



## District of Maple Ridge

**TO:** His Worship Mayor Ernie Daykin  
and Members of Council

**FROM:** Chief Administrative Officer

**SUBJECT:** Housing Action Plan Update

**MEETING DATE:** July 22, 2013

**FILE NO:**

**MEETING:** Workshop

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### EXECUTIVE SUMMARY:

The purpose of this report is to provide an update to Council on the status of the Housing Action Plan (HAP). Council endorsed a process proposed in a report that went to Council Workshop June 18, 2012. A Request for Proposal (RFP) for the Housing Action Plan was developed in spring, 2013. A summary of the key components of the RFP were submitted to the Social Planning Advisory Committee (SPAC) in early July, 2013. The RFP was issued July 10, 2013. It is anticipated that a preferred candidate will be selected in late August, 2013 and commence work on the Housing Action Plan in September, 2013.

### RECOMMENDATION:

That the report dated July 22, 2013 and titled 'Housing Action Plan Update' be received for information.

### DISCUSSION:

#### Housing Action Plan Process Endorsed by Council June 18, 2012

The process for the Housing Action plan was outlined in a staff report to Council dated June 18, 2012. Council authorized staff to proceed with the Housing Action Plan based on this process. The process and components of the Housing Action Plan outlined in the report are summarized below. The full report is attached as Appendix A.

- The Social Planning Advisory Committee will act as the Steering Committee for the Housing Action Plan, guiding the process and making recommendations on decision items to Council.
- Parks & Leisure Services department staff that support SPAC will be the key staff liaisons to the project and the Planning Department will provide technical support.
- The Housing Action Plan will identify goals and objectives of the Housing Action Plan which include, but are not limited to:
  - Assessing local housing market conditions
  - Identifying housing priorities
  - Encourage the supply of new rental housing
  - Develop local partnerships and work with other levels of government to secure affordable housing
  - Identify short, medium and long-term actions to meet housing needs across the housing continuum
- The Housing Action Plan will have a comprehensive consultation program which will contribute to identifying a Vision, Principles, Priority Issues and Recommended Actions.

- The HAP will also outline a Work Program to implement the recommendations of the Plan. Key indicators will also be identified to measure progress related to housing affordability and diversity.

The flow chart attached as Appendix B indicates that background work to prepare for the HAP is already underway. The chart indicates that background studies for the HAP began with the participation in the Regional Growth Strategy (RGS). It is anticipated that this work will coincide with the hiring of a consultant who will then begin the process of conducting research related to the HAP.

**July 2013 Update to Social Planning Advisory Committee**

A summary of the key components of the RFP, based on the Council-approved process from the report of June 18, 2012 was submitted to the Social Planning Advisory Committee’s regularly scheduled monthly meeting on July 3, 2012. A select group of five proponents have been invited to apply. SPAC received the report and recommended that it be forwarded to Council.

**Request for Proposal Issued**

A Request for Proposal was developed in the spring of 2013 and was issued **July 10, 2013**. A copy of the Request for Proposal is attached as Appendix C. The deadline for submission is **August 2, 2013**. Evaluation will begin shortly after the submission deadline and interviews will be scheduled for late August. It is anticipated that a preferred candidate will be selected and hired in order for work to begin September, 2013

**CONCLUSION:**

The development of the Housing Action Plan is an important step in advancing the municipality’s sustainability objectives. The HAP will provide a framework for action to address the community’s housing needs which is a key component of creating a healthy, sustainable community.

