-end review; and, preparing and submitting yearly T4 documents.
7. Maintain staff vacation and sick leave records, and send updated records to each store and department monthly.
8. Check and update client allowance data with program manager and print cheques monthly for distribution to clients.

9. Assist staff with benefit packages. Maintain staff information and changes to files.
10. Complete and submit government documents, such as GST remittances and applications for GST rebates for the Society in accordance with federal and provincial taxations laws.
11. Monitor other staff who handle financial transactions to ensure proper recording of the financial data.
12. Liaise with the bank to coordinate such things as updated signing authorities, automated payments and electronic banking.
13. Record all financial data into the computerized financial reporting systems and properly maintain the integrity of these accounts (e.g., trial balance and reconciliations).
14. Produce monthly financial statements and budget analysis, other financial reports as directed by the Executive Director, ensuring proper distribution to the appropriate stakeholders.
15. Ensure tax receipted donations are issued in compliance with Revenue Canada requirements. Complete the annual charity return.
16. Prepares cash flow projections and other financial reports and summaries. Make recommendations to improve the individual or organization accounting and management practices and/or systems. Ensures departmental and organization staff are trained and aware of accounting systems/standards and expectations.
17. Liaise regularly with the Executive Director to address questions arising from the various reports and provide advice on financial matters.
18. Support and assist Program and Store managers in related financial tasks, i.e. monthly sales/deposit records.
19. Participate in the monthly finance committee and provide information and analysis as required.
20. Prepare, with the Executive Director and Program Managers, the annual operating budget and long range financial plan.
21. Liaison with the Treasurer of the Society and with various Conference Treasurers to support and assist record keeping at the Conference level.
22. Demonstrate positive and supportive interaction with clients, volunteers, staff, donors, funders, suppliers and the general public.

23. Promote the works of the Society in a positive and beneficial manner.

24. Perform other financial activities as required by the Executive Director.

Qualifications:

- A combination of at least five years of formal accounting training and/or progressively more responsible accounting, management planning and budgetary control in non-profit community based programs and services.
- Strong grasp of generally accepted accounting principles including fund based accounting.
- Working knowledge of Adagio A/P and General Ledger modules required.
- Working knowledge of payroll and benefit administration is required. Experience with payroll software would be an asset.
- Experience in issuing tax receipted donations and the applicable Revenue Canada requirements.
- The ability to prioritize workload and occasionally work under peak load pressure to ensure cyclical deadlines are met.
- Must have proficient computer skills. Knowledge of MS Word and MS Excel.
- Very professional in document production, meets deadlines, understands detail.
- Promotes positive work environment and leads by example.
- Ability to be self-motivated and able to work independently.
- Have a good command of written and oral English.
- Must have excellent communication skills.

Reviewed by: _____
Person whose job this is

Date: _____

Approved by: _____
Executive Director

Date: _____

ST. VINCENT DE PAUL SOCIETY
JOB DESCRIPTION

Title: Program Manager Housing

Location: The Saint Vincent de Paul Centre, Yates Street, Victoria

Reports to: Executive Director.

Position Summary:

Reporting to the Executive Director, manages the St. Vincent de Paul Centre Housing program for individuals who are homeless at risk or are low income urban singles. Is responsible for facilities management of the St. Vincent de Paul Centre Housing and coordinates the facilities management of the Social Concern Office and the Yates St. Store with the managers of those programs.

Duties:

- Plans, organizes, controls and directs the provision of services for assigned new and existing programs and/or project. Ensures effective program delivery consistent with the Society's mandate and policy, legal, contractual budgetary and other requirements. May develop or make recommendations for the development of new program areas.
- Participates as a member of the senior management team in developing long range and strategic plans, assessing and resolving operational issues and policies.
- Develops and establishes standards and accountability/control mechanisms for Assigned Programs in accordance with policies and goals established and approved by the Executive Director and the Board of Directors; develops and recommends long range plans and objectives for the assigned responsibility area; provides advice and recommendations to the Executive Director and board of Directors on significant or cross-agency program and service issues.
- Determines program, resource/budgetary, operational and organizational requirements for all new and existing programs within responsibility area; develops comprehensive plans and strategies to achieve identified objectives.
- Supervises, develops and motivates assigned staff to: attain program objectives; ensure effective case planning and management; accountability to referring authorities/agencies; consistent application of agency policies including labour relations issues related to hiring, performance appraisal, discipline, grievance resolution, discharge and providing input in union or non-union contract/funding negotiations
- Monitors the service delivery of professionals, resource and other workers, volunteers and members (where required); assisting and providing various services to tenants for structure, consistency, quality of guidance/supervision, suitability of activities, caring etc. Discusses problem situations and remedies; provides policy, technical and practical guidance to staff as required, and may participate directly in the provision of services to resolve difficult or sensitive issues or problems.

