



SAMPLE AGREEMENT – SUBJECT TO CHANGE

BUILDING BC: INDIGENOUS HOUSING FUND OPERATING AGREEMENT

THIS AGREEMENT is dated for reference: <◆DATE>

BCH File # <◆file#>--02 / <◆project ref#>

BETWEEN

<◆PROVIDER NAME>

<◆Provider's Address>

(the "Provider")

AND

BRITISH COLUMBIA HOUSING MANAGEMENT COMMISSION

Suite #1701 - 4555 Kingsway, Burnaby, British Columbia V5H 4V8

("BC Housing")

with respect to the Development at

<◆Development Address>

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AGREEMENT SUMMARY

PART 1 – SUMMARY

1. The Indigenous Housing Fund (“IHF”) is a housing program funded by the Government of British Columbia acting through its agent, British Columbia Housing Management Commission (BC Housing).
2. The goal of IHF is to increase the supply and range of affordable and appropriate rental housing for Indigenous households with Incomes at or below HILs across British Columbia.
3. The Provider has <◆ constructed/acquired /redeveloped> the Development with the assistance of funding under IHF and will operate the Development as outlined in this IHF Operating Agreement.
4. The Development is owned and operated by the Provider and consists of <◆#> Residential Units for Indigenous households who, at the commencement of residency, have Incomes at or below HILs.

PART 2 – SERVICE DESCRIPTION

1. BC Housing and the Provider have agreed that the Provider will own and operate the Development and collect Rent from the Residents, on the terms and conditions of this Agreement.
2. The common goal of the parties in making this Agreement is to provide housing for households who, at the date of commencement of the residency, have Incomes at or below HILs.
3. The Provider is a fully independent self-governing entity registered under the *Societies Act* (British Columbia). Operation of the Provider is subject to its Constatting Documents and the *Societies Act* (British Columbia). The members of the Provider and its governing board are responsible for all affairs of the Provider related to both Provider operations in general and the ongoing management of the Development.
4. In entering this Agreement with the Provider, BC Housing recognizes that the Provider was established for the advancement of specific social purposes prior to its decision to participate in this particular Agreement.
5. BC Housing recognizes that the Provider brings both tangible and intangible assets to the Development. The Provider’s board members serve on a voluntary basis, i.e., without recompense for their time and expertise. The Provider and the board bring resources, knowledge and expertise on such things as property management, Resident management and Resident support, and services which specifically relate to the Development and its location.
6. The Provider and board are expected to create an environment that is supportive of the needs of the Residents and provide a sense of community within the Development and to that purpose may provide Resident services and activities not funded by this Agreement.

PART 3 – AGREEMENT

1. TERM
 - a. The parties agree as follows for the Term of the Agreement which is for sixty (60) years from the Commencement Date, unless earlier terminated in accordance with the provisions of this Agreement.
2. SCHEDULES
 - a. All of the Schedules attached to this Agreement are an integral part of this Agreement.

This Agreement contains the entire agreement between the parties and supersedes all previous expectations, understandings, communications, representations and agreements, whether verbal or written, between the parties with respect to the subject matter hereof.

BC Housing IHF Operating Agreement – Agreement Summary

No amendment or modification to this Agreement will be effective unless it is in writing and duly executed by the parties except where this Agreement allows for otherwise.

IN WITNESS of which the duly authorized signatories of each of the Provider and BC Housing have executed this Agreement effective as of the Commencement Date of this Agreement:

<◆PROVIDER NAME>

Per its authorized signatories

Signature Date Signed

Print Name and Title

Signature Date Signed

Print Name and Title

BRITISH COLUMBIA HOUSING MANAGEMENT COMMISSION

Per its authorized signatories

Signature Date Signed

Print Name and Title

Signature Date Signed

Print Name and Title

SCHEDULE A – GENERAL PROVISIONS

A. DEFINITIONS

1. "**Capital Fund**" means an amount the Provider is required to hold in reserve for capital repairs, replacements and improvements pursuant to *Schedule B, Part F, Clause 2*.
2. "**Capital Plan**" means the schedule of capital repairs approved by BC Housing pursuant to *Schedule B, Part F, Clause 1*.
3. "**Commencement Date**" means the day on which the <◆ Occupancy Permit is issued for the Development or Provider registers its <◆ fee simple/or leasehold> interest in the Development>.
4. "**Constating Documents**" means the constitution and bylaws of the Provider, together with any amendments, as registered with the appropriate registry.
5. "**Database**" means the computer application provided by BC Housing to meet the operational and informational needs of the Provider and BC Housing.
6. "**Declaration of Income and Assets**" means the declaration to be completed by a Resident as evidence of the Income of that Resident.
7. "**Development**" means the housing development, <◆ constructed/acquired/re-developed> and operated by the Provider under IHF, situated at <◆ civic address>, and legally described as PID <◆ project PID and legal description>.
8. "**Fiscal Year**" means the Provider's Fiscal Year, ending on <◆ DATE> or as otherwise agreed by the parties.
9. "**Housing Income Limits**" (HILs) represents the maximum income for eligibility to be a Resident. This maximum is based on the cost of housing in the local community such that the Resident cannot obtain rental housing in good condition meeting Occupancy Standards without paying more than 30% of Income. This maximum will be established by BC Housing from time to time
10. "**Improvements**" means those improvements, structures, buildings, fixtures and systems which exist within the Development from time to time including the heating, ventilating, air-conditioning, plumbing, electrical and mechanical systems and equipment.
11. "**Income**" means total income before tax from all sources of a Resident.
12. "**Loan**" means:
 - a. the grant advanced by BC Housing to the Provider under IHF in order to finance the <◆ construction/acquisition/re-development> of the Development and secured by a forgivable loan registered against the Development; and
 - b. the repayable mortgage loan, arranged by BC Housing for the Provider, in order to finance the <◆ construction/acquisition/re-development> of the Development.
13. "**Manageable Costs**" means costs that the Provider, or a prudent operator of similar property, is reasonably expected to control or manage, including salaries, benefits, maintenance and administration.
14. "**Non-Manageable Costs**" means costs that the Provider, or a prudent operator of similar property, is not reasonably expected to control or manage, including insurance, property tax and utilities.
15. "**Occupancy Permit**" is a certificate that must be obtained prior to occupancy that is issued if all required inspections have been carried out and the building or structure is deemed substantially complete and fit for occupancy.
16. "**Occupancy Standards**" means the standards for household sizes of a Resident relative to the number of bedrooms in a Residential Unit. Unless otherwise agreed in writing by BC Housing, the following standards apply:
 - a. No more than two (2) and no less than one (1) person per bedroom.
 - b. Spouses and couples share a bedroom.
 - c. Parents do not share a bedroom with their children.
 - d. Dependents aged eighteen (18) or over do not share a bedroom.
 - e. Dependents of the opposite sex age five (5) or over do not share a bedroom
17. "**Operating Budget**" means the annual budget for the Development approved by BC Housing. The Operating Budget will include a staffing schedule, but not include any expenses for the Development paid for directly by BC Housing as set out in this Agreement.

18. "**Operating Deficit**" means the shortfall of revenue compared to expenses as dictated by the approved Operating Budget and/or approved by BC Housing.
19. "**Operating Subsidy**" has the meaning ascribed to it in *Schedule B*.
20. "**Operating Surplus**" means the excess of revenue over expenses as dictated by the approved Operating Budget and/or approved by BC Housing.
21. "**Provincial Rental Housing Corporation**" (PRHC) is incorporated under the *Business Corporations Act* (British Columbia). PRHC is the land holding corporation for provincially owned social housing. BC Housing administers PRHC, which buys, holds and disposes of properties, and leases residential properties to non-profit societies and co-operatives.
22. "**Record**" means accounts, books, documents, maps, drawings, photographs, letters, vouchers, papers and any other thing on which information is recorded or stored by graphic, electronic, mechanical and other means, but does not include a computer program or any other mechanism that produces records.
23. "**Rent**" means the amount a Resident is obliged to contribute monthly to the Provider for a Residential Unit.
24. "**Rent Scale**" means the rent scale attached as *Schedule E* as amended by BC Housing from time to time.
25. "**Residency Agreement**" means an agreement, lease, license or other right of a Resident to occupy a Residential Unit.
26. "**Resident**" means the person or persons legally entitled to reside in a Residential Unit pursuant to a Residency Agreement.
27. "**Residential Revenue**" means all other net revenues received by the Provider from the Development or activities directly related to the Development including parking fees, laundry machines, vending machines, meal tickets, satellite dishes etc.
28. "**Residential Unit**" means a self-contained residential dwelling within the Development operated under this Agreement.
29. "**Specific Purpose**" means the operation of the Development to provide affordable housing for Indigenous households with Incomes at or below HILs.
30. "**Term**" means the period of this Agreement as outlined in *Agreement Summary, Part 3, Clause 1*.

B. RESPONSIBILITY OF THE PROVIDER

1. **Role of the Provider.** The Provider:
 - a. will fulfill its obligations under this Agreement in a proper, efficient and timely manner as would a prudent provider of similar services, and in accordance with this Agreement; and
 - b. agrees and understands that it is solely responsible for all its obligations under this Agreement, including but not limited to its obligations arising as a result of any relationships between the Provider and the applicants, Residents and other occupants of the Development, and any and all relationships with third parties, volunteers, or other invitees.
2. **Corporate Organization.** The Provider will maintain a well organized corporate structure and in particular will:
 - a. operate as a non-profit entity;
 - b. remain in good standing with the appropriate registry;
 - c. have a purpose that includes the provision of affordable housing and is consistent with the Specific Purpose;
 - d. not permit any officer, director, or member of the Provider to be remunerated except for reimbursement of any expenses necessarily and reasonably incurred by the director, officer, or member while engaged in the affairs of the Provider. Reasonable wages or salary paid to an employee of the Provider who is not an officer or director of the Provider are exempt from this section;
 - e. provide for the disposition of assets to an organization with a similar charitable purpose in the event of dissolution or wind up of the Provider;
 - f. not alter its Constatng Documents in any way that would make them inconsistent with the terms of this Agreement or that would render the Provider unable to fulfill its obligations under this Agreement;

C. RESPONSIBILITY OF BC HOUSING

1. **Role of BC Housing.** BC Housing's role is to support the Provider in operating the Development to meet their common goal of providing affordable housing to households who have Incomes at or below HILs.
2. **Provide Information.** BC Housing will provide the information required by the Provider to enable the Provider to carry out its responsibilities under this Agreement, and will provide that information in a timely manner.

