



NORTHEAST QUADRANT LOT A TASK FORCE
Wednesday, September 4, 2019 at 10:00 am
Location: Council Chambers

AGENDA

ITEM	Pg #
1. Call to Order	
2. First Nation Recognition	
3. Approval of the Agenda THAT the task force approve the September 4, 2019 meeting agenda.	
4. Adoption of Minutes THAT the task force approve the minutes from the August 19, 2019 meeting.	1
5. Public Question and Comment Period	
6. Reports	
6.1. New Option E <ul style="list-style-type: none">Public Partnership with 2 separate Buildings WITHOUT Housing.	4
6.2. Information pertaining to CRD Regional Housing Trust Fund <ul style="list-style-type: none">Background document.	6
6.3. Business Case Option Continued Review: <ul style="list-style-type: none">Option A – District of Soke Managed ProjectOption B – Public Partnership WITH Housing ComponentOption C – Public Partnership WITHOUT Housing ComponentOption D – Private (Subdivide and Sell, with conditions)	7
7. New Business	
8. Next Meeting	
9. Adjournment	



MEETING MINUTES

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Task Force:	North East Quadrant Lot A		
Date:	August 19, 2019	Call to Order Time:	10:08 a.m.

Attendees:			
Councillor Jeff Bateman, Chair	P	Carol Pinalski, Sooke Seniors	P
Andrew Moore, T'Sou-ke First Nation	P	Godfrey Medhurst, Sooke Lions	P
Rick Robinson, Sooke Region Communities Health Network	P	Mary Dunn, Sooke Age Friendly Committee (left at 11:50 am)	P
Mayor Maja Tait, Ex Officio (left at 11:45 am)			
Staff:			
Ivy Campbell, Head of Planning (left at 11:55 am)	P	Jennifer Royer-Collard, Corporate Services Assistant	P

1.	Call to Order
<p>The meeting was called to order by Councillor Bateman at 10:08 a.m.</p> <p>Councillor Al Beddows attended the meeting as a public representative.</p>	

2.	First Nation Recognition
<p>Councillor Batman acknowledged that the task force is meeting on the traditional territory of the T'Sou-ke Nation.</p>	

3.	Approval of the Agenda	Moved	AM	Carried	✓
<p>THAT the agenda for the August 19, 2019 North East Quadrant Lot A task force be approved, as amended:</p> <ul style="list-style-type: none"> Addition of Supplementary Information for Item 6 <i>Business Case Option Review</i>, a consolidation of all information business case contributions. 					

4.	Adoption of Minutes	Moved	RR	Carried	✓
<p>THAT the minutes from the August 6, 2019 North East Quadrant Lot A task force be adopted.</p>					

5.	Public Question and Comment Period
<p>There were no public contributions provided.</p>	

6. Business Case Option Review

The members of the task force reviewed each option during a round table discussion, the following was examined for each option:

Option A – District of Sooke

- Feasibility for option is difficult.
- Due to the amount of resources required by the District, this option maybe difficult to justify.
- There is an opportunity to utilize the housing revenue to offset cost, however there is not solid guarantee.
- The District currently lacks the experience and knowledge to execute and manage a project of this scale.

Option B – Public Partnership WITH Housing Component

- Inquiry into whether housing could be added later, or would it need to be in conjunction with the initial build.
- Concerns with adding housing when the District is advocating for Ayre Manor expansion for Seniors accommodations.
- Challenges and possibilities of co-housing, currently an under-utilized model that could put Sooke as a leader in community development housing.
- Concerns in obtaining BC Housing funds, as Sooke been saturated with Provincial funding for several projects.
- Future investigation into the Capital Regional District (CRD) Regional Housing Trust Fund.
- An assessment should be completed to determine the appropriate housing stock required for the community.
- Assurances that the build is universally accessible throughout.
- Priority is a Seniors Drop in Center, currently there is no space for them in the community.
 - The Seniors were led to believe that the only way for them to acquire a centre was to partner with a housing agency. Their desire is mainly the centre and the housing component would be a bonus.
- Send an invitation to BC Housing representative and request their attendance as a delegation to the task force, learn more about the application and decision process.
- Associated risks with maintaining seniors only housing, versus standard or affordable housing.