- Participates in various committees, working groups, associations, etc. Maintains effective relationships with government officials, members, volunteers, community groups, funding agents; may communicate and/or promote (with the approval of the Executive Director) the Society's services, funding needs, valued to the community, etc. May represent (with the approval of the Executive Director) the Society at community and fund raising events, or other official functions.
- Prepares reports/conducts special studies, makes presentations. Maintains a current awareness of developments in assigned field/program/agency.
- Performs other related duties as required.
- SEE ATTACHED DUTIES SPECIFIC TO PROGRAM.

Qualifications:

Education, Training and Experience:

- Operational/administrative management, planning, organizing, human resources, analytical and communications knowledge and skills are typically required. Knowledge and skills specific to program are typically acquired through completion of a university degree in a discipline relevant to Society requirements or equivalent combination of education experience.
- Three to five years of progressively more responsible program delivery experience in the community social services sector with a demonstrated and in-depth working knowledge of specific community based programs and services, applicable legislation and policies, provincial and community support services and systems is required.
- *Specific program, legislative/policy, provincial and other government frameworks and systems, labour relations or professional knowledge may be required depending on individual agency requirements.*

Job Skills and Abilities

- Excellent oral, written, facilitation and interpersonal communications skills.
- Demonstrated teamwork, leadership and supervisory skills.
- Well developed planning, organizing, controlling and administrative skills.
- Ability to work effectively with volunteers and non-profit or publicly funded organizations.
- Able to work effectively with mentally challenged adults, people receiving assistance from various sources and people who are homeless.
- Possesses attached Management Core Competencies and/or Behaviors.
- An understanding of the mission, vision and values of the Society of St. Vincent de Paul...

Additional Information:

- The ability to function independently and frequently under pressure while managing multiple concurrent projects and deadlines including effectively managing emergency situations is an

ongoing expectation. _ Participation in program related activities might involve long workdays,
and/or evening/weekend work.

ADDITIONAL DUTIES RELAYENT TO THE HOUSING PROGRAM MANAGER

- PROGRAM MANAGEMENT

- Responsible for managing the Saint Vincent de Paul Centre Housing Program. The Housing program manager determines priorities, allocates resources and supervises staff, contracted resources and volunteers.
- Plans and manages the maintenance of the building and services offered in conjunction with the Ministry of Health; ensures effective and successful program/service delivery consistent with program objectives and budgetary limits; ensures that program standards, guidelines and policies of the St. Vincent de Paul Society are maintained, and that all licensing requirements are met.
- Ensures effective cooperation with Vancouver Island Health Authority as required.
- On an ongoing basis, evaluates with the Executive Director, the Housing Program objectives to ensure it is meeting the Society, Ministries and other Funders guidelines.

- TENANT SERVICES

- The Housing Program Manager determines priorities, manages tenant selection, and tenant issues, oversees Tenant Program Plans, liaises with all stakeholders, advocates for services for tenants, allocates resources and supervises staff and volunteers.
- Monitors Tenant Program Plans and Personal Service Plans for each tenant, with input from all stakeholders.
- Monitors the services delivered to tenants to ensure the Residential Tenancy Act is adhered to.
- Resolves tenant disputes and problems; provides policy, technical and practical guidance to staff, members and volunteers as required.
- Develops and maintains effective relationships by demonstrating positive and supportive interaction with tenants, volunteers, staff, referring authorities and the general public.
- Considers referrals from the various Ministry's; manages tenant selection, and tenant evictions; advocates for tenancy termination to other agencies when appropriate.
- Assesses tenants presenting decompensating behaviour, providing professional support to staff, members and volunteers. Referrals made to other support professionals as required.
- Ensures that accurate program and client records are maintained and that confidentiality is a priority. Ensures that all pertinent documentation is completed.
- Interact with tenants and offer a listening supportive venue for certain difficulties tenants may be experiencing.
- Assist other agencies seeking housing for their clients. This would include advice and direction on where to seek housing.
- Support people, (tenants and their families) in their journey to wellness in time of grief, as it relates to the mission, vision, and values of the Society of Saint Vincent de Paul.

