

Housing Needs Reports Program

2021 Program & Application Guide

FINAL INTAKE

1. Introduction

Since April 2019, local governments have been required 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 local plans, policies, and development decisions.

Housing Needs Reports Program

The Housing Needs Reports program supports local governments in undertaking housing needs reports in order to meet the provincial requirements. The Ministry of Municipal Affairs has provided \$5 million for this program. Prospective applicants should be advised that based on available funding, this will be the final intake of this funding program. Local governments are required to meet the legislative requirements and develop a Housing Needs Report by April 2022.

The program is structured to reflect the planning areas for which local governments are required to complete housing needs reports: municipalities, electoral areas, and local trust areas (within the Islands Trust). Funding is scaled based on the net population of each planning area.

Refer to Section 3 and Appendix 1 for eligible funding amounts.

2. Eligible Applicants

All local governments in BC (municipalities, regional districts, and the Islands Trust) are eligible to apply. Local Trust Committees must apply through the Islands Trust. Treaty First Nations, as defined by the *Interpretation Act*, are eligible to apply.

Each planning area (municipality, electoral area, local trust area, Treaty First Nation lands) can only be funded once over the full span of the program.

Funding permitting, the Islands Trust and regional districts can submit one application per intake to undertake separate housing needs reports for different trust areas/electoral areas, including regional applications and participation as a partnering applicant in a regional application.

Planning areas that were funded in the previous intakes are not eligible for subsequent intakes. Refer to Appendix 1 for eligible planning areas.

3. Grant Maximum

Funding maximums are based on the population of the planning area (using the 2016 Census data).

The Program can contribute a maximum of 100% of the cost of eligible activities – to a maximum of the amounts identified in Table 1. For certainty, Appendix 1 outlines the net population and eligible funding for each planning area (municipality, electoral area, local trust area, or Treaty First Nation lands) in BC.

Table 1: Funding Maximums

Population	Funding Maximum
Under 5,000	\$15,000
5,000 to 14,999	\$20,000
15,000 to 49,999	\$30,000
50,000 to 99,999	\$50,000
100,000 or greater	\$70,000

As noted in Section 4, the funding maximum for all regional projects is \$150,000.

In order to ensure transparency and accountability in the expenditure of public funds, all other contributions for eligible portions of the project must be declared and, depending on the total value, may decrease the value of the funding.

4. Eligible Projects

To qualify for funding, a project must:

- Be a new project or an update to an existing, eligible housing needs report. Retroactive funding is not available.
- Result in a housing needs report for at least one entire planning area: municipality, electoral area, local trust area, or Treaty First Nation lands.
- Be capable of completion by the applicant within one year from the date of funding approval.

Regional Projects

Funding requests for a combination of planning areas (municipalities, electoral areas, local trust areas, and/or Treaty First Nation lands) may be submitted as a single application for eligible, collaborative projects. In this case, the maximum funding available would be based on the number of eligible planning areas included in the application and the funding maximums for each as identified in Appendix 1. It is expected that regional projects will demonstrate cost-efficiencies in the total grant request.

The primary applicant submitting the application for a regional project is required to submit a Council, Board, Local Trust Committee, or Treaty First Nation Government resolution as outlined in Section 7 of this guide. If the additional planning areas are outside of the primary applicant’s jurisdiction, each partnering local government or Treaty First Nation is required to submit a Council, Board, Local Trust Committee, or Treaty First Nation Government resolution that clearly states their approval for the primary applicant to apply for, receive, and manage the funding on their behalf.

The total funding request for regional projects cannot exceed \$150,000.

5. Requirements for Funding

As part of the approval agreement, approved projects must meet the following requirements for funding:

- Housing needs reports must:
 - Meet the requirements of the *Local Government Act* (or *Vancouver Charter*) in relation to the development of a new or updated housing needs report;
 - Result in a housing needs report (including required [Summary Form](#)) for at least one entire planning area: municipality, electoral area, local trust area, or Treaty First Nation lands;
 - Be received by the local government Council, Board, Local Trust Committee, or Treaty First Nation Government in a meeting open to the public. In the case of regional projects, the report must be received by the Council, Board, Local Trust Committee, or Treaty First Nation Government responsible for each planning area that is included in the project; and
 - Be published online for free public access.
- Any in-person activities, meetings, or events meet physical distancing and other public health guidance in relation to COVID-19;
- Activities must comply with all applicable privacy legislation under the *Freedom of Information and Protection of Privacy Act* in relation to the collection, use, or disclosure of personal information while conducting funded activities. Personal information is any recorded information about an identifiable individual other than their business contact information. This includes information that can be used to identify an individual through association or inference.

