

## Communication File – Dale McMann (BC Housing)

### Purchase of 303 Columbia

*Detailed signature lines and automatic email headers stating the email is from an outside agency have been removed from this document.*

*Names of everyone outside BC Housing have been redacted.*

### Contents

2021-06-07 Email from Janice to Dale McMann & [ED, BCHousing] .....	3
Response by Janice .....	3
Response by Dale .....	3
Response by Janice .....	4
Additional Response.....	4
Response by [ED, BCHousing].....	4
Response by Janice .....	4
Response from Janice.....	5
Response from [Staff, Vancity] .....	5
Response from Janice.....	5
2021-06-21 Email from [Staff, Vancity] to Janice.....	5
2021-06-30 Janice Forwarded to [Staff, Vancity].....	6
Response from [Staff, Vancity] .....	6
Response from [Staff, Vancity] .....	6
Response from Janice.....	7
Response from Janice.....	7
2021-07-06 Email from Janice to [ED, BCHousing] & Dale .....	7
Response by Dale to Janice only (includes response by [ED, BCHousing]) .....	8
2021-08-17 Email from [VP, BC Housing] to [ED, BCHousing] (cc Armin Amrolia, Dale McMann, Janice) .....	8
2021-09-08 Email from Janice to [ED, BCHousing] (copied Armin Amrolia, [VP, BCHousing])....	9
2021-09-14 Email from Janice to BC Housing.....	10
Response from [ED, BCHousing] .....	10
Response by Janice .....	10
2021-12-20 Letter from BC Housing to Atira .....	11
2022-01-12 Email from Janice to Dale .....	14
2022-01-17 Email from Janice to Dale .....	14

---

Response by Dale .....	14
Response by Janice .....	15
2022-01-18 Email from Dale to Janice .....	16
Response by Janice .....	16
Response by Dale (subject line had been removed).....	16
2023-01-18 Email from Dale McMann to Janice.....	16
2022-01-18 Email from Dale McMann to Janice.....	19
2022-01-31 Janice to [Staff, Atira] (internal email).....	19
2022-01-31 Closing Date for Purchase .....	19
2022-02-03 Email from Janice to Dale .....	19
Response by Janice .....	20
Response by Dale .....	20
Response by Janice .....	20
2022-02-15 Email from [Staff, BCHousing] to Janice.....	21
Response by Janice .....	21
Response by [Staff, Atira] to [Staff, BCHousing] with the Requested Documents .....	21
Response by [Staff, BCHousing] to [Staff, Atira] .....	22
Response by [Staff, Atira] to [Staff, BCHousing] .....	22
Response by [Staff, BCHousing], copying email from [Staff, BCHousing].....	22
Response by Janice .....	23
Response by [Staff, Atira].....	23
2022-02-28 Email from Janice to BC Housing.....	23
Response by [Staff, BCHousing] .....	23
Response by Janice .....	24
2022-03-15 Email from Janice to [ED, BCHousing], copying Dale.....	24
Meeting Cancelled by BC Housing (to [Staff, Atira]).....	25
2022-04-11 Email from Dale to Janice .....	25
Response by Janice .....	25
Response by Dale .....	25
Response by Janice .....	26
Response by Dale .....	26
Response by Janice .....	26
Response by Dale .....	26
Meeting .....	26

## 2021-06-07 Email from Janice to Dale McMann & [ED, BCHousing]

*(Attachments – Floorplan, photo of the hotel, photos of inside the hotel)*

From: Janice Abbott  
Sent: Monday, June 7, 2021 7:04 PM  
To: Dale McMann  
Cc: [ED, BCHousing]  
Subject: 303 Columbia St. | New Columbia Hotel  
Importance: High

Hi both and as per our conversations earlier today.

We are currently paying (redacted) (01Feb2019-31Jan2022) \$59,325/month or \$711,900/annum for The Colonial. The lease expires at end of March 2022. We can exercise one three-year option and the renewal rate is equivalent or greater.

The Colonial has 150 rooms, but a decision was made almost two years ago to maintain occupancy at 70% or 105 rooms. This is because the building infrastructure cannot handle full occupancy, as evidenced by continuous floods, which have been costly.

The New Columbia has 74 rooms.

Asking price for the New Colonial is \$18.5M but I think I can negotiate it down to \$16.5M based on preliminary conversations with the prospective vendor.

Worst case scenario, purchase price ends up being \$18M and interest rate is 2.5%, then mortgage payment will be \$776K per annum, just \$64K more than we are currently paying (redacted) (and am sure he will want more next year). If we get it for \$16.5M and interest rate is 1.96%, mortgage payment will be \$653K per annum, which is \$59K less than we are currently paying (redacted) (please lord, let my mortgage calculator spreadsheet, attached, be accurate...).

Keep in mind commercial tenant is currently paying \$10K/month or \$120K per annum, which represents an even bigger savings overall.

Downside is, we will lose 31 rooms.

Kukstemc,  
Janice

### ***Response by Janice***

On 30 Jun 2021, at 9:36 AM, Janice Abbott wrote:  
Hi both.

Just confirming we are moving forward based on our understanding that we can port the operating subsidy from the Colonial to this building. This is absolutely in the best interests of our tenants/people who are vulnerable.

