



Fairhaven, Niagara Falls



Town Square Manor, Fonthill



Stay at Home in Leaside, Toronto

JustShelter Realty Services, Inc.  
Real Estate Brokerage

# Development Consulting Services

*Consulting for the infrequent  
or specialized developer*



Momiji Seniors, Toronto

# Services for the creation of specialized housing and facilities

**J**ustShelter Realty Services Inc., Brokerage provides a full range of development consulting services for the creation of specialized housing and facilities.



Our clients include groups and companies wishing to develop retirement communities, housing for special needs, forms of assisted living, or other institutional facilities. Clients often have limited experience in developing the particular project they wish to create.

We help the client make the project happen. We play a pivotal role of in shaping the components of the package, coordination of details, marketing, and, as needed, in management.

## We Assist Clients With:

- Establishing project mission & objectives.
- Conducting the feasibility analysis.
- Putting together the complete development package, including financing and organizational issues.
- Conducting preliminary marketing to confirm market interest and absorption rate.
- Obtaining necessary drawings and municipal approvals.
- Coordinating all facets of the development
- Marketing the project.
- Developing a management plan.
- In essence: doing whatever is necessary to complete the project on time, on budget, and with the mission requirements fulfilled.

## Why Use a Consultant?

If you are a first time developer, a group or company that is attempting a new form or type of project, or need expertise on supportive or seniors housing, you may need help. Potential clients include:

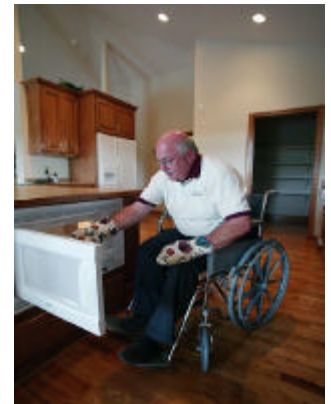
- Developers of supportive or seniors housing, including assisted living, life lease, or adult lifestyle communities.
- Public or Private Sector Affordable Housing developers wishing to take advantage of government programs.
- Church groups or service Clubs wishing to provide housing, build a new facility, or a community service program.
- Private schools or other institutions who develop without government assistance.

Those who do a one-time development, infrequently develop, or are creating specialized housing for the first time usually do not carry the skill needed to ensure the job is done on time, on budget, and true to the mission.

The question of using a consultant is one that every developer should answer.

Those who rely on a committee of volunteers need to be very careful in proceeding. This is especially true for a one-time only development. With so much at stake, this is not necessarily the best time to learn on the job.

For the past 25 years we have been providing dedicated, professional services for many projects throughout Ontario. The current staff have extensive experience which may be helpful for your project. An initial discussion with JustShelter on the objectives you have in mind will help you determine if help is needed.



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*For more details, see:*  
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May 2006 groundbreaking ceremony for Bethlehem Projects' 40 unit apartment development being developed under the Federal/Provincial Affordable Housing Program.

## Project Coordination

Work performed during each stage of the development reflects a pivotal coordination role. The following is not an exhaustive list but intended to give a picture of the coordination we provide.

- Act as a liaison with planning consultants, architects, and other consultants on behalf of the Client.
- Coordinate communication between all parties.
- Attend design meetings and respond to design proposals as representatives of the Client to ensure design objectives are incorporated.
- Coordinate consultants involved in obtaining municipal approvals.
- Coordinate/monitor tendering activities
- Negotiate final construction contract on behalf of the Client
- Meet regularly with the construction contractor and architect to review reports, draw requests, and change order requests.
- Prepare and submit mortgage advance requests
- Monitor projected capital costs and inform Client of any difference from project budget
- Monitor projected construction schedule with other consultants to keep project on schedule
- Arrange for appliances, furnishings, other chattels and ensure utility and service contracts are in place

## Sample Development Package

Each project requires placing the general objectives into specific components which make up the overall development package. Below is a sample package for a retirement community.

The entire package will be realistic in its scope, within the budget, and achievable in the time frame allowed. Also we will strongly encourage environmental responsibility, safe living design, and programs for resident well-being.

**Community** Urban planning guidelines will be proposed to promote positive community elements, including walkability, ease of social interaction, and a human, and not automobile, oriented landscape.

