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To: City Manager

From: General Manager Planning and Development

Subject: **Affordable Housing Reserve Fund Policy – Bylaw No. 3866, 2008**

For: **Council**

**Recommendation:**

That Council give first, second and third readings to Bylaw No. 3866, 2008, a Bylaw to establish an Affordable Housing Reserve Fund.

**Executive Summary:**

The establishment of an Affordable Housing Reserve Fund (Fund) is a key strategic action in the City's Affordable Housing Strategy (AHS) which was adopted by Council in 2007. This report proposes a revised Affordable Housing Reserve Fund for Council's consideration. Council first considered this topic in April 2008 and directed staff to obtain input from local housing stakeholders and the development community prior to reporting back. The revised report incorporates input received and includes a broadened focus. The proposed Fund follows the principles of the City's Affordable Housing Strategy. It is proposed that both monetary contributions submitted through some development applications and an annual contribution from the City's General Revenue be used to build and sustain the Fund. The Fund would be used to acquire land and making it available for lease at a low cost and/or reduce or waive development fees and charges in order to support affordable housing. The fund could also provide contributions to the Land Sale Reserve Fund to help offset City costs associated with providing lease sites and facilitating the construction of affordable housing projects. As previously reported to Council, monetary contributions for affordable housing have already been secured through several recent major development applications in anticipation of the establishment of the Fund. Bylaw No. 3866, 2008, which, once adopted, would establish the Reserve Fund is presented to Council for consideration of first, second and third readings.

This initiative responds to the corporate objective of supporting neighbourhoods, specifically addressing the critical community issue and need for affordable housing.

**Background:**

At its April 21, 2008 Regular meeting, Council received a report outlining the proposed establishment of an Affordable Housing Reserve Fund, a key strategic action of the Affordable Housing Strategy which was adopted by Council in April 2007. The purpose of such a fund is to preserve and increase Coquitlam's affordable housing stock. Following direction set out in the AHS and using information obtained through a scan of other municipal affordable housing reserve funds, program principles and options for monetary contributions to the Fund, as well as principles to guide the usage of the fund are proposed. Program guidelines are also proposed to guide the administration of the Fund.

At its April 21, 2008 meeting, Council authorized staff to seek stakeholder input on the proposed Fund and then report back with the results of the consultation for Council's further consideration of this proposed initiative. Staff have consulted with the Urban Development Institute, Greater Vancouver Homebuilders' Association and local housing stakeholders on this issue. The proposed Fund was received positively as a method of enabling the development of more affordable housing, and suggestions for clarification of objectives were received from the Urban Development Institute. In addition, the focus of the Fund has been broadened to include projects that meet a range of housing needs and have more limited senior government involvement, but would still be subject to City Council approval. This broader focus is in recognition of the limited availability of senior government funding and the need for the Fund to be utilized as opportunities to contribute to affordable housing initiatives arise. With these changes incorporated, the revised Affordable Housing Reserve Fund is now before Council for first, second and third readings of Bylaw No. 3866, 2008 (Attachment 1), which would establish the Fund.

Contributions of monies for affordable housing have already been secured through several recent, major development projects. In 2007, Mosaic contributed \$180,000 for affordable housing in conjunction with the redevelopment of the Four Acres and Willow mobile home parks. This cash contribution was part of Mosaic's response to Council's policy to assist residents who are displaced by the redevelopment of mobile home parks. This money is being held in trust in a City account until an Affordable Housing Reserve Fund is established. In addition, the recent negotiations surrounding the redevelopment of Fraser Mills have resulted in a cash-in-lieu contribution of \$5 million which will be paid to the Fund in increments. The first payment of \$1.7 million will be made to the Fund prior to the issuance of the Development Permit for Phase One of the redevelopment, with subsequent payments of \$1.7 million and \$1.6 million made at Phase Five and Phase Ten.

## Discussion

### Policy Context

#### ***Community Charter***

Section 188 of the *Community Charter* provides municipalities with the authority to establish Reserve Funds for various purposes. Council approval through a bylaw is required in order to establish an Affordable Housing Reserve Fund.

#### **Coquitlam's Affordable Housing Strategy**

The City's Affordable Housing Strategy, developed in collaboration with a community-based advisory group and adopted by Council in April 2007, is guided by the vision that all residents of Coquitlam will be able to live in safe, appropriate housing that is affordable for their income level. Affordable housing is defined as housing that addresses the needs of low to moderate income and special needs households and has a shelter cost of less than 30 percent of a household's income. This definition includes all components of the housing continuum – emergency shelter, transitional housing, supportive housing, non-market housing, assisted living, market rental housing and affordable home ownership.

