



# ROAD MAP ACTIVATION PLAN

FOR ORGANIZATIONS, HOMEOWNERS AND LOCAL GOVERNMENTS



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## TABLE OF CONTENTS

**ORGANIZATIONS..... 1**

For organizations interested in creating a matchmaking program for home providers and home seekers ..... 1

**HOMEOWNERS..... 3**

For homeowners interested in adopting any of these housing solutions..... 3

**LOCAL GOVERNMENT ..... 4**

The following are road maps from three different stakeholders of this Housing Solutions Lab:

1. An organization interested in implementing a matchmaking program between home seekers and home providers;
2. Home providers (homeowners) who need to prepare a space for a renter; and
3. Local governments reviewing policies and by-laws that affect the update of housing options like secondary suites, coach houses and home sharing.

## ORGANIZATIONS

**For organizations interested in creating a matchmaking program for home providers and home seekers**

	<b>SHORT TERM (1-6 MONTHS)</b>	<b>MEDIUM TERM (6-18 MONTHS)</b>	<b>LONG TERM (18+ MONTHS)</b>
<b>KEY MILESTONES</b>	<ul style="list-style-type: none"> <li>• Program scope determined</li> <li>• Program designed</li> <li>• Funding model decided</li> <li>• Potential funders identified and applications submitted</li> <li>• Potential collaborators mapped; partnership conversations initiated</li> <li>• Contracts vetted by legal professionals</li> <li>• Emergency housing options identified</li> </ul>	<ul style="list-style-type: none"> <li>• Funding secured</li> <li>• Staff hired and trained</li> <li>• Program logistics scoped and finalized (i.e., policies and procedures)</li> <li>• Contracts or agreements signed with any service providers (e.g., for participant education, matchmaking software)</li> <li>• Participant recruitment commenced (including materials designed and distributed, outreach avenues decided, recruitment events held, etc.)</li> <li>• Intake process for first round of participants completed (i.e., home visits, intake interviews, background checks and references)</li> <li>• Participants trained on program policies and procedures, rights and responsibilities and any</li> </ul>	<ul style="list-style-type: none"> <li>• Additional rounds of participants matched</li> <li>• Project evaluation and refinement, potential expansion to more audiences</li> <li>• Meetings with, and mentorship of, interested organizations or groups who want to run similar programs.</li> <li>• Advocacy to local or provincial governments, as appropriate, regarding barriers to program uptake and possible solutions</li> </ul>

		<p>additional content (e.g., financial options for renovating a home, communication skills)</p> <ul style="list-style-type: none"> <li>• Spaces for home seekers set up in homeowner participants' single-detached homes</li> <li>• First round of participants matched</li> <li>• Check-ins completed; ongoing support provided as required</li> <li>• Ongoing program evaluation conducted by staff and participants</li> <li>• Program format updated based on feedback</li> <li>• Potential organizations (interested in replicating the program) identified</li> </ul>	
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To support the implementation of this roadmap, please refer to the following documents:

- [Draft 3-year pilot budget to see what resources are required for each step](#)
- [Scoping questions to help refine program scope](#)
- [Project stage checklist](#)
- [Communications kit](#) and resources for recruitment
- See [www.seniorshousingnavigator.ca/pilot-program/#legal-matters](http://www.seniorshousingnavigator.ca/pilot-program/#legal-matters) for map of legal matters to consider and examples of existing projects

## HOMEOWNERS

For homeowners interested in adopting any of these housing solutions

	SHORT TERM (1-6 MONTHS)	MEDIUM TERM (6-18 MONTHS)		LONG TERM (18+ MONTHS)
		Home sharing	Secondary suites/coach houses	
<b>KEY MILESTONES</b>	<ul style="list-style-type: none"> <li>• Research into different housing options completed</li> <li>• Costs and benefits of each option weighed</li> <li>• Decision made about which housing option best suits the context</li> <li>• Funding opportunities explored, if applicable (e.g., grants, loans)</li> <li>• Decision made about whether homeowner would prefer to be a landlord individually or seek the support of existing programs (or future matchmaking programs), or if the space is being created for family members or friends</li> </ul>	<ul style="list-style-type: none"> <li>• Potential home seekers vetted (if applicable)</li> <li>• Agreements signed with home seeker (if applicable)</li> <li>• Space set up and cleaned for a home seeker (e.g., a room or suite)</li> </ul>	<ul style="list-style-type: none"> <li>• Funding finalized</li> <li>• Contractors, designer and other renovation professionals identified and hired</li> <li>• Building permits received, as applicable</li> <li>• Renovations or construction completed</li> <li>• Potential home seekers vetted (if applicable)</li> <li>• Agreements signed with home seeker (if applicable)</li> <li>• Space prepared/set up for home seeker</li> </ul>	<ul style="list-style-type: none"> <li>• Ideally, long-term tenure is available to those using the additional space in the single-detached house</li> <li>• If applicable, homeowner receives supplemental income through rent</li> </ul>
<b>KEY ACTORS</b>	<ul style="list-style-type: none"> <li>• Homeowners</li> <li>• Funders (financial institutions, grant providers)</li> </ul>	<ul style="list-style-type: none"> <li>• Homeowners</li> <li>• Home seekers</li> <li>• Potential matchmaking organizations</li> </ul>	<ul style="list-style-type: none"> <li>• Homeowners</li> <li>• Home seekers</li> <li>• Potential matchmaking organizations</li> <li>• Construction professionals</li> </ul>	

			<ul style="list-style-type: none"> <li>Local governments (for permitting)</li> </ul>	
<b>RESOURCES</b>	<ul style="list-style-type: none"> <li>Websites such as seniorshousingnavigator.ca, the <a href="#">ReHousing</a> project among others offer options of different set ups for single-detached homes, along with funding opportunities and potential costs</li> <li><a href="#">Information on retrofits</a> and other low-carbon options when creating additional spaces in single-detached homes</li> </ul>	<ul style="list-style-type: none"> <li>Homeowners</li> <li>Home seekers</li> <li>Potential matchmaking organizations</li> </ul>	<ul style="list-style-type: none"> <li>Homeowners</li> <li>Home seekers</li> <li>Potential matchmaking organizations</li> <li>Construction professionals</li> <li>Local governments (for permitting)</li> <li>The B.C. Home Suite Home guide provides a roadmap for renovating secondary suites, including questions to ask contractors, permitting requirements and other checks to ensure suites are up to building code</li> <li><a href="#">Information for landlords in B.C.</a></li> <li><a href="#">Information for tenants in B.C.</a></li> </ul>	

## LOCAL GOVERNMENT

See the [government actions report](#) for the roadmap for enabling actions that governments can take to support the adoption of these housing options.