



Regional District of
Kitimat-Stikine

***City of Terrace
&
Regional District of Kitimat-Stikine (RDKS)***

***Greater Terrace Area: Housing Needs
Assessment 2020***



Request for Proposals

Contact:

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*City of Terrace
5003 Graham Avenue,
Terrace, BC V8G 1B3*

BACKGROUND & PROJECT SCOPE

The City of Terrace and the Regional District of Kitimat-Stikine (RDKS) request proposals to complete a Housing Needs Assessment (HNA) for the Greater Terrace Area. This project will include data collection and assessment of housing needs and demands within the City of Terrace and Electoral Areas 'E; & 'C' of the RDKS. This partnership project will be managed and coordinated by the City of Terrace on behalf of the RDKS.

In 2013-2015 the NW region of the Province was under significant housing pressures due to major industrial and resource based activities. The NW is now once again facing significant pressure as the single largest private industrial investment has now commenced with the LNG Canada \$40 Billion Dollar facility under construction. Additional activities in the region include mines and growing port development as well as localized commercial and residential growth. Clearly assessing the pressures on the existing housing market, with a focus on rising rental rates with low vacancy and new home costs as well as promotion of development opportunities in advance of anticipated population growth and short-term resource based housing needs are critical elements the housing assessments will need to address.

In the five years since the City conducted its latest housing assessment in 2014, many changes have occurred within the community and region and a current assessment, based on up to date statistics and which reflects the recent dramatic growth in economic activity is needed. To date, the RDKS has not completed HNAs for the populated electoral areas immediately adjacent to, and surrounding, the City. This partnership, facilitated with funding from the UBCM and NDIT, offers a unique opportunity to assess housing needs in the Greater Terrace Area while provided community specific HNAs for each of these defined local government areas.

The Greater Terrace Area continues to experience challenges in the provision of affordable and attainable housing for many of its residents. The past relatively affordable cost of housing, when compared across the Province, is changing rapidly and has resulted in a recent in-migration of residents who find limited housing options. As we age as a society and our community faces transitions many of these housing challenges will become more pronounced. New opportunities related to large scale regional resource based industrial projects is bringing professionals and families into the City. Market rental vacancy rates have again dropped well below 3% and new housing construction continues to lag behind demand.

The HNAs will provide the City of Terrace and RDKS with a thorough understanding of the housing needs within our communities, re-evaluate the diversity of the existing stock, identify housing gaps, and analyse newly collected and existing data on the housing stock available to meet those needs. The HNAs will provide data based research of the current housing demands with a specific focus on the rental housing market and the recent pressures placed on market housing availability and cost due to the growing regional economic activity.

The final report should prioritize any areas of significant housing need and provide direction for development of strategic housing policy with an emphasis on the development of a variety of market and non-market housing. The HNAs shall identify the demographic groups within the study area that are facing the most significant challenges in accessing affordable and appropriate housing.

PROJECT OBJECTIVES

- *Confirm the acknowledged demographic and resident population groups that have been identified as facing significant housing challenges.*
- *Identify any gaps in the existing knowledge base in regards to resident individuals and groups that may be facing a housing crisis and recommend additions to the existing housing stock which would assist in alleviating the critical shortages.*
- *Gather research on the existing housing stock by type and number of units to develop an up to date data set of the dwelling units in the City and Electoral Areas 'E' & 'C' of the RDKS.*
- *Conduct a housing scan of adjacent First Nations community's residential housing stock by type and number of units.*
- *Review best practices and unique solutions to address current and predicted areas of housing need.*
- *Develop recommendations to address current and anticipated population growth and to meet both market and non-market housing demands.*
- *Research and provide recommendations to address growing challenges around market housing affordability.*

REQUIREMENTS AND PROJECT SCOPE

Review Past Work

The following information will be made available to the successful Proponent from the Development Services Office, 5003 Graham Avenue, Terrace, BC:

- a) *Terrace Official Community Plan Bylaw No. 2042-2018.*
- b) *Terrace Zoning Bylaw No. 2069-2014.*
- c) *"Housing Terrace: Trends, Needs and Directions 2014"*
- d) *Terrace Housing Action Plan 2015 (NW Readiness Program)*
- e) *City of Terrace Homeless Count Reports, up to, and including Spring 2020*

- f) *City of Terrace Population Survey 2015*
- g) *City of Terrace & RDKS (Elec. Areas 'E' & 'C') 2020 Population Survey*
- h) *Thornhill Official Community Plan, 2018 (Draft)*
- i) *Regional District of Kitimat-Stikine Thornhill Zoning Bylaw No. 194*
- j) *Regional District of Kitimat-Stikine Greater Terrace Zoning Bylaw No. 37*
- k) *Regional District of Kitimat-Stikine Lakelse Lake Zoning Bylaw No. 57*
- l) *Mapping, including Land Use and Zoning maps, as required in the completion of the study for the City and RDKS.*

