



NORTHEAST QUADRANT LOT A TASK FORCE

Tuesday, August 6, 2019 at 10:00 am

Location: Council Chambers

AGENDA

ITEM

1. **Call to Order**
2. **Approval of the Agenda**
3. **Adoption of Minutes** 1
THAT the Committee approve the minutes from the July 23, 2019 meeting.
4. **Delegation**
Kevin Albers - M'akola Housing Society
 - Provide an overview of non-profit housing society project management in the area, insight into requirements of including housing in commercial builds and answer committee questions.
5. **Business Case Development** 4
Development of a business case for each of the options previously discussed.
 - Option A – District of Soke Managed Project
 - Option B – Public Partnership WITH Housing Component
 - Option C – Public Partnership WITHOUT Housing Component
 - Option D – Private (Subdivide and Sell, with conditions)

Each option will include the following:

 - Project Scope/ Overview
 - Background Information
 - Risks
 - Steps for Completion
 - Implications
 - Associated Costs/ Funding
6. **Next Meeting**
7. **Adjournment**



MEETING MINUTES

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Task Force:	North East Quadrant Lot A		
Date:	July 23, 2019	Call to Order Time:	10:00 a.m.

Attendees:			
Councillor Jeff Bateman, Chair	P	Carol Pinalski	A
Andrew Moore	P	Godfrey Medhurst	P
Rick Robinson	P	Dave Bennett	P
Staff:			
Ivy Campbell, Head of Planning	P	Jennifer Royer-Collard, Corporate Services Assistant	P

1.	Call to Order
<p>The meeting was called to order by Councillor Bateman at 10:00 a.m.</p> <p>Dave Bennett attended the meeting in replacement of Carol Pinalski, representing the Sooke Seniors.</p> <p>Councillor Al Beddows attended the meeting as a public representative.</p>	

2.	Approval of the Agenda	Moved	RR	Carried	✓
<p>THAT the agenda for the July 23, 2019 North East Quadrant Lot A task force be approved, as amended:</p> <ul style="list-style-type: none"> Addition of New Business Item <i>Review of Must Have's</i> following Item No. 6. Options. 					

3.	Adoption of Minutes	Moved	AM	Carried	✓
<p>THAT the minutes from the July 11, 2019 North East Quadrant Lot A task force be adopted, as amended:</p> <ul style="list-style-type: none"> Addition of "storage" under Must Haves for the Sooke Seniors. 					

4.	Updated Terms of Reference	Moved	AM	Carried	✓
<p>THAT the Committee receive the revised Terms of Reference for information.</p> <ul style="list-style-type: none"> It was verified that the terms of reference attached to the July 23, 2019 agenda package are the true and valid version of the document, as approved by Council, confirmed by the Corporate Officer. <p>The committee had a round table discussion regarding its mandate and associated outcomes of the task force.</p>					

5.	Supporting Documentation	Moved	RR	Carried	✓
THAT the Committee receive the supporting documentation for information.					

6.	Options
<p>Option 1 – District of Sooke</p> <ul style="list-style-type: none"> • Limitations as there is currently not department established at the municipality to manage a project of this size and scope. • Funding resources, possibility of borrowing required which would place associated costs onto the taxpayer. <p>Option 2 (A) – Public Partnership WITH Housing Component</p> <ul style="list-style-type: none"> • The District could enter into an agreement with multiple parties and remain the owner of the property. • Lot A charrette and master plan would be utilized in the planning of the building. • Creation of Request for Proposals (RFP) by committee, with staff support, seeking outside developer to plan and build project. With the committee reviewing the applications. • Concerns with not obtaining BC Housing grant funding with the Province, if a decision is not made in a timely manner. <p>Option 2 (B) – Public Partnership WITHOUT Housing Component</p> <ul style="list-style-type: none"> • Same outlook as 2 (A) with the removal of the affordable seniors housing. • Possibilities for large hall and commercial kitchen rental space for the community. <p>Option 3 – Private (Subdivide and sell with conditions)</p> <ul style="list-style-type: none"> • Assurance through a registered covenant that would identify the requirements to be included in the building. <p>General Discussion:</p> <ul style="list-style-type: none"> • Assurance that every group represented in the task force is included in the final decision. • Seniors drop in centers in many neighbouring municipalities are joint ventures, with municipal funding a majority of the contributions. 	

