



Committee of Council Agenda

Tuesday, February 8, 2022

2:00 p.m.

Virtual Meeting

Pages

1. CALL TO ORDER

2. ADOPTION OF THE AGENDA

2.1. Adoption of the Agenda

Recommendation:

That the Tuesday, February 8, 2022, Committee of Council Meeting Agenda be adopted as circulated.

3. CONFIRMATION OF MINUTES

3.1. Minutes of Committee of Council

1

Recommendation:

That the minutes of the following Committee of Council Meetings be adopted:

- *January 25, 2022.*

4. REPORTS

4.1. Housing Needs Report

4

Recommendation:

That Committee of Council accept the Housing Needs report.

4.2. Proposed Facility Allocation Policy Amendments

186

Recommendation:

That Committee of Council recommend to Council that the amended Facility Allocation Policy No. 11.16, effective April 1, 2022, be approved.

4.3. Fees and Charges Amendment

203

Recommendation:

That Committee of Council recommend to Council that "Fees and Charges

Bylaw, 2022, No. 4263” be given first three readings, and that upon final approval “Fees and Charges Bylaw, 2015, 3892” be repealed.

5. COUNCILLORS' UPDATE
6. MAYOR'S UPDATE
7. CAO UPDATE
8. RESOLUTION TO CLOSE

8.1. Resolution to Close

Recommendation:

That the Committee of Council Meeting of Tuesday, February 8, 2022, be closed to the public pursuant to the following subsections(s) of Section 90(1) of the Community Charter:

Item 5.1

l. discussions with municipal officers and employees respecting municipal objectives, measures and progress reports for the purposes of preparing an annual report under section 98 [annual municipal report].

Item 5.2

e. the acquisition, disposition or expropriation of land or improvements, if the council considers that disclosure could reasonably be expected to harm the interests of the municipality;

l. discussions with municipal officers and employees respecting municipal objectives, measures and progress reports for the purposes of preparing an annual report under section 98 [annual municipal report].

Item 5.3

k. negotiations and related discussions respecting the proposed provision of a municipal service that are at their preliminary stages and that, in the view of the council, could reasonably be expected to harm the interests of the municipality if they were held in public.

Item 5.4

k. negotiations and related discussions respecting the proposed provision of a municipal service that are at their preliminary stages and that, in the view of the council, could reasonably be expected to harm the interests of the municipality if they were held in public;

l. discussions with municipal officers and employees respecting municipal objectives, measures and progress reports for the purposes of preparing an

annual report under section 98 [annual municipal report].

9. ADJOURNMENT

9.1. Adjournment of the Meeting

Recommendation:

That the Tuesday, February 8, 2022, Committee of Council Meeting be adjourned.

10. MEETING NOTES



Committee of Council Minutes

Tuesday, January 25, 2022
Virtual Meeting

Present: Chair - Mayor West
Councillor Darling
Councillor McCurrach
Councillor Penner
Councillor Pollock
Councillor Washington

Absent: Councillor Dupont

1. CALL TO ORDER

The meeting was called to order at 2:00 p.m.

2. ADOPTION OF THE AGENDA

2.1 Adoption of the Agenda

Moved-Seconded:

That the Tuesday, January 25, 2022, Committee of Council Meeting Agenda be adopted with the following changes:

- *Addition to 8.1, item 5.3, section c.*

In Favour (6): Mayor West, Councillor Darling, Councillor McCurrach, Councillor Penner, Councillor Pollock, and Councillor Washington

Absent (1): Councillor Dupont

Carried

3. CONFIRMATION OF MINUTES

None.

4. REPORTS

4.1 Commemorative Naming Policy Amendment

Moved-Seconded:

That Committee recommend to Council that the proposed amendments to the Commemorative Naming Policy 11.18 be approved.

In Favour (6): Mayor West, Councillor Darling, Councillor McCurrach, Councillor Penner, Councillor Pollock, and Councillor Washington

Absent (1): Councillor Dupont

Carried

4.2 KPMG Audit Planning 2021

Moved-Seconded:

That Committee of Council accept KPMG's Audit Planning Report for the 2021 financial statement audit.

In Favour (6): Mayor West, Councillor Darling, Councillor McCurrach, Councillor Penner, Councillor Pollock, and Councillor Washington

Absent (1): Councillor Dupont

Carried

5. COUNCILLORS' UPDATE

Council provided updates on City business.

6. MAYOR'S UPDATE

Mayor West provided an update on City business.

7. CAO UPDATE

No update.

8. RESOLUTION TO CLOSE

8.1 Resolution to Close

Moved-Seconded:

That the Committee of Council Meeting of Tuesday, January 25, 2022, be closed to the public pursuant to the following subsections(s) of Section 90(1) of the Community Charter:

Item 5.1

l. discussions with municipal officers and employees respecting municipal objectives, measures and progress reports for the purposes of preparing an annual report under section 98 [annual municipal report].

Item 5.2

c. labour relations or other employee relations.

Item 5.3

c. labour relations or other employee relations;

k. negotiations and related discussions respecting the proposed provision of a municipal service that are at their preliminary stages and that, in the view of the council, could reasonably be expected to harm the interests of the municipality if they were held in public;

l. discussions with municipal officers and employees respecting municipal objectives, measures and progress reports for the purposes of preparing an annual report under section 98 [annual municipal report].

In Favour (6): Mayor West, Councillor Darling, Councillor McCurrach, Councillor Penner, Councillor Pollock, and Councillor Washington

Absent (1): Councillor Dupont

Carried

9. ADJOURNMENT

9.1 Adjournment of the Meeting

Moved-Seconded:

That the Tuesday, January 25, 2022, Committee of Council Meeting be adjourned at 5:46 p.m.

In Favour (6): Mayor West, Councillor Darling, Councillor McCurrach, Councillor Penner, Councillor Pollock, and Councillor Washington

Absent (1): Councillor Dupont

Carried

10. MEETING NOTES

The meeting recessed at 2:09 p.m. and reconvened at 2:29 p.m.

Mayor

Corporate Officer

RECOMMENDATION:

That Committee of Council accept the Housing Needs report.

PREVIOUS COUNCIL/COMMITTEE ACTION

Committee resolution April 7th, 2020:

That Committee of Council recommends that Council authorize staff to apply to the 2020 UBCM Housing Needs Report intake program for funding to develop housing needs report.

REPORT SUMMARY

This report introduces the Housing Needs Report, appended as Attachment 1, created by consultant Urban Matters through funding from the Union of BC Municipalities (UBCM). A member of the consultant team will present key findings, including current housing needs, anticipated housing needs, areas of local need within the community and recommended actions to meet the community need. At this time, staff is recommending Committee receive the report to allow staff to submit the report to UBCM in accordance with the intake funding requirements. Staff will provide a follow-up report outlining implementation options for the recommended action items.