“Original signed by Siobhan Murphy”  
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*Prepared by:* **Siobhan Murphy, MA, MCIP, RPP**  
**Planning Technician**

“Original signed by Sue Wheeler”  
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*Approved by:* **Sue Wheeler**  
**Community Services Director**

“Original signed by Kelly Swift”  
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*Approved by:* **Kelly, Swift**  
**GM, Community Development and Parks and Recreation**

“Original signed by J.L. (Jim) Rule”  
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*Concurrence:* **J.L. (Jim) Rule**  
**Chief Administrative Officer**

The following appendices are attached hereto:

- Appendix A – Council Report June 18, 2012
- Appendix B – Housing Action Plan flowchart



# APPENDIX A

## District of Maple Ridge

**TO:** His Worship Mayor Ernie Daykin  
and Members of Council  
**FROM:** Chief Administrative Officer  
**SUBJECT:** Housing Action Plan Process

**MEETING DATE:** June 18, 2012  
**FILE NO:** CDPR-0640-30  
**MEETING:** Workshop

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### EXECUTIVE SUMMARY:

The purpose of this report is to obtain Council's authorization to proceed with the proposed process for the preparation of a Housing Action Plan (HAP) for the District of Maple Ridge. The HAP will articulate a vision, guiding principles, goals and objectives, and a plan for municipal actions and strategies with the goal of achieving an adequate supply of housing to meet the full range of incomes and needs in our community.

### RECOMMENDATION:

**That staff be authorized to proceed with the preparation of a Housing Action Plan, in accordance with the process outlined in this staff report dated 2012-06-18.**

### DISCUSSION:

#### a) Background Context:

The proposed HAP was approved as a part of the 2012 Business Plan under the title Affordable Housing Strategy. This title has been modified to be called the "Housing Action Plan" to align with the Regional Growth Strategy (RGS).

In July, 2011, Metro Vancouver adopted the RGS with the support of member municipalities. Maple Ridge Council accepted the RGS on March 22, 2011. The RGS demonstrates that affordable housing with a range of housing options is an essential part of a complete community. It outlines a series of municipal actions including the development of Official Community Plans, Regional Context Statements, and Housing Action Plans as actions to assist municipalities in increasing the supply and diversity of affordable housing at key points along the housing continuum.

The RGS provides ten year estimates of future housing demands across the region. The 10-year estimate for Maple Ridge is for 6,600 new housing units; with 4,300 being ownership units and 2,300 being rental units. Of the rental units, it is estimated that 1,700 will need to be affordable in order to accommodate low and moderate-income households. Of the 1,700, it is estimated that there is a need for 800 non-market social housing units and 900 affordable market rental units.

#### Scope

The District of Maple Ridge's HAP will identify actions currently underway and will recommend strategies to address current and future housing needs, with a particular focus on the needs of low and moderate income households for whom home ownership is not an option. The HAP will:

- assess local housing market conditions, by tenure, including assessing housing supply, demand and affordability;
- identify housing priorities, based on the assessment of local housing market conditions, and consideration of changing household demographics, characteristics and needs;

- identify implementation measures within the jurisdiction and financial capabilities of municipalities;
- identify strategies to encourage the supply of new rental housing and limit the loss of existing rental housing stock;
- identify opportunities to participate in programs with other levels of government to secure additional affordable housing units to meet housing needs across the continuum of housing.

Through a community and stakeholder engagement process, the HAP will focus on the housing continuum from home ownership through to non-market housing to identify key recommendations to address the supply of:

- Non-market housing for low income households and for groups that require supportive or special needs housing;
- Market rental housing for low and moderate income households, and
- Affordable home ownership.

#### Non-Market Housing:

Through the Social Planning function, the District of Maple Ridge has been working with community partners to facilitate solutions to the issues related to inadequate housing options. Work has included:

- Being informed and understanding the issues;
- Acting as an advocate to other levels of government, funders, and community stakeholders;
- Supporting the implementation of solutions through actions that are within the municipality's mandate.

Over the last several years, the District has been proactive in serving as a catalyst for action to address homelessness. Examples include:

- Participation on the Regional Steering Committee on Homelessness;
- Support for the development 2004 Maple Ridge/Pitt Meadows Ending Homelessness Action Plan, as well as the update to this Action Plan that is currently underway;
- Support, and in some instances in-kind contribution, for numerous community initiatives including: the Iron Horse Youth Safe House, the Alouette Home Start Community Outreach team; the Family Inn; Alouette Heights Supportive Housing; and the Route 29 Youth Housing support program.

The HAP will explore strategies to build on the Municipality's current activities and identify options and opportunities to help increase the supply of non-market housing for low-income households and supportive housing for seniors, youth and people with disabilities.

