



City of Richmond

Report to Committee

To: General Purposes Committee **Date:** March 20, 2012
From: Cathryn Volkering Carlile **File:** 08-4057-05/2012
General Manager - Community Services
Re: Proposed Amendments to Affordable Housing Statutory Reserve Fund Policy
5008, Zoning Bylaw 8500 and Affordable Housing Operating Reserve Fund
Establishment Bylaw No. 8206

Staff Recommendation

1. That Affordable Housing Statutory Reserve Fund Policy-5008 (dated December 9, 1991) be amended, as set out in **Attachment 2** of the report dated March 20, 2012 from the General Manager of Community Services, entitled, "Proposed Amendments to Affordable Housing Statutory Reserve Fund Policy 5008, Zoning Bylaw No. 8500 and Affordable Housing Operating Reserve Fund Establishment Bylaw No. 8206."
2. That Zoning Bylaw No. 8500, Amendment Bylaw No. 8882 be introduced and given first reading; and
3. That Affordable Housing Operating Reserve Fund Establishment Bylaw No. 8206 Amendment Bylaw No. 8883 be introduced and given first, second and third readings.

Cathryn Volkering Carlile
General Manager - Community Services
(604-276-4068)

Att. 4

FOR ORIGINATING DEPARTMENT USE ONLY					
ROUTED TO:	CONCURRENCE		CONCURRENCE OF GENERAL MANAGER		
Budgets	Y <input checked="" type="checkbox"/>	N <input type="checkbox"/>			
Policy and Planning	Y <input checked="" type="checkbox"/>	N <input type="checkbox"/>			
Development Applications	Y <input checked="" type="checkbox"/>	N <input type="checkbox"/>			
City Clerk	Y <input checked="" type="checkbox"/>	N <input type="checkbox"/>			
Law	Y <input checked="" type="checkbox"/>	N <input type="checkbox"/>			
REVIEWED BY TAG	YES <input checked="" type="checkbox"/> <i>K</i>	NO <input type="checkbox"/>	REVIEWED BY CAO	YES <input checked="" type="checkbox"/> <i>20</i>	NO <input type="checkbox"/>

Staff Report

Origin

On July 22, 2009, Council directed staff to:

Develop and bring forward to the Planning Committee options for funding on a case by case basis of Development Cost Charges and servicing costs for affordable housing projects.

In order to respond to Council's referral and to facilitate support for two affordable housing development proposals that have requested City financial support, staff have conducted a review to determine what, if any, appropriate City funding sources could be utilized to provide fiscal relief for affordable housing projects.

Subject to Council's approval of the proposed policy and bylaw amendments, a subsequent report will be brought forward in May 2012 for Council's consideration for project specific financial support and policy requirements for one of the affordable housing projects (i.e. Kiwanis Towers).

Through the review, it has been identified that the Affordable Housing Statutory Reserve Fund Policy-5008, Section 5.15 of the Zoning Bylaw 8500 and Affordable Housing Operating Reserve Fund Bylaw No. 8206 do not adequately reflect the Affordable Housing Strategy recommendations and other City requirements for the use and distribution of affordable housing reserve funds. With these considerations in mind, this report proposes amendments to the:

1. Affordable Housing Statutory Reserve Fund Policy-5008 (dated December 9, 1991) [**Attachments 1 and 2**].
2. Zoning Bylaw 8500 Section 5.15 [**Attachment 3**].
3. Affordable Housing Operating Reserve Fund Establishment Bylaw No. 8206 [**Attachment 4**].

Subject to Council's approval of the proposed amendments, Community Services will bring forward a subsequent report for Council's consideration to approve the use of affordable housing reserve funds for the two development proposals.

The report supports the following Council term goal:

Improve the effectiveness of the delivery of social services in the City through the development and implementation of a Social and Community Services Strategy that includes...increased social housing, implementation of a campus of care concept and an emergency shelter for women...

Findings of Fact

Since 1989, the City has made a longstanding commitment through the establishment of affordable housing statutory reserve fund bylaws and policies to support the development of affordable housing in Richmond.

Section 189 of the *Community Charter* requires that money and interest in reserve funds can be used only for the purpose for which the fund was established. The City currently has two affordable housing reserve funds: 1) a capital reserve fund established by Reserve Fund Establishment Bylaw No. 7812; and 2) a non-capital reserve fund established by Affordable Housing Operating Reserve Fund Establishment Bylaw No. 8206.

The use of the affordable housing reserve funds are subject to the City's annual Capital and Operating Budget process and Council approval of the 5-year Financial Plan Bylaw. Upon Council approval, monies are distributed to the Affordable Housing Capital Projects Fund(s) and the Affordable Housing Operating budget, as required.