6. Eligible & Ineligible Costs & Activities

Eligible Costs & Activities

Eligible costs are direct costs that are approved for funding, properly and reasonably incurred, and paid by the applicant to carry out eligible activities. Eligible costs can only be incurred from the date of application submission until the final report is submitted (unless specified below).

Under the Housing Needs Reports program, eligible costs and activities must be cost-effective and include:

- Development of new or updated housing needs reports (as required by the *Local Government Act* and *Vancouver Charter*), including:
 - Project management and coordination;
 - Data collection (from public agencies and/or other data sources), compilation and analysis, not including the collection and compilation of [data made available at no cost via the Ministry of Municipal Affairs](#) for the purpose of developing housing needs reports;
 - Research specific to the development of housing needs reports;

- Community engagement, such as collaboration with neighbouring local governments and partner organizations, community surveys, and engagement activities.
- Publication of housing needs reports including editing, proofing, graphic design, etc.
- Presentation of housing needs reports to Council, Board, Local Trust Committee, or Treaty First Nation Government.

The following expenditures are also eligible, provided they relate directly to the eligible activities identified above:

- Incremental staff and administration costs (i.e. creating a new position or adding new responsibilities to an existing position);
- Consultant costs;
- Public information costs;
- Training and capacity building for local government staff specific to developing housing needs reports.

Ineligible Costs & Activities

Any activity that is not outlined above or is not directly connected to activities approved in the application is not eligible for funding. This includes:

- Collection of data similar to that made available at no cost [via the Ministry of Municipal Affairs](#) for the purpose of housing needs reports;
- Routine or ongoing operating and/or planning costs or activities (e.g. tracking and reporting of development and building permits);
- Capital costs (including computer hardware);
- Purchase of software, software licences, service subscriptions, or membership fees;
- Preparation of maps and spatial data.

7. Application Requirements & Process

Application Deadline

The application deadline is **June 4, 2021**. This will be the final intake for this program.

Applicants will be advised of the status of their application within 60 days of the application deadline.

Required Application Contents

- Completed Application Form;
- Detailed project budget;
- Council, Board, Local Trust Committee, or Treaty First Nation Government resolution, indicating support for the current proposed activities and willingness to provide overall grant management;

- For regional projects only: Each eligible partnering applicant must submit a Council, Board, Local Trust Committee, or Treaty First Nation Government resolution indicating support for the primary applicant to apply for, receive, and manage the grant funding on their behalf;

Resolutions from partnering applicants must include the language above.
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- Optional: Up to five letters of support as evidence of partnership or collaboration with community organizations and/or other local stakeholders.

Submission of Applications

Applications should be submitted as Word, Excel, or PDF files. Total file size for email attachments cannot exceed 20 MB.

All applications should be submitted to:

Local Government Program Services, Union of BC Municipalities

E-mail: lqps@ubcm.ca

Review of Applications

UBCM will perform a preliminary review of applications to ensure the required application contents have been submitted and to ensure that eligibility criteria have been met. Only complete application packages will be reviewed.

Following this, all eligible applications will be reviewed and scored by the Evaluation Committee. Higher application review scores will be given to projects that:

- Are for planning areas that are required under the *Local Government Statutes (Housing Needs Reports) Amendment Act* to complete a housing needs report;
- Are from communities that do not currently have a housing needs report, or have a report that is more than five (5) years old;
- Demonstrate community consultation and public engagement, including:
 - Neighbouring local governments
 - First Nations and local Indigenous organizations
 - Non-profit service providers, health authorities, and/or post-secondary institutions
 - Non-profit and for-profit development sector
 - Vulnerable populations (e.g. individuals experiencing homelessness, those at risk of experiencing homelessness, youth, seniors, new immigrants or refugees, etc.)
- Include strategies for training and capacity building for local government staff to undertake housing needs reports and subsequent updates;
- Are cost-effective;
- Include in-kind or cash contributions to the project from the eligible applicant, regional partners, or other grant funding.

