September 18, 2019

File: 0400-50

Mayor Fred Haynes
District of Saanich
Saanich Municipal Hall, 770 Vernon Ave
Victoria, BC V8X 2W7

Dear Mayor Fred Haynes:

Re: UBCM Housing Needs Reports Program Grant

On September 11, 2019, the Capital Region District (CRD) Board authorized CRD staff to apply to the Union of BC Municipalities (UBCM) for a grant under the *2019 Housing Needs Reports Program* and, if awarded, to provide overall grant management for a Regional Housing Needs Reports Project.

During recent DPAC meetings, the planning staff from eleven local government entities expressed interest in collaborating on this Project. A representative from your Municipality was among those who expressed interest in participating in the Regional Project and, in order for the CRD to meet UBCM grant requirements, a Council resolution supporting participation in the Project is needed from your Municipality. A draft sample resolution is provided below.

> That the District of Saanich support the Capital Regional District to apply for, receive, and manage UBCM grant funding to complete a housing needs report in partnership with the District of Saanich.

Should your Council support such a resolution, please provide the CRD with a letter outlining this resolution, as well as a copy of the minutes where the resolution was discussed and approved.

CRD staff will submit these letters of approval along with the CRD's Housing Needs Reports Program Grant Application. The UBCM grant application deadline is November 29, 2019. A project description that includes a high level project timeline is attached for your information (Attachment 1).

We are excited for the opportunity to facilitate collaboration on this project and to work towards developing a sustainable and accessible data reporting approach to housing information in the region. Please contact John Reilly, Manager Housing Planning and Programs, at jreilly@crd.bc.ca or at (250) 360-3081, should you have any questions.

Sincerely,

Colin Plant
Chair, Capital Regional District Board

cc: Robert Lapham, Chief Administrative Officer

Attachment (1)

EXEC-2102254355-3454

Regional Housing Needs Reports Project
Project Description

Identification of Opportunity

In 2018, the Provincial Government passed *Bill 18 – 2018: Local Government Statutes (Housing Needs Reports) Amendment Act, 2018* which requires local governments to develop housing needs reports on a regular basis. 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 the development and implementation of official community plans and regional growth strategies.

To support municipalities and electoral areas in creating reports that meet the provincial requirements, funding is being made available as grants through the Union of BC Municipalities (UBMC) Housing Needs Reports Program. Funding is scaled based on the net population of the planning area and regional projects are possible where municipalities and electoral areas agree to work together.

One of the Development Planning Advisory Committee (DPAC) purposes is "to facilitate coordination of Provincial … actions, policies and programs as they relate to the development and implementation of the regional growth strategy" and through DPAC the CRD has identified 11 local government entities that want to collaborate on a regional project in 2020. Further, all local government entities in the capital region have indicated the desire to collaborate on the ongoing updating of these reports and develop a sustainable and accessible data reporting approach to housing information in the region.

Participating Municipalities, Electoral Areas and Islands Trust Areas

Central Saanich	Colwood	Esquimalt
Highlands	Islands Trust (SGI and SSI)	Juan de Fuca EA
Langford	Metchosin	North Saanich
Saanich	Victoria	

Alignment with CRD Plans and Strategies

Plan/Strategy	Direction
Corporate Plan	Measure housing affordability and engage with municipalities on affordability
	Support municipalities in their affordable housing objectives
	Lead and participate in regional, provincial and federal affordable housing … planning initiatives
Regional Growth Strategy	Work across the housing spectrum when identifying the current and anticipated future issues concerning market and non-market housing affordability for no, low and middle income and special needs households
	Analyze the extent of present (housing) issues and forecast future issues

Regional Housing Affordability Strategy	Include housing affordability approaches and policies in the Regional Growth Strategy and monitor regional outcomes
	Supports municipalities and electoral areas in initiatives that identify housing development targets that support increased density within the region's urban containment boundary, monitors results and assesses challenges
	Establishes regional housing development targets and supports municipalities and electoral areas in establishing local targets, monitoring results, assessing development challenges and identifying potential solutions

Goals & Objectives

Main Goal: Create Housing Needs Reports for the 11 participating local government entities.
Sub-Goal: Develop a regional housing data reporting system.
Sub-Goal: Create a process for providing all regional local government entities with ongoing support in creating updated Housing Needs Reports that meet provincial legislative requirements.

Objectives:
- Develop and execute project plan
- Obtain data compiled by provincial authorities
- Seek out and obtain additional data and statistics that meet provincial requirements
- Create draft Housing Needs Reports based on provincial criteria
- Facilitate stakeholder as well as community engagement that confirms and builds understanding of the current context and shares the findings of the housing needs assessment in each of the 11 local government entity jurisdictions
- Create Housing Needs Reports that meet provincial legislative requirements

Roles and Responsibilities

This project will provide opportunity for the involvement of CRD staff, municipal administrations as well as consultants to support various responsibilities related to the completion of the project. The following table provides a summary of anticipated roles and responsibilities.

| Project Element | Role/Responsibility | | | |
	CRD	DPAC	Local Govt.	Consultant
Project management	Lead			
Grant application and management	Lead			
Consultant recruitment and selection	Coordinate	Decision		
Data compilation and presentation	Lead		Support	Support
Drafting of municipal reports	Lead		Support	Support
Approval of municipal reports		Support	Lead	
Local community engagement	Support	Support	Lead	Support
Housing sector engagement	Lead	Support	Support	Support
Development of housing data reporting system	Lead	Support		
Development of final Housing Needs Reports	Lead	Support	Support	

Proposed Timeline

Activity	Date
1. CRD Approval of UBCM Grant application	September 2019
2. Municipal/Electoral Area/Local Trust Area Approval of CRD Role	September/October 2019
3. Draft Scope of Work	September 2019
4. Approve Scope to Work to Support RFP	October 2019
5. Draft UBCM Application	October/November 2019
6. UBCM Grant Application Due	November 29, 2019
7. Issue RFP	January 2020
8. Proposal Review and Consultant Selection	February 2020
9. Data Compilation and Collection	March-May 2020
10. Stakeholder Engagement	May-September 2020
11. Draft Reports Submitted to DPAC	September 2020
12. Local Government Review of Draft Housing Needs Reports	October 2020
13. Final Housing Needs Reports Submitted to DPAC	November 2020
14. Reports Submitted to Local Government Councils for Approval	December 2020

Budget

Project costs are expected to be approximately $150,000 and a grant in this amount will be sought from UBCM.

Project Sponsor

CRD Regional Housing is sponsoring this project with the support of CRD Regional and Strategic Planning and DPAC.