The current City Bylaws pertaining to affordable housing reserve funds are:

1. Reserve Fund Establishment Bylaw No. 7812 adopted on October 25, 2004.

This bylaw establishes various reserve funds including one for the purposes of "Affordable Housing." Due to the history of this reserve fund, monies in this fund can only be used for capital expenditures.

2. Affordable Housing Operating Reserve Fund Bylaw No. 8206 adopted on June 25, 2007.

This bylaw establishes the Affordable Housing Operating Reserve Fund for the following purposes:

- (a) remuneration for personnel hired by the City to administer the Richmond Affordable Housing Strategy or any part thereof and associated supplies, travel or staff costs;
- (b) the hiring of consultants, the conduct of research, and the production of reports and other information and updates pursuant to the Richmond Affordable Housing Strategy;
- (c) legal costs of implementing affordable housing agreements;
- (d) management, administration and cost of affordable housing units owned by the City; and
- (e) other activities related to carrying out the Richmond Affordable Housing Strategy or any part thereof.

Further, the bylaw directs that 30 percent of developer cash contributions dedicated to the Affordable Housing Strategy be deposited to this reserve fund.

3. Zoning Bylaw No. 8500 - Section 5.15

Section 5.15.2 reads:

If an owner elects to pay an amount in the affordable housing reserve:

- a) 70 per cent of the amount being deposited to the capital reserve fund created by Reserve Fund Establishment Bylaw No. 7812; and
- b) 30 percent of the amount will be deposited to the operating fund created by Affordable Housing Reserve Fund Establishment Bylaw No. 8206.

Section 5.15.3 reads:

The City may only use these funds for the provision of affordable housing and the number, kinds and extent of affordable housing shall be provided by:

- a) Owners by way of:
 - i) secondary suites or coach houses;
 - ii) affordable housing units; or
 - iii) contributions to the affordable housing reserve; and
- b) The City by applying the funds held under the affordable housing reserve, will be set out in the April 16, 2007 Report to Planning Committee entitled "Richmond Affordable Housing Strategy", a copy of which is on file in the office of the Corporate Officer.

Staff also completed a review of the City's affordable housing policies (i.e. Affordable Housing Policy 5005, Affordable Housing Strategy-Interim Strategy- Policy 5006, West Cambie - Alexandra Interim Amenity Guidelines-Policy 5044, The Affordable Housing Statutory Reserve Fund - Policy 5008, and the Richmond Affordable Housing Strategy).

Analysis

The following section includes review, proposed solutions and recommendations for:

- I. The Affordable Housing Capital and Operating Reserve Fund Bylaws;
- II. Proposed amendments to the Affordable Statutory Reserve Fund Policy- 5008; and
- III. Proposed amendments to Zoning Bylaw No. 8500, Section 5.15.

Section I: Affordable Housing Statutory Reserve Fund Bylaw Review

1. Reserve Fund Establishment Bylaw No. 7812

Reserve Fund Establishment Bylaw No. 7812 includes provisions for a number of reserve funds, including for the purposes of "affordable housing".

The Affordable Housing Strategy requires monies to be collected in the Affordable Housing Reserve Fund to be utilized first and primarily for subsidized housing. Where appropriate, funds are to be used for certain City lands for affordable subsidized rental housing and affordable low end market rental purposes, including where funding has or will be obtained from other levels of government and/or private partnerships.

This reserve fund was originally established by Bylaw No. 5482 on December 18, 1989, and re-established through the Reserve Fund Establishment Bylaw No. 7361 on May 27, 2002 and Reserve Fund Establishment Bylaw No. 7812 on October 25, 2004. Due to this history, this reserve fund can only be used for capital expenditures. Such expenditures could include:

- A. purchasing land for or construct affordable housing;
- B. making capital grants to others to purchase land for or construct affordable housing (e.g. including grants for Development Cost Charge, Site Servicing Costs, Development Application and Permit Fee relief) associated with purchasing or constructing affordable housing; and
- C. entering into partnerships with others to purchase land for or construct affordable housing.

Recommendation: No changes are proposed to Reserve Fund Establishment Bylaw No. 7812.

2. Affordable Housing Operating Reserve Fund Establishment Bylaw No. 8206

The Affordable Housing Operating Reserve Fund was established to provide operating funding for the City in relation to implementing the Affordable Housing Strategy. The fund is separate and distinct from the affordable housing reserve fund under the Reserve Fund Establishment Bylaw No. 7812.

Currently, Bylaw No. 8206 requires that thirty percent of developer cash contributions received by the City are directed to the Affordable Housing Operating Reserve fund annually.