D. OPERATIONAL REVIEW

1. From time to time, BC Housing may conduct an onsite operational review to determine compliance with the terms of this Agreement and any other agreements between the Provider and BC Housing.
2. BC Housing will provide the Provider with thirty (30) days' written notice of an operational review.

E. RECORDS

1. **Information Management.** The Provider will comply with all applicable privacy legislation and will maintain accurate and complete operational Records, policies and practices necessary for its obligations under this Agreement.
2. **Procedures and Processes.** The Provider will:
 - a. notify BC Housing in writing immediately upon becoming aware of any breach of privacy or security involving the unauthorized access, collection, use, disclosure or disposal of information relating to its obligations under this Agreement;
 - b. if the *Information Management Act* (British Columbia) applies to the destruction of Records, notify BC Housing for consultation prior to the destruction; and
 - c. cooperate with BC Housing when BC Housing has a request under the *Freedom of Information and Protection of Privacy Act* (British Columbia) to which Records in the Provider's custody apply, by locating and disclosing the relevant Records as directed by BC Housing upon notice and without delay.
3. **Record Retention.** The Provider will retain all Records that pertain to its obligations under this Agreement for the retention period required under applicable provincial and federal laws, but for not less than seven (7) years following the date of receipt or production of those Records.
4. **Audits.** BC Housing and its agents have the right to inspect all Records related to, arising from, or maintained by the Provider to deliver the Provider's obligations, including the right of BC Housing and its agents to enter any premises used by the Provider to deliver the Provider's obligations or used to keep or store Records pertaining to the Provider's obligations under this Agreement, at any time after the delivery of notice to the Provider, and have the immediate right to make extracts from and take copies of those Records. The Provider acknowledges that disclosure to BC Housing and its agents, without consent from the individual the Record is about, for audit purposes, is permitted under information and privacy legislation.

F. LIABILITY

1. **Indemnity.** The Provider will indemnify and save harmless BC Housing, the Provincial Rental Housing Corporation, Her Majesty the Queen in Right of the Province of British Columbia, and each of their ministers, board members, officers, directors, employees, contractors and agents, and their heirs, executors, administrators, personal representatives, successors and assigns, from all claims and costs arising directly or indirectly under this Agreement which they or any of them may be liable for or incur, whether before or after this Agreement ends, arising out of any act or omission of the Provider or its officers, directors, employees, agents, contractors or other persons for whom at law the Provider is responsible, related to the Provider's operation and management under this Agreement, including with respect to any Residency Agreement, except to the extent that such claims or costs are caused solely by the negligence of BC Housing or its employees, agents or contractors.
2. **Release.** The Provider releases BC Housing, the Provincial Rental Housing Corporation, Her Majesty the Queen in Right of the Province of British Columbia, and each of their ministers, board members, officers, directors, employees, contractors and agents, and their heirs, executors, administrators, personal representatives, successors and assigns, from all claims

arising out of the advice or direction respecting the ownership, lease, operation or management given to the Provider, as the case may be, by any of them, except to the extent that such advice or direction is determined by a court of competent jurisdiction to have been negligent.

3. **Survival.** The obligations set out in *Schedule A, Part F, Clauses 1 and 2* survive termination of this Agreement.

G. DISPUTE RESOLUTION

1. If a dispute arises between the parties out of or in connection with this Agreement the parties agree that the following dispute resolution process will be used:
 - a. A meeting will be held promptly between the parties, attended by individuals with decision-making authority regarding the dispute, to attempt in good faith to negotiate a resolution of the dispute.
 - b. If, within fourteen (14) days after such meeting or such further period agreed to by the parties in writing, the parties have not succeeded in negotiating a resolution of the dispute, the parties agree to try to resolve the dispute by participating in a structured negotiation conference with a mediator agreed upon by the parties or, failing agreement, under the Mediation Rules of Procedure of the British Columbia International Commercial Arbitration Centre, in which case the appointing authority is the British Columbia International Commercial Arbitration Centre.
 - c. After dispute resolution attempts have been made under *Schedule A, Part G, Clauses 1.a-b*, any remaining issues in dispute will be determined by arbitration under the *Arbitration Act* (British Columbia), and the decision of the Arbitrator will be final and binding and will not be subject to appeal on a question of fact, law or mixed fact and law.

