

# BIRCH

BOWEN ISLAND RESILIENT COMMUNITY HOUSING SOCIETY

Date: April 6, 2018

RE: BIRCH Collaborative Project Pre-Application

Dear Mayor and Council

BIRCH, Bowen Island Resilient Community Housing, is a registered non-profit society whose purpose is to develop and manage diverse, permanently affordable housing. It was established in 2016 as Foxglove Community Housing Trust and recently underwent a name change to reflect a change in leadership and a renewed focus on housing specifically for Bowen Island. [Please see our website \(birchousing.org\)](http://birchousing.org) for more information on our purpose and our board. BIRCH is a member of the BC Non-Profit Housing Association (BCNPHA).

We are applying for a collaborative project, to develop and manage affordable rental housing on lot 3 of the community lands. This project grew from Daniel Heald, and his request for a rental project with the municipality in September 2017. As a team, with Bob McGilvray, we have volunteered our time to bring together this proposal.

BIRCH is ready and willing to be the municipality's non-profit housing partner for Bowen Island, and work together to approach BC Housing, and other organizations to provide assistance, funding, financing and support to make this project happen.

## Our request of Bowen Island Municipality (BIM)

For the overall project, we request BIM:

- 1) Provide a portion of Lot 3 of the community lands to BIRCH in a 90-year lease at a nominal rate with an option to renew;
- 2) Partner with BIRCH in approaching other levels of government for potential funding (BC Housing, CMHC, etc.)
- 3) Waive all municipal fees related to any rezoning, development and building on the property;
- 4) Provide municipal water and sewer service connections to the property line and waive any fees or costs related to the work; and
- 5) Waive any property taxes on the land until the project reaches occupancy.

To move to the next steps, we request council:

- a) Approve in principle a partnership between BIM and BIRCH to utilize a portion of Lot 3 for an affordable housing project;
- b) Direct staff to report back to Council to determine parameters of partnership/land allocation and estimate of staff time required to move the project forward;
- c) Request staff report back to Council at its May 28<sup>th</sup> meeting;
- d) Provide a letter of intent in early June to proceed with CMHC Seed funding application;  
(see *appendix A for further info*)

We look forward to the opportunity of presenting our project to you at an upcoming council meeting and thank you in advance for your time in considering our request. BIRCH is excited to partner with BIM and move forward with this project, which will directly benefit the community in many ways.

Yours sincerely,



Robyn Fenton, Architect AIBC  
Acting Executive Director

BIRCH  
Bowen Island Resilient Community Housing  
[birchousing.org](http://birchousing.org)

PO Box 8 Bowen Island BC V0N 1G0  
[BIRCHousing@gmail.com](mailto:BIRCHousing@gmail.com)

**COLLABORATIVE PROJECT PRE-APPLICATION**

Upon completion of this application, please submit it, along with your **project plan** and any other **supporting documentation**, to the Bowen Island Municipality office.

**ORGANIZATION/INDIVIDUAL/GROUP**

Organization/Individual/Group Name: \_\_\_\_\_

When did your organization/group begin: \_\_\_\_\_

Are you a Registered Non-Profit Society? ☐ Yes ☐ No (please attach supporting documentation)

**CONTACT**

Contact Name: \_\_\_\_\_ Contact Title: \_\_\_\_\_

Address: \_\_\_\_\_ Phone: \_\_\_\_\_

\_\_\_\_\_ Cell: \_\_\_\_\_

\_\_\_\_\_ Email: \_\_\_\_\_

**COMMUNITY PROJECT PROPOSAL**

Project Name: \_\_\_\_\_

Description of Project:

Brief description of goals:

Estimated Timeline/project schedule:


Funding source:

Are there deadlines that need to be met for your project to proceed? If so, please outline what the deadlines are.

How will the project benefit the community (target user group):

How does this project relate to the OCP, Municipality Master Plans and/or Island Plan?

Proposed location: (provide photographs if possible)

Applicant Signature:  \_\_\_\_\_ Date: \_\_\_\_\_



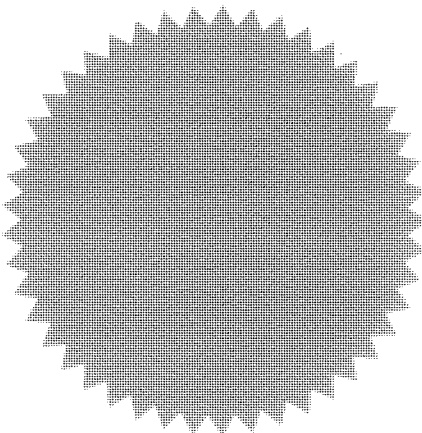
Number: S-0065950

# CERTIFICATE OF INCORPORATION

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*SOCIETY ACT*

*I Hereby Certify that* **FOXGLOVE COMMUNITY HOUSING TRUST SOCIETY** was incorporated under the *Society Act* on September 6, 2016 at 04:26 PM Pacific Time.