**Safety** Design specifications will be recommended to ensure consideration is given to the latest research in universal design principles and indoor air quality.

**Environment** Recommendations will be made for materials, building practices, and management principles for a positive impact on the environment.

**Amenities** Market research will provide a basis for recommending amenities that will be appropriate to needs.

**Wellness** Recommendations will be provided, if required, for a variety of services involving social and physical activation, emergency home care, and health education.

**Documentation** With advice and review from competent legal sources, JustShelter shall prepare the offers to purchase or lease, the tenure documents, regulations, policies, and service agreements.

**Financing** JustShelter shall be responsible for the creation of the overall capital budget, placing controls on the cash flow and shall also work with the lender/mortgage brokers in obtaining financing. Government grants will be explored.

**Marketing** The marketing plan will be fully developed after the initial market research. It will include a comprehensive plan for message formation, advertising, marketing materials, and sales staff. Our goal is to *create the community first, then the buildings.*

**Management** The preparation of the first year operating budget, policies and regulations, as well as tendering the contracts with all service providers. JustShelter will also recommend it provide at least first year management services.

## JustShelter Mission Statement

*We strongly believe that a quality project is more than buildings and roads. It requires the creation of a safe and healthy environment serving to promote the quality of life for the whole person.*

## JustShelter Goals

To **provide services** with respect, honesty, and fairness as we assist our clients make decisions based on their needs and best interests;

To **encourage and assist** development that enhances the physical, social, and community environment;

To **promote access and fairness** for those without adequate shelter for reasons of wealth, age, or special needs.

## **Consultants**

**Dick Halverson\***: M.Ed.; B.Phil, Social & Political Theory

Served as a development consultant since 1981 in the creation of non-profit, life lease, and cooperative housing projects, many with supportive components through several real estate firms, Niagara Peninsula Homes, and R. N. Halverson Development Consultants. He initiated the founding of Habitat for Humanity Niagara and was its

first Chair.

**Ian Ellingham**: M.Phil, Land Economy; PhD, Architectural and Urban Studies; MBA, B.Arch.

Involved in the creation of seniors housing and care facilities since the early 1970s, through a variety of organisations, including Sheltercare Management Consultants, Elfield Development Strategies Limited, The Lutheran Housing Ministries Office, and The Retirement Resource Group of Metropolitan Toronto. He is also an associate and part owner of Cambridge Architectural Research Limited, an international research and consulting organisation with its main office in Cambridge, England.

## **Project Experience**

Over the past 30 plus years 34 projects have been completed for independent living, supportive housing, and specialized needs. Projects include:

### **Seniors Housing**

- Branch 393 Legion Villa II, Smithville
- Chateau Village Community Apartments, Parkhill
- Fairhaven Apartments, Niagara Falls
- Faith Lutheran Villa, St. Catharines
- Lutheran Homes Niagara, Niagara Falls
- Menno Lodge of Aylmer, Aylmer
- Momiji Seniors Residence, Scarborough.
- Parkview Village, Stouffville;
- Stay At Home In Leaside, East York
- St. Francis Place, Owen Sound
- Suomi-Koti, Toronto Finnish-Canadian Seniors Centre, Toronto
- Town Square Manor, Fonthill
- Trillium Village, Phase 2, Strathroy

### **Family Housing**

- Briar Rose Co-operative III, Welland
- Cornerstone Co-operative, St. Catharines
- Moonstone Co-operative, St. Catharines
- Golden Town Community, Meaford
- Westwood Co-operative II, Niagara Falls

### **Special Purpose Housing**

- Bethlehem Homeless Project, St. Catharines
- Bethlehem Place, St. Catharines
- Billes House, Community Support House, St. Catharines
- Canadian Mental Health Group Homes, Niagara Falls
- Canal View Homes, Welland
- Mainstream Independent Living, St. Catharines
- Parkhill Girls' Home, Parkhill
- Participation Lodge - Grey Bruce, - Phase II, Holland Centre
- Tanguay Place, Welland

### **Specific Services**

- Eva's Place, North York
- Grey-Owen Lodge, Markdale
- Foyer Richelieu, Welland
- Hanover Seniors Housing Project
- Leaside Park, East York, Ontario
- St. George Mews, Toronto
- Trinity Village/St. Raphael's Nursing Home,