

**HAF Agreement and Action Plan Summary
Burnaby, British Columbia**

Summary of Agreement Targets and Funding

Status as of February 18, 2025

Overall Permitted Unit Targets (3 years)	11,340
Units expected without HAF (baseline)	10,050
Units incented by HAF (HAF-incented)	1,290
Municipality's 10-year unit projection	11,950

Permitted Unit Targets with Breakdown	Total Target	Year 1 Forecast	Year 1 Progress
Housing Supply Growth Target	11,340	3,023	2,384
<ul style="list-style-type: none"> • Multi-Unit housing units in close proximity to rapid transit 	7,777	<i>Note: there are no annual forecasts for different unit types.</i>	1,728
<ul style="list-style-type: none"> • Missing middle housing units 	1,440		189
<ul style="list-style-type: none"> • Other multi-unit housing units 	1,178		346
Affordable Housing Units	1,814		109

HAF Funding Schedule and Explanatory Notes:

The total funding envelope for HAF recipients is based on the number of HAF-incented units, as described in Section 10 of the Pre-Application Reference Material. Advances are disbursed annually, subject to compliance with the terms and conditions of the HAF agreement.

Total funding eligibility	\$43,409,600
Annual advance amount	\$10,852,400

Completion dates for Initiative 3 were extended as provincial reviews required more time than anticipated, and limited staff capacity impacted the launch. Despite these date extensions, the initiative was completed before the reporting date.

CMHC has reviewed the City of Burnaby's first annual report and has noted that Year 1 permitted units were lower than forecast. However, permit numbers have been strong at the start of Year 2 and we are satisfied that mitigating actions are being implemented to increase permitted units through Years 2 and 3. As such, the City of Burnaby is meeting its commitments under the HAF agreement, and the second advance will be made in full.

Summary of Initiatives and Milestones

Initiative 1: Laneway Housing and Suites in Semi-Detached Homes Program

Introducing a program to allow laneway homes and suites for semi-detached homes with laneway access.

- This zoning bylaw change allows density of up to 4 units (two semi-detached primary units, each with one suite per unit) per eligible lot as-of-right.

Initiative	Due Date	Status
Laneway Housing and Suites in Semi-Detached Homes Program	2023-08-28	Completed
Milestones	Due Date	Status
Zoning Bylaw Amendment Approval	2023-08-28	Completed

Initiative 2: Additional Units in Low Density Areas

Expanding missing middle housing to all low-density neighbourhoods as-of-right.

- Additional zoning bylaw changes will introduce 3 to 4 unit multiplexes on single detached lots, and expand permissions for laneway housing and suites in semi-detached homes to properties without lane access.

Initiative	Due Date	Status
Additional Units in Low Density Areas	2024-04-30	Completed
Milestones	Due Date	Status
Public Survey of Housing Types	2023-08-31	Completed
Create Draft Program	2023-11-30	Completed
Consult Public on Draft Program	2024-01-31	Completed
Council Approval of Final Program	2024-02-29	Completed
Zoning Bylaw Amendment Approval	2024-04-30	Completed

Initiative 3: Burnaby Housing Authority

Creating a new arms-length municipal housing corporation to play a direct role in facilitating new affordable housing.

- The new Burnaby Housing Authority will form partnerships with other levels of government, non-profits and private housing developers to deliver new non-market rental and ownership housing, in addition to affordable market rentals.
- The City will provide access to lands, expedited approvals, and capital and operating funding through a partnering agreement with the new corporation.

Initiative	Due Date	Status
Burnaby Housing Authority	2024-09-04	Completed
Milestones	Due Date	Status
Stakeholder Engagement	2023-08-18	Completed
Research / Defining Elements of a BHA	2023-08-28	Completed
Approval from Inspector of Municipalities	2024-03-18	Completed
Launch BHA	2024-09-04	Completed

Initiative 4: Development Approval Process Improvements

Reducing approval times by improving and simplifying the development review process.

- Burnaby has already completed an initial phase of process improvements.
- This initiative will accelerate and deliver additional improvements that were not implemented in the first phase with a focus on system-wide improvements for all permit types including faster processing of smaller and larger scale developments in Burnaby.

Initiative	Due Date	Status
Development Approval Processing Improvements	2024-08-30	Completed
Milestones	Due Date	Status
Project Initiation	2023-10-31	Completed
Analysis, Improvements and Internal Engagement	2024-02-29	Completed
Implementation	2024-08-30	Completed

Initiative 5: Zoning Bylaw Update

Updating and modernizing planning rules to allow more housing variety.

- A comprehensive zoning bylaw update will simplify planning rules and reduce the time it takes to approve new housing.
- This initiative is aligned with the City's Official Community Plan (OCP) update, which will consider new housing opportunities such as multi-unit housing near rapid transit and multi-unit missing middle housing in transition areas between high-density and low-density neighbourhoods.

Initiative	Due Date	Status
Zoning Bylaw Update	2025-09-30	On track
Milestones	Due Date	Status
Project Initiation	2023-11-01	Completed
Consultation, Analysis and Regulation Development Phase 1	2025-01-31	Completed
Consultation, Analysis and Regulation Development Phase 2	2025-05-30	Not Started
Council Approval of Comprehensive Zoning Bylaw Update	2025-09-30	Not Started

Initiative 6: Technology Solutions to Improve Building Permit Processing

Leveraging new technologies to improve digital permitting and reduce approval timelines.

- Burnaby will explore and implement new technology solutions such as zoning compliance software and artificial intelligence chatbots to improve customer service during the permitting process.

Initiative	Due Date	Status
Technology Solutions to Improve Building Permit Processing	2025-03-31	On track
Milestones	Due Date	Status
Research different technologies	2023-08-18	Completed
Procure Technology	2023-11-01	Completed
Integrate Technology	2024-12-31	Completed
Staff Training and Public Education	2025-03-31	On Track

Initiative 7: Pre-Zoning Project

Pre-zoning a specific area of the city to allow more multi-family homes as-of-right.

- Burnaby will identify a specific area to proactively “pre-zone” for multi-unit housing. With this in place property owners will not need to go through site-specific rezoning approvals.
- The City will introduce development permits and design guidelines for this pre-zoned area to increase transparency and allow delegation of development approval to staff based on compliance with Council-approved guidelines.
- The pilot project may be expanded to additional areas of Burnaby in the future.

Initiative	Due Date	Status
Pre-Zoning Project	2025-06-30	On track
Milestones	Due Date	Status
Identify Pre-Zoning Area	2024-04-01	Completed
Consultation, Analysis and Guideline Development Phase 1	2024-10-31	Completed
Consultation, Analysis and Guideline Development Phase 2	2025-02-28	On Track
council approval	2025-04-30	Not Started
Train Staff and Create Public Education Materials	2025-06-30	Not Started