- **FINANCIAL**

- Responsible for financial administration of the assigned programs, as far as:
 - Preparation of the Annual Budget of related program;
 - Monitoring revenues and expenditures to assure compliance to the annual budget;
 - compiling and tabulating statistical data, as required;
 - Negotiating with Governments and funders to obtain variable service contracts that are financially feasible and serve the needs of the clients.
 - Determines program, resource/budgetary, operational and organizational requirements for all new and existing programs (within responsibility area)
 - Develops comprehensive plans and strategies to achieve identified objectives.

- **HUMAN RESOURCES**

- Participates with the senior management team to develop recommend and implement human resources policies, programs and related procedures and practices that are consistent with all legislative, employee contracts and/or collective agreement requirements and provisions.
- Hires, supervises, develops and motivates staff, members and volunteers.
- Ensures consistent application of St. Vincent de Paul Society policies, including issues related to hiring, performance appraisals, discipline, discharge and providing input in wage remuneration for assigned program.

- **PUBLIC RELATIONS**

- Communicates and/or promotes the Society's services, funding needs, and value to the community. May represent (with the approval of the Executive Director) the Society at community and fund-raising events, or other official functions.
- Conducts special studies, makes presentations; maintains a current awareness of developments in social services sector and the Society of St. Vincent de Paul.

- **FACILITIES MAINTENANCE**

- Ensures that building maintenance requirements are met such as: carrying out a preventative maintenance program, organizing all repairs and upgrade improvements to the building.
- Checks safety/security equipment and arranges replacements; reports to the executive director any unsafe or faulty equipment and arranges necessary remedies; monitors all repair and maintenance work to ensure work is carried out properly and to code.
- Ensures records, files and documentation is complete and in accordance with the Society policies and procedures for buildings under responsibility area. To act as a central data/building history center for all problems and remedies.
- Co-ordinate building maintenances and services as they affect Social Concern and Thrift Store needs.
- Maintain pager contact 24 hours a day 7 days a week for building emergencies.

Job Description – Resident Support Worker

Summary: This position provides tenant support and crisis support to adult tenants of St. Vincent de Paul's independent living apartment. Activities of the job include a varied set of tasks associated with assisting tenants in life skills issues in group or one on one basis, including crisis assistance, and liaising with outreach case workers. Additionally it requires working in close conjunction with the Social Concern Office in providing support in it's life skills mandate to the public.

Duties:

- Provide initial crisis support and or crisis intervention to tenants.
- Provide life skill training to tenants either on a one-on-one basis or in a group environment.
- Participate in personal program plans and overall assessment of services best suited to the individual tenant needs.
- Develop and foster a sense of community within the building through mentoring, by coaching and showing leadership to assist tenants in developing positive social skills.
- Liaison with other Society divisions and community groups involved with the tenants and provide support where necessary.
- Maintain a positive working relationship with tenants.
- Provide assistance to the property manager in maintaining accurate records in accordance with the requirements of B.C. Housing and VIHA when requested.
- Assist the Social Concern Office when short staffed and facilitate client development programs when needed.
- Other duties that may be required in assisting tenants, Social Concern Office, and Property Manager in times of crisis.
- Required to carry a pager 24/7 to respond to tenant emergencies including after hour emergencies.
- Work week may include working weekends.

Qualifications: An equivalent combination of education and work experience with marginalized people is required. A diploma or degree in Human Services profession would be an asset. At least three years work experience is preferred, with a good working knowledge of working with mental health patients. Some working knowledge of the Residential Tenancy Act would be beneficial but not necessary. A certificate in Basic First Aid, Food Safe, class 5 drivers license, and full Police record check are required. A class 4 Drivers License would be an asset. Must have the ability to prepare food.

