

"I have marveled at Jackson-Brown's native abilities to keep everything together, in order and under control. When others were losing their heads they stayed cool. It has been a pleasure working with them and sharing in a dream to help people have housing. We could not have done it without them."

Douglas Ward, Pastoral Team,
Kanata Baptist Church

"I've worked with Jackson-Brown Associates for 10 years... They provide comprehensive work, they're absolutely trustworthy and skilled and they provide a whole range of services including those related to finance, facilitation and assessment. I trust their judgement and honesty and don't worry about anything if I'm working with them."

Dennise Albrecht, Director of External Development,
Children's Hospital of Eastern Ontario

"I've been more than impressed with Jackson-Brown's depth of knowledge and breadth of experience. From my personal experience here's how to work with them: hear what they say, tell them what you need to tell them, ask questions, challenge them in any way you want, then finally just do as they advise or recommend!"

Paul Welsh, Executive Director of Rideauwood,
Addiction and Family Services



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PROJECT MANAGEMENT, PLANNING & DEVELOPMENT CONSULTANTS



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Joanne Jackson & Philip Brown

Founded in 1989, Jackson-Brown Associates Inc. is an Ottawa-based, facilities planning and project management firm that specializes in the development of facilities for non-profit, public and community service agencies and institutions which include:

- community health and resource centres
- health and social service agencies
- affordable housing and group homes

The principals of Jackson-Brown Associates Inc. are Philip Brown and Joanne Jackson. Philip Brown is a Registered Professional Planner (RPP) and Ms. Jackson has a special expertise in property management and facilities planning. Both Philip and Joanne are licensed, experienced, real estate sales representatives with Coldwell Banker. In this capacity they work directly with clients when leasing properties or acquiring properties for development. Jackson-Brown Associates has a well-

established reputation for using exceptional creativity and planning and superior team building. Their foremost strengths are in their ability to immerse themselves in the project and stay on top of the processes associated with the project. They never lose sight of client objectives, and utilize to the utmost, the highly skilled professionals that become part of their project team, whether they are architects, lawyers, engineers or appraisers.

The avenues of communication are always open.

Jackson-Brown Associates holds the key to diminishing the anxiety and stress typically associated with a capital project within public and community service organizations. They believe that the single, most important factor in reducing anxiety and stress is to keep people fully informed. With the avenues of communication always open, an effective exchange and use of information is possible. Thus, the organization is able to consistently make informed decisions in a timely manner.

Jackson-Brown Associates brings the skills of a developer to your organization.

Jackson-Brown Associates provides the experience of a developer to agencies or organizations that do not have their own in-house development capacity. They work closely with clients, other professionals and contractors to protect the client's interests and ensure quality, timely and cost effective development. Phil Brown explains: *"We become the agency's personal development team. We liaise and negotiate on behalf of the organization. Our expertise is in dealing,*

as equals, with the various people in the development industry including property owners, realtors, landlords, builders and municipal planners. We also help in consultations with key groups, individuals or other agencies within the community. This offers a tremendous advantage to the organization because it is able to continue to do what it does best—provide its specialized service/s to the community. At the same time, the organization can rely on us to take charge of the development process."

Jackson-Brown Associates has the necessary skills in project planning, development management and marketing. They also offer a wide range of consulting services from conducting functional and project feasibility studies to providing development consulting and project management services.

Jackson-Brown Associates derives enormous satisfaction from working with clients that provide valuable and important services to the community. They pride themselves on developing facilities that are functional, welcoming, cost effective and aesthetically pleasing. Joanne Jackson explains: *"We value the opportunity to work on facilities that benefit society and where citizens obtain essential services. We are passionate about helping to create buildings that reflect our skills and values."*

Facilities planning is part of the process.

Jackson-Brown Associates are experts in establishing the initial functional and spatial requirements for a new facility whether it is for a community health centre, resource centre or other community agency. Their in-depth studies clearly identify needs, review development strategies and set out a business case for funding.

MISSION STATEMENT AND COMMITMENT TO CLIENTS

To provide expert, professional and ethical consultative services related to project management, planning and development.