H. DEFAULT AND TERMINATION

1. **Event of Default.** Any of the following events will constitute an event of default by the Provider under this Agreement:
 - a. the Provider fails to comply with any provision of this Agreement;
 - b. the Provider fails to remain in good standing with the appropriate registry;
 - c. the Provider is in breach of or fails to comply with any applicable law, regulation, license or permit;
 - d. any representation or warranty made by the Provider under this Agreement is found to be untrue or incorrect; or
 - e. if the Provider knew or ought to have known any information, statement, certificate, report or other document furnished or submitted by, or on behalf of, the Provider pursuant to, or as a result of, this Agreement is untrue or incorrect.
2. **Default.** Upon the occurrence of any event of default set out in *Schedule A, Part H, Clause 1*, BC Housing will provide written notice to the Provider which sets out the breach and the date by which the breach must be rectified. The Provider will be given thirty (30) days to rectify the breach or such longer period as determined solely by BC Housing.
3. **Termination on Continued Default.** If the Provider fails to comply with a written notice given in accordance with this Agreement within the specified period of time, BC Housing, in its sole discretion, may immediately terminate this Agreement or appoint a receiver.
4. **Additional Remedies.** Upon the occurrence of any event of default set out in *Schedule A, Part H, Clause 1*, BC Housing may, in addition to and without prejudice to BC Housing obtaining any other remedy:
 - a. reduce or suspend any payment that would otherwise be payable by BC Housing to the Provider pursuant to this Agreement; and
 - b. exercise its rights and remedies under the Section 219 Covenant <◆ and Option to Purchase>.
5. **Appointment of Receiver.** As an alternative to exercising any right of termination provided under this Agreement, BC Housing may elect to appoint, or request a court of competent jurisdiction to appoint, a receiver, with or without bond as BC Housing or the court may determine, and, from time to time, may remove any receiver so appointed and appoint another in its place, or request the court to do so. A receiver so appointed is not an officer or agent of BC Housing, and has all the necessary and exclusive power to deal with the obligations of this Agreement including the power to:

- a. take control, possession and direction of the Development and the Provider's assets in connection with this Agreement, and carry on the business of the Provider in operating, managing and maintaining the assets in accordance with this Agreement;
 - b. demand and recover all the income of the Development by direct action, distress or otherwise, in the name of either the Provider or BC Housing;
 - c. observe or perform, on behalf of the Provider, all the Provider's obligations under this Agreement and any other contracts pertaining to the Development;
 - d. give receipts, on behalf of the Provider, for any money received; and
 - e. carry out such other powers as the court may order.
6. **Application of Revenue.** The Provider acknowledges that the receiver will apply the gross revenue from the Development, which it recovers or receives from time to time, as follows:
- a. firstly, in payment of all costs, charges and expenses of or incidental to the appointment of the receiver and the exercise by it of all or any of its powers, including the reasonable remuneration of the receiver which is to be approved by BC Housing, and all outgoings properly payable by the receiver, together with all legal costs in respect thereof on a solicitor and client basis;
 - b. secondly, in payment of all operating expenses for the Development;
 - c. thirdly, if required by BC Housing, in repayment of any applicable subsidies and accumulated funds; and
 - d. lastly, to pay any balance to BC Housing.
7. **No Liability.** The Provider acknowledges and agrees that:
- a. BC Housing will be under no liability to the Provider for any act or omission of the receiver; and
 - b. the receiver will be under no liability to the Provider for any act or omission of the receiver.
8. **Early Termination.** Notwithstanding anything stated to the contrary in this Agreement, the parties agree that BC Housing, at its sole determination, will have the right at any time, by giving twenty-four (24) hours' written notice to the Provider, to terminate this Agreement in any of the following events:
- a. the Provider is in default under a Loan or otherwise fails to comply with any of the provisions of the Loan documentation;
 - b. upon the bankruptcy of the Provider or the appointment of a receiver in respect of the Provider;
 - c. upon the Provider ceasing to operate on a non-profit basis; and
 - d. upon the dissolution of the Provider.
9. **Termination arising from Damage or Destruction.** If, in the opinion of a professional engineer or architect appointed by the Provider or BC Housing, the Development is damaged or destroyed in excess of twenty-five percent (25%) of its insurable value, the Provider will promptly repair or replace the Development to restore it to a substantially similar condition as existed prior to the damage or destruction. BC Housing may specify a reasonable time period for the Provider to restore the Development and, in the event that the Provider elects not to restore the Development within the specified time period, BC Housing may terminate this Agreement by delivering written notice of immediate termination to the Provider.
10. **Adjustments on Termination.** Upon the termination of this Agreement, however effected, the parties will forthwith complete all necessary accounting and adjustments between them to effectively reconcile and finalize their obligations pursuant to this Agreement.

I. GENERAL PROVISIONS AND INTERPRETATION

1. **Headings.** The headings in this Agreement form no part of the Agreement and will be deemed to have been inserted for convenience only.
2. **Notices.** All notices, demands or requests of any kind, which the Provider or BC Housing may be required or permitted to serve on the other in connection with this Agreement, will be in writing and may be served on the parties by registered mail, personal service, fax or other electronic transmission, to the addresses set out on the cover page. Any notice, demand or request made to BC Housing, to be effective, will be addressed to the BC Housing representative assigned to this matter by BC Housing.