Job Skills and Abilities:

- Good written and verbal communication skills
- Effective interpersonal, group dynamic and crisis intervention skills.
- Demonstrated ability to teach and to be patient with people
- Strong computer skills, (Including word processing, spread sheets and database). Good time management and organizational skills.

ST. VINCENT DE PAUL SOCIETY

JOB DESCRIPTION

TITLE: Property Administrator

LOCATION; The Saint Vincent de Paul Centre, Yates Street, Victoria

REPORTS TO: Executive Director

POSITION SUMMARY:

Reporting to the Executive Director, the Property Administrator oversees the implementation of the maintenance and administration of the St. Vincent de Paul Centre Housing. This is a program for individuals who are homeless at risk or are low income urban singles. The administrator is responsible for facilities management and coordinating the facilities management of the Social Concern office and the Yates St. Store with the managers of those programs.

The key responsibilities of the **Property Administrator** include but are not limited to:

- Property management office administration
- Payroll administration
- Vacancy and arrears management
- Preparation of tenancy agreement when accepting a new tenant
- Cost management of operating expenses in relation to BC Housing approved budget
- Rent collection and arrears management
- Purchase order processing, invoice coding and contractor management
- Works with the Residential Support Workers to resolve tenant disputes and problems; provide policy, technical and practical information regarding the RTS to staff as needed.
- On intake, consider referrals from the various Ministries and other social housing managers in the City. Manages tenant selection, and tenant evictions.
- Ensures that accurate client records are maintained and that confidentiality is a priority. Ensures that all pertinent documentation is completed in compliance with the RTA.
- In conjunction with the RSW's maintain pager contact 24 hours a day, 7 days a week for building emergencies.
- Ensure that building maintenance requirements are met such as: carrying out a preventative maintenance program, organizing all repairs and upgrade improvement to the building.
- Checks safety/security equipment and arranges replacements; reports to the ED any unsafe or faulty equipment and arranges necessary remedies; monitors all repairs and maintenance work to ensure work is carried out properly and to code.
- Ensures records, files and documentation is complete and in accordance with the Society policies and procedures for building. To act as a central data/building history center for all problems and remedies.
- Maintain a database of preferred vendors
- Maintain a schedule and an upcoming calendar of upcoming maintenance.
- Other assignments within the scope, spirit and purpose of the job as reasonable requested from time to time by management.

Desired Skills and Experience

To succeed in this role, the candidate must possess the following combination of education, experience and skills:

- At least two (2) years' experience in residential property management,
- Knowledge of RTA
- Excel at planning and organizing. Ability to meet deadlines proficiently
- Ability to motivate and work as a team
- Strong analytical and problem solving skills
- Superior oral and written communication skills
- Strong computer skills – MS Word, Excel, and Outlook
- Strong administrative experience in Residential Property Management
- Strong Contract Management & Trade Supervision
- Working knowledge of the Occupational Health & Safety Act
- Reliable Vehicle required traveling to various sites.

RESUME

Angela Caroline Hudson

2895 Ceylon Road

Shawnigan Lake, BC

VOR 2W1

250-818-6250

ahudson6250@gmail.com

WORK EXPERIENCE

April, 1999 – Present

Executive Director for the Society of Saint Vincent de Paul of Vancouver Island

- Responsible for the overall administration and management of the operations and finances of the Society of St. Vincent de Paul of Vancouver Island. The Executive Director is responsible for the implementation of the mission, vision, values, goals and objectives of the Society of St. Vincent de Paul, through staff and volunteers, as established by the Board of Directors.
- Manages a staff of 75 people and 300 volunteers throughout Vancouver Island.
- Job Description attached

January 1998 – March, 1999

Financial Administrator for the Catholic Independent Schools, Diocese of Victoria

- Managed the overall financial affairs of all the Catholic school on Vancouver Island. Ensured compliance with government regulations regarding the education grants, childcare subsidy and Revenue Canada (Issuing of Charity tax receipts)
- Centralized the finances for the six Catholic schools on Vancouver Island under one centralized accounting and administration department.
- Trained and provide professional development to the administration of the schools regarding financial activities under their schools.
- Supervised a 3 accounting staff.
- Reason for leaving: This was a two year contract position that I was able to effectively restructure early and then I accepted position with St. Vincent de Paul.

