

THE CORPORATION OF THE DISTRICT OF BURNABY

HOUSING AND CIVIC DEVELOPMENT COMMITTEE

HIS WORSHIP, THE MAYOR  
AND ALDERMEN

Re: Policy To Select Non-Profit Societies For  
The Development of Housing on Municipal Land

RECOMMENDATION:

1. THAT an expression of interest procedure, as outlined in the attached pro forma "Request for Proposals", be utilized as the process to select sponsors to develop non-market housing for any municipally owned land, if Council should make such land available.

R E P O R T

1.0 Background

At its meeting of 1990 February 20, the Housing & Civic Development Committee considered the attached report that describes a process to select sponsors to develop non-market housing on municipally owned land. At that meeting, the Committee felt that the approach was appropriate, and the Committee specifically suggested that the approach be used for selection of a non-profit sponsor for the Brentwood site. However, the recommendations were not formally adopted by the Committee nor sent to Council for adoption.

As the Committee has indicated an interest in pursuing a similar action with regards to Municipally owned land in the Montecito area, it would be timely to formally adopt the above noted recommendations as an indication of Council's position on the procedure needed to select a sponsor group.

2.0 NEED FOR A SELECTION PROCEDURE

Unlike Co-operative Housing Resource Groups which are affiliated and work together to decide who will develop a given Municipal site, non-profit sponsors are unaffiliated and include a wide variety of organizations such as service clubs, church groups, community groups etc. It is necessary to have a procedure to ensure that all groups are given a fair chance to obtain municipal land so that no one group is perceived to receive preferential treatment. In addition, it is in the Municipality's best interest to choose a group that has the necessary skills and background to successfully develop and manage the development.

While the co-operative housing resource groups in the Lower Mainland have created a queue amongst themselves to develop municipal land, a different procedure is required to choose a non-profit sponsor if the Municipality wishes to facilitate development of housing on Municipal sites under the Province's non-profit housing program.

INTERNAL DISTRIBUTION:

AGENDA - 1990 JULY 09

COPY - MUNICIPAL MANAGER

- DIRECTOR ENGINEERING

- DIRECTOR PLANNING & BUILDING INSPECTION

- CHIEF BUILDING INSPECTOR

3.0 EXPERIENCE WITH SELECTION PROCEDURE TO DATE

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The attached "Request for Proposals" procedure was utilized for the selection of Affordable Housing Charitable Association to pursue development of the Brentwood site under the Province's Non-Profit Rental Housing Program. While not receiving an outright unit allocation, the project is contained on the 'back-up' list, which generally means that the project has an excellent chance of receiving formal approval later this year.

Staff has received very positive comments from most of the potential sponsors that participated in the process. It was felt to be fair while not requiring significant outlays in terms of financial and human resources. The successful group commented that they are looking forward to working closely with Municipal staff to help achieve municipal objectives, which often does not occur with 'developer-led' or 'turnkey' projects where the developer undertakes discussions with staff, without the participation of the sponsor group.

The only negative comments came from one potential sponsor who felt that they had a 'right' to the site, and from a developer who felt that developerled projects were effectively shut out of the process. In the latter case, it was explained the the Municipality was really interested in selecting a sponsor who would be managing the project in the long term, and in any case, a developer could identify a sponsor group and work closely with them in submitting a proposal.

It is staff's opinion that the experience with the selection procedure for the Brentwood site was positive, and that the procedure provides an effective and fair method of selecting a sponsor group to develop non-market housing.

4.0 CONCLUSION

The Committee believes that the expression of interest approach offers the greatest opportunity to select a sponsor that would develop, manage, and maintain the non-market housing in a manner most satisfactory to the Municipality. In addition, by adopting a formal process to select non-profit groups, potential sponsors would be informed of the procedure that they would be expected to follow.

Respectfully submitted,

Alderman L.A. Rankin,  
Chairman

Alderman D.R. Corrigan,  
Member

Alderman F.G. Randall,  
Member

REQUEST FOR PROPOSALS

AFFORDABLE HOUSING DEVELOPMENT OPPORTUNITY

The District of Burnaby is inviting, until [ ] hrs. local time, [date], submissions of Expressions of Interest from sponsors who wish to develop affordable housing under the [state program name]. The subject site, located [state location] is capable of supporting [x] units for [state client group].

