

**CMHC - BRITISH COLUMBIA**

**AGREEMENT FOR INVESTMENT IN AFFORDABLE HOUSING 2011 – 2014**

AGREEMENT made as of April 1, 2011,

between

CANADA MORTGAGE AND HOUSING CORPORATION  
("CMHC")

and

BRITISH COLUMBIA HOUSING MANAGEMENT COMMISSION  
("BCHMC"):

WHEREAS CMHC and BCHMC have a shared interest in and agree on the importance of improving access to affordable, sound, suitable and sustainable housing for households in need and have an established record of co-operation toward achieving this purpose;

AND WHEREAS the federal, provincial and territorial ministers for housing have agreed on an Affordable Housing Investment Framework as contained in Schedule A;

AND WHEREAS CMHC and BCHMC agree that BCHMC should have primary responsibility for the design and delivery of programs in respect of this purpose in order to provide flexibility and to address British Columbia's local needs and priorities within the Framework;

AND WHEREAS existing arrangements for the supply and improvement of Affordable Housing are expiring;

AND WHEREAS CMHC and BCHMC intend that, in realizing the purpose of this Agreement, certain outcomes be achieved;

AND WHEREAS CMHC is an agent of Her Majesty in right of Canada pursuant to the *Canada Mortgage and Housing Corporation Act*, R.S.C. 1985, c. C-7 as amended, and is entering into this Agreement in that capacity and pursuant to sections 25, 51, 57, 58, and 95 of the *National Housing Act*, R.S.C. 1985, c. N-11 as amended;

AND WHEREAS BCHMC is an agent of Her Majesty in right of the Province of British Columbia pursuant to the Ministry of Lands, Parks and Housing Act, R.S.B.C. 1996, c. 307 as

amended and has the authority to enter into this Agreement pursuant to that Act, and is entering into this Agreement in that capacity;

NOW THEREFORE, CMHC and BCHMC hereby agree as follows:

## 1. INTERPRETATION

### Definitions

1.1 In this Agreement, unless the context requires otherwise,

“**Affordable Housing**” means Housing which is modest in terms of floor area and amenities, based on household needs and community norms, is priced at or below average market housing rents or prices for comparable Housing in a community or area, and is for the benefit of and affordable to households who are on, or eligible to be on, a waiting list for social housing, in a manner approved by BCHMC (referred to in this Agreement as “households in need”);

“**CMHC Funding**” means the maximum amount specified in paragraph 8.1, subject to the terms of this Agreement;

“**Commitment**” means an undertaking by BCHMC to provide contributions for a Project or to a Recipient under this Agreement;

“**Contributions by Others**” means cash or in-kind eligible contributions from BCHMC, the British Columbia government, municipalities, the private sector, the voluntary sector, charities and individual donors to be used in accordance with a Program or Programs under this Agreement. Contributions by Others do not include: contributions from any Government of Canada sources including but not limited to arrangements with CMHC; nor contributions under any program wholly or partially funded from Government of Canada sources; nor contributions which receive credit under any arrangement with CMHC or the Government of Canada outside this Agreement; nor contributions by the occupants of the Housing; nor contributions associated with healthcare or the provisions of services to residents or tenants; nor contributions from energy efficiency programs;

“**Effective Date**” means April 1, 2011;

“**Fiscal Year**” means twelve-month period ending on March 31;

“**Housing**” means residential accommodation, and facilities, common areas and services used directly with the residential accommodation. Housing does not include commercial or institutional premises, social or recreational services, and services or facilities related to mental or physical health care, education, corrections, food services, social support or public recreation;

**“Program”** means a program for which a distinguishing summary has been proposed and confirmed and which is in effect under section 5;

**“Program Management and Administration Costs”** means BCHMC’s costs of carrying out this Agreement that are not assignable to individual Projects or Recipients, including but not limited to costs for communications and agents used in the delivery of the Programs;

**“Project”** means Affordable Housing approved under a Program and for greater certainty may include a single Unit, but excludes the case of a Commitment to a Recipient;

**“Recipient”** means a household in need, directly receiving a contribution under a Program;

**“Unit”** means self-contained residential dwelling or as may be otherwise set out in the distinguishing summaries for Programs described at section 5.

- 1.2 All Schedules to this Agreement form part of this Agreement. In case of inconsistency between a section or sections of this Agreement and a Schedule, the section or sections prevail.
- 1.3 Where BCHMC is the intending owner and operator of a Project within a Program, BCHMC’s recording of its approval, commitment and terms and conditions for the Project is equivalent to its approval of and a contribution agreement for the Project.

## 2. OBJECTIVE

- 2.1 The objective of this Agreement is to improve the living conditions of households in need by improving access to Affordable Housing off-reserve that is sound, suitable and sustainable.

## 3. OUTCOMES

- 3.1 The parties intend that the overall outcome to be achieved through the carrying out of this Agreement will be to reduce the number of households in need by improving access to Affordable Housing that is sound, suitable and sustainable for households in need.
- 3.2 Depending on the categories of spending addressed under this Agreement, CMHC Funding and Contributions by Others may also serve to achieve the following outcomes:
  1. Reduce the demand for services and institutional living by increasing and extending independent living for households in need being seniors and

persons with disabilities.

2. Foster a more holistic approach to addressing poverty by supporting a broad range of Programs.
3. Increase the resources available to address the Housing needs of households in need by encouraging Contributions by Others, including the private and not-for-profit sectors.

#### **4. SPENDING CATEGORIES**

4.1 CMHC Funding and Contributions by Others must be used in accordance with at least one of the following four spending categories in order to be recognized:

1. Increase the supply of Affordable Housing: This may include new construction of or conversion to Affordable Housing, and homeownership or rental, all targeted to households in need.
2. Improve Housing affordability for vulnerable households: This may include rent supplements or shelter allowances to address Affordable Housing needs, and homeownership assistance, all targeted to households in need.
3. Improve and preserve the quality of Affordable Housing: This may include renovation, rehabilitation and repair of existing Affordable Housing for households in need.
4. Foster safe independent living: This may include support for new construction of, and modifications and renovations to Affordable Housing, that provide accommodations for victims of family violence or extend independent living for households in need being seniors and persons with disabilities.

4.2 Notwithstanding anything in this Agreement, CMHC Funding and Contributions by Others must not be used

- (a) in respect of Housing for which there was on October 1, 2010, or is at the time of Commitment under this Agreement, an arrangement directly with CMHC relating to financing, operation or occupancy; nor
- (b) in respect of Housing that was on October 1, 2010, or is at the time of Commitment under this Agreement, subject to any arrangements under any agreement between CMHC and British Columbia or BCHMC.

The above exclusions do not apply when, due to the passage of time, without intervention, the Housing is no longer within sub-paragraph (a) nor sub-paragraph (b).

## **5. PROGRAMS**

5.1 BCHMC will prepare a distinguishing summary for each proposed Program that BCHMC wishes to include under this Agreement. The distinguishing summary will include the following:

- Name of the (proposed) Program
- Effective Date
- Which Spending Category(ies) it falls into
- Specific Objective
- Proponent Type
- Activity Type
- Nature of Assistance
- Intended Outcome(s) to be met

5.2 BCHMC may propose modifications to distinguishing summaries for Programs.

5.3 BCHMC will provide each distinguishing summary and modification to any distinguishing summary to CMHC for review to confirm consistency with this Agreement.

