

HAF Agreement and Action Plan Summary Coquitlam, British Columbia

Summary of Agreement Targets and Funding

Status as of February 27, 2025

Overall Permitted Unit Targets (3 years)	6,523
Units expected without HAF (baseline)	5,777
Units incented by HAF (HAF-incented)	746
Municipality's 10-year unit projection	3,267

Permitted Unit Targets with Breakdown	Total Target	Year 1 Forecast	Year 1 Progress
Housing Supply Growth Target	6,523	2,084	2,038
<ul style="list-style-type: none"> • Multi-Unit housing units in close proximity to rapid transit 	5,138	<i>Note: there are no annual forecasts for different unit types.</i>	1,668
<ul style="list-style-type: none"> • Missing middle housing units 	967		270
<ul style="list-style-type: none"> • Other multi-unit housing units 	289		112
Affordable Housing Units	367		66

HAF recipients who demonstrated growth above expectations were eligible to add a new initiative and resulting growth to their Action Plan during the first annual report process. As a top performer, Coquitlam was approved to add Initiative 8 to its action plan, which will result in an additional 80 permitted units, for a new Housing Supply Growth Target of 6,523. A total of \$2,480,000 is added to their funding, resulting in a new total funding eligibility of \$27,507,965.50.

HAF Funding Schedule and Explanatory Notes:

The total funding envelope for HAF recipients is based on the number of HAF-incented units, as described in Section 10 of the Pre-Application Reference Material. Advances are disbursed annually, subject to compliance with the terms and conditions of the HAF agreement.

Total funding eligibility	\$27,507,965.50
Second advance amount	\$7,083,658.05

CMHC has reviewed Coquitlam's first annual report and is satisfied that the city is meeting its commitments under the HAF agreement. The second advance will be made in full.

Summary of Initiatives and Milestones

Initiative 1: Development Approvals Process Review (DAPR) 2.0

Fast-tracking housing supply by modernizing processes, procedures and regulations and expanding the use of technology and automation to reduce processing times.

- Coquitlam will expand the e-permitting portal to include building permits, digitize the processing of applications, automate workflows, enable paperless reviews and improve inter-departmental collaboration.
- The City will explore expanding discretionary powers and delegation of additional authorities to staff and conduct targeted updates to its servicing bylaw to increase clarity and reduce ambiguity.

Initiative	Due Date	Status
Development Approvals Process Review (DAPR) 2.0	2026-06-30*	On Track
Milestones	Due Date	Status
Assessment Phase	2024-08-31	Completed
Design Phase	2025-04-30*	On Track
Implementation Phase	2025-11-30	On Track
Technical Implementation Phase	2026-06-30*	Not Started

*Timelines were extended to allow for comprehensive planning and technical implementation of new e-permitting software.

Initiative 2: Rental Incentive Program Review

Implementing new rental incentives to support the development of purpose-built rental homes with deepened levels of affordability.

- A review of the City's rental incentive program will inform adjustments to existing or the creation of new rental incentives to promote multi-unit residential and mixed-use developments, particularly near transit.
- Potential options include: unlocking additional density through policy changes and bylaw amendments; clarifying policies around specific unit types and unit mixes in multi-family developments; amending the existing program to require 25% below market rents; and/or a new density bonus framework for 100% rental housing projects.

Initiative	Due Date	Status
Rental Incentive Program Review	2025-06-30*	On Track
Milestones	Due Date	Status
Review Rental Incentives and Identify Gaps	2024-06-30	Completed
Identify and Assess Rental Incentives Options	2024-09-30	Completed
Refine Rental Incentives Options + Develop and Initiate Roll-out	2025-02-26*	On Track
Finalize and Approve Rental Incentives + Undertake Roll-out	2025-06-30*	Not Started

*Timeline was extended to align with new provincial requirements on development financing.

Initiative 3: Delegated Authority for Minor Development Variance Permits

Delegating decision-making authority on development variance permits for minor bylaw variances to staff to create process efficiencies and improve permitting timelines.

- This initiative includes a review of existing City policies and bylaws against amended provincial legislation and a scan of municipal best practices.
- This review will inform updates to bylaws and policies to delegate decision-making authority.

Initiative	Due Date	Status
Delegated Authority for Minor Development Variance Permits	2024-08-31	Completed
Milestones	Due Date	Status
Policy Analysis and Municipal Scan	2024-02-29	Completed
Amend Bylaws and Polices	2024-03-31	Completed
Implementation and Communication	2024-08-31	Completed

Initiative 4: Official Community Plan Update – Urban Design Guidelines Review

Streamlining guidelines related to urban design, architecture, landscaping, amenity space and site planning to provide clearer direction to developers and easier administration for staff.