#### Market Rental Housing:

The development of a HAP will provide an opportunity for Maple Ridge to undertake an analysis of its current market rental housing stock, examine the municipal policies and regulations that impact the supply of rental housing, and identify priority issues and recommended actions for tracking and increasing the supply of rental housing.

#### Home Ownership:

The preparation of the HAP will include an analysis of the municipality's land use policies and regulations and investigate how to support and encourage the continued supply of ownership housing in a variety of forms, and explore opportunities for affordable home ownership.

#### **Proposed Process**

The attached HAP flow chart outlines the proposed process for this project. The proposal is that the Social Planning Advisory Committee will act as the Steering Committee for the HAP, guiding the process and making recommendation on decision items to Council. The Parks & Leisure

Services department staff that support SPAC will be the key staff liaisons to the project and the Planning Department will provide technical support.

The flow chart indicates that background work to prepare for the HAP is already underway. The chart indicates that the work to prepare for the HAP began with the participation in the RGS. It is anticipated that this work will coincide with the hiring of a consulting firm which will then begin the process of conducting research related to the HAP. The background studies and policy papers being prepared by staff include:

- **Housing and Market Conditions Update** - the Official Community Plan includes a section on population and housing trends, including the population profile of the community at the time (2005) and housing distribution (2001) and projections. The 2011 Federal Census provides an opportunity to update this information to ensure it provides relevant information for the other studies being completed as part of the Housing Action Plan.
- **Secondary Suites Review** - this work includes a review of the Zoning Bylaw regulations and general issues related to Secondary Suites and Temporary Residential Uses (TRU's), to investigate options and ideas to solve the issues and to recommend a set of policy and/or bylaw amendments for Council's consideration.
- **Ending Homelessness Action Plan** - work to update the 2004 Action Plan is in the SPAC 2012 Business Plan. The work will be conducted with the Maple Ridge Pitt Meadows Katzie Community Network Housing Planning Table. The Action Plan will provide an analysis of current resources and services and will identify current priorities within the format of an action plan. This plan will guide the work of the Housing Planning Table and partners over the next five years. The issues and priorities that are identified in this plan will provide background information to inform the HAP.
- **Seniors & Special Needs Housing Assessment** - the Official Community Plan also includes planning principles, objectives and policies respecting seniors and special needs housing. The HAP process provides an opportunity to ensure that the current policies continue to provide direction for seniors and special needs housing in the District.

These background studies and policy papers, together with additional research, will provide valuable information and context for the HAP public consultation process. The proposed timeline is for the consultation process to begin mid January, 2013. The public consultation process will be designed to engage a diverse mix of stakeholders and community members in dialogue designed to identify the key housing issues and explore options and opportunities to address the issues.

The HAP will include a vision, goals and objectives, and actions and strategies. The proposed final HAP will be assessed to ensure alignment with the RGS and to determine implications for municipal policy or bylaw amendments. The final proposed HAP, along with an outline of municipal policy implications, will be presented to SPAC for endorsement and a recommendation to Council. This process is expected to be completed by the summer of 2013. Once endorsed, the HAP will contribute to the development of the Regional Context Statement.

**b) Desired Outcomes:**

Housing is essential in creating healthy, sustainable communities and affordability plays an important role in supporting a competitive local economy and in promoting the economic and social well-being of families and individuals.

The proposed HAP will focus on developing recommendations designed to address the critical needs in the community: the shortfall in the supply of affordable rental housing, the shortfall in the supply of social housing, the homelessness and the increasing numbers of at-risk of homelessness, and the shortfall in modest-cost housing appropriate for first-time home-buyers.