Option C – Public Partnership WITHOUT Housing Component

- A removal of the housing will increase the opportunity to utilize more space for the community.
- Suggestion to create 2 separate stand-alone buildings, that would complement one another with a connection for socialization between the 2.
 - Creation of a 5th - Option E
- The importance of creating a “Community Hub” for gathering and public accessible space.
- The development funded and managed by current Sooke service clubs.
- Concerns with parking is 2 separate building were created.
- Cost effective way to utilize the property and not require external agencies to become involved.

<p>Option D – Private (Subdivide and sell with conditions)</p> <ul style="list-style-type: none"> No discussion occurred for this option. <p>General Discussion:</p> <ul style="list-style-type: none"> Timelines need to be established, for each option. The project, regardless of the option, needs to maximize the property and be utilized as well as possible. Associated costs should be confirmed prior to presenting to Council. The property will need to be re-evaluated should it be sub-divvied to solidify the fair-market value. Desire of Council to support housing or not on this portion of land. Interest in extending the terms of the task force until the Housing Needs Assessment is complete, as this will support or shut down the housing component. The need for rough sketches of each option, to be included with the business cases, when presented to Council. 				
<p>THAT the Committee recommend Council extend the Term for the Northeast Quadrant Lot A Task Force until the Housing needs Assessment is completed and the final report is provided to Council.</p>	Moved	RR	Carried	✓

7.	New Business
<p>Option E – Public Partnership with 2 Separate Buildings WITHOUT Housing</p> <ul style="list-style-type: none"> This option was developed through conversations during the meeting, associated with Option C, further discussion to occur at the next task force meeting. 	

8.	Next Meeting
<p>The next meeting will be held on Wednesday, September 4, 2019 at 10:00 a.m.</p> <p>Agenda items to include:</p> <ul style="list-style-type: none"> Delegation from BC Housing, if possible; Continue review of Options A – D Business Cases; Review of New Business: Option E Public Partnership with 2 Separate Buildings WITHOUT Housing 	

9.	Adjournment	Moved	RR	Carried	✓
<p>The meeting was adjourned at 12:06 p.m.</p>					

Chair

Committee Clerk

Business Case

North East Quadrant of Lot A

Option E

Public Partnership with 2 Separate Buildings WITHOUT Housing

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:

Business Case

North East Quadrant of Lot A

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.

Capital Regional District (CRD) Regional Housing Trust Fund

The following information was pulled from the CRD website:

<https://www.crd.bc.ca/about/what-we-do/regional-housing/regional-housing-trust-fund>

About the Regional Housing Trust Fund

The Regional Housing Trust Fund (RHTF) was established by the CRD Board in 2005, in recognition that housing affordability is a regional priority and key issue in the capital region.

The Fund provides capital grants for “bricks and mortar” in the acquisition, development and retention of housing that is affordable to households with low or moderate incomes in the region. The RHTF has significantly increased the Capital Region’s ability to raise funds for affordable housing, by raising an ongoing equity stake that can be used to leverage additional funds, primarily from senior levels of government and the private sector.

The Regional Housing Trust Fund Commission prioritized the use of RHTF grants for the development of affordable housing units within approved [Regional Housing First Program](#) (RHFP) projects. **Please note that RHTF Applications and Letters of Intent from projects outside the Regional Housing First Program are being suspended until further notice.**

Application Steps for RHFP Projects:

1. Review the [RHTF Program Guidelines](#) and [Project Assessment Criteria](#) to determine if your organization is eligible and your proposal meets the basic criteria.
2. Send a Letter of Intent to the Chair of the RHTF Commission. See the guidelines for the [Letter Of Intent](#) for details.
3. Organizations will have an opportunity to make a presentation to the Commission about their proposal. The Commission will review the Letter of Intent to ensure the proposal meets basic eligibility criteria. The purpose of this step is to prevent organizations from spending resources preparing full application packages for projects unlikely to receive funding from the RHTF.
4. The Commission will invite applicants with eligible proposals to submit a full application package.