June 1992 – January 1998

Shareholder, Owner/Operator for Cougar Pacific Equipment Ltd, Cougar Pacific Holdings Ltd., Cougar Pacific Logging Ltd., Duncan, B.C.

- Management of the finances, personnel and business dealings of the above companies. Structured the forming of the companies and the purchasing of the assets.
- Handled the purchase and rezoning of 4 acres of highway property to light industrial from agricultural. Oversaw the construction of a 10,000 sq. ft. industrial building.
- Developed the structure share sales and company wind downs. Developed insurance coverage and procedures for Canadian dealers with the franchise owners in eastern Canada.
- Worked with a staff of 14 employees and 3 managers. Administered employee benefit packages and employee reviews. The day-to-day accounting was performed by an in-house CGA and bookkeeper.
- Reason for leaving: Sold shares and resigned as a director, left to pursue career with Catholic Schools.

January 1988 – May 1992

Senior Chartered Accounting Student at Hayes, DeBeck and Stewart Chartered Accountants, Duncan, BC

- Performed audits, review and notice to reader engagements and commercial, charity and personal tax returns. Worked with clients to improve their knowledge and abilities with accounting and management functions, particularity cash flow, employee development programs, and information flow and needs assessments.
- Clients included: City of Duncan, Pacheenaht Indian Band, Duncan Christian School, Cowichan Valley Association for Community Living, Nikon Developments Ltd. (commercial and residential building contractors), various other not for profit clients and small businesses.

EDUCATION

September 1989 – December 1991

Chartered Accountants Institute of British Columbia (ICABC)

- Successfully completed the required audit, accounting and tax programs for the Chartered Accountants Institute of BC
- Transcripts available on request

September 1988 – June 1989

Camosun College, Victoria, BC

- Completed prerequisite course for the Institute of Chartered Accountants of BC. Transcripts available on request. The courses completed were consistent with a business administration degree. Final level courses included advanced taxation, advance financial and cost account, business and commercial law, business management and human resource management.

September 1987 – June 1988

Malaspina College, Nanaimo, BC

- Completed pre-requisite courses for the Institute of Chartered Accountants.

January 1978 – December 1979

Camosun College, Victoria, BC.

- Graduated with a Legal Secretarial Certificate.

1978

Cowichan Senior Secondary School, Duncan, BC

- Graduated under the Science Program

VOLUNTEER WORK

2010 – Present

Treasurer of the St. Joseph's School Council

Duties included reviewing and approving the monthly and annual financial statements for the school as well as working with the administration on the formation of the annual budget.

Specific duties related to the Childcare program include developing the budget and ensuring the program is running with a small surplus while meeting the mission, vision and financial requirements of the program. Assisted in hiring the current childcare manager and ensuring she is provided with adequate financial and budgeting support. Developed and implemented the financial plan to move the childcare program twice over the past five years during the construction of the new St. Joseph School wing and renovation project (once off of the school property and then back into the school grounds into newly renovated portables).

1989 – 1999

Treasurer of the Queen of Angels School Council

REFERENCES:

Letters of reference (or names and phone numbers) from all my jobs can be provided upon request.

