

Housing Target Progress Report (Six-Month Interim Period)

RECOMMENDATION:

That Committee of Council:

- 1. Receive the Six-Month Interim Housing Target Progress Report as attached to this report; and*
- 2. Direct staff to submit the Progress Report to the Ministry of Housing as required by the Housing Supply Act.*

REPORT SUMMARY

In accordance with the City's Housing Target Order, staff have prepared a Housing Target Progress Report detailing progress in meeting established housing targets over the initial six-month period (August 1st 2024 to January 31st 2025). Staff note the net increase of new units over this initial six-month period has been modest, but there is a substantial number of units anticipated to be approved, constructed and/or delivered in the coming year. In addition, during this initial period, the City has initiated or completed a number of actions that are intended to help increase the supply of new housing units in the community. Staff recommend the Progress Report be received for submission to the Province.

BACKGROUND

The *Housing Supply Act* enables the Ministry of Housing to set housing targets for municipalities in British Columbia that they believe have the greatest need and the highest projected population growth. The Province has advised the housing targets are part of a suite of Provincial legislative changes aimed at increasing housing supply and expanding the number of completed dwelling units.

On July 24, 2024, the Minister of Housing issued a Housing Target Order ("Order") to Port Coquitlam which came into effect on August 1st and set a 5-year housing target for Port Coquitlam of 2,279 net new completed units by July 31st, 2029. The Order further specifies annual cumulative housing targets, reporting periods and process, and the performance indicators which will be used to measure annual progress.

Port Coquitlam Housing Target Order

The City's housing target is based on 75% of the Province's estimate of housing need for the City (2,279 units) through their standardized methodology, which counts the number of new completed units required to address current housing shortage as well as population growth over the next five years. The Province notes that using 75% of the estimated need, instead of 100% is intended to allow for flexibility to respond to individual municipal circumstances.

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The target is further broken down as a yearly cumulative number that reflect a gradual increase in housing production each year.

- Year 1: 343
- Year 2: 724
- Year 3: 1,161
- Year 4: 1,673
- Year 5: 2,279

The specified performance indicators include progress towards meeting the annual cumulative housing target (measured as net new completed units during the reporting period) and actions taken by the City towards helping to meet the cumulative housing target (updating land use planning documents such as the Official Community Plan, adoption of bylaws, policies and initiatives that are intended to help achieve targets, and residential development that are approved or in progress such as development applications and building permits issued).

The City's reporting periods run on an annual basis between August 1st and July 31st, with a one-time six-month interim reporting period ending January 31st 2025. The Province has provided a standardized Housing Target Progress Form for reporting progress; this report must be received by resolution at a Municipal Council meeting, posted to the City's website, and submitted to the Province within 45 days of the end of the reporting period.

Housing Target Progress Report (Six-month initial period)

The initial six-month period of the Order started on August 1st, 2024, and ended on January 31st, 2025. During this initial six-month period, the City saw 23 new residential dwellings approved for occupancy and 12 dwellings demolished, for a total of 11 new net units. Of these, 7 units were rental tenure (market rental). The unit breakdown included three 1-bedroom, one 2-bedroom and seven units that were 3 or more bedrooms.

During this initial period, the City also approved 8 residential Development Permit applications (19 new units) and issued 14 residential Building Permits (76 new units) for a total of 95 new approved units.

In addition to the approved development and building permit applications noted since the Housing Target Order date, Port Coquitlam has also issued and approved a significant number of applications prior to the Order date (January 2024-August 2024), which comprise of issued Building Permits (588 units), and approved Development Permits (272 units).

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Actions taken by the City

The City has also taken a number of actions to help enable the supply of additional housing in the community to align with meeting the housing target. These include:

- Implementing a digital building permit application process which will expedite permit review and issuance.
- Applying for the Housing Accelerator Fund to support initiatives that will accelerate the supply of housing, such as reductions in parking, pre-approved designs, and pre-zoning areas with potential for greater residential densities.
- Completing a new Housing Needs Report to identify the current and future housing needs of our community, for use in formulating policy, direction and land use decisions in the updated OCP and other planning documents.
- Supporting non-profit housing providers, which is expected to result in the completion of 363 new non-market housing units in 2025, and expedited approvals for another 74 units.
- Undertaking a Complete Communities Assessment, which will be used to inform OCP land use changes, policies and infrastructure to support additional housing and population growth
- Launching the OCP update, which will include assessing land use designations to ensure opportunities for greater residential densities, detailed neighbourhood planning processes and an update to create user friendly DP guidelines.
- Responding to provincial legislation by amending policies and bylaws to support Small-Scale Multi-Unit Housing and development within Transit-Oriented Areas.
- Expediting the development review process by delegating small-scale development permits and minor variances to staff.
- “Pre-zoning” apartment designated lands to reduce uncertainty, remove barriers and expediate development.