The AHS identifies affordable housing reserve funds as a key municipal tool to help preserve and increase Coquitlam's affordable housing stock. A Fund could allow the City to contribute, in partnership with other stakeholders, to initiatives that facilitate the construction and/or retention of more affordable housing in the City. As directed by the AHS, the AHRF policy review sets out options for Council's consideration on how funds are received and used. The AHS suggests that fund contributions could include cash-in-lieu contributions through development incentives, a portion of proceeds from City land sales, and/or a percentage of the City's annual budget. The AHS also suggests that the AHRF could be used to contribute to the development of new affordable housing stock or the purchase of older rental units for non-market housing. Each of these suggested directions have been examined in the context of developing a fair and workable AHRF policy. The policy review also recognizes that opportunities for monetary contributions for affordable housing have been emerging through the development process. Council's recent contributions of City land (528 Como Lake Avenue and a portion of the land at 3030 Gordon Avenue) for housing projects under the Provincial Homelessness Initiative are examples of how the use of City resources in partnership with resources from other stakeholders can facilitate projects that address local housing needs. A Fund would enable the City to plan for these types of contributions, and have a separate account to use for the purposes of assisting in the provision of affordable housing.

**The Coquitlam Context – Need for Affordable Housing in the City**

The Housing Continuum is an organizing concept used to describe the range of housing needs and the different types of housing appropriate to different levels of need.

Higher Need			Lower Need		
emergency shelters	transitional housing	supportive housing	non-market housing	market rental housing	home ownership
Requires more public funding			Requires less public funding		

The AHS identified the need for lower cost housing at all points along the housing continuum:

Extreme housing needs (emergency shelters, transitional housing, supportive housing):

- Approximately 160 homeless individuals have been counted in the Tri-Cities as part of an ongoing outreach pilot project;<sup>1</sup>
- 91 homeless individuals were found in the Tri-Cities during the March 2008 Metro Vancouver 24-hour Homeless Count, a 140% increase over the 2005 count;<sup>2</sup>
- The Tri-Cities Cold Wet Weather Mat Program is reporting full occupancy as well as turn-aways in the first month of its 2008-2009 season;
- 2,800 Coquitlam households were at-risk of homelessness in 2001.<sup>3</sup>

Core housing needs<sup>4</sup> (non-market and low-end market rental housing):

- The number of Coquitlam households on the regional wait-list for non-market housing numbers 432 households, 59% (255) of which are family households;<sup>5</sup>
- Metro Vancouver’s draft 2008 Regional Growth Strategy estimates that Coquitlam will need 4,950 new housing units that are affordable to low and moderate income households in the next ten years.<sup>6</sup>

<sup>1</sup> Hope for Freedom Society first and second Reports on Homelessness in the Tri-Cities, 2006-2007

<sup>2</sup> Greater Vancouver Regional Steering Committee of Homelessness

<sup>3</sup> INALHM (in core housing need and spending at least half of housing income for shelter) combined Census and CMHC data, 2001.

<sup>4</sup> Core Housing Need – A measure of housing need established by CMHC. Households are in core housing need if they experience at least one of three types of housing challenges – suitability (enough bedrooms for the size and composition of the household), adequacy (unit should be safe and in good repair) and affordability (shelter costs are in excess of 30% of the household’s gross income).

<sup>5</sup> BC Housing February 2008 data

<sup>6</sup> Our Livable Region 2040: Metro Vancouver’s Growth Strategy. Low income demand (social housing) is defined as housing that is affordable to households with incomes below 50% of the median income for the region. Low to moderate income is housing that is affordable to households with incomes between 50% and 80% of the regional income. The demand for “affordable” rental housing is comprised of these two groups.

**The Coquitlam Context – Need for Affordable Housing in the City cont'd/**

First-time home ownership:

- First-time homebuyers are finding it increasingly difficult to enter the homeownership market. April 2008 data indicates that the median household income for Coquitlam (\$59,294 in the 2006 Census) is not sufficient to purchase entry level housing in Coquitlam (a two-bedroom condominium apartment at an entry-level price).<sup>7</sup>
- Home ownership is a generator of wealth and income security, and assisting low and moderate income households to enter the homeownership market frees up spaces in the rental market for other households in need.

