
City of Richmond Affordable Housing Strategy

Minutes from
Planning Committee and City Council

Date: January 30, 2007

Presented To:

The Planning and Development Department
City of Richmond

Presented By:

McClanaghan & Associates

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Resolution to Undertake an Affordable Housing Strategy

City Council Minutes
February 13, 2006

**Minutes from the February 13, 2006
City Council Meeting**
City of Richmond Affordable Housing Strategy

February 13, 2006 Minutes



City of Richmond
6911 No. 3 Road
Richmond, BC V6Y 2C1

Minutes

Regular Council Meeting

Monday, February 13th, 2006

Time: 7:00 p.m.

Place: Council Chambers
Richmond City Hall

Present: Mayor Malcolm D. Brodie
Councillor Linda Barnes
Councillor Cynthia Chen
Councillor Derek Dang
Councillor Evelina Halsey-Brandt
Councillor Sue Halsey-Brandt
Councillor Rob Howard
Councillor Bill McNulty
Councillor Harold Steves

Director, City Clerk's Office – David Weber

Call to Order: Mayor Brodie called the meeting to order at 7:05 p.m.

RES NO. ITEM

3. Delegations from the floor on Agenda items –

Item No. 9 – Affordable Housing

Mr. David Reay, of 4340 Steveston Highway, Co-Chair Richmond Poverty Response Committee, spoke about the need for affordable housing in the City. A copy of his submission is on file in the City Clerk's Office.

Item No. 9 – Affordable Housing

Jennifer Larsen, of Foster Road, referred to correspondence from the

Richmond Rehabilitation & Housing Committee, and spoke about the need to prevent homelessness from becoming a reality for Richmond citizens with mental illnesses.

Ms. Larsen also reviewed the proposed Committee recommendations, during which she urged Council to consider future demands for affordable housing for all Richmond citizens.

9. **AFFORDABLE HOUSING**
(Report: Jan. 12/06, File No.: 08-4057-04) (REDMS No. 1759615)

R06/3-12

It was moved and seconded

WHEREAS there is a shortage of affordable housing options in Richmond;

THEREFORE BE IT RESOLVED:

- (1) That staff develop an overall affordable housing strategy, including a strategy for seniors, and including an assessment for the demand, and consideration of the matters set out in the memorandum dated February 13th, 2006, from Councillor Linda Barnes;***
- (2) That staff consult with the various stakeholders, including those listed in the memorandum from the Manager, Policy Planning (dated February 6th, 2006), for their input on the affordable housing strategy;***
- (3) That pending development of the strategy, that staff continue to work with the Provincial and Federal Governments and all developers of multi-unit residential developments to secure affordable housing, including affordable housing for seniors where appropriate;***
- (4) That the funding source for the preparation of the strategy be the “Affordable Housing Fund”, up to an amount of \$65,000, including \$10,000 received from Coast Capital Savings Credit Union; and***
- (5) That staff report on additional personnel required and funding sources for same.***

The question on Resolution No. R06/3-12 was not called, as the following **amendment** was introduced:

R06/3-13

It was moved and seconded

That Part (1) of Resolution No. R06/3-12 be amended by deleting the words “including a strategy for seniors”.

CARRIED

The question on Resolution No. R06/3-12, as amended by Resolution No. R06/3-14, was then called, and it was **CARRIED**.

Interim Report

Planning Committee Minutes
July 18, 2006

City Council Minutes
July 24, 2006

**Minutes from the July 18, 2006
Planning Committee Meeting**
City of Richmond Affordable Housing Strategy

July 18, 2006 – Minutes



City of Richmond
6911 No. 3 Road
Richmond, BC V6Y 2C1

Minutes

Planning Committee

Date: Tuesday, July 18, 2006
Place: Anderson Room
Richmond City Hall
Present: Councillor Harold Steves, Chair
Councillor Bill McNulty, Vice-Chair
Councillor Linda Barnes
Councillor Rob Howard
Councillor Sue Halsey-Brandt
Mayor Malcolm Brodie (arrived at 4:50 p.m.)

[AFFORDABLE HOUSING STRATEGY - INTERIM STRATEGY AND REPORT](#)
(Report: July 5, 2006, File No.: 08-4057-05/2006-Vol 01) (REDMS No. 1965342)

Holger Burke, Development Coordinator, accompanied by Dale McClanaghan and Jason Copas of the consulting firm McClanaghan & Associates, stated that the Interim Strategy and Report had been sent out to stakeholders, including the Urban Development Institute (UDI), for comment. If Committee and Council approve the Interim Report, the next step is to meet with focus groups to discuss how to implement the strategy. The report will be finalized by the end of 2006.