NOTE: *This information is being provided to the Northeast Quadrant Lot A task force for information, as there was an inquiry into the CRD program and is there were options to be utilized for the development and potential housing.*

Business Case

North East Quadrant of Lot A

Option A ~ Blended District of Sooke Managed Project

The PROJECT (Scope Overview)

Describe the goal of the project and desired outcome:

- Creation of a community hub complete with social gathering place, recreation, and other needed uses (office space, community kitchen, distance learning centre, etc.) on public land in the north end of the Town Centre
- The social isolation of seniors can cause communities to suffer a lack of social cohesion, high social costs, and the loss of an unquantifiable wealth of experience that older adults bring to our families, neighbourhoods and communities.
- The District of Sooke would provide the site, provide project management, raise the necessary funds (~\$18,000,000), and manage the property rentals and maintenance. The project would provide meeting space for Sooke seniors, Service clubs, and youth.

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:

- Staffing and expertise to build, operate and maintain the structure is lacking. Current staff are already fully engaged with existing responsibilities.
- Currently, the District of Sooke has minimal skills, experience, or track record in developing and managing a public housing project.

The APPROACH (Steps to be taken)

List what is needed to complete this project:

- Borrowing referendum required to secure voter support
- Council approval for borrowing
- Hire skilled staff to implement the project, manage building on ongoing basis

Business Case

North East Quadrant of Lot A

The IMPLICATIONS (positive and negative)

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

- Provide safe, affordable, subsidized housing for Sooke seniors.
- Provide a permanent meeting space for Sooke seniors and would provide social opportunities and lunches for seniors.
- Provide meeting space for service clubs and youth.
- District-owned housing with ongoing revenue potential and ability to control/maintain affordable rents
- The potential for project delay is significant in this option.

The INVESTMENT (Associated Costs and funding)

List the funding opportunities, financial contributions etc.

- Federal and provincial infrastructure grants
- Ongoing monthly revenue from housing component in perpetuity = how much?
- Borrow funds from Municipal Finance Authority. District of Sooke would provide and continue to own the property.
- Provincial Gaming funds would help fund the seniors' centre portion.
- Possibility of public fundraising for meeting space amenities.
- The rents from the affordable housing would be used to pay off the loan over time and provide capital funds to maintain the building.
- \$254,000 from the previously set aside gaming funds would be available.
- Sooke Senior Drop-in Society may contribute \$55,000 plus commercial kitchen equipment and furnishings (approximate value \$30,000)

TO DO:

APPENDIX A – Draft Design Drawing

APPENDIX B – Background Supporting Documents (*if applicable*)

Business Case

North East Quadrant of Lot A

Option B ~ Blended

Public Partnership WITH Housing Component

The PROJECT (Scope Overview)

Describe the goal of the project and desired outcome:

- Addresses affordable housing needs in the town centre
- Provides two or more floors of public use ~ seniors drop-in centre, youth facilities, new home for Sooke Region Volunteer Centre
- Potentially also: Office space (straight rental, business incubator and/or telecommuting); commercial/community kitchen, creative arts studios, distance learning facility, etc.
- Childcare facilities
- Secure provincial and federal funding (BC Housing, CMHC) to pay for construction
- Housing society to manage building, run the housing component
- Community groups to run the ground-floor public spaces
- An increasing senior population means an increasing demand for homes and services geared towards the needs of an aging population. The District of Sooke mirrors the broader trends of aging in Canada. Currently, almost 30% of the Sooke population is aged 55 or older. The population of Sooke 55 and above increased by 27% between 2006 and 2011, which is significantly higher than the general population growth rate of 18%. If this high rate of growth continues, seniors will make up almost 40% of the total population of Sooke in 2026.
- The social isolation of seniors can cause communities to suffer a lack of social cohesion, higher social costs and loss of unquantifiable wealth of experience that older adults bring to families, neighborhoods and communities.
- The District of Sooke would partner with a non-profit developer and project manager. The project would provide a senior centre for social activities, hot lunches, and services and provide affordable housing for seniors, on completion the non-profit would manage the rental property.

