



City of Port Moody

Report/Recommendation to Council

Date: September 18, 2020
Submitted by: Community Development Department – Policy Planning Division
Subject: Housing Needs Report – Engagement Strategy

Purpose

To update Council on the proposed Engagement Strategy for the Housing Needs Report.

Recommended Resolution(s)

THAT the Housing Needs Report – Engagement Strategy be endorsed as recommended in the report dated September 18, 2020 from the Community Development Department – Policy Planning Division regarding Housing Needs Report – Engagement Strategy.

Background

On December 3, 2019, Council passed the following resolution:

RC19/531

THAT staff be directed to apply for funding to undertake a Housing Needs Report as recommended in the report dated September 30, 2019 from the Planning and Development Department – Policy Planning regarding Market-Rental Policy and Inclusionary Zoning Policy: Proposed Work Plan;

AND THAT the City provide overall grant management as required by the UBCM Housing Needs Report Program.

In early 2020, Port Moody received confirmation from the Union of British Columbia Municipalities (UBCM) that its Housing Needs Report Program application for \$30,000 was successful. Subsequently, staff has procured CitySpaces Consulting to lead the public engagement process and write the final report. This report presents the Housing Needs Report – Engagement Strategy prepared by CitySpaces (**Attachment 1**).

Discussion

In April 2019, the Province of British Columbia required all municipalities and regional districts to complete housing needs reports. These reports are meant to identify existing and projected gaps in housing supply by collecting and analyzing quantitative and qualitative information about local demographics, economics, housing stock, and other factors. In order to assist

municipalities with this new requirement, UBCM has provided municipalities grants in order to assist with the creation of the reports.

After a Request for Qualifications (RFQ) process was held, staff selected CitySpaces Consulting in July 2020. Subsequently, staff has been working with CitySpaces Consulting to refine the public engagement strategy attached to this report.

Components of Housing Needs Report Engagement Strategy

The proposed Engagement Strategy for the Housing Needs Report is made up of six components:

1. Housing Needs Report page on City website. The Housing Needs Report webpage will serve as a landing page for anyone interested in learning about the Housing Needs Report or participating in one of the public engagement components. As the project develops this webpage will serve as a document repository, with relevant policy and planning documents available for review;
2. Survey. The purpose of the survey is to gather information from a wide audience of residents and stakeholders on Port Moody's affordable housing challenges and gaps, as well as identify specific housing concerns for vulnerable population groups. This information will be used to discover the needs of various demographics across the housing spectrum;
3. Virtual Stakeholder Focus Groups. The purpose of the virtual stakeholder workshops is to engage with multiple stakeholders at the same time in a way that allows for thoughtful discussion, creative brainstorming and individual contribution. The focus groups will collect Port Moody-specific insights into affordable housing challenges, gaps, priorities and solutions;
4. Follow-Up Key Informant Interviews. Key informants who were not able to participate in the focus groups but who may provide valuable insights into housing issues in the community will be targeted in this component. CitySpaces anticipates conducting 3-5 additional interviews to supplement information collected as part of the focus groups;
5. Summary Video. Create a summary video to communicate key findings towards the end of the project. The video will be used to report on project outcomes; and
6. Capacity-Building Workshop with City staff. The purpose of this workshop is to summarize the work involved, lessons learned, key points and other relevant information with the goal of building staff capacity to update future Housing Needs Reports.

Timeline for the Housing Needs Report Project

Staff has been working with CitySpaces since July 2020 to finalize both the Engagement Strategy as well as the timeline for the Housing Needs Report. The engagement process is scheduled to begin in October 2020, with the final report being completed in December 2020.

Other Option(s)

THAT the City of Port Moody Housing Needs Report – Engagement Strategy be amended as follows: ...

Financial Implications

There are no financial implications associated with this report. Costs associated with the Housing Needs Report will be covered by the \$30,000 grant received from UBCM.

Communications and Civic Engagement Initiatives

The proposed Engagement Strategy presented in this report guides the implementation of the public engagement component of the Housing Needs Report.

Council Strategic Plan Objectives

The recommendation in this report aligns with the following Council Strategic Objectives:

- Plan for a variety of housing types to meet community needs; and
- Ensure future community growth is carefully considered and strategically managed consistent with the targets approved in our Official Community Plan.

Attachment(s)

1. Housing Needs Report – Engagement Strategy.

Report Author

Liam McLellan
Social Planner

Report Approval Details

Document Title:	Housing Needs Report - Public Engagement Strategy.docx
Attachments:	- Attachment 1 - Housing Needs Report - Engagement Strategy.pdf
Final Approval Date:	Sep 29, 2020

This report and all of its attachments were approved and signed as outlined below:

Mary De Paoli, Manager of Policy Planning - Sep 23, 2020 - 6:43 PM

André Boel, City Planner - Sep 24, 2020 - 3:40 PM

Kate Zanon, General Manager of Community Development - Sep 25, 2020 - 9:07 AM

Dorothy Shermer, Corporate Officer - Sep 25, 2020 - 10:27 AM

Rosemary Lodge, Manager of Communications and Engagement - Sep 26, 2020 - 5:05 PM

Paul Rockwood, General Manager of Finance and Technology - Sep 27, 2020 - 10:11 AM

Tim Savoie, City Manager - Sep 29, 2020 - 4:31 PM