

Affordable Housing Reserve Fund (AHRF) Policy

Reason for the Policy

The Affordable Housing Reserve Fund (AHRF) was established in 2008 as a funding tool to support Non-Market Housing through partnerships with other levels of government and non-profit housing societies.

The AHRF Policy ensures that funds are used judiciously and to maximum effect, in alignment with governing legislation and Council-identified priorities.

On April 25, 2024, the Province gave royal assent to Bill 16 (*Housing Statutes Amendment Act, 2024*), which made amendments to the density benefits framework within Part 14 of the *Local Government Act*. These amendments require the City to establish a new statutory reserve fund, the Cash-in-Lieu - Affordable Housing Reserve (CIL-AHR), to receive cash-in-lieu payments made in lieu of providing affordable housing.

Policy

This policy provides transparency and guidance in the disbursement of AHRF program funding, ensuring that funds are used judiciously and to maximum effect, in alignment with governing legislation and Council-identified priorities.

AHRF program funding levels and evaluation criteria are included in this policy, as well as general procedures regarding applications for funding.

The CIL-AHR operates as a statutorily required reserve fund within the City's AHRF framework, receiving cash-in-lieu payments under a density benefits zoning bylaw enacted under the Bill 16 framework. The CIL-AHR is subject to the provisions of this policy, including as modified by the Cash-in-Lieu – Affordable Housing Reserve section, included below.

Scope

This policy applies to the AHRF program, which includes the AHRF and the CIL-AHR.

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Cash-In-Lieu – Affordable Housing Reserve

This section applies to all developments subject to zones incorporating a density benefits zoning bylaw made under the Bill 16 framework and that came into force on or after June 30, 2026. All funds in the CIL-AHR, including all interest, may only be used for the capital costs of providing, constructing, or expanding Non-Market Housing, or pay certain prescribed entities to provide, construct, or expand affordable housing. For certainty, CIL-AHR funds may not be used for operating costs.

For certainty, this section does not apply to site-specific density benefits zoning bylaws (contained in certain Comprehensive Zones) that were enacted, or had a first reading, on or before June 30, 2026.

Definitions

“Non-Market Housing” – refer to City of Coquitlam Zoning Bylaw.

Policy Expectations

Affordable Housing Reserve Fund (AHRF) Program Funding Levels and Evaluation Criteria

Tier 1 Baseline Funding and Evaluation Criteria

Projects that meet all of the following Tier 1 evaluation criteria are eligible for baseline funding up to \$30,000 per unit.

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Criteria	Description
Target Population	Projects that improve overall affordability for low- and low-to-moderate income households, align with housing needs identified in Coquitlam's Housing Needs Report, and prioritize Coquitlam households.
Fund Viability	Funds will not be committed beyond the current available Affordable Housing Reserve Fund (AHRF) balance.
Eligibility	Support from the AHRF program is limited to projects that yield new Non-Market Housing units that are included in senior government operating agreements, owned or leased by a registered non-profit society and secured through a Housing Agreement with the City. Projects that have received other City support, such as City land, are eligible but not prioritized for AHRF Program funding.
City's Role	Contributions through the Affordable Housing Reserve Fund (AHRF) to any one project cannot exceed the amount contributed by senior government.
Impact	Proposals that leverage the City's contributions to address Coquitlam's housing affordability needs through a partnerships-based approach, with demonstrable impact on affordability and project viability.

Tier 2 Additional Funding and Evaluation Criteria

Projects that meet one or more of the following Tier 2 evaluation criteria are eligible for additional funding up to \$10,000 per unit:

Criteria	Description
Low Income Households	Projects that include at least one third of units serving low income households (i.e. households receiving income assistance or as defined in the senior government funding agreement).
Vulnerable Populations	Projects with at least 20% of units providing additional supports or amenities serving vulnerable populations, including transitional and supportive housing and other housing for vulnerable populations as identified in the most recent Housing Needs Report.
Family Households	Projects that include a minimum of 20% three or more bedroom units.

Implementation

This policy applies to new AHRF program applications received after the date of policy adoption.

General Procedures

Affordable Housing Reserve Fund (AHRF) Program Applications

Applications for a grant from the AHRF program must be submitted to the General Manager Planning and Development, in conjunction with development applications.

Applications must contain information as requested by staff, including the proposed response to the AHRF program evaluation criteria.

Staff will review the grant request using the evaluation criteria and then present a report to Council for Council's consideration of supporting the grant request in principle.

If supported in principle, staff will then prepare a Housing Agreement to secure the Non-Market Housing units which will be presented to Council for consideration in conjunction with formal support for the AHRF program grant.

The AHRF program grant funds will be distributed to the applicant when the Non-Market Housing project receives occupancy. At the discretion of the General Manager Planning and Development, funds may instead be distributed at the time of Building Permit issuance.

Authority

Authority for this Affordable Housing Reserve Fund (AHRF) Policy was granted by the City of Coquitlam Council on June 30, 2026.

Effective Date

June 30, 2026.

Review

This policy shall be reviewed as required in response to developments in information technologies, legal instruments, and City of Coquitlam administrative practices.

Approval History

Date Approved/Revised	Approved By	Resolution Number
December 8, 2025	Council	
June 30, 2026	Council	

Other Related Policies or Procedures

- Official Community Plan (2026)
- Housing Affordability Strategy (2015)
- Reserve Fund Establishment Bylaw No. 5288, 2022

Policy Status

This policy is:

- ☒ Available on request to the public
- ☐ Not available on request to the public