Point values and weighting have been established within each of these scoring criteria. Only those applications that meet a minimum threshold point value will be considered for funding.

The Evaluation Committee will consider the population and provincial, regional, and urban/rural distribution of proposed projects. Funding recommendations will be made on a provincial priority basis. All funding decisions will be made by UBCM.

All application materials will be shared with the Province of BC.

8. Grant Management & Applicant Responsibilities

The applicant is responsible for completion of the project as approved and for meeting reporting requirements.

Applicants are also responsible for proper fiscal management, including maintaining acceptable accounting records for the project. UBCM reserves the right to audit these records.

Notice of Funding Decision

All applicants will receive written notice of funding decisions. Approved applicants will receive an Approval Agreement, which will include the terms and conditions of any grant that is awarded, and that is required to be signed and returned to UBCM.

Grants under the Housing Needs Report program will be awarded in two payments: 50% at the approval of the project and when the signed Approval Agreement has been returned to UBCM and 50% when the project is complete and the final reporting requirements have been met.

Please note that in cases where revisions are required to an application, or an application has been approved in principle only, the applicant has 30 days from the date of the written notice of the status of the application to complete the application requirements. Applications that are not completed within 30 days may be closed.

Progress Payments

In exceptional circumstances, to request a progress payment, approved applicants are required to submit:

- Written rationale for receiving a progress payment;
- Description of activities completed to date; and
- Description of funds expended to date.

Changes to Approved Projects

Approved funds are specific to the project as identified in the application, and not transferable to other projects. Approval from UBCM will be required for any significant variation from the approved project.

To propose changes to an approved project, approved applicants are required to submit:

- Revised application package, including updated, signed application form, revised budget, and updated Council, Board, Local Trust Committee, or Treaty First Nation Government resolution(s); and
- Written rationale for proposed changes to activities and/or expenditures.

The revised application package will then be reviewed by the Evaluation Committee.

Applicants are responsible for any costs above the approved funds unless a revised application is submitted and approved prior to work being undertaken.

Extensions to Project End Date

All approved activities are required to be completed within one year of approval and all extensions beyond this date must be requested in writing and be approved by UBCM. Extensions will not exceed one year.

9. Final Report Requirements & Process

Final reports are required to be submitted within 30 days of completion of the project. Applicants are required to submit an electronic copy of the complete final report, including the following:

- Completed Final Report Form;
- Detailed financial summary that indicates the actual expenditures from the Housing Needs Report program funding and other sources (if applicable) and that aligns with the actual activities outlined in the final report form;
- Completed Housing Needs Report(s) (including required [Summary Form](#)).

Submission of Final Reports

Final reports should be submitted as Word, Excel, or PDF files. Total file size for email attachments cannot exceed 20 MB.

All final reports should be submitted to:

Local Government Program Services, Union of BC Municipalities

E-mail: lgps@ubcm.ca

All final reports will be shared with the Province of BC
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10. Additional Information

For enquiries about the application process or program, please contact:

Union of BC Municipalities
525 Government Street
Victoria, BC, V8V 0A8

Email: lgps@ubcm.ca
Phone: (250) 952-9177

For more on the Housing Needs Reports requirements, supporting data, and guidance, please visit the Ministry of Municipal Affairs [website](#).

Appendix 1: Funding Maximums by Planning Areas

As outlined in Section 3, funding maximums are based on net population of the planning area (using the 2016 Census data).

The following tables outline the net population and eligible funding for each municipality, electoral area, Treaty First Nation lands, and Local Trust Area in BC, and is organized by Regional District and Islands Trust.

Please note that, where applicable, the populations of Local Trust Areas have been removed from the electoral area in which the island(s) are located. In these cases, funding maximums for the electoral areas are based on net populations.

Alberni-Clayoquot Regional District

All planning areas have been funded.