5.4 The distinguishing summaries and any modifications to the distinguishing summaries so confirmed for all Programs will together constitute Schedule B and be appended to this Agreement. A distinguishing summary must be in place and effective for each Program before any CMHC Funding is paid for that Program.

5.5 BCHMC may elaborate each Program beyond the distinguishing summary, but each Program must comply with the requirements of this Agreement and fit within one or more of the Spending Categories.

## **6. DELIVERY AND ADMINISTRATION OF PROGRAMS**

6.1 The delivery of Programs must respect this Agreement.

6.2 BCHMC is responsible for making all Commitments. Commitments may be made only from and after April 1, 2011 to not later than March 31, 2014, except that Commitments of Contributions by Others may be made to not later than March 31, 2015.

- 6.3 All CMHC Funding and Contributions by Others shall be used only in respect of Affordable Housing in compliance with this Agreement. However, the Affordable Housing within a Program for victims of family violence need not be exclusively for the benefit of households who are on, or eligible to be on, a waiting list for social housing.
- 6.4 BCHMC shall enforce a requirement that the Housing under each Program be and remain Affordable Housing for 10 years, except as BCHMC and CMHC may otherwise agree.
- 6.5 CMHC recognizes British Columbia standards for health, safety and building, which BCHMC will apply to the Programs.
- 6.6 CMHC Funding is subject to compliance with the environmental assessment and mitigation requirements as set out in the Canadian Environmental Assessment Act, S.C. 1992, c. 37 and its regulations, as amended from time to time (collectively, the "CEAA"). CMHC will supply to BCHMC a current guideline (including any updates, as necessary) that BCHMC will apply. In requesting CMHC Funding for any Commitment, BCHMC will confirm to CMHC that it has ensured that the use of CMHC Funding by BCHMC will comply with the CEAA guideline.
- 6.7 BCHMC shall require an agreement for each Project and appropriate agreements with or arrangements for each Recipient, setting out the terms and conditions (reflecting the requirements of this Agreement) for contributions for the Project or to the Recipient. Contributions, whether by way of CMHC Funding or Contributions by Others or both, must not be structured as loans other than to secure correction or recovery in the case of non-compliance.
- 6.8 BCHMC is responsible for monitoring and ensuring Project and Recipient compliance with this Agreement throughout the period of affordability referred to in paragraph 6.4.
- 6.9 Where a Commitment is cancelled, rescinded, or reduced, or a Project or Recipient is non-compliant in whole or materially in part, then the affected CMHC Funding or Contributions by Others or both will be considered to remain committed, provided that,
  - (a) for CMHC Funding, BCHMC recommits this CMHC Funding within the same Fiscal Year in which the cancellation, rescission, reduction, or Project or Recipient non-compliance occurred, but not later than March 31, 2015; and
  - (b) for Contributions by Others, BCHMC recommits these Contributions by Others by March 31, 2015, or within the same Fiscal Year in which the cancellation, rescission, reduction or Project or Recipient non-compliance occurred, whichever is later.
- 6.10 BCHMC may enter into arrangements under which municipalities, service managers, or other persons or bodies perform functions that are the responsibility of BCHMC under this section. Notwithstanding any such arrangements, BCHMC remains directly

responsible and CMHC will relate and look to BCHMC alone in regard to these functions.

## **7. PLAN, QUARTERLY CLAIMS AND PAYMENT OF CMHC FUNDING**

- 7.1 CMHC Funding under this Agreement is for the period from April 1, 2011 to March 31, 2014. BCHMC will provide to CMHC a proposed completed Annual Plan in the form attached as Schedule C. BCHMC will propose planned Quarterly Claims amounts for the annual allocation of CMHC Funding for each Fiscal Year by not later than May 1<sup>st</sup> of the Fiscal Year, to CMHC. Payment of CMHC Funding for each Fiscal Year is conditional on having in place a completed and agreed-to Annual Plan for that Fiscal Year.
- 7.2 CMHC will pay the appropriate amount of CMHC Funding to BCHMC based on Quarterly Claims provided by BCHMC. CMHC will have no obligation and no liability to pay CMHC Funding before receipt of a Claim from BCHMC.
- 7.3 Quarterly Claims will be in the format set out in Schedule D and will contain the information regarding Commitments called for in Schedule D.
- 7.4 BCHMC will endeavour to ensure that the Quarterly Claims reflect as closely as feasible the Annual Plan. Variations between the planned Quarterly Claims amounts and the actual Quarterly Claims received are permitted. The total of all Quarterly Claims received for CMHC Funding in respect of any Fiscal Year must be in accordance with the completed and agreed-to Annual Plan for that Fiscal Year.
- 7.5 CMHC must receive the Quarterly Claim for each fiscal quarter by not later than the last business day of the quarter. (Business day excludes any day on which the offices of CMHC or BCHMC are normally closed for business.) The final request for CMHC Funding must be received by CMHC not later than March 31, 2014.
- 7.6 BCHMC will continue through March 31, 2015 to use the Quarterly Claims form Schedule D to identify Contributions by Others.
- 7.7 BCHMC will also use the Quarterly Claims form Schedule D to identify separately, in the Fiscal Year in which they occur, recommitments under paragraph 6.9 (even beyond March 31, 2015).
- 7.8 BCHMC will also use the Quarterly Claims form Schedule D to identify separately, in each Fiscal Year (and even beyond March 31, 2015), any cancellations, rescissions, reductions and Project or Recipient non-compliance not considered to remain committed under paragraph 6.9. Any CMHC Funding not considered to remain committed pursuant to subparagraph 6.9(a) must be refunded to CMHC by the end of that Fiscal Year.

- 7.9 BCHMC may provide claims to CMHC less frequently than quarterly. In that event BCHMC will adjust the Quarterly Claims form Schedule D to indicate the period covered. In any event, payment by CMHC for each Fiscal Year is subject to CMHC receiving the claim or claims by not later than the last business day of that Fiscal Year, and the annual limits set out in paragraph 8.1 apply. For greater certainty, the term “Quarterly Claims” is used in paragraphs 7.2 through 7.8 and 9.7 and Schedule D for convenience, and includes any claim provided in accordance with this paragraph 7.9.