Stuart R. Andrie

9959 Swiftsure Place, Sidney, BC V8L4E3
E: stuart.andrie@gmail.com T: 250-884-1870

Skills & Experience

Housing Sector

- Oversee and ensure that the property portfolio is managed and maintained at a level that adheres to the Society standards
- Ensure that the guidelines, policies and procedures that are set out in the Operating Agreements with BC Housing are adhered to
- Represent the Society and attend Residential Tenancy Branch hearings as necessary
- Ensure that ongoing/preventative, cyclical/annual, and corrective maintenance (including move out repairs) are completed
- Review monthly maintenance budgets with the Management Team to ensure funding availability for maintenance projects
- Ensure notice/documents are served to tenants as prescribed under the Residential Tenancy Act
- Keeping housing common areas and building exterior clean and grounds maintained
- Conducting annual and statutory suite inspections and ensuring all required repair and maintenance work is completed in a timely fashion and within budget
- Identifying and resolving tenant issues related to suite maintenance or compliance with the tenancy agreement
- Ensuring that suites are ready for occupancy
- Income qualification for eligible applicants
- Rent collection, bank deposits and enforcement of the Rent Arrears policies and procedures
- Ensuring compliance with the BC residential Tenancy Act and program agreements
- Ensuring safety and security through operation and maintenance of the building security systems
- Supervising and training of building maintenance staff and resident support workers
- Determines priorities, manages tenant selection, tenant eviction, and tenant issues, oversees Tenant Program Plans (if required), liaises with all stakeholders, advocates for services for the tenants, allocates resources and supervises Resident Support Workers and volunteers
- Monitors the services delivered to the tenants and ensures the Residential Tenancy Act is adhered to
- Resolves tenant disputes and problems; provides policy, technical and practical guidance to staff, members and volunteers as required
- Consider referrals from CASH, VIHA and BC Housing registry
- Ensure that accurate program and tenant records are maintained and that confidentiality is a priority. Ensure that all pertinent documentation is completed
- Supervise staff, including hiring and training
- Plan, assign and review work
- Set work priorities and standards
- Conduct formal performance review of work performed
- Hold monthly staff meetings
- Participate with the Management team to develop, recommend and implement human resource policies, programs and related procedures and practices
- Prepare individual property budgets, with consultation from the Management team for submission to BC Housing on an annual basis adhering to the manageable/non manageable costs and baselines mandated by BC Housing

- Monitor maintenance budget line items and address variances on a monthly basis
- Approve and monitor maintenance expenditures within spending authority
- Issue purchase orders and authorize building and project maintenance expenditures, in accordance with the Society spending policy
- Review and submit for approval proposals for contracted work to ensure compliance with Society/BC Housing policies and standards
- Review all maintenance contractor work and ensure that the work was completed to SSVP standards prior to submitting request for payment
- Monitor Replacement Reserve expenditures, ensuring funding for future replacement is accessible and that the fund is adequately financed by BC Housing according to their guidelines, in collaboration with the Management team
- Participate as part of the Management Team and contribute to the strategic direction of the Society including financial and human resourcing, and strategic planning
- Provide Property Management services, including Capital Replacement, Operating Budget development and supervision of Maintenance and Resident support worker staff
- Support the Executive Director in prudently managing and maintain the value of the Society's capital assets
- Achieve targets that are established annually through the strategic plan in collaboration with Executive Director

Program/Project Management

- Managed all aspects of an innovative project and subsequent program keeping it within scope, budget and timeline
- Planned, coordinated and delivered education, formation, and stewardship projects over a vast geographical area for a diverse demographic of participants
- Managed multiple ongoing projects meeting goals and deadlines
- Implemented strategic plan for three year period based on research and analysis to meet determined needs
- Taught Grades 9-12 to both to Canadian and foreign private schools with very limited resources
- Planned and implemented two educational tours to Europe for adolescents and adults
- Coordinated and supervised a volunteer outreach program
- Provided follow-up to program decisions and actions
- Developed positive relationships with students and their families including ongoing mentorship with past students
- Monitored and ensured safety policies of the Responsible Ministry guidelines were practiced and maintained
- Coordinated and led a multi-regional Advisory Committee Team to discuss, plan, and implement new initiatives

Communication & Stakeholder Relations

- Demonstrated proficiency at public speaking and group facilitation skills on various topics to diverse audiences.
- Regularly wrote letters, articles and statements regarding a wide variety of topics for publication on behalf of the CEO
- Accomplished capacity for providing efficient and effective communication over the phone or in person in both regular and challenging or crisis situations
- Created executive summaries, analytical reports, briefing notes and findings papers on the status of programs
- Prepared and presented a comprehensive executive report of findings and recommendations, and drafted new policies including management organizational sources, budget creation, job description and creation of a new office and coordinator position
- Maintained confidentiality when dealing with personal and sensitive information and issues
- Developed and maintained relationships with numerous stakeholders and clients including non-profit organizations, service providers, and clients

