



CITY OF
REVELSTOKE

AFFORDABLE HOUSING POLICIES GUIDE

**Affordable Housing Reserve and Online
Accommodation Platform Fund Policy**

**Municipal Land Disposition for Affordable
Housing Policy**



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1 BACKGROUND AND PURPOSE OF THIS GUIDE

1.1 Background

Revelstoke is currently facing a housing crisis. Like much of southern British Columbia, the community is facing significant increases in the cost of land and homes, and increased pressure in the rental market. An increasing number of residents are unable to meet their basic needs due to low incomes and high housing costs, the lack of workforce housing is a priority issue, and the cost of ownership is pricing many first-time buyers out of the market. Revelstoke's Housing Action Plan (HAP) was designed to identify key actions that the City and its partners can take to support diverse, balanced, affordable and healthy housing for its residents. In the development of Revelstoke's Housing Action Plan foundational actions were identified to support the development of a range of housing types to address effects of the housing crisis.

The three foundational actions identify the primary funding resources, outline the distribution of funds for the purposes of affordable housing, and discuss how the City should approach land resources that can be used to support affordable housing. Based on these foundational actions two policies were developed; the Affordable Housing Reserve and Online Accommodation Platform Fund Policy, and Municipal Land Disposition For Affordable Housing Policy. This guide will provide information on the application processes for these policies.

1.2 Affordable Housing Reserve and Online Accommodation Platform Fund Policy

Purpose:

The Revelstoke Affordable Housing Reserve (AHR) & Online Accommodation Platform (OAP) Funds are proposed to provide funding one-time capital grants to assist in the development of affordable housing.

The purpose of the OAP & Affordable Housing Reserve Funds is to provide assistance for affordable housing projects.

Only one application is needed to apply for assistance from both funds. Successful applicants may be required to enter into a legal agreement to ensure the units receiving funding remain affordable housing in perpetuity.

Objectives of the Funds:

The objectives of the OAP and AHR Funds are based on the Priority Strategy of the Revelstoke Housing Action Plan with the intent of addressing effects of the housing crisis. The objectives of the OAP and AHR Funds are to address the priority strategies in the Housing Action Plan:

1. Support residents who experience housing barriers; and/or
2. Increase the supply of workforce housing.



1.3 Municipal Land Disposition for Affordable Housing Policy

Purpose:

The Municipal Land Disposition for Affordable Housing Policy was established with the purpose of providing a transparent process through which organizations in Revelstoke can access eligible municipal lands with the express purpose of building affordable housing.

Objectives of the Policy:

The policy is intended to support non-profit organizations who are seeking to access senior government funding by providing low-barrier application requirements that signal partnership intent with the City. The policy outlines three stages of application requirements for an organization to partner with the City of Revelstoke to access municipally-owned land for development of affordable housing.

1.4 Purpose of the Guide

This guide is intended to provide further clarification on policy objectives, the application process, and requirements to make a successful application for funding and access to city-owned lands for the purpose of providing affordable housing.



2 ELIGIBILITY

2.1 Who is Eligible to Apply?

Non-profits and co-operatives are the intended recipients of funds and lands from the City of Revelstoke; however, they may have private sector partners, including home builders, developers, and other for-profit organizations involved in the development of new housing. The intent of the application processes is to make them accessible and have requirements ramp up as an application becomes more detailed.

2.2 What Kinds of Projects are Eligible?

Priority for funding is based upon the [Revelstoke Housing Needs and Demands Assessment](#) (August 2018) and [Revelstoke Baseline Report and Housing Projections](#) (April 2022). This list will be updated when a new Housing Needs Report for the City is completed. Priorities for funding are listed in order as follows:

- Employee accommodation
- Non-market rental

During the review process an application will be evaluated based on depth of affordability, mix of units, and environmental considerations. The evaluation process will prioritize applications for available funds and city-owned lands based on the priority strategies in the Revelstoke Housing Action Plan (HAP).

When developing an application consider which of the priority strategies are being addressed in a proposal. For example the table below has three of the most applicable HAP priority strategies, and outlines some of the considerations that should be top of mind in proposal development.

