

PLANNING AND DEVELOPMENT COMMITTEE

TO: MAYOR AND COUNCILLORS

SUBJECT: REVIEW OF CRITERIA FOR CBBAHR GRANT REQUESTS

RECOMMENDATION:

THAT the revised criteria for consideration of CBBAHR grants for community-sponsored developments, as outlined in the report titled “Review of Criteria for CBBAHR Grant Requests” of the Planning and Development Committee meeting, dated February 12, 2025, and detailed in Attachment 3 to the report, be approved;

THAT the City provide the required off-site servicing for City-initiated developments on City-owned lands that are leased to other orders of government, including the Provincial Rental Housing Corporation and Metro Vancouver Housing Corporation, with the site servicing cost to be funded through the CBBAHR; and

THAT acquisitions of existing purpose-built market rental housing buildings by not-for-profit organizations that secure funding from the provincial Rental Protection Fund and secure rents at levels affordable to those with incomes at or below BC Housing’s Housing Income Limits (HILs) be eligible for Council consideration of a CBBAHR grant.

REPORT

The Planning and Development Committee, at its meeting held on February 12, 2025, received and adopted the attached report seeking Council approval of revised criteria for the use of the Community Benefit Bonus Affordable Housing Reserve (CBBAHR) for Community-Sponsored and City-Initiated developments, and considering grants to support the acquisition of existing purpose-built market rental buildings by non-profit organizations.

On behalf of the Planning and
Development Committee,

Councillor P. Calendino
Chair

Councillor J. Wang
Vice Chair

TO: PLANNING AND DEVELOPMENT COMMITTEE (PDC)
FROM: GENERAL MANAGER PLANNING AND DEVELOPMENT
SUBJECT: **REVIEW OF CRITERIA FOR CBAHR GRANT REQUESTS**

PURPOSE: To obtain Council approval of revised criteria for the use of the Community Benefit Bonus Affordable Housing Reserve (CBAHR) for Community-Sponsored and City-Initiated developments, and to consider grants to support the acquisition of existing purpose-built market rental buildings by non-profit organizations.

RECOMMENDATIONS

THAT the revised criteria for consideration of CBAHR grants for community-sponsored developments as outlined in the report titled “Review of Criteria for CBAHR Grant Requests”, dated February 12, 2025, and detailed in Attachment 3 to the report, be approved; and

THAT the City provide the required off-site servicing for City-initiated developments on City-owned lands that are leased to other orders of government, including the Provincial Rental Housing Corporation and Metro Vancouver Housing Corporation, with the site servicing cost to be funded through the CBAHR;

THAT acquisitions of existing purpose-built market rental housing buildings by not-for-profit organizations that secure funding from the provincial Rental Protection Fund and secure rents at levels affordable to those with incomes at or below BC Housing’s Housing Income Limits (HILs) be eligible for Council consideration of a CBAHR grant.

EXECUTIVE SUMMARY

This report outlines key changes proposed to the City’s current approach and criteria for administering Community Benefit Bonus Affordable Housing Reserve (CBAHR) grants for community-sponsored developments in response to Action 10.4 in HOME: Burnaby’s Housing and Homelessness Strategy. The proposed changes aim to address current challenges with implementation of the grant program, the introduction of Development Cost Charge (DCC) waivers and Amenity Cost Charge (ACC) exemptions for non-market housing and respond to new opportunities for acquisition of existing purpose-built market rental housing by non-profit organizations (NPOs) with funding from the province’s Rental Protection Fund (RPF). Key changes being proposed are to move to a set maximum grant amount per unit and to tier the amount per unit by level of affordability and number of bedrooms. It also proposes that all future City-initiated projects on City-owned lands that are leased to another order of government be provided a serviced site as a term in the ground lease. The proposed changes aim to provide clarity on the City’s requirements and increase

application efficiency, transparency, and equity for grant requests in support of both community-sponsored and City-initiated developments.

1.0 POLICY SECTION

There are several City policies that support incentivising non-market rental housing in Burnaby, including the following:

- Community Benefit Bonus Policy (1997);
- Use of Community Benefit Bonus Housing Funds (2008);
- Housing Funds Covenant Terms (2009);
- Mayor's Task Force on Community Housing Final Report (2019);
- Burnaby Housing Needs Report (2021);
- HOME: Burnaby's Housing and Homelessness Strategy (2021);
- Burnaby Amenity Cost Charges Bylaw and Development Cost Charges Bylaw (2024); and
- Burnaby Waivers and Reductions of Amenity Cost Charges and Development Cost Charges Bylaw (2024).