## 8. FINANCIAL PROVISIONS

- 8.1 The maximum CMHC Funding under this Agreement is \$90.060 million. This maximum CMHC Funding is available by Fiscal Year in the following amounts: 2011 – 2012: \$30.020 million; 2012 – 2013: \$30.020 million; 2013 – 2014: \$30.020 million. CMHC Funding cannot be reallocated among Fiscal Years without prior CMHC approval. At least \$0.230 million in CMHC Funding must be claimed in each Fiscal Year and used under this Agreement for victims of family violence.
- 8.2 CMHC and BCHMC agree that the Contributions by Others must at least match the CMHC Funding overall and must comply with paragraph 8.7. In particular, by March 31, 2013 the total Commitments of Contributions by Others must be at least equal to the total of CMHC Funding paid pursuant to paragraph 7.2 for the Fiscal Year ending March 31, 2012. By March 31, 2014 the total Commitments of Contributions by Others must be at least equal to the total of CMHC Funding paid pursuant to paragraph 7.2 for the Fiscal Years ending March 31, 2012 and March 31, 2013. By March 31, 2015 the total Commitments of Contributions by Others must be at least equal to the total of CMHC Funding paid pursuant to paragraph 7.2 for the Fiscal Years ending March 31, 2012, 2013 and 2014. BCHMC will refund to CMHC any amounts of CMHC Funding paid that exceed the totals of the Commitments of Contributions by Others.
- 8.3 For Contributions by Others the value of in-kind contributions will be the fair market value of the contributions. The value of ongoing CMHC Funding and Contributions by Others not disbursed within one year of Commitment will be the present value of the projected stream of ongoing contributions, for the period of the ongoing contributions (up to a maximum of twenty years but not beyond March 31, 2035), discounted at the appropriate Government of Canada benchmark bond yield rate. “Appropriate” means at the closing market price for bonds with a remaining term equal to or nearest to the period, on or most recently before the day the Commitment is made, as published by the Bank of Canada. Where there is no such remaining term nearer to the period than all the others, the nearest longer remaining term will apply.
- 8.4 CMHC Funding and Contributions by Others shall be used only for Affordable Housing within Programs, and Program Management and Administration Costs.



- 8.5 CMHC Funding and Contributions by Others shall not be used for a shelter allowance component of any social assistance program; nor for energy efficiency programs, but energy efficiency and water conservation measures will be promoted wherever possible.
- 8.6 BCHMC is responsible for disbursement of CMHC Funding and Contributions by Others for each Project and to each Recipient. CMHC Funding and Contributions by Others must be disbursed to Projects and Recipients in accordance with this Agreement not later than four years following the date of Commitment, but in any event not later than March 31, 2019 or, in the case of ongoing contributions, within twenty years following the date of Commitment but not later than March 31, 2035. BCHMC will refund to CMHC any CMHC Funding which is not disbursed in accordance with this paragraph or that exceeds the total of Contributions by Others disbursed in accordance with this paragraph.
- 8.7 BCHMC's own and the Government of British Columbia's own contributions combined that are committed and disbursed shall not be less than 50% of the total Contributions by Others required by paragraph 8.2 above.

## **9. ACCOUNTABILITY FRAMEWORK**

- 9.1 CMHC and BCHMC agree that governments must be accountable to the public for the use of public funds through an open and transparent process which identifies expected outcomes, measures performance, reports results to the public and provides for follow-up.

### **Reporting on Outcomes**

- 9.2 BCHMC will report publicly on outcomes and related indicators for each Fiscal Year in accordance with the completed and agreed-to Schedule E, within six months after the end of the Fiscal Year (that is by September 30). Payment of CMHC Funding is conditional on having in place a completed and agreed-to Schedule E. BCHMC will continue reporting publicly until after the end of all affordability periods and all CMHC Funding and Contributions by Others have been disbursed and reconciled in accordance with this Agreement.
- 9.3 BCHMC will provide a copy of the reporting on outcomes and related indicators called for in Schedule E to CMHC for information purposes at least one week before the release to the public; where the information is part of a larger report, BCHMC need only extract and provide the information called for in Schedule E. CMHC will provide a copy of any annual public reporting on outcomes and related indicators under this Agreement that is specific to or refers to British Columbia or BCHMC for information purposes at least one week before the release to the public; where the information is part of a larger report, CMHC need only extract and provide the relevant information. Each Party agrees to keep the information received from the other Party confidential until the other Party releases it.

### **Annual Audited Statement of Disbursements**

- 9.4 BCHMC will prepare and provide to CMHC within six months after the end of each Fiscal Year an Annual Audited Statement of Disbursements for each Fiscal Year in accordance with this Agreement in the format set out as Schedule F. BCHMC will continue preparing and providing these statements until all required affordability periods have ended and all CMHC Funding and Contributions by Others have been disbursed and reconciled, including any required recoveries and refunds.
- 9.5 BCHMC will obtain and provide the results of an annual audit or certification in accordance with Schedule F.1.

### **Review**

- 9.6 CMHC will conduct a review of the success of the delivery and cost-sharing model under this Agreement. CMHC intends to conduct this review in 2013.
- 9.7 CMHC will rely on the Annual Plan, Quarterly Claims, annual outcomes and related indicators reporting, and Annual Audited Statements of Disbursements required under this Agreement.

## **10. OFFICIAL LANGUAGES**

- 10.1 In areas of significant demand, BCHMC agrees to provide all information and services pertaining to the Programs in both French and English. BCHMC will use the criteria for information and services in the *Official Languages Regulations* made pursuant to Canada's *Official Languages Act* as a guideline to determine "significant demand". BCHMC will consult with representatives of local minority language groups.

## **11. COMMUNICATIONS AND PRIVACY**

- 11.1 CMHC and BCHMC agree on the need for joint, open, transparent, effective and timely communications with the public through ongoing public information activities that recognize the contributions of each Party, based on the protocol in Schedule G. This includes all activities covered by this Agreement.
- 11.2 CMHC and BCHMC agree that where there is a request or proposal to make public any information one party has provided to the other pursuant to this Agreement, the party receiving the request or proposing to make the information public will give the other party at least one month's notice to the extent possible under access to information legislation. Information the disclosure of which is prevented by federal or provincial privacy legislation will not be made public.

## 12. GENERAL

- 12.1 CMHC Funding is subject to the necessary appropriations from Parliament; CMHC has no liability in case of no or insufficient appropriations for CMHC Funding or for CMHC undertakings in the aggregate. Contributions by BCHMC are subject to the necessary appropriations from the Legislative Assembly of British Columbia; in case of no or insufficient appropriations the requirements regarding matching set out in paragraphs 8.2 and 8.6 still apply.
- 12.2 This Agreement may be amended only by written agreement of CMHC and BCHMC.
- 12.3 No member of the House of Commons or Senate of Canada or Legislative Assembly of British Columbia shall be admitted to any share or part of any contract, agreement or commission made pursuant to this Agreement or to any benefit arising therefrom.
- 12.4 Nothing in this Agreement is to be construed as authorizing one party to contract for or incur any obligation on behalf of the other or to act as agent for the other. In particular, CMHC is not a party to any Program nor to any agreements or arrangements relating to Projects or with Recipients, and is in no way whatsoever accountable for any environmental or pollution matters. In this regard, BCHMC agrees to indemnify CMHC and save it harmless from all losses, costs, damages, expenses, injury and liability whatsoever which CMHC may suffer as a result of claims of any sort whenever made relating to the Programs or any property involved under them, including any environmental or pollution claims.
- 12.5 Neither party may assign this Agreement without the written consent of the other, such consent not to be unreasonably withheld.
- 12.6 Any material revisions or addendums to any "Agreement for Investment in Affordable Housing 2011 – 2014" between CMHC and any other province or territory of Canada will, upon request, be extended to BCHMC.

