

AGENDA INFORMATION	
<input type="checkbox"/> Regular Meeting	Date: <u>SEPT 14, 2020</u>
<input type="checkbox"/> Other:	Date: _____

  
 Dept.  
 Manager

  
 Director

  
 CAO

## The District of North Vancouver REPORT TO COUNCIL

August 26, 2020  
 File: 10.5040.01/000

**AUTHOR:** Arielle Dalley, Community Planner

**SUBJECT:** Housing Needs Report – Application for Funding

**RECOMMENDATION:**

THAT staff are directed to submit an application to the Union of British Columbia Municipalities (UBCM) Housing Needs Report Program, for \$50,000 in grant funding to support the preparation of the Housing Needs Report, as described in the August 26, 2020 report of the Community Planner, entitled Housing Needs Report – Application for Funding.

**REASON FOR REPORT:**

This report provides Council with information about provincially legislated housing needs reporting, and seeks Council’s direction to apply for grant funding to help cover the costs of preparing a Housing Needs Report.

**SUMMARY:**

Provincial legislation requires the District to complete a Housing Needs Report by April, 2022. The report will provide data and analysis to produce a clearer understanding of the District’s housing needs. It is anticipated that creating a baseline and ongoing Housing Needs Report updates will assist Council, Council committees, and the general public as we implement the Official Community Plan (OCP), the forthcoming OCP Action Plan, and Council-approved policy.

Grant funding is available from UBCM to cover the cost of preparing the Housing Needs Reports. The application deadline is October 16, 2020. Staff seeks Council authorization to apply for the maximum eligible grant amount of \$50,000.

**BACKGROUND:**

Enabling Legislation

On April 16, 2019, the *Local Government Act* (LGA) was amended to require all local governments to develop a Housing Needs Report. The LGA requires local governments to collect data, analyse trends, and present reports that describe current and anticipated housing needs. Under the Act, municipalities must complete their initial Housing Needs Report by April, 2022, and update it every five years thereafter. The reports are intended to strengthen the ability of local governments to understand what kinds of housing are most needed in their communities, and help inform local plans, policies, and development decisions. Local

governments are required to publish their completed reports online so that they are freely and publicly available. The required content is described in the legislation and is summarized in **Attachment 1**.

### Funding

The Union of B.C. Municipalities (UBCM) is administering the distribution of funding provided by the Ministry of Municipal Affairs and Housing to help cover municipalities' costs associated with preparing Housing Needs Reports, including consulting and administration fees, public information costs, and/or staff training and capacity building. The District is eligible for up to \$50,000, based on its population.

A previous funding grant application deadline was postponed from May 1, 2020, to October 16, 2020 due to COVID-19. Successful applicants are required to complete the Housing Needs Reports within one year of receiving funding approval. The Province has indicated that this will likely be the final intake process for funding.

### **EXISTING POLICY:**

The OCP encourages a diverse mix of housing types, tenure, and affordability to accommodate the lifestyles and needs of people at all stages of life (Goal 2). This is facilitated by supporting the provision of diverse housing choices and vibrant, age-friendly communities with a range of facilities and services (Strategic Direction 1). Further supporting policies in the OCP encourage increasing housing choices across the full continuum of housing needs to suit different residents' ages, needs, and incomes.

The District's Town Centre Plans connect higher level OCP policies to local contexts, and provide the framework for facilitating housing at a neighbourhood level. The Rental and Affordable Housing Strategy (RAHS) provides additional guidance in support of providing rental and affordable housing in the District.

The District's Rental, Social, and Affordable Housing Task Force is currently exploring housing issues in the District and is expected to bring forward interim recommendations to Council to better address the District's most acute housing needs. Additionally, as part of the District's Targeted OCP Review, a review of existing and emerging housing issues has also been conducted. Work on the Housing Needs Report will both inform and be informed by the Rental, Social, and Affordable Housing Task Force and the Targeted OCP Review.

### **ANALYSIS:**

While the District's OCP, Town Centre Plans, and RAHS promote diverse and affordable housing options within compact and sustainable urban centres, current estimates for future housing needs are broad or based on long timelines. Currently, the District only has high-level estimates for the number of units needed across the housing continuum to meet the estimated housing demand in 2030. These estimates are broken down by housing form (e.g. townhouses, multifamily market rental, subsidized rental, etc.).

Additionally, although Metro Vancouver provides Housing Demand Estimates to municipalities based on regional growth projections, these estimates are only categorized by housing tenure

and broad household income brackets. They do not include estimates for the number of units needed by housing form or dwelling size (number of bedrooms), for example.