It has been suggested that the City may want to replace the requirement for 30 percent of the developer contributions to be allocated to the operating reserve fund to allow Council the flexibility to direct different proportions of developer contributions to be deposited to this reserve fund. Further, this will allow financial support for specific affordable housing development projects, as required.

Recommendation: That sections 3(a) and (b) of the Affordable Housing Operating Reserve Fund Establishment Bylaw No. 8206 be amended [**Attachment 4**] to provide Council the ability to direct funds to the Affordable Housing Operating Reserve Fund annually as follows:

- (a) a portion of developer cash contributions and density bonus contributions to the City's affordable housing reserve funds, as directed by Council from time to time; and
- (b) fifty percent (50%) net income (revenue minus operating expenses) received by the City from the rental of residential dwelling units that are owned or held by the City as part of the Richmond Affordable Housing Strategy.

Section II: Affordable Housing Statutory Reserve Fund Policy Review

The following amendments are proposed to the existing Affordable Housing Statutory Reserve Fund Policy 5008. The policy amendments will allow for financial support for affordable housing developments that meet the City's requirements.

1. Affordable Housing Reserve Fund Policy Proposed Amendment to Include the Strategy's Priorities for the Use of Affordable Housing Reserve Funds

Affordable Housing Statutory Reserve Fund Policy 5008 was established in 1991, prior to the Affordable Housing Strategy being adopted in 2007. The current policy includes an administrative process for land acquisition and partner selection for affordable housing development on City owned land, but does not reflect the Strategy's priorities for the use of the two Affordable Housing Statutory Reserve Funds.

Recommendation: That existing Affordable Housing Statutory Reserve Fund Policy-5008 be amended to reflect the Strategy's priorities for the use of the Affordable Housing Statutory Reserve Funds consisting of:

1. Monies being collected in the Affordable Housing Reserve Fund to be utilized first and primarily for subsidized housing.
2. Where appropriate, certain City lands be used for affordable subsidized rental housing and affordable low end market rental purposes, including where funding has or will be obtained from other levels of government and/or private partnerships.

2. Affordable Housing Development Financial Support Provisions

Subsidized housing is the most challenging type of affordable housing to develop due to limited senior government funding and the revenue required to successfully operate units with deep rent and/or operating subsidies. The City has limited resources; however, the proposed change will provide the ability to leverage reserve funds to assist in subsidized housing development.

Creating housing for core need and very low income households is critical, but this must also be balanced with policy direction that ensures viable affordable housing stock is secured along all points of the housing continuum (e.g. low end market rental and affordable home ownership units). Thus, financial support for subsidized housing projects will be reviewed with the criteria provided in Policy 5008. Also, approval of additional financial provisions will be reviewed on a case by case basis to limit the impact to the City's affordable housing inventory (i.e. affordable housing value transfers and/or cash-in-lieu contributions).

Recommendation: That existing Policy-5008 be amended to allow funds in the Affordable Housing Reserve Fund to be used for:

1. Property or residential dwelling unit exchange for affordable housing units;
2. Construction funding of affordable housing projects; and
3. Fiscal relief (i.e. development cost charges, costs related to the construction of infrastructure required to service the land, and development application and permit fees) for eligible non-profit affordable housing providers for the purchase or development of subsidized rental units, as specified in Policy 5008.

It is being proposed, that, for certain projects, the City be able to make payments to non-profit affordable housing providers from the Affordable Housing Reserve Fund for eligible costs that include:

- A. Fiscal municipal relief (i.e. development cost charges, costs related to the construction of infrastructure required to service the land, and development application and permit fees);
- B. The construction of infrastructure required to service the land on which the affordable housing is being constructed; and
- C. Other costs normally associated with construction of the affordable housing, including design costs, the cost of municipal permits, and the payment of development charges.

III. Zoning Bylaw No. 8500- Section 5.15 Review

Where an owner or developer elects to make a cash contribution to the City's affordable housing reserve funds in exchange for obtaining a density bonus, the existing Zoning Bylaw 8500 requires the owner (developer) to pay 70 per cent of the amount being deposited to the capital reserve fund established by Bylaw No. 7812 and 30 percent deposited to the operating fund established by Bylaw No. 8206.

Amendments to Zoning Bylaw No. 8500 are required to align with the proposal to provide Council with the flexibility to direct capital and operating financial support for specific affordable housing development, as required. Further, in reviewing section 5.15 of the Zoning Bylaw, it appears that section 5.15.3 could cause confusion as to how the monies in the two reserve funds are to be spent.

Recommendation: That Richmond Zoning Bylaw No. 8500, Section 5.15.3 be deleted and 5.15.2 be amended to provide that:

- 1. For density bonus contributions, the owner (developer) to pay (70% to the capital reserve fund created by Reserve Fund Establishment Bylaw No. 7812 and 30% to the non-capital reserve fund created by Affordable Reserve Fund Establishment Bylaw No. 8206), unless Council directs otherwise prior to the owner (developer) making the payment.