1.0 INTRODUCTION/MANDATE

[state Council resolution offering site for housing]

The subject site will be offered on the basis of a prepaid land lease. The marketing of this site for affordable housing is part of the Municipality's continued commitment to innovative affordable housing initiatives.

2.0 LOCATION

[description of location, mention services, recreational opportunities, transportation and transit and amenities]

3.0 NEIGHBOURHOOD

[description of neighbourhood in terms of community plans, surrounding land uses, objectives for area].

4.0 DESCRIPTION OF SITE

[legal description, describe site in terms of terrain, special features].

5.0 COMMUNITY PLANNING CONSIDERATIONS

[Community plan, OCP designation, need for rezoning etc.]

6.0 DEVELOPMENT GUIDELINES

[development criteria for site].

7.0 THE SPONSOR SELECTION PROCESS

Following the deadline for the receipt of the expressions of interest, a short list of appropriate sponsors will be created. Each potential sponsor on the short list will be interviewed by a committee comprised of staff from the Planning & Building Inspection, Finance, and Municipal Solicitor's Department. On the basis of predetermined criteria, the staff committee will recommend a sponsor to the Housing and Civic Development Committee, its decision to be ratified by Council.

Upon selection, the successful non-profit sponsor will be authorized to apply for funding from the appropriate agency.

8.0 INFORMATION REQUIRED FROM SPONSOR

8.1 The Sponsor

- a) Name of Non-profit Society, statement of purpose and philosophy of society.
- b) Current copy of Charter and By-laws, with date of registration, and list of Directors.

8.2 Project Development Philosophy/Management Plan

- a) Written description of the sponsor's conceptual design and development intent, including intended client group. The provision of additional services or equipment, (for example, community space for daycare) that is proposed to be provided by the sponsor should be detailed.
- b) Written description of the management experience of the sponsor with respect to housing, including a statement of the proposed management plan.
- c) Written statement of Sponsor's relationship to the Burnaby community.

8.3 The Development Team

- a) Names of architects, builders and any other consultants that the sponsor intends to use.
- b) Information on the experience and credentials on the Development Team, including details of experience with similar projects, and whether they were undertaken individually or in association with others (who are to be identified.)
- c) Name of contact person for the Development Team.

8.4 Development Experience

- a) Written description of current and previous projects similar to the subject and the names of others.
- b) Written description of previous projects should include location, size, concept, construction time and project value.

8.5 Financial Information

- a) The site will be subject to all taxes, fees and charges applicable to a residential development within Burnaby.
- b) The amount that the sponsor is prepared to pay for the [state proposed length of lease and any other pertinent terms] leasehold interest in the land for [state type of housing] purposes must be clearly stated.

9.0 GENERAL INFORMATION

Submissions must be clearly marked "Expressions of Interest, Affordable Housing Project" and addressed to:

Director Planning & Building Inspection  
Corporation of the District of Burnaby  
4949 Canada Way  
Burnaby, B.C.

- 9.1 All submissions received shall become the property of the Corporation of the District of Burnaby.
- 9.2 Fax submissions will not be accepted.
- 9.3 Only sponsors prepared to undertake this project in its entirety are encouraged to respond to the Expressions of Interest.
- 9.4 All information which the sponsor wishes the District of Burnaby to consider should be included as part of the written submission. Requests for additional documentation may be made by the District of Burnaby.

- 9.5 Submissions must be signed by duly authorized persons representing the sponsor.
- 9.6 The respondent must supply the District of Burnaby with 5 copies of all material submitted.
- 9.7 Inquiries about the the sponsor selection process and land use may be directed to:  
[state planning staff person name]
- 9.8 Inquiries about the land disposition or terms of lease may be directed to:  
[state legal department staff person name].

10.0 DISCLAIMER

- 10.1 The District of Burnaby retains the right to accept or reject any or all proposals.
- 10.2 Plans as shown are copies only and are included solely for information purposes. Plans should not be relied upon as constituting legal survey plans.