The Housing Needs Report will provide a more nuanced understanding of the District's housing needs for the next five years by analysing approximately 50 kinds of data and consulting with key housing stakeholders on the North Shore. Metro Vancouver has collected and prepared the majority of this data for its member jurisdictions, but additional data collection and more substantive data analysis will be conducted through the Housing Needs Report process. The Housing Needs Report will include a statement of need, based on the data analysis and public input process, which will clearly define existing and projected community needs.

#### Grant Need & Application Criteria

Staff recommend that the District apply for the maximum amount of \$50,000 of grant funding available through the Housing Needs Report Program. This will support hiring a professional consultant who would work alongside staff to complete work, including:

- Analysing available datasets;
- Engaging with adjacent municipalities, service providers, and the Squamish and Tseil-Waututh Nations;
- Preparing the Housing Needs Report; and
- Establishing mechanisms for ongoing tracking of housing need.

Grant applications must include a completed application form, detailed project budget, and a Council resolution indicating support for the proposed activities and willingness to provide overall grant management.

#### **Timing/Approval Process:**

UBCM is advising prospective applicants that, based on available funding, the next application deadline of October 16, 2020 will likely be the final intake for this funding program.

Should Council support the submission of a grant application, and if funding is approved, the Housing Needs Report would be completed and presented to Council in approximately fall or winter, 2021. Once the Housing Needs Report is completed, the *Local Government Act* requires it to be received by Council and published online for free public access. Although taking action on the findings of the Housing Needs Report is not required, the aim is that once local governments have a better understanding of the housing needs of their community, they will work towards addressing these needs.

#### **Financial Impacts:**

The grant funding will result in direct savings to the District in terms of staff time and costs associated with completing the required Housing Needs Report. It is anticipated that part of the grant funds will be used for staff training and internal capacity building (eligible expenditures under the grant program) to reduce the costs associated with future reports.

#### **Social Policy Implications:**

Meeting the housing needs of the community is central to achieving the OCP's goal to foster a safe, socially inclusive, and supportive community that enhances the health and well-being of all residents.

**Public Input:**

Consultation with other North Shore municipalities, service providers, the Squamish and Tseil-Waututh Nations will be conducted to improve understanding of housing, homelessness, and special needs within the community. Staff will also connect with the District's Rental, Social, and Affordable Housing Task Force to solicit their input and feedback before April 2021, when their term is expected to conclude. The public engagement process will need to be flexible in order to adapt to the changing nature of the COVID-19 pandemic and the most up to date public health guidelines. Staff will report back to Council regarding the outcome of the grant application, should the application be supported, and will provide a more detailed outline of the engagement process at that time.

The completed Housing Needs Report will be presented to Council and publicly available on the District's website.

**Conclusion:**

Provincial legislation requires all BC municipalities to complete a Housing Needs Report by April, 2022. The Housing Needs Report is expected to support the District's housing objectives by providing greater clarity about the District's current and future housing needs.

Staff is recommending that Council directs staff to submit an application to the UBCM Housing Needs Reports Program for a \$50,000 grant to cover costs associated with the preparation of the District's Housing Needs Report. A completed Housing Needs Report would be presented to Council in fall or winter, 2021.

**Options:**

1. THAT staff are directed to submit an application to the Union of British Columbia Municipalities (UBCM) Housing Needs Report Program, for \$50,000 in grant funding to support the preparation of the Housing Needs Report, as described in the August 26, 2020 report of the Community Planner, entitled Housing Needs Report – Application for Funding.

OR

2. THAT Council provides staff with alternative direction.

Respectfully,



Arielle Dalley  
Community Planner

**Attachment 1:** Guide to Requirements for Housing Needs Reports

REVIEWED WITH:					
<input type="checkbox"/> Community Planning	_____	<input type="checkbox"/> Clerk's Office	_____	External Agencies:	
<input type="checkbox"/> Development Planning	_____	<input type="checkbox"/> Communications	_____	<input type="checkbox"/> Library Board	_____
<input type="checkbox"/> Development Engineering	_____	<input checked="" type="checkbox"/> Finance	_____	<input type="checkbox"/> NS Health	_____
<input type="checkbox"/> Utilities	_____	<input type="checkbox"/> Fire Services	_____	<input type="checkbox"/> RCMP	_____
<input type="checkbox"/> Engineering Operations	_____	<input type="checkbox"/> ITS	_____	<input type="checkbox"/> NVRC	_____
<input type="checkbox"/> Parks	_____	<input type="checkbox"/> Solicitor	_____	<input type="checkbox"/> Museum & Arch.	_____
<input type="checkbox"/> Environment	_____	<input type="checkbox"/> GIS	_____	<input type="checkbox"/> Other:	_____
<input type="checkbox"/> Facilities	_____	<input type="checkbox"/> Real Estate	_____		
<input type="checkbox"/> Human Resources	_____	<input type="checkbox"/> Bylaw Services	_____		
<input type="checkbox"/> Review and Compliance	_____	<input checked="" type="checkbox"/> Planning	_____		