Summary of Recommendations

- 1. The proposed amendments to Policy 5008 to ensure the following are incorporated:
 - 1. The Strategy's priorities for the two Affordable Housing Statutory Reserve Funds.
 - 2. Financial support provisions for affordable housing development.
- 2. Operating Reserve Fund Establishment Bylaw No. 8206 and Zoning Bylaw No. 8500 be amended to permit Council to direct developer contributions for affordable housing be allocated to the two reserve funds in different proportions, as directed by Council policy or otherwise from time to time.

In addition, periodic review of related City policies, regulations and procedures will be conducted to ensure that the Richmond Affordable Housing Strategy priorities are being effectively implemented.

Financial Impact

Access to the Affordable Housing Reserves will be subject to the City's annual Capital and Operating Budget review process. All approved projects will be incorporated into the 5-year Financial Plan Bylaw, which authorizes access to and expenditures from reserve and project funds.

Conclusion

The proposed amendments to Affordable Housing Statutory Reserve Fund Policy 5008, Affordable Housing Operating Reserve Fund Establishment Bylaw No. 8206, and section 5.15 of the Zoning Bylaw No. 8500 are intended to provide an effective reserve fund management framework to assist the City's efforts to financially support affordable housing development in Richmond. The proposed amendments will:

1. Create a policy framework that supports the Affordable Housing Strategy priorities;
2. Allow financial support for affordable housing development;
3. Provide a mechanism to support project specific contributions; and
4. Align City policy language to increase clarity and defined purpose.

In summary, the proposed changes support Council's ability to direct capital and operating reserve funds to financially support City approved affordable housing development projects and initiatives.



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Affordable Housing Coordinator
(604) 247-4946

Attachment 1	Policy 5008 – Affordable Housing Statutory Reserve Fund	REDMS #113680
Attachment 2	Draft Update to Policy 5008 - Affordable Housing Statutory Reserve Fund Policy	REDMS #3487419
Attachment 3	Richmond Zoning Bylaw No. 8500 Proposed Amendment - Affordable Housing Statutory Reserve	REDMS #3488178
Attachment 4	Amended Affordable Housing Operating Reserve Fund Bylaw No. 8206	REDMS #3489303



City of Richmond

Policy Manual

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Adopted by Council: Dec. 9/91

POLICY 5008

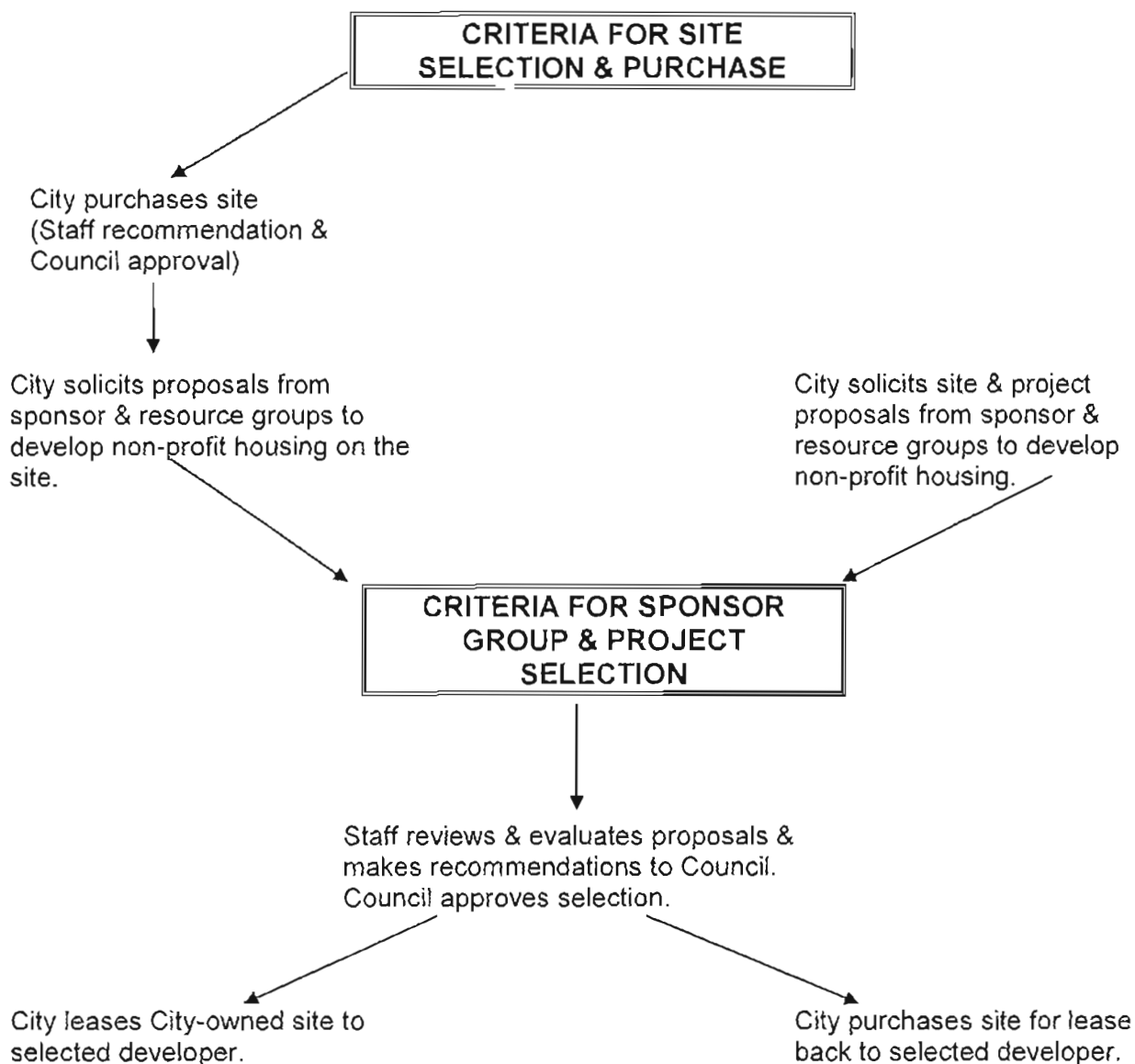
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AFFORDABLE HOUSING STATUTORY RESERVE FUND