DISCUSSION

While the total number of net new units was quite modest in the initial six-month period of the Housing Target Order, staff note there is a significant volume of projects in-stream, including current development applications, issued building permits and development under construction. In addition, there are a number of recently completed and ongoing projects which are designed and intended to increase the volume and speed of housing development in the community.


It is important to note that projects reaching completion in the coming years began construction 2-3 years ago and have already worked their way through the municipal permitting process. As a result, these initial years of provincial reporting are a measure of previous policy decisions and applications already in the development pipeline. The impact of recently approved and upcoming policy/process/regulatory changes and development project completions will not be fully realized for several years, potentially outside of the five-year reporting window for the Order, but will result in meeting the City's housing needs over time.

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FINANCIAL IMPLICATIONS

None.

OPTIONS (✓ = Staff Recommendation)

	#	Description
	1	Receive the attached Housing Target Progress Report and direct staff to submit the Report to the Ministry of Housing.
	2	Refer the report back to staff for further information.

ATTACHMENTS

Attachment 1: Housing Supply Act – Housing Target Progress Report Form (6-month interim period)

Lead author(s): Graeme Muir, Jennifer Little

PURPOSE

Municipalities will use this form to complete the requirements for progress reporting under the [Housing Supply Act](#) (Act). The information provided will be evaluated to determine whether targets have been met or satisfactory progress has been made toward meeting targets.

REPORT REQUIREMENTS

The report must contain information about progress and actions taken by a municipality to meet housing targets as identified in the Housing Target Order (HTO).

The progress report must be received in a meeting that is open to the public and by Council resolution within 45 days after the end of the reporting period.

Municipalities must submit this report to the minister and post it to their municipal website as soon as practicable after it is approved by Council resolution.

ASSESSMENT

The Housing Targets Branch evaluates information provided in the progress report based on Schedule B - Performance Indicators in the HTO. If targets have not been met and satisfactory progress has not been made, the Minister may initiate compliance action as set out in the Act.

REPORT SUBMISSION

Please complete the attached housing target progress report form and submit to the Minister of Housing at Housing.Targets@gov.bc.ca as soon as practicable after Council resolution.

Do not submit the form directly to the Minister's Office.

HOUSING TARGET PROGRESS REPORT FORM

Housing Targets Branch

BC Ministry of Housing and Municipal Affairs

Section 1: MUNICIPAL INFORMATION

Municipality	Port Coquitlam
Housing Target Order Date	August 1 2024
Reporting Period	August 1 2024 – January 31 2025
Date Received by Council Resolution	February 18 2025
Date Submitted to Ministry	February 19, 2025
Municipal Website of Published Report	February 19 2025
Report Prepared By	<input checked="" type="checkbox"/> Municipal Staff <input type="checkbox"/> Contractor/External
Municipal Contact Info	Graeme Muir, Planner, muirgraeme@portcoquitlam.ca , 604-927-5249
Contractor Contact Info	<input type="checkbox"/> N/A (name, position/title, email, phone)

Section 2: NUMBER OF NET NEW UNITS

Record the number of net new housing units delivered during the reporting period, and cumulatively since the effective date of the HTO. Net new units are calculated as completions (occupancy permits issued) minus demolitions. Legalizing existing unpermitted secondary suites or other housing types does not count toward completions.

Section 8 must be completed if a housing target has not been met for the reporting period.

	Completions (Reporting Period)	Demolitions (Reporting Period)	Net New Units (Reporting Period)	Net New Units (Since HTO Effective Date)
Total	23	12	11	11

Section 3: NUMBER OF HOUSING UNITS BY CATEGORY AND TYPE (Unit Breakdown Guidelines)

Record the number of housing units in each category below for the reporting period and cumulatively since the effective date of the HTO. Definitions are provided in the endnote.

	Completions (Reporting Period)	Demolitions (Reporting Period)	Net New Units (Reporting Period)	Net New Units (Since Effective HTO Date)
Units by Size				
Studio	0	0	0	0
One Bedroom	3	0	3	3
Two Bedroom	3	2	1	1
Three Bedroom	10	4	6	6
Four or More Bedroom ¹	7	6	1	1

Units by Tenure				
Rental Units ² – Total	7	0	7	7
Rental – Purpose Built	0	0	0	0
Rental – Secondary Suite	6	0	6	6
Rental – Accessory Dwelling	1	0	1	1
Rental – Co-op	0	0	0	0
Owned Units	16	12	4	4
Units by Rental Affordability				
Market	7	0	7	7
Below Market ³ – Total	0	0	0	0
Below Market – Rental Units with On-Site Supports ⁴	0	0	0	0