BACKGROUND

The Province of BC passed the Local Government Statutes (Housing Needs Reports) Amendment Act, 2018, S.B.C. 2018, c. 20 which requires local governments to collect data, analyze trends and present a comprehensive report that details current and future housing needs for each respective municipality. In accordance with this legislation, municipalities and regional districts in B.C. are required to complete housing needs reports by April 2022 and every five years thereafter.

In January 2021, the City was awarded funding in the amount of \$50,000 from the Ministry of Municipal Affairs, administered through the Union of BC Municipalities (UBCM), to prepare the required housing needs report.

The City retained a consultant, Urban Matters, to produce this report in accordance with the requirements of Provincial legislation. Their work included an assessment to understand existing housing stock and needs, analyze statistical information on the City's current and projected demographics, identify vulnerable priority groups, and highlight housing gaps; specifying the amount, type, size and tenure of new dwellings required to meet the need over the next 10 years. Urban Matters was also asked to specify action items that could be implemented in order to meet the identified housing need.

In order to inform the findings of the report, Urban Matters coordinated and led public engagement sessions, collecting feedback and organizing responses for the report. The consultation included a City-wide survey, promoted through various media outlets as well as stakeholder interviews and a joint focus group with the City of Coquitlam that included local service agencies, housing providers and city staff. Overviews of these activities are provided in the appendices to the housing needs report.

Marina Jozipovic, who was the lead consultant for Urban Matters, will be presenting the results of their work and providing an overview of recommended implementation actions.

DISCUSSION

Some key findings from the housing needs report assessment included:

- 1) Affordability is the biggest housing issue in Port Coquitlam with 21% of owner households and 40% of renter households spending more than 30% of their household incomes on shelter costs in 2016.
 - Over the last ten years renter median income has increased 13% while their housing costs have increased 50%. Low vacancy rates have led to rising rental rates and limited choice in the rental market.
 - Availability of homes for sale that are affordable to households earning the median household income declined from 46% to 18% of all homes for sale between 2013 and 2018.
 - Overall median purpose-built rental rates are estimated to have increased by 70% between 2011 and 2020; home sale prices increased by a similar amount.
 - The proportion of renter households has been increasing faster than owner households but the purpose-built rental market only makes up about 11% of rental housing supply in Port Coquitlam.
 - As of 2021, 292 individuals and families in Port Coquitlam were on the BC Housing waitlist for non-market housing units, an 87% increase since 2013. 23 of these applicants were for supportive housing units.
 - The number of renter households in core housing need¹ was estimated to be 1,790 in 2021.
- 2) The assessment concluded that, to meet the needs of our population, an additional 5,500 dwellings (550 a year) are needed in Port Coquitlam over the next ten years. In 2016, the City had a total of 21,800 households. Based on the most reasonable projection scenario:
 - Of the additional dwellings, 1,790 new dwellings will be needed for renters and 3,740 for owners.

¹ Core housing need is defined as a household whose housing falls below at least one of the adequacy, affordability, or suitability standards and who would have to spend 30% or more of its before-tax income on rent.

- To meet demand, 3,370 of the new dwellings should be ground-oriented and 2,160 should be apartments.
 - One-third of these new dwellings will need to have three bedrooms to accommodate the needs of families with children.
 - A range of affordability levels will be required among these new dwellings to meet anticipated need, however, the assessment concludes that greatest need will be in the deeply affordable and below-market rental category.
- 3) The report identifies a number of priority groups for new housing. These include:
- Units to accommodate renter households comprised of seniors, lone-parent families, one-person households and Indigenous community members (currently facing the highest rates of immediate need);
 - Family-sized units in multi-family forms of housing for both rentals and ownership tenure;
 - Units to accommodate seniors on fixed income and persons with disabilities; and
 - Supportive housing units with a range of services for individuals facing homelessness.
- 4) The current pace of approximately 300 dwelling units per year falls short of this projected need. A land capacity analysis indicates these additional units can be accommodated under existing OCP designations at full build out, however constraints such as homeowner desire to develop or redevelop, financial feasibility of a project, and contextual factors, such as land assembly limit the ability to meet this capacity.
- 5) The report recommends several actions that Port Coquitlam can take to help meet identified housing needs. Some of the key recommended actions include:
- Adopting a strata conversion policy, a rental replacement policy and/or residential rental tenure zoning;
 - Incentives for development of new rental buildings including expedited processing times and reductions in parking requirements near major transit areas;
 - Review and update the density bonus and inclusionary zoning policies;
 - Expand opportunities for rowhouse development and small lots;
 - Consider pre-zoning parcels for higher density in strategic locations;
 - Consider opportunities to allow additional forms of housing such as lock-off suites in townhouses, secondary suites in duplexes, triplexes, and fourplexes;
 - Identify areas to intensify with diverse and varied housing development, such as a those with aging housing stock; and
 - Create partnerships with other levels of government to develop lands for supportive and affordable housing.

Staff will follow-up with an implementation report in the coming months that details recommended action items and identifies a work plan for immediate, medium- and longer-term implementation of

Housing Needs Report


these recommendations, including bylaw and policy amendments and opportunities for strategic partnerships with private and public entities.

Staff also note that the 2021 Census data will start being released in the coming months; staff will assess the report findings against updated statistical data where appropriate.

FINANCIAL IMPLICATIONS

The future implementation report will consider if there are associated costs to implement the recommended actions.

OPTIONS (✓ = Staff Recommendation)

	#	Description
	1	Accept the Housing Needs report.
	2	Refer back to staff for further information.

ATTACHMENTS

Attachment 1 – Housing Needs Report

Attachment 2 – Appendices to the Housing Needs Report

Lead author(s): Graeme Muir

HOUSING NEEDS REPORT



urban
matters

Prepared for:

**The City of Port Coquitlam
2580 Shaughnessy Street
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Prepared by:

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Contact: Marina Jozipovic

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EXECUTIVE SUMMARY

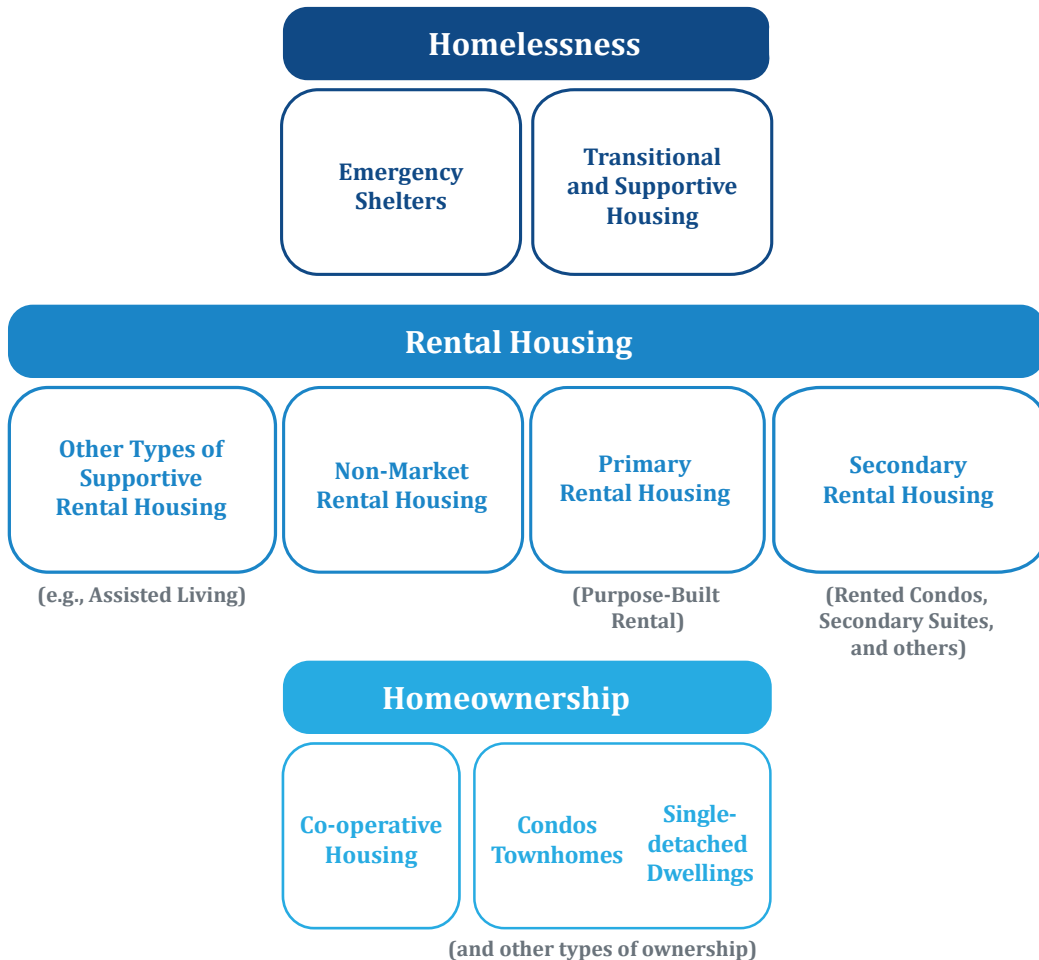
OVERVIEW

This Executive Summary provides highlights from the Port Coquitlam Housing Needs Report, including the number of housing units needed, key findings about Port Coquitlam’s demographic and housing trends, and housing needs of specific population groups.

Port Coquitlam, along with many communities in Metro Vancouver, is experiencing significant housing pressures with accelerating home sale prices and rising rents. The Port Coquitlam Housing Needs Report was prepared to help the City of Port Coquitlam, its residents, and local organizations better understand trends and needs across the housing continuum. This report will be used to support the City’s policies, strategies, and goals for housing.

This report looks at housing needs and gaps along the housing continuum. A balanced housing continuum means people have options to find appropriate housing at all stages of life, and as their needs change over time.

Port Coquitlam's Housing Continuum

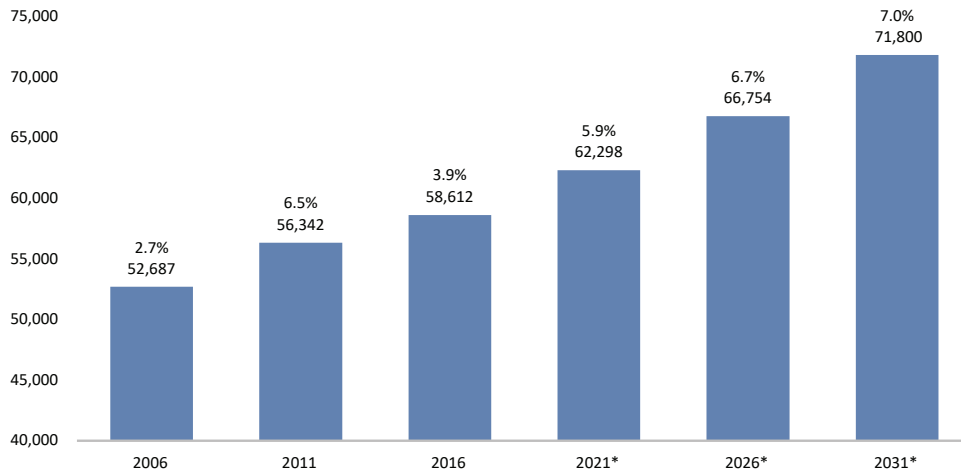


COMMUNITY PROFILE

Population

Port Coquitlam grew by 11% from 52,687 in 2006 to 58,612 in 2016, adding an additional 5,925 residents over this period. Projections indicate that Port Coquitlam’s population grew to 62,298 in 2021 and will increase to 71,800 by 2031.

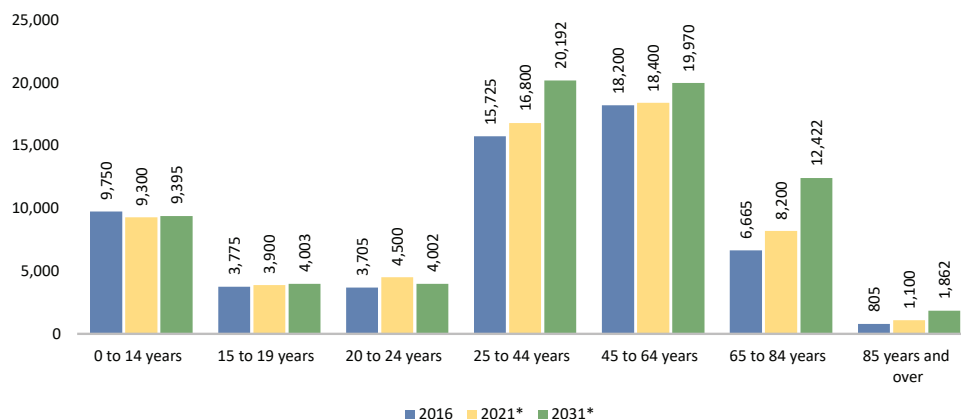
Historic & Anticipated Population & Growth Rate, Port Coquitlam, 2006 to 2031



Age

The median age of Port Coquitlam residents is rising, in line with national aging trends, increasing from 37.5 in 2006 to 40.7 in 2016. Projections indicate that Port Coquitlam’s age distribution will continue to see a slight decrease in children and youth, while the number of seniors will grow significantly by 2031.