POLICY 5008:

It is Council policy that:

The following procedure and criteria be adopted for the allocation of funds from the Affordable Housing Statutory Reserve Fund:





CRITERIA FOR SPONSOR GROUP AND PROJECT SELECTION

SPONSOR GROUP

1. Society Background and Reputation
2. Previous Projects: Experience and Performance
3. Management Style:
 - Process for tenant selection;
 - Process for tenant relations;
 - Process for tenant participation;
 - Management plan;
 - Maintenance procedures; and
 - Process for responding to neighbourhood needs and concerns.
4. Project:
 - Priority of need of this client group (e.g. seniors, family);
 - Targeted income group;
 - Design
 - neighbourhood compatibility
 - sensitivity to site; and
 - appropriateness of design to client group;
 - Appropriateness of design to client with City plans, policies and guidelines;
 - Provision of amenities to the larger community
5. Location:
 - Suitability of location;
 - Proximity to other social housing projects;
 - Proximity to appropriate services and amenities (transit, schools, shopping, medical, social, recreational and community services); and
 - Compatibility with area plans.
6. Development Team.
7. Cost Effectiveness:
 - Number of units produced for amount of City funding expended; and
 - Proportion of site cost needed.



INFORMATION TO ACCOMPANY REQUESTS TO THE STATUTORY RESERVE FUND REGARDING NON-PROFIT HOUSING PROPOSALS

SPONSOR GROUP

1. Society Background:

- Years incorporated or active;
- Size of organization (staff and volunteers); and
- Frequency of Board meetings.

2. Projects Sponsored to Date:

- For each project:
 - Client group;
 - Type of tenure;
 - Number of units;
 - Funding program (e.g. CMHC, BCHMC);
 - Years managed by sponsor group; and
 - Income mix of clientele.

3. Management Style:

- Describe the process for tenant selection (e.g. priority to Richmond residents);
- Describe the process for tenant relations (e.g. handling grievances);
- Has the Society specific rules of tenant behaviour (e.g. pets, smoking)?
- Do tenant committees play a role in project management? Does the Society encourage tenant organizations? How?
- What aspects of property management are handled by the Society Board and which are delegated to a resident manager, property management consultant or tenant management committee?
- Describe procedures for maintenance and repairs.

4. Development Team (complete for each component, e.g. the resource group or consultant, the architect and the contractor):

- Experience - years in business;
- Number and type of social housing projects; and
- Experience working with the other team members.



PROJECT PROPOSAL

- Client group (seniors, families, persons with disabilities, etc.);
- Anticipated client income levels;
- Tenure type (co-op or non-profit rental);
- Number of units; and
- Additional amenities available to larger community (e.g. day care, community space).

SITE PROPOSED

- Reasons for site choice;
- Benefits of this location for prospective clientele;
- Estimated property acquisition cost;
- Estimate of extent of City financial participation required/lease terms proposed;
- Assembly/consolidation required?
- Rezoning required?