The HISTORY (Background Information)

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

- The Sooke Seniors Drop-in Society has an excellent track record of providing activities, social engagement, and services for Sooke Seniors.

Business Case

North East Quadrant of Lot A

- Historically Sooke has depended on the non-profit sector to provide medium to low income housing. (Knox Centre, Hope Centre)
- This option captures the vision for the NEQ in Keycorp's Sooke Lot A final report (May 2019). See pg. 17: "4-6 storey building with approx. 10,500m² of total floor area; senior drop-in centre on ground level; at-grade access to a youth centre/multi-purpose space on level one; upper portions split into two small blocks for housing."
- "A variety of mixed use, including housing on the upper floors and activity space on the bottom, is preferred for the proposed building" ~ Sooke Council minutes, Jan. 15/2018
- "Explore the feasibility of mixed housing development in conjunction with the community centre use (on Lot A) as a means to fund development of a centre; and that council direct District staff to engage with locally successful funded housing project leaders like M'akola Housing to seek funding and project planning support." ~ Sooke Community Centre Advisory Committee final report, April 2016
- 2014 Community Centre plebiscite. "Would you support the District of Sooke working with the community to develop multi-use community centre facilities? YES: 82.9 percent based on a 41.5 percent voter turnout. (3072 vs. 631 votes)
- Getting It Built study (2014)
- Sooke Seniors Drop-In Centre Society: *Visioning for the Future* report identified the following needs: central location; 2k to 4k square feet; street-level access; proximity to public transit; commercial kitchen for hot lunches and special events; office & storage space; mix of quiet and social areas; bingo. Its concluding line: "Community groups, businesses, citizens and local government can work together on a project like this, to the mutual benefit of all."

The LIMITATIONS (Risks)

List what could prevent the success of the project:

- Should the project planning be delayed, there is the strong possibility of missing the very limited opportunity for government funding.
- The scarcity of suitable non-profit development partners as well as skilled construction trades in a very busy South Island construction cycle.
- The Sooke Senior Drop-in Society board has been advocating for a permanent seniors' centre for more than nine years. To not move forward may be seen as lack of understanding by the Sooke Council of the need for improved seniors' services and housing.
- BC Housing has already invested in the adjacent Knox Centre and the two forthcoming housing complexes on Drennan and Throup/Charters - will it be interested in a fourth in one small community among 160 others in BC?

Business Case

North East Quadrant of Lot A

- Will the Housing Needs Assessment report identify need for more affordable housing?
- Securing interest of a housing society that will serve Sooke residents
- Interest from other local community groups in this portion of public land

The APPROACH (Steps to be taken)

List what is needed to complete this project:

- Council approval
- MOUs with partner organizations
- Secure government funding
- District of Sooke's contribution of land plus \$3-5 million effectively leverages approximately \$15 million
- District of Sooke provides necessary site preparation
 - Council approval
 - determination of other uses & user groups
 - fundraising campaign
 - engage non-profit developer
 - architect and detailed design
 - lease agreement with the DOS
 - planning approval and Development Permit
 - building specifications
 - tender
 - start on site
 - completion of construction
 - move in.

The IMPLICATIONS (positive and negative)

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

- Community gathering space for youth, seniors, families
- Affordable housing in the Town Centre
- Creation of public space for multiple community uses and/or office space

Business Case

North East Quadrant of Lot A

- After the nine-year effort and perseverance to achieve a permanent senior centre and affordable rental housing, for the Sooke Council not to move forward with this project, it could be seen as lack of consideration and acknowledgment of the needs of Sooke seniors.
- The selected site will provide opportunities for walking instead of driving to services. Reduction in loneliness provides significant health benefits for seniors.
- Bringing this project home would provide a lasting legacy for Sooke generations as they age.