*Issued under my hand at Victoria, British Columbia,  
on September 6, 2016*

CAROL PREST  
*Registrar of Companies*  
PROVINCE OF BRITISH COLUMBIA  
CANADA



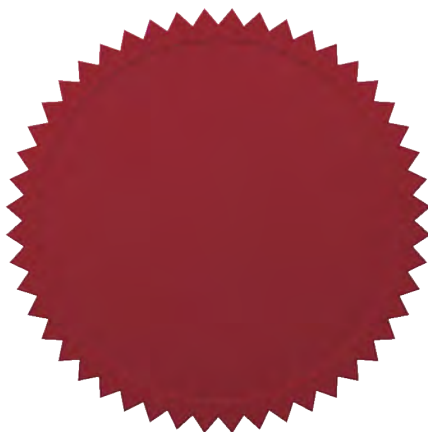
*Number: S0065950*

*Societies Act*  
**CERTIFICATE OF CHANGE OF NAME**

**BOWEN ISLAND RESILIENT COMMUNITY HOUSING SOCIETY**

*I Hereby Certify that ~*

FOXGLOVE COMMUNITY HOUSING TRUST SOCIETY changed its name to BOWEN ISLAND RESILIENT COMMUNITY HOUSING SOCIETY on March 1, 2018 at 04:28 PM Pacific Time.



*Issued under my hand at  
Victoria, British Columbia*

A handwritten signature in black ink, appearing to read "Carol Prest", written over a horizontal line.

**CAROL PREST**

REGISTRAR OF COMPANIES  
PROVINCE OF BRITISH COLUMBIA  
CANADA

## Appendix A Estimated Timeline & Funding

Timeline	Activity	Funding
April 2018	-BIRCH applies to BIM for collaborative project. -Receive approval in principle from council.	
April/May 2018	BIRCH work with BIM staff/council to review needs assessment/feasibility done to date, contact BC Housing, prepare CMHC Seed funding application, outline partnering agreement / lease agreement between BIM & BIRCH	BIRCH and BIM resources
<b>early June 2018</b>	<b>-Receive formal letter of intent from BIM,</b> <b>-Apply for CHMC Seed funding</b>	BIRCH and BIM resources
June/July/Aug 2018	Receive CMHC Seed funding, engage consultant to prepare project feasibility study	CMHC Seed funding \$20,000±
	Establish Stakeholder committee	BIRCH resources BIM support?
Aug/Sept 2018	Results of feasibility, consult with BIM and BCH to finalise decisions on project	BIRCH and BIM resources
Sept-Dec 2018	BIM subdivide land BIM & BIRCH finalise lease agreement	BIRCH and BIM resources
Sept-Early 2019	Gather consultant team to begin project Building design and documentation, tendering Apply for permits (DP & BP)	BIRCH resources CMHC up to \$250,000 interest free loan
Early-Mid 2019	Construction begins	Construction financing options: BCH, Encasa, New Market, VanCity, etc.
2020	Construction Complete	Construction loan converted to mortgage.

Please note, this is an approximate timeline, based on current information.

# Appendix A

## Estimated Timeline & Funding

### Initial Funding Sources: CMHC Seed Funding

This funding is available in the form of a grant for up to \$50,000 and an interest-free loan up to \$250,000. ([see here for further information](#))

In a discussion with Elisabeth Lafrancois of CMHC in March 2018, she felt this project would be a good candidate for an approx. \$20,000 grant (based on a 20-unit project) for the initial steps, such as a project feasibility study.

CMHC generally wants to feel confident the project is moving forward. Factors she considered that would make our application favourable:

- The municipality has been in discussion with BC Housing already
- BCH has completed an updated needs assessment
- The municipality is in a position to provide land
- A non-profit society is established and in place
- The board of the non-profit has experience in affordable housing development, as well as funding requests with CMHC and BCH
- The acting executive director of the non-profit is a registered architect, experienced in construction projects.