(Planning Department)



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Policy 5008:

It is Council policy that:

I. INTRODUCTION

A. General

The City of Richmond acknowledges that access to safe, affordable and appropriate housing is essential for building strong, safe and healthy communities.

B. Purpose

The purpose of this policy is to provide the City with a framework for managing the City's two affordable housing reserve funds to provide resources to meet the specific housing and support needs of priority groups.

C. Scope

To address affordable housing needs, the City will plan, partner, and as resources and budgets become available support a range of affordable housing development opportunities through: partial funding provided through the City's affordable housing reserve funds, as well as, funding from senior levels of government and/or other partners, to enable the creation of additional affordable subsidized rental housing and affordable low end market rental units designed to meet priority needs and existing gaps in Richmond.

D. Objectives

1. The City develop a strategic land acquisition program for affordable housing with funding for the program administration from the Affordable Housing Operating Reserve Fund and the acquisition of lands coming from the Affordable Housing Reserve Fund and other sources where appropriate.
2. The City's two affordable housing reserve funds are to be used by the City to support non-market affordable housing opportunities and potential partnerships with a focus on addressing the *Richmond Affordable Housing Strategy* priorities. Monies being collected in the affordable housing reserve fund are to be utilized first and primarily for subsidized housing.
3. Where appropriate, certain City lands be used for affordable subsidized rental housing and affordable low end market rental purposes, including where funding has or will be obtained from other levels of government and/or private partnerships.



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E. Review of Affordable Housing Reserve Funds Policy

Periodic review of the affordable housing policies, regulations and procedures to ensure that the *Affordable Housing Strategy* priorities and objectives are being effectively implemented.

II. AFFORDABLE HOUSING RESERVE FUNDS

The City has established two affordable housing reserve funds as described.

Developer cash contributions and density bonus contributions for affordable housing will be allocated to the two reserve funds as follows:

- a. 70 percent (70%) of the amount will be deposited to the Affordable Housing Reserve Fund established by Reserve Fund Bylaw No. 7812; and
- b. 30 per cent (30%) of the amount will be deposited to the Affordable Housing Operating Reserve Fund established by Affordable Housing Operating Reserve Fund Establishment Bylaw 8206;

unless Council directs otherwise prior to the date of the developer's payment, in which case the payment will be deposited as directed by Council.

1. Affordable Housing Reserve Funds

The Affordable Reserve Fund established by Bylaw 7812 may be used for capital expenditures relating to the following:

- a. Purchasing and acquiring sites for affordable housing development;
- b. Exchanging property or residential dwelling units for affordable housing;
- c. Financing the construction of affordable housing projects;
- d. Securing funding commitments from senior levels of government and/or private partnerships;
- e. Partnering with other levels of government and/or private agencies to achieve affordable housing in Richmond; and
- f. Providing fiscal relief (i.e. development cost charges, costs related to the construction of infrastructure required to service the land, and development application and permit fees) to eligible non-profit affordable housing providers for the purchase or development of subsidized rental units.



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2. Affordable Housing Operating Reserve Fund

In accordance with Affordable Housing Operating Reserve Fund Establishment Bylaw No. 8206, this reserve fund will be used for the following purposes:

- a. remuneration for personnel hired by the City to administer the Richmond Affordable Housing Strategy or any part thereof and associated supplies, travel or staff costs;
- b. the hiring of consultants, the conduct of research, and the production of reports and other information and updates pursuant to the Richmond Affordable Housing Strategy;
- c. legal costs of implementing affordable housing agreements;
- d. management, administration and cost of affordable housing units owned by the City; and
- e. other activities related to carrying out the Richmond Affordable Housing Strategy or any part thereof.

III. AUTHORIZATION AND INTERNAL CONTROLS

Funds designated for withdrawal from the Affordable Housing Reserve Fund and Affordable Housing Operating Reserve Fund will be subject to the City's annual Capital and Operating Budget review process with approval of the 5- year Financial Plan Bylaw.

IV. MONITORING AND EVALUATION

The use of funds will be subject to on-going monitoring to ensure alignment with the *Richmond Affordable Housing Strategy* priorities and objectives and the City's annual Capital and Operating Budget review process.

V. ACCESSING AFFORDABLE HOUSING RESERVE AND PROJECT FUNDS

A 5-year financial plan is prepared annually for the City's capital and operating budget. All approved affordable housing projects will be incorporated in the 5-year Financial Plan Bylaw.

VI. REPORTING FRAMEWORK

The annual audited financial statements provide reserve information that includes all changes and a year-end balance.

