

# DISTRICT OF OAK BAY

**REPORT TO:** Committee of the Whole  
**FROM:** Deborah Jensen, Manager of Planning  
**MEETING DATE:** February 10, 2020  
**RE:** Housing Needs Report – PLP00016

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## RECOMMENDATION

That Council receive the 2020 Housing Needs Report in accordance with section 585 of the *Local Government Act*.

## EXECUTIVE SUMMARY OF REPORT

At their meeting of December 9, 2019 Council requested staff undertake some modifications to the draft Housing Needs Report, with the Report fulfilling a legislated requirement for all local governments to help identify existing and projected gaps in housing supply. The subsequent review confirms data presented in the Housing Needs Report, adds additional information as per Council discussion, and provides a summary of public input provided at an Open House held January 22, 2020.

## BACKGROUND / HISTORIC CONTEXT

In March 2019, Council directed staff to undertake the preparation of a Housing Needs Report. This is a reporting process that is mandated by the Province to collect approximately 50 distinct types of data, including current and projected population, household income, economic sectors, and existing and anticipated housing units required.

This process also contributes toward completion of the District's broader Housing Framework, which is intended to provide a comprehensive approach to housing in the community. The Framework considers the broader needs for housing in the District, as well as a range of housing options and types that could be supported. It includes a series of distinct phases to address policy development, regulations and guidelines to implement housing options related to secondary suites, infill housing in neighbourhoods, and housing in village area plans.



Staff have been working with Urban Matters, a consulting firm, who have assisted in completion of the Housing Needs Report,

which included data collection, and discussions with select organizations and the local community. Urban Matters is a company with a range of consultants that provide expertise on a range of issues, including public policy, facilitation, urban planning, and housing and infrastructure; and have demonstrated expertise in preparing and delivering housing needs reports. Staff also applied for and received a \$30,000 funding grant from the Union of British Columbia Municipalities to assist with preparation of the Report.

In December 2019, the draft Housing Needs Report was presented to Council. Council discussed the findings of the report, and directed staff to review the Report to ensure the accuracy of the data, and add definitions to provide clarity for some of the terminology. The Report has subsequently been reviewed and the content of the data confirmed, with some minor revision, and public engagement has been undertaken to present the findings of the Housing Needs Report to the community in the form of focus groups, an open house, and opportunities for public comment at Committee of the Whole meetings. The final report is now presented for Council consideration.

## **ANALYSIS**

At their meeting of December 9, 2019 Council requested clarification of definitions and select data contained within the Housing Needs Report (HNR), as well as a reporting of comments received at the public Open House to be held January 22, 2020. Further review of the HNR has confirmed the content of the Report, and additional content has been added to address Council discussion. A summary of community consultation is also provided. The revised HNR is attached to this report as Attachment 1.

### ***Report Content***

Data for the HNR was collected from a number of sources, including Statistics Canada, Canada Mortgage and Housing Corporation, BC Assessment and BC Stats. The majority of the information was provided as a package from the Province. Because this custom data differs slightly from what is normally seen in the standard community profiles, the data may appear different from that provided through the Capital Regional District or the District's Official Community Plan. However, as per Council direction, the statistical data has been reviewed and confirmed as to its accuracy within the Report. New content has also been added to the report, as per Council discussion, to provide additional data and to summarize consultation efforts. New content includes:

- An expanded summary of community consultation, which includes not only reporting from the focus groups, but also a summary of feedback received from the January 22, 2020 Open House (a comprehensive list of comments received can be found in Attachment 2).
- Updated vacancy rates for 2019 are now available and have been included in the HNR, along with additional data respecting rental housing stock in Oak Bay (see section 3.3).
- Additional data for family types is provided, including the makeup of lone parent families (see section 2.2 of the HNR).
- Additional data has been provided for mortgage information, which indicates that 40% of homeowners in Oak Bay are carrying a mortgage (see section 2.2 of the HNR).
- A Glossary section has been added to provide clarity for select terminology (see section 7 of the HNR).
- A full listing of data compiled for the Housing Needs Report is provided as an appendix to the HNR.
- The required Housing Needs Report – Summary Form is attached to the HNR.

Overall, as per section 585.3 of the *Local Government Act* and the *Housing Needs Report Regulation*, the HNR provides the required information that includes:



1. for each type of housing unit, the number of units required to meet current housing needs;
2. for each type of housing unit, the number of housing units required to meet anticipated housing needs for at least the next five years;
3. number of households in core and extreme core housing need.

The findings of the Housing Needs Report remain as presented at the December 9, 2019 Council meeting, a summary of which is provided in Table 1.

