

Phase 1 Actions		
Action	Description	Comments
1.1a	<p>Launch a multi-phase program to expand housing choices:</p> <p>Phase 1a:</p> <ul style="list-style-type: none"> • Small scale infill • Introduce laneway homes and secondary suites in duplexes in R District neighbourhoods; <p>Phase 1b:</p> <ul style="list-style-type: none"> • Permit flex suites in all multi-family developments; • Permit rowhomes in all R District neighbourhoods. 	<p>Completed (2023): Phase 1a of the Housing Choices Program was adopted by Council in June 2023, to allow laneway homes and suites in duplexes.</p> <p>Underway: Phase 1b objectives will be captured in OCP and Zoning Bylaw amendments mandated by Provincial legislation. Bylaw amendments to implement Phase 1b will be brought forward by June 30, 2024 to comply with the Provincial deadline.</p>
1.2	<p>Review regulatory requirements and consider ways to streamline the approval process for housing applications.</p>	<p>Completed (2023): Development Approval Process (DAP) Phase 2 was completed in 2023 and introduced a new building permit process for single and two-family dwelling building permits reducing permit wait times by up to 85%, and streamlined approvals for multi-family and other complex projects with 29 “quick wins” that provide greater clarity on processes, procedures, roles, and responsibilities. A new Certified Professional (CP) program was also launched, where qualified private sector professionals hired by a developer supplement City staff’s review of building designs and construction on-site, reducing processing time for complex building permit applications and accelerating construction start dates.</p> <p>Underway: DAP Phase 3 initiated. Launching several technical enhancements to submit building applications, book inspection requests and monitor status of applications online.</p>
3.8	<p>Advocate to the province to implement the recommendations of the BC Senior’s Advocate in the 2020 report, A Billion Reasons to Care, to improve patient care in long-term care homes.</p>	<p>Underway: A UBCM resolution on this topic is anticipated to be considered by Council in early 2024.</p>
4.5	<p>Support community partners in the creation and promotion of homesharing programs, such as homeshare programs for seniors and post-secondary students.</p>	<p>Completed (2022): The City supported SFU in its establishment of a homesharing program in 2021 for matching seniors with an extra bedroom to rent with post-secondary students looking for a room to rent.</p>

5.4	Promote and consider incentives for retention and retrofitting of older residential buildings to reduce carbon emissions and energy costs, in conjunction with the Clean BC program and other initiatives.	Underway: Council adopted the Burnaby Zero Emissions Building Retrofit Strategy in October 2023. A key objective of this strategy is to leverage existing incentives and introduce new incentives over the next two years.
7.1	Amend the Burnaby Zoning Bylaw to add a definition of “co-operative housing” and to include co-operative housing as a permitted use in both RM and RMr multi-family zoning districts.	Underway: Part of a larger project exploring co-operative housing. Background research completed in summer 2023.
7.2	Consider allowing non-profit co-operative housing in lieu of rental units, for projects subject to the Rental Use Zoning Policy’s inclusionary requirements.	Underway: Part of a larger project exploring co-operative housing. Background research completed in summer 2023.
7.3	Develop a co-operative housing policy to support renewal of existing co-ops and facilitate new co-op development.	Underway: Part of a larger project exploring co-operative housing. Background research completed in summer 2023.
8.4	Create housing agreement templates to standardize expectations for management and operation of new non-market rental units, while preserving some flexibility to address unique circumstances.	Underway: Housing Agreement templates for RUZP projects are complete. Ground Lease templates are underway.
8.5	Explore programs for utility, energy, and other upgrades for rental buildings, such as offered by BC Hydro, Fortis BC, and Landlord BC, and consider ways to promote and incentivize participation in these programs.	Underway: Council adopted the Burnaby Zero Emissions Building Retrofit Strategy in October 2023. A key objective of this strategy is to leverage existing incentives and introduce new incentives over the next two years.
8.6	Explore the costs and benefits of a density transfer program, to allow greater flexibility in implementing the Rental Use Zoning Policy.	Completed (2021): On May 31, 2021, Council adopted the Density Transfer Policy for Rental Use Zoning Policy projects.
9.2	Develop a city-wide communications plan to increase public, tenant, landlord, and developer awareness of the Tenant Assistance Policy and tenant resources.	Completed (2023): A TAP communications plan has been developed and implementation is underway.

