



GEORGINA

Subject: Housing Needs Assessment

To: Mayor and Council

From: Denis Beaulieu, Director of Development Services

Date: October 9, 2024

Briefing:

On August 14, 2024, Council considered Staff Report [DS-2024-0049](#) which provided an overview of new federal requirements for municipalities to prepare a Housing Needs Assessment in order to access funding through the Canada Community-Building Fund (CCBF) and the Housing Accelerator Fund (HAF). Council adopted Resolution No. C-2024-01254 as follows:

- 1. That Council receive Report DS-2024-0049 prepared by the Development Services Department dated August 14, 2024 respecting the preparation of a Housing Needs Assessment in order to access funding through the Canada Community-Building Fund (CCBF) and the Housing Accelerator Fund (HAF); and,*
- 2. That Council approve a budget of up to \$50,000 from the Town's Tax Rate Stabilization Reserve to retain a consultant to prepare a Housing Needs Assessment in compliance with the requirements of the federal government, for approval by Council and submission to the Association of Municipalities of Ontario (AMO) by March 31, 2025.*

The purpose of this Briefing Note is to respond to Council's direction to submit a briefing note prior to the award of the tender to explain the process and confirm that due diligence has been conducted by staff.

At the time of the preparation of the staff report, a potential single source (emergency acquisition) non-competitive procurement process was being considered as the most expedient means of retaining a consultant in order to maximize the amount of time to prepare the study and to minimize the risk of being unable to meet the March 31, 2025 deadline.

Following the Council meeting, staff met with a representative from the Association of Municipalities of Ontario (AMO) and it was made clear that some flexibility can be exercised with the deadline and funding will not be in jeopardy so long as municipalities are making best efforts and demonstrating progress towards completion of their Housing Needs Assessments. It is also evident that discussions are still ongoing between AMO and Housing, Infrastructure and Communities Canada on refining the program expectations and working with municipalities to supply data/fill gaps.

On the basis of the foregoing, a decision was made to proceed with a standard competitive procurement process to engage a consultant to help complete the Town's Housing Needs Assessment. A Request for Proposals (RFP) was posted on September 6, 2024 and bidding closed on September 27, 2024. Three (3) responding bids have been submitted by consulting firms, and are currently under review and evaluation. An award of contract will occur in accordance with the Town's Procurement Policy and Procedures at the conclusion of the process based on the technical, presentation and financial evaluations.

Should you have any comments or questions related to this Briefing Note, please contact me via telephone at 905-476-4301 ext. 2321 or via email at dbeaulieu@georgina.ca.