Table 2-1: Eligibility Considerations

Eligibility Considerations				
HAP Priority Strategies	Total Number of Units	Proportion of Units at Income Assistance Shelter Rates	Proportion of Units at Housing Income Limits	Proportion of Units at Market Rates
Supporting Residents Who Experience Housing Barriers				
Increase the Supply of Workforce Housing				



Table 2-2: Revelstoke Housing Income Limits

2023 Revelstoke Housing Income Limits (HILs)	
1 Bedroom or Less	\$41,000
2 Bedroom	\$41,500
3 Bedroom	\$49,000
4+ Bedroom	\$59,500

2.2.1 Affordable Home Ownership Projects

The Affordable Housing Reserve and Online Accommodation Platform Fund Policy and Municipal Land Disposition for Affordable Housing Policy are not intended to support projects for affordable home ownership or full land disposition transfers of ownership at this time.

However, subject to Council approval, these projects may still be considered. If an affordable home ownership style of development is proposed, the project must clearly outline how the project will work, including how the fund will improve the affordability of the units; how the units will remain affordable over time, project administration, tenant eligibility criteria, rental and resale restrictions, and other relevant details.

At Council’s sole discretion, higher income thresholds for affordable home ownership projects rather than affordable rental may be considered; typically units must be offered at a minimum of 10% below market value, with greater consideration for maximum grant funding for projects that offer better affordability.

The intent of municipal land disposition is generally to provide for additional rental housing to ensure that the land is retained by the municipality in perpetuity. Development for affordable ownership would require full disposition from the municipality. Any proposals for affordable homeownership are subject to Council approval and the proponent must provide a plan to the satisfaction of the City that demonstrates how the units will remain affordable in perpetuity.



2.3 Before Making an Application:

Know who your project is intended for.

Contact organizations such as CMHC, BC Housing and the Real Estate Foundation for helpful resources including grant opportunities.

Discuss your proposal with the following:

- City of Revelstoke Planner
- City of Revelstoke building inspector (where applicable)
- Health authority official
- Ministry of Transportation and Infrastructure
- Approving officer (if subdivision required)
- Understand funders' requirements and timelines
- Prepare a project management plan and budget.

3 HOW TO APPLY

3.1 Applying for Affordable Housing Reserve and Online Accommodation Platform Funds

A complete application will consist of a completed application form and a report that demonstrates how eligibility criteria is met. Further details on the report and eligibility requirements are detailed in section 3.1.1 of this guide.

3.1.1 Application

- 1) In order to be eligible for the OAP / AHR funds, a proponent must submit a report outlining how the following criteria will be met:
 - a) The distributed funds must clearly benefit those facing housing vulnerability and affordability issues in Revelstoke;
 - b) The project must demonstrate financial viability;
 - c) The project must include a plan for financial leveraging and partnerships with other government funding agencies, private industry, community agencies and / or individuals;
** This clause does not apply to proponents seeking funding for concept development.*
 - d) Be located within the City of Revelstoke;
 - e) The project should promote sustainable building practices; and



- f) Affordability levels shall be determined based on Housing Income Limits (HILs) as established by BC Housing on an annual basis. The rent levels described therein are monitored by BC Housing based on market rents in the area. This information is being updated annually with future updates of housing needs and availability of rental options. Other rent-gear-to income proposals may be considered at the discretion of the City.
 - i. Applicants must provide rental housing at a rate that is 30% or less of the HIL figures established for the City of Revelstoke.
 - ii. Projects that include a mix of affordability levels are eligible for funding, but only that portion of total units where rent is at or under HILs will be eligible for a contribution.
- 2) The purpose of the OAP & AHR Funds is to provide assistance for market and non-market housing projects and workforce housing opportunities in Revelstoke.
- 3) Complete application form.

3.1.2 Process of Consideration

- 1) The Revelstoke Planning and Development Services Department will review applications for completeness and relevance to the Affordable Housing Reserve fund's granting criteria.
- 2) During the review process an application will be evaluated based on depth of affordability, mix of units, and environmental considerations.
- 3) Upon receipt of a complete application, the Planning and Development Services Department will recommend successful applicants to Mayor and Council for consideration within a time period of 30 calendar days notwithstanding any delays with respect to Council scheduling and availability.