3. **Change of Address.** Either party from time to time, by notice in writing served upon the other party, may designate a different address or different or additional personnel to which all those notices, demands or requests are thereafter to be addressed.
4. **Time.** Time is of the essence of this Agreement. If either party expressly waives this requirement, that party may reinstate it by delivering notice to the other party. Any time specified pursuant to this Agreement for observing or performing an obligation is local time in Vancouver, British Columbia.
5. **Governing Law.** This Agreement is to be governed by and construed and enforced in accordance with the laws of the Province of British Columbia, which will be deemed to be the proper law hereof and the courts of British Columbia will have the non-exclusive jurisdiction to determine all claims and disputes arising out of this Agreement and the validity, existence and enforceability hereof.
6. **Validity of Provisions.** If a court of competent jurisdiction finds that any part of this Agreement is invalid, illegal or unenforceable, that invalidity, illegality or unenforceability does not affect any other provisions of this Agreement. The balance of the Agreement is to be construed as if that invalid, illegal or unenforceable provision had never been included and is enforceable to the fullest extent permitted at law or at equity.
7. **Waiver.** No consent or waiver, expressed or implied, by a party of any default by the other party in observing or performing its obligations under this Agreement is effective unless given in writing, nor is it a consent or waiver of any other default. Failure on the part of either party to complain of any act or failure to act by the other party or to declare the other party in default, irrespective of how long that failure continues, is not a waiver by that party of its rights under this Agreement or at law or at equity.
8. **Extent of Obligations and Costs.** Every obligation of each party in this Agreement extends throughout the Term. To the extent an obligation ought to have been observed or performed before or upon the expiry or earlier termination of the Term, that obligation, including any indemnity, survives the expiry or earlier termination of the Term until it has been observed or performed.
9. **Statutes.** Any reference in this Agreement to a provincial or federal statute includes the statute as it exists on the reference date of this Agreement and any subsequent amendments or replacements.
10. **Binding Effect.** This Agreement will enure to the benefit of and be binding upon the successors and permitted assigns of the parties, as applicable.
11. **Counterparts.** This Agreement may be validly executed and delivered by the parties hereto in any number of counterparts and all counterparts, when executed and delivered, will together constitute one and the same instrument. Executed copies of the signature pages of this Agreement sent electronically will be treated as originals, fully binding and with full legal force and effect, and the parties hereto waive any rights they may have to object to such treatment, provided that this treatment will be without prejudice to the obligation of the parties hereto to exchange original signatures as soon as is reasonably practicable after execution of this Agreement, but failure to do so will not affect the validity, enforceability or binding effect of this Agreement.
12. **Assignment and Subcontracting.**
 - a. The Provider will not without the prior written consent of BC Housing:
 - i. assign, either directly or indirectly, this Agreement or any right of the Provider under this Agreement; or
 - ii. subcontract any obligation of the Provider under this Agreement.
 - b. No subcontract entered into by the Provider will relieve the Provider of any of its obligations under this Agreement or impose upon BC Housing any obligation or liability arising from any such subcontract. The Provider must ensure that any subcontractor fully complies with this Agreement in performing the subcontracted services.
13. **BC Housing Approval.** This Agreement is enforceable only in the event that BC Housing approves this project, in its sole discretion. In the event that this project fails to receive BC Housing's final approval, this Agreement is of no effect and will be deemed to have never commenced.

SCHEDULE B – FINANCIAL

A. FUNDING ASSISTANCE FROM BC HOUSING

1. **Funding.** BC Housing will provide funding in the form of a Loan to facilitate the <◆ construction/acquisition/re-development> of the Development. The terms and conditions of the Loan are outlined separately in the Loan documents. This Agreement is not to be construed as a substitution for or derogation from the provisions of the Loan documents.
2. **Operating Subsidy.** BC Housing will provide a monthly Operating Subsidy as approved in the annual Operating Budget.

B. BUDGET SUBMISSION AND APPROVAL

1. **Budget Submission.**
 - a. At least four (4) months prior to the end of each Fiscal Year, the Provider will submit to BC Housing for approval their proposed budget for the upcoming Fiscal Year, in a format approved by BC Housing.
 - b. The Provider's annual budget submission will show the anticipated gross rentals and other Residential Revenues for the Development together with all anticipated operating expenses, including utilities, supplies, insurance, wages and administrative fees, replacement of capital items, and maintenance and repair costs.
2. **Budget Approval.**
 - a. BC Housing will endeavour to approve the Operating Budget for any Fiscal Year prior to the start of that Fiscal Year.
 - b. The Provider will not exceed the total approved for the budget without the prior written authorization of BC Housing.
3. **Budget Adjustments.** BC Housing may make budget adjustments as necessary from time to time, including the following:
 - a. yearly adjustments as part of the annual budget approval process outlined in *Schedule B, Part B, Clauses 1 and 2*; and
 - b. mid-year adjustments arising from an increase in Non-Manageable Costs, as outlined in *Schedule B, Part H, Clause 1*.

C. SUBSIDY PAYMENT

1. **Monthly Payment.** The Operating Subsidy will be paid to the Provider in advance on a monthly basis, and reconciled annually or mid-year. The Provider will maintain a bank account to facilitate electronic fund transfers.
2. **Limit.** Except as set out in *Schedule B*, BC Housing will not be required to pay any other payments to the Provider for the management and operation of the Development.