Section 4: MUNICIPAL ACTIONS AND PARTNERSHIPS TO ENABLE MORE HOUSING SUPPLY

A) Describe applicable actions taken in the last 12 months to achieve housing targets, in line with the Performance Indicators in the HTO. Each entry should include a description of how the action aligns with achieving the housing target, the date of completion, and links to any publicly available information. For example:

- Streamlined development approvals policies, processes or systems.
- Updated land use planning documents (e.g., Official Community Plan, zoning bylaws).
- Updated Housing Needs Report.
- Innovative approaches and/or pilot projects.
- Partnerships (e.g., BC Housing, CMHC, or non-profit housing organizations except First Nations – see Section 4 B).
- Other housing supply related actions.

1. **Complete Communities Report (completed January 6, 2025):** This is a geospatial assessment focusing on select areas of the City that have been identified for housing growth – the assessment and associated action plan will now be used to inform decisions around land use changes, policies and infrastructure to support additional housing and population growth.
2. **OCP Update Launch (scope and timing approved by Committee November 19, 2024):** The approved scope and timing of the OCP update includes work to refine and strengthen the existing framework, and address gaps, challenges and opportunities to meet the current and future needs of the community. This includes assessing land use designations to ensure opportunities for greater residential densities, and detailed neighbourhood planning processes. Updates to development permit design guidelines are also proposed in order to

- create a more user-friendly, streamlined development permit process. <https://pub-portcoquitlam.escribemeetings.com/filestream.ashx?DocumentId=11795>
3. **Housing Accelerator Fund application (application approved by Committee Sept 10, 2024):** The City applied for incentive-based funding from CMHC with the objective to accelerate the supply of housing. In order to support the application, an action plan was developed with 7 incentives to support the increase of housing supply, including reductions in parking, pre-approved designs, and rezoning areas with potential for greater residential densities. These incentives will also support the City meeting the HTO targets over the next 3 years. <https://www.portcoquitlam.ca/business-development/housing/housing-target-order>
 4. **Supporting non-profit housing providers (ongoing):** The City is supporting BC Housing, Metro Vancouver Housing Authority and several non-profits housing providers on the provision of multi-family non-market rental projects, including two developments which are under construction and will be completed in 2025 providing 363 units of secured non-market housing, and two applications (74 units) which are being expedited through the application review process.
 5. **2024 Housing Needs Report (endorsed by Committee December 17, 2024):** The City approved an updated Housing Needs Report that identifies current and future housing needs for our community. The findings of this report will be used to formulate policy, direction and land use amendments in the updated OCP and other planning documents. <https://www.portcoquitlam.ca/business-development/housing/housing-needs-report>
 6. **Digital Building Permit Applications (implemented January 16, 2025):** The ePlan program is intended to reduce permit timelines, create greater staff efficiency, and improve transparency throughout the permitting process. The online portal feature will be particularly helpful in expediting permit reviews.
 7. **Bill 44 – Small Scale Multi-Unit Housing (Bylaws adopted June 25, 2024):** The City amended its policies and bylaws with the intent to improve efficiencies through the development process and increase the supply of housing. These amendments include allowing up to four units as-of-right on single residential and duplex lots; an increased size of Accessory Dwelling Units, permitting up to 6-units for properties within 400 meters of a prescribed bus stop, and reduced and eliminated parking requirements within areas near transit, downtown core, and residential infill areas. As part of these changes, the City identified additional actions to support the creation of SSMUH which will be considered as part of the OCP update. <https://www.portcoquitlam.ca/business-development/housing/new-provincial-housing-legislation>
 8. **Bill 47 - Transit Oriented Area (Bylaws adopted June 25, 2024):** The City made amendments to establish Transit-Oriented Areas, reflecting the prescribed minimum heights and densities and removing residential parking requirements for developments located within a prescribed TOA. As part of this discussion, the City identified the intent to consider expanding the boundaries of TOAs as part of the OCP update to allow for additional residential densities in areas adjacent to

frequent transit stations and stops. <https://www.portcoquitlam.ca/business-development/housing/new-provincial-housing-legislation>

- 9. Expedited Development Review Processes (Bylaw adopted June 25, 2024).** The City streamlined the development approval process by delegating development permits for smaller developments and minor variances to the Director of Development Services.

<https://www.portcoquitlam.ca/sites/default/files/2024-10/3876%20-%20Delegation%20of%20Authority%20Bylaw.pdf>

- 10. Rezoning Apartment Designation (Bylaw adopted June 25, 2024).** The City “pre-zoned” areas for multi-family residential to create greater certainty, preserve the form and character of housing, and remove the need for rezoning applications.