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## Guide to Requirements for Housing Needs Reports

Effective April 16, 2019 provincial requirements require all local governments to complete housing needs reports for their communities by April 2022 and every five years thereafter.

Together, the housing needs reports legislation and regulations specify requirements for:

- **Information Collection** - As a basis for determining current and projected housing needs, local governments are required to collect approximately 50 distinct kinds of data.
- **Report Content** - All housing needs reports are required to contain certain content, based on analysis of the information collected, and a standardized summary form.

This guide is an overview of the requirements in each of these areas.<sup>1</sup>

The requirements related to housing needs reports are detailed in legislation and associated regulations:

- *The Local Government Act* (mainly Part 14) and Housing Needs Reports Regulation.
- *Vancouver Charter*, Section 27 and Vancouver Housing Needs Reports Regulation.

Links to the legislation and regulations, as well as implementation supports for local governments to meet the requirements, are available at:

<https://www2.gov.bc.ca/gov/content/housing-tenancy/local-governments-and-housing/policy-and-planning-tools-for-housing/housing-needs-reports>

Local governments who are already working on, or who have recently completed a housing needs report (before April 2019), may be considered to have met the legislated requirement for their first report. Please contact ministry staff about whether these transitional provisions could apply to your local government.

Ministry of Municipal Affairs and Housing  
Planning and Land Use Management Branch  
Telephone: 250-387-3394  
Email: [PLUM@gov.bc.ca](mailto:PLUM@gov.bc.ca)

<sup>1</sup> Note: In the event of discrepancy with this document, the meaning of the legislation and regulations prevails.

### Required Information (Data Collection)

As a basis for determining current and projected housing needs, local governments are required to collect approximately 50 kinds of data about:

- current and projected population;
- household income;
- significant economic sectors; and
- currently available and anticipated housing units.

In the case of a regional district, this information is required for each electoral area to which the report applies (except for electoral areas with a population of less than 100). In the case of the Islands Trust, the information is required for each local trust area.

Most of the data that local governments are required to collect is provided at: <https://catalogue.data.gov.bc.ca/group/housing-needs-reports>

The tables below detail each of the required kinds of data, its source and the time frame for which it is required.

Understanding trends is an important part of data analysis. Consequently, local governments are required to collect information on previous as well as current years.

- For data that is available from Statistics Canada, the period for which data will be required will be the previous three Census reports. For other information, the required period will be comparable. Local governments may choose to look further back if information is available.
- Information projections will be required to look at least five years forward.

Population <i>Time Frame: previous 3 Census reports, except marked *</i>	Source of Data	Housing Needs Report Regulation
Total population	Statistics Canada Census	Section 3 (1) (a) (i)
Population growth [# and %]	Statistics Canada Census	Section 3 (1) (b)
Age - Average and median age	Statistics Canada Census	Section 3 (1) (a) (ii), (iii)
Age - Age group distribution (0-14, 15-19, 20-24, 25-64, 65-84, 85+) [# and %]	Statistics Canada Census	Section 3 (1) (a) (iv)
Mobility – number of non-movers, non-migrants, migrants	Statistics Canada Census	Section 3 (1) (a) (x)
Number of individuals experiencing homelessness* (if available)	Homeless Counts	Section 3 (1) (d)
Number of students enrolled in post-secondary institutions* (if applicable)	AEST	Section 3 (1) (c)



<b>Households</b> <i>Time Frame: previous 3 Census reports</i>	<b>Source of Data</b>	<b>Housing Needs Report Regulation</b>
Total number of households	Statistics Canada Census	Section 3 (1) (v)
Average household size	Statistics Canada Census	Section 3 (1) (vi)
Breakdown of households by size (1, 2, 3, 4, 5+ people) [# and %]	Statistics Canada Census	Section 3 (1) (vii)
Renter and owner households [# and %]	Statistics Canada Census	Section 3 (1) (viii)
Renter households in subsidized housing [# and %]	Statistics Canada Census	Section 3 (1) (ix)