D. RESIDENT RENT CONTRIBUTION

1. **Rent Scale.** The Provider will calculate Resident Rent Contributions based on the Rent Scale.
2. **Change in Household Composition.** The Provider will adjust the Resident Rent Contribution to reflect changes in household composition whenever such change occurs.
3. **Online Rent Calculation.** The Provider will enter into an online rent calculation agreement with BC Housing, the Provider will use BC Housing's online rent calculation system to enter new or updated Resident information, Income and Resident Rent Contribution information, including the Declaration of Income and Assets.

E. OPERATING BUDGET

1. Revenues and Expenses.
 - a. The Provider will be responsible for collecting all Rent Contributions and other Residential Revenue for the Development and the Provider will be responsible for paying out of such revenues all costs associated with the operation of the Development.
 - b. The Provider will make payments to contracted service providers within pre-established payment periods. Any fines, penalties, surcharges, incurred by the Provider or by BC Housing as an expense related to Provider error or negligence will be the responsibility of the Provider.

- c. The Provider may generate revenue from sources such as vending machines etc., only with the written consent of BC Housing, such consent not to be unreasonably withheld. Revenue generating opportunities will be evaluated in terms of impact on resident service, feasibility of the physical plant etc.

F. CAPITAL FUND

1. **Capital Plan.** Resource allocations and practices regarding the protection of the Development throughout the Term are to be guided by a long term Capital Plan established by the Provider and geared to the expected life cycle of the Development.
2. **Capital Fund.** The Provider will establish a Capital Fund for capital repairs and replacements to the Development in accordance with the Capital Plan.
 - a. BC Housing will approve an annual contribution towards the Capital Fund as outlined in the Operating Budget. This contribution is subject to BC Housing's maximum provisions and is not intended to fully fund the Capital Plan. BC Housing will work with the Provider to address capital repair needs that cannot be met with the Capital Fund.
 - b. Within two (2) years of the Commencement Date the Provider will prepare a Capital Plan and submit it to BC Housing for review, in a format acceptable to BC Housing. The Provider will submit an updated Capital Plan to BC Housing at least every five (5) years.
3. **Capital Fund Expenditure.** Capital Funds may only be expended as follows:
 - a. to pay for capital repairs and replacements to the Development in accordance with the Capital Plan; or
 - b. to make other payments as may be approved by BC Housing from time to time.

G. SECURITY DEPOSITS

1. The Provider may collect and keep security deposits. All funds collected and held by the Provider as a security deposit must be handled in accordance with the *Residential Tenancy Act* (British Columbia).

H. OPERATING DEFICIT AND SURPLUS

1. **Operating Deficit.** The Provider is solely responsible for covering any Manageable Cost increases in any Fiscal Year. In the event that there are unanticipated increases in Non-Manageable Costs, BC Housing may cover such costs through:
 - a. a mid-year budget adjustment that increases the subsidy; or
 - b. an extraordinary expense payment.
2. **Operating Surplus.** The Provider will return Operating Surplus, up to the amount of Operating Subsidy paid by BC Housing, within four (4) months after the end of each Fiscal Year, or, within ninety (90) days of a request from BC Housing after a financial review. The Provider may retain the balance of the Operating Surplus and it may be expended to:
 - a. remedy an Operating Deficit incurred in a previous Fiscal Year;
 - b. transfer to the Capital Fund; or
 - c. make other payments as approved by BC Housing.

I. FINANCIAL MANAGEMENT AND ADMINISTRATION

1. **Finances.** The Provider will establish written policies and procedures for effective control of finances for the Development and, in particular, will:
 - a. establish and maintain books of account and retain invoices, receipts and vouchers for all expenses incurred in form and content satisfactory to BC Housing, to be used as the basis for the calculation of the payment as set out in *Schedule B*
 - b. the Provider is responsible for ensuring that Operating Surpluses and accumulated interest are invested and managed in a separate account; and
 - c. have sound financial operating written policies and procedures in place, including record keeping and financial statements in accordance with Canadian Accounting Standards.
2. **Auditor.** The Provider will appoint an auditor of the Provider who will be in good standing in accordance with the laws of the Province of British Columbia and will not be a member of the Provider. The Provider will cause the auditor to audit the financial statements of the Provider. BC Housing reserves the right to decrease these requirements at its sole discretion.
3. **Administration.** The Provider will
 - a. maintain a company bank account to facilitate electronic fund transfers;
 - b. collect audit arrears; and

- c. develop purchasing guidelines that include selection criteria for contracting service provision to third parties.

J. ANNUAL FINANCIAL REVIEW

BC Housing will conduct an annual financial review of the Provider. To facilitate the annual financial review, the Provider will:

1. submit audited financial statements, and a copy of the related auditor's management letter to BC Housing within four (4) months after the end of each Fiscal Year. Where the Provider provides services in addition to those provided under this Agreement (e.g., outreach, affordable housing, etc.), the audited financial statement will include a separate Schedule of Revenue and Expenditure for each service provided in a format approved by BC Housing from time to time;
2. include details of any funding received from another agency or organization and used by the Provider to co-fund the management of the Development and the delivery of Support Services;
3. provide an auditor's letter or notes with the financial statements indicating that any Operating Surplus is being spent and accounted for as provided in this Agreement; and
4. submit other financial information requested by BC Housing in a format approved by BC Housing from time to time.