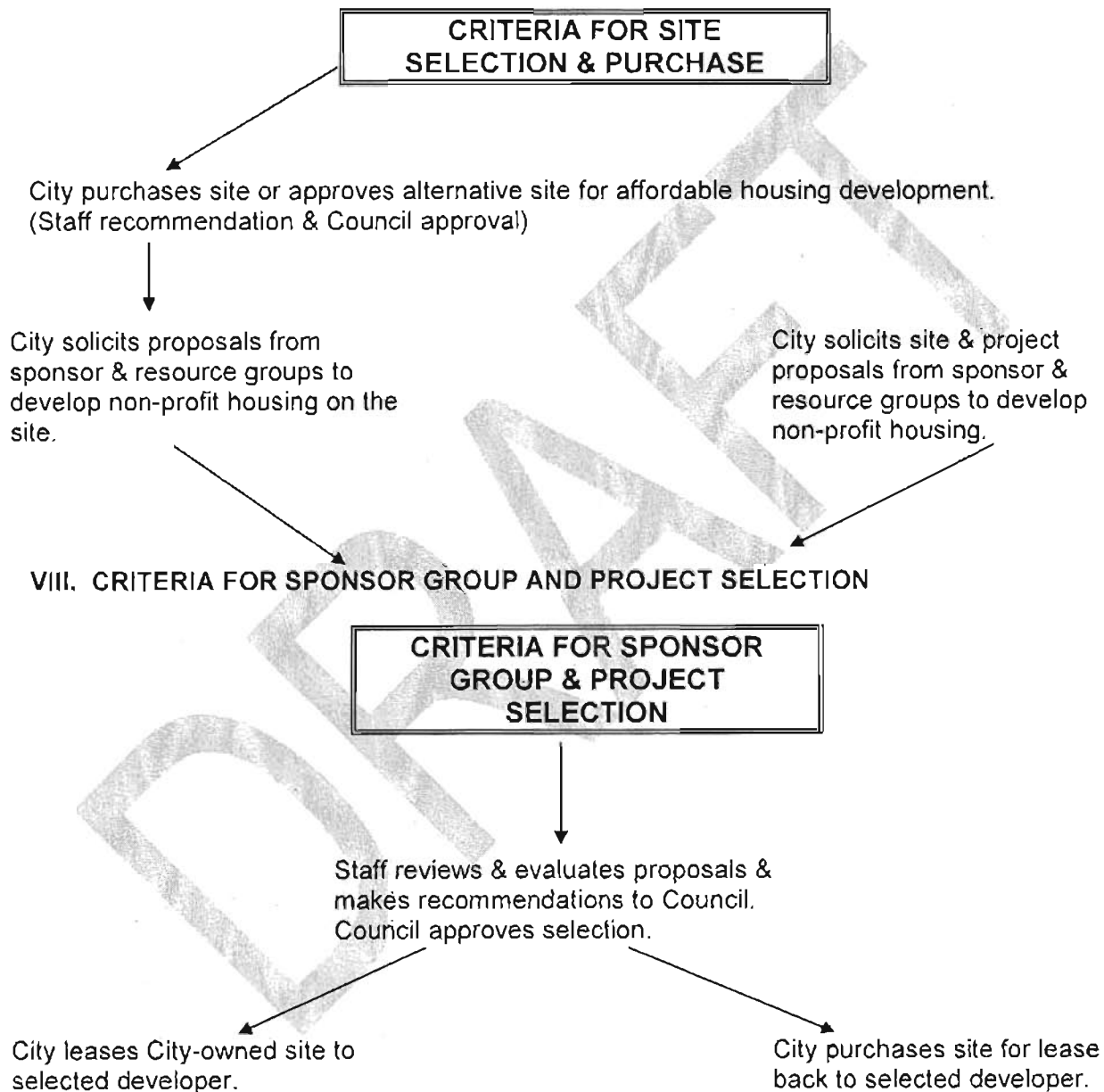
The Community Services Department will coordinate with the Finance Department to complete a review of all contributions to and expenditures from the Affordable Housing Reserve Fund and Affordable Housing Operating Reserve Fund.



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VII. CRITERIA FOR SITE SELECTION & PURCHASE

The following procedure shall be followed for the allocation of funds from the Affordable Housing Reserve Fund when City purchases a site for affordable housing development:





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IX. CRITERIA FOR SPONSOR GROUP AND PROJECT SELECTION

SPONSOR GROUP

1. Society Background and Reputation
2. Previous Projects: Experience and Performance
3. Management Style:
 - Process for tenant selection;
 - Process for tenant relations;
 - Process for tenant participation;
 - Management plan;
 - Maintenance procedures; and
 - Process for responding to neighbourhood needs and concerns.
4. Project:
 - Priority of need of this client group (e.g. seniors, family);
 - Targeted income group;
 - Design
 - neighbourhood compatibility
 - sensitivity to site; and
 - appropriateness of design to client group;
 - Appropriateness of design to client with City plans, policies and guidelines;
 - Provision of amenities to the larger community
5. Location:
 - Suitability of location;
 - Proximity to other social housing projects;
 - Proximity to appropriate services and amenities (transit, schools, shopping, medical, social, recreational and community services); and
 - Compatibility with area plans.
6. Development Team.
7. Cost Effectiveness:
 - Number of units produced for amount of City funding expended; and
 - Proportion of site cost needed.