2.0 BACKGROUND

In 1997, Council adopted the Community Benefit Bonus Policy (CBBP) which permits additional (or "bonus") density in Town Centres in exchange for contributions that benefit the social, cultural, recreational, or environmental needs of the community. Initially the contributions were in-kind, such as construction of non-market housing or community facilities.

In 2006, Council adopted a cash-in-lieu payment program for the CBBP and determined that 20% of the undesignated cash-in-lieu contributions received through the CBBP would go towards funding the Community Benefit Bonus Affordable Housing Reserve (CBAHR).

In 2008, Council adopted criteria for the use of the CBAHR for the purpose of considering grant requests for City-initiated and Community-sponsored non-market housing developments.

In 2009, Council adopted covenant terms for securing repayment of grant funds should a development not proceed to completion, or should the units be converted to an alternate purpose in future.

In 2016, Council adopted the City Lands Program for Non-Market Housing, which proposed a new approach to the use of the CBAHR for City-initiated projects.

In 2020, Council adopted revisions to the CBBP to combine the quadrant-based Community Benefit Bonus Reserves to a City-wide reserve and to establish an Operating Housing Reserve with interest earned on the CBAHR.

In 2021, Council adopted HOME: Burnaby's Housing and Homelessness Strategy which included Action 10.4 to review the Community Benefit Bonus Affordable Housing Reserve

program to maximize the number of units supported and clarify eligibility and allocation policies and procedures.

In 2024, Council adopted the Burnaby Development Cost Charges Bylaw, Burnaby Amenity Cost Charges Bylaw, and Burnaby Waiver and Reductions of Amenity Cost Charges and Development Cost Charges Bylaw, which along with the statutory exemptions for affordable housing, aim to lessen the burden of development charges on voluntary non-market housing.

3.0 GENERAL INFORMATION

The CBBAHR was established in 2006 to help augment the project budgets of new non-market housing developments. Broad criteria were adopted in 2008 for:

- **City-initiated projects** (those directly advanced by the City and constructed on City-owned land or in partnership with a private developer with agreement from the property owner); and
- **Community-sponsored projects** (those advanced by non-profit groups on lands not owned by the City).

These criteria were designed to allow for maximum flexibility in supporting non-market housing development at a time when investments in affordable housing from other orders of government were limited. An in-depth review of the use of the CBBAHR for community-sponsored developments has not been conducted since 2008 and the process by which grant requests have been considered and evaluated has evolved over time. The current review aims to address some of the challenges experienced with implementation of the grant program and to consider enhancements to grant eligibility and evaluation criteria for community-sponsored developments.

The scope of this review includes grants for community-sponsored developments and proposes that City-initiated projects that are leased to another order of government not receive a grant, but rather be provided a serviced site with the costs of servicing being paid for with funds from the CBBAHR. It also includes consideration of providing grants in response to several recent requests from NPOs for City support towards the acquisition of existing purpose-built market rental buildings with funding from the provincial Rental Protection Fund (RPF). The approach to the use of the CBBAHR for future Burnaby Housing Authority developments is beyond the scope of this review and will be determined through a future partnering agreement between the City and the Housing Authority.

The following guiding principles have informed this review:

1. The grant request process will be transparent, equitable and consistent across projects.
2. The CBBAHR will be used to encourage project partnerships and funding from other orders of government or other external sources.
3. The CBBAHR will assist with a limited portion of eligible community-sponsored non-market housing project capital costs.
4. CBBAHR grants will be used to help achieve affordability priorities for non-market housing as outlined in the Housing Needs Report.

3.1 City Initiated Projects

The City has a long standing tradition of supporting the development of non-market housing on City-owned land. In 2019, in an effort to address the immediate need for affordable housing in Burnaby, six City-owned properties were immediately advanced for development in partnership with a non-profit organization, and other orders of government (BC Housing and CMHC). In addition to providing the land at a nominal rate, Council approved capital grants for each of these projects to cover site servicing and City-fees and charges. While the provision of site servicing costs, and City fees and charges aids in the overall project viability, given that these projects are funded through BC Housing and CMHC programs, the rent levels are fixed. As such, housing grants do not directly affect the rent levels of a project, which are set by the funding agreements with other orders of government. It is for this reason that City-initiated projects, including Burnaby Housing Authority (BHA) projects, as well as projects on Federal or Provincially owned lands not be eligible for CBBAHR grants. As noted in Section 3.5, site servicing is a land condition, and is better accommodated within the lease documentation. Notwithstanding, should Council feel that City-fees and charges should not be bourne by the applicant such fees could be waived, or a grant provided at Council's request.