Kukstemc,  
Janice

### ***Response by Dale***

From: Dale McMann  
Sent: Wednesday, June 30, 2021 10:02 AM  
To: Janice Abbott

Cc: [ED, BCHousing]  
Subject: Re: 303 Columbia St. | New Columbia Hotel

Janice:

I can confirm that we are moving forward on this initiative. While there are a number of details to finalize, the basic premise is that Atira will purchase the New Columbia, BC Housing will lease the property from Atira and provide an operating agreement to Atira for the New Columbia. The current operating subsidy that BCH provides to Atira to operate the Colonial will be ported to the New Columbia for the operation of this building. It is not anticipated that there will be any requirements for additional operating subsidy at the New Columbia beyond the ported subsidy from the Colonial.

Dale McMann

***Response by Janice***

From: Janice Abbott  
Sent: Wednesday, June 30, 2021 10:11 AM  
To: Dale McMann  
Cc: [ED, BCHousing]  
Subject: RE: 303 Columbia St. | New Columbia Hotel

Thanks Dale and agreed!  
Kukstemc,

Janice

***Additional Response***

From: Janice Abbott  
Sent: Wednesday, June 30, 2021 10:11 AM  
To: Dale McMann  
Cc: [ED, BCHousing]  
Subject: RE: 303 Columbia St. | New Columbia Hotel

PS I mean agreed that there will be no requirement for additional subsidy over and above what's currently provided for the Colonial. Sorry.

Kukstemc,  
Janice

***Response by [ED, BCHousing]***

From: [ED, BCHousing]  
Sent: Wednesday, June 30, 2021 12:56 PM  
To: Dale McMann; Janice Abbott  
Subject: RE: 303 Columbia St. | New Columbia Hotel

Hi Both. Rent is nominal in the lease?

***Response by Janice***

From: Janice Abbott  
Sent: Wednesday, June 30, 2021 1:47 PM  
To: [ED, BCHousing]; Dale McMann  
Subject: RE: 303 Columbia St. | New Columbia Hotel

Hi and no. We pay (redacted) a significant amount of money. The idea is the entire operating subsidy, including the amount currently set aside to pay (redacted) for the Colonial, will be ported to 302 Columbia.

Kukstemc,  
Janice

***Response from Janice***

From: Janice Abbott  
Sent: Monday, July 5, 2021 10:17 AM  
To: [Staff, Vancity]  
Cc: [Staff, Atira]; [Staff, Atira]  
Subject: RE: 303 Columbia St. | New Columbia Hotel

Hi (redacted).

Will work on this today and tomorrow. Moved Redacted to BCC as this will be an ADS purchase, not and AWRS.

Kukstemc,  
Janice Abbott

***Response from [Staff, Vancity]***

From: [Staff, Vancity]  
Sent: Monday, July 5, 2021 10:20 AM  
To: Janice Abbott  
Subject: RE: 303 Columbia St. | New Columbia Hotel

Thanks Janice. What is the subject removal date? Just to manage our workload and expectations....

***Response from Janice***

From: Janice Abbott  
Sent: Monday, July 5, 2021 10:53 AM  
To: [Staff, Vancity]  
Subject: RE: 303 Columbia St. | New Columbia Hotel

Negotiating with them. They want it this week, which is obviously not possible.

**2021-06-21 Email from [Staff, Vancity] to Janice**

From: [Staff, Vancity]  
Sent: Monday, June 21, 2021 1:33 PM  
To: Janice Abbott  
Cc: [Staff, Vancity]  
Subject: Columbia Hotel

Hi Janice,

Further to our conversation this morning, I am wondering if we can obtain the following:

- Interim or draft 2021 financials for Atira Women's Resource Society
- Appraisal for 303 Columbia Street
- Purchase agreement

- Lease agreement between Atira Women's Resource Society and BCHMC

Best Regards,  
(redacted)  
Account Manager  
Community Business and Real Estate  
Vancity

### 2021-06-30 Janice Forwarded to [Staff, Vancity]

From: Janice Abbott  
Sent: Wednesday, June 30, 2021 10:14 AM  
To: [Staff, Vancity]  
Cc: [Staff, Atira]  
Subject: FW: 303 Columbia St. | New Columbia Hotel

Hi (redacted).

Confirmation below that we can port the subsidy we get for the Colonial to the New Columbia (302 Columbia) and that BCH will lease covering the mortgage payments. Please let us know what you need to move the financing application forward.

Kukstemc,  
Janice

#### *Response from [Staff, Vancity]*

From: [Staff, Vancity]  
Sent: Wednesday, June 30, 2021 10:48 AM  
To: Janice Abbott  
Cc: [Staff, Atira]  
Subject: RE: 303 Columbia St. | New Columbia Hotel

Hi Janice,

That is great news! To get started on the application we will need:

- Interim or draft 2021 financials for Atira Women's Resource Society
- Appraisal for 302 Columbia Street
- Purchase agreement
- Lease/operating agreement between Atira Women's Resource Society and BCHMC

What is the new subject removal date and closing date?

Best Regards,  
(redacted)  
Account Manager  
Community Business and Real Estate  
Vancity

#### *Response from [Staff, Vancity]*

From: [Staff, Vancity]  
Sent: Monday, July 5, 2021 9:16 AM

To: Janice Abbott  
Cc: [Staff, Atira]  
Subject: RE: 303 Columbia St. | New Columbia Hotel  
Good morning Janice,

I hope you had a nice weekend! I am just touching base to see when we will expect to receive the information as outlined below?