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X. INFORMATION TO ACCOMPANY REQUESTS TO THE AFFORDABLE HOUSING RESERVE FUND REGARDING NON-PROFIT HOUSING PROPOSALS

SPONSOR GROUP

1. Society Background:

- Years incorporated or active;
- Size of organization (staff and volunteers); and
- Frequency of Board meetings.

2. Projects Sponsored to Date:

- For each project:
 - Client group;
 - Type of tenure;
 - Number of units;
 - Funding program (e.g. CMHC, BCHMC);
 - Years managed by sponsor group; and
 - Income mix of clientele.

3. Management Style:

- Describe the process for tenant selection (e.g. priority to Richmond residents);
- Describe the process for tenant relations (e.g. handling grievances);
- Has the Society specific rules of tenant behaviour (e.g. pets, smoking)?
- Do tenant committees play a role in project management? Does the Society encourage tenant organizations? How?
- What aspects of property management are handled by the Society Board and which are delegated to a resident manager, property management consultant or tenant management committee?
- Describe procedures for maintenance and repairs.

4. Development Team (complete for each component, e.g. the resource group or consultant, the architect and the contractor):

- Experience - years in business;
- Number and type of social housing projects; and
- Experience working with the other team members.



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PROJECT PROPOSAL

- Client group (seniors, families, persons with disabilities, etc.);
- Anticipated client income levels;
- Tenure type (co-op or non-profit rental);
- Number of units; and
- Additional amenities available to larger community (e.g. day care, community space).

SITE PROPOSED

- Reasons for site choice;
- Benefits of this location for prospective clientele;
- Estimated property acquisition cost;
- Estimate of extent of City financial participation required/lease terms proposed;
- Assembly/consolidation required?
- Rezoning required?



City of Richmond

Bylaw 8882

Richmond Zoning Bylaw 8500, Amendment Bylaw 8882

The Council of the City of Richmond enacts as follows:

1. Richmond Zoning Bylaw 8500, as amended, is further amended by deleting section 5.15.2 and substituting the following:

“5.15.2 If an **owner** elects to pay an amount into the **affordable housing reserve** pursuant to this Zoning Bylaw 8500, as amended or replaced from time to time:

- a) 70 per cent of the amount shall be deposited to the Affordable Housing Reserve Fund created by Reserve Fund Establishment Bylaw No. 7812; and
- b) 30 per cent of the amount shall be deposited to the Affordable Housing Operating Reserve Fund created by Affordable Housing Operating Reserve Fund Establishment Bylaw No. 8206,

unless **Council** directs otherwise prior to the date of the **owner's** payment, in which case the payment shall be deposited as directed by **Council**.”

2. Richmond Zoning Bylaw 8500, as amended, is further amended by deleting section 5.15.3 in its entirety.
3. This Bylaw is cited as “**Richmond Zoning Bylaw 8500, Amendment Bylaw 8882**”.

FIRST READING

PUBLIC HEARING

SECOND READING

THIRD READING

ADOPTED

MAYOR

CORPORATE OFFICER

CITY OF RICHMOND
APPROVED by
APPROVED by Director or Solicitor



City of
Richmond

Bylaw 8883

**Affordable Housing Operating Reserve Fund Establishment
Bylaw No. 8206, Amendment Bylaw No. 8883**

The Council of the City of Richmond enacts as follows:

1. The Affordable Housing Operating Reserve Fund Establishment Bylaw No. 8206 is amended by deleting subsections 3(a) and (b) and substituting the following:
 - “(a) a portion of developer cash contributions and density bonus contributions to the City’s affordable housing reserve funds, as directed by Council from time to time;
 - (b) fifty per cent (50%) of net income (revenue less operating expenses) received by the City from the rental of residential dwelling units that are owned or held by the City as part of the Richmond Affordable Housing Strategy; and”
2. This Bylaw is cited as “Affordable Housing Operating Reserve Fund Establishment Bylaw No. 8206, Amendment Bylaw No. 8883”.

FIRST READING

SECOND READING

THIRD READING

ADOPTED

MAYOR

CORPORATE OFFICER

CITY OF RICHMOND
APPROVED for content by originating dept.
APPROVED for legality by Solicitor