**Municipal Scan of Affordable Housing Reserve Fund Policies**

Richmond, Vancouver, Burnaby, City of North Vancouver, Surrey, Kelowna and Kamloops are among the British Columbia municipalities which have developed AHRFs, which in some cases date back to the late 1980s, as a means to assist in the provision of non-market housing. A survey of these municipalities determined that each municipality responds to its unique context and associated level of desired involvement in the provision of affordable housing. A summary table of municipal affordable housing reserve funds in BC which provides more information on AHRF contributions and fund balances is attached (Attachment 2).

***Affordable Housing Fund Revenue Contributions***

The municipal scan determined that while in most cases each municipality identified multiple sources of AHRF revenue contributions to grow and sustain the fund, in practice, only one or two of those sources generate revenue for the Fund. In North Vancouver, Kelowna and Kamloops, the primary source of contributions to the Fund comes from municipal general revenue. In municipalities such as Burnaby and Richmond where density bonusing programs exist, major contributions to the Fund are generated by those programs and are secured during the negotiation process with developers. Contributions tied to density bonusing programs can be cyclical in nature and typically contributions may not be sustained during downturns in the economy. To address this issue, some municipalities ensure a steady stream of revenue to the Fund through a fixed contribution from general revenue as it is recognized that substantial fund balances are needed before an affordable housing project can be undertaken in partnership with other parties. The City of North Vancouver (annual general revenue allocation to the AHRF of \$260,000) and Kelowna (general revenue allocation to the AHRF of \$200,000) are two municipalities that employ this approach.

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<sup>7</sup> Housing Affordability in Greater Vancouver, May 2008, Dale McClanaghan and Associates.

### ***Affordable Housing Fund Allocations***

All municipalities surveyed use AHRF money for capital projects which can take the form of securing land, constructing new units, or purchasing existing rental stock.<sup>8</sup> These expenditures take the form of acquisition of land which is then offered to non-market housing providers on a leasehold basis, as well as reduction or waiving of development fees, and direct cash grants to affordable housing projects. Richmond and the City of North Vancouver also use the fund for related activities that are necessary to support the development of affordable housing including research, legal costs, and/or staffing. North Vancouver operates the Housing Initiatives Grant Program to provide annual grants for non-capital projects of limited duration including funding of housing task forces and research projects. The City of Richmond operates a separate Affordable Housing Operating Fund to pay for staff to administer the Fund, legal costs to implement the housing agreements and research services related to further developing or updating the City's AHS.

The municipalities which were surveyed vary in terms of the processes used to allocate funds. Kelowna and Kamloops accept applications for the use of funds on an annual basis whereas the other municipalities accept proposals for the use of funds as opportunities arise. Competitive processes (Requests for Proposals and Expressions of Interest) are used along with informal processes depending on the context. In each case, Council approval for specific project funding is required.

### **A Proposed Affordable Housing Reserve Fund in Coquitlam: Policy and Operational Considerations**

#### **Proposed Principles**

The following principles are proposed to guide the development and implementation of an Affordable Housing Reserve Fund for Coquitlam. These principles are consistent with relevant policies in the Citywide OCP and the underlying vision and philosophies of the Affordable Housing Strategy.

#### **1. Housing Need**

In order to meet some of the most pressing local housing needs as identified by the Affordable Housing Strategy, the Fund will be targeted to projects that supply affordable housing for low and moderate income family and single person households<sup>9</sup>.

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<sup>8</sup> Surrey's fund had originally been focused on assisting first-time homebuyers enter the housing market but the focus has changed to projects that address homelessness. The funds are now administered by the recently-established Surrey Homelessness Foundation, a body external to the City of Surrey.

<sup>9</sup> Low and moderate income will be defined as in the Regional Growth Strategy, where low income refers to households with an income below 50% of the median income and low to moderate refers to households with incomes between 50% and 80% of the median income.

## **Proposed Principles cont'd/**

### **1. Housing Need cont'd/**

Potential opportunities that support projects undertaken by the non-profit sector include projects such as the proposed YWCA supportive housing at 528 Como Lake Avenue and the proposed emergency shelter and transitional housing facility at 3030 Gordon Avenue as well as affordable home ownership projects such as those built by Habitat for Humanity.

### **2. Partnership**

The Fund will be used to partner with and supplement resources from senior levels of government, non-market housing providers and the development community to facilitate the development and retention of affordable housing.

### **3. Reducing Capital Costs of Affordable Housing Projects**

In accordance with the direction outlined in the Affordable Housing Strategy, the Fund is intended to contribute to reducing the capital cost of affordable housing projects. The fund is not intended to support non-capital expenditures including research, staff, legal costs or the ongoing operating costs of these projects.