Regional District of Bulkley-Nechako

Planning Area	Net Population	Funding Maximum
Bulkley-Nechako A	5,256	Funded
Bulkley-Nechako B	1,938	Funded
Bulkley-Nechako C	1,415	Funded
Bulkley-Nechako D	1,472	Funded
Bulkley-Nechako E	1,593	Funded
Bulkley-Nechako F	3,665	Funded
Bulkley-Nechako G	903	Funded
Burns Lake, Village of	1,779	\$15,000
Fort St. James, District of	1,598	\$15,000
Fraser Lake, Village of	988	\$15,000
Granisle, Village of	303	Funded
Houston, District of	2,993	\$15,000
Smithers, Town of	5,401	Funded
Telkwa, Village of	1,327	Funded
Vanderhoof, District of	4,439	Funded

Capital Regional District

All planning areas have been funded.

Cariboo Regional District

Planning Area	Net Population	Funding Maximum
Cariboo A	6,265	\$20,000
Cariboo B	3,842	\$15,000
Cariboo C	1,225	\$15,000
Cariboo D	2,929	\$15,000
Cariboo E	4,064	\$15,000
Cariboo F	4,554	\$15,000
Cariboo G	5,156	\$20,000

Cariboo H	1,784	\$15,000
Cariboo I	1,440	\$15,000
Cariboo J	642	\$15,000
Cariboo K	398	\$15,000
Cariboo L	4,204	\$15,000
100 Mile House, District of	1,980	\$15,000
Quesnel, City of	9,879	\$20,000
Wells, District of	217	\$15,000
Williams Lake, City of	10,753	\$20,000

Central Coast Regional District

All planning areas have been funded.

Regional District of Central Kootenay

Planning Area	Net Population	Funding Maximum
Central Kootenay A	1,930	Funded
Central Kootenay B	4,657	Funded
Central Kootenay C	1,482	Funded
Central Kootenay D	1,343	Funded
Central Kootenay E	3,772	Funded
Central Kootenay F	3,963	Funded
Central Kootenay G	1,623	Funded
Central Kootenay H	4,667	Funded
Central Kootenay I	2,534	Funded
Central Kootenay J	3,137	Funded
Central Kootenay K	1,681	Funded
Castlegar, City of	8,039	\$20,000
Creston, Town of	5,351	Funded
Kaslo, Village of	968	Funded
Nakusp, Village of	1,605	Funded
Nelson, City of	10,572	Funded
New Denver, Village of	473	Funded
Salmo, Village of	1,141	Funded
Silverton, Village	195	Funded
Slocan, Village of	272	Funded

Regional District of Central Okanagan

Planning Area	Net Population	Funding Maximum
Central Okanagan	3,824	\$15,000
Central Okanagan J	1,981	\$15,000
Kelowna, City of	127,380	\$70,000
Lake Country, District of	12,922	\$20,000
Peachland, District of	5,428	\$20,000
West Kelowna, City of	32,655	\$30,000

Columbia Shuswap Regional District

Planning Area	Net Population	Funding Maximum
Columbia-Shuswap A	3,148	\$15,000
Columbia-Shuswap B	598	Funded
Columbia-Shuswap C	7,921	Funded
Columbia-Shuswap D	4,044	Funded
Columbia-Shuswap E	1,185	Funded
Columbia-Shuswap F	2,454	Funded
Golden, Town of	3,708	Funded
Revelstoke, City of	7,547	\$20,000
Salmon Arm, City of	17,706	\$30,000
Sicamous, District of	2,429	Funded

Comox Valley Regional District

All planning areas have been funded.

Cowichan Valley Regional District

All planning areas have been funded.

Regional District of East Kootenay

Planning Area	Net Population	Funding Maximum
East Kootenay A	1,943	Funded
East Kootenay B	1,976	Funded
East Kootenay C	6,036	Funded
East Kootenay E	1,753	Funded
East Kootenay F	2,726	Funded
East Kootenay G	1,462	Funded
Canal Flats, Village of	668	Funded
Cranbrook, City of	20,047	Funded
Elkford, District	2,499	Funded
Fernie, City of	5,249	Funded
Invermere, District	3,391	Funded
Jumbo Glacier Mtn Resort Municipality	0	\$0
Kimberley, City of	7,425	Funded
Radium Hot Springs, Village of	776	\$15,000
Sparwood, District of	3,784	Funded

Fraser Valley Regional District

All planning areas have been funded.

