



ROAD MAP ACTIVATION PLAN

FOR ORGANIZATIONS, HOMEOWNERS AND LOCAL GOVERNMENTS



ACKNOWLEDGEMENTS

Published by [Simon Fraser University \(SFU\) Renewable Cities](https://renewablecities.sfu.ca), a program of the [SFU Morris J. Wosk Centre for Dialogue](https://www.sfu.ca/morris-j-wosk-centre-for-dialogue/), 2024.

This report is offered under the [Creative Commons Attribution-NonCommercial-ShareAlike 4.0](https://creativecommons.org/licenses/by-nc-sa/4.0/) License, enabling free sharing and reprinting for non-profit and non-commercial purposes with attribution.



CC BY-NC-SA 4.0

The Seniors Hidden Housing Solutions to Affordability and Climate Change received funding from [Canada Mortgage and Housing Corporation](https://www.cmhc.ca/) (CMHC) under the NHS Solutions Labs, however, the views expressed are the personal views of the author and CMHC accepts no responsibility for them.

« Seniors Hidden Housing Solutions to Affordability and Climate Change » a reçu du financement de la Société canadienne d'hypothèques et de logement (SCHL) en vertu du les laboratoires des solutions de la SNL Cependant, les opinions exprimées sont les opinions personnelles de l'auteur et la SCHL n'accepte aucune responsabilité à l'égard de telles opinions. »

Additional funding received from Vancity. Catalyzing funding from the North Family Foundation.



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

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

		<ul style="list-style-type: none"> • Spaces for home seekers set up in homeowner participants' single-detached homes • First round of participants matched • Check-ins completed; ongoing support provided as required • Ongoing program evaluation conducted by staff and participants • Program format updated based on feedback • Potential organizations (interested in replicating the program) identified 	<p>barriers to program uptake and possible solutions</p>
--	--	---	--

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 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	
KEY MILESTONES	<ul style="list-style-type: none"> • Research into different housing options completed • Costs and benefits of each option weighed • Decision made about which housing option best suits the context • Funding opportunities explored, if applicable (e.g., grants, loans) • 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 	<ul style="list-style-type: none"> • Potential home seekers vetted (if applicable) • Agreements signed with home seeker (if applicable) • Space set up and cleaned for a home seeker (e.g., a room or suite) 	<ul style="list-style-type: none"> • Funding finalized • Contractors, designer and other renovation professionals identified and hired • Building permits received, as applicable • Renovations or construction completed • Potential home seekers vetted (if applicable) • Agreements signed with home seeker (if applicable) • Space prepared/set up for home seeker 	<ul style="list-style-type: none"> • Ideally, long-term tenure is available to those using the additional space in the single-detached house • If applicable, homeowner receives supplemental income through rent
KEY ACTORS	<ul style="list-style-type: none"> • Homeowners • Funders (financial institutions, grant providers) 	<ul style="list-style-type: none"> • Homeowners • Home seekers • Potential matchmaking organizations 	<ul style="list-style-type: none"> • Homeowners • Home seekers • Potential matchmaking organizations • Construction professionals • Local governments (for permitting) 	

RESOURCES	<ul style="list-style-type: none"> • Websites such as seniorshousingnavigator.ca, the ReHousing project among others offer options of different set ups for single-detached homes, along with funding opportunities and potential costs • Information on retrofits and other low-carbon options when creating additional spaces in single-detached homes 	<ul style="list-style-type: none"> • Homeowners • Home seekers • Potential matchmaking organizations 	<ul style="list-style-type: none"> • Homeowners • Home seekers • Potential matchmaking organizations • Construction professionals • Local governments (for permitting) • 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 • Information for landlords in B.C. • Information for tenants in B.C. 	
-----------	--	---	---	--

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.