

HOUSING TARGET PROGRESS REPORT FORM

Housing Targets Branch
BC Ministry of Housing

PURPOSE

This reporting template presents the required and supplemental information that a municipality needs to provide to the Province under the [Housing Supply Act](#) (Act).

BACKGROUND

The objectives of the Act are to increase the supply of housing in communities with the greatest housing need and deliver more housing options for individuals and families in B.C. The Act allows the Province to set housing targets, establish progress reporting requirements, and undertake compliance measures for specified municipalities in the [Housing Supply Regulation](#).

Part 3 – Section 4 of the Act states that municipalities which have been issued a Housing Target Order (HTO) must prepare a housing target progress report, in the form required by the minister, for each period specified in the order. The housing target progress report must contain information about the progress and actions taken by the specified municipality toward meeting each housing target established in the HTO. Completing and submitting this progress report satisfies that requirement.

REPORT REQUIREMENTS

Part 3 – Section 4 of the Act and Section 5 of the Regulation requires that the progress report must be received in a meeting that is open to the public and by Council resolution 45 days after the end of the reporting period to which the report applies. If a municipality has not met the housing target for the reporting period, it must provide information about any actions that it intends to take toward meeting the housing target within the 2-year period with the progress report.

Please submit this report to the minister and post it to your municipal website as soon as practicable after Council receives it.

ASSESSMENT

Part 3 – Section 5 of the Act requires the Minister of Housing to review the progress report to assess if housing targets have been met and, if not, whether the municipality has made satisfactory progress toward meeting the housing targets.

Progress reports will be evaluated against the performance indicators described in Schedule B of the HTO. If satisfactory progress has not been made, compliance action may be taken in accordance with Part 4 of the Act.

INSTRUCTIONS

Please complete the attached housing target progress report for your municipality and ensure it is received by Council resolution within 45 days of the end of the reporting period and submit to the Minister of Housing Housing.Targets@gov.bc.ca

Section 1: MUNICIPAL INFORMATION	
Municipality:	City of Port Moody
Housing Target Order Date:	September 23, 2024
Reporting Period:	October 1, 2023 – March 31, 2024
Date Received by Council Resolution:	May 14, 2024
Date Submitted to Ministry:	May 15, 2024
Municipal Website of Published Report:	https://www.portmoody.ca/en/business-and-development/development-growth-projections.aspx
Report Prepared By:	<input checked="" type="checkbox"/> Municipal Staff <input type="checkbox"/> Contractor/External
Municipal Contact Info:	<i>Liam McLellan, Social Planner II,</i>
Contractor Contact Info	<input checked="" type="checkbox"/> N/A (name, position/title, email, phone)

Section 2: NET NEW UNITS				
This is a count of net new units 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 housing units does not count towards completions.				
	Completions (Reporting Period)	Demolitions (Reporting Period)	Net New Units (Reporting Period)	Net New Units (Since HTO Effective Date)
Total	255	47	208	208

Section 3: UNIT BREAKDOWN (Supplemental Information as per Interim Guidelines)				
Refer to the definitions provided at the end of the report and specify information below for the reporting period and cumulatively since the effective date of the HTO.				
	Completions (Reporting Period)	Demolitions (Reporting Period)	Net New Units (Reporting Period)	Net New Units (Since Effective HTO Date)
Units by Size (See note 1)				
Studio	-	See note 2	See note 2	See note 2
One Bedroom	63	-	-	-
Two Bedroom	137	-	-	-
Three Bedroom	41	-	-	-
Four or More Bedroom ¹	7	-	-	-

Units by Tenure				
Rental Units ² – Total	0	-	-	-
Rental – Purpose Built	0	-	-	-
Rental – Secondary Suite	See note 3	See note 3	See note 3	See note 3
Rental – Accessory Dwelling	See note 3	See note 3	See note 3	See note 3
Rental – Co-op	0	-	-	-
Owned Units	255 (See note 1)	47	208	208
Units by Rental Affordability				
Market	0	-	-	-
Below Market ³	0	-	-	-
Below Market Rental Units with On-Site Supports ⁴	0	-	-	-

Section 4: ACTIONS TAKEN BY MUNICIPALITY

Describe actions in the last 12 months that have been taken to achieve housing targets. This may include updated Official Community Plan bylaws, land use zoning, Housing Needs Report, new housing policies and initiatives, and/or partnerships (e.g., BC Housing, CMHC, First Nations and private and non-profit housing organizations). 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.

