

**HOUSING TARGET PROGRESS REPORT FORM**

Housing Targets Branch  
BC Ministry of Housing

**PURPOSE**

Municipalities will use this form to complete the requirements for progress reporting under the [Housing Supply Act](#) (Act). The information provided will 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 will review the progress report to assess if a municipality has met its housing target and, if not, whether it has made satisfactory progress toward meeting the housing target. Progress report evaluation is based on the performance indicators described in Schedule B of the HTO. If 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](mailto:Housing.Targets@gov.bc.ca) as soon as practicable after Council resolution.

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



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Section 1: MUNICIPAL INFORMATION	
<b>Municipality</b>	City of Port Moody
<b>Housing Target Order Date</b>	September 23, 2024
<b>Reporting Period</b>	October 1, 2023 – September 30, 2024
<b>Date Received by Council Resolution</b>	November 12, 2024
<b>Date Submitted to Ministry</b>	November 14, 2024
<b>Municipal Website of Published Report</b>	<a href="https://www.portmoody.ca/en/business-and-development/development-growth-projections.aspx">https://www.portmoody.ca/en/business-and-development/development-growth-projections.aspx</a>
<b>Report Prepared By</b>	<input checked="" type="checkbox"/> Municipal Staff <input type="checkbox"/> Contractor/External
<b>Municipal Contact Info</b>	<i>Liam McLellan, Social Planner II,</i>
<b>Contractor Contact Info</b>	<input checked="" type="checkbox"/> N/A ( <i>name, position/title, email, phone</i> )

**Section 2: NUMBER OF NET NEW UNITS**

Report a count of net new housing units realized 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 units does not count toward completions.

**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 two-year period following the progress report (*see section 8 for summary of planned actions*).

	<b>Completions</b> (Reporting Period)	<b>Demolitions</b> (Reporting Period)	<b>Net New Units</b> (Reporting Period)	<b>Net New Units</b> (Since HTO Effective Date)
<b>Total</b>	264	96	168	168

**Section 3: NUMBER OF HOUSING UNITS BY CATEGORY AND TYPE** (Supplemental Information per Interim Guidelines)

Please 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.

	<b>Completions</b> (Reporting Period)	<b>Demolitions</b> (Reporting Period)	<b>Net New Units</b> (Reporting Period)	<b>Net New Units</b> (Since Effective HTO Date)
<b>Units by Size (See Note 1)</b>				
Studio	-	See Note 2	See Note 2	See Note 2
One Bedroom	63	-	-	-
Two Bedroom	137	-	-	-

Three Bedroom	41	-	-	-
Four or More Bedroom <sup>1</sup>	17	-	-	-
<b>Units by Tenure</b>				
Rental Units <sup>2</sup> – Total	6	-	6	6
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	258	96	162	162
<b>Units by Rental Affordability</b>				
Market	6	-	-	-
Below Market <sup>3</sup>	0	-	-	-
Below Market Rental Units with On-Site Supports <sup>4</sup>	0	-	-	-

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

**A)** Describe actions in the last 12 months that have been taken to achieve housing targets. For example:

- Updated land use planning documents (e.g., Official Community Plan, Zoning Bylaw);
- Updated Housing Needs Report
- New or amended policies, innovative approaches, pilot projects, or partnerships (e.g., BC Housing, CMHC, or 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.

- The City of Port Moody updated its Zoning Bylaw to allow for the construction of Small-Scale, Multi-Unit Developments (SSMUH) typologies on single-family and duplex lots. More information can be found here: <https://www.portmoody.ca/en/business-and-development/small-scale-multi-unit-housing-ssmuh.aspx>.
- The City created the Transit Oriented Area (TOA) designation bylaw for the Moody Centre TOA and Inlet Centre TOA. More information can be found here: <https://www.portmoody.ca/en/business-and-development/transit-oriented-areas-toas.aspx>.
- In December 2023, the Council endorsed the Moody Centre Transit-Oriented Development Area Guidance Framework for Official Community Plan Amendment and Rezoning Applications. The Moody Centre Transit-Oriented Development (TOD) Guidance Framework (the Framework) allows Official Community Plan (OCP) amendment and rezoning applications submitted to the City to be reviewed both individually and as an integral part of delivering on the OCP vision for the original TOD area. The Framework provides guidance on several topics, such as land uses,

building heights and forms, urban design, view corridors, housing types, parks and open space, sustainability, community wellbeing, employment creation and amenity contributions.