- Coquitlam will review and analyze existing guidelines and the Official Community Plan (OCP) to identify overlapping guidelines and opportunities to clarify and prioritize design direction.
- A consultant will update the guidelines following the findings of the staff review and analysis.
- This will result in faster and easier urban design reviews.

Initiative	Due Date	Status
Official Community Plan Update: Urban Design Guidelines Review	2025-11-30	On Track
Milestones	Due Date	Status
Background Review and Analysis	2024-08-31	Completed
Updating and Exploring New Design Guidelines	2025-01-31	Completed
OCP Amendment	2025-11-30	On Track

Initiative 5: Citywide Parking Review (Phases 3 and 4)

Updating on-street and off-street city-wide parking regulations and policies to improve transportation efficiency and enhance housing delivery and development capacity.

- Develop a new curbside management strategy to improve mobility, accessibility and safety for all on-street curbside uses (e.g. loading, parking, patio extensions, mobility hubs).
- Review off-street parking requirements, including opportunities to reduce parking supply where demand is low. This will limit the need for site-specific negotiations and improve costs and timelines for new housing projects.

Initiative	Due Date	Status
City-wide Parking Review (Phases 3 and 4)	2025-11-30	On Track
Milestones	Due Date	Status
Phase 3 – On-Street Parking Baseline Conditions	2025-01-15*	Completed
Phase 4 – City wide parking	2025-09-30*	On Track
Phase 3 – Curbside Parking Management Strategy	2025-10-30*	On Track
Phase 4 – Engagement & Bylaw Introduction	2025-11-30	Not Started

*Timeline was extended due to unexpected delays in hiring a consultant to complete parking studies.

Initiative 6: Southwest Housing Review (Phases 3 and 4)

Promoting infill development in existing single-family areas and along key corridors in Southwest Coquitlam.

- This initiative will consider missing middle housing options – suites, multiplexes, townhouses, and low-to-medium density apartments – to increase density in existing single-family areas in Southwest Coquitlam.
- A technical review will identify major constraints and opportunities for infill development, including servicing capacity to support increased density, followed by policy and zoning updates to facilitate new missing middle supply.

Initiative	Due Date	Status
Southwest Housing Review (Phases 3 and 4)	2025-11-30	On Track
Milestones	Due Date	Status
Background Research and Technical Analysis and Council Update	2024-07-31	Completed
Public Engagement and Policy Development	2024-10-31	Completed
Second Round of Public Engagement, Revisions and Final Adoption	2025-11-30	On Track

Initiative 7: Non-Profit Housing Partnerships

Partnering with non-profit housing providers on City- and privately-owned lands to increase the supply of affordable housing.

- A detailed land inventory and viability assessment will identify City-owned properties used for non-market housing.
- New mechanisms and process improvements will support partnerships with non-profit housing providers. Options under consideration include developing a model procurement process for non-market housing on City-owned lands, and a fast-track review and approvals process for non-market housing applications by dedicating staff resources to support non-profit partners throughout the development approval process.

Initiative	Due Date	Status
Non-Profit Housing Partnerships	2025-11-30	On Track
Milestones	Due Date	Status
Inventory Review and Viability Assessment (Civic Lands)	2024-07-31	Completed
Establish Partnerships with Non-Profit Housing Providers (Civic Lands)	2025-11-30	On Track
New Mechanisms and Process Improvements (Civic and Private Lands)	2025-11-30	On Track
Partnerships Assessments (Civic Lands)	2025-11-30	On Track
Support Partnerships with Non-Profit Housing Providers (Civic Lands)	2025-11-30	On Track

Initiative 8: Certified Professionals Program

Introducing a Certified Professionals (CP) program to streamline and expedite building permits.

- Conduct research and analysis to understand how other municipalities have used the program historically and assess the benefits and risks for the City of Coquitlam.
- Develop options and determine the changes required to make the CP program viable and seek council approval.
- Roll-out the program to specific project types in the City that will then be expanded to other permit categories.

Initiative	Due Date	Status
Certified Professionals Program	2026-06-30	New
Milestones	Due Date	Status
Exploration Phase	2025-03-31	New
Program Set-up	2025-12-31	New
Pilot Implementation	2026-06-30	New