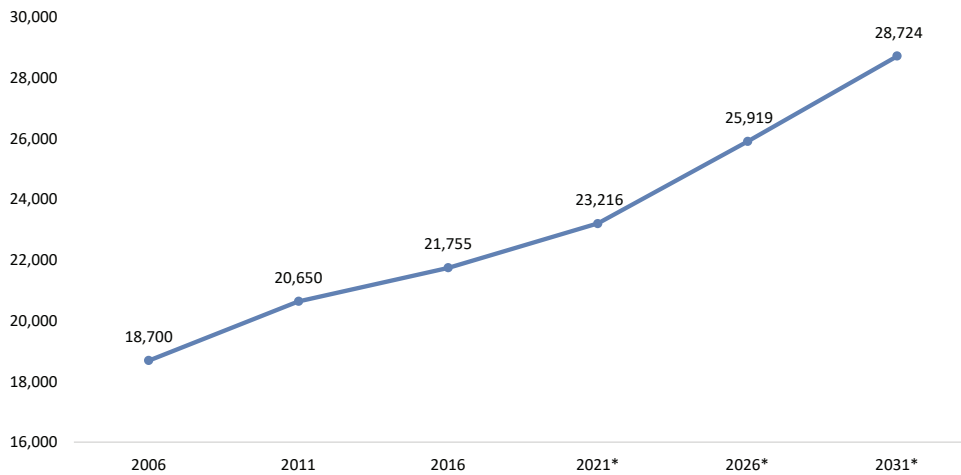
Historic & Anticipated Population by Age Distribution, 2011 to 2031



Household Size and Composition

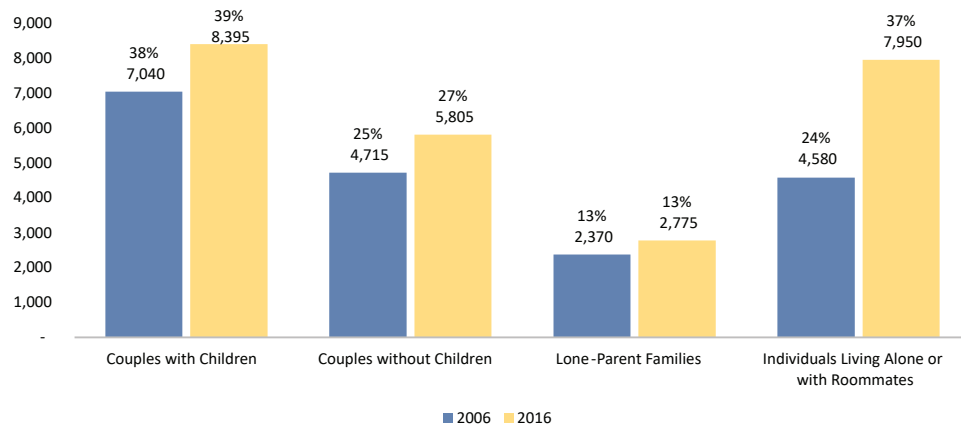
Port Coquitlam grew from 20,650 households in 2006 to 21,755 in 2016, a growth rate of 5% adding an additional 1,105 households. Projections indicate Port Coquitlam’s number of households grew to 23,216 in 2021 and will increase to 28,724 by 2031.

Historic & Anticipated Number of Households, Port Coquitlam, 2006 to 2031



Port Coquitlam has larger households (in 2016, the average household size was 2.7) than Metro Vancouver overall (2.5), reflecting the high proportion of families in the community. While couples with children continue to be the most common household type, between 2006 and 2016, non-census family households (individuals living alone or with roommates) grew the fastest among all household types (by 74%). This may be reflective of a number of trends, including an aging population with more seniors living alone and young adults staying single longer.

Households by Family Type, Port Coquitlam, 2006 to 2016





In 2016, Port Coquitlam's overall household median income was

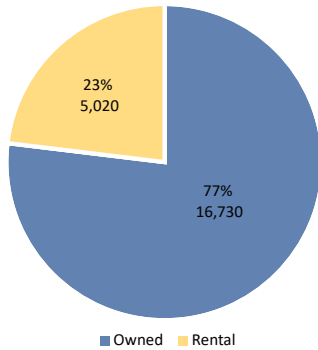
\$49,432

Household Income

In 2016, Port Coquitlam's overall household median income was \$84,096. Owner median household incomes (\$95,752) are almost twice that of renter median household incomes (\$49,432).

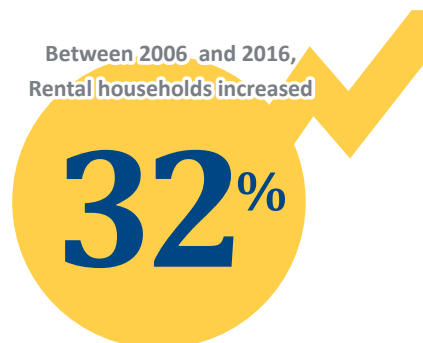
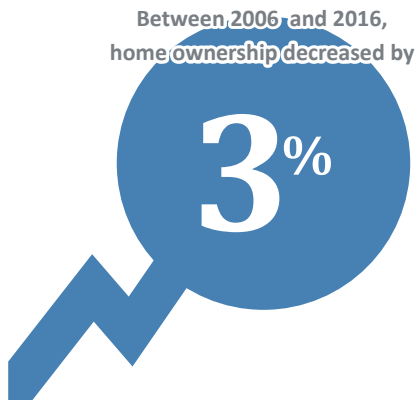
Tenure

Households by Tenure, Port Coquitlam, 2016



In 2016, 77% of households in Port Coquitlam owned their home, a decrease from 80% in 2006. This is a much higher rate of homeownership than Metro Vancouver as a whole (64%), but similar to neighbouring communities of Maple Ridge and Pitt Meadows

Renter households are growing faster than owner households. Between 2006 and 2016, the number of renter households increased by 1,215, a growth rate of 32%. Owner households increased by 1,835 over this period, a growth rate of 12%.



HOUSING PROFILE

Housing Structure Types

Port Coquitlam has a high proportion of ground-oriented housing. In 2016, 74% of dwellings were ground-oriented structures, including single-detached houses (47%), as well as row houses, duplexes, or semi-detached dwellings (27%).

Port Coquitlam has seen a significant increase in apartment and row house/townhouse dwellings. Between 2006 and 2016, the number of dwellings in apartment buildings less than five storeys grew by 42% and row house/townhouse dwellings grew by 23%. The number of single-detached dwellings remained constant with an increase of only 1%.

Rental Housing

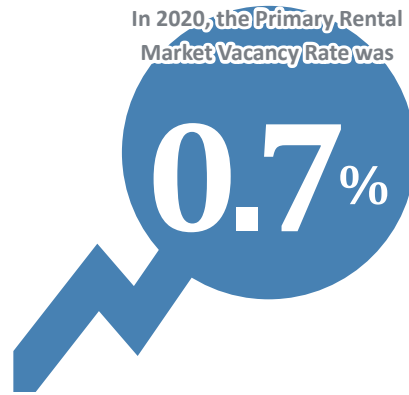
The cost of renting in Port Coquitlam is increasing, and the vacancy rate is very low. Historically, the supply of purpose-built rental in Port Coquitlam has been very low. As of 2016, only 11% of renter households were served by purpose-built rental, meaning most renters in Port Coquitlam are in the secondary market, including rented houses, rented condominiums, or secondary suites. While the secondary market is an extremely important source of housing, it is often less secure over the long-term than purpose-built rental.