Thank you!

Best Regards,  
(redacted)

***Response from Janice***

From: Janice Abbott  
Sent: Monday, July 5, 2021 10:16 AM  
To: [Staff, Vancity]  
Cc: [Staff, Atira]; [Staff, Atira]  
Subject: RE: 303 Columbia St. | New Columbia Hotel

Hi (redacted).

Will work on this today and tomorrow. Moved (redacted) to BCC as this will be an ADS purchase, not and AWRS.

Kukstemc,  
Janice Abbott (she, her, hers)

***Response from Janice***

From: Janice Abbott  
Sent: Monday, July 12, 2021 9:04 AM  
To: [Staff, Vancity]  
Subject: RE: 303 Columbia St. | New Columbia Hotel

Hey and appraisal was ordered last week but soonest they could get it to us is three weeks (from last week). Working on a lease with BCH. Remind me what else you needed (sorry, away last week)?

Kukstemc,  
Janice Abbott

**2021-07-06 Email from Janice to [ED, BCHousing] & Dale**

*(Attachment – Offer to Lease)*

From: Janice Abbott  
Sent: Tuesday, July 6, 2021 8:42 AM  
To: [ED, BCHousing]; Dale McMann  
Subject: Offer to Lease - The New Columbia

Hi both.

I need to get this to the bank for financing purposes Can you please review and comment. I have made some assumptions (PRHC renting for example), which may be incorrect. Thanks.

Kukstenc,  
Janice Abbott

***Response by Dale to Janice only (includes response by [ED, BCHousing])***

From: Dale McMann  
Sent: Wednesday, December 8, 2021 10:31 PM  
To: Janice Abbott  
Subject: FW: Offer to Lease - The New Columbia

Janice:

Rather than a lease I am hoping that Atira can purchase this property and BCH can provide an operating agreement in an amount that will allow Atira to service the mortgage payment. This seems to be the simplest way to make this work and avoid all the footwork around leases, capital improvement estimates, etc. I think I will be able to justify at least a 10 year operating agreement initially (perhaps longer?) and if Ex Comm approves I would be willing to provide a letter to the lender indicating that BCH will provide ongoing funding that will support the borrowing costs.

I know we had originally talked about a 25 year amortization on the mortgage but I am wondering if you have any sense of the interest rate you would be anticipating.

Call me if we need to talk.

Dale McMann

From: [ED, BCHousing]  
Sent: December 8, 2021 12:17 PM  
To: Dale McMann  
Cc: [ED BCHousing]; [VP BCHousing]  
Subject: FW: Offer to Lease - The New Columbia  
Importance: High

Hi Dale

Janice did send this offer to us with no context so I didn't delve into it. This is an offer to lease document. But again, I don't know that this has been structured in a way that works? [VP BCHousing] and [ED BCHousing], do you have any further insight. Is Atira purchasing? Where would a lease come into play?

**2021-08-17 Email from [VP, BC Housing] to [ED, BCHousing] (cc Armin Amrolia, Dale McMann, Janice)**

*(Attachments were Extension Amendment, File Research Letter, Subject Removal, Assignment of CPS (with schedule), Accepted Offer, Back & Fourth Lease, Room List, Floor Plans)*

**From:** [VP, BCHousing]  
**Sent:** Tuesday, August 17, 2021 11:36 AM  
**To:** [ED, BCHousing]  
**Cc:** Armin Amrolia; Dale McMann ; Janice Abbott  
**Subject:** 303 Columbia

RK - Thanks for making the time to review the Columbia Hotel purchase opportunity with Atira this morning. As discussed, to kick start the application process for Housing Hub financing, please find enclosed the following documents:

1. Original Purchase and Sale Agreement;
2. Assignment Agreement of the Contract to Atira;
3. Subject removal form;
4. Closing Date Extension Agreement;
5. DBL City Correspondence on history of work in the Building;
6. Floor Plans;
7. Commercial Pub Lease;
8. Room List Inventory;
9. Miscellaneous Photos;

We will get you additional due diligence materials as they come in. I understand some additional work and operating modelling for the Colonial and London Hotels is underway and we look forward to assisting with that work.

Thanks,

**2021-09-08 Email from Janice to [ED, BCHousing] (copied Armin Amrolia, [VP, BCHousing])**

*(Attachment – Draft Appraisal dated 2021-09-08 named A2108-5560AA-Draft-21Sep8)*

**From:** Janice Abbott  
**Sent:** September 8, 2021 12:19 PM  
**To:** [ED, BCHousing]  
**Cc:** Armin Amrolia; [VP, BCHousing]  
**Subject:** FW: 303 Columbia Street, Vancouver, BC - A2108-5560AA

Hi all.

Haven't read yet, but sending on ASAP so you can review.

Kukstemc,  
Janice Abbott (she, her, hers)  
Chief Executive Officer, Atira Group of Women Serving Agencies  
help end violence against women and children

**From:** [redacted]@bcsre.ca  
**Sent:** Wednesday, September 8, 2021 11:47 AM  
**To:** Janice Abbott >; [Staff, Atira]  
**Cc:** [redacted]@bcsre.ca; [redacted]@bcsre.ca  
**Subject:** 303 Columbia Street, Vancouver, BC - A2108-5560AA

Hello,

Please find attached a Draft PDF copy of the above mentioned report.