10.1	Develop a coordinated program for non-market housing partnerships, with dedicated staff resources, to provide an efficient, consistent, and streamlined process for the development of partnership projects.	Underway: On October 16, 2023, Council approved the creation of a Burnaby Housing Authority (BHA) and authorized staff to submit a request to the Inspector of Municipalities to establish the BHA as a municipal corporation. The City is now recruiting potential candidates for the board of directors and it will undertake a strategic planning process in 2024.
10.2	Develop priorities for new non-market housing partnerships based on the findings of the Housing Needs Report.	Underway: Recent projects on City land have been encouraged to include deeply subsidized units, which are identified as the greatest need in the Housing Needs Report. The City was awarded funding under the CMHC Rapid Housing Initiative Round 3 to add to the supply of this housing in the community. Additional projects on City land have secured BC Housing's Community Housing Fund funding that requires a minimum of 20% of units be deep subsidy units. There are currently 228 deep subsidy units completed or in process on City land.
10.4	Review the Community Benefit Bonus Affordable Housing Reserve program to maximize the number of units supported and clarify eligibility and allocation policies and procedures.	Underway: Options for simplifying the Affordable Housing Reserve Fund grant application process are being explored. This work will need to address the needs of the future Burnaby Housing Authority.
11.4	As a condition of rezoning, encourage projects with non-market housing to install communications infrastructure and equipment that will allow residents to access City of Burnaby WiFi, thus improving affordability.	Underway: Initial exploration of this action is underway, considering infrastructure needs, costs, and process. A future report to Council is anticipated in 2024.
14.1	Develop a plan that identifies potential sites for supportive housing for people experiencing homelessness, and outlines on-site supports, in partnership with community organization, BC Housing and Fraser Health.	Underway: Mayor's Task Force on Unsheltered Community Members was formed in June 2023 to create an integrated response to homelessness, with BC Housing, Fraser Health and other community organizations involved.
14.4	Advocate to Fraser Health for an Intensive Case Management Team to provide clinical mental health and substance use supports within shelter and supportive housing environments, as well as through outreach in the community.	Underway: Mayor's Task Force on Unsheltered Community Members will work to build partnerships to effectively align service delivery and promote innovation and integration in the community's response to unsheltered community members. The Task Force will develop a multi-disciplinary, integrated approach to respond to unsheltered community members, including mental health and addiction challenges in our community.

14.5	Advocate to the provincial and federal governments for additional rent subsidies for Burnaby residents experiencing homelessness to facilitate more scattered site supported and independent housing.	Not started – to be completed in Phase 2
15.2	Work with existing community-based groups to identify appropriate roles for each and avoid duplication between groups.	Completed (2022): In April 2022, staff participated in the Task Force to End Homelessness in Burnaby’s strategic planning session for 2022-2023. The outcome of the session provided a roadmap with specific goals and objectives for the Task Force. Staff also regularly participate in the Primary Care Network COVID-19 Homelessness Working Group, Burnaby Extreme Heat Response Planning Committee, Burnaby Extreme Cold Response Planning Committee and the Community Action Team on the Overdose Crisis, each of which have identified specific roles towards addressing homelessness.

Official Community Plan (OCP) Phase Actions		
Action	Description	Comments
1.1b	Housing Choices Phase 2 (in conjunction with OCP update) Medium scale infill - permit triplexes, fourplexes, townhouses, rowhouses, low-rise apartments and other missing middle housing forms in designated R District neighbourhoods; consider secondary suites in townhomes and rowhomes. Transition areas - Designate transition zones between lower density areas and Community Plan areas, to feature a range of missing middle housing forms, from fourplexes to low-rise and smaller mid-rise apartments	Underway: New provincial legislation has outlined requirements and guidelines for these types of small scale multi-unit housing forms. Staff are working on the land use amendments required by these legislative changes, including through the Burnaby 2050 OCP review process.
2.1	As part of the OCP update, identify new transit-friendly areas that are suitable for a range of multi-family housing, including missing middle housing, in a mixed-use setting with shops and services.	Underway: This action is under review by the Burnaby 2050 Policy Review and will be considered as part of the policy development for the OCP.
2.4	In conjunction with the Transportation Plan Update, explore zoning amendments to reduce the number of required off-street parking spaces for rental housing in transit-friendly locations.	Completed (2023): On Oct 16, 2023, Council adopted reductions to parking requirements for purpose-built rental projects within 800m of a SkyTrain station. Further reductions will take effect as a result of new provincial legislation requirements in transit-oriented development areas.