7.	Review of Must Have's
<p>A round table discussion regarding how the must haves should be presented and that a prioritization should be completed of the final list. The following were highlighted:</p> <ul style="list-style-type: none"> • The Lot A Charrette document should be considered through all options, as it captures the vision of a wide array of those community groups and individuals who chose to participate in the process. • The desire to create a 'Community Hub' where various facilities are accessible to the community; café, rental space for events, small performances can be held, drop in activities, commercial kitchen access for small business owners, etc. 	

8.	Next Meeting
The next meeting will be held on Tuesday, August 6, 2019 at 10:00 a.m.	
Agenda items to include:	
<ul style="list-style-type: none">• Delegation from M'akola Housing.• Draft business cases for the four (4) options.• Identifying next steps.	

9.	Adjournment	Moved	JB	Carried	<input checked="" type="checkbox"/>
The meeting was adjourned at 12:05 p.m.					

Chair

Corporate Officer

Business Case

North East Quadrant of Lot A

Option A

District of Sooke Managed Project

The PROJECT (Scope Overview)

Describe the goal of the project and desired outcome:

-

The HISTORY (Background Information)

Provide any past information that would prove useful in the decision making process:

-

The LIMITATIONS (Risks)

List what could prevent the success of the project:

-

The APPROACH (Steps to be taken)

List what is needed to complete this project:

-

The IMPLICATIONS (positive and negative)

List the benefits that the project will bring to the community and the organizations that would be serviced:

-

The INVESTMENT (Associated Costs and funding)

List the funding opportunities, financial contributions etc.

-

Business Case

North East Quadrant of Lot A

Option B

Public Partnership WITH Housing Component

The PROJECT (Scope Overview)

Describe the goal of the project and desired outcome:

-

The HISTORY (Background Information)

Provide any past information that would prove useful in the decision making process:

-

The LIMITATIONS (Risks)

List what could prevent the success of the project:

-

The APPROACH (Steps to be taken)

List what is needed to complete this project:

-

The IMPLICATIONS (positive and negative)

List the benefits that the project will bring to the community and the organizations that would be serviced:

-

The INVESTMENT (Associated Costs and funding)

List the funding opportunities, financial contributions etc.

-

Business Case

North East Quadrant of Lot A

Option C

Public Partnership WITHOUT Housing Component

The PROJECT (Scope Overview)

Describe the goal of the project and desired outcome:

-

The HISTORY (Background Information)

Provide any past information that would prove useful in the decision making process:

-

The LIMITATIONS (Risks)

List what could prevent the success of the project:

-

The APPROACH (Steps to be taken)

List what is needed to complete this project:

-

The IMPLICATIONS (positive and negative)

List the benefits that the project will bring to the community and the organizations that would be serviced:

-

The INVESTMENT (Associated Costs and funding)

List the funding opportunities, financial contributions etc.

-

Business Case

North East Quadrant of Lot A

Option D

Private (Subdivide and Sell, with conditions)

The PROJECT (Scope Overview)

Describe the goal of the project and desired outcome:

-

The HISTORY (Background Information)

Provide any past information that would prove useful in the decision making process:

-

The LIMITATIONS (Risks)

List what could prevent the success of the project:

-

The APPROACH (Steps to be taken)

List what is needed to complete this project:

-

The IMPLICATIONS (positive and negative)

List the benefits that the project will bring to the community and the organizations that would be serviced:

-

The INVESTMENT (Associated Costs and funding)

List the funding opportunities, financial contributions etc.

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