<b>Anticipated Population</b> <i>Time Frame: next 5 years</i>	<b>Source of Data</b>	<b>Housing Needs Report Regulation</b>
Anticipated population	BC Stats	Section 3 (2) (a)
Anticipated population growth [# and %]	BC Stats	Section 3 (2) (b)
Anticipated age - Average and median age	BC Stats	Section 3 (2) (c), (d)
Anticipated age - Age group distribution (0-14, 15-19, 20-24, 25-64, 65-84, 85+) [# and %]	BC Stats	Section 3 (2) (e)

<b>Anticipated Households</b> <i>Time Frame: for next 5 years</i>	<b>Source of Data</b>	<b>Housing Needs Report Regulation</b>
Anticipated number of households	BC Stats	Section 3 (2) (f)
Anticipated average household size (# of people)	BC Stats	Section 3 (2) (g)

<b>Household Income</b> <i>Time Frame: previous 3 Census reports</i>	<b>Source of Data</b>	<b>Housing Needs Report Regulation</b>
Average and median household income (if available)	Statistics Canada Census	Section 4 (a), (b)
Households in specified income brackets (# and %) (if available)	Statistics Canada Census	Section 4 (c)
Renter household income – Average and median (if available)	Statistics Canada Census	Section 4 (f)
Renter households in specified income brackets (# and %) (if available)	Statistics Canada Census	Section 4 (d)
Owner household Income – Average and median (if available)	Statistics Canada Census	Section 4 (g)
Owner households in specified income brackets (# and %) (if available)	Statistics Canada Census	Section 4 (e)



<b>Economic Sectors &amp; Labour Force</b> <i>Time Frame: previous 3 Census reports. Except for *</i>	<b>Source of Data</b>	<b>Housing Needs Report Regulation</b>
Total number of workers	Statistics Canada Census	Section 5 (a)
Number of workers by industry (North American Industry Classification System – NAICS)	Statistics Canada Census	Section 5 (b)
Unemployment rate and participation rate	Statistics Canada Census	Section 7 (b), (c)
Commuting destination* (within census subdivision; to different census subdivision; to different census division; to another Province/Territory)	Statistics Canada Census	Section 7 (d), (e), (f), (g)

<b>Housing Units – Currently occupied/available</b>	<b>Source of Data</b>	<b>Housing Needs Report Regulation</b>
Total number of housing units	Statistics Canada Census	Section 6 (1) (a)
Breakdown by structural type of units [# and %]	Statistics Canada Census	Section 6 (1) (b)
Breakdown by size – # of units with 0 bedrooms (bachelor); 1 bedroom; 2 bedrooms; 3+ bedrooms	Statistics Canada Census	Section 6 (1) (c)
Breakdown by date built (pre-1960; 1961-80; 1981-90; 1991-00; 2001-10; 2011-16; 2017) [# and %]	Statistics Canada Census	Section 6 (1) (d)
Number of housing units that are subsidized housing	BC Housing/ BCNPHA <sup>2</sup>	Section 6 (1) (e)
Rental vacancy rate – overall and for each type of unit (if available)	CMHC	Section 6 (1) (i), (j)
Number of primary and secondary rental units (if available)	CMHC, Various	Section 6 (1) (k) (i), (ii)
Number of short-term rental units (if available)	Various	Section 6 (1) (k) (iii)
Number of units in cooperative housing (if applicable)	Coop Housing Federation of BC	Section 6 (1) (l)
Number of Post-secondary housing (number of beds) (if applicable)	AEST	Section 6 (1) (o)
Shelter beds and housing units for people experiencing or at risk of homelessness (if applicable)	BC Housing	Section 6 (1) (p)

<sup>2</sup> BCNPHA: BC Non-profit Housing Association



<b>Housing Units – Change in housing stocks (past 10 years)</b>	<b>Source of Data</b>	<b>Housing Needs Report Regulation</b>
Demolished - overall and breakdown for each structural type and by tenure (if available)	Local government	Section 6 (1) (m) (i), (ii), (iii), (iv)
Substantially completed - overall and breakdown for each structural type and by tenure (if available)	Local government	Section 6 (1) (n) (i), (ii), (iii), (iv)
Registered new homes - overall and breakdown for each structural type and for purpose-built rental	BC Housing	Section 6 (3) (a), (b), (c)