### **4. Flexibility**

The Fund will recognize the varying and evolving nature of opportunities to contribute to affordable housing projects. An affordable housing project could consist of new housing stock, the regeneration of older non-market housing, or the purchase of older rental units to be managed by a non-market housing provider.

### **5. Sustainability**

The revenue contribution sources and uses of the Fund will be structured so that the Fund can be sustained over time.

## **Operational Considerations**

### **Establishment by Bylaw**

As stated earlier in this report, a Bylaw is required under Section 188 of the Community Charter to establish an Affordable Housing Reserve Fund. Bylaw No. 3866, 2008, if adopted by Council would establish the Fund.

### **Revenue Sources**

The municipal policy scan indicated that affordable housing reserve funds are a long-term undertaking and that multiple sources of revenue are necessary to build a substantial balance and to sustain reserve funds. Planning and Development staff have worked collaboratively with Corporate Services staff in developing and evaluating the following proposed revenue sources.

**Revenue Sources** cont'd/

**A. *Municipal Revenue Contribution***

The municipal scan revealed that some of the cities surveyed use municipal sources of revenue as a method of predictable contribution to their respective Funds. Since revenue contributions secured through the development process are tied to the performance of the economy and hence are cyclical in nature, revenue contributions from a more stable, sustainable source are necessary to ensure a workable Fund.

Staff in Corporate Services, Finance and Planning and Development have reviewed options for municipal sources of revenue contributions to the AHRF and recommend that an annual contribution be made from General Revenue by increasing the City's base budget to include a contribution to the Affordable Housing Reserve Fund for a \$50,000 per year increment to a maximum of \$200,000 annually. This approach ensures a sustained commitment to building the fund and demonstrates Council's commitment to supporting affordable housing to the community. It is proposed that this contribution begin in 2010 and increase by \$50,000 per year to the maximum of \$200,000 by 2013, with a \$200,000 annual contribution from that point on. It is recognized that the current economic climate is placing a strain on City resources and the initiation of this contribution would be subject to the improvement of the economic situation.

The Land Sale Reserve Fund may also provide an additional source of loaned monies to support affordable housing projects.

**B. *Revenue Generated Through Other Means***

Through staff review and discussion, two additional options for generating revenue contributions to the Fund through the development process are presented for Council's review and consideration:

**Option 1 Density Bonusing**

Council recently approved the expanded use of density bonusing in the C-4 Town Centre Commercial zone. Affordable housing is one of the community amenities for which monies secured through density bonusing will be used.

**Pros:**

- Demonstrates developer commitment to supporting affordable housing;
- Contributions are cyclical in nature as they are tied to the economic climate – funds generated could be substantial during strong market conditions.

**Con:**

- Downturns in economy could result in limited funding from this source.

***B. Revenue Generated Through Other Means*** cont'd/

**Option 2 Cash-in-lieu from Negotiations with Developers on Major Rezoning Applications**

Negotiations through the rezoning process may result in cash-in-lieu contributions for affordable housing. The redevelopment of the Four Acres and Willow mobile home parks in 2007 and the recent Council approval of rezoning to allow a mixed use community to develop at Fraser Mills are two examples of recent major rezoning applications which resulted in cash-in-lieu contributions for affordable housing.

Council's Mobile Home Park Redevelopment Tenant Assistance Policy provides some limited potential for revenue generation through the rezoning process. The Policy considers the needs of residents who are being displaced due to the redevelopment of their mobile home park and the associated impacts of the loss of affordable housing. There are four remaining mobile home parks in the City and implementation of the policy, during the rezoning process, may result in cash-in-lieu of affordable units constructed on site. Any cash contributions resulting from the implementation of this policy will be directed to the AHRF. As noted above, \$180,000 has been secured through the redevelopment of the Four Acres and Willow Trailer Courts mobile home parks and is being held (in trust) until such time as the AHRF is established. The potential for further revenue generation through this method is limited, however, due to the small number of mobile home parks remaining in the City and the opportunity for developers to construct affordable housing units on-site.

The recent CWOCP amendment to allow for the comprehensive mixed use redevelopment of Fraser Mills has created an opportunity to secure, through the rezoning process, the inclusion of affordable housing units on site as well as a phased cash-in-lieu contribution of \$5 million in total for affordable housing.