Please confirm receipt.

Thank you,

(redacted)  
[redacted]

**Ryan**

*Formerly BCS Real Estate (Burgess Cawley Sullivan & Associates).*

#1100, 1050 West Pender Street  
Vancouver, BC, V6E 3S7

604.689.1233 Direct



## 2021-09-14 Email from Janice to BC Housing

From: Janice Abbott  
Sent: September 14, 2021 11:35 AM  
To: [ED, BCHousing]; Armin Amrolia  
Cc: Dale McMann  
Subject: 303 Columbia  
Importance: High

Hi [ED, BCHousing].

Following up on financing request. Is there anything more you need from us? I am also working with Vancity and have advised them we are also seeking financing from BCH (preferred).

Kukstemc,  
Janice Abbott (she, her, hers)

### *Response from [ED, BCHousing]*

From: [ED, BCHousing]  
Sent: Wednesday, September 15, 2021 10:01 AM  
To: Janice Abbott ; Armin Amrolia  
Cc: Dale McMann  
Subject: RE: 303 Columbia

Hi Janice,

We were scheduling some meetings to discuss this as we just received some of the information operating information for the London and the Colonial so we were then circling back to discuss that analysis with our internal departments. After that we may have further information request or feedback and will circle back at that time.

Thanks,  
[ED, BCHousing]

### *Response by Janice*

From: Janice Abbott  
Sent: Wednesday, September 15, 2021 10:06 AM  
To: [ED, BCHousing]; Armin Amrolia  
Cc: Dale McMann  
Subject: RE: 303 Columbia

Thanks [ED, BCHousing]. Just a reminder that closing in on the 27th or 28th.

Kukstemc,

Janice Abbott (she, her, hers)

### 2021-12-20 Letter from BC Housing to Atira

**From:** [Staff, BCHousing]  
**Sent:** December 21, 2021 7:22 AM  
**To:** Janice Abbott  
**Cc:** Dale McMann ; [Director, BCHousing]; [Staff, BCHousing]  
**Subject:** 303 Columbia St Property  
Good morning Janice,

Please find attached, a letter from Dale regarding the property located at 303 Columbia St.

Thank you  
**redacted**



Home Office  
Suite 1701 - 4555 Kingsway  
Burnaby BC V5H 4V8  
Telephone: 604 433-1711  
Fax: 604 439-472

December 20, 2021

Via email: [janice\\_abbott@atira.bc.ca](mailto:janice_abbott@atira.bc.ca)

Atira Women's Resource Society  
101 East Cordova Street  
Vancouver, BC  
V6A 1K7

Attention: Janice Abbott

Janice:

I am writing with respect to our ongoing conversations and correspondence with respect to the forthcoming renewal date for the Colonial Hotel, located at 122 Water Street, Vancouver, BC and the potential purchase of a property at 303 Columbia Street, Vancouver as an alternative to the lease renewal at the Colonial Hotel.

We are aware that Atira is currently in discussion with respect to obtaining financing to complete the purchase of the property at 303 Columbia Street as an alternative to continuing in a lease arrangement at the Colonial Hotel. Further, we have been made aware that the landlord of the Colonial Hotel property intends to raise the lease costs for this property from \$411 per room per month to \$475 per room per month. Additionally, he intends to impose a utility charge of \$50 per room per month, effectively bringing the cost to \$525 per room per month. In total this would represent a 27.74 per cent increase in lease costs for the Colonial Hotel property.

As an alternative to these exorbitant and unreasonable cost increases, BC Housing will, based on final approval of our Executive Committee (which is anticipated to be received on or about January 5, 2022), support the purchase of the property at 303 Columbia Street by porting the subsidy currently paid for the lease and operating costs at the Colonial Hotel to the 303 Columbia property. This subsidy amount, when considered within the framework of the cost increases at the Colonial property, will fully cover the operating and mortgage costs at 303 Columbia.

Additionally, we are prepared to enter a ten (10) year operating agreement with Atira Women's Resource Society for the property at 303 Columbia Street. This will provide certainty to BC Housing's commitment to the property at 303 Columbia and to Atira Women's Resource Society as the operator of this property.

I trust this explains our position on this issue and I look forward to working with Atira and your financial partners to successfully conclude the purchase of the property at 303 Columbia Street in the very near future.

Yours truly,



Dale McMann  
Vice President Operations  
BC Housing

Cc: [REDACTED] Regional Director, Orange Hall  
[REDACTED] Supportive Housing Advisor, Orange Hall

### 2022-01-12 Email from Janice to Dale

From: Janice Abbott  
Sent: Wednesday, January 12, 2022 2:38 PM  
To: Dale McMann  
Subject: The Columbia

Hi Dale.

We are working through the last few bits of our financing request with Vancity. I am working on extending closing to January 31st, but the owner hasn't agreed as of yet. Vancity cannot close tomorrow due to timing of our confirmation to them that we needed the financing. Vancity is also asking that we provide equity in the amount of 25% of purchase price, which I am not sure we can do. Just so you know, this isn't done yet.