The INVESTMENT (Associated Costs and funding)

List the funding opportunities, financial contributions etc.

- \$254,000 held in trust by district of Sooke
- Sooke Senior Drop-in Society will contribute \$55,000 plus commercial kitchen equipment and furnishings (approximate value \$30,000)
- Seniors Centre ~\$1.5 million
- Affordable housing ~\$15 million
- BC Housing funding
- Other levels of government funding
- BC Housing's 2020 funding. Objective 1.1 of its 2019-22 Service Plan is "to increase supply of market rental, non-profit, co-op, student and supported housing."
- District of Sooke contributes land (value: \$400-500K)
- District of Sooke contributes \$254k from the Community Centre reserve
- Private fundraising campaign by Sooke Seniors
- Borrowing referendum or Alternate Approval Process to secure 'x' (?) dollars
- Ongoing operational revenue streams
- With the childcare option: **Childcare BC New Spaces Fund** ... \$3 million for up to 100 percent of project costs for public sector organizations and indigenous governments."

Business Case

North East Quadrant of Lot A

- Federal grant via the annual **Investing in Canada Infrastructure Program (ICIP) Community, Culture & Recreation (CCR)** stream ... Sooke has applied in 2019 (Sunriver sports box) and can apply again annually. "Supports projects that improves citizen's access to and quality of cultural, recreational and community spaces." Likely next deadline is Jan. 2020, but not announced to date and too early to tell if communities will be favoured twice running (if indeed we receive the Sunriver monies). Covers 73 percent of project funding (40 percent federal, 33 percent provincial).

TO DO:

APPENDIX A – Draft Design Drawing

APPENDIX B – Background Supporting Documents (*if applicable*)

Business Case

North East Quadrant of Lot A

Option C ~ Blended

Public Partnership WITHOUT Housing Component

The PROJECT (Scope Overview)

Describe the goal of the project and desired outcome:

- The Sooke Lions will be exploring the feasibility of constructing and operating a building to create a Community Building that creates an ongoing revenue stream.
- An increasing senior population means an increasing demand for homes and services geared towards the needs of an aging population. The District of Sooke mirrors the broader trends of aging in Canada. Currently, almost 30% of the Sooke population is aged 55 or older. The population of Sooke 55 and above increased by 27% between 2006 and 2011, which is significantly higher than the general population growth rate of 18%. If this high rate of growth continues, seniors will make up almost 40% of the total population of Sooke in 2026.
- The social isolation of seniors can cause communities to suffer a lack of social cohesion, high social costs, and the loss of an unquantifiable wealth of experience that older adults bring to our families, neighbourhoods and communities.
- Create a community gathering place for seniors, youth, families and community groups
- A town centre community hub for multiple user groups -- meetings, receptions, recreational activities, multi-purpose shared space, storage
- Community/commercial kitchen
- Needs identified in Getting It Built study are addressed. These include: Seniors programs and drop-in space; youth facilities; dance/yoga/aerobic space; arts workshops & studios; jobs for special needs groups; training youth and volunteers; art gallery
- Child-care facilities
- Possible additional uses that generate a revenue stream dependent on size of the building (i.e., 2nd or 3rd floor office space rentals)

The HISTORY (Background Information)

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

- The Sooke Lions Club has a history of raising money which is returned back into the community.

Business Case

North East Quadrant of Lot A

- 2014 Community Centre plebiscite. *"Would you support the District of Sooke working with the community to develop multi-use community centre facilities? YES: 82.9 percent based on a 41.5 percent voter turnout. (3072 vs. 631 votes)*
- Getting It Built study (2014)
- Sooke Seniors Drop-In Centre Society: Visioning for the Future report identified these needs: central location; 2k to 4k square feet; street-level access; proximity to public transit; commercial kitchen for hot lunches and special events; office & storage space; mix of quiet and social areas; bingo. Its concluding line: "Community groups, businesses, citizens and local government can work together on a project like this, to the mutual benefit of all."