The Urban Development Institute felt that clarity was required regarding the term "major rezoning applications". The wording agreed to in discussions between the UDI and staff is that "major rezonings are those sites that are in themselves comprehensively planned neighbourhoods". The inclusion of affordable housing at Fraser Mills is an example of this principle, where an affordable housing target of ten percent of the total 3700 units as originally proposed by the applicant, was written into the neighbourhood plan and development agreement for this new community. The general guideline for affordable housing contribution on major rezonings would be ten percent of units; however, it is recognized that on smaller sites, a smaller percentage may be more achievable.

**B. Revenue Generated Through Other Means** cont'd/

**Option 2 Cash-in-lieu from Negotiations with Developers on Major Rezoning Applications** cont'd/

**Pros:**

- Demonstrates developer involvement in supporting affordable housing;
- Funds generated could be substantial.

**Con:**

- Downturns in economy could result in little or no gain.

**Recommendations – Revenue Contributions to the AHRF**

Based on a scan of other municipal programs, it is evident that creating a successful AHRF is achieved by ensuring that funding is multi-sourced through municipal and other sources, so that the Fund has the potential to develop to a significant balance and is sustainable. The current economic downturn highlights the need for a stable, predictable source of revenue contribution to help grow and sustain the Fund to address the continuing issue of housing affordability.

In addition to the stable funding stream from General Revenue, it is recommended that **Option 1 (Density Bonusing)** and **Option 2 (Cash-in-lieu from Negotiations with Developers on Major Rezoning)** be used.

It is also recommended that a review of the Fund be conducted every five years to determine if the revenue sources are generating sufficiently to sustain the program.

**Allocation of Funds**

The purpose of the AHRF is to maintain and increase the stock of affordable housing in Coquitlam by helping to reduce capital costs of affordable housing projects. Reducing capital costs could take different forms depending on the nature of the proposed housing project.

The municipal scan revealed three methods used by municipalities to reduce capital costs of affordable housing projects:

- Acquisition/lease of City land for new projects;
- Purchase of existing buildings or units to provide affordable housing;
- Reducing/waiving fees and charges;
- Direct monetary contributions to affordable housing projects.

**Allocation of Funds cont'd/**

**Option 1: Acquisition and Lease of City Land for New Projects**

Acquiring land for affordable housing projects and making it available for lease at a low cost is one of the municipal roles and strategic actions identified in the Affordable Housing Strategy and is something that the City is currently engaged in with the contribution of 528 Como Lake and 3030 Gordon Avenues for projects under the Provincial Homelessness Initiative. Leasing City land at less than market or for a nominal value is a commonly applied method of municipal contribution to affordable housing projects.

**Pros:**

- An established municipal role and an established role for the City;
- City ownership of the land is maintained and the land and building would revert back to City ownership upon expiration of the lease;
- Land is an appreciating asset.

**Cons:**

- Would entail a large contribution to a single project;
- May take a significant amount of time to build a balance substantial enough to purchase land and/or a significant loan from the Land Sale Reserve Fund.

**Option 2: Reducing/Waiving Fees and Charges**

Another common method used for municipal contribution is for the municipality to waive development fees and municipal Development Cost Charges (DCCs) for affordable housing<sup>10</sup>. For example, the City of North Vancouver withdrew money from its Affordable Housing Reserve Fund in order to lower the cost of fees and charges for the North Shore Emergency Shelter as part of their contribution to the project.

**Pro:**

- The Fund would provide a funding source to offset this lost revenue.

**Con:**

- May cause concern regarding precedent setting for other groups wishing to have fees and charges waived.

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<sup>10</sup> Section 933 (12) of the *Local Government Act* allows municipalities to waive Development Cost Charges for non-profit rental housing.

**Allocation of Funds cont'd/**

**Option 3: Purchase of Existing Buildings/Units to Provide Affordable Housing**

The Affordable Housing Strategy suggests that the Fund could be used to purchase existing housing stock. Opportunities may arise to use monies from the Fund to purchase existing residential buildings or individual units that could be used for various forms of affordable housing. City of North Vancouver and the City of Vancouver have used funds to purchase existing rental buildings to secure affordable housing. The buildings are owned by the municipality and leased to a non-market housing provider who would operate the housing.

There may also be opportunities to purchase or contribute to the purchase of individual housing units to provide affordable housing opportunities. The Seniors' Temporary Housing Program based in New Westminster secures individual housing units throughout the region to house seniors who may be homeless or at risk of homelessness and are not accessing the emergency shelter system. The program operators are currently investigating the potential for partnerships with municipalities and the development community to assist in the acquisition of units for this use. Further investigation into guidelines regarding City role and involvement would be required.