In response to queries from Committee members Mr. Burke and the consultants advised that:

- in the past the City has used the \$0.60 per buildable square foot rate as a contribution by developers I made in lieu of building affordable housing. A higher rate would be premature at this time. If a higher rate is appropriate, that will be reflected in the finalized report;
- when the City looks at entry level or subsidized units, it looks at the tipping point where the developer would provide units or provide cash; an item for the final report is how to effectively apply affordable property requirements;

-
- the consultants will look at the feasibility of a maintenance bylaw and the City's law department will also look at how effective this type of bylaw can be; information regarding building maintenance bylaws will be included in the final report; the need for a building maintenance bylaw is driven by two circumstances: (i) landlords who try to evict, and (ii) when rental buildings have become uneconomic and landlords can no longer afford to maintain them;
 - there has been increased pressure on local governments to respond to affordable housing needs as higher levels of government have been decreasing or even suspend their affordable housing initiatives; cities that have provided leadership in this field have tended to get more assistance; a good housing policy assists cities in taking advantage of opportunities when they are proposed by provincial and federal governments;
 - the City has retained Paul Rollo to work on an interim amenity policy; the City will also discuss this issue with UDI and with the Greater Vancouver Home Builders Association.

(Mayor Brodie entered the meeting at 4:50 p.m.)

- the City will study what other municipalities, such as Burnaby, have done with city amenity policies;
- at present the City's affordable housing account stands at approximately \$6,000,000;
- the city's building approval department is actively looking at the issue of secondary suites;
- the provincial and federal governments are subsidizing affordable housing; in communities with low vacancy rates, government subsidies tend to push rents up while not stimulating new rental supply; subsidized cheques cost the treasury more and may not be as effective as they can be;
- it is important for a community to have a healthy affordable housing supply, and this includes secondary suites and coach houses, two forms of housing the City is looking into.

The Mayor confirmed that the City does have an ongoing commitment to affordable housing, citing examples where the City has partnered with several organizations.

Peter Mitchell, 6271 Nanika Crescent, stated that the \$0.60 contribution per buildable square foot in lieu of affordable housing, is not much.

Matt Nugent, of the Urban Development Institute, stated that UDI is concerned about how a

\$5.10 contribution in the West Cambie Area would affect the overall affordability of housing product in Richmond.

It was moved and seconded

That, based on the "Affordable Housing Strategy – Interim Strategy and Report" dated June 29, 2006 from McClanaghan & Associates:

- (1) *Comments from the stakeholders and public be forwarded to McClanaghan & Associates for consideration in the drafting of the final Affordable Housing Strategy; and*

City Wide Policy:

- (a) *that affordable housing be defined by the following three (3) housing forms and annual income thresholds, which are to be reviewed from time-to-time:*
- i.) entry level ownership (households earning \$60,000 or less assuming a 10% down payment);*
 - ii.) low end of market rental (less than \$37,700); and*
 - iii) subsidized housing (less than \$20,000);*

City Wide Policy – Excluding The West Cambie Alexandra Area:

- (b) *the provision of affordable housing or the contribution in lieu, be requested for all in stream multiple-family development applications;*
- (c) *where affordable housing is provided in multiple-family development applications, that it constitute at least 14% entry level ownership housing units, or 6% of the units if they are subsidized housing;*
- (d) *where a contribution in lieu of affordable housing is made, that it be based on the current minimum of \$0.60 per buildable square foot, which is to be reviewed from time-to-time;*
- (e) *a moratorium be put on development applications (e.g., rezoning; subdivision; strata title conversion; development permit) involving the demolition or conversion of the existing multiple-family rental housing stock, except in cases where there is 1:1 replacement; and*
- (f) *that convertible or flex housing be permitted in single-family areas (subject to applicable Official Community Plan, Area Plan and City planning policies, the Zoning and Development Bylaw, and the normal Public Hearing process) and not be subsidized by the City of Richmond.*

SUPPORT FOR A REGIONAL AFFORDABLE HOUSING STRATEGY
(Report: July 7, 2006, File No.: 08-4057-05) (REDMS No. 1991245)

Terry Crowe, Manager, Policy Planning reported that this report is an investment and will assist in establishing programs to pay for affordable housing. Staff at the GVRD are supportive of this report..

(Cllr. Steves left the room at 5:30, and Cllr. McNulty assumed the Chair.)