Regional District of Fraser-Fort George

Planning Area	Net Population	Funding Maximum
Fraser-Fort George A	3,463	Funded

Fraser-Fort George C	3,527	Funded
Fraser-Fort George D	4,278	Funded
Fraser-Fort George E	526	Funded
Fraser-Fort George F	1,246	Funded
Fraser-Fort George G	334	Funded
Fraser-Fort George H	1,586	Funded
Mackenzie, District of	3,714	Funded
McBride, Village of	616	\$15,000
Prince George, City of	74,003	Funded
Valemount, Village of	1,021	\$15,000

Greater Vancouver Regional District (Metro)

Planning Area	Net Population	Funding Maximum
Greater Vancouver A	16,133	\$30,000
Anmore, Village of	2,210	Funded
Belcarra, Village of	643	Funded
Bowen Island Municipality	3,680	Funded
Burnaby, City of	232,755	Funded
Coquitlam, City of	139,284	Funded
Delta, City of	102,238	Funded
Langley, City of	25,888	Funded
Langley, Township of	117,285	Funded
Lions Bay, Village of	1,334	Funded
Maple Ridge, City of	82,256	Funded
New Westminster, City of	70,996	Funded
North Vancouver, City of	52,898	Funded
North Vancouver, District of	85,935	Funded
Pitt Meadows, City of	18,573	Funded
Port Coquitlam, City of	58,612	Funded
Port Moody, City of	33,551	Funded
Richmond, City of	198,309	\$70,000
Surrey, City of	517,887	Funded
Tsawwassen First Nation	< 5000	Funded
Vancouver, City of	631,486	\$70,000
West Vancouver, District of	42,473	Funded
White Rock, City of	19,952	Funded

Regional District of Kitimat-Stikine

Planning Area	Net Population	Funding Maximum
Kitimat-Stikine A	20	\$0
Kitimat-Stikine B	1,473	Funded
Kitimat-Stikine C	2,839	Funded
Kitimat-Stikine D	99	\$0
Kitimat-Stikine E	3,993	Funded

Kitimat-Stikine F	360	Funded
Gingolx (Nisga'a Lisims Government)	< 5000	Funded
Gitlaxt'aamix (Nisga'a Lisims Government)	< 5000	Funded
Gitwinksihlkw (Nisga'a Lisims Government)	< 5000	Funded
Hazelton, Village of	313	Funded
Kitimat, District of	8,131	\$20,000
Laxgalt'sap (Nisga'a Lisims Government)	< 5000	Funded
New Hazelton, District of	580	Funded
Stewart, District of	401	Funded
Terrace, City of	11,643	Funded

Regional District of Kootenay Boundary

All planning areas have been funded.

Regional District of Mount Waddington

All planning areas have been funded.

Regional District of Nanaimo

Planning Area	Net Population	Funding Maximum
Nanaimo A	7,058	\$20,000
Nanaimo B	0	\$0
Nanaimo C	2,808	\$15,000
Nanaimo E	6,125	\$20,000
Nanaimo F	7,724	\$20,000
Nanaimo G	7,465	\$20,000
Nanaimo H	3,884	\$15,000
Nanaimo, City of	90,504	\$50,000
Lantzville, District of	3,605	\$15,000
Parksville, City of	12,514	\$20,000
Qualicum Beach, Town of	8,943	\$20,000

North Coast Regional District

Planning Area	Net Population	Funding Maximum
North Coast A	41	\$0
North Coast C	68	\$0
North Coast D	539	Funded
North Coast E	340	Funded
Masset, Village of	793	Funded
Port Clements, Village of	282	Funded
Port Edward, District of	467	\$15,000
Prince Rupert, City of	12,220	Funded

Queen Charlotte, Village of	852	\$15,000
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Regional District of North Okanagan

All planning areas have been funded.