- ▶ The primary rental market is largely composed of one- and two-bedroom units (96% in 2020), with very few three or more-bedroom units for families.
- ▶ Between 2011 and 2020, the overall median rent for primary rental units in Port Coquitlam increased by 70%, from \$825 in 2011 to \$1,400 in 2020. The table below compares median rents in Port Coquitlam to local renter incomes.

Affordability Analysis - Median Rents and Household Incomes (2020)

Household Type	Median Income in Port Coquitlam	What's affordable	Port Coquitlam
Lone Parent Family	\$37,962	\$949	2 bedrooms: \$1,846
Individual Living Alone	\$29,611	\$740	Bachelor: \$988

- ▶ The primary market rental vacancy rate was 0.7% in 2020 and has been low for a number of years. A healthy vacancy rate is generally considered to be between 3% and 5%; a low vacancy rate puts significant pressure on tenants as it leads to rising rental rates and limited choice in the rental market.
- ▶ Existing stock of purpose-built rental is ageing and may be vulnerable to redevelopment or loss for a number of reasons, such as ageing stock, strata conversion, and redevelopment to higher density forms. Because of the level of affordability offered by older rental housing, there is a risk of losing affordability in the community and pushing renters out of the community.



Demand for non-market rental housing has increased significantly

- ▶ As of 2021, 292 individuals and families in Port Coquitlam were on the BC Housing waitlist for non-market housing units, an 87% increase since 2013.
- ▶ Currently, 464 units of non-market are at various stages of development which will help ease demand once they are ready for occupancy.

Homeownership

Average home sales prices have risen dramatically. Most median-earning households do not earn enough to be able to afford average home sale prices.

Between 2010 and 2020, average housing sale prices grew by 60% for a single family dwelling, by 71% for rowhouses and townhouses, and by 68% for apartments/condominiums.

Between 2013 and 2018, home sales affordable to households earning the median household income declined from 46% of homes for sale to only 18%.

Affordability Analysis – Sample Homeownership Costs and Homeowner Incomes (2020)

Household Type	Median Income in Port Coquitlam	What's affordable	Estimated Monthly Cost for Average Sales Price in Port Coquitlam
Couple with Children	\$147,496	\$3,687	Single Family Dwelling: \$4,492 per month
Lone Parent Family	\$73,533	\$1,838	Row housing: \$3,658 per month
Individual Living Alone	\$57,359	\$1,434	Condominium: \$2,383 per month

Homelessness

In 2020, 86 people were identified as homeless in the Tri-Cities areas as per the Point-in-Time Count (PiT), including 24 that were unsheltered homeless. However, the PiT Count is typically considered an undercount. There are an estimated 300 hidden homelessness in the Tri-Cities, in addition to the 86 individuals counted in the PiT Count.

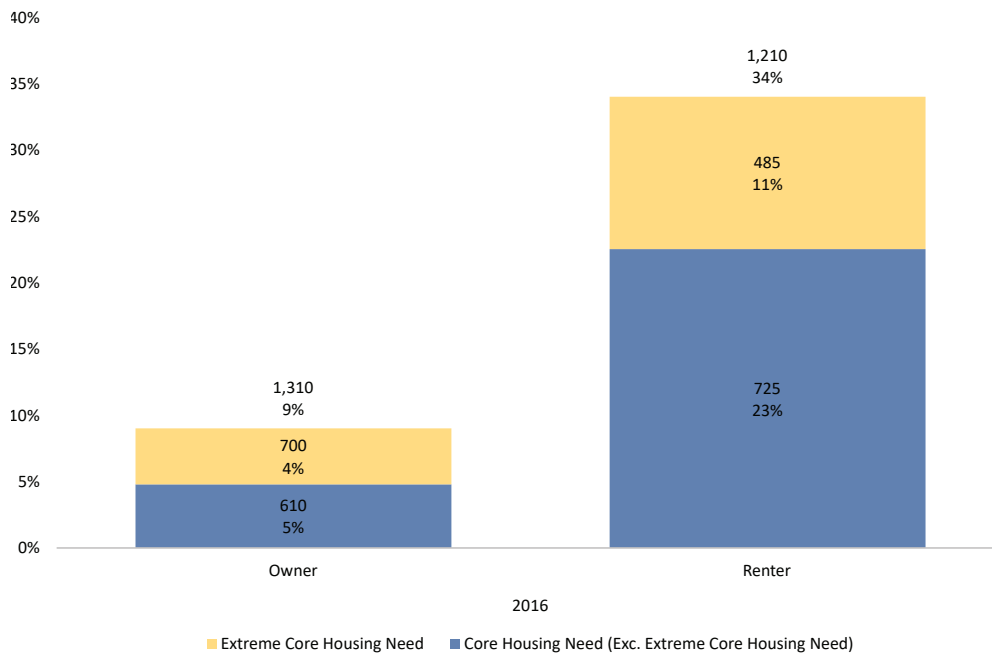
There are typically 140 shelter mats, beds, and rooms available for people experiencing homelessness in the Tri-Cities area, but this has been reduced to 105 spaces to accommodate COVID-19 social distancing measures.

Core Housing Need

CMHC defines core housing need as a household whose housing falls below at least one of the adequacy, affordability, or suitability standards and who would have to spend 30% or more of its before-tax income to afford the median rent of an alternative unit that is acceptable. Those in extreme core housing need meet the definition of core housing need and spend 50% or more of their income on housing. Households in core housing need are facing at least one housing issue AND cannot afford to move in the same community.

In 2016, 15% of all Port Coquitlam households were in core housing need. Renter households are much more likely to be in core housing need than owner households. In 2016, 40% of renter households were spending more than 30% of their household incomes on shelter.

Core Housing Need by Tenure, 2016



**CORE
HOUSING
NEED**

53%

of renter households led by a senior (65+) are in core housing need (395)

49%

of renter households who are recent immigrants are in core housing need (95)

47%

of renter households identifying as indigenous are in core housing need (210)

47%

of lone-parent renter households are in core housing need (435)

47%

of one-person renter households are in core housing need (755)

40%

of renter households have at least one person with an activity limitation (physical, mental, or other health condition) and are in core housing need (1,100)

35%

of renter households with at least one child (<18) are in core housing need (515)

IMMEDIATE AND ANTICIPATED HOUSING NEED

The number of housing units needed by tenure was estimated based on immediate gaps as of 2021, as well as anticipated population growth over the next ten years. As of 2021, Port Coquitlam has an immediate housing need for 1,887 rental housing units. In addition, over the next ten years, Port Coquitlam will need 3,740 new homeownership units and 1,760 new rental units.

Immediate housing need is based on the estimated number of individuals experiencing hidden and visible homelessness (97), and the number of renter households in core housing need as of 2021 (1,790). Not all households in core housing need require a new unit. Many could be supported through rental subsidies.



	Units to Own***	Units to Rent	Total
Immediate Housing Need (As of 2021)*	--	1,887*	1,887
Anticipated Housing Need (2021 to 2031)**	3,740	1,760	5,500

**Immediate housing need is based on the estimated number of individuals experiencing hidden and visible homelessness (97), and the number of renter households in core housing need as of 2021 (1,790). Not all households in core housing need require a new unit. Many could be supported through rental subsidies.