## 13. CONTACTS

Any notice pursuant to this Agreement shall be in writing and delivered by hand to the parties at the following coordinates:

CMHC at: Canada Mortgage and Housing Corporation  
Attention: Vice-President, Assisted Housing  
700 Montreal Road  
Ottawa, Ontario K1A 0P7  
Fax: (613) 748-2189

BCHMC at: BRITISH COLUMBIA HOUSING MANAGEMENT COMMISSION  
Attention: Chief Executive Officer  
4555 Kingsway  
Suite 1701  
Burnaby, BC V5H 4V8  
Fax: (604) 433-3295


or at such other coordinates in Canada as either party may stipulate for itself in writing to the other.

This Agreement is executed on behalf of the parties by their duly authorized officers:

CANADA MORTGAGE AND HOUSING CORPORATION

per   
Karen Kinsley, President

BRITISH COLUMBIA HOUSING MANAGEMENT COMMISSION

per  20/7/11  
Shayne Ramsay  
Chief Executive Officer

## **SCHEDULE A**

### **AFFORDABLE HOUSING FRAMEWORK (2011-2014)**

#### **Introduction**

Stable, affordable and good quality housing contributes to positive outcomes for individuals, families and communities. Housing influences many aspects of life: individual health and wellbeing, educational achievement, social connections, labour market attachment, and community identity. From a broader economic perspective, the housing sector provides employment, creates investment opportunities, and stimulates and supports economic activity.

This Framework establishes the approach that will guide bilateral arrangements for the combined affordable and renovation housing funding envelope of federal housing funds between 2011 and 2014.

Federal, provincial and territorial governments are continuing to work together in many ways to address the needs of households in Canada with respect to affordable, sound, suitable and sustainable housing.

Nothing in this document shall be construed to derogate from the respective governments' jurisdictional responsibilities.

#### **Vision**

A balanced approach to housing is a tool to promote economic and social independence, personal accountability, and meaningful individual choice. Good housing is required to meet basic human needs while developing individual resources and capabilities to achieve positive longer-term outcomes such as self-reliance for individuals and families. This vision promotes healthier people, stronger neighbourhoods, a greener environment, and safe, quality, affordable housing. Within this Framework, federal, provincial and territorial governments recognize that:

- A continuum of program responses is required to respond successfully to the differing needs of households across their life courses.
- Sustainable practices to housing responses, such as enhancing the energy efficiency of housing, not only value and respect the environment but also help realize savings that improve housing affordability over the long term.
- Partnerships among federal, provincial and territorial governments will help provinces and territories work with community groups, individuals and the private sector to strengthen housing conditions in their jurisdictions.

#### **Objective**

The objective of this Framework is to improve the living conditions of Canadians in need by improving access to affordable, sound, suitable and sustainable housing.

### **Intended Outcome**

The overall intended outcome of this Framework is to reduce the number of Canadians in housing need by improving access to affordable housing that is sound, suitable and sustainable for Canadians in need.

### **Spending Categories**

Housing responses may vary depending upon market conditions and housing needs. Investments that flow under this Framework will support housing responses in one of the following areas of action:

1. **Increase the supply of affordable housing across Canada.** Initiatives may include new construction or conversion, and homeownership or rental, all targeted to households in need.
2. **Improve housing affordability for vulnerable Canadians.** Initiatives may include rent supplements, shelter allowances to address affordable housing needs, and homeownership assistance, all targeted to households in need.
3. **Improve and/or preserve the quality of affordable housing.** Initiatives may include renovation and rehabilitation of existing affordable housing to improve and preserve the quality of affordable housing for households in need (excluding existing social housing stock under F/P/T long-term agreements).
4. **Foster safe independent living.** Support for new housing construction, housing modifications and renovations that extend independent living for households in need being seniors and persons with disabilities. Initiatives may also include accommodations for victims of family violence.

### **Principles**

Federal, provincial and territorial governments recognize that initiatives that respond to identified and demonstrated needs, and that are built on the best evidence of what works, produce the best desired outcomes. Achieving success requires cooperation and respect for one another's roles and responsibilities, and a clear understanding of funding relationships.

Federal, provincial, and territorial governments agree that the following principles will guide the arrangements between federal, provincial and territorial governments for housing investments that flow under this Framework.

- P/Ts have responsibility for the design and delivery of affordable housing programs in order to address their own specific needs and priorities.
- P/Ts require flexibility to address PTs' specific affordable housing needs and priorities. Flexibility to move federal funds between years is subject to CMHC approval.
- Federal contributions may be used for upfront capital contributions or ongoing subsidies. Contributions by Others (provincial/territorial government, non-profits, municipalities, private sector) must be equal to or greater than the envelope of federal contributions.
- Housing supported under this Framework and related bilateral agreements will be modest in terms of size and

amenities and will remain affordable for ten years or a mutually agreed upon period of time.

- Energy efficiency and water conservation measures will be promoted wherever possible in order to reduce the environmental impact of housing, such as greenhouse gas emissions and to improve housing affordability.
- Governments must be accountable to the public for the use of public funds through an open and transparent process which identifies expected outcomes, measures performance, reports on results to the public and provides for follow-up. In this context, each government is responsible for reporting annually to the public regarding the investments and achievement of intended outcomes under this Framework. The information provided by P/Ts, which will be agreed upon in the bilateral agreements, will enable the federal government to be accountable to Canadians.
- Administrative requirements must be streamlined so as not to adversely impact program delivery.
- Bilateral arrangements are to include a communications protocol providing for joint communications activities and products as well as open, transparent, effective and timely communications that equitably reflect the contributions of federal, provincial and territorial partners.
- Copies of signed bilateral agreements will be distributed to Provinces and Territories for information purposes. Any revisions or addendums to agreements granted by the federal government to a P/T under this Framework would, upon request, be extended to each Province and Territory who so wishes.

#### **Bilateral Arrangements**

- This Framework will serve as the basis for bilateral arrangements between the federal government represented by CMHC and each Province or Territory who so chooses. Federal funding flow will be conditional on bilateral arrangements pursuant to this Framework that are signed with a Province or Territory. Where a Province or Territory does not conclude bilateral arrangements under this Framework, federal funding will flow through the extension of existing arrangements (AHI and renovation programs).

**CMHC-BRITISH COLUMBIA**

**AGREEMENT FOR INVESTMENT IN AFFORDABLE HOUSING 2011-2014**

**SCHEDULE B  
SUGGESTED FORMAT FOR DISTINGUISHING PROGRAM SUMMARIES  
(Agreement Section 5)**

<b>a) Program Number and Name:</b>	
<b>b) Effective Date of Inclusion or Last Revision:</b>	
<b>c) Spending Category</b>	Identify the related spending category(ies) from section 4 of the Agreement.
<b>d) Specific Objective</b>	i) Target client group(s) (e.g., seniors); ii) Special need addressed if any (e.g., family violence): in relation to the objective of the Agreement "to improve the living conditions of households in need by improving access to Affordable Housing off-reserve that is sound, suitable and sustainable".
<b>e) Proponent Type</b>	Government, non-profit or for-profit landlord; or homeowner; or tenant.
<b>f) Activity Type</b>	Identify the type of activity (e.g., construction, renovation, rent supplements, adaptations to improve accessibility).
<b>g) Nature of Assistance</b>	i) Capital or ongoing (how long?) ii) Type (e.g., cash, kind if in-kind, waiver of development fees, tax concessions)
<b>h) Intended Outcome(s) and Indicator(s)</b>	Identify the intended outcome(s) of the Program from section 3 of the Agreement. BCHMC to specify related indicators from Schedule E.