**Pro:**

- A method of preserving existing, viable housing stock;

**Con:**

- Owning or contributing to the purchase of existing housing stock for lease to a non-market housing operator would be a new role for the City.

**Option 4: Direct Monetary Contributions to Affordable Housing Projects**

Money from the AHRF could be used to contribute cash directly to affordable housing projects. For example, the City of North Vancouver has contributed money on a number of different projects for items such as enhancing the exterior finishes and accessibility features and for development costs related to the hydro and geotechnical conditions of a site. The reserve funds of Kelowna and Kamloops include provision for cash grants to projects that provide affordable non-profit rental and affordable rental housing.

**Pros:**

- Provides more flexibility in contributing to projects as they arise;
- Could permit more modest contributions to projects.

**Con:**

- Direct monetary contributions are more appropriately covered through funding sources available through BC Housing, Canadian Mortgage and Housing Corporation and the Federation of Canadian Municipalities.

## **Allocation of Funds cont'd/**

### **Recommendation:**

Staff recommend that Option 1 (Acquisition and Lease of City Land for New Projects) and Option 2 (Reducing/Waiving Fees and Charges) be used as methods for contributing to affordable housing projects as these methods closely align with the roles and strategic actions outlined in the City's Affordable Housing Strategy and current City practice and will allow flexibility in the use of the funds as various opportunities arise. It is also suggested that the purchase of existing rental housing stock for affordable housing be investigated more closely should an opportunity arise.

### **Program Guidelines**

It is anticipated that both the City and non-market housing providers will investigate opportunities to use the Fund. Program guidelines have been developed (Attachment 4) to guide the use of the Fund. The program guidelines reflect the proposed principles which are outlined earlier in the report.

### **Conclusion:**

The establishment of an AHRF is a key strategic action in the Affordable Housing Strategy adopted by Council in 2007. Based on the direction provided by the Affordable Housing Strategy and the analysis of information obtained through a scan of municipal affordable housing reserve fund programs, an Affordable Housing Reserve Fund program is proposed that responds to Coquitlam's context. The Fund has been revised to reflect stakeholder input as well as further consideration of the best use of the Fund. \$180,000 for affordable housing secured through the development process is currently being held in trust and \$5 million has been allocated for affordable housing on a phased basis in the Development Agreement for Fraser Mills in anticipation of the establishment of an Affordable Housing Reserve Fund. Bylaw No. 3866, 2008 which would establish the Fund is currently before Council for consideration of first, second and third readings.

J.L. McIntyre, MCIP  
CvP/lmc

This report was prepared by Cathy van Poorten, Social Planner and was reviewed by Rob Innes, Manager Community Planning.

### **Attachments:**

1. Bylaw No. 3866, 2008 (Doc# 526174v2)
2. Summary Table of Municipal Affordable Housing Reserve Funds (Doc# 523602v2)
3. City of Coquitlam Affordable Housing Reserve Fund Program Guidelines

# ATTACHMENT 3

## CITY OF COQUITLAM Affordable Housing Reserve Fund Program Guidelines

The following guidelines are proposed for the use of the City's Affordable Housing Reserve Fund.

1. To qualify for use of AHRF funds, the proposed project must supply affordable housing for low and moderate income family and single person households. Low income households will be defined as households with an income below 50% of the median income and low to moderate income households refers to households with incomes between 50% and 80% of the median income.
2. Priority for fund contribution will be allocated to projects that include:
  - Support services, particularly services focused on building the capacity of individuals to improve their housing situation, in order to facilitate the movement of households up the housing continuum; and
  - Accessible and/or adaptable features.
3. Coquitlam residents must receive priority placement.
4. Projects targeting senior citizens must be designed with adaptable features.
5. Withdrawals from the AHRF will not exceed 50% of the balance of the Fund.
6. Use of the funding will be considered on an ongoing basis in order to utilize funding and partnership opportunities as they arise.
7. Projects must demonstrate partnership between senior levels of government, non-market housing providers, and private industry.
8. Projects must demonstrate confirmed sources of primary capital and operating funding.
9. Applicants must demonstrate a solid record of housing development and management and must provide financial statements and records for review.
10. A list of community stakeholders interested in the potential use of these funds will be established. Where opportunities arise for use of the funds, notification will be sent to these groups. A competitive Request for Proposals process will be used to determine fund allocation.