

Municipality of Chatham-Kent

Chief Administrative Office

Municipal Housing Development

To: Mayor and Members of Council

From: Ray Harper, CPA, CMA, PMP
Director, Municipal Housing Development

Date: July 15, 2024

Subject: Request for Proposal - Housing Needs Assessment for Chatham-Kent

Recommendation

It is recommended that:

1. Administration be authorized to issue a Request For Proposals (RFP) for a consultant to complete a Housing Needs Assessment for Chatham-Kent to assist with the development of affordable housing in the communities throughout the Municipality of Chatham-Kent, funded from CK Affordable Housing and/or the Housing Services Operations Reserves.

Background

A Housing Needs Assessment (HNA) is a tool that assists communities in understanding their current housing state as well as identifying where additional support and resourcing may be required to reach the community's housing goals. It is also important to note that the HNA is a requirement for the new Canada Community Building Fund (former Federal Gas Tax) agreement and must be completed by March 31, 2025.

Administration requires accurate data that a HNA will provide to develop sound action and business plans to address the affordable housing needs in the communities of Chatham-Kent. Currently, Administration has access to data from sources such as the Centralized Waiting List (CWL) and Canada Mortgage and Housing Corporation (CMHC) to help determine the number and composition of households in need of affordable housing in Chatham-Kent. Unfortunately, much of the data Administration has access to represents the entirety of Chatham-Kent as a whole. This data does not provide enough information to what the housing needs are for specific communities throughout Chatham-Kent.

Comments

Administration is seeking a qualified consultant or firm experienced with delivering housing needs assessments, developing effective housing strategies, and demonstrating meaningful community engagement processes to complete a Housing Needs Assessment (HNA) for the Municipality of Chatham-Kent.

This HNA would have the following goals:

- 1) to identify the specific housing needs within communities throughout Chatham-Kent,
- 2) to develop housing priorities, and
- 3) to identify what the Municipality of Chatham-Kent's role could be in addressing those priorities/needs.

The successful proponent will work collaboratively with Administration to develop, prepare, and deliver a Housing Needs Report to the Municipality of Chatham-Kent. Information received from the HNA will be used for the future development of a Strategic Housing Action Plan to address the specific housing needs of communities across Chatham-Kent.

The HNA will review current and emerging housing needs against the existing and projected housing supply in Chatham-Kent. Gaps between the forms of housing needed and what exists or is planned for development are identified, along with key trends and their implications. With this information, a strategy would be prepared to address the gaps.

This is the first time that Chatham-Kent is undertaking a comprehensive study of affordability across the housing continuum - from homelessness to community housing to affordable and market rental and ownership housing as illustrated in Figure 1. This approach recognizes that affordable housing is critical to the Municipality's long-term prosperity, as attracting and retaining residents of all ages requires housing options that serve all income levels and household types. The HNA will provide the basis for the Affordable Housing Strategy to help Chatham-Kent maximize the use of senior government programs and private sector incentives to increase the supply of affordable housing. All levels of government, the private sector and the non-profit sector have roles to play in addressing housing need in a community.

Figure1: Housing Continuum¹**THE HOUSING CONTINUUM**

Another reason for undertaking this assessment and developing a strategy is to explore what roles the Municipality of Chatham-Kent should play that are complementary to the work of the non-profit sector and the private sector to help ensure affordable housing is provided in the community that meets the needs of existing and future residents.

In addition to the affordable housing development needs of the community, the HNA is also now a requirement for the new Canada Community Building Fund (former Federal Gas Tax) agreement and is required to be completed by March 31, 2025. Recipients must complete a HNA if they had a population of 30,000 or more on the 2021 Census of Canada and is a Single-Tier Municipality or a Lower-Tier Municipality. Recipients are expected to prioritize projects that support the growth of the housing supply. The HNA is to be used by Municipalities to prioritize, where possible, Infrastructure or capacity building projects that support increased housing supply where it makes sense to do so. It will also be a requirement for Administration to publish the HNA on the Municipality of Chatham-Kent website.

Council Term Priorities

This report supports the following Council Term Priorities:

Deliver Excellent Service	Promote Safety & Well-Being	Grow Our Community	Ensure Environmental Sustainability
		1.a-d	

¹ <https://www.cmhc-schl.gc.ca/professionals/industry-innovation-and-leadership/industry-expertise/affordable-housing/about-affordable-housing/affordable-housing-in-canada>

Consultation

The Chief Administrative Officer, Director, Housing Services - Operations, Chief Financial Officer (CFO) and General Manager, Health & Human Services were consulted to discuss the Housing Needs Assessment to address the funding requirements for the new Canada Community Building Fund and the needs for accurate data for Chatham-Kent's affordable housing development.

Communication

Once the HNA is completed, a detailed report will be presented to Council and a copy of the HNA will be posted to the municipal website. The completed HNA information will also be shared with our private non-profit housing partners and private housing developers looking to develop housing in Chatham-Kent.

Diversity, Equity, Inclusion and Justice (DEIJ)

Housing Services practices are informed by a Diversity, Equity, Inclusion, and Justice lens. Racialized, Indigenous, 2SLGBTQIA+, newcomer groups, and people with lower incomes are overrepresented in the overall number of those experiencing homelessness. There may be many barriers these groups face, including discrimination, generational trauma resulting from colonization, and language barriers, to name a few. Lack of adequate, attainable, and stable housing impacts mental and physical health and wellbeing and all other aspects of people's lives. Providing individuals and families with adequate, stable housing may contribute to life stabilization, and help support marginalized groups to have access to opportunities for wellbeing, which contributes to a healthier and stronger community.

Financial Implications

This consultant expense would be funded from the Housing Services CK Affordable Housing and/or the Housing Services Operations Reserves. When Administration reviewed other communities Housing Needs Assessment processes, it was determined that expected costs for this consultant expense can range between \$35,000 to \$70,000 and will take up to three months to complete after awarding to the successful proponent..

Prepared by:

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Reviewed by:

Michael Duben, BA, LLB, Chief Administrative Officer

Consulted and confirmed the content of the consultation section of the report by:

Gord Quinton, MBA, CPA, CGA, Chief Financial Officer/Treasurer

Josh Myers, Director, Housing Services - Operations

Attachment(s):

None

C: Gord Quinton, MBA, CPA, CGA, Chief Financial Officer/Treasurer

Josh Myers, Director, Housing Services - Operations