**Table 1. Oak Bay Housing Needs**

<b>Data Collection</b>	<b>Findings</b>
Current Housing Needs	349 Dwelling Units
Future Housing Needs – to 2024	<u>647 Dwelling Units</u>
Total	996 Dwelling Units
Households in Core Housing Need <sup>1</sup>	675 9%
Households in Extreme Core Housing Need <sup>2</sup>	325 4%

<sup>1</sup> Core housing need means a household is spending more than 30% of their income on housing that does not meet the minimum requirements of at least one of adequacy, affordability or suitability.

<sup>2</sup> Extreme core housing need means the household is in core housing need but is spending 50% or more of their income on housing.

### **Community Open House**

A public Open House was held on January 22, 2020, from 5:00 pm to 7:30 pm at the Oak Bay Municipal Hall to provide information to the community on the data contained within the Housing Needs Report. Approximately 50 people attended the Open House.

A Comment Sheet was also made available at the Open House, which asked a series of three open ended questions intended to capture residents' views of the findings of the Housing Needs Report, what they would like to see addressed as a result, and any other comments they may have. Comments generally indicate that there is currently a lack of housing options in the community, and that there is a need to plan for changing demographics and provide housing based on the future needs of the community (see Attachment 2).

### **Next Steps**

Provincial legislation requires that, upon receipt by Council, the Housing Needs Report (including the Summary Report) will be posted to the District website so that it is publicly and freely accessible.

### **ADVISORY BODY RECOMMENDATIONS WITH MINUTES EXCERPT (IF APPLICABLE)**

n/a

### **STRATEGIC PRIORITY SUPPORTED**

- Ensure Access to Diverse Housing Options Within the Built Environment
- Provide Service Excellence

## FINANCIAL IMPACT

The District was successful in acquiring a \$30,000 grant from the Union of British Columbia Municipalities (UBCM) to complete the Housing Needs Report, with final reporting to secure the funding to be received by UBCM no later than August 19, 2020. This essentially reduces the impact to the \$50,000 budget approved and allocated by Council for this process. No additional financial impact beyond the existing budget is anticipated to arise in relation to the information described in this report.

## IAP2 FRAMEWORK ENGAGEMENT

☒ INFORM      ☐ CONSULT      ☐ INVOLVE      ☐ COLLABORATE

Note – The Housing Needs Report is a technical report with opportunity for the public to provide comment. The Province is not using the IAP2 framework in its definition of “consultation” as per the requirement for the reports.

### Community Engagement

Staff initiated direct communication with representatives from the Planning and Land Use Branch at the Ministry of Municipal Affairs and Housing, to determine the intent of the Housing Needs Report and any “consultation” efforts. This communication determined that the Housing Needs Report is intended to provide a baseline for housing data for the community – it provides another avenue to gathering data for the community, which ultimately can also be used by the Ministry to determine housing needs across the province. It is a technical exercise that is intended to inform the community, and is therefore not as fully involved as processes that are intended to “consult” or “collaborate” under the IAP2 framework.

District responses provided to “consultation” questions outlined in the Housing Needs Summary Form are the result of discussions with Ministry staff, where responses provide a very high level overview of steps taken to consult with the community, for example, the focus groups, discussions with local service providers, and the open house undertaken. District staff consulted with Ministry staff to ensure the District was meeting the requirements for public “consultation” as required in the Summary Form provided as part of the Housing Needs Report. Ministry staff advised that the “consultation” efforts undertaken by the District are considered substantial and proactive, and meet the HNR reporting requirements of the Province.

## TIMELINE / PROCESS / NEXT STEPS

The following timeline is proposed and subject to change.

February 24, 2020	Council Consideration
February 2020	Housing Needs Report Posted to District Website

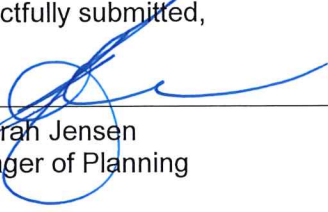
## OPTIONS

1. That Council receive the 2020 Housing Needs Report in accordance with section 585 of the *Local Government Act*.

*Following Council's receipt of the Housing Needs Report, the Report will be posted on the District website and be publicly and freely accessible.*

2. Another direction as provided by Council.

Respectfully submitted,



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Deborah Jensen  
Manager of Planning

Concurrence by



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Bruce Anderson  
Director of Building and Planning

With respect to the Financial Impact described in this report, I concur with the staff recommendation.



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Christopher Paine  
Director of Financial Services

I concur with the staff recommendation.



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Lou Varela  
Chief Administrative Officer

**ATTACHMENT(S):**

Attach 1 - 2020 Housing Needs Report  
Attach 2 – Public Input from January 22, 2020 Open House