<b>Housing Values</b>	<b>Source of Data</b>	<b>Housing Needs Report Regulation</b>
<i>Time Frame: 2005 onward for first report; past 10 years for subsequent reports</i>		
Assessed values - Average and median for all units	BC Assessment	Section 6 (1) (f) (i)
Assessed values - Average and median by structural type (e.g. single detached, apartment, etc.)	BC Assessment	Section 6 (1) (f) (ii)
Assessed values - Average and median by unit size (0, 1, 2, 3+ bedrooms)	BC Assessment	Section 6 (1) (f) (iii)
Sale Prices – Average and median for all units and for each structural type	BC Assessment	Section 6 (1) (g) (i)
Sale Prices – Average and median by structural type (e.g. single detached, apartment, etc.)	BC Assessment	Section 6 (1) (g) (ii)
Sale Prices - Average and median by unit size (0, 1, 2, 3+ bedrooms)	BC Assessment	Section 6 (1) (g) (iii)
Rental Prices – Average and median for all units and for unit size (# of bedrooms) (if available)	CMHC	Section 6 (1) (h) (i)
Rental Prices - Average and median by unit size (0, 1, 2, 3+ bedrooms)	CMHC	Section 6 (1) (h) (ii)

<b>Households in Core Housing Needs</b>	<b>Source of Data</b>	<b>Housing Needs Report Regulation</b>
<i>Time Frame: previous 3 Census reports</i>		
Affordability – households spending 30%+ of income on shelter costs (overall # and % of households)	Statistics Canada Census	Section 7 (a) (i)
Affordability – households spending 30%+ of income on shelter costs (# and % of renter and owner households)	Statistics Canada Census	Section 7 (a) (ii)
Adequacy – households in dwellings requiring major repairs (overall # and % of households)	Statistics Canada Census	Section 7 (a) (iii)
Adequacy – households in dwellings requiring major repairs (# and % of renter and owner households)	Statistics Canada Census	Section 7 (a) (iv)
Suitability – households in overcrowded dwellings (overall # and % of households)	Statistics Canada Census	Section 7 (a) (v)
Suitability – households in overcrowded dwellings (# and % of renter and owner households)	Statistics Canada Census	Section 7 (a) (vi)

### Required Content for Housing Needs Reports

All housing needs reports are required to contain the following content, based on analysis of the information collected. In the case of a regional district, this content is required for every electoral area to which the report applies. In the case of the Islands Trust, the content is required for each local trust area to which the report applies.

- The number of housing units required to meet current housing and anticipated housing needs for at least the next five years, by housing type.
- Statements about key areas of local need.
- The number and percentage of households in core housing need and extreme core housing need.
- A standardized summary form.

Note that a regional district *does not need* to include the following content for electoral areas with a population of less than 100.

<b>Housing units required – Current and Anticipated (in 5 years)</b>	<b>Legislation</b>
Number of units needed by “type” (unit size): 0 bedrooms (bachelor); 1 bedrooms; 2 bedrooms; and 3+ bedrooms	LGA: 585.3 (c) (i), (ii); VC: 574.3 (c) (i), (ii)
<b>Households in core housing need</b>	<b>Housing Needs Reports Regulation</b>
<i>Time frame: previous 3 Census reports</i>	
Core housing need, overall and breakdown by tenure [# and %]	Section 8 (1) (a) (i), (ii)
Extreme core housing need, overall and breakdown by tenure [# and %]	Section 8 (1) (a) (iii), (iv)
<b>Statements about key areas of local need</b>	<b>Housing Needs Reports Regulation</b>
<ul style="list-style-type: none"> <li>• Affordable housing</li> <li>• Rental housing</li> <li>• Special needs housing</li> <li>• Housing for seniors</li> <li>• Housing for families</li> <li>• Shelters for individuals experiencing homelessness and housing for individuals at risk of homelessness</li> </ul>	Section 8 (1) (b) (i), (ii), (iii), (iv), (v), (vi)



Summary Form	Housing Needs Reports Regulation
<ul style="list-style-type: none"><li>• Key contextual information (e.g. location, population, median age, unemployment rate, etc.)</li><li>• Summary of all the required content (tables above)</li><li>• Summary of housing policies in OCPs and RGSs (if available)</li><li>• Summary of community consultation, and consultation with First Nations, other local governments and agencies.</li><li>• Other key housing issues or needs not identified in the required content.</li></ul>	Section 8 (1) (c)

For more information, please contact ministry staff:

Ministry of Municipal Affairs and Housing  
Planning and Land Use Management Branch  
Telephone: 250-387-3394  
Email: [PLUM@gov.bc.ca](mailto:PLUM@gov.bc.ca)

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