It was moved and seconded

That, as per the report from the Manager, Policy Planning entitled: "Support For A Regional Housing Strategy", dated July 7, 2006:

- (1) *Council:*
- (a) *Support the Greater Vancouver Regional District (GVRD) Board in preparing and implementing an effective Regional Affordable Housing Strategy, by requesting that the regional affordable housing strategy address all the essential affordable housing components, particularly how to pay for affordable housing, and.*
 - (b) *Request the Ministry of Forest and Ranges, Office of Housing and Construction Standards to ensure that the Provincial Housing and Homelessness Strategy*

which it is preparing, address all the essential affordable housing components, particularly how to pay for affordable housing and that it assist the GVRD in preparing and implementing the Regional Affordable Housing Strategy.

- (2) *Copies of this report be forwarded to Richmond federal MPs and provincial MLAs, CMHC, BC Housing, GVHC, GVRD municipalities and UDI, with the suggestion that they may wish to provide similiar support and comments to the GVRD and the BC Office of Housing and Construction Standards.*

The question on the motion was not called, as staff was directed to amend Part 2 prior to the report being submitted to Council, to forward copies of the report to additional partners, including SUCCESS, Habitat for Humanity, the FCM , and the UBCM.

The question on the motion was then called, and it was CARRIED.

**Minutes from the July 24, 2006
City Council Meeting**
City of Richmond Affordable Housing Strategy

July 24, 2006 Minutes



City of Richmond
6911 No. 3 Road
Richmond, BC V6Y 2C1

Minutes

Regular Council Meeting

Monday, July 24th, 2006

Time: 7:00 p.m.
Place: Council Chambers
Richmond City Hall
Present: Mayor Malcolm D. Brodie
Councillor Linda Barnes
Councillor Cynthia Chen
Councillor Derek Dang
Councillor Rob Howard
Councillor Bill McNulty
Councillor Harold Steves

Absent: Acting Director, City Clerk's Office – Gail Johnson
Councillor Evelina Halsey-Brandt
Councillor Sue Halsey-Brandt

[AFFORDABLE HOUSING STRATEGY - INTERIM STRATEGY AND REPORT](#)

(Report: July 5, 2006, File No.: 08-4057-05/2006-Vol 01) (REDMS No. 1965342, 1999440)

R06/14-12 It was moved and seconded

That, (based on the "Affordable Housing Strategy – Interim Strategy and Report" dated June 29, 2006 from McClanaghan & Associates):

- (1) *Comments from the stakeholders and public be forwarded to McClanaghan & Associates for consideration in the drafting of the final Affordable Housing Strategy; and*
- (2) *The following policies apply to in-stream development applications until such time as the final Affordable Housing Strategy is approved (e.g., at the end of 2006):*

City Wide Policy:

-
- (a) *that affordable housing be defined by the following three (3) housing forms and annual income thresholds, which are to be reviewed from time to time:*
 - (i) *entry level ownership (households earning \$60,000 or less assuming a 10% down payment);*
 - (ii) *low end of market rental (less than \$37,700); and*
 - (iii) *Subsidized housing (less than \$20,000);*

City Wide Policy – Excluding The West Cambie Alexandra Area:

- (b) *the provision of affordable housing or the contribution in lieu, be requested for all in stream multiple-family development applications;*
- (c) *where affordable housing is provided in multiple-family development applications, that it constitute at least 14% entry level ownership housing units, or 6% of the units if they are subsidized housing;*
- (d) *where a contribution in lieu of affordable housing is made, that it be based on the current minimum of \$0.60 per buildable square foot, which is to be reviewed from time to time;*
- (e) *a moratorium be put on development applications (e.g., rezoning; subdivision; strata title conversion; development permit) involving the demolition or conversion of the existing multiple-family rental housing stock, except in cases where there is 1:1 replacement; and*
- (f) *that convertible or flex housing be permitted in single-family areas (subject to applicable Official Community Plan, Area Plan and City planning policies, the Zoning and Development Bylaw, and the normal Public Hearing process) and not be subsidized by the City of Richmond.*

The question on Resolution No. R06/14-12 was not called, as staff were directed to ensure that Richmond School District senior staff and the Board were consulted regarding the updating of the City Centre Area Plan.

The question on Resolution No. R06/14-12 was then called, and it was CARRIED.