NOTE: BCHMC is responsible for ensuring that all Program details, whether or not outlined in the Distinguishing Summary, are in accordance with the requirements of the Agreement.



CMHC – BRITISH COLUMBIA  
 AGREEMENT FOR INVESTMENT IN AFFORDABLE HOUSING 2011-2014  
 SCHEDULE B  
DISTINGUISHING PROGRAM SUMMARY  
 (Agreement Section 5)

a) Program Number and Name:	1. Renovation/Rehabilitation/Repair
b) Effective Date of Inclusion or Last Revision:	April 1, 2011
c) Spending Category	Improve and preserve the quality of Affordable Housing; foster safe independent living.
d) Specific Objective	<p>To improve the living conditions of households in need through financial assistance to proponents to renovate, rehabilitate or repair available Housing. To respect the environment and to realize savings that will improve Housing affordability over the long term. The Program encourages the use of energy-saving products or systems for the required repairs to the Housing.</p> <p>The target client group is households in need which may include victims of family violence, people with disabilities or seniors.</p>
e) Proponent Type	Proponents may include municipal housing agencies, provincial housing agencies, other government agencies, non-profit housing providers, or private landlords renting to eligible households.
f) Activity Type	Renovation/repair to rental Housing that is modest.
g) Nature of Assistance	One-time capital contribution. Assistance is provided to the proponent based on the cost of approved work items.
h) Intended Outcome(s) and Indicator(s)	<p>Reduce the number of households in need by improving access to Affordable Housing that is sound, suitable and sustainable for households in need.</p> <p>Indicator: Number of Housing Units renovated, rehabilitated or repaired          Number of households no longer in housing need as a result of the Investment in Affordable Housing</p> <p>Foster safe, independent living.</p> <p>Indicator: Number of Housing Units provided <b>or</b>          Number of target group households served          Number of households who are able to remain living independently</p> <p>Increase the resources available to address the Housing needs of households in need by encouraging Contributions by Others, including the private and non-profit sectors.</p> <p>Indicator: Total contributions by others (excluding Province of BC's minimum CBO required per the Agreements) as a result of the Investment in Affordable Housing</p> <p>Housing incorporates sustainable practices.</p> <p>Indicator: Percentage reduction of energy consumption</p>

NOTE: BCHMC is responsible for ensuring that all Program details, whether or not outlined in the Distinguishing Summary, are in accordance with the requirements of the Agreement.

CMHC – BRITISH COLUMBIA  
 AGREEMENT FOR INVESTMENT IN AFFORDABLE HOUSING 2011-2014  
 SCHEDULE B  
DISTINGUISHING PROGRAM SUMMARY  
 (Agreement Section 5)

a) Program Number and Name:	2. New Construction
b) Effective Date of Inclusion or Last Revision:	April 1, 2011
c) Spending Category	Increase the supply of Affordable Housing; foster safe independent living.
d) Specific Objective	<p>To improve the living conditions of households in need through financial assistance to proponents to create new Affordable Housing.</p> <p>To respect the environment and to realize savings that will improve Housing affordability over the long term. The Housing will reflect sustainable design practices and energy/water-saving products will be used where practicable.</p> <p>The target client group is households in need which may include victims of family violence, people with disabilities or seniors.</p>
e) Proponent Type	Proponents may include municipal housing agencies, provincial housing agencies, other government agencies, or non-profit housing providers.
f) Activity Type	Creation of additional modest Housing stock.
g) Nature of Assistance	One-time capital contribution.
h) Intended Outcome(s) and Indicator(s)	<p>Reduce the number of households in need by improving access to Affordable Housing that is sound, suitable and sustainable for households in need.</p> <p>Indicator: Number of new Housing Units added to Affordable Housing stock          Number of households no longer in housing need as a result of the Investment in Affordable Housing</p> <p>Foster safe, independent living.</p> <p>Indicator: Number of new Housing Units provided <b>or</b>          Number of target group households served by new Housing Units          Number of households who are able to remain living independently</p> <p>Increase the resources available to address the Housing needs of households in need by encouraging Contributions by Others, including the private and non-profit sectors.</p> <p>Indicator: Total contributions by Others (excluding Province of BC's minimum CBO required per the Agreements) as a result of the Investment in Affordable Housing</p> <p>Housing incorporates sustainable practices.</p> <p>Indicator: Percentage reduction of energy consumption</p>

NOTE: BCHMC is responsible for ensuring that all Program details, whether or not outlined in the Distinguishing Summary, are in accordance with the requirements of the Agreement.

CMHC – BRITISH COLUMBIA  
 AGREEMENT FOR INVESTMENT IN AFFORDABLE HOUSING 2011-2014  
 SCHEDULE B  
DISTINGUISHING PROGRAM SUMMARY  
 (Agreement Section 5)

a) Program Number and Name:	3. Acquisition/Conversion
b) Effective Date of Inclusion or Last Revision:	April 1, 2011
c) Spending Category	Increase the supply of Affordable Housing and foster safe independent living.
d) Specific Objective	<p>To improve the living conditions of households in need through financial assistance to proponents to acquire and/or convert existing private market rental structures, or non-rental Housing buildings to Affordable Housing.</p> <p>To respect the environment and to realize savings that will improve Housing affordability over the long term, the Program encourages the use of energy-saving products or systems for the required repairs/renovations to the Housing.</p> <p>The target client group is households in need which may include victims of family violence, people with disabilities or seniors.</p>
e) Proponent Type	Proponents may include municipal housing agencies, provincial housing agencies, other government agencies, or non-profit housing providers.
f) Activity Type	Increase availability of modest Housing stock.
g) Nature of Assistance	One-time capital contribution. Assistance is provided to the proponent based on the cost of approved work items.
h) Intended Outcome(s) and Indicator(s)	<p>Reduce the number of households in need by improving access to Affordable Housing that is sound, suitable and sustainable for households in need.</p> <p>Indicator: Number of Housing Units converted, acquired or added to the Affordable Housing stock          Number of households no longer in housing need as a result of the Investment in Affordable Housing</p> <p>Foster safe, independent living.</p> <p>Indicator: Number of Housing Units provided or          Number of target group households served          Number of households who are able to remain living independently</p> <p>Increase the resources available to address the Housing needs of households in need by encouraging Contributions by Others, including the private and non-profit sectors.</p> <p>Indicator: Total Contributions by Others (excluding Province of BC's minimum CBO required per the Agreements) as a result of the Investment in Affordable Housing</p> <p>Housing incorporates sustainable practices.</p> <p>Indicator: Percentage reduction of energy consumption</p>

NOTE: BCHMC is responsible for ensuring that all Program details, whether or not outlined in the Distinguishing Summary, are in accordance with the requirements of the Agreement.