Staff and Stakeholder Consultation

- a) *Discuss study issues and concerns with City of Terrace (CoT) staff project coordinator and RDKS staff project lead:*

David Block, Director of Development Services
dblock@terrace.ca
250-615-4028

Amelia Andrews, Planner
aandrews@rdks.bc.ca
250-615-6100
- b) *The City's Housing Committee will act as a stakeholder in the completion of the Housing Needs Assessment.*
- c) *Undertake consultation with key external community stakeholders to solicit input into the Study. The consultation may involve meetings, interviews, and/or phone conversations (as appropriate) with stakeholders. Specific community stakeholder groups and individuals will be identified with the consultant by the project coordinator and project lead.*
- d) *Summarize the relevant issues and concerns identified by City and RDKS staff, the City's Housing Committee and external stakeholders and the general public for input into the Study.*

Data Collection

- a) *Review all current and relevant housing and population data that is available from Federal (Stats Canada) and Provincial (BC Stats, BCH etc....)*
- b) *Review existing available data on the quantity, type and quality of the housing stock within the City and RDKS Electoral Areas 'E' & 'C'.*
- b) *Conduct research to provide current data on the housing stock and diversity of housing form in the City and RDKS Electoral Areas 'E' & 'C'.*
- c) *Conduct a community scan to provide up to date information on the housing stock and diversity of housing form in the adjacent communities of the Kitselas FN and Kitsumkalum FN.*

PROJECT METHODOLOGY & WORKPLAN

Proponents shall provide a detailed methodology and workplan showing how they will conduct the research and preparation of the HNAs. The workplan shall include specified timelines for progress meetings and reporting following each stage of the project.

The workplan shall include both in-person and teleconference meetings that are appropriate within the available project budget. The workplan shall include a minimum of two (2) in-person meetings with the Project Coordinator and Project Lead and key stakeholders. A final in-person presentation shall be included as part of the project workplan to present the findings and recommendations to the Council of the City of Terrace and the Regional District Board. These presentations may be coordinated as a Committee of the Whole Meeting to be held at the City of Terrace.

The City and RDKS will work with the chosen proponent upon award of this project to revise and finalize the methodology and workplan as may be required.

DELIVERABLES

Housing Needs Assessment

Prepare a Housing Needs Assessment report for the Greater Terrace Area. Provide a succinctly written report that outlines key housing needs and demands incorporating data tables, charts and summaries of data analysis presented in a

clear and understandable format. Include the summary of each key informant or stakeholder meeting/interview in the appendix of the final report.

The HNA shall include a separate chapter that may stand on its own as a distinct HNA report for the City of Terrace and RDKS Electoral Areas 'E' & 'C'. Alternatively, the final deliverables may be proposed to be submitted as three distinct and separate Housing Needs Assessment Reports, one prepared for each of the study areas. In this case a separate general summary report shall accompany each HNA providing an overview of the Greater Terrace Area housing reality in 2020.

Ensure an executive summary is included at the beginning of the report(s), separate from the report body.

The final report(s) should be provided as follows:

- Electronic copy (Pdf format required).
- PowerPoint Presentation highlighting the research results and specific recommendations within the Housing Needs Assessment(s).

PROJECT BUDGET

A total budget for completing the update of the Housing Needs Assessment, including all travel and expenses, has been set at **\$65,000.00**, including applicable taxes.

The budget (based on UBCM and NDIIT grant funding) shall be allocated as follows:

City of Terrace HNA	\$40,000.00
RDKS HNAs (Elec. Areas 'E' & 'C')	\$25,000.00

RFP SUBMISSION DEADLINE

Proposals must be received by the City of Terrace by 4:00pm Pacific Time on April 3, 2020.

Submit your proposal via email to the attention of:

dblock@terrace.ca

David Block, RPP, MCIP

Director of Development Services

PROJECT TIMELINE

The timeline for this project is proposed as follows:

Milestone	Timeline
<i>RFP Release</i>	<i>March 2, 2020</i>
<i>RFP Closing Date</i>	<i>April 3, 2020 @ 4:00pm PT</i>
<i>Proposal Evaluation</i>	<i>April 6-10, 2020</i>
<i>Proposal Award</i>	<i>April 15, 2020</i>
<i>Project Kickoff Meeting</i>	<i>Week of April 20-24, 2020</i>
<i>Stakeholder Interviews</i>	<i>May 2020</i>
<i>Data Collection & Analysis</i>	<i>June – July 2020</i>
<i>Draft HNA Report(s)</i>	<i>October 2, 2020</i>
<i>Final HNA Report(s)</i>	<i>November 6, 2020</i>

In addition to the above, the successful proponent shall be required to present the final HNAs results and recommendations to City Council and the RDKS Board at meeting in mid-December 2020.

* The above project timeline is flexible; however, the deadline for final delivery of the HNA report(s) shall be no later than November 30, 2020.