2.5	Through Transportation Demand Management (TDM) programs and/or other means, encourage affordable transportation options for market and non-market rental housing, in lieu of parking requirements.	Underway: Council requested further study on staff's proposed mandatory TDM measures in October 2023. Further review will be included in the Burnaby 2050 Policy Review.
4.1	Encourage accessory non-profit social enterprises, community spaces, and child care centres in mixed use development areas.	Underway: This action is under review by the Burnaby 2050 Policy Review and will be considered as part of the policy development for the OCP.
4.2	Review the OCP to allow small-scale mixed commercial/multi-family residential uses in key locations in low density neighbourhoods.	Underway: This action is under review by the Burnaby 2050 Policy Review and will be considered as part of the policy development for the OCP.
5.2	Promote patterns of residential development that reduce automobile use.	Underway: This action is under review by the Burnaby 2050 Policy Review and will be considered as part of the policy development for the OCP.
6.2	Permit fee-simple rowhomes in all suitable R Residential Districts.	Underway: This action is under review by the Burnaby 2050 Policy Review and will be considered as part of the policy development for the OCP.
6.3	Explore options for smaller lot sizes in R District neighbourhoods.	Underway: New provincial legislation permitting small scale multi-unit developments in R Districts seeks to allow more units on these sites and smaller lots may conflict with this provincial goal. Feasibility of this action will be assessed as part of the Burnaby 2050 OCP review.
8.3	In conjunction with the OCP update, community plan reviews, and land use policies, designate sites for new rental housing, either as stand-alone or mixed tenure developments.	Underway: This action is under review by the Burnaby 2050 Policy Review and will be considered as part of the policy development for the OCP.
11.1	Review the Burnaby Zoning Bylaw to identify ways to further encourage and facilitate non-market housing development.	Underway: This action is under review by the Burnaby 2050 Policy Review and will be considered as part of the policy development for the OCP.
11.2	Review the OCP and community plans to identify ways to support renewal and redevelopment of non-market housing, such as by providing higher-density land use designations, where appropriate.	Underway: This action is under review by the Burnaby 2050 Policy Review and will be considered as part of the policy development for the OCP.
12.1	Create an inventory of institutional and other low-density sites that are suitable for co-locating affordable housing	Underway: This action is under review by the Burnaby 2050 Policy Review and will be considered as part of the policy development for the OCP.

12.4	In conjunction with the OCP update, review the advisability of establishing new mixed-use rental housing designations.	Underway: This action is under review by the Burnaby 2050 Policy Review and will be considered as part of the policy development for the OCP.
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Ongoing Actions		
Action	Description	Comments
1.5	Promote awareness of new housing forms, by producing a series of information guides, developing self-guided housing tours, hosting and/or participating in public events, and encouraging Metro Vancouver to develop a regional public education campaign.	Information guides were developed for laneway homes and suites in semi-detached homes.
2.2	Review existing Urban Village community plans to identify more opportunities for housing, including a range of housing types.	Bainbridge and Lochdale community plans were recently updated. Both plans were amended to include more land designated for townhouses in formerly single family areas. Similar reviews are currently underway for Cascade Heights and Royal Oak community plans.
2.3	Achieve a mix of market, below-market and non-market rental housing in transit-friendly locations, through tools such as the Rental Use Zoning policy (RUZP).	Thousands of new non-market and market rental housing units, as well as market strata housing, are under construction or in the development pipeline in the City's community plan areas through the application of RUZP as outlined in the most recent semi-annual Rental Housing Summary report.
5.5	Support education, incentive programs and partnerships to promote retrofitting existing housing with low carbon energy systems for space heating, cooling, and hot water.	On October 30, 2023, Council adopted the Zero-Emissions Building Retrofit Strategy, which outlines existing retrofit policies and incentives and includes actions for advancing education and outreach, new incentives, policies and advocacy.
8.1	Monitor and evaluate the success of the RUZP in achieving market, low-end-of-market, and non-market rental units.	Implementation of RUZP is resulting in thousands of new rental units at various affordability levels being proposed or under construction. The first RUZP units were completed in 2023 at 6438 Byrnespark Drive.
8.2	Monitor and enforce compliance with the City's forthcoming short-term rental regulations through the business licence process.	Fifty-six short term rental business licences have been approved, 14 applications are under review and an additional seven applications are pending.
9.1	Monitor and evaluate the Tenant Assistance Policy and Renter's Office operations.	A two-year review of TAP was completed in 2022 and staff continue to monitor its implementation.

