

Guide to Requirements for Housing Needs Reports

As of June 2024, the Province has updated legislative requirements for Housing Needs Reports. This includes requiring all local governments to complete an Interim Housing Needs Report by January 1, 2025. All local governments must then complete 'regular' Housing Needs Reports in 2028 and every 5 years thereafter.

Together, the Housing Needs Reports legislation and regulations specify the following:

- **Interim report requirements**– This can build on a local government’s most recent housing needs report, to include 3 new, additional items (see section below on Interim Housing Needs Reports below for more detail).
- **Required report content** – This includes: i) 5- and 20-year housing need projections using a standard methodology, the “HNR Method”; ii) statements about key areas of housing need; iii) information related to core housing needs; iv); a description of actions taken since the last report; v) and a summary of changes since the last report.
- **Information collection** – To help inform the housing needs reports, local governments must consider a wide range of data.
- **Official community plans and zoning bylaw alignment** – Municipalities are also required to ensure that their official community plans and zoning bylaws permit the number of housing units needed over 20 years as determined by use of the HNR Method.

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:

- *Local Government Act* (mainly Part 14) and *Housing Needs Reports Regulation (HNRR)*
- *Vancouver Charter* (Section 27) and *Vancouver Housing Needs Reports Regulation (VHNRR)*
- Links to the legislation, regulations, and guidance documents to help local governments to meet the requirements are available at the [Local Government Housing Initiatives webpage](#).

¹ Note: In the event of discrepancy with this document, the meaning of the legislation and regulations prevails.

Interim Housing Needs Reports

All local governments are also required to complete Interim Housing Needs Reports by **January 1, 2025**. These interim reports are only required to include three new, additional items:

1. The number of housing units needed currently and over the next 5 and 20 years, calculated using the HNR Method provided in the Regulation;
2. A statement about the need for housing in close proximity to transportation infrastructure that supports walking, bicycling, public transit or other alternative forms of transportation; and,
3. A description of the actions taken by the local government, since receiving the most recent housing needs report, to reduce housing needs.

A local government may amend their most recent housing needs report to include these items (e.g. in the main body or as an appendix) or incorporate these items as part of an entirely new housing needs report.

Required Report Content

All regular Housing Needs Reports, which are distinct from the Interim Housing Needs report detailed above, must include the following content. 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 (see tables below for more detail).

- 5- and 20-year housing need calculations (total # of units needed) using a standard methodology, the “HNR Method”;
- statements about the seven key areas of local need;
- the number and percentage of households in core housing need and extreme core housing need;
- a description of housing actions and changes since the last Housing Needs Report.



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 - 5- and 20-year total number of housing units	Legislation
<p>The total number of housing units calculated using the HNR Method.</p> <p>The HNR Method consists of six components, which are added together to provide the total number of housing units needed in a municipality or regional district electoral area. The six components include:</p> <ol style="list-style-type: none"> 1. Supply of units to reduce extreme core housing need (those paying more than 50% of income for housing); 2. Supply of units to reduce homelessness; 3. Supply of units to address suppressed household formation; 4. Supply of units needed to meet household growth over the next 5 or 20 years; 5. Supply of units needed to meet at least a 3% vacancy rate; and, 6. Supply of units needed to meet local demand. This component is only included for municipalities. 	<p>LGA: 585.3 (c) (i), (ii); VC: 574.3 (c) (i), (ii)</p>

Households in core housing need <i>Time Frame: previous 4 Census report</i>	HNR Regulation
Core housing need, overall and breakdown by tenure [# and %]	HNRR: Section 8 (1) (a) (i), (ii); VHNRR: Section 8 (a) (i), (ii)
Extreme core housing need, overall and breakdown by tenure [# and %]	Section 8 (1) (a) (iii), (iv); VHNRR: Section 8 (a) (iii), (iv)