Kukstenc,  
Janice Abbott

### 2022-01-17 Email from Janice to Dale

From: Janice Abbott  
Sent: Monday, January 17, 2022 9:55 AM  
To: Dale McMann  
Subject: 303 Columbia - Urgent

Hey Dale.

I need the following for Vancity, ASAP

- Confirmation of the EXCOM approval on January 5th
- Confirmation BCH can contract directly with ADS
- Confirmation of PDF for 323/369 Alexander and especially that it can be used to cover holding costs for a few months, if/as necessary.

Give me a call if any questions or concerns.

Kukstenc,  
Janice Abbott

### *Response by Dale*

From: Dale McMann  
Sent: Tuesday, January 18, 2022 9:50 AM  
To: Janice Abbott  
Subject: FW: 303 Columbia - Urgent - update re 369 Alexander

Janice:

Here is the information you requested on 323/369 Alexander. I will send the Ex Comm confirmation on 303 Columbia under separate email.  
Dale McMann

From: [Staff, BCHousing]  
Sent: January 17, 2022 5:13 PM  
To: Dale McMann  
Subject: RE: 303 Columbia - Urgent - update re 369 Alexander

Hi Dale.

Regarding Confirmation of PDF for 323/369 Alexander – [redacted], the BCH Development Manager for the project, confirmed that BCH cannot proceed with PDF until Atira gets CoV to confirm 10 year use of the property – then Atira will need to negotiate with CMHC to agree (current CMHC requirement is 20 years). This was discussed in our last meeting for the Nav Centre which was organized by Atira's consultant (so maybe they did not give Janice an update?).

Thank you.

[redacted]

From: Dale McMann  
Sent: January 17, 2022 4:10 PM  
To: [Staff, BCHousing]  
Subject: RE: 303 Columbia - Urgent

thanks

From: [redacted]  
Sent: January 17, 2022 4:01 PM  
To: Dale McMann  
Cc: [Director, BCHousing]  
Subject: Re: 303 Columbia - Urgent

Hi Dale.

I'll check in the second and third items. I don't the answers at this time.

Thank you.

[redacted]

On Jan 17, 2022, at 1:12 PM, Dale McMann wrote:

[redacted]:

I have the copy of the Ex Comm of January 5th that I can send to Janice. Would you please follow-up on the second and third items on this request. Call me if you have questions or concerns.

Dale McMann

### *Response by Janice*

From: Janice Abbott  
Sent: Tuesday, January 18, 2022 9:52 AM  
To: Dale McMann  
Subject: RE: 303 Columbia - Urgent - update re 369 Alexander

Appreciated Dale but for the purposes of financing, the question assumes all of the CMHC conditions are met (otherwise this is all moot) so can [redacted] or someone confirm that assuming all of the conditions of the CMHC LOI are met, PDF will be available to cover development costs.

Kukstenc,  
Janice

### 2022-01-18 Email from Dale to Janice

(Attachment)

From: Dale McMann  
Sent: Tuesday, January 18, 2022 9:53 AM  
To: Janice Abbott  
Subject:

Janice:

As requested, here is the approved Ex Comm submission for the 303 Columbia property.

Dale McMann

#### *Response by Janice*

From: Janice Abbott  
Sent: Tuesday, January 18, 2022 9:55 AM  
To: Dale McMann  
Subject: RE:

Thanks and I can send this to Vancity? No confidentiality issues?

Kukstenc,  
Janice

#### *Response by Dale (subject line had been removed)*

From: Janice Abbott  
Sent: Tuesday, January 18, 2022 3:14 PM  
To: Dale McMann  
Subject: RE:

Thank you Dale.

Can you confirm, by way of email response, that BC Housing will enter into an operating agreement directly with Atira Development Society?

Kukstenc,  
Janice

### 2023-01-18 Email from Dale McMann to Janice

**From:** Dale McMann  
**Sent:** Tuesday, January 18, 2022 9:53 AM  
**To:** Janice Abbott  
**Subject:**

Janice:

As requested, here is the approved Ex Comm submission for the 303 Columbia property.

Dale McMann

(attachment below)

Columbia Hotel was formerly student housing with 74 units that all of the Colonial Hotel tenants could directly transfer to. It has two common kitchens, lounge, office, and a full basement for storage. There is commercial space that is currently leased by [REDACTED] with an annual lease revenue of \$108,000.00. There is also a separate fully equipped commercial kitchen that could be rented out to generate income.

**FINANCIAL INFORMATION:**

**Proposed annual Operating Budget for Columbia Hotel (74 units):**

Revenue/Expense	Annual Budget Proposed
<b>REVENUE</b>	
Tenant Rent	333,000.00
Vacancy	(16,650.00)
Other Income (Commercial Space Rent)	108,000.00
<b>TOTAL REVENUE</b>	<b>\$ 424,350.00</b>
<b>EXPENSES</b>	
Food	127,750.00
Hospitality (Direct Client)	2,000.00
Honorarium for Peer Support Workers	87,600.00
Laundry	2,600.00
Cablevision	16,051.88
Telephone & Internet	6,000.00
Utilities Electricity	39,709.09
Utilities Gas	30,481.82
Utilities Water & Sewer	19,050.00
Building rent (mortgage costs)	920,635.80
General Repairs and Maintenance	80,000.00
Interior maintenance (Move-out Cleaning)	20,000.00
Maintenance Service Contract	74,760.00
Waste Removal	17,000.00
Pest Control	19,500.00
Furniture & Equipment	10,000.00
Repairs & Maintenance Total	221,280.00
Security	6,000.00
Janitorial Supplies	18,000.00
Licenses and Permits	-
Insurance	60,000.00
Safety Supplies	1,000.00
Property Taxes	42,520.00
†(Will obtain Class 3 Exemption for FYE 2024 onward)	

