

VILLAGE OF PORT CLEMENTS HOUSING NEEDS ASSESSMENT REPORT RFP

BACKGROUND

Housing is a priority in Port Clements. In 2018 local volunteers formed the Port Clements Housing and Restoration Society (PCHRS) to try and bring more affordable housing options to the village.

According to the PCHRS, it is believed that a lack of housing for families has discouraged families from moving to Port Clements when they otherwise would have. The society also identified a lack of housing for seniors and people with mobility challenges. The society identified their concerns that Village about a lack of housing for seniors and people with mobility challenges. The municipality has concerns that the increases in holiday rentals and vacant homes reduced the amount of available housing for full-time residents.

In April 2019, the Provincial Government brought in new requirements that requires all local governments in BC to complete a housing needs report by April 2022 and every five years thereafter.

Together, legislation and regulations specify requirements for local government related to housing needs reports. These requirements include:

- Collecting information to identify current and projected housing needs,
- Using that information to prepare and publish an online housing needs report which shows current and projected housing needs for at least the next five years, and
- Considering the most recently collected information and housing needs report when amending official community plans and regional growth strategies

These reports can help identify existing and projected gaps in housing supply by collecting and analyzing quantitative and qualitative information about local demographics, economics, housing stock, and other factors. A housing needs report is critical to developing a housing strategy or action plan. By completing a housing needs report; the Village of Port Clements will better understand and respond to housing needs in its community.

PROJECT SCOPE

The successful candidate will prepare a housing needs report that meets the requirements of the *Local Government Act* and *Housing Needs Reports Regulation*.

In the planning phase, the consultants will gather the necessary statistical data, do a literature review, list local housing stakeholders, and finalize a communications and a project plan. Stakeholders may include homeowners, landlords, tenants, people who are hard-to-house, and service providers that help people find housing. The consulting firm may include a contractor who lives in Port Clements.

In the engagement phase, the consultants may arrange interviews, focus groups, surveys, and site visits to gather qualitative data.

To determine current and projected housing needs, local governments are required to collect approximately 50 distinct kinds of data about:

- Current and projected population
- Household income
- Significant economic sectors, and
- Currently available and anticipated housing units

Requirements will be based on the *Guide to Requirements for Housing Needs Reports* (retrieved from: https://www2.gov.bc.ca/assets/gov/housing-and-tenancy/tools-for-government/uploads/summaryhnrrequirements_apr17_2019.pdf)

Based on the information collected, the housing needs report must contain the following:

- Statements about key areas of local need, including affordable housing, rental housing, special needs housing, seniors housing, family housing, and shelters and housing for people at risk of homelessness
- The number of housing units required to meet current and anticipated housing needs for at least the next five years, by housing type. Housing 'type' is defined as dwelling size (number of bedrooms)
- The number and percentage of households in core housing need and extreme core housing need

Contractors will be required to reference the *Guide to Developing Housing Needs Reports* and the *Summary of Legislative and Regulatory Requirements for Housing Needs Reports*.

The contractor will also be required to involve the Port Clements Housing & Restoration Society with the process to assist in acquiring local knowledge.

Contractor will be required to access housing needs report data which includes nearly all the data that local governments are required to collect, packaged on a community basis. This data includes:

BC Assessment data on assessed values and sales prices of housing

BC Housing data on non-market housing and new homes registered

BC Stats data on projected population and household demographics from 2018 to 2028

- **Canada Mortgage and Housing Corporation (CMHC) data** on primary rental market prices, primary rental vacancy rates and some secondary rental market data
- **Statistics Canada Census data** on population and household demographics, labour force, household income, housing units and core housing need

This data can be supplemented by other sources, including local government data, community surveys and public engagement. Detailed data collection requirements, including the sources for each type of data are summarized in the [Summary of Legislative and Regulatory Requirements for Housing Needs Reports \(PDF\)](#).

Finally, the consultant will prepare a housing-needs report in accordance with the requirements set out in the *Local Government Act*. After receiving feedback from the Village council and making any necessary revisions, the final report will be posted online and shared with the community at large. In addition to the report, assistance with grant applications for any housing needs will also be required.

DELIVERABLES

- Housing Needs Assessment Report as per the legal requirements under the *Local Government Act* and the *Housing Needs Report Regulation*
- Preparation of Housing Needs funding application to BC Housing funding programs and other from the collection of the Housing Needs Report for Port Clements.
- Completion of the standardized provincial reporting form that summarizes key pieces of data collected, consultation undertaken, and key findings from each local government on their housing needs. Also include other housing issues identified that are not captured elsewhere on the required reporting form.
- Publish the report on the Village of Port Clements website after it is received by Council in a public meeting.
- **All project activities must be completed no later than July 10, 2020**

RFP SUBMISSION DEADLINE

All Proposals must be delivered or received in a SEALED envelope by the Village Office by 1pm Friday, August 30th, 2019. Write “Closed Bid” on the bottom left hand corner and address it to Attn: Ruby Decock, CONFIDENTIAL.

If mailing in the closed bid, write “Closed Bid” on the bottom left hand corner and address it to Attn: Ruby Decock, CONFIDENTIAL, c/o P.O. Box 198, Port Clements, BC V0T 1R0. Public Opening of bids will be opened on September 3, 2019 at the Port Clements Regular Council Meeting.

All amendments to the associated notice, including amended documents, plans and specifications (where applicable), are issued on the Village of Port Clements website. Please call (250) 557-4295 or email cao@portclements.ca to request more details of the deliverables and time lines for the housing needs assessment.

REFERENCES

Province of BC. (2019). Housing Needs Reports. Retrieved from :

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