**Based on Scenario 2 projections which estimate that the proportion of owner and renter households will continue to change based on recent trends.

***Immediate need is not calculated for owning households. While homeownership is a significant source of housing and an important way of achieving stability for many households, homeownership is subject to significant market pressures making it difficult to capture “need” in the same way as rental units.

RENTAL AFFORDABILITY

Immediate Need as of 2021

To address the needs of those experiencing homelessness, a range of supports are needed, including permanent and temporary transitional housing units at or near the shelter rate are needed, as well as subsidies in the private rental market. Some individuals may be accommodated through independent social housing or subsidies in the private rental market. Those with physical or other disabilities may require supportive housing.

Core housing need indicates households are experiencing housing challenges but can't afford the median rent in the community (\$1,400 as of 2020), meaning they can't afford to find better housing in Port Coquitlam. To address these needs, more supports are needed to bring housing costs below this level, including non-market units and greater subsidies in the private rental market.

BC Housing offers subsidies through the Rental Assistance Program for families and through the Shelter Aid for Elderly Renters Program for seniors. However, these programs cap incomes at \$40,000 for families, \$33,000 for senior couples, and \$30,600 for senior singles, and the level of assistance is modest in relation to the cost of housing in Port Coquitlam and the wider Metro Vancouver community. This leaves many households behind.

Future Need: 2021-2031

As the community grows, so will the need for housing at a range of affordability levels. The table breaks down the rental units needed over the next ten years by affordability level. It assumes that the income distribution in the community will stay the same as it was in 2016. While incomes grow over time and the thresholds for each income level should be updated at regular intervals, the distribution of incomes changes slowly.

Affordability Levels (Annual Income Range)	Non-Market Rental Housing		Near Market Rental Housing	Market Rental Housing		Total
	Under \$875 per month (less than \$35,000)	\$875 to \$1,500 per month (\$35,000 to \$59,999)	\$1,500 to \$2,125 per month (\$60,000 to \$84,999)	\$2,125 to \$2,875 per month (\$85,000 to \$114,999)	\$2,875 and up per month (\$115,000 and over)	
2021-2026	305	215	155	95	105	875
2026-2031	320	230	165	100	110	925

*Totals do not add up exactly to previous table due to rounding.

SUMMARY OF AREAS OF NEED

🕒 Rental

Port Coquitlam is experiencing significant pressures in the rental market, with a 0.7% vacancy rate in 2020 and rapid increase in median rents over the past ten years. As of 2016, purpose-built rental only served 11% of Port Coquitlam renter households. Most renter households live in secondary suites or rented condominiums, townhomes, or single-family homes. Secondary market rental is a crucial source of housing; however, it can be less secure over the long-term than purpose-built rental, as the owner may wish to sell or occupy at any time. More rental housing is needed across a range of affordability levels and sizes to accommodate households with low incomes and a range of household types and sizes. Port Coquitlam needs an estimated 1,887 affordable rental units or rental subsidies to address immediate housing need, as well as an additional 1,760 rental units over the next ten years across a range of affordability levels to meet population growth demands.

🕒 Non-Market Rental

Market rental is increasingly unaffordable for low income households and the number of households applying for housing through BC Housing's Housing Registry is at historic highs, reflecting the growing need for more affordable options. While those with the very lowest incomes (e.g., on Income Assistance and Persons with Disabilities) have often been the focus of non-market housing, the incomes of working households are also not keeping up with housing costs and pushing many to look for non-market housing options. To ameliorate growing housing unaffordability, the City can continue to support new non-market rental development by offering incentives, exploring regulatory mechanisms, and advocating to provincial and federal governments. Based on income distribution in the community, it is estimated that 1,070 non-market are needed over the next ten years, 59% of anticipated rental need.

🕒 Homeownership

Homeownership continues to be an important aspiration for many households and has historically been a key driver in creating stability and generating wealth for families. With the cost of homeownership at historic highs and continuing to increase, many households in Port Coquitlam and across Metro Vancouver are feeling that homeownership is out of reach for them. It is estimated that 3,740 units to own are needed over the next ten years, across a range of affordability levels. The City can facilitate more affordable options by regulating size, density, and location of new developments, as well as exploring and piloting potentially more affordable homeownership options, such as through BC Housing’s Affordable Home Ownership Program (AHOP) or rent-to-own. These types of affordable homeownership programs are fairly new and the long-term impact on affordability has yet to be demonstrated.

🕒 People Experiencing Homelessness

In the Tri-Cities area, an estimated 386 are experiencing hidden and visible homelessness, including 86 individuals counted as part of the 2020 Point-in-Time Homeless Count. As of 2021, there are 23 applicants on the BC Housing Registry waiting for supportive housing units in Port Coquitlam, reflecting the need for more supportive housing in the community. Additional supportive services in the community are also needed to help people find and maintain housing, or access other types of supports required to help people move out of homelessness.

🕒 Families with Children

Port Coquitlam has a high proportion of families with children. Families needing larger units are facing affordability pressures in the homeownership market, and there are very few purpose-built units with three or more-bedroom units. Secondary rental units, which make up most of rental housing in Port Coquitlam, are more likely to be small secondary suites and condominiums. Families with very low incomes, especially those supported by a single parent, face significant barriers in the housing market and may need additional supports through non-market housing options. 35% of all renter households with children and 47% of lone-parent families who rent are in core housing need.

🎯 Seniors

The community is aging with the population of adults between the ages of 65 and 84 growing faster than other age groups, followed by adults ages 45 to 64. Many seniors aspire to age in place, close to their families and their communities. For some, this includes in-home care supports which may be delivered through other agencies. For others looking to downsize or move into units that provide assisted living or other supports for seniors, it requires having those options in the community. Seniors on fixed income who rent face significant risks if they lose their housing. Many have been in their home for years and would be unable to pay market rents in the community. 53% of renter households led by a senior 65 or over are in core housing need.

🎯 People with Intellectual or Physical Disabilities

People with disabilities often face significant barriers finding appropriate housing, especially those who rent. 40% of households with at least one person with a disability are in core housing need, significantly higher than the general population. Many older units were not designed to accommodate wheelchairs and older buildings may not have elevators. For people with intellectual disabilities or who require supports for mental health challenges, housing options with supports that are integrated in the community are needed.

🎯 Indigenous Households

47% of renter households who identified as Indigenous were in core housing need. Individuals may be experiencing trauma, discrimination, extremely low incomes, and other barriers that prevent them from finding appropriate housing.