3.1.3 Important Notes

- Funding is intended to be provided as a one-time, non-renewable capital grant. At the discretion of Council, projects that require re-occurring funding or funding at various stages of the process may apply for and receive additional funding opportunities.
- Funding will be distributed in two streams, concept development and standard funding. Upon approval of Council, concept development stream funding would be provided to the applicant in as reasonable a time as possible.
- Standard stream funding is anticipated to be released upon application of a building permit. It is preferred that standard stream funding is intended to be provided to offset building permit related costs including but not limited to Development Cost Charges, building permit fees, and servicing cost installation.
- Should construction of a project for which a grant is approved not commence within two years of the Development Permit approval or should a Development Permit in respect of an approved project not be issued within two years of Council's approval of the grant, the approved grant shall be rescinded.



- » The timeline for receiving grant funding may be extended for another two years at the request of the applicant should there be delays in accessing funding.
- At Council’s discretion, applications for projects not specified in this policy may be considered. This includes affordable homeownership projects that achieve median income target thresholds or Housing Income Limits (HILs) rates. Typically, units must be offered at a minimum targeting median income and HILs rates, with greater consideration for maximum grant funding for projects that offer better affordability.
- This policy and related application forms and guides will be subject to staff review every 24 months.
- Market/Non-Market mixed developments with partnerships between the development community and senior government are eligible for funding through this policy.

3.2 Applying for Disposition of City-Owned Lands for Affordable Housing

The application process for disposition of City-owned lands is separated into three (3) stages to ensure a low barrier for entry. As an application progresses through the stages, further detail about the applicant and the proposal will be required. Upon the completion of each stage of the application the applicant will receive confirmation from the City that can be used to secure additional funding from senior levels of government.

At the end of each stage successful applicants can expect the following:

Stage 1	Successful applicants for a Stage 1 application will receive a non-binding letter of intent from that outlines the City’s commitment to enter into a long-term lease agreement to allow for the construction of affordable housing on the Proposed Parcels. This letter can be used to pursue funding opportunities.
Stage 2	Applicants who are successful in their Stage 2 application will enter into negotiations for lease of land at the nominal cost of \$1 for 99 years and the terms of the housing agreement the units will be subject to. Unless otherwise directed by Council, disposition of lands through means other than a long-term lease agreement will not be supported.
Stage 3	Applicants who are successful in their Stage 3 application will finalize the lease of their land with the City and may require entering into a formal lease agreement and housing agreement to ensure long-term affordability of units.

The qualification requirements at each stage of the application process are outlined in the Municipal Land Disposition for Affordable Housing Policy. In this guide, more detailed information is provided *in italics* to supplement the policy.



3.2.1 Application

Stage 1

The information for Stage 1 can be provided in the application form, or as an attachment. Provide detail where possible

1) Applicant's mission, history, and organizational structure (including members)

Provide a short description of the applicant's future outlook and history (if any) of involvement in past projects.

2) Operations and Property Management Experience

Describe the property management experience, as it relates to affordable housing, of the Applicant or an entity to be retained by the Applicant for the proposed development.

Include:

- a) Name of the property*
- b) Property address*
- c) Type of property (for example row house, low rise apartments)*
- d) Number of units*
- e) Programs and support services provided (for example off-site support services, on-site support services)*
- f) Number of years of management experience*
- g) Community engagement and relationship building experience*

3) Construction and Development Experience

Written confirmation as to which entity is constructing the development (i.e. the Applicant or a contracted builder/developer in construction) and a list of developments in progress or completed by this entity that are of similar size and scope as the proposed development.

