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**TO:** CITY MANAGER **DATE:** 2019 November 13

**FROM:** DIRECTOR PLANNING AND BUILDING **FILE:** 16000 20

**SUBJECT:** INITIATION OF HOUSING NEEDS REPORT AND UBCM FUNDING REQUEST

**PURPOSE:** To obtain authorization to prepare a Housing Needs Report and pursue funding from the Union of British Columbia Municipalities (UBCM) Housing Needs Report program.

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#### RECOMMENDATIONS:

1. **THAT** Council authorize the preparation of a Housing Needs Report, as described in Section 4.0 of this report.
2. **THAT** Council authorize the submission of an application to the UBCM Housing Needs Report Program, for up to \$70,000 in grant funding, as described in Section 5.0 of this report.
3. **THAT** Council support the proposed project and undertake to provide overall grant management, as required by the UBCM Housing Needs Reports Program.

### REPORT

#### 1.0 INTRODUCTION

On 2019 April 16, the provincial *Local Government Act* was amended to require all local governments to develop a Housing Needs Report. Under the act, the City must complete its first Housing Needs Report by April 2022 and update it every five years thereafter.

A Housing Needs Report provides a summary of the City's housing stock and determines existing and anticipated housing needs. In Burnaby, this information will strengthen the ability of the City to understand the number and type of housing units that are most needed across the City. This information will inform other City plans and policies, such as the Official Community Plan Update and the upcoming Housing Strategy.

#### 2.0 POLICY CONTEXT

The collection and analysis of housing data is a fundamental step towards fulfilling many of the City's strategic directions for housing. Specific goals and policies supported through this work include:

## **The Official Community Plan**

- Residential Goals
  - Goal 1 – Residential Opportunities – To provide a varied range and choice of living opportunities within the City.
  - Goal 4 – Special and Affordable Housing Needs – To help ensure that the needs of people with special and affordable housing requirements are met.
- Social Planning Goal – To facilitate the development and ongoing sustainability of a community which enhances the physical, social, psychological and cultural well-being of Burnaby residents.

## **The Corporate Strategic Plan**

- A Connected Community
  - Partnership – Work collaboratively with businesses, educational institutions, associations, other communities and governments
- An Inclusive Community
  - Create a sense of community – Provide opportunities that encourage and welcome all community members and create a sense of belonging
- A Healthy Community
  - Healthy life – Encourage opportunities for healthy living and well-being
- A Dynamic Community
  - Community development - Manage change by balancing economic development with environmental protection and maintaining a sense of belonging

## **3.0 HOUSING NEEDS REPORTS REQUIREMENTS**

The Province has set out requirements for a Housing Needs Report in the *Local Government Act*, and created associated regulations that include specifications for the types of data that must be collected and the content of the final report<sup>1</sup>.

Housing Needs Reports must include approximately 50 distinct kinds of data, which are related to population, households, economic sectors, labour force and housing units. Following completion of a Housing Needs Report, the City must submit a standardised summary to the Province that provides information on key housing indicators and consultation processes. It must report on key findings which include:

- the current and anticipated number of housing units needed, by bedroom;

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<sup>1</sup> A guide to requirements for Housing Needs Reports can be found at [https://www2.gov.bc.ca/assets/gov/housing-and-tenancy/tools-for-government/uploads/summaryhnrrequirements\\_apr17\\_2019.pdf](https://www2.gov.bc.ca/assets/gov/housing-and-tenancy/tools-for-government/uploads/summaryhnrrequirements_apr17_2019.pdf)

- the number and percentage of households in core housing need, by tenure, for the last three census reports;
- the number and percentage of households in extreme core housing need, by tenure, for the last three census reports; and,
- statements about the current and anticipated needs for specific types of housing including affordable housing, rental housing, special needs housing, seniors housing and shelter housing.

Upon completion, the Housing Needs Report must be received by Council in a public meeting and published online for free public access.

Housing Needs Reports must be completed by April 2022 and updated every five years thereafter. The City's Housing Needs Report, and information on which it is based, must be considered when developing or amending the Official Community Plan and Regional Growth Strategy.

#### 4.0 WORK PLAN

The Ministry of Municipal Affairs and Housing, and Metro Vancouver are collecting and assembling many of the datasets required for the Housing Needs Report on behalf of local governments. Burnaby is working with Metro Vancouver to provide consistency across municipalities in the collection and assembly of data. These datasets will be provided to the City in the coming months, at which time the City will begin to analyse these datasets and identify additional local data requirements.