CMHC – BRITISH COLUMBIA  
 AGREEMENT FOR INVESTMENT IN AFFORDABLE HOUSING 2011-2014  
 SCHEDULE B  
DISTINGUISHING PROGRAM SUMMARY  
 (Agreement Section 5)

a) Program Number and Name:	4. Rent Supplement, Shelter Allowance & Homeownership Assistance
b) Effective Date of Inclusion or Last Revision:	April 1, 2011
c) Spending Category	Improve Housing affordability for vulnerable households
d) Specific Objective	To improve access to appropriate and Affordable Housing for households in need.  The target client group is households in need which may include victims of family violence, people with disabilities or seniors.
e) Proponent Type	Proponents may include municipal housing agencies, provincial housing agencies, other government agencies, non-profit societies, households or private sector.
f) Activity Type	Shelter allowance, rent supplements or homeownership assistance to target groups living in or wishing to acquire modest Housing.
g) Nature of Assistance	One time or ongoing financial support (depending on household circumstances) to assist individuals with costs associated with the ongoing provision of stable Housing.
h) Intended Outcome(s) and Indicator(s)	Reduce the number of households in need by improving access to Affordable Housing that is sound, suitable and sustainable for households in need. Indicator:   Number of households receiving rent supplements, shelter allowances or homeownership assistance Number of households no longer in housing need as a result of the Investment in Affordable Housing

NOTE: BCHMC is responsible for ensuring that all Program details, whether or not outlined in the Distinguishing Summary, are in accordance with the requirements of the Agreement.

**CMHC - BRITISH COLUMBIA**  
**AGREEMENT FOR INVESTMENT IN AFFORDABLE HOUSING 2011-2014**  
**SCHEDULE C: ANNUAL PLAN (Paragraph 7.1 of the Agreement)**

Planned Quarterly Claims for CMHC Funding (\$ millions) (4)	2011-2012 (1)				2012-2013 (2)				2013-2014 (3)				Grand Total					
	Q1	Q2	Q3	Q4	Total (5)	Q1	Q2	Q3	Q4	Total (5)	Q1	Q2		Q3	Q4	Total (5)		
						\$30.020												\$30.020

- (1) Planned Quarterly Claims for 2011-12 (to be proposed to CMHC by May 1, 2011).
- (2) Planned Quarterly Claims for 2012-13 (to be proposed to CMHC by May 1, 2012).
- (3) Planned Quarterly Claims for 2013-14 (to be proposed to CMHC by May 1, 2013).
- (4) Each quarterly amount should reflect the estimated value of Quarterly Claims that CMHC will receive by the last business day of the quarter.
- (5) This is the annual allocation and fiscal authority for the Fiscal Year. Reallocation among Fiscal Years must be approved by CMHC (subject to availability of funding).

The above amounts include the following:

Victims of Family Violence (\$ millions)		
2011-2012	2012-2013	2013-2014
\$0.230	\$0.230	\$0.230
		Total
		\$0.690

Commitments of Contributions by Others (\$ millions)	2011/12 \$ millions			2012/13 \$ millions			2013/14 \$ millions			2014/15 \$ millions			Grand Total
	BC / BCHMC	Total CBO (6)	Other	BC / BCHMC	Total CBO (6)	Other	BC / BCHMC	Total CBO (6)	Other	BC / BCHMC	Total CBO (6)		

(6) See requirements of paragraphs 8.2, 8.3 and 8.7 of the Agreement for Commitments of Contributions by Others.

**CMHC – BRITISH COLUMBIA  
AGREEMENT FOR INVESTMENT IN AFFORDABLE HOUSING 2011-2014**

**SCHEDULE D  
QUARTERLY CLAIM FOR CMHC FUNDING AND IDENTIFICATION OF COMMITMENTS  
FOR THE QUARTER FROM 1, 20 TO 30/31, 20**

**PART A (Section 7 of the Agreement):**

Subtotal	Program Mgt and Admin	Total	Project Name	Address	Postal Code	Sponsor	CEAA Compliance (Y / N / NA)	Program	# Units	CMHC Funding Amount of claim	Contributions by Others (CBO)			CMHC Ongoing Contributions		CBO Ongoing Contributions		Output (Dropdown Menu)	
											BCBCHMC Funding (c)	Others (c)	Total CBO (c)	(d)	(e)	(d)	(f)		(g)

**Notes:**  
 (a) Each Project is to be reported separately. Assistance to Recipients may be aggregated for each Program. Thus, having in mind the protection of personal information, the shaded columns do not require individual details for assistance to Recipients.  
 (b) Enter NA where Canadian Environmental Assessment Act (CEAA) Guideline compliance is not required, that is, where no CMHC Funding is involved or where there is no construction and CMHC Funding will be used only for rent supplements or shelter allowances.  
 (c) Total amount, including ongoing contributions. Ongoing contributions are to be calculated (present value) in accordance with paragraph 8.3 of the Agreement.  
 (d) For ongoing contributions, indicate the actual funds to be paid over the lifetime of the Commitment (not present value).  
 (e) Actual period, to a maximum of 20 years.  
 Show Commitments Cancelled or Rescinded or Reduced or Non-Compliance as a negative in Part A.

**PART B:**

Shortfall of CBO compared with CMHC Funding per paragraph 8.2 of the Agreement  
 - at end of each Fiscal Year starting March 31, 2013  
 Amount (if any) to refund to CMHC: \$ \_\_\_\_\_

Dropdown Menu for Output list:

- New Construction - rental
- New Construction - homeowner
- New Construction - supportive housing
- New Construction - shelter (victims of family violence)
- Conversion - rental
- Conversion - homeowner
  
- Conversion - supportive housing
- Conversion - shelter (victims of family violence)
  
- Renovation - rental
- Renovation - homeowner
  
- Renovation - supportive housing
- Renovation - shelter (victims of family violence)
- Renovation - adaptation seniors
- Renovations - adaptation PWD
- Rent Supplement/Shelter Allowance

**CMHC – BRITISH COLUMBIA  
AGREEMENT FOR INVESTMENT IN AFFORDABLE HOUSING 2011-2014**

**SCHEDULE E  
ANNUAL PUBLIC REPORTING ON OUTCOMES  
(Agreement paragraph 9.2)**

Governments must be accountable to the public for the use of public funds through an open and transparent process which identifies expected outcomes, measures performance, reports on results to the public and provides for follow-up. In this context each government is responsible for reporting annually to the public regarding the investments and achievement of intended outcomes under this Agreement.

**BCHMC will report publicly on the outcomes and related indicators based on annual and cumulative results.**

Such public reporting will recognize that funding was provided under the Canada Mortgage and Housing Corporation – British Columbia Agreement for Investment in Affordable Housing 2011-2014 and will give equal recognition to CMHC Funding and Contributions by Others.

Outcomes and Related Indicators:

The parties intend that the overall outcome to be achieved through the carrying out of this Agreement will be to reduce the number of households in need by improving access to Affordable Housing that is sound, suitable and sustainable for households in need.