3.2 Community-Sponsored Grants

Since the CBBAHR was established in 2006, Council has approved 11 grants for community-sponsored projects. As illustrated in Attachment 1, grant amounts have varied over time, both in terms of total grant amounts and the grant amount on a per unit basis. Initially, grant requests were smaller and reflective of the limited funds accumulated in the CBBAHR at that time.

As the reserve grew, a practice of capping the maximum amount that could be requested for an individual development was implemented to maximize the City's ability to support a greater number of developments. Since that time, maximum grant requests for community-sponsored projects were typically not to exceed an amount equivalent to estimated City fees and charges for the development. For some City-initiated developments, grant requests have included additional requests beyond City fees and charges to achieve a specified level of affordability when a project did not secure operating subsidies from other orders of government. Some of the challenges with the current approach to grants are:

- NPOs continue to seek clarification as to which fees and charges are considered eligible to include in the total grant request amount and seek to expand the list of fees and charges that may be included;
- The absence of required timeframes for submitting and reviewing grant requests makes it challenging for staff and NPOs to anticipate the required timing to complete legal agreements and disbursement of funds.
- Other orders of government often require NPOs to submit their final project budgets, including any City grant approvals, as part of their funding approval processes. Funding approval, and therefore construction start dates, for NPO-led projects could be delayed when the City receives grant requests late in the development approvals process; and

- The current process for community-sponsored grants does not adequately assess the need for the grant amount requested against the project budget and other sources of funding for the project.

Based on staff's review, the following overarching established grant criteria remain relevant.

- Restricting grant eligibility to non-market housing units owned, operated and maintained by NPOs;
- Supporting projects that house target populations, including low-income families, seniors, people with disabilities, or other groups that have particular needs that are difficult to meet through the private market;
- Grants are meant to augment a non-market housing development's budget;
- Grants should derive additional benefit; and
- Grant approval will be contingent on current availability of deposited CBBAHR funds.

3.3 Proposed Key Changes to Grant Criteria

The evolving implementation of the criteria adopted in 2008 has indicated that further clarification is needed in some areas and a new approach could address challenges in others. The following sections outline the key changes proposed for CBBAHR grant requests.

3.3.1 New Parameters for Maximum Grant Amounts

Proposed: Move to a maximum per unit amount.

Currently, maximum grant amounts are considered based on estimated or actual City fees and charges for each project. Each NPO interprets this in a slightly different way and different fees and charges are included in various requests, making it difficult to determine equitable access to grants across projects.

Presenting a maximum grant amount per unit or bed count, provides more clarity and transparency to maximum grant amounts that would be considered. NPOs could more confidently estimate the maximum eligible grant amount for their project when assessing project feasibility. Furthermore, the new criteria would also provide staff and Council with clear parameters for grant assessment. The proposed per unit amount shown in Attachment 2, was established based on the average historical grant amount per unit, adjusted to account for other waivers, exemptions and contributions the City may provide in support of non-market housing.

Proposed: Tier maximum grant amounts by target level of affordability.

The creation of units that are affordable to households with very low and low incomes typically requires partnerships and significant investment from other orders of government. Burnaby's Housing Needs Report outlines the number of rental units needed by level of affordability, with units affordable to households with very low and low incomes being in greatest need in Burnaby. To better align the use of the CBBAHR funds with units in greatest need, as outlined in the Housing Needs Report, staff recommend that only units that are secured at rents at or below

maximum Rent Geared to Income (RGI) rents to households with incomes not exceeding BC Housing’s Housing Income Limits¹ (HILs) be eligible for a grant. For comparison, current RGI rents for a household earning maximum HILs would be \$1450 for a one bedroom unit, while CMHC median market rent for a one bedroom unit based on an average of the median rent in the three zones of Burnaby would be \$1583. This would include units secured at shelter rate rents for households receiving income assistance.