In Spring 2020, the City will gather supplementary data on Housing Needs from key housing providers across the City. This will include engaging with First Nations and local indigenous organisations, non-profit housing providers, Fraser Health Authority, student housing groups, and organisations representing vulnerable populations such as those experiencing or at risk of homelessness, seniors, new immigrants and refugees. The results of consultation and data analysis will inform the development of the draft Housing Strategy, which will coincide with preparation of the Housing Needs Report.

In late Spring/Summer 2020, staff will prepare a draft of the Housing Needs Report, and will provide this for Council consideration in early Fall 2020.

An overview of the proposed activities to produce a Housing Needs Report is given in Table 1 below.

**Table 1: Housing Needs Report Work Overview**

Phase	Description	Deliverables
<b>Phase One</b> Project Planning and Administration	This includes all project management activities including researching requirements, scheduling, budgeting and allocating resources for this work.	<ul style="list-style-type: none"><li>• Council Report</li><li>• UBCM Funding application</li><li>• RFP for Consultant</li></ul>

Phase	Description	Deliverables
<b>Phase Two</b> Data Collection and Analysis	Data collection will be undertaken in two parts: <ul style="list-style-type: none"> <li>• Part 1 will involve receiving and analysing base datasets from Metro Vancouver.</li> <li>• Part 2 will involve collecting supplementary data through stakeholder consultation and engagement. All data will be analysed to identify trends/gaps and summarise key findings.</li> </ul>	<ul style="list-style-type: none"> <li>• Consultation Materials including Housing Needs Survey and stakeholder workshop materials</li> </ul>
<b>Phase Three</b> Report Preparation and Approvals	This includes drafting the report, and circulating it to stakeholders and internal staff for input and approvals. This also includes undertaking internal training on maintaining and updating the Housing Needs Report.	<ul style="list-style-type: none"> <li>• Draft Housing Needs Report</li> <li>• Training Materials</li> </ul>
<b>Phase Four</b> Report Adoption and Publication	This includes presenting the report to Council and, if adopted, publishing it on the City website, and providing a report to the Ministry for Municipal Affairs and Housing, as required by the <i>Local Government Act</i> .	<ul style="list-style-type: none"> <li>• Housing Needs Report</li> <li>• Council Report</li> <li>• Report for Ministry of Municipal Affairs and Housing</li> </ul>

## 5.0 FUNDING PROGRAM

The Ministry of Municipal Affairs and Housing has established a funding program, administered by the Union of BC Municipalities (UBCM), to support local governments in developing Housing Needs Reports. In total, \$5 million is available over three years, with funding maximums for each local government based on the net population of their planning area.

The City is eligible for up to \$70,000 in funding from this program. Under the program requirements, this can be used for project coordination, research, engagement, report publication and presentations. It can also be used for expenditures to support these activities, including consulting fees, staff and administration costs, and costs for public information and staff training. The application deadline for the current round of UBCM funding is 2019 November 29, with funding awards announced by the end of January 2020. The Housing Needs Report must be delivered within 12 months of receiving funding.

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Given the large number of competing work priorities in the City’s housing program, it is recommended that the City apply for the maximum amount of UBCM funding and, if successful, conduct a Request for Proposals (RFP) process for a consultant to assist staff with this work.

The consultant would be expected to share best practices and methodology, assist in data analysis, community consultation and engagement activities, report preparation, and in building staff capacity for undertaking future Housing Needs Reports. The assistance of a consultant would serve to expedite the process and ensure the City meets its legislated requirements in a timely fashion.

A Council resolution is required, indicating the City’s support for the project and willingness to provide overall grant management. Further details on the UBCM Housing Needs Report Program can be found in the guide documents.<sup>2</sup>

## 6.0 CONCLUSION

A Housing Needs Report is a foundational document that will strengthen the City’s ability to understand housing needs in the community. The Report will provide valuable information for the Housing Strategy, the Official Community Plan Update and other City plans and processes. By undertaking this work, the City will also be able to meet its legal obligations to produce a Housing Needs Report by 2022, as required by the *Local Government Act*.

It is recommended that Council authorize staff to apply for UBCM funding, in accordance with the UBCM Housing Needs Reports Program, and if successful, begin work to prepare a Housing Needs Report.



E.W Kozak, Director  
PLANNING AND BUILDING

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cc: Director Finance  
Director Public Safety and Community Services  
Director Corporate Services  
City Clerk

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<sup>2</sup> <https://www.ubcm.ca/assets/Funding~Programs/LGPS/HNR/housing-needs-report-nov2019-program-guide.pdf>