Northern Rockies Regional Municipality

Northern Rockies Regional Municipality	4,831	\$15,000
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Regional District of Okanagan-Similkameen

Planning Area	Net Population	Funding Maximum
Okanagan-Similkameen A	1,858	Funded
Okanagan-Similkameen B	1,047	Funded
Okanagan-Similkameen C	3,557	Funded
Okanagan-Similkameen D	2660	Funded
Okanagan-Similkameen E	1,903	Funded
Okanagan-Similkameen F	2,014	Funded
Okanagan-Similkameen G	2,236	Funded
Okanagan-Similkameen H	1,953	Funded
Okanagan-Similkameen I	3329	Funded
Keremeos, Village of	1,502	Funded
Oliver, Town of	4,928	\$15,000
Osoyoos, Town of	5,085	\$20,000
Penticton, City of	33,761	Funded
Princeton, Town of	2,828	Funded
Summerland, District of	11,615	Funded

Peace River Regional District

Planning Area	Net Population	Funding Maximum
Peace River B	5,628	Funded
Peace River C	6,772	Funded
Peace River D	5,920	Funded
Peace River E	2,949	Funded
Chetwynd, District of	2,503	Funded
Dawson Creek, City of	12,178	Funded
Fort St. John, City of	20,155	\$30,000
Hudson's Hope, District of	1,015	Funded
Pouce Coupe, Village of	792	Funded
Taylor, District of	1,469	Funded
Tumbler Ridge, District of	1,987	\$15,000

qathet Regional District

All planning areas have been funded.

Squamish-Lillooet Regional District

Planning Area	Net Population	Funding Maximum
Squamish-Lillooet A	187	\$15,000
Squamish-Lillooet B	363	\$15,000
Squamish-Lillooet C	1,663	\$15,000
Squamish-Lillooet D	1,057	\$15,000
Lillooet, District of	2,275	Funded
Pemberton, Village of	2,574	\$15,000
Squamish, District of	19,512	\$30,000
Whistler, Resort Municipality of	11,854	Funded

Strathcona Regional District

Planning Area	Net Population	Funding Maximum
Strathcona A	764	\$15,000
Strathcona B	1,035	\$15,000
Strathcona C	2,431	\$15,000
Strathcona D	4,396	\$15,000
Campbell River, City of	32,588	Funded
Gold River, Village of	1,212	\$15,000
Ka:'yu:'k't'h'/Che:k'tles7et'h' First Nations	< 5000	\$15,000
Sayward, Village of	311	Funded
Tahsis, Village of	248	Funded
Zeballos, Village of	107	Funded

Sunshine Coast Regional District

Planning Area	Net Population	Funding Maximum
Sunshine Coast A	2,624	Funded
Sunshine Coast B	2,726	Funded
Sunshine Coast D	3,421	Funded
Sunshine Coast E	3,664	Funded
Sunshine Coast F	1,796	Funded
Gibsons, Town of	4,605	Funded
Sechelt, District of	10,216	Funded
Sechelt Indian Government District	692	\$15,000

Thompson Nicola Regional District

Planning Area	Net Population	Funding Maximum
Thompson-Nicola A	1,493	Funded
Thompson-Nicola B	233	Funded
Thompson-Nicola E	1,094	Funded
Thompson-Nicola I	1,262	Funded
Thompson-Nicola J	1,580	Funded

Thompson-Nicola L	2,955	Funded
Thompson-Nicola M	1,598	Funded
Thompson-Nicola N	762	Funded
Thompson-Nicola O	1,323	Funded
Thompson-Nicola P	3,672	Funded
Ashcroft, Village of	1,558	Funded
Barriere, District of	1,713	Funded
Cache Creek, Village of	963	Funded
Chase, Village of	2,286	Funded
Clearwater, District of	2,324	Funded
Clinton, Village of	641	Funded
Kamloops, City of	90,280	Funded
Logan Lake, District of	1,993	Funded
Lytton, Village of	249	\$15,000
Merritt, City of	7,139	Funded
Sun Peaks Mountain Resort Municipality	616	Funded

Islands Trust

Denman Island Local Trust Area	1,165	\$15,000
Gabriola Island Local Trust Area	4,033	\$15,000
Galiano Island Local Trust Area	1,044	\$15,000
Gambier Island Local Trust Area	247	\$15,000
Hornby Island Local Trust Area	1,016	\$15,000
Lasqueti Island Local Trust Area	399	\$15,000
Mayne Island Local Trust Area	949	\$15,000
North Pender Island Local Trust Area	2,067	\$15,000
Salt Spring Island Local Trust Area	10,640	Funded
Saturna Island Local Trust Area	354	\$15,000
South Pender Island Local Trust Area	235	\$15,000
Thetis Island Local Trust Area	389	\$15,000