10.3	Offer low-cost, long-term leases of City-owned lands for non-market housing, through periodic Request for Proposals (RFP) processes that align with federal and provincial funding timelines.	The City most recently leased land to BC Housing for a 56-unit non-market rental housing development funded through capital contributions from BC Housing's Women's Transition Fund, the City's Affordable Housing Reserve and philanthropist, Cindy Beedie. Five projects have already been leased and an additional six projects are in progress and will require future leases on City lands.
10.8	Engage with Metro Vancouver Housing, BC Housing, and CMHC to explore non-market housing development on regional, provincial, and federal properties.	The City responded to two Expressions of Interest requested by Metro Vancouver Housing (MVH). One site, 7388 Southwynde, was chosen for a new MVH development.
10.9	Engage with local First Nations to develop a better understanding of each First Nation's housing priorities and explore opportunities for housing partnerships.	This action will be considered through the Burnaby 2050 OCP review.
11.3	Review community plans to identify opportunities to include non-market housing.	<p>Through the reviews of the Bainbridge and Lochdale Urban Village plans, several housing policy directions were established to increase market and non-market rental housing stock in these community plan areas. Specifically:</p> <ul style="list-style-type: none"> • Requiring new multi-family residential and mixed-use developments that utilize market multi-family base residential densities greater than 1.1 FAR to meet the inclusionary non-market housing expectations of the RUZP. • Encouraging partnerships with other orders of government, including BC Housing and CMHC, to achieve greater levels of housing affordability. • Exploring opportunities to partner with non-market housing providers, including First Nations housing groups, to provide diverse and affordable housing options for individuals and families. <p>Other community plans are under review, including Edmonds, Royal Oak and Cascade Heights. These reviews will explore these and additional opportunities to increase rental housing.</p>
12.5	Support public agencies, non-profit societies, and major employers who are seeking to create below-market or non-market workforce housing, through regulatory incentives and other means.	Council granted Third Reading in September 2023 for a market and non-market rental workforce housing development proposed by BC General Employees' Union (BCGEU).

13.1	Increase the supply of rental housing that is affordable to households receiving income or disability assistance, and households earning very low incomes (e.g., earning minimum wage), by pursuing funding opportunities from other levels of government, and leveraging opportunities presented through the implementation of Rental Use Zoning and the City Land Program.	Several recently completed and proposed non-market housing developments include deep subsidy units that would be affordable to very low income households, including new supportive housing on Ledger Avenue, a RUZP partnership between Polygon and Tikva Housing Society, the City's two Rapid Housing Initiative projects, two Metro Vancouver Housing projects, and two projects on City land being developed by Community Land Trust and M'akola Housing Society.
13.2	Work with Fraser Health, BC Housing and community partners to achieve the range and delivery models of mental health and substance use supports needed to help formerly homeless individuals maintain their newly acquired housing long term.	The Mayor's Task Force on Unsheltered Community Members was established in 2023 and is working to build partnerships to effectively align service delivery and promote innovation and integration in the community's response to unsheltered community members, including mental health and substance use supports.
13.5	Support community organizations and agencies working on harm reduction and mental health initiatives.	The City participates on the Community Action Team on the Overdose Crisis on an ongoing basis.