Ministerial Order M283 has only been in effect for six months. During this period planning staff have focused on implementing the Province's Zoning Bylaw Requirements as part of Bills 44 and 47 and have needed to stop other planning actions related to housing. This has resulted in staff pausing work on its OCP, Secured Market Rental Housing Strategy, Missing Middle Housing, and updating the Family-Friendly Units Policy.

Section 5: APPROVED DEVELOPMENT APPLICATIONS

Provide the information below to establish the quantity of new housing currently proposed based on completed development applications. For each housing project in progress, please report on the most recent development approval which has been issued since the effective date of your Housing Target Order. Each housing project should only be captured once through the **most current** development application type, and units which have received occupancy permits should not be included (*see Section 2 above for occupancy permits*).

	Rezoning	Development Permit	Building Permit	Total
Applications	3	6	8	17
New Units	1,558 (see note 4)	739	1,450	3,747
Unit Breakdown (Supplemental Information as per Guidelines)				
Units by Size (See note 5)				
Studio	*	*	*	*
One Bedroom	114	373	461	948
Two Bedroom	37	284	774	1,095
Three Bedroom	31	82	215	328
Four or More Bedroom ¹	See note 6	See note 6	See note 6	See note 6
Units by Tenure				
Rental Units ² – Total ²	79	37	584	700
Rental – Purpose Built	79	37	584	700
Rental – Secondary Suite	See note 3	See note 3	See note 3	See note 3
Rental – Accessory Dwelling	See note 3	See note 3	See note 3	See note 3
Rental – Co-op	0	0	0	0
Owned Units	1,479	702	866	3,047
Units by Rental Affordability				
Market	79	20	184	283
Below Market ³³	0	7	400	407



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Below Market Rental Units with On-Site Supports ⁴⁴	0	10	0	0
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Section 6: WITHDRAWN OR NOT APPROVED DEVELOPMENT APPLICATIONS

A) Indicate the number of applications (and associated proposed units) that have been withdrawn by applicants, and the same information for applications not approved by staff or Council during this reporting period. Please capture rezoning applications, development permits, and building permits.

	Applications Withdrawn	Applications Not Approved
Applications	1	0
Proposed Units	190	0

B) For each project that was withdrawn or not approved, provide a summary of relevant project information, including application type and reasons why each project was withdrawn or not approved. Please capture rezoning applications, development permits, and building permits.

1865-1895 Charles Street was a 190-unit multi-family strata application. This application was withdrawn due to unknown environmentally sensitive areas affecting several of the assembled lots. They have since re-applied with a new 110-unit rezoning application.

Section 7: OTHER INFORMATION

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

Note 1: The City does not collect bedroom data for single family homes at time of occupancy. The City will try to rectify this for the annual report due in November 2024.

Note 2: The City does not collect bedroom information when issuing demolition permits.

Note 3: The City did not receive the Interim Progress Report Form until March 27, 2024, and was unaware of the requirement to collect tenure data for secondary suites and accessory dwelling units. The City will try to rectify this for the annual report due in November 2024.

Note 4: Phase II of Westport Village (2120 Vintner Street) only has residential square footage, not unit count, at the time of the progress report. Phase II has a planning entitlement for 120,366 sqft for market rental units.

Note 5: For Portwood Phases 4 and 5, the project has rezoning approval, but not a development permit. As such, the City only has information regarding the number of units (1,376) and the tenure of the units (strata apartments) but does not have a unit breakdown by bedrooms.

Note 6: The unit guidelines provided in the September 26, 2023, target order requested the City collect information for 3 or more bedrooms. The City will try to rectify this for the annual report due in November 2024.

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

² **Rental Units** include purpose built rental and secondary rental (e.g., secondary suites, accessory dwellings, etc.).

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.