Table 1: RGI maximum rents based on 2023 HILs

	Housing Income Limit (2023)	Maximum Rental Rate (based on 30% of HILs income)	CMHC Market Median Rent (average of three Bby zones)
1 bedroom or less	≤\$58,000	\$1450	\$1583
2 bedroom	≤\$72,000	\$1800	\$1960
3 bedroom	≤\$86,000	\$2150	\$2250

Every five years, the City will be required to review its Housing Needs Report and would in turn review the target levels of affordability for CBBAHR grants. Should the affordability in greatest need change, staff would evaluate whether the units supported by CBBAHR grants should be adjusted. The next provincially required review of the Housing Needs Report is due at the end of 2028.

Proposed: Tier maximum grant amounts by number of bedrooms.

Both the Mayor’s Task Force on Community Housing’s final report and the HOME Strategy include recommendations to encourage more family-friendly housing. A small incentive for inclusion of more family-sized units in non-market housing developments could be provided through the grant process by increasing the grant amount per unit based on number of bedrooms.

The proposed maximum grant amounts by level of affordability and by number of bedrooms are presented in Attachment 2.

Proposed: Grants to be conditional on funding being secured from other orders of government and cannot exceed the amount received from them.

The development of non-market housing is often made possible by partnerships and the CBBAHR grants have been one mechanism for the City to contribute towards feasibility of community-sponsored projects. Staff propose that grants be approved conditional on the applicant securing funding from other sources. Grant requests

¹ Rent geared to income rents are set at rates not to exceed 30% of a household’s gross income and therefore can range from rates based on a household income from parttime work at minimum wage to a household income at the maximum HILs income level. The example provided is of a household income at the maximum HILs income level.

could be considered by Council early in the development process and given provisional approval. The grants would not be disbursed until after Building Permit issuance and the City receiving confirmation of the amounts of funding secured from other orders of government. Proponents would also be required to illustrate a financial need for the grant through analysis of the project budget and proforma at the time of applications. A grant application for an amount in excess of what is shown to be needed in the project budget would not be supported.

Proposed: Maximum grants cannot exceed 10% of project capital costs.

This criterion is reflective of the City’s limited ability to fund new housing developments and clarifies the intent of the CBBAHR to augment a project’s budget and complement funding from other sources. Some proponents receive block funding for a portfolio of projects from other orders of government and may choose to allocate less of that funding to their Burnaby project with the expectation that the CBBAHR will make up the difference. Providing clear indication of the City’s contribution limits would help proponents plan appropriately.

Proposed: Rental units achieved through Rental Use Zoning Policy (RUZP), inclusionary housing regulations or replacement rental units under the Tenant Assistance Policy are not eligible for grants.

The criteria for the use of the CBBAHR funds were established prior to the adoption of the RUZP and the provincial inclusionary zoning legislation. As RUZP projects are most often advanced by developers, not NPOs, these projects are technically not eligible for CBBAHR grants. However, the City has been approached by a number of NPOs seeking grants to support their purchase of inclusionary units from developers. Given that the City’s offset density (additional market strata density), or other additional density incentives, already provide meaningful benefit to the private sector to increase the feasibility of providing the inclusionary units, staff propose that the purchase of these same units should not be eligible for CBBAHR funds. Without clear guidance in the existing criteria, it has been confusing for proponents and staff when considering these requests.

Likewise, any future inclusionary zoning requirements adopted under Bill 16 are meant to be financially feasible and therefore would not be eligible for CBBAHR grants.

A detailed table of the revised criteria for community-sponsored grants is outlined in Attachment 3.

3.4 Development Cost Charge (DCC) Waivers

The recently adopted ACC/DCC Waivers and Reductions Bylaw waives DCCs for new non-market housing units (excluding RUZP units) that are owned or leased, and operated by, NPOs, and is a new form of financial contribution from the City towards increasing the feasibility of non-market housing developments in Burnaby. In order to account for this new financial contribution, the proposed per unit grant amounts were based on an analysis of the total amount of recently approved grants (which were based on offsetting City fees and

charges) minus the DCC fees. The resulting grant amounts were then used as a reference to determine a per unit amount that would generate a reasonable facsimile of past grant amounts minus the DCCs charged at the time, while reflecting the new incentives for larger units. As a result, if Council supports the proposed per unit approach for calculating grants, maximum grants are anticipated to be lower than they would have been under the City’s current grant program to account for the new DCC waivers, which are now administered separately.

3.5 New Eligible Projects for Community-Sponsored Grants

Proposed: Acquisition of existing, occupied purpose-built market rental buildings by NPOs and transitioning those buildings to non-market housing with funding from the Rental Protection Fund² be considered as eligible community-sponsored projects.