SAMPLE

SCHEDULE C – MONITORING AND REPORTING

A. REPORTING

1. Regular reporting allows BC Housing to identify occupancy and service trends, and to monitor the Provider's compliance with the requirements of this Agreement.
2. Where the Provider uses the Database provided by BC Housing as the primary source of referrals for available units in the Development, it will enter into a concurrent database agreement with BC Housing which will specify other reporting requirements.
3. BC Housing acting reasonably, reserves the right to change the reporting requirements from time to time, with at least thirty (30) days' written notice to the Provider provided that, if there are additional costs to the Provider in complying with new requirements, BC Housing will adjust the Operating Budget to reflect the increased costs as agreed to by both parties.

B. OPERATIONAL REVIEW

1. From time to time, BC Housing will conduct an on-site operational review to determine compliance with the terms of this Agreement and any other agreements between the Provider and BC Housing.
2. BC Housing will provide the Provider with at least thirty (30) days' written notice of such an operational review.

SAMPLE

SCHEDULE D – RESIDENT SELECTION AND RESIDENCY AGREEMENTS

A. RESIDENT SELECTION AND RESIDENCY AGREEMENTS

1. **Landlord and Tenant Relationship.** The full normal relationship between landlord and tenant will exist between the Provider and the Resident. It is understood that BC Housing will not be responsible to the Provider for any breach or failure of the Resident to observe any of the terms of the Residency Agreement between the Resident and the Provider, including the covenant to pay Rent.
2. **Resident Selection.** The Provider will select Residents in accordance with the Specific Purpose. The Provider will use all reasonable efforts to maintain full occupancy of the Development with Residents who meet the Specific Purpose, but if there are no applicants for a vacant unit in accordance with the Specific Purpose then the Provider may accept applicants at any income level with the approval of BC Housing which will not be unreasonably withheld.
3. **Database.** The Provider is encouraged to use the Database provided by BC Housing as the primary source of referrals for Resident selection in the Development. Where the Provider uses this database, it will enter into a concurrent Database Agreement with BC Housing which will govern the process of Resident selection as well as the reporting of changes in residency.
4. **Discrimination.** The Provider will select Residents without unlawful discrimination on the basis of race, religion, culture, sexual orientation, gender identity, social condition, or level of physical ability. Where restricted populations are targeted, consideration of and compliance with applicable anti-discrimination legislation must be documented and submitted to BC Housing on request.
5. **Full Occupancy.** The Provider will use all reasonable efforts to maintain full occupancy of the Development and will notify BC Housing of any extended vacancies.
6. **Approved Residents.** All Residents must be selected in accordance with the Specific Purpose and must be placed in a Residential Unit appropriate to their household size in accordance with the Occupancy Standards. Exceptions may be made for:
 - a. persons designated by mutual agreement between BC Housing and the Provider; or
 - b. staff or other authorized personnel required to operate and maintain the Development and who are bona fide employees of the Provider. The maximum income threshold/limitation does not apply to this type of residency.
7. **Membership in Provider.** The Provider will not require a Resident to be a member of the Provider.
8. **Residency Agreements.** The Provider will enter into a Residency Agreement with each Resident and all Residency Agreements will be in compliance with the *Residential Tenancy Act* (British Columbia).
9. **Resident Relations.** The Provider will establish policies and procedures to:
 - a. select Residents in an open, fair, consistent and non-discriminatory way;
 - b. serve Residents promptly and courteously, with clear and informative communication;
 - c. provide each Resident with access to information concerning that Resident and protect the privacy of Residents; and
 - d. develop an appeals process for Resident related issues. The process must be transparent and accessible for all applicants and Residents.
10. **Proof of Income.** The Provider will obtain a declaration ("Declaration of Income") and supporting documentation as evidence of the Income of that Resident at the time of the initial occupancy. The declaration will be in a form approved by BC Housing as may be amended by BC Housing from time to time. The Provider will maintain a copy of each Resident's proof of Income in a file available to BC Housing on request.

SCHEDULE E – RENT SCALE

A. RESIDENT INCOME

1. The Resident's Rent will not exceed a set percentage¹, as determined from time to time by BC Housing, of the Income of the Resident, and the following will apply:
 - a. Income includes all income from earnings, including commissions and tips; all income from all public and private pension plans, Old Age Security and Guaranteed Income Supplement; all income received under the *Employment and Assistance Act* (British Columbia) and/or the *Employment and Assistance for Persons with Disabilities Act* (British Columbia) ("Income Assistance"); alimony; child support; workers' compensation benefits; employment insurance; and an imputed income from Assets;
 - b. a minimum Rent is applied based on applicable household size; and
 - c. the Rent of a Resident in receipt of Income Assistance will be fixed at an amount as set out in part E below or as may be determined from time to time by BC Housing.