The initial grant funding would be used for a project feasibility study. This study would look at the specifics of the proposed project, based on the land selected (or possibly comparing different land options), the BCH needs assessment, construction costs, rental income and ongoing maintenance/operating costs, etc. The outcome of the study would inform us as to what it will take to make the project feasible and how to move forward.

### Intermediate/Construction Funding

Once the feasibility study is complete and the project is moving forward, we could apply to CMHC for a no-interest loan of up to \$250,000 for the pre-construction phase of the project (design, permits, tendering, etc.).

Once the project construction begins, the CHMC loan would be paid out with the construction financing,

Construction Financing could be obtained from one or more sources: BC Housing; other lenders specializing in non-profit projects (New Market, Encasa, VanCity); partial investment from First Credit Union.

### Long Term Financing

Once construction is complete, the loan would convert to a traditional mortgage, which may be obtained from a number of financial institutions. Low-interest loans may be available.

### Additional Funding

In addition to the above, other funding opportunities at the provincial and national level may be available and could be applied for as the project moves forward.



## Appendix B

### OCP, Island Plan, Master Plans

#### Island Plan 2018

The following are excerpts from the 2018 Island Plan that are relevant to this project:

##### STRATEGIC PILLAR C – VIBRANT COMMUNITY

This pillar covers the work we do to enhance the friendly, caring character of the Bowen Island community, with residents working together to improve our collective quality of life. **Recognizing Snug Cove as the commercial and community heart of Bowen Island**, it includes work to expand commercial, residential, community, institutional and cultural uses that will contribute towards a pleasant, walkable village, appropriate in form and scale to our small community.

#### **Priority C3 - Enable and support community-driven initiatives**

##### STRATEGIC PILLAR D – DIVERSE POPULATION

This pillar covers the work we do to welcome and support a **population diverse in income, age and lifestyle**. Our work here reflects our commitment to manage growth in a way that respects social and economic diversity, and to ensure varied and affordable housing options.

#### **Priority D1. Actively support diverse housing**

##### STRATEGIC PILLAR E – WISELY MANAGED ECOLOGICAL FOOTPRINT

This pillar reflects the work we do to conserve land, air, water and energy to reduce Bowen Island's ecological footprint, minimize our contribution to global climate change, and help to maintain our ethic of self-reliance. It includes our work to preserve a marine-oriented community and island atmosphere.

##### STRATEGIC PILLAR F – ROBUST AND RESILIENT LOCAL ECONOMY

This pillar reflects our work to foster a robust and resilient local economy that enhances social well-being while respecting local, regional and global environment limits. It includes our work to help create and maintain local jobs in sustainable Bowen Island-based activities.

## Appendix B

### OCP, Island Plan, Master Plans

The following are excerpts from the Official Community Plan that are relevant to an affordable housing project:

Vision Statement from the Official Community Plan:

Bowen Island is known and loved as a small, friendly, caring community characterized by:

- A population diverse in income, age and lifestyles
- **Varied and affordable housing options**
- Many people active in community life
- A vibrant, resilient local economy that enhances social well-being while respecting local, regional and global environment limits

The 12 Fundamental Goals of the Official Community Plan (from Island plan 2018)

5. To establish a land use pattern which places high priority on environmental and social factors.

6. To manage growth in a way that it is conditioned by the natural environment and respects social and economic diversity.

**7. To be inclusive by welcoming residents with varying income levels, lifestyles and age groups.**

8. To ensure a healthy community, with residents working together to improve the quality of life.

10. To foster the creation and maintenance of local employment in island-based sustainable activities.

**11. To recognize Snug Cove as the commercial and community heart of Bowen Island,** and to provide for the expansion of commercial, residential, and community and cultural uses that will contribute towards a pleasant, walkable village, appropriate in form and scale to a small community.

**12. To engage other levels of government and non-governmental organizations to accomplish the objectives and policies of this OCP.**

## Appendix B

### OCP, Island Plan, Master Plans

Policies from the OCP that are in support of this project:

Policy 100. The Municipality will manage the Community Surplus Lands to advance the policies of the OCP, including the provision of land for affordable housing and diversity of housing forms.

Policy 168. The Municipality encourages the development of new, affordable forms of ground oriented higher density housing that is consistent with affordable housing policies within this plan

Policy 169. The Municipality will address the affordable housing issue when considering the preferred use and development of the “surplus lands” acquired from Metro Vancouver.