Office Supplies	4,000.00
Administration	179,194.00
Accounting & Audit	2,100.00
SRO-FDW, TSW, ORW, HCSW-Support Staff Wages	830,129.86
SRO-FDW, TSW, ORW, HCSW -Support Staff Benefits	152,740.24
SRO BSW-Building Staff Wages	161,322.61
SRO-BSW-Building Staff Benefits	28,899.25
SRO-Dedicated Maintenance Staff Wages	52,140.00
SRO-Dedicated-Maintenance Staff Benefits	9,630.89
SRO-Maintenance Team/Dept Allocation	
Wages & Benefits Total	1,234,862.64
Staff Development	2,000.00
Miscellaneous Operating	4,335.00
Travel and Mileage	2,400.00
<b>TOTAL EXPENSES</b>	<b>\$ 3,029,550.00</b>
<b>NET Annual Deficit/ Operating Subsidy Required</b>	<b>\$ 2,605,200.00</b>

Regional Operations recommends this operating budget and will be amend the Colonial operating agreement with Atira to transfer over to the Columbia Hotel.

The full complement of staff and support services currently at the Colonial will be moved to the Columbia Hotel.

Atira is requesting for one time start up budget with a maximum of \$270,600 for initial set up costs including security system and key fob system installation, office and kitchen equipment, room furniture and appliances, and safety and program supplies.

**FINANCIAL IMPLICATIONS:**

Comparison of Columbia Operating Budget Proposed vs Colonial Hotel Current Year Funding:

	COLONIAL 2021-2022	COLUMBIA Proposed Annual Budget	VARIANCE
BCH Annual Operating Subsidy <u>excluding</u> Building Rent or Mortgage	\$ 1,538,782	\$1,684,564	\$ 145,782
Colonial Hotel current Building Rent (subsidized by BCH)	729,698		
Columbia Hotel Mortgage proposed by Atira @ 25 yrs		920,636	190,938
Colonial Hotel Additional Funding Paid in Extraordinary Expenses (EE) and Non-recurring Maintenance (as of October 2021)	266,687		

### 2022-01-18 Email from Dale McMann to Janice

**From:** Dale McMann  
**Sent:** Tuesday, January 18, 2022 2:33 PM  
**To:** Janice Abbott >  
**Subject:** 303 Columbia Street, Vancouver, B.C.

Janice:

I am pleased to inform you that the Executive Committee of BC Housing approved on January 5<sup>th</sup>, 2022 an annual subsidy of \$920,636.00 to Atira to cover the mortgage costs of your purchase of the property at 303 Columbia Street, Vancouver, B.C. In addition, Executive Committee also approved a one time payment of up to \$270,600.00 to cover the start up costs associated with operating the property at 303 Columbia, Street, Vancouver, B.C. Finally, an annual operating subsidy of \$2,605,200.00 (including the mortgage cost coverage of \$920,636.00) to cover the annual operating costs of the property at 303 Columbia Street, Vancouver, B.C. was approved.

We look forward to working with Atira on the ongoing operations at 303 Columbia Street.

Dale McMann  
Vice President, Operations  
BC Housing

### 2022-01-31 Janice to [Staff, Atira] (internal email)

**From:** Janice Abbott  
**Sent:** January 31, 2022 2:42 PM  
**To:** [Staff, Atira]  
**Subject:** Columbia Purchase

Hey.

Dale has agreed in principle to allow us to use 2019 (is that the right year) surplus for equity in the 303 Columbia purchase and will also provide a cash injection for the balance. I promised I would get him the following:

- Updated operating budget with the new (lower, presumably) mortgage payment.

Kukstemc,  
Janice Abbott

### 2022-01-31 Closing Date for Purchase

### 2022-02-03 Email from Janice to Dale

*(Attachments: Atira's proposal (in Excel), and the unsigned Commitment Letter from Vancity to Atira Development Society)*

**From:** Janice Abbott  
**Sent:** Thursday, February 3, 2022 8:56 AM  
**To:** Dale McMann  
**Subject:** Columbia Purchase

Hi Dale.

As discussed last week, Vancity only funded 75% of the purchase price of the Columbia (commitment letter attached). Atira can cover about \$2M of the equity required from restricted funds (past year's surpluses, primarily), but is short around \$1.4M. I have attached a revised operating budget with the confirmed mortgage payment.

Kukstemc,  
Janice

***Response by Janice***

From: Janice Abbott  
Sent: February 3, 2022 8:56 AM  
To: Dale McMann  
Subject: Columbia Purchase  
Importance: High

Hi Dale.

As discussed last week, Vancity only funded 75% of the purchase price of the Columbia (commitment letter attached). Atira can cover about \$2M of the equity required from restricted funds (past year's surpluses, primarily), but is short around \$1.4M. I have attached a revised operating budget with the confirmed mortgage payment.