Include:

- a) Name of the property*
- b) Property address*
- c) Type of property (for example row house, low rise apartments)*
- d) Number of housing units*
- e) Overall budget for the proposed development*
- f) Year complete*
- g) Community relationship building experience*
- h) Demonstration of construction safety practice (quality of construction safety plans on current and past projects)*



4) Summary of Planned Concept

The summary of the proposed concept should include, but is not limited to (it is noted that this is a preliminary concept and is subject to change as the application process evolves):

- a) *The intended form and character of development on the site*
- b) *A description of the target households that the project would serve within the City of Revelstoke*
- c) *The potential model of operation*
- d) *Any additional information that would assist staff and Council in the evaluation of the application for land disposition*

5) The Proposed Parcel

Identify the proposed parcel by civic address and a brief description of the location

Stage 2

1) A schedule of the proposed development timelines including, but not limited to, planning, community engagement, confirmation that the Applicant can meet or exceed the City's required commencement and completion dates

A schedule can be provided via flow chart, GANTT chart, or other means. The schedule should provide rough dates and key milestones in the projected timeline.

2) A preliminary site plan

A preliminary site plan should include:

- a) *Site location and context (e.g. street address, adjacent properties)*
- b) *Property boundaries and dimensions*
- c) *Location and size of existing structures and improvements*
- d) *Layout of proposed improvements (e.g. buildings, parking, sidewalks)*
- e) *Access and circulation (e.g. driveways, sidewalks, street connections)*
- f) *Landscaping and open space plans*
- g) *Parking and loading requirements*

3) Description of the proposed built form(s) and proposed zoning for the development.

- a) *Built forms must be multi-unit housing as defined Multifamily Dwelling within the Revelstoke Zoning Bylaw No. 2299, and may not include Single Family Dwelling*
- b) *If applicable, in the case of a proposed permanent supportive housing development, description of amenity features that are specific to operations in line with support services*



- 4) **If applicable, description of community value adds or amenities, such as improvements to community facilities, community garden, etc.**

Provide a short description of how the proposal will provide additional value to the immediate neighbourhood and Revelstoke as a whole. Include information about proposed amenities on the site that can be accessed by the public.

- 5) **Description of environmental / energy efficiencies achieved by the development**
- 6) **Description of how the proposed development will meet or exceed the accessibility standards as outlined in the BC Building Code.**
- 7) **Affordability - Demonstrate how the Applicant will achieve long term affordability. Include the following:**
 - a) Target households (such as individuals, families, seniors, etc.)
 - b) Tenure (co-operative or rental, affordable ownership)
 - c) Proposed price by unit type
 - d) Total number of residential units
 - i. Indicate the number of affordable residential units and the bedroom mix
 - e) Proposed number of years the affordable units will remain affordable
 - f) Proposed affordability model (RGI, below-market, other)
 - g) Percentage of units where rent payments do not exceed 30% of the Housing Income Limits for the City of Revelstoke as determined CMHC, OR have rent-gear-to-income with rent payments that do not exceed 30% of the occupant's gross household income
 - h) Additional eligibility or payment criteria for affordable housing occupants may be proposed for consideration by, or imposed by, the City of Revelstoke
- 8) **Operations - Provide details on the proposed operation and management of the residential units:**
 - a) Confirm if, and describe, any support services that will be offered to occupants of affordable housing units, including whether those services are located on-site or off-site
 - b) Description of occupant selection (such as self-referred, coordinated intake or referred by others) for the affordable housing component

Stage 3

- 1) **Audited financial statements for the previous three years**
 - a) If the audited financial statement is not available at time of application, a Review Engagement Report may be accepted in the sole discretion of the City during the application stage. The City will require an audited financial statement prior to execution of the land donation or the Lease Agreement that is satisfactory to the City.



2) Confirmation of other funding sources and/or financing

- a) Written proof of each lender or funder's commitment to the proposed development, including the intended funding amounts and any conditions

3) Confirmation that any required Development Permits and/or subdivision processes have been finalized prior to finalization of the application process.

4) A Housing Agreement and/or a covenant registered on title may be in place prior to land disposition which guarantees the affordability of the property in perpetuity

A housing agreement is a document registered on the Land Title, that establishes conditions for the use of a residence usually to ensure that it is only used for a specified purpose such as for affordable or special needs housing. Conditions could include the type of person who is eligible to live in the residence, the form of the tenure, the maximum rent or sale price, monitoring and reporting requirements, property management or any other requirement deemed necessary or important by the proponent.

5) Additional information may be required for an application based on the City of Revelstoke's discussions with an applicant.