Indicators	As a result of Funding in current year	Cumulative since April 1, 2011
Number of Housing Units renovated, rehabilitated or repaired		
Number of households no longer in housing need as a result of Program 1, Schedule B		
Number of new Housing Units added to Affordable Housing stock		
Number of households no longer in housing need as a result of Program 2, Schedule B		
Number of Housing Units converted, acquired or added to the Affordable Housing stock		
Number of households no longer in housing need as a result of Program 3, Schedule B		
Number of households receiving rent supplements, shelter allowances or homeownership assistance as a result of Program 4, Schedule B		
Number of households no longer in housing need as a result of Program 4, Schedule B of the Investment in Affordable Housing		
Aggregate Number of households no longer in housing need as a result of Programs 1-4, Schedule B		



Based on the categories of spending addressed under this Agreement, CMHC Funding and Contributions by Others will also serve to achieve the following outcomes:

1. Foster safe, independent living.

Indicators	As a result of Funding in current year	Cumulative since April 1, 2011
Number of Housing Units provided or number of target group households served as a result of Program 1, Schedule B		
Number of households who are able to remain living independently as a result of Program 1, Schedule B		
Number of new Housing Units provided or number of target group households served by new Housing Units as a result of Program 2, Schedule B		
Number of households who are able to remain living independently as a result of Program 2, Schedule B		
Number of Housing Units provided or number of target group households served as a result of Program 3, Schedule B		
Number of households who are able to remain living independently as a result of Program 3, Schedule B		
Aggregate Number of Housing Units provided as a result of Programs 1-3, Schedule B		
Aggregate Number of target group households served as a result of Programs 1-3, Schedule B		
Aggregate number of households who are able to remain living independently as a result of Programs 1-3, Schedule B		

2. Increase the resources available to address the Housing needs of households in need by encouraging Contributions by Others, including the private and not-for-profit sectors.

Indicators	As a result of Funding in current year	Cumulative since April 1, 2011
Total contributions by Others (excluding Province of BC's minimum CBO required per the Agreements) as a result of the Investment in Affordable Housing as a result of Program 1, Schedule B		
Total contributions by Others (excluding Province of BC's minimum CBO required per the Agreements) as a result of the Investment in Affordable Housing as a result of Program 2, Schedule B		
Total contributions by Others (excluding Province of BC's minimum CBO required per the Agreements) as a result of the Investment in Affordable Housing as a result of Program 3, Schedule B		

Aggregate amount of total contributions by Others (excluding Province of BC's minimum CBO required per the Agreements) as a result of the Investment in Affordable Housing as a result of Programs 1-3, Schedule B		
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3. Housing incorporates sustainable practices.

Indicators	As a result of Funding in current year	Cumulative since April 1, 2011
Percentage reduction of energy consumption as a result of Program 1, Schedule B		
Percentage reduction of energy consumption as a result of Program 2, Schedule B		
Percentage reduction of energy consumption as a result of Program 3, Schedule B		
Aggregate percentage reduction of energy consumption as a result of Programs 1-3, Schedule B		

**CMHC - BRITISH COLUMBIA  
AGREEMENT FOR INVESTMENT IN AFFORDABLE HOUSING 2011-2014**

**SCHEDULE F  
ANNUAL AUDITED STATEMENT OF DISBURSEMENTS  
For the Fiscal Year Ended March 31, 20\_\_ (\$ thousands)**

**Part A: (Paragraph 9.4 of the Agreement)**

Disbursements Current Fiscal Year	Disbursements to Projects and Recipients		
	CMHC Funding	Contributions by Others	Total
Programs (Schedule B)			
Program 1			
Program 2			
Subtotal Programs			
Program Management and Administration Costs			
Total Disbursed			
Victims of Family Violence (included in above)			

**Part B: (Paragraph 9.4 of the Agreement)**

Cumulative Funding and Contributions	Beginning Balance Disbursed	Disbursed This Year	Disbursed to Date
CMHC Funding - Disbursed to Projects and Recipients			
(a) Program 1			
(b) Program 2			
Total CMHC Funding Disbursed			
Total Contributions by Others - Disbursed to Projects and Recipients			
Program Management and Administration Costs			
Cumulative Grand Total of Disbursed CMHC Funding and CBO			
Victims of Family Violence (included in above CMHC Funding Disbursed)			
BCHMC and BC Share of Contributions - Disbursed to Projects and Recipients (included in CBO above)			

**Part C : Reconciliation (Paragraphs 6.8, 8.6, and 8.7 of Agreement)**

Reconciliation of Disbursement of CMHC Funding and Disbursement of Contributions by Others	Beginning Balance	Current Year	Total
CMHC Funding Received minus Refunds to CMHC			
Net* CMHC Funding Disbursed and to be Disbursed			
Excess			
Deficiency** in net * Contribution by Others Disbursed and to be Disbursed Amount to Refund to CMHC***			
Victims of Family Violence included in CMHC Funding Received/Refunded above			

\*net of amounts recovered or to be recovered for project or recipient non-compliance (paragraph 6.8 of the Agreement) and net of shortfall in disbursements for victims of family violence (paragraph 8.1 of the Agreement)

\*\* deficiencies in matching CBO (paragraph 8.6 of the Agreement) deficiencies in BCHMC and BC 50% share of required CBO (Paragraph 8.7 of the Agreement)

\*\*\* sum of "Excess" and "Deficiency"

**SCHEDULE F.1**  
**ANNUAL AUDIT OR CERTIFICATE**  
**(Agreement paragraph 9.5)**

1. The Annual Statement of Disbursements (Schedule F) must be audited by an auditor licensed to practice in British Columbia,
  - (a) for each Fiscal Year until and including the Fiscal Year ending March 31, 2015; and
  - (b) for each Fiscal Year after March 31, 2015 in which the amount of CMHC Funding disbursed within the Fiscal Year exceeds one million dollars.
2. The audit is to be conducted in accordance with Canadian Auditing Standards 700 and the auditor may rely on the audit work of other professionals.
3. The auditor is to provide an opinion as to whether or not the Annual Statement of Disbursements presents the data fairly, in accordance with generally accepted accounting principles, and whether or not BCHMC has complied with the terms of the Agreement for Investment in Affordable Housing 2011 - 2014. The auditor is also to provide details on any irregularities and non-compliance and state or estimate (when it cannot be stated) the dollar amounts involved.
4. Where paragraph 1 does not require an audit, BCHMC will provide a certificate of BCHMC's chief financial officer ("CFO Certificate") certifying that the Annual Statement of Disbursements presents the data fairly, in accordance with generally accepted accounting principles, and certifying whether or not BCHMC has complied with the terms of the Agreement for Investment in Affordable Housing 2011 - 2014. The CFO Certificate is also to provide details on any irregularities and non-compliance and state or estimate (when it cannot be stated) the dollar amounts involved.
5. BCHMC will provide the Annual Statement of Disbursements and auditor's opinion or CFO Certificate to CMHC within six months after the end of the Fiscal Year.
6. BCHMC will correct any deficiencies noted by the auditor or in the CFO certificate within a reasonable period of time. CMHC Funding may be withheld if the deficiencies are not corrected within a reasonable period of time.