B. EXEMPTIONS FROM INCOME

1. The following are exempt from inclusion in Income:
 - a. Child Tax Benefit;
 - b. capital gains, such as insurance settlements, inheritances, disability awards and sale of effects in the year they are received (Note: in subsequent years these are considered as Assets);
 - c. up to \$200.00 per month for each person residing in a Unit receiving income from employment. Earnings of less than \$200.00 can be deducted up to the amount earned;
 - d. the earnings of a person aged eighteen (18) and under;
 - e. student loans, student loan equalization payments and student grants (Note: non-repayable training allowances, research fellowships or similar grants are not excluded);
 - f. income of full-time students aged nineteen (19) or over from temporary jobs between school years or semesters to a maximum of four (4) months per calendar year (Note: regular ongoing income is not exempt);
 - g. living out or travelling allowances;
 - h. Shelter Aid for Elderly Renters ("SAFER") or Rental Assistance Program ("RAP") payments received prior to moving into the Development (Note: Residents where the Seniors' Rental Housing Rent Scale applies are not eligible for SAFER or RAP);
 - i. Goods and Services Tax (GST) rebates and Harmonized Sales Tax (HST) rebates;
 - j. War Veterans Allowance (WVA) and Disability Pension from War Veteran's Affairs Canada;
 - k. taxable benefits;
 - l. government provided daycare allowance; and
 - m. payments for foster children, or Child in Home of Relative (CIHR) income under the *Employment and Assistance Act* (British Columbia).

C. ASSETS

1. Assets include:
 - a. accounts in banks, trust companies, etc;
 - b. stocks and bonds;
 - c. real estate;
 - d. equity in a business; and
 - e. cash and other items of a potential income earning nature.
2. Asset Exemptions include:
 - a. Registered Retirement Savings Plans;
 - b. Registered Education Savings Plans; and
 - c. Registered Disability Savings Plans.

¹ Currently: 30% of income

D. INCOME FROM ASSETS

1. Income from Assets is determined by exempting the first \$10,000.00 from total Assets and computing the balance at a percentage per annum² as may be set from time to time by BC Housing. Because Income from Assets is determined by an imputed amount, actual Income from Assets should not be declared.

E. DETERMINATION OF RESIDENT'S RENT FOR RESIDENTS RECEIVING INCOME ASSISTANCE

1. The Provider will set the Resident's Rent for each Unit where the Resident is in receipt of Income Assistance as follows:
 - a. at the maximum shelter component (as may be changed from time to time) provided for in the *Employment and Assistance Act* (British Columbia), the *Employment and Assistance for Persons with Disabilities Act* (British Columbia) for the Resident occupying such Unit.
2. If the Resident is a single person, Resident's Rent will be based on the Income Assistance shelter component for a single person.
3. If the Resident consists of two (2) related persons (e.g., married or common-law relationships), Resident's Rent will be based on the Income Assistance shelter component provided for two (2) related persons.
4. If the Resident consists of two (2) unrelated persons, Resident's Rent will be based on two (2) times the Income Assistance shelter component for single persons.
5. If the Resident consists of more than two (2) persons, Resident's Rent will be calculated based on the number of Residents and their relationship.
6. If the maximum shelter component of Income Assistance changes, Resident's Rent will be changed at the same time after reasonable notice to the Resident.

F. NOTES

1. BC Housing may change all or part of this scale at any time.

² At January 2010 1% per annum

SCHEDULE F – INSURANCE

A. INSURANCE BY PROVIDER

1. The Provider will, without limiting its obligations or liabilities herein and at its own expense, provide and maintain the following insurance with insurers licensed in Canada and in forms and amounts acceptable to BC Housing, in its sole discretion:
 - a. Commercial general liability in an amount not less than \$10,000,000.00 inclusive per occurrence, insuring against bodily injury, personal injury and property damage, and include liability assumed under this Agreement, a cross liability or severability of interests clause, British Columbia Housing Management Commission and Provincial Rental Housing Corporation as an additional insured, and an endorsement to provide thirty (30) days' advance written notice to the Provider of material change or cancellation.
 - b. The foregoing insurance will be primary and not require the sharing of any loss by any insurer of BC Housing.
 - c. The Provider will provide to BC Housing evidence of all required levels of insurance within thirty (30) days of the execution of this Agreement and within thirty (30) days of renewal of such written policies. When requested by BC Housing, the Provider will provide certified copies of such policies.
2. The Provider will add BC Housing and Provincial Rental Housing Corporation as additional named insured under any insurance policies obtained pursuant to this Agreement.
3. The Provider will promptly notify BC Housing of any circumstance known or which becomes known to the Provider which might materially affect the coverage under the Provider's insurance policies.
4. Any requirement or advice by BC Housing regarding the amount of coverage under any policy of insurance does not constitute a representation by BC Housing that the amount required is adequate.
5. The Provider will provide, maintain, and pay for, any additional insurance which the Provider is required by law to carry, or which the Provider considers necessary to cover risks not otherwise covered by insurance specified in this Schedule.
6. The Provider hereby waives all rights of recourse against BC Housing and Provincial Rental Housing Corporation with regard to any damage, theft or loss of the Provider's property and agrees to carry adequate insurance coverage against such damage, theft or loss of property.
7. The Provider will obtain and maintain, or cause to be obtained and maintained, workers compensation coverage in respect of all workers, employees and other persons engaged in any work in or upon the Development required by the *Workers Compensation Act* (British Columbia).