Kukstemc,  
Janice

***Response by Dale***

From: Dale McMann  
Sent: Thursday, February 3, 2022 1:53 PM  
To: Janice Abbott  
Subject: RE: Columbia Purchase

Janice:

I am meeting with **redacted** tomorrow morning to suggest that BCH provide a second mortgage to Atira that will cover the shortfall in financing from VanCity. This would be a forgivable mortgage, and be supported through operating subsidy. Will let you know the outcome of our conversation.

Dale McMann

***Response by Janice***

From: Janice Abbott  
Sent: Thursday, February 3, 2022 1:55 PM  
To: Dale McMann  
Subject: RE: Columbia Purchase

Thx Dale. Sorry for the last minute but as you can see, Vancity only issued the commitment letter last Thursday.

Kukstemc,  
Janice

**2022-02-15 Email from [Staff, BCHousing] to Janice**

From: [Staff, BCHousing]  
Sent: Tuesday, February 15, 2022 7:37 AM  
To: Janice Abbott  
Subject: Columbia Purchase Details

Good morning, Janice.

With the change of loan amount/structure for the purchase of Columbia Hotel, we need to submit another excom and need the following information, please:

Copy of loan commitment letter/contract with Vancity  
With confirmation of :

- Interest rate
- Fixed or variable term?
- Term? (25 or 35?)
- Copy of appraisal report (hopefully, Vancity could share this as it will cause delays if BCH needs to obtain our own)
- Confirmation of closing date
- Closing costs
- Name and contact info of Atira's lawyer for this purchase
- Updated budget using the new mortgage amount

We're hoping to get this to excom next week. The loan commitment letter would be the easiest way to get most of the critical pieces we need.

Thank you.

Kind regards,  
**redacted**

***Response by Janice***

From: Janice Abbott  
Sent: February 15, 2022 7:48 AM  
To: [Staff, BCHousing]  
Cc: [Staff, Atira]  
Subject: RE: Columbia Purchase Details  
Importance: High

Good morning **redacted**.

I am confident I provided all of this information to BC Housing, including the loan commitment letter. That said, I understand it's probably much easier for us to provide to you in a package/drop box. By way of this email, I am asking **redacted** to put that together this morning.

Kukstemc,  
Janice

***Response by [Staff, Atira] to [Staff, BCHousing] with the Requested Documents***

*Attachments:*

- *Vanicity Commitment Letter (unsigned 27Jan2022)*

- BSOA Revised 2
- Bank Final Statement of Account
- Reliance Letter
- Appraisal
- AWRS Proposed Budget, along with our lawyer contact information

**Response by [Staff, BCHousing] to [Staff, Atira]**

From: [Staff, BCHousing]  
Sent: February 15, 2022 10:25 AM  
To: [Staff, Atira]  
Subject: RE: Columbia Purchase Details

Hi **redacted**.

Was the closing date for the purchase moved? The documents show closing date as Jan 31, 2022.

Please confirm.

Thanks.  
**redacted**

**Response by [Staff, Atira] to [Staff, BCHousing]**

From: [Staff, Atira]  
Sent: February 15, 2022 10:27 AM  
To: [Staff, BCHousing]  
Subject: RE: Columbia Purchase Details

Yes, it closed on Jan 31st.

**redacted**

**Response by [Staff, BCHousing], copying email from [Staff, BCHousing]**

From: [Staff, BCHousing]  
Sent: Tuesday, February 15, 2022 12:49 PM  
To: Janice Abbott  
Cc: [Staff, Atira]  
Subject: Columbia Purchase Follow Up

Hi Janice.

With the change of equity structure to a combination of repayable and forgivable loans by BCH, we need a Reliance Letter for BC Housing, please, as the one submitted is for VanCity (attached).

Thank you.  
Regards,  
**Redacted**

From: [Staff, BCHousing]  
Sent: February 15, 2022 12:17 PM  
To: [Staff, BCHousing]; [Staff, BCHousing]  
Subject: RE: Columbia Purchase Details

**Redacted**,

Please have Atira obtain a Reliance Letter for BC Housing as the attached letter is for VanCity.

Redacted

**Response by Janice**

From: Janice Abbott  
Sent: Tuesday, February 15, 2022 1:24 PM  
To: [Staff, BCHousing]  
Cc: [Staff, Atira]  
Subject: RE: Columbia Purchase Follow Up

OK. [redacted], can you reach out to Ryan for this, pretty please...).

Kukstemc,  
Janice

**Response by [Staff, Atira]**

From: [Staff, Atira]  
Sent: February 15, 2022 1:30 PM  
To: Janice Abbott ; [Staff, BCHousing]  
Subject: RE: Columbia Purchase Follow Up

On it...

Redacted

**2022-02-28 Email from Janice to BC Housing**

From: Janice Abbott  
Sent: February 28, 2022 10:37 AM  
To: Dale McMann  
Cc: [Staff, BCHousing]; [Director, BCHousing]; [Staff, Atira]; [Staff, Atira]; [Staff,Atira]  
Subject: Colonial  
Importance: High

Hi all.

Just confirming that we will be providing [redacted] with three months' notice to end lease for the Colonial by end of day, today. We will need to cover both mortgage payment and lease payment to [redacted] till then. We are not required to provided tenants' notice until end of March so we will plan for that this month. I know there is a lot going on with the emptying of the HiHo and the moves from the London so don't want to add the tenants at the Colonial to the mix until we have to. Let us know if there any questions or concerns.

