

Housing Needs Report Guidelines

JUNE 2020



THESE NOTES PROVIDE LOCAL GOVERNMENTS WITH ADDED CLARITY ON SEVERAL ASPECTS OF THE HOUSING NEEDS REPORTS REQUIREMENTS.

1. Requirements for *collected information* are different than requirements for *report content*.

- **Collected information:** To help determine current and projected housing needs, local governments are required to collect approximately 50 distinct kinds of data. This is meant to *inform* the analysis of local housing needs and underpin the content of the report.
- **Report content:** The list of content that must be included in a report is different from (and shorter than) the list of the kinds of data required under collected information. Required report content includes: statements about key areas of local need; the number of housing units required to meet current and anticipated needs; the number and percentage of households in core housing need and extreme core housing need; and the standardized summary form.

Detailed information collection, report content, and public reporting requirements are summarized in the [Summary of Legislative and Regulatory Requirements for Housing Needs Reports \(PDF\)](#)

2. Housing needs reports only need to include the required *report content*, NOT the *collected information*.

- Completed housing needs reports must include all the required *report content*.
- However, reports do not need to include or list all the *collected information*.
- It is up to local government to decide whether to include some of the *collected information* in the report as lists, tables, graphs or appendices.

3. The standardized summary form must be completed and included as part of the housing needs report.

- The standardized summary form is a key piece of required *report content*.
- It is meant to provide an easily-comparable snapshot of housing needs in each jurisdiction.
- The completed summary form must be included in the final report (main body or appendix).

4. Where reports are jointly-prepared, all participating local governments must ensure requirements are met.

- Partnerships between two or more local governments to undertake housing needs reports could offer potential benefits and efficiencies.
- Where a housing needs report covers more than one municipality and/or electoral area, each participating local government must ensure all the requirements are met. In particular:
 - » The report must include the required *report content*, including summary form, for **each** municipality and/or electoral area that the report covers.
 - » Each participating council/board must receive the report at a meeting that is open to the public, and publish it online.

5. The length, organization and format of a housing needs report is flexible.

- Communities have different sizes and circumstances, and housing needs reports will reflect this.
- When developing their report, local governments can determine the document's appropriate length (number of pages), organization (e.g. sections, chapters, appendices), and format (e.g. graphs, tables, colour, photos, maps).

6. The required ***collected information*** and ***report content*** is just a starting point.

- In addition to the ***collected information***, local governments can use other information and datasets to supplement, qualify and deepen their understanding of local housing needs.
 - » *For instance, the results from stakeholder engagement and community surveys will often provide valuable context for the numbers in the datasets.*
- Similarly, beyond the required ***report content***, local governments have flexibility to include other types of content related to local housing needs, and to devote more of their reports to specific areas or issues that are of particular relevance.
 - » *Areas of focus might be: housing for families, accessible housing for seniors, impact of tourism on housing, workforce housing, or high cost of rental housing.*

7. Engagement and partnerships are not required but are recommended.

- Engagement and partnerships with community members, stakeholder groups and nearby First Nations provide valuable information and improve the quality of housing needs reports.
- The focus, extent and method of engagement is up to local governments. However, it is recommended that the process include engagement with vulnerable populations.
- Other possible engagement or partnership opportunities include non-profit housing and service providers, the development sector, property managers, school boards, post-secondary institutions, health authorities, local business owners and major employers.



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