

INFORMATION RESOURCES

For information on housing affordability and homelessness visit the:

- *CMHC website – www.cmhc-schl.gc.ca, click on Affordable Housing Centre under Business/Government Housing Organizations, and*
- *BC Housing website – www.bchousing.org – check out breaking the cycle of homelessness and sign up for news releases*
- *Smart Growth BC website – www.smartgrowth.bc.ca – check out smart growth principles and affordable housing sections.*

Review the following reports (they can be found on the Smart Growth BC website or on Tim Wake's website – just Google these):

- *Review of Best Practices in Affordable Housing (Tim Wake)*
- *Creating Market and Non-Market Affordable Housing (Deborah Curran and Tim Wake)*

Review the Capital Regional District's Regional Housing Affordability Strategy – crd.bc.ca (click on Regional planning > Regional Information > Regional Planning Report Library. Housing Affordability. Archive

Of particular use are the following reports:

- *Appendix to Working Paper #2 – Description of Potential Solutions*
- *Housing Trust Fund (various)*

BC Housing - Housing Provider Kit

The Housing Provider Kit is designed to help non-profit societies and housing co-operatives manage subsidized housing developments. The kit includes ten guides:

- **Resident Relations Guide** explains eligibility criteria for selecting applicants, common housing issues, a dispute resolution process, diversity, and participating in B.C.'s crime-free housing program.
- **Rent Calculation Guide** explains how to calculate income and rent for tenants in rent-geared-to-income (RGI) units, where rent is based on total household income.
- **Administration Guide** provides an overview of the legislation and legal agreements governing housing providers, record keeping, insurance requirements and a resource directory of websites with housing information and useful publications.
- **Emergency Preparedness** describes how housing providers can plan for and respond to emergencies like a fire, earthquake, flood or major power outage.
- **Marketing Non-RGI Units** outlines how to market non-RGI units in developments built through the Provincial Housing Program. Tenants pay rents comparable to private market rents for these units.
- **Financial Management Guide** assists housing providers to handle the financial responsibilities of managing a subsidized housing development.

- **Interim HST Guide for Social Housing Providers**: BC Housing is producing an HST Guide for Social Housing Providers which will be posted to this site soon. This working document does not include the CRA forms that the final document will have. The HST Guide is intended to assist non-profit, co-operative and charitable housing providers in understanding how the Harmonized Sales Tax (HST) applies to subsidized housing developments.
- **Maintenance Guide** assists housing providers set up maintenance systems for subsidized housing developments, including record keeping, regular building maintenance, inspections, warranties, and goods and service contracts.
- **Governance Guide** assists housing providers create an effective governance model for subsidized housing developments.
- **Management Performance Guide** helps housing providers maintain operating standards, understand the operational review process, use best practices, and meet standards for BC Housing's financial review.

The Housing Provider Kit guides are only available online. Each guide above has its own page on the website. From this page, housing providers can download the entire guide, a single chapter or access specific forms.

Housing providers and individuals wishing to be notified of any updates to the Housing Provider Kit guides can do so by going to the [Email notifications](#) page and registering to receive new publication updates. BC Housing will then send you an email to let you know once the revisions are available online.

BCNPHA Housing Development Resources

Housing Development Reports

- Understanding the Development Consultant Sector – Report 1 of 2: [Findings from Interviews with Sector Stakeholders](#), By Marleen Morris & Associates Ltd.
- Understanding the Development Consultant Sector – Report 2 of 2: [Findings from Interviews with BC Housing Staff](#), By Marleen Morris & Associates Ltd.
- [Communications and Information Exchange Task Group Report](#), By Marleen Morris & Associates Ltd.
- [Sector Capacity Task Group Report](#), By Marleen Morris & Associates Ltd.
- [Costing and Targeting Task Group Report](#), By Marleen Morris & Associates Ltd.
- [Reporting and Monitoring Task Group Report](#), By Marleen Morris & Associates Ltd.

Housing Development Templates & Guides

1. [Housing Need and Demand Template](#) (pdf version) developed by BC Housing and BCNPHA
2. Guidelines for Development Consultants
3. [Costing Framework](#) (in Excel format)
4. [Social Housing Cost Framework Guide](#) (Pdf)
5. [Monthly Status Report Template](#) (Word)

Local Resources

- The CVRD Regional Growth Strategy includes a section on housing that contains recommendations for all the municipalities and electoral areas to consider, e.g. consider development of a Regional Affordable Housing Strategy. It can be accessed on the CVRD web site – www.comoxvalleyrd.ca

A Regional Growth Strategy (RGS) is a political agreement between a regional district and its member municipalities on social, economic and environmental goals and priority actions, aimed at achieving a common vision of the region's future. A regional growth strategy expresses how communities have agreed to work together to enhance regional quality of life.

- Official Community Plans

An Official Community Plan (OCP) sets out a framework for guiding an areas future. Its purpose is to:

- express the community's fundamental values and goals about the kind of place the city should be;
- establish a clear direction for the community, based on the resources and through consultation with the community, on the ways to achieve the City's vision;
- provide residents, land and business owners, investors and developers, community organizations and other governments with a reasonable degree of certainty about the desired character and land use of the community;
- provide for coordinated actions by public and private interests, ensuring decisions are based on a common understanding of the preferred nature of future growth; and,
- contribute to public awareness by providing information about the community.

OCPs consist of written objectives and policies, illustrations and maps for achieving the vision, and an implementation program that arises from the policy statements. The Plan is also the legal vehicle for establishing growth and development regulatory tools such as development permit areas, zoning amendments and bylaws that must be consistent with this Plan.

- Comox – www.comox.ca (*click Bylaws*)
- Courtenay – www.city.courtenay.bc.ca (*click City Hall and then Bylaws*)
- Cumberland – www.cumberlandbc.net (*enter Bylaws into Search Box*)
- CVRD – www.comoxvalleyrd.ca (*click on property services, then planning services , then bylaws, then Schedule 'A' - Rural Comox Valley Official Community Plan*)
- Islands Trust – www.islandstrust.bc.ca (*click on Denman and Hornby Islands*)