Policy 368. The Municipality supports providing serviced land owned by the Municipality at no cost to the Bowen Island Housing Corporation or an affordable housing provider that is a member of the BC Non-Profit Housing Association, subject to a public expression of interest. An initial amount of land for this purpose would be 0.5 hectare (1.25 acres). If a sewer connection is not immediately available, other forms of sewage treatment would be considered, so as not to delay the construction of this form of housing.

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### Cultural Master Plan 2017

Relevant excerpts from the 2017 Cultural Master Plan:

Page 18:

2. ...Every year, some of our artists reluctantly leave Bowen because they no longer wish to commute in order to supplement their income from cultural and creative activities or **because they cannot afford rising housing costs.**

Page 37:

4. Help Artists Make a Better Living

Since the last Cultural Plan was written in 2004, some excellent artists have left the island. In some cases, it may have been because **they were unable to make a sufficient living to afford to reside here**, or because the commute to the mainland proved too exhausting. Drawn by Bowen's beauty and the qualities of Bowen's culture described earlier, many of these artists may have wanted to stay but felt they had no choice but to leave. Ron Woodall has said “If you can make it on Bowen, you can make it anywhere.” **This “creative drain” is an impediment to our community.**

## Appendix C

### Lot Selection

#### Lot Selection

With approval from council, Daniel Heald met with BIM Planner Emma Chow in Sept 2017 and was given information on 4 municipally-owned lots. A working group of Daniel, Robyn Fenton and Bob McGilvary was formed. Upon analysis, two lots emerged as the front runners, and one was a clear first.

Lot 3 emerged as the best candidate, as it could be developed quickly, when one considers road access, sewer and water connections, topography, etc. It would create housing and density within the Cove and be walkable to shops, services and the ferry – all in alignment with the OCP and Island Plan.

Lot 3 is zoned Village Commercial 1 – VC1, which permits dwelling, both detached and attached, so a rezoning would not be anticipated.

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See attached a drawing of lot 3, with three areas outlined. Each is a possible area for an affordable housing development, and are noted in our order of preference:

A – the area currently occupied by the parking and adjacent to the future medical clinic. This area is relatively flat and would be easy to develop and connect to sewer and water. It could be developed as one large building, possibly with commercial/community space on the ground floor.

There would be an opportunity to collaborate with the medical centre on the design of adjacent/shared parking areas and traffic flow.

Commuter parking would be removed and could be re-instated on area B.

B – the area behind the RCMP property, it would have good vehicle access from the existing parking lot, and an opportunity for 16-20 car spaces along the West lot line (next to RCMP). It is a sloping site, so there is an opportunity for lower level suites, facing Crippen Park. This could be a single building, or a cluster of smaller, 4- or 6-plex type buildings.

C – this area faces Bowen Island Trunk Road, and is already a subdivided lot. It is quite steep and would likely need vehicle access and/or parking on the adjacent area B, and not from the main road. It would be suited to a multi-story building, with commercial/community space on the ground floor.

Our clear preference is for area A. We look forward to working with BIM planning staff and council to determine the most suitable area for this project.

SITE OPTIONS FOR LOT 3 OF COMMUNITY LANDS  
AFFORDABLE RENTAL PROJECT

IN ORDER OF PREFERENCE:

- A- SMALL APARTMENT BUILDING  
POSSIBLE COMMERCIAL ON GROUND FLOOR
- B- SMALL APARTMENT BUILDING or  
FOUR SMALL BUILDINGS (4/6-PLEX)
- C- SMALL APARTMENT BUILDING  
COMMERCIAL ON GROUND FLOOR

WILLER RD

RCMP

BOWEN ISLAND TRUNK RD

**A**  
38,000

29,000

PROPOSED  
MEDICAL  
CENTRE

PROPOSED  
FIRE HALL

45,000

**B**  
39,500

**C**  
21,000



**A**  
Lot: 38,000 sq.ft.  
Building: 16-18,000 sq.ft.  
Units: 20± Residential  
& Commercial/Community

**B**  
Lot: 39,500 sq.ft.  
Building(s): 16-18,000 sq.ft.  
Units: 20± Residential

**C**  
Lot: 21,000 sq.ft.  
Building: 16-18,000 sq.ft.  
Units: 20± Residential  
& Commercial/Community

**BIRCH**

RENTAL HOUSING

APRIL 6, 2018

1:1000

Note: all numbers are approximate and for discussion and comparison only