SUPPORT FOR A REGIONAL AFFORDABLE HOUSING STRATEGY
(Report: July 7, 2006, File No.: 08-4057-05) (REDMS No. 1999091)

R06/14-13

It was moved and seconded

That, (as per the report dated July 7, 2006 from the Manager, Policy Planning entitled: "Support For A Regional Housing Strategy"):

- (1)
 - (a) *the Greater Vancouver Regional District (GVRD) Board be supported in preparing and implementing an effective Regional Affordable Housing Strategy, by requesting that the regional affordable housing strategy address all the essential affordable housing components, particularly how to pay for affordable housing, and.*
 - (b) *the Ministry of Forest and Ranges, Office of Housing and Construction Standards be requested to ensure that the Provincial Housing and Homelessness Strategy which it is preparing, address all the essential affordable housing components, particularly how to pay for affordable housing and that it assist the GVRD in preparing and implementing the Regional Affordable Housing Strategy.*
- (2) *Copies of this report be forwarded to Richmond federal MPs and provincial MLAs, Canada Mortgage and Housing Corporation (CMHC), Service Canada (SC), the Federation of Canadian Municipalities (FCM), the Union of British Columbia*

Municipalities (UBCM), BC Housing, the Greater Vancouver Housing Corporation (GVHC), GVRD municipalities, the Urban Development Institute (UDI), the Greater Vancouver Home Builders' Association (GVHBA), GVRD Chambers of Commerce, the United Chinese Community Enrichment Services Society (SUCCESS), Habitat For Humanity, Richmond Royal Canadian Legion chapters, the Army Navy Air Force Veterans Unit 284 (Steveston), the Richmond School Board, and Richmond religious and community groups, with the suggestion that they may wish to provide similar support and comments to the GVRD and the BC Office of Housing and Construction Standards.

CARRIED

Draft Report

Planning Committee Minutes
November 21, 2006

City Council Minutes
November 27, 2006

**Minutes from the November 21, 2006
Planning Committee Meeting**
City of Richmond Affordable Housing Strategy

November 21, 2006 - Minutes



City of Richmond
6911 No. 3 Road
Richmond, BC V6Y 2C1

Minutes

Planning Committee

Date: Tuesday, November 21, 2006
Place: Anderson Room
Richmond City Hall
Present: Councillor Harold Steves, Chair
Councillor Bill McNulty, Vice-Chair
Councillor Linda Barnes
Councillor Rob Howard
Councillor Sue Halsey-Brandt
Mayor Malcolm Brodie
Call to Order: The Chair called the meeting to order at 4:00 p.m.

[DRAFT AFFORDABLE HOUSING STRATEGY](#)

(Report: Nov. 10/06, File No.: 08-4057-05/2006-Vol 01) (REDMS No. 2037757, 2041103)

Mr. Burke highlighted the following points from the strategy:

- the City's priorities for affordable housing are (i) subsidized housing, in partnership with non-profits and other levels of government, (ii) low end market rental, and (iii) entry level ownership;
- subsidized housing, for \$500 per month or less, includes emergency housing for the homeless, detox beds, housing for those with mental illness, housing for seniors and the disabled, and housing for low income families;
- to address the need for subsidized housing the City will accept cash-in-lieu contributions from residential rezoning applications, utilize the monies collected in the Affordable Housing Reserve fund to acquire land and for studies, and determine incentives such as the reduction of Development Cost Charges, the relaxation of parking requirements, and so on;
- low end market rental, for \$500 to \$943/month, includes secondary suites, existing apartments, investor condominiums, and is earmarked for seniors, the disabled, young adults, families and others;

-
- to address the need for low end market rental, the City will pursue the legalization of existing secondary suites, require new single-family rezoning applications to include a coach house/legal secondary suite or flex house, obtain four or more units in low rise and high rise apartments in the ownership of the City, require 1:1 replacement of existing rental units being redeveloped, and examine incentives such as reduction of Development Cost Charges, parking relaxation and density bonusing/exemptions;
 - entry level ownership is difficult to provide for annual incomes of \$60,000 or less;
 - the City will encourage smaller units and innovative housing forms or financing schemes, and ensure “affordability” or entry level ownership units in perpetuity by a Housing Agreement, but this form of housing will not be at the expense of subsidized housing or low end market rental.

In response to a query, staff advised that a new staff position would be created, and the person could be on staff or could be on contract, and would have a budget to work with in order to hire resources as required to manage specific affordable housing projects.

Staff advised that the Canadian Municipal Housing Corporation (CMHC) is one of the stakeholders, their input has been sought, and the draft strategy would be sent to them for further input.