**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 Moody's Housing Action Plan contains the following action: Support the implementation of the Aboriginal Housing Management Association's (AHMA) Indigenous Housing Strategy. Currently, no existing projects support delivery of housing on First Nations land.

### Section 5: APPROVED HOUSING DEVELOPMENT APPLICATIONS

Provide the number of housing units below to establish the quantity of anticipated new housing 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
<b>Applications</b>	4	6	8	18
<b>New Units</b>	4,136 (see Note 4 and Note 5)	739	1,450	6,325
<b>Unit Breakdown</b> (Supplemental Information as per Guidelines)				
<b>Units by Size</b>				
Studio	233	13	35	281
One Bedroom	1,243	355	426	2,024
Two Bedroom	942	285	774	2,001
Three Bedroom	342	86	215	643
Four or More Bedroom <sup>1</sup>	-	-	-	-
<b>Units by Tenure</b>				



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Rental Units <sup>2</sup> – Total <sup>2</sup>	176	37	584	797
Rental – Purpose Built	176	37	584	797
Rental – Secondary Suite	-	-	-	-
Rental – Accessory Dwelling	-	-	-	-
Rental – Co-op	-	-	-	-
Owned Units	3,960	702	866	5,528
<b>Units by Rental Affordability</b>				
Market	176	20	184	380
Below Market <sup>33</sup>	-	7	400	407
Below Market Rental Units with On-Site Supports <sup>44</sup>	-	10	-	10

**Section 6: WITHDRAWN OR NOT APPROVED HOUSING DEVELOPMENT APPLICATIONS**

**A)** Indicate the number of applications and 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.

	<b>Applications Withdrawn</b>	<b>Applications Not Approved</b>
<b>Applications</b>	1	-
<b>Proposed Units</b>	190	-

**B)** For each project that was withdrawn or not approved, provide a summary of relevant information including application type and reasons why each project was withdrawn or not approved. Please include 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.

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Note 1: Secondary suite and accessory dwelling unit bedroom data was unavailable for the 2023/2024 Housing Targets Progress Report Form.

Note 2: Historically, the City does not collect bedroom information when issuing demolition permits. The City is working towards collecting this information for the 2024/2025 reporting period.

Note 3: The City did not receive the 6-month 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. As the information for this year is incomplete, Port Moody has not reported on this for the 2023/2024 Housing Targets Progress Report Form. The City will be able to report on these categories for 2024/2025.

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.

**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 actions the municipality intends to take during the two-year period following this report to meet its housing targets. For each action, provide:

- a description of how the action aligns with achieving the housing target;
  - the number of units anticipated by completing the action;
  - dates of completion or other major project milestones; and
  - links to any publicly available information.
- The City of Port Moody missed the first target due to a construction delay in a 162-unit project that has pushed its completion out to early 2025. In total, it is expected that 687 units will be completed in the 2024/2025 reporting period, pending projects completing on schedule.

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- While not collected for the Housing Supply Act, as of October 2024 the City has 2,901 potential units at the OCP and Rezoning phase. It is anticipated that a further 2,200 units will receive planning entitlements during the 2024/2025 reporting period.
- An application for CMHC's second HAF funding cycle has been submitted. If successful, the City will look to achieve 666 units by 2027 above the historical building permit average.
- Staff have started visioning processes for the Moody Centre TOA and Inlet Centre TOA. The focus of this planning work will be to create a development and policy framework for significant density increases south of St. Johns Street. This work will be completed in early 2025.
- Staff are completing the Interim Housing Needs Report. This work will likely be completed in November 2024.
- Staff are updating the City's OCP. This work will continue through 2025 and will incorporate the SSMUH and TOA legislation. This work should be completed by December 2025.

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



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

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

<sup>4</sup> **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.