7. BCHMC shall refund to CMHC any CMHC Funding which has not been disbursed to Projects or Recipients in accordance with this Agreement.
8. CMHC is not responsible for the cost of the audit.

**CMHC – BRITISH COLUMBIA**  
**AGREEMENT FOR INVESTMENT IN AFFORDABLE HOUSING 2011-2014**

**SCHEDULE G**  
**COMMUNICATIONS PROTOCOL**  
**(Paragraph 11.1 of the Agreement)**

**G.1 GENERAL**

- G.1.1 CMHC and BCHMC (the “Parties”) agree to undertake joint communications activities and products that will enhance opportunities for open, transparent, effective and timely communications with the public through appropriate, continuous and consistent public information activities that recognize the contributions of the Parties and the applicant.
- G.1.2 CMHC and BCHMC agree that all communications activities and products related to this Agreement, any Programs and any Projects shall recognize equally, refer to equally and give equal prominence and priority to the “Government of Canada” including “Canada Mortgage and Housing Corporation” and the “Government of British Columbia” including “British Columbia Housing Management Commission”. Without limiting the generality of the preceding sentence, this paragraph applies to all provisions of this Schedule.
- G.1.3 All public information material in relation to this Agreement shall be prepared jointly.
- G.1.4 Subject to G.1.2, both Parties agree to adhere to government visibility requirements. They will be provided by CMHC and BCHMC as issued from time to time. Visibility requirements may include, but are not limited to, items such as branding and signage.

**G.2 JOINT COMMITTEE**

- G.2.1 There shall be a Joint Committee of senior CMHC and BCHMC officials responsible for the implementation of the Communications Protocol. The Joint Committee is a forum for sharing information on Investment in Affordable Housing 2011-2014 Projects and Programs, planning and approving communications plans, materials and activities, but may elect to address other Program issues by mutual agreement.
- G.2.2 The Joint Committee will continue to exist and operate for as long as necessary to meet the requirements of this Agreement.
- G.2.3 The Joint Committee will consist of two members appointed by CMHC and two members appointed by BCHMC.
- G.2.4 The Joint Committee will be headed by two Co-chairs. CMHC will appoint one of its two members as the CMHC Co-chair and BCHMC will appoint one of its two members as the BCHMC Co-chair.
- G.2.5 The Joint Committee will meet at least twice a year.

### **G.3 COMMUNICATION WITH APPLICANTS AND OTHERS**

- G.3.1 BCHMC will provide the CMHC co-chair with information on each Project application which has been approved five business days before any communication of the approval to the applicant or others.
- G.3.2 All Project and Recipient approval notifications in a form acceptable to both parties shall identify the "Government of Canada" including "Canada Mortgage and Housing Corporation" and the "Government of British Columbia" including "British Columbia Housing Management Commission" as sources of funding, under the "Investment in Affordable Housing 2011-2014".
- G.3.3 All public information material related to calls for tendering shall clearly and prominently indicate that the Project is funded by the "Government of Canada" including "Canada Mortgage and Housing Corporation" and the "Government of British Columbia" including "British Columbia Housing Management Commission" pursuant to this Agreement.

### **G.4 COMMUNICATION WITH THE PUBLIC**

#### Public Information Products

- G.4.1 The Parties may develop information kits, brochures, public reports, and web site material, recognizing the joint funding, to inform potential applicants and the public about the Investment in Affordable Housing 2011-2014 and the Programs.

#### News Releases

- G.4.2 A joint news release shall be issued when this Agreement is signed. Unless the Parties decide otherwise, there shall be a joint news release for each approved Project or group of Projects or Recipients (without disclosing personal information), in which each Party will have equal importance. A news release may include quotations from a federal and a provincial official, other contributors and the applicant. The Parties must agree on these quotations. The Parties shall agree on the timing of the news release.
- G.4.3 The Parties shall co-operate in organizing press conferences, announcements and official ceremonies. The Parties will agree on the messages and public statements at such events. The Parties shall agree if, when and where special ceremonies and events will be held. Neither Party nor any municipality, applicant or contributor shall make any public announcement for a Project or Recipients, without first securing the agreement of the other Party. A Party must be informed of a proposed joint event at least 20 working days prior to the planned date of the event. No arrangements shall be made for events until the other Party agrees to the event.
- G.4.4 Either Party may organize a joint press conference. The requester shall give the other Party notice of at least 20 working days of such a press conference, public announcement or joint event, which shall not be presented by one Party to another as final. The CMHC and BCHMC Ministers

or their designated representatives and each Party may participate in these press conferences, which shall be held on a date and at a location that are agreed upon.

- G.4.5 The signing of this Agreement shall be the subject of an official ceremony.
- G.4.6 The Parties shall work together to organize such announcements and official ceremonies, and shall follow a mutually agreed-upon order of precedence. The Parties should jointly agree on the messages and public statements at such events.

#### Signage

- G.4.7 BCHMC shall ensure that the applicant provides and installs temporary signage at a prominent location where there is visible activity related to an approved Project. The signage shall indicate that it is a Government of Canada - CMHC and Government of British Columbia - BCHMC (and municipal as applicable) Investment in Affordable Housing 2011-2014 Project, bear a message approved by each Party, and remain in place throughout the construction period.
- G.4.8 BCHMC shall provide and install, where appropriate, a plaque or permanent sign bearing an appropriate inscription.
- G.4.9 Design, wording and specifications of signs and plaques shall reflect the equal participation of the "Government of Canada" including "Canada Mortgage and Housing Corporation" and the "Government of British Columbia" including "British Columbia Housing Management Commission" and must be approved by both Parties. Signs and plaques shall have appropriate spaces indicating participation by the municipality and the applicant, if requested.
- G.4.10 The Parties shall issue specifications for signs and plaques and time frames for their installation. Temporary signs must be removed within 90 days of Project completion.

#### Advertising

- G.4.11 Either Party may organize an advertising or public information campaign, recognizing the joint funding, related to the Investment in Affordable Housing 2011-2014 and the Programs. However, it must inform the other Party of the contents of the campaign's messages at least 30 days before it is launched.

#### Payments

- G.4.12 All payments to approved applicants or others pursuant to or related to this Agreement will identify the "Government of Canada" including "Canada Mortgage and Housing Corporation" and the "Government of British Columbia" including "British Columbia Housing Management Commission" as sources of funding, under the "Investment in Affordable Housing 2011-2014".



**G.5 COSTS**

- G.5.1 The Joint Committee shall approve an annual communications plan and budget.
- G.5.2 Costs associated with the development and delivery of communications products and activities in the approved communications plan and budget are eligible costs under this Agreement. This would apply to costs incurred by either party associated with any public announcement and official ceremony, temporary or permanent signage and plaques, advertising, literature, media distribution, organization of special events, as established by both Parties.

**G.6 MUNICIPALITIES**

- G.6.1 "Municipal" and "municipality" include public bodies designated by BCHMC as the local functionary for Programs.