

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.¹

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

¹ 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) |

| Households <i>Time Frame: previous 3 Census reports</i> | Source of Data | Housing Needs Report Regulation |
|---|--------------------------|--|
| 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) |

| Anticipated Population <i>Time Frame: next 5 years</i> | Source of Data | Housing Needs Report Regulation |
|--|-----------------------|--|
| 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) |

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

| Household Income <i>Time Frame: previous 3 Census reports</i> | Source of Data | Housing Needs Report Regulation |
|---|--------------------------|--|
| 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) |

| Economic Sectors & Labour Force <i>Time Frame: previous 3 Census reports. Except for *</i> | Source of Data | Housing Needs Report Regulation |
|--|--------------------------|--|
| 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) |

| Housing Units – Currently occupied/available | Source of Data | Housing Needs Report Regulation |
|---|---------------------------------|--|
| 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 ² | 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) |

² BCNPHA: BC Non-profit Housing Association

| Housing Units – Change in housing stocks (past 10 years) | Source of Data | Housing Needs Report Regulation |
|---|-----------------------|--|
| 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) |

| Housing Values <i>Time Frame: 2005 onward for first report; past 10 years for subsequent reports</i> | Source of Data | Housing Needs Report Regulation |
|--|-----------------------|--|
| 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) |

| Households in Core Housing Needs <i>Time Frame: previous 3 Census reports</i> | Source of Data | Housing Needs Report Regulation |
|--|--------------------------|--|
| 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.

| Housing units required – Current and Anticipated (in 5 years) | Legislation |
|--|---|
| 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) |

| Households in core housing need <i>Time frame: previous 3 Census reports</i> | Housing Needs Reports Regulation |
|---|----------------------------------|
| 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) |

| Statements about key areas of local need | Housing Needs Reports Regulation |
|--|---|
| <ul style="list-style-type: none"> • Affordable housing • Rental housing • Special needs housing • Housing for seniors • Housing for families • Shelters for individuals experiencing homelessness and housing for individuals at risk of homelessness | Section 8 (1) (b) (i), (ii), (iii), (iv), (v), (vi) |

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