The Chair invited members of the public to address the Committee on this item. Ms. Larson addressed the Committee and staff responded to her inquiries:

- the interim strategy that was brought forward in July 2006 deals with the issue of Affordable Housing before the final strategy is adopted;
- rental of single-family homes was not included in the data in the draft strategy;
- Councillors Linda Barnes and Bill McNulty will be at the December 2, 2006 meeting of the GVRD Housing Committee where the issue of regional Affordable Housing will be discussed;
- within two years Richmond should see affordable housing for residents.

It was moved and seconded

- (1) *That the draft Affordable Housing Strategy (dated November 1, 2006) and the report (dated November 10th, 2006, from the Manager, Policy Planning) be referred to stakeholders and the general public for input;*
- (2) *That staff and the consultants prepare a final Strategy, which would include an implementation program, for consideration in January 2007; and*
- (3) *That the Affordable Housing Reserve Fund be amended as recommended in the draft Affordable Housing Strategy, so that the process of hiring an additional staff person in the Lands Section of the Business and Financial Services Department can be started as soon as possible.*

The question on the motion was not called as Committee requested that “contract person or consultant” be added to the third amendment so that it reads: *That the Affordable Housing Reserve Fund be amended as recommended in the draft Affordable Housing Strategy, so that the process of hiring an additional staff person, contract person or consultant in the Lands Section of the Business and Financial Services Department can be started as soon as possible.*

The question was then called and it was CARRIED.

**Minutes from the November 27, 2006
City Council Meeting**
City of Richmond Affordable Housing Strategy

November 27, 2006 Minutes



City of Richmond
6911 No. 3 Road
Richmond, BC V6Y 2C1

Minutes

Regular Council Meeting

Monday, November 27th, 2006

Time: 7:00 p.m.
Place: Council Chambers
Richmond City Hall
Present: Mayor Malcolm D. Brodie
Councillor Linda Barnes
Councillor Cynthia Chen
Councillor Derek Dang
Councillor Evelina Halsey-Brandt
Councillor Sue Halsey-Brandt
Councillor Rob Howard
Councillor Bill McNulty
Councillor Harold Steves

Director, City Clerk's Office – David Weber

[Item No. 10 – Rental Premises Standards of Maintenance Bylaw No. 8159; Item No. 24 – Draft Affordable Housing Strategy](#)

David Reay, a member of the Poverty Response Team, with reference to Item No. 10, voiced his support for the proposed bylaw.

With reference to Item No. 24, Mr. Reay stated that the affordable housing strategy did not appear to address 'universal design guidelines', and he commented that these guidelines should be included in the strategy. He also commented on developments and 'cash in lieu' in relation to rezoning applications, and suggested that the City had every right to determine that a portion of a development should be put towards affordable housing. Mr. Reay also commented on (i) the hiring of an additional staff person and voiced concern that this individual could become 'lost in the bureaucracy'; and (ii) skyrocketing housing prices.

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24. **DRAFT AFFORDABLE HOUSING STRATEGY**
(Report: Nov. 23/06, File No.: 08-4057-05/2006-Vol 01) (REDMS No. 2037757, 2041103, 2045785)

R06/20-6

It was moved and seconded

- (1) ***That the following two reports be referred to the Urban Development Institute (UDI) and Greater Vancouver Home Builders Association (GVHBA) for comment and discussion by December 15, 2006:***
 - (a) ***Staff report (dated November 10th, 2006, from the Director of Development and Manager, Policy Planning) entitled "A City-Wide Interim Amenity Contribution Policy"; and***
 - (b) ***Report (dated October 31, 2006, from G.P. Rollo & Associates Ltd.) entitled "Amenity Contributions from New Development".***
- (2) ***That staff bring forth final recommendations, based on the input from UDI and the GVHBA, in January 2007.***
- (3) ***That staff seek input from local smaller developers on the proposed "City-Wide Interim Amenity Contribution Policy"; and***
- (4) ***That staff investigate commercial rezoning in terms of the City-Wide Interim Amenity Contribution Policy.***
- (5) ***That the draft Affordable Housing Strategy (dated November 1, 2006) and the report (dated November 10th, 2006, from the Manager, Policy Planning) be referred to stakeholders, Richmond MPs and MLAs, and the general public for input;***
- (6) ***That staff and the consultants prepare a final Strategy, which would include an implementation program, for consideration in January 2007; and***
- (7) ***That the Affordable Housing Reserve Fund be amended as recommended in the draft Affordable Housing Strategy, so that the process of hiring an additional staff person, contract person, or consultant in the Lands Section of the Business and Financial Services Department can be started as soon as possible.***

CARRIED