Jackson-Brown Associates recognizes the issues of greatest importance to non-profit organizations:

- their risk tolerance
- the political environment within which they work
- the processes they must go through to obtain funding

Jackson-Brown Associates is committed to utilizing their professional skills to develop the right strategies for each client. This includes dealing with the many hassles associated with finding, building and moving into a new place. These processes aren't on anybody's wish list.

"Phil and Joanne and the team made the process of relocating the Community Health Centre seem easy: from the functional planning, to obtaining the necessary approvals; from facility design to tendering the contracts; from supervision of construction to move coordination. If we had to do it all again, we'd do it with Jackson-Brown Associates Inc."
David Hole, Executive Director, Ottawa Centre for a Healthy Community

Jackson-Brown Associates will do the utmost to make the project happen with the least amount of upheaval and stress to the organization. They can even help clients develop political strategies to obtain funding and other approvals.

Jackson-Brown Associates readily assesses the agency's situation and requirements in order to assist everyone involved make the decisions that are right for the organization. Jackson-Brown Associates guarantees:

- thorough research
- market knowledge
- attention to detail
- effective communication
- thorough financial analysis
- careful analysis of options
- solid risk assessment
- comprehensive planning
- timely process management
- accountability



Because of their vast experience in project management, Jackson-Brown Associates enjoys a reputation for creative and effective planning and successful outcomes for every project they undertake. Their strengths are in the following:

- creative problem solving
- team management—building and managing successful teams
- developing strategic plans that work
- utilizing practical strategies and processes
- communicating effectively and persuasively
- effective financial planning and management

Jackson-Brown Associates becomes the facilitators, the managers and the trouble shooters for any project they undertake.

"Jackson-Brown Associates has been instrumental in leading us through a very exciting capital project...It has been our pleasure to work with such a high-quality, versatile firm. They show integrity and have a high regard for anyone they come into contact with."
Sandra Chant, Executive Director, Country Roads Community Health Centre, Portland



**JACKSON-BROWN
ASSOCIATES INC.**

OUR SERVICES

Jackson-Brown Associates offers their clients assistance in project planning, development, management and marketing through a wide range of consulting services including:

Project Planning and Management Services

- preliminary project planning and initial project concept
- needs assessment
- functional programs
- spatial studies
- facilities plans
- feasibility studies
- business plans and financial programs
- site selection and acquisition
- funding applications and proposals
- negotiating mortgage financing
- government liaison
- selecting and retaining architects, designers and other consulting professionals
- developing project concept
- developing and monitoring project work plans and schedules
- site planning and project design advice
- securing planning and other government approvals
- establishing furniture and equipment requirements
- tendering for construction, communication systems, furniture and other services

- negotiating construction contracts
- developing capital and operating budgets
- securing mortgage or other financing
- financial services during development, including progress payments and mortgage advances
- overall project co-ordination and budget control
- monitoring construction progress
- follow-up on construction deficiencies
- move coordination
- draft final cost statements

Marketing Services

- developing and implementing marketing plans
- advertising and public relations
- conducting market rent surveys
- orienting prospective residents or users of the space
- coordinating resident selection and move-ins



"Jackson-Brown Associates Inc. made a substantial difference to the outcome of our Capital Project...the support of Jackson Brown was meticulous, thorough, impeccably ethical and conscientious. The qualitative difference is in the outcome! We are delighted to say 'thank you' to such a fine team..."
Nancy B. MacNider, Executive Director, St. Mary's Home, Ottawa

Management and Education Services

- strategic planning
- group facilitation
- governance policies and procedures
- organizational reviews
- records management systems
- by-laws and policies
- property management systems and procedures
- organization and management plans
- bookkeeping and accounting systems
- preparing information materials
- establishing and equipping project offices
- drafting job descriptions
- training board members, staff and volunteers
- providing on-going management advice

Planning Services

- reviewing and assessing development opportunities
- development feasibility studies and risk assessment
- evaluating municipal planning restrictions
- securing municipal planning approvals
- public information and lobbying activities
- presentations to public meetings and hearings
- strategic planning facilitation

