

COPY

October 23, 2017

File No.: SPP0042

Cowichan Neighbourhood House Association  
Box 457, 9806 Willow Street  
Chemainus, BC V0R 1K0

Chemainus Harvest House Society Food Bank  
9814 Willow Street  
Chemainus, BC V0R 1K0

**Re: Space Needs Assessment and Budget for 9800 Willow Street**

Dear Ms. Vesey and Ms. Massey,

As you know, the Municipality has partnered with the Community Land Trust Foundation of BC to develop a mixed-use affordable housing building at 9800 Willow Street in Chemainus, BC. Council has allocated the ground floor of the building to community use, and has indicated that Cowichan Neighbourhood House Association (CNHA) and Chemainus Harvest House Society Food Bank (Harvest House) would be good candidates for use of that space.

Before the Municipality can contemplate a lease agreement with CNHA and Harvest, we request the following:

1. A space needs assessment to confirm whether the services offered by Cowichan Neighbourhood House Association and Harvest House can be delivered within 3,300 square feet;
2. A preliminary layout plan based on the space needs assessment that identifies the best layout for the space; and
3. A preliminary budget for completion of the space, including a plan for how completion will be funded.

The space needs assessment, layout plan, and budget with funding stream are needed in order to move forward, per the Council motion of September 6, 2017:

*The Municipality believes that a space needs assessment and layout plan would help CNHA and Harvest House determine how to best deliver their services within the 3,300 square feet that is available. Members of the evaluation committee may offer to provide assistance in the preparation of grant applications for such a study.*



Please contact Natasha Horsman, Community Planning Coordinator, at [natasha.horsman@northcowichan.ca](mailto:natasha.horsman@northcowichan.ca) or (250) 746-3156 if you require any assistance with this request.

Sincerely,



Mark Ruttan, BA, MPA, CMC,  
Director of Corporate Services / Deputy CAO

c: Scott Mack, Director of Development Services  
Natasha Horsman, Community Planning Coordinator  
Tiffany Duzita, Director, Community Land Trust Foundation of BC