**c) Strategic Alignment:**

This initiative aligns with Council's strategic direction of creating a safe and livable community. This initiative recognizes that the provision of adequate housing is essential to the overall health of the community. There are three core arguments that suggest that the health and sustainability of the municipality depends on the provision of adequate housing:

1. Housing, Health and Quality of Life: there is a correlation between housing, health and quality of life:
2. Links to Economic Well-being: housing affordability is important in terms of supporting a competitive local economy:
3. Public costs: Homelessness has a social and health cost to both the individual and to the community:

**d) Citizen/Customer Implications:**

It is estimated that for one-third of the region's households, finding and remaining in affordable housing to rent or own is a problem. Individuals unable to find housing that is suitable in size and good repair without spending 30% or more of their household income on shelter are considered to be in "core housing need". The 2006 census estimated that 17% of households in Metro Vancouver were in core housing need. It is critical to the well being of individuals and family, and to the health of the overall community, that there is an adequate supply of affordable housing options to meet the full range of incomes and needs in our community.

**e) Interdepartmental Implications:**

Parks and Leisure Services, under the guidance of the Social Planning Advisory Committee will provide staff support to the development of the HAP with the technical support of the Planning Department.

**f) Business Plan/Financial Implications:**

It is anticipated that the recommendations developed for the HAP will have implications for future business plans for both the Parks and Leisure Services and the Planning Department business plans.

The endorsement of the HAP itself would not have any financial implications; however there is the potential that specific recommendations may include a financial commitment. Such recommendations would be considered by Council individually through the annual business planning approval process.

**g) Policy Implications:**

The RGS requirement for municipalities to develop a HAP and to ensure the alignment of the Official Community Plan with the RGS are implications for Municipal policies.

The RGS requires that within two years of its adoption, each municipality prepare an updated Official Community Plan and Regional Context Statement. The Regional Context Statement sets out the relationship between the RGS and the municipality's OCP, and identifies how local actions will contribute to achieving Regional Growth Strategy goals. Municipalities are required to submit their Regional Context Statements to the Metro Vancouver Board for acceptance. Should a municipality not complete components such as the HAP within the two year time frame, it is acceptable to indicate in the Regional Context Statement that this work is underway.

**CONCLUSIONS:**

The development of a Housing Action Plan is an important step in advancing the municipality's sustainability objectives. The HAP will focus on meeting critical housing needs in the community recognizing that housing is essential in creating healthy, sustainable communities and affordability

plays an important role in supporting a competitive local economy and in promoting the economic and social well-being of families and individuals.

The Housing Action Plan will inform the development of the Regional Context Statement to be submitted to Metro Vancouver outlining the relationship between the Regional Growth Strategy and the municipality's OCP, and identifying how local actions will contribute to achieving Regional Growth Strategy goals.

The District of Maple Ridge Social Planning Advisory Committee has endorsed the proposed Housing Action Plan process and is recommending that Council endorse the process and authorize staff to proceed.

"Original signed by Sue Wheeler"

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*Prepared by:* Sue Wheeler  
Community Services Director

"Original signed by Kelly Swift"

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*Approved by:* Kelly Swift  
General Manager: Community Development, Parks and Recreation Services

"Original signed by Christine Carter"

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*Concurrence by:* Christine Carter, Director of Planning

"Original signed by J.L. (Jim) Rule"

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*Concurrence:* J.L. (Jim) Rule  
Chief Administrative Officer

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Attachment: Housing Action Plan Process

Regional Growth Strategy:  
Municipalities to prepare  
and implement a **Housing  
Action Plan**

July  
2011

December  
2011

May  
2011

District of Maple Ridge  
Council direction to  
undertake the work  
in 2012

## Housing Action Plan

Fall  
2012

Winter  
2012 / 2013

Spring  
2013

Summer  
2013

SPAC

Ongoing Consultation with Residents, Service Providers, User Groups and other levels of Government

### Background Studies and Policy Papers

Housing Market  
Conditions  
Update

Secondary  
Suites Review

Ending  
Homelessness  
Action Plan

Seniors & Special  
Needs Housing  
Assessment

Summary of Background Studies  
and Policy Papers and additional  
Research Papers as  
required

### Key Housing Issues

Housing Action Plan Content

- Vision
- Goals & Objectives
- Actions & Strategies

Alignment with the Regional  
Growth Strategy

**Recommendations to Council on policy  
or bylaw amendments**

## Housing Action Plan Process