The established criteria for the use of the CBBAHR for community-sponsored projects do not currently support consideration of grants towards the acquisition of land or existing rental housing. Recently, the City has received several enquiries regarding financial support towards acquisitions by NPOs of purpose-built market rental housing through applications to the Provincial Rental Protection Fund (RPF). The RPF was established in January 2023, through a \$500 million provincial investment. The fund was created to help NPOs purchase and transition purpose-built market rental housing into non-market housing and to secure affordability of these units over time.

The RPF provides eligible NPOs with grants of up to approximately \$250,000 per unit towards the rental building purchase. Buildings eligible for RPF funding must be currently occupied (new development is not eligible) and be at risk of significant rent increases or redevelopment and score “fair” or “good” under the Facility Condition Index as part of RPF’s building condition assessment requirement.

NPOs must demonstrate operating experience and capacity to increase their operations, and the operations of the building must not be reliant upon ongoing subsidies. The RPF requires that existing tenants be permitted to remain in their units at their established rents and that new tenancies comply with agreed upon affordability and eligibility requirements secured through the RPF application process. The RPF secures affordability for a minimum of 20 years. Applicants to the RPF are expected to obtain long-term, mortgage financing to support acquisition and/or renovation costs.

While acquisition of existing rental housing by NPOs does not increase the number of overall rental units in Burnaby, it would secure some of the currently more affordable market rental housing as non-market rental housing. Preservation of these rental units also aligns with the Protectionary Stream of the Rental Use Zoning Policy.

To be considered for a CBBAHR grant, it is proposed that the NPO applicant be required to secure rents at rates not exceeding 30% of HILs by agreeing to enter into a Housing Agreement and Housing Covenant with the City, securing the affordability, tenant eligibility, and rental tenure for a minimum of 40 years or the life of the building. These grants would be subject to the same conditions as grants for new development and only those units

² Further information regarding the provincial Rental Protection Fund can be found at www.rentalprotectionfund.ca.

within an acquired building that are secured at the prescribed grant affordability rates (i.e. shelter rates or up to 30% of HILs) would be eligible for a per-unit grant amount. Grant requests for acquisitions by NPOs that do not meet these affordability levels would not be supported for a grant. It is proposed that grants would be considered towards the purchase of the building, but not for renovations.

3.6 City-Property Site Servicing

Proposed: Where City-owned land is provided by lease for non-market housing to another order of government, the City provides a serviced site and the cost of servicing the site is to be funded by the CBBAHR rather than through a grant to another order of government.

There are circumstances where non-market housing proposed on leased City-property would not involve a capital per unit/bed grant, including such projects financed and developed by the Provincial (BC Housing/BC Builds) or Federal (CMHC) governments, or Metro Vancouver Housing Authority. In such circumstances, requests have arisen related to capital grants to cover the costs of City fees and site servicing.

In response, it is proposed that the City provide a serviced site to the lessee, with the cost of servicing to be accounted for in the capital budget using funds from the CBBAHR rather than providing grants to other orders of government.

3.7 Grant Request, Evaluation, and Approval Process

Grant Request Process

For New Non-market Housing Developments

An NPO application for a grant would be submitted within the rezoning, or preliminary plan approval (PPA) application or future Development Permit (DP) application period, in cases where a rezoning is not required. Acceptance of grant applications would be subject to availability of funding in the CBBAHR.

- The application would be submitted after the NPO has received confirmation from another order of government that their project has been selected under a specific funding program (e.g. BC Housing’s Community Housing Fund).
- Staff would assess the application for completeness and against the grant criteria.
- If the proposal met the grant criteria, staff would issue a letter of approval-in-principle to the NPO advising them of the maximum grant amount and that final grant approval would be subject to Council consideration.
- If the proposal did not meet the grant criteria, the NPO would be notified.
- For those projects that receive approval-in-principle, staff would forward a report to Planning and Development Committee outlining details of the proposed housing and an assessment of the merits of the grant request between 3rd Reading and Final Adoption for rezoning applications or prior to permit issuance for PPA or DP applications, if no rezoning is required. The report would then advance to Council for consideration of approval.