The LIMITATIONS (Risks)

List what could prevent the success of the project:

- If the Sooke Lions Club determines that this project will not result in being profitable for the Club or will not fulfil their plan to be part of a complex that also supports Sooke community needs.
- Lack of support from both the public and Council because of underutilizing valuable town core property.
- Housing is traditionally used to underwrite projects of this kind (i.e., Victoria's new Fire Hall #1 at Yates & Cook features 11 stories of rental housing above it)
- Reliance on public funding (taxes, fundraising, service club contributions)
- Availability of other provincial and federal infrastructure grants

The APPROACH (Steps to be taken)

List what is needed to complete this project:

- A parcel of land that that allows the Lions Club to go ahead with this project without having to hold a mortgage.
- Council and public support.
- A developer interested in the smaller project
- Core set of community participants gather to create a non-profit organization to operate the facility
- Steering committee to identify needs of various community groups (utilizing the Lot A Report and Getting It Built: Community Centre Report as starting points)

Business Case

North East Quadrant of Lot A

- Ensure facilities are in sync with those planned for the new library (which, for instance, will have a 60-seat meeting room, pre-school programming and a Makerspace)
 - Council approval
 - determination of other uses & user groups
 - fundraising campaign
 - architect and detailed design
 - lease agreement with the DOS
 - planning approval and Development Permit
 - building specifications
 - tender
 - start on site
 - completion of construction
 - move in.

The IMPLICATIONS (positive and negative)

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

- This building will ideally provide:
 - Space for Seniors drop-in centre
 - Place for youth
 - Meeting rooms for various organizations
 - Event space (weddings, family parties etc. for up to 150 people) for revenue generation
 - Daycare space
 - Meeting space for the 3 Lions Clubs as well as storage
- Modern facilities and a gathering place for meetings, receptions, activities, social and arts programming in the heart of the town centre
- Multiple user groups
- Fills need (potentially) for i) Office Space; ii) Childcare
- Both the Seniors and Lions (possibly other service clubs) would have permanent meeting space.

The INVESTMENT (Associated Costs and funding)

List the funding opportunities, financial contributions etc.

- Lions and other clubs/organizations financial support
- Possibility of borrowing from the Municipal Financing Authority

Business Case

North East Quadrant of Lot A

- Possibility of fundraising in the community
- Federal grant via the Investing in the annual **Canada Infrastructure Program (ICIP) Community, Culture & Recreation (CCR)** stream ... Sooke has applied in 2019 (Sunriver sports box) and can apply again annually. "Supports projects that improves citizen's access to and quality of cultural, recreational and community spaces." Likely next deadline is Jan. 2020, but not announced to date and too early to tell if communities will be favoured twice running (if indeed we receive the Sunriver monies). Covers 73 percent of project funding (40 percent federal, 33 percent provincial).
- District of Sooke future borrowing (given the overwhelmingly positive 2014 plebiscite vote)
- \$254k contribution from District reserves
- Lease of public lands (50 years at \$1 per year)
- With the childcare option: **Childcare BC New Spaces Fund** ... \$3 million for up to 100 percent of project costs for public sector organizations and indigenous governments."
- Volunteerism: HeroWork-inspired project in spirit of construction of the Community Hall (i.e. labour and materials contributions by local businesses, work parties, old-fashioned "raising bees")
- Funds contributed by participating service clubs
- Fundraising from public donors; i.e., "Buy A Brick" sponsorships.
- Ongoing revenue stream from space rentals and bookings
- Coffeeshop? Social enterprise run by youth and/or special needs groups, people with disabilities and/or at risk-youth ... mentored by seniors & service club reps.
- Arts funding bodies - BC Arts Council, Canada Council -- should an arts component be involved.

TO DO:

APPENDIX A – Draft Design Drawing

APPENDIX B – Background Supporting Documents (*if applicable*)

Business Case

North East Quadrant of Lot A

Option D - Blended

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:

Business Case

North East Quadrant of Lot A

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.