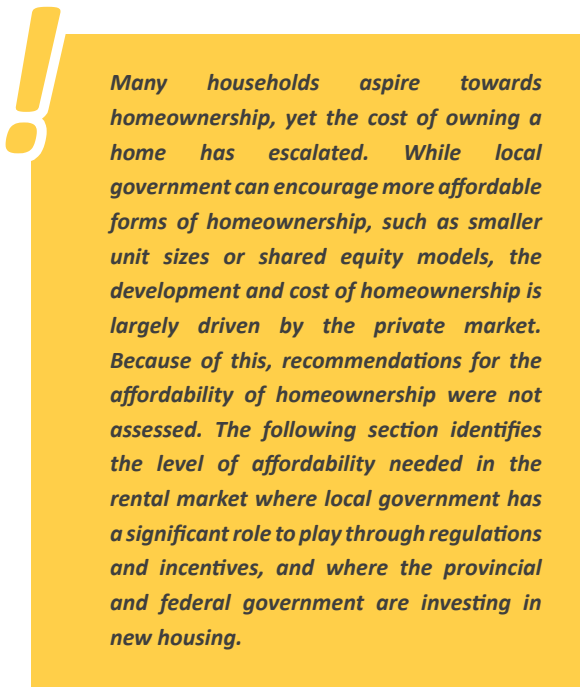
🎯 Recent Immigrant House holds

While the proportion of recent immigrants in Port Coquitlam may be lower than other communities, many of these households may struggle to find and maintain stable housing in their first few years in Canada. 49% of renter households who are recent immigrants were in core housing need.

TAKING ACTION ON HOUSING

Through this process, City staff and stakeholders were engaged in conversations to identify ideas for taking action on housing. This section summarizes the ways that the City can act to improve housing outcomes in the community. It is organized along the housing continuum, recognizing that adequate supports at all levels are required to offer housing choice to Port Coquitlam residents and address housing challenges. Local government can play a number of roles in supporting housing affordability and choice:

- ▶ Facilitating development through planning initiatives
- ▶ Regulating through zoning and bylaws
- ▶ Offering incentives for needed forms of housing and affordability levels
- ▶ Creating partnerships with other levels of government and the housing sector



Many households aspire towards homeownership, yet the cost of owning a home has escalated. While local government can encourage more affordable forms of homeownership, such as smaller unit sizes or shared equity models, the development and cost of homeownership is largely driven by the private market. Because of this, recommendations for the affordability of homeownership were not assessed. The following section identifies the level of affordability needed in the rental market where local government has a significant role to play through regulations and incentives, and where the provincial and federal government are investing in new housing.

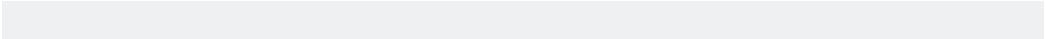
The table below outlines the types of measures the City of Port Coquitlam can take to address the needs identified in this report.

Considerations for Action on Housing Needs



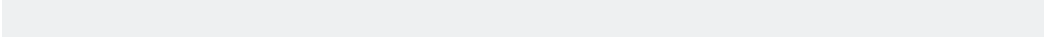
Governmental Role: *Facilitate , Regulate, Incentive, Partner*

Homelessness



1. Explore opportunities for an additional shelter location, possibly at the Tri-Cities level, to meet unmet need. Finding the right location can be challenging, and careful consideration of how to mitigate real or perceived neighbourhood impacts would be needed.

Supportive and Special Needs Housing



1. Review zoning regulations for how assisted living facilities are treated and consider allowing this use in single family homes. The Zoning Bylaw currently allows for community care facilities in homes, but not assisted living facilities. These latter facilities are regulated and inspected by the province and permitting them in single residential homes could help address some of the unmet need for assisted living options

Rental Housing

Other Types of Supportive Rental Housing

(e.g., Assisted Living)

Non-Market Rental Housing

Primary Rental Housing

(Purpose-Built Rental)

Secondary Rental Housing

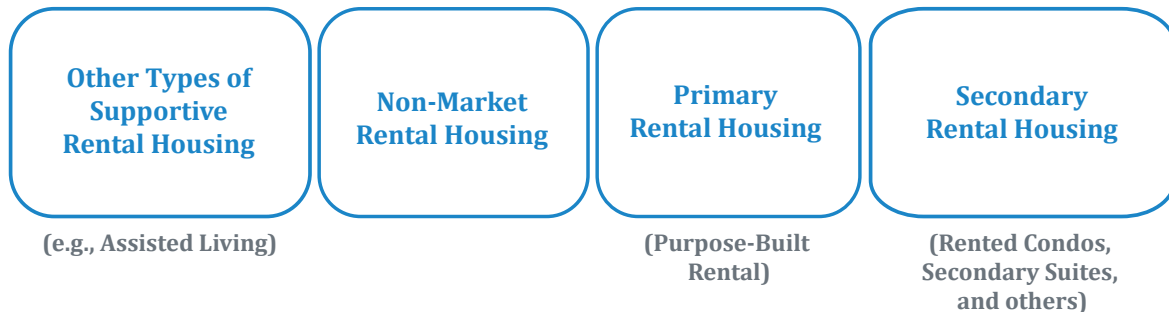
(Rented Condos, Secondary Suites, and others)

Governmental Role: *Facilitate, Regulate, Incentive, Partner*

Non-Market Rental Housing

1. Review zoning regulations and incentivize development of large sites identified through the land capacity analysis.
2. Work in partnership with large institutional landowners who may look to redevelop in the future (ex. Church sites or local school district).
3. Increase family-oriented housing: consider revisiting the family-oriented dwelling minimum requirement, and review whether an increase in two and three+ bedroom units would be achievable, to help meet the need.
4. Review application processing times for efficiencies (i.e., incentivize rental/affordable housing with faster application review).

Rental Housing



Governmental Role: Facilitate, Regulate, Incentivize (selectively)

Market Rental Housing

1. Develop a rental incentives program: reducing minimum parking requirements for rental housing, at least in transit-oriented locations, presents a major opportunity, especially as regional studies have shown that renters have lower car ownership rates than owners. In the context of a community where density allowances are not often maximized, and parking often drives the ultimate density of development, reviewing parking requirements could provide a real incentive.
2. Strengthening the policy that looks for a mix of tenures in the Frequent Transit Development land use designation, to require a particular percent of secured rental tenure in these areas. Rental tenure zoning could then be used through the redevelopment and rezoning process.
3. Increase family-oriented housing: Consider revisiting the family-oriented dwelling minimum requirement, and review whether an increase in two and three+ bedroom units would be achievable, to help meet the need.
4. Review and update density bonusing and inclusionary zoning policies.
5. Explore opportunities for pre-zoning parcels for higher density.
6. Review application processing times for efficiencies (i.e., incentivize rental/affordable housing with faster application review).
7. Consider mandating secondary suites (specifically two-bedroom suites) in all new single-family dwellings.
8. Consider incentivizing secondary rental by waiving utility fees if secondary suite is rented.
9. Consider inclusion of and incentivizing lock-off suites in townhouses.
10. Consider allowing secondary suites in duplexes.