- Used social media for the promotion of materials and corresponding educational opportunities.
- Excellent written and spoken communication skills in English and Italian

Office Management

- Practiced in Human Resource management including supervision, hiring, mentorship, orientation, and scheduling
- Experienced data entry ensuring accuracy and efficiency using standard and proprietary databases
- Developed, maintained and circulated a list of manuals and resources (print, audio, video)
- Maintained accurate records for local and executive decision making purposes
- Knowledgeable in standard Ministry office practices and procedures

Research, Analysis and Interpretation

- Performed research and statistical analysis as a graduate assistant to university professors
- Analyzed evidence collected through proven research and investigation methodologies to in order to determine conclusions, provide recommendations and make decisions
- Applied knowledge of Freedom of Information and Protection of Privacy Act received in training of the general principals of information access and privacy

Administration & Finance

- Responsible for the development and management of a \$60,000 program budget
- Researched and collected hospital costs from Insurance Corporation of British Columbia
- Accounts payable expense administration of Ministry of Health staff and clients

Marketing

- Used multi-media to create and communicate awareness campaigns, volunteer drives, and emergency relief collections

Computer

- Proficient with advanced features of MS Office Suite (Word, Excel, PowerPoint, Outlook, database management and scheduling programs), iOS software as well as various forms of cutting edge social media and email platforms
- Routinely updated and maintained company website for previous employer on a daily to weekly basis
- Typing / word processing speed 63 w.p.m. average

Work Experience

Society of Saint Vincent De Paul, Victoria

Manager of Housing and Property Services, July 2014 - Present

Society of Saint Vincent De Paul, Victoria

Retail Clerk, March 2014 – July 2014

Diocese of Victoria, Victoria

Executive Coordinator, February 2012 – April 2013

Ministry Consultant, August 2011 – January 2012

St Andrew's Regional High School, Victoria

Teacher, September 2007 – August 2011

BC Ministry of Health, Victoria
Researcher, Accounts Payable and Collections Clerk, January 2007 – August 2007

Christ the King High School, St. John's Antigua
Teacher, August 2004 – August 2006

Education & Training

Certified Housing Professional Program Level One Designation (On-going)	Chartered Institute of Housing, Toronto ONT	2016
Residential Manager Certificate	Residential Manager Training Institute, Vancouver BC	2015
Adult Probation Officer Certificate	Justice Institute of British Columbia, Vancouver, BC	2013
Refugee Sponsorship Training Certificate	Refugees Sponsorship Training Program, Scarborough, ON	2012
Doctoral Studies, Social Sciences	Pontifical University of St. Thomas Aquinas, Rome, Italy	2004
Master of Arts, Social Sciences	Providence College, Providence, Rhode Island	2000
Bachelor of Arts, Social Sciences	Franciscan University, Steubenville, Ohio	1999

Personal Interests

Goaltending for a men's league ice hockey team, marathon running, dogs, reading, travel



Addiction Recovery Coach of Canada Society

Doing business as ARCC Society
6850 Rose Lee Place, Sooke BC V9Z 0N9
www.arccsociety.com
250 889-9561



May 1, 2012

Angela Hudson
Executive Director
The Society of St. Vincent de Paul
4349 W. Saanich Road
Victoria, BC V8Z 3E8

Re: Funding application for Rosalie's Village

ARCC Society works with adults, children, youth and community organizations affected by addiction, with a focus on prevention of Fetal Alcohol Spectrum Disorder (FASD) and successful interventions with high-risk mothers. Our philosophy is that supporting the mother is in the best interest of the children.

High-risk mothers are defined as those who struggle with mental health and/or substance misuse issues and/or are living with FASD. Those who are most vulnerable very often live in poverty and are dealing with a range of health, legal and social issues.

The need for housing support for vulnerable mothers has been identified: by service providers, decision makers and researchers who work on prevention of FASD in the Canada FASD Research Network (www.canfasd.ca/), through our work in developing support groups for mothers with local agencies, in the Healthy Minds Healthy People plan, and in BC's 10-year FASD Strategic Plan.