Statements about key areas of local need	HNR Regulation
<ol style="list-style-type: none"> 1. Affordable housing 2. Rental housing 3. Special needs housing 4. Housing for seniors 5. Housing for families 6. Shelters for individuals experiencing homelessness and housing for individuals at risk of homelessness 7. Housing in close proximity to transportation infrastructure that supports walking, bicycling, public transit, and alternative forms of transportation 	HNRR: Section 8 (1) (b) (i), (ii), (iii), (iv), (v), (vi), (vii); VHNRR: Section 8 (1) (b) (i), (ii), (iii), (iv), (v), (vi), (vii), (viii)

Looking back	HNR Regulation
A description of the actions taken by the local government to reduce housing need, since the date the local government last received a housing needs report.	HNRR: Section 8 (1) (d); VHNRR: Section 8 (1) (d)
A summary of the changes in, and related to, housing need since the date the local government last received a housing needs report.	HNRR: Section 8 (1) (e); VHNRR: Section 8 (1) (e)

Information Collection to Inform Housing Needs Reports

To provide a richer understanding of local housing needs, local governments must collect and consider a wide range of data (see tables below). While it is not mandatory to include all collected information in the HNR, local governments should determine which data is most relevant for inclusion in the report as lists, tables, graphs, or appendices.

Regional districts must collect this information for each electoral area to which the report applies (except for electoral areas with a population of less than 100). For the Islands Trust, information is required for each local trust area.

All required data, except for the local government data, is provided through the [BC Data Catalogue](#).

The tables below detail each of the datasets for information collection, 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 both current and past years.

For data available from Statistics Canada, data will be required from the previous four census reports. For other information, the required period will be comparable. Local governments may choose to look further back if the information is available.

Population (<i>4 most recent Census reports, except marked*</i>)	Source of Data	HNR Regulation
Total population	StatCan Census	HNRR: Section 3 (1) (a) (i); VHNRR: Section 3 (1) (a) (i)
Age - Average and median age	StatCan Census	HNRR: Section 3 (1) (a) (ii), (iii); VHNRR: Section 3 (1) (a) (ii), (iii)
Mobility – number of non-movers, non-migrants, migrants	StatCan Census	HNRR: Section 3 (1) (a) (x); VHNRR: Section 3 (1) (a) (x)
Number of students enrolled in post-secondary institutions* (if applicable)	Ministry of PSEFS	HNRR: Section 3 (1) (c); VHNRR: Section 3 (1) (c)



Households <i>(4 most recent Census reports)</i>	Source of Data	HNR Regulation
Total number of households	StatCan Census	HNRR: Section 3 (1) (v); VHNRR: Section 3 (1) (v)
Average household size	StatCan Census	HNRR: Section 3 (1) (vi); VHNRR: Section 3 (1) (vi)
Breakdown of households by size (1, 2, 3, 4, 5+ people) [# and %]	StatCan Census	HNRR: Section 3 (1) (vii); VHNRR: Section 3 (1) (vii)
Renter and owner households [# and %]	StatCan Census	HNRR: Section 3 (1) (viii); VHNRR: Section 3 (1) (viii)
Renter households in subsidized housing [# and %]	StatCan Census	HNRR: Section 3 (1) (ix); VHNRR: Section 3 (1) (ix)

Household Income <i>(4 most recent Census reports)</i>	Source of Data	HNR Regulation
Average and median household income (if available)	StatCan Census	HNRR: Section 4 (a), (b); VHNRR: Section 4 (a), (b)
Renter household income – Average and median (if available)	StatCan Census	HNRR: Section 4 (f); VHNRR: Section 4 (f)
Owner household income – Average and median (if available)	StatCan Census	HNRR: Section 4 (g); VHNRR: Section 4 (g)