Kukstemc,  
Janice Abbott  
Chief Executive Officer, Atira Group of Women Serving Agencies

**Response by [Staff, BCHousing]**

**From:** [Staff, BCHousing]  
**Sent:** Monday, February 28, 2022 11:01 AM  
**To:** Janice Abbott; Dale McMann

**Cc:** [Director, BCHousing]; [Staff, Atira]; [Staff, Atira]; [Staff, Atira]  
**Subject:** RE: Colonial

Hi Janice.

Thank you for the heads up.

We need the following details, please:

- dates for Colonial final lease end and planned tenant move out
- Columbia – op start date, mortgage payment start date
- costs for the Colonial lease overhold
- moving costs for tenants from Colonial to Columbia, if Atira will be requesting for funding

Thanks again.

Kind regards,  
**redacted**

### *Response by Janice*

From: Janice Abbott  
Sent: February 28, 2022 11:03 AM  
To: [Staff, BCHousing]; Dale McMann  
Cc: [Director, BCHousing]; [Staff, Atira]; [Staff, Atira]; [Staff, Atira]  
Subject: RE: Colonial

We can get you same, no problem (says the woman who won't be doing the work...).

That said and while I don't expect any public fall out with respect to **redacted**, just wanted to give you a head's up he will likely be unhappy, or may be expecting it?

Kukstemc,  
Janice

### **2022-03-15 Email from Janice to [ED, BCHousing], copying Dale**

From: Janice Abbott  
Sent: March 15, 2022 9:45 AM  
To: [ED BCHousing]  
Cc: [Staff, Atira]; Dale McMann; [Staff, Atira]  
Subject: 303 Columbia  
Importance: High

Hi [ED BCHousing].

I understand you are asking about the purchase of 303 Columbia? Please let me know what you want to know and I can send you a herstory by email, which means you also have a record. It is important to note that when we originally considered purchasing 303 Columbia last summer, our only request to BC Housing was to port the operating subsidy from a privately-owned SRO that had been in the media regularly due to its condition. I approached Vancity re financing and was subsequently encouraged to approach BC Housing through the Housing Hub, as I recall (in fact, I did not make the first approach to BC Housing, it was made by someone on our behalf). I was led to understand this would be an easy decision for BC Housing due to the condition of the privately-owned SRO, the ability to provide significantly improved housing for tenants, the impending (January 2022) lease renewal and the private owners' requests for additional rent/considerations,

and the fact that no additional operating subsidy was required. I also advised BC Housing that Atira was open to assigning the purchase of 303 Columbia to BC Housing, if BC Housing/the province preferred to own the building. I was taken by surprise by how long it took for BC Housing to make and advise us of its decision [not to finance] and our subsequent scramble to re-engage with Vancity. Again, please let me know what you need in terms of additional information. Thanks.

Kukstemc,  
Janice Abbott

***Meeting Cancelled by BC Housing (to [Staff, Atira])***

From: [Staff, BCHousing]  
Sent: March 15, 2022 11:09 AM  
To: [Staff, Atira]  
Cc: [Staff, BCHousing]  
Subject: RE: Meeting re: 303 Columbia

Hi **Redacted**,

**Redacted** just let me know that they were able to have a quick call earlier and no longer need the meeting.

Thank you for your help, and hope you have a great day!  
[Staff, BCHousing]

**2022-04-11 Email from Dale to Janice**

On Apr 11, 2022, at 9:49 PM, Dale McMann wrote:

Janice:

What would it take to bring 303 Columbia into a tenantable status? We can provide whatever assistance is needed to make this happen as quickly as possible.

Dale McMann

***Response by Janice***

From: Janice Abbott  
Sent: April 11, 2022 10:29 PM  
To: Dale McMann  
Subject: Re: 303 Columbia

Hi Dale.

Just walked in the door. Have been helping where I can tonight. Can I sleep on this and connect in the morning?

J.

***Response by Dale***

From: Dale McMann  
Sent: Monday, April 11, 2022 11:23 PM  
To: Janice Abbott  
Subject: Re: 303 Columbia

For sure

***Response by Janice***

From: Janice Abbott  
Sent: April 12, 2022 7:57 AM  
To: Dale McMann  
Subject: RE: 303 Columbia

Should we meet with someone this morning to walk through the Columbia? It's mostly move-in ready, I think. Needs a good clean now. We can take care of maintenance bits and bobs over time.

Kukstemc,  
Janice

***Response by Dale***

On Apr 12, 2022, at 8:02 AM, Dale McMann wrote:

We are meeting at 9:00 this morning. I will assign someone to do the walk through at that time and let you know

***Response by Janice***

On 12 Apr 2022, at 8:28 AM, Janice Abbott wrote:

Thx.

***Response by Dale***

From: Dale McMann  
Sent: April 12, 2022 9:38 AM  
To: Janice Abbott  
Subject: Re: 303 Columbia

**redacted** will be in contact to arrange a walk through of 303 Columbia

***Meeting***

**Redacted** arranged to get the keys from **Redacted** (Atira) for **Redacted** (BC Housing) to figure out how to get it tenantable for the folx from Winters. Janice also wanted to join them, and **Redacted** said he would bring **Redacted** with him.