It has been our experience working with vulnerable, high-risk mothers in Victoria, BC and surrounding area that housing and shelter remains the number one barrier to service. It is not uncommon for high-risk mothers to be homeless and have multiple babies, all resulting in apprehension of the baby. As a result, children get caught in the revolving door of the foster care system, and the mother-child bond is severely damaged or severed entirely.

We strongly support the funding application for housing for vulnerable women and children being proposed by the Society of the St. Vincent de Paul. We agree that Rosalie's Village would fill a critical need in service for vulnerable women living in Victoria and surrounding area.

Please contact me should you require further information.

Janet Christie
Co-Executive Director
jan.christie@telus.net



**The Cridge
Centre for
the Family**

1307 Hillside Avenue, Victoria, BC V8T 0A2
Telephone 250-384-8058 • Fax 250-384-5267 • Website www.cridge.org
A n o n - p r o f i t s o c i e t y f o u n d e d i n 1 8 7 3

February 20, 2015

To Whom It May Concern:

I am pleased to provide this letter of support for the daycare proposed for St. Vincent de Paul's Rosalie's Village. The Cridge Centre for the Family has been providing low rent housing, and daycare for over 30 years. Our experience is that combining housing and daycare provides good support for struggling families and is a good investment. However, the demand for our affordable housing and daycare always exceeds the supply. That is why we were excited to hear about Rosalie's Village and have supported the whole concept since it was first proposed eight years ago.

For the past three years, we have averaged over 32 children on our Cridge Centre Daycare waitlist. For many of these children, being in daycare is an important part of their families' risk reduction plans. Having daycare spaces to accommodate this need means that children are visible in the community, less likely to be placed in foster care, and their families have the opportunity to thrive. The number of housing units and daycare spaces proposed for Rosalie's Village matches the numbers on our waitlists for housing and daycare.

The Royal Oak area where Rosalie's Village will be located is currently underserved for group day care. Creating new daycare spaces in that area is good for all the families in that community, especially for the vulnerable families that will be housed in Rosalie's Village. We look forward to your favourable consideration of the requested capital funds for the new day care.

Sincerely,

Marlene Goley, Manager
Women's and Family Services
The Cridge Centre for the Family



Head Office: 2009 Fernwood Road, Victoria BC V8T 2Y8 Phone 250-384-1423 Fax 250-381-1438

August 24, 2015

Angela Hudson, Executive Director
Society of St. Vincent de Paul of Vancouver Island

Re: City of Victoria Housing Reserve Fund application for Rosalie's Village

Dear Ms. Hudson,

I am pleased to write this letter in support of the Society of St. Vincent de Paul's, Rosalie's Village, non-profit affordable housing units for the target population of single mothers with small children, older women who do not qualify for other subsidized housing programs, and women needing emergency, transitional housing. Rosalie's Village will be a positive step to addressing the needs of these vulnerable populations across the Victoria region.

The work that the M'akola Housing Society undertakes provides an insight into the challenges faced by single mothers with small children and older women who no longer qualify for our family housing units once their children leave the home. Specifically, we believe the value of providing young women with children safe, affordable housing and supports, on their journey to becoming independent and transition into rental market housing. As well, we value the importance of providing affordable housing for older women coming out of various homeless/at risk situations until they qualify for appropriate seniors housing. The Society of St. Vincent de Paul has a solid reputation in the community for nearly 100 years, and the necessary experience to succeed with this project.

M'akola Housing Society supports St. Vincent de Paul's application for the City of Victoria Housing Reserve Fund for capital funding for low and moderate income rental housing. M'akola will assist the Society with the referral of homeless women and children and will provide preferred access to our housing stock when the tenants are ready for long-term housing.

M'akola has an established relationship with the Society of St. Vincent de Paul through other successful partnership endeavors, such as the Hope Center in Sooke, which opened in the Fall 2014, and are looking forward to our involvement with St. Vincent de Paul on Rosalie's Village. We are confident that the Rosalie's Village will benefit the homeless women and children in our community in both the short- and long-terms.

Yours truly,

A handwritten signature in black ink, appearing to read "Kevin A. Albers", is written over a horizontal line.

Kevin A. Albers, CGA, CAFM Chief Executive Officer