Housing Units	Source of Data	HNR Regulation
Total number of housing units	StatCan Census	HNRR: Section 6 (1) (a); VHNRR: Section 6 (1) (a)
Breakdown by structural type of units [# and %]	StatCan Census	HNRR: Section 6 (1) (b); VHNRR: Section 6 (1) (b)
Breakdown by size – # of units with 0 bedrooms (bachelor); 1 bedroom; 2 bedrooms; 3+ bedrooms	StatCan Census	HNRR: Section 6 (1) (c); VHNRR: Section 6 (1) (c)
Breakdown by date built (pre-1970; 1971-1980; 1981-1990; 1991-2000; 2001-2010; 2011-2020; 2021-onwards) [# and %]	StatCan Census	HNRR: Section 6 (1) (d); VHNRR: Section 6 (1) (d)
Number of housing units that are subsidized housing	BC Housing/BCNPHA	HNRR: Section 6 (1) (e); VHNRR: Section 6 (1) (e)
Rental vacancy rate – overall and for each type of unit (if available)	CMHC	HNRR: Section 6 (1) (i), (j); VHNRR: Section 6 (1) (i), (j)
Number of primary and secondary rental units (if available)	CMHC, Various	HNRR: Section 6 (1) (k) (i), (ii); VHNRR: Section 6 (1) (k) (i), (ii)
Number of short-term rental units (if available)	Various	HNRR: Section 6 (1) (k) (iii); VHNRR: Section 6 (1) (k) (iii)
Number of units in cooperative housing (if applicable)	CHFBC	HNRR: Section 6 (1) (l); VHNRR: Section 6 (1) (l)
Number of Post-secondary housing (number of beds) (if applicable)	Ministry of PSEFS	HNRR: Section 6 (1) (o); VHNRR: Section 6 (1) (o)
Shelter beds and housing units for people experiencing or at risk of homelessness (if applicable)	BC Housing	HNRR: Section 6 (1) (p); VHNRR: Section 6 (1) (p)



Change in housing stock (past 10 years)	Source of Data	HNR Regulations
Demolished - overall and breakdown for each structural type and by tenure (if available)	Local government	HNRR: Section 7 (2) (b) (i) (ii) (iii) (iv); VHNRR: Section 7 (2) (b) (i) (ii) (iii) (iv)
Substantially completed - overall and breakdown for each structural type and by tenure (if available)	Local government	HNRR: Section 7 (2) (c) (i) (ii) (iii) (iv); HNRR: 7 (2) (c) (i) (ii) (iii) (iv)
Registered new homes - overall and breakdown for each structural type and for purpose-built rental	BC Housing	HNRR: Section 6 (3) (a), (b), (c); VHNRR: Section 6 (3) (a), (b), (c)

Rental Prices (past 10 years)	Source of Data	HNR Regulation
Rental Prices – Average and median monthly rent (if available)	CMHC	HNRR: Section 6 (1) (h); VHNRR: Section 6 (1) (h)

Households in Core Housing Need (4 most recent Census reports)	Source of Data	HNR Regulation
Affordability – households spending 30%+ of income on shelter costs (# and % of overall households)	StatCan Census	HNRR: Section 7 1 (a) (i); VHNRR: Section 7 1 (a) (i)
Affordability – households spending 30%+ of income on shelter costs (# and % of renter households and owner households)	StatCan Census	HNRR: Section 7 1 (a) (ii); VHNRR: Section 7 1 (a) (ii)
Adequacy – households in dwellings requiring major repairs (# and % of overall households)	StatCan Census	HNRR: Section 7 1 (a) (iii); VHNRR: Section 7 1 (a) (iii))



Adequacy – households in dwellings requiring major repairs (# and % of renter households and owner households)	StatCan Census	HNRR: Section 7 1 (a) (iv); VHNRR: Section 7 1 (a) (iv)
Suitability – households in overcrowded dwellings (# and % of overall households)	StatCan Census	HNRR: Section 7 1 (a) (v); VHNRR: Section 7 1 (a) (v)
Suitability – households in overcrowded dwellings (# and % of renter households and owner households)	StatCan Census	HNRR: Section 7 1 (a) (vi); VHNRR: Section 7 1 (a) (vi)

For more information, please contact ministry staff:

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