B) Please provide any information about First Nation partnerships and/or agreements including planning, servicing and infrastructure that support delivery of housing on First Nation land including delivered and/or projected housing units.

The City of Port Coquitlam will continue to engage with the kʷikʷəłəm (Kwikwetlem) First Nation to foster stronger partnerships that will benefit the community as a whole.

Section 5: APPROVED HOUSING DEVELOPMENT APPLICATIONS

Report the number of approved applications issued by type since the effective date of the HTO. Each project should only be recorded once for the **most current** application type. Provide the estimated number of net new housing units to be delivered for each application category.

NOTE: units issued occupancy permits should be recorded in Section 2.

	Rezoning	Development Permit	Building Permit	Total
Applications	0	8	14	22
New Units	0	19	76	95
Unit Breakdown				
Units by Size				
Studio	0	0	9	9
One Bedroom	0	4	21	25
Two Bedroom	0	6	24	30
Three Bedroom	0	1	8	9
Four or More Bedroom ¹	0	8	13	21
Units by Tenure				
Rental Units ² – Total ²	0	11	10	21

Rental – Purpose Built	0	0	0	0
Rental – Secondary Suite	0	8	9	17
Rental – Accessory Dwelling	0	3	1	4
Rental – Co-op	0	0	0	0
Owned Units	0	8	65	73
Units by Rental Affordability				
Market	0	8	10	18
Below Market ³ - Total	0	0	0	0
Below Market - Rental Units with On-Site Supports ⁴	0	0	0	0

Section 6: WITHDRAWN OR NOT APPROVED HOUSING DEVELOPMENT APPLICATIONS

A) Indicate the number of applications and the estimated number of proposed units withdrawn by applicants, and /or not approved by staff or Council during this reporting period. Please include rezoning applications, development permits, and building permits.

	Applications Withdrawn	Applications Not Approved
Applications	2	0
Proposed Units	4	0

B) Provide a description of each application (e.g., rezoning, development permit, building permit) and brief summary of why each project was withdrawn or not approved.

Both applications were in-stream when the new housing legislation under Bill 44 was mandated by the Province. Both applicants withdrew their applications in order to re-apply with a new proposal that would comply with Bill 44 and the amendments the City of Port Coquitlam had made to its bylaws.

Section 7: OTHER INFORMATION

Provide any other information not presented above that may be relevant to the municipality's effort and progress toward achieving the housing target.

In addition to the approved development and building permit applications noted since the Housing Target Order date (August 1 2024) outlined in Section 5, Port Coquitlam has also approved applications issued prior to the Order date in 2024, which comprise an estimated:

- Issued Building Permits: 588 units issued and under construction (2178 Prairie Ave, 2168 Rindall Ave, 2368 Shaughnessy St, 2388 Marry Hill, 2277 Hawthorne Ave and 2810 Anson Ave).
- Approved Development Permits: 47 units (2236 Kelly Ave), 117 units (2178 Prairie Ave), 108 units (2525 Donald St), and 200 units proceeding to Committee of Council for consideration in February (850 Village Dr).

Additionally, there are currently a significant amount of "in-stream" applications under review as of February 18, that are excluded from the above counts.

Section 8: SUMMARY OF PLANNED ACTIONS TO MEET TARGETS

If the housing target has not been met for the reporting period, please provide a summary of planned and future actions in line with the Performance Indicators that the municipality intends to take to meet housing targets during the two-year period following this report. For each action, provide:

- a description of how the action aligns with achieving the housing target;
- dates of completion or other major project milestones;
- links to any publicly available information; and
- the number of units anticipated by completing the action.

NOTE: THIS SECTION IS NOT APPLICABLE FOR INITIAL SIX-MONTH REPORTING.

Name of Action:	
Description of Action:	
Completion/Milestone Date:	
Link:	Number of Units:

Name of Action:	
Description of Action:	
Completion/Milestone Date:	
Link:	Number of Units:

Name of Action:	
Description of Action:	
Completion/Milestone Date:	
Link:	Number of Units:

**Copy/Paste above description tables as needed*

¹ If needed due to data gaps, it is acceptable to report "Three Bedroom" and "Four or More Bedroom" as one figure in the "Three Bedroom" row.

² **Rental Units** include purpose built rental, certain secondary rentals (secondary suites, accessory dwellings) and co-op.

³ **Below Market Units** are units rented at or below 30% of the local Housing Income Limits (HIL) per unit size.

⁴ **Below Market Rental Units with On-Site Supports** are units rented at the Income Assistance Shelter rate providing permanent housing and on-site supports for people to transition out of homelessness.