For Acquisitions of Existing Purpose-built Market Rental Buildings by NPOs

Should Council approve acquisitions of purpose-built market rental buildings by NPOs as eligible for consideration of a CBBAHR grant, the following process for requesting a grant is proposed:

- An NPO seeking to acquire an existing purpose-built market rental building under the Rental Protection Fund, would submit its grant request to the City in advance of submitting their acquisition proposal to the RPF. Proponents would be required to submit to the City with their grant request, documentation showing that they have met the applicant and property pre-qualification requirements of the RPF along with its building condition assessment.
- After reviewing the grant request to determine compliance with CBBAHR grant criteria, staff would forward a report to Planning and Development Committee outlining the details of the proposed market rental building acquisition and an assessment of the merits of the grant request. The report would then advance to Council for a decision. With Council approval of a grant request, the NPO would be required to enter into a housing grant agreement, housing agreement and housing covenant securing the terms of the housing agreement prior to disbursement of the grant. This would happen after ownership of the building was transferred to the NPO.
- The disbursement of the grant would be conditional on the NPO submitting verification that RPF funds have been approved, that ownership has been transferred to the NPO and a housing grant agreement, housing agreement and housing covenant have been executed.

Timing of Disbursements of Community-Sponsored Grants

For New Non-market Housing Developments

The timing of disbursement of a grant for a community-sponsored project would remain largely the same as it is now, with funds being disbursed after building permit issuance and a requirement that Building Permit issuance be achieved within two years of rezoning final adoption, or future DP approval in cases where rezoning is not required, to reduce the amount of time the City's funds are being held as allocated.

For clarity, to ensure that the grant funds are used for the intended affordability outcomes, prior to disbursement of any approved grants, the following must be completed:

- submission of confirmation of final funding approval from another order of government.
- Registration of a housing agreement and covenant with the City to secure the project affordability.
- Execution of a housing grant agreement and covenant with the City
- Issuance of a Building Permit for above ground construction within two years of rezoning Final Adoption or PPA/DP issuance.

Applicants would continue to have an opportunity to request Council approval to extend the funding commitment for a further period of time if they fail to achieve building permit

issuance within the two-year timeframe. Otherwise, the allocated grant funds would be returned to the CBBAHR and made available to another project.

For Acquisitions of Existing Purpose-built Market Rental Buildings by NPOs

Disbursement of a grant for an acquisition of an existing purpose-built market rental building would be after the NPO has entered into a housing grant agreement, a housing agreement and housing covenant with the City; Council adoption of a housing agreement bylaw; and after the NPO submits documentation confirming approval of acquisition funding from the RPF. As a NPO cannot enter into a housing agreement or housing covenant with the City until they have become the registered owner of the property, the grants would not be disbursed until after the NPO has acquired the building and would be used towards a lump sum financing payment rather than reducing the financing needed for an acquisition.

4.0 COMMUNICATION AND COMMUNITY ENGAGEMENT

Should Council adopt the proposed approach and criteria for CBBAHR grant requests, the City’s website would be updated to explain the new approach and processes.

5.0 FINANCIAL CONSIDERATIONS

Council has provided over \$18 million in grants to community-sponsored housing developments since 2008. The City’s Approved 2024 – 2028 Financial Plan includes over \$4 million in funding for community-sponsored grants. Council has also approved over \$47,000,000 in grants to date on City-owned sites, including approximately \$16 million in the 2024-2028 Financial Plan.

Grants for community-sponsored housing developments are dependent on the availability of CBBAHR funds resulting from cash in-lieu contributions from developers participating in the City’s Community Benefit Bonus Policy Program. As a result of recent changes to provincial legislation, several changes are being implemented within the City’s development environment, including changes to minimum allowable height and density, as well as development financing requirements. Further information and guidance on development financing is expected from the Provincial government in the future. As a result, it is difficult to forecast, with any degree of certainty, the future availability of CBBAHR funds. As such, the availability of capital grants from the CBBAHR is not guaranteed.

Respectfully submitted,

E.W. Kozak, General Manager Planning and Development

ATTACHMENTS

- Attachment 1 – Past Community Sponsored Grants
- Attachment 2 – Proposed Maximum Grant Amounts Per Unit
- Attachment 3 – Revised Criteria for Consideration of Grants for Community Sponsored Housing Projects

REPORT CONTRIBUTORS

This report was prepared by Danais Ponce, Planner 2, and Carla Schuk, Planner 3 and reviewed by Jen Wong, Assistant City Solicitor, Richard Mester, Manager Business Process and Reporting, Johannes Schumann, Director Community Planning and Lee-Ann Garnett, Deputy General Manager Planning and Development.