As an application progresses, additional information not covered in this guide might be required at the discretion of City staff.

3.2.2 Process of Consideration

- 1) The Revelstoke Planning and Development Services Department will review applications for completeness and relevance to the Municipal Land Disposition for Affordable Housing Policy.
- 2) Upon receipt of a complete application, the Planning and Development Services Department will recommend successful applicants to Mayor and Council for consideration within a time period of 30 calendar days notwithstanding any delays with respect to Council scheduling and availability.

3.2.3 Important Notes

- On an annual basis, the City of Revelstoke will identify parcels that are available for disposition from the city-wide land inventory that are appropriate for affordable housing development projects. The remaining parcels identified in the land inventory may be available for disposition at the discretion of Council. Applications will be accepted at any time, but the process will be dependent on available municipal lands.



4 FREQUENTLY ASKED QUESTIONS

How can a Planner help me?

City of Revelstoke planners are available to meet with applicants prior to submitting an application, and during the application process. However, other organizations such as CMHC, BC Housing and the Real Estate Foundation may be better able to offer resources that are specific to developing affordable housing applications. For complex proposals it will be helpful to have someone on your team experienced with local government approval processes.

How much information do I need to start an application?

The application process is designed to have a low-barrier for requirements at the initial stage. As the application process progresses more information about the applicant and the proposal will be required.

What kind of projects are eligible?

The application process for funding and disposition of City-owned lands for affordable housing is open to the public. Projects that will be given priority for funding and land disposition include:

- 1) Employee accommodation; and/or
- 2) Non-market rental

How long will it take the City to process an application?

City of Revelstoke staff will review a complete application and present it to Council within 30 days. To have applications prepared and reviewed in the most timely manner it is recommended that applicants contact the

City of Revelstoke's Planning Services department prior to preparing an application. Planning Services staff are available to discuss the details of a proposal and provide information related to land use regulations that may affect the development of an application.

What can I use the AHR/OAP funding for?

Only one application is required to access funding from both funds (Affordable Housing Reserve & Online Accommodation Platform). The use of the funds varies slightly, see below for guidelines on how monies from each fund can be used:

Monies from both the AHR & OAP Funds, including any interest earned, can be used for:

- Acquiring, constructing, or renovating affordable housing;
- Acquiring or improving land used for, or intended to be used for, affordable housing; and/or
- Supporting the acquisition, construction, development, or improvement of land intended to be used for affordable housing.

In addition, monies from the OAP Fund may be used to:

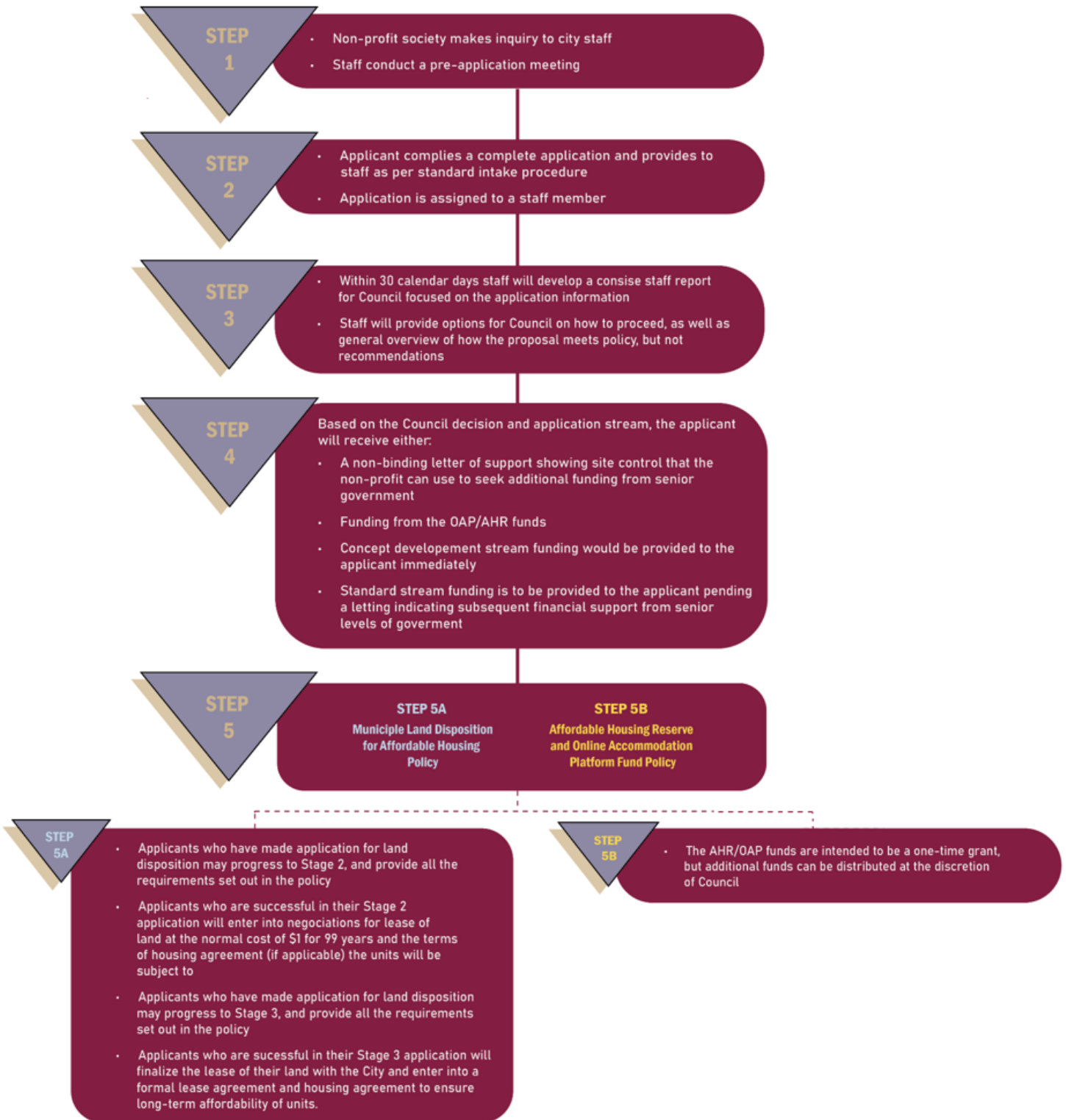
- Support concept development to a maximum of \$10,000 of funding per application.

Is there a fee for application?

There is no application fee required to access AHR/OAP funding or city-owned lands for disposition.



5 OVERVIEW OF APPLICATION PROCESS



6 GLOSSARY

Adaptable units: Dwelling units that meet the adaptable housing standards of the BC Building Code.

Affordable housing: units where rent payments must not exceed 30% of the Housing Income Limits for the City of Revelstoke as determined CMHC, OR have rent-geared-to-income with rent payments that do not exceed 30% of the occupant's gross household income

Housing Income Limits (HIL): HILs represent the maximum gross household income for eligibility in many affordable housing programs. The HILs are based on figures established by CMHC and are intended to reflect the minimum income required to afford appropriate accommodation in the private market.

Housing vulnerability: The degree to which any given housing tenure is vulnerable to displacement.

Proposed Parcels: Lots or properties that are the subject of an application for municipal land disposition.

Online Accommodation Platform: The Municipal Regional District Tax is a Provincial Government tax program designed to “assist designated recipients to fund tourism marketing, programs and projects”, MDRT revenues from short-term rental platforms can be used for affordable housing initiatives.

Residents who experience housing barriers: Individuals that face extreme barriers to housing (unsafe living accommodation, low wage earners, vulnerable populations) and require direct government support or are in core housing need or extreme core housing need.



7 LINKS

[Revelstoke Housing Action Plan \(2022\)](#)

[Revelstoke Housing Baseline Report \(2022\)](#)

Affordable Housing Reserve and Online Accommodation Platform Fund Policy

Municipal Land Disposition for Affordable Housing Policy

Application Form - Affordable Housing Reserve and Online Accommodation Platform Fund Policy

Application Form - Municipal Land Disposition for Affordable Housing Policy