Homeownership

Co-operative
Housing

Condos
Townhomes

Single-
detached
Dwellings

(and other types of ownership)

Governmental Role: Facilitate , Regulate

Ownership

1. Increase family-oriented housing:
 - 1.1 Consider revisiting the family-oriented dwelling minimum requirement and reviewing whether an increase in two- and three or more- bedroom units would be achievable to help meet the need.
 - 1.2. Consider expanding areas designated for townhouse (currently only approximately 5% of the land base).
 - 1.3 Explore permitting tri- and quadplexes in appropriate locations.
 - 1.4 Explore allowing for rowhouses in more areas, including outside of the Apartment land use designation, such as in an infill form in the Small Lot Residential land use designation or on shallow Townhouse-designated lands
2. Review and update density bonusing and inclusionary zoning policies.
3. Explore opportunities for pre-zoning parcels for higher density. Review application processing times for efficiencies (i.e., incentivize rental/affordable housing with faster application review).
4. Update Subdivision Servicing and DCC bylaws.
5. Incentivize development to private owners with land capacity, including working with owners to develop new Comprehensive Development (CD) zones. CD zones are “one of a kind” zones, typically large sites with multiple uses. The development of a CD zone is an opportunity to consider different types of housing options that may not fit within a regular zone.
6. Review small residential lot zoning for further efficiencies (i.e., allowing lots smaller in size).
7. Consider fee simple rowhouse design in single family dwelling areas.

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1.0 INTRODUCTION

Housing data used in this report often includes technical terms. A glossary is provided at the back for reference.

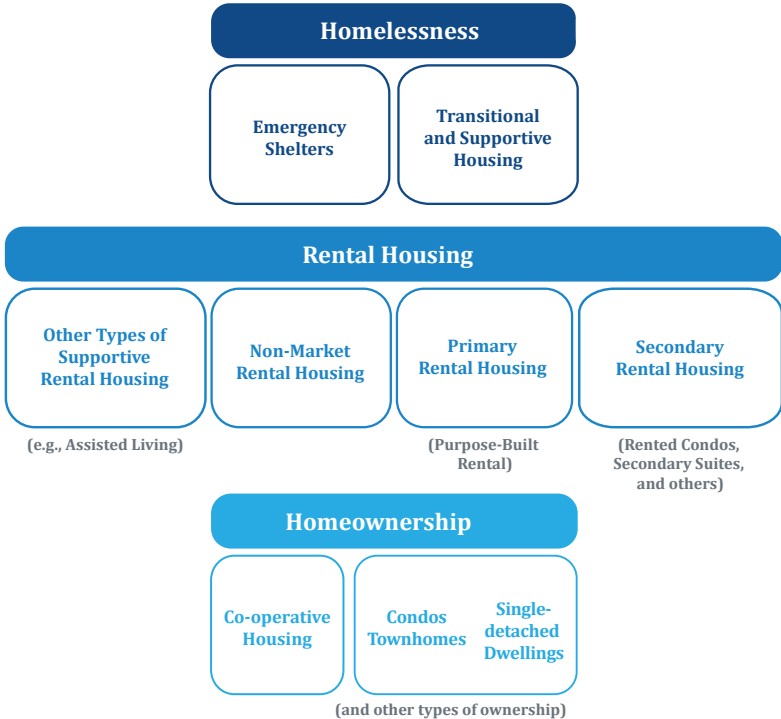
1.1 PURPOSE

Port Coquitlam, along with many communities in Metro Vancouver, is experiencing significant housing pressures with accelerating home sale prices and rising rents. The Port Coquitlam Housing Needs Report was prepared to help the City of Port Coquitlam, its residents, and local organizations better understand trends and needs across the housing continuum. This report will be used to support the City’s policies, strategies, and goals for housing.

In 2019, in response to growing housing challenges across the province, the provincial government introduced changes to the *Local Government Act* requiring local governments to complete housing needs reports to better understand current and anticipated housing needs. Local governments are required to collect data, analyze trends and present a housing needs report that will be updated every five years thereafter. These documents are intended to inform local plans and policies and provide publicly available information on housing. The Port Coquitlam Housing Needs Report was prepared to meet and exceed the requirements for Housing Needs Reports outlined in the *Local Government Act*.

This report looks at housing needs and gaps along the housing continuum (**Figure 1**). A balanced housing continuum means people have options to find appropriate housing at all stages of life, and as their needs change over time.

Figure 1: Port Coquitlam's Housing Continuum



1.2 PROCESS

To understand local housing needs, statistical information on demographics and housing, and feedback from residents and stakeholders, was collected over the course of 2020. Statistical information includes data from sources such as Statistics Canada, Canada Mortgage and Housing Corporation (CMHC), BC Housing, BC Assessment, the 2020 Homeless Count in Metro Vancouver, and other secondary sources. **Figure 2** summarizes the engagement methods used to collect feedback from Port Coquitlam residents and stakeholders.

Figure 2: Engagement Methods

Engagement Method	Participants	When
Online community survey	<ul style="list-style-type: none"> 457 residents 	May 25 - June 21, 2021
Tri-Cities Homelessness Task Force Focus Group	<ul style="list-style-type: none"> 19 organizations (including local government, health authority, and non-profit representatives) 	June 2, 2021
Resident Interviews	<ul style="list-style-type: none"> 4 residents 	Summer 2021
Stakeholder interviews and written comments	<ul style="list-style-type: none"> 3 large employers 3 developers and developer organizations 1 non-market housing provider 	Spring & summer 2021

Household and dwelling projections were prepared by Metro Vancouver for *Metro 2050*, the regional growth strategy. At the time of publication, *Metro 2050* has not yet been adopted by the Metro Vancouver Regional District Board. The projections included here represent the latest available draft projections at the time of publication and may change once the final projections are adopted by the Metro Vancouver Regional District Board.

1.3 DOCUMENT STRUCTURE

This document is organized as follows:

1.0 Introduction	<ul style="list-style-type: none">• Overview of the purpose of Port Coquitlam’s housing needs report and the process for collecting data and engaging the community
2.0 Policy Context	<ul style="list-style-type: none">• Overview of Port Coquitlam housing policies
3.0 Community Overview	<ul style="list-style-type: none">• Key data on Port Coquitlam’s population to provide context for this report
4.0 Housing Profile	<ul style="list-style-type: none">• Summary of data related to Port Coquitlam’s housing stock, including structure types, rental and non-market stock, sales prices, rental rates, vacancy rates, and homelessness
5.0 Housing Need	<ul style="list-style-type: none">• Analysis of gaps related to Port Coquitlam’s home sales market• Analysis of gaps related to Port Coquitlam’s rental housing, including market, non-market, and supportive rental housing• Trends in homelessness and gaps in housing and supports• Summary and analysis of immediate and anticipated housing needs in Port Coquitlam over the next 10 years
6.0 Meeting Housing Needs and Accommodating Growth	<ul style="list-style-type: none">• Analysis of Port Coquitlam’s housing needs in relation to land capacity and development trends
7.0 Summary and Next Steps	<ul style="list-style-type: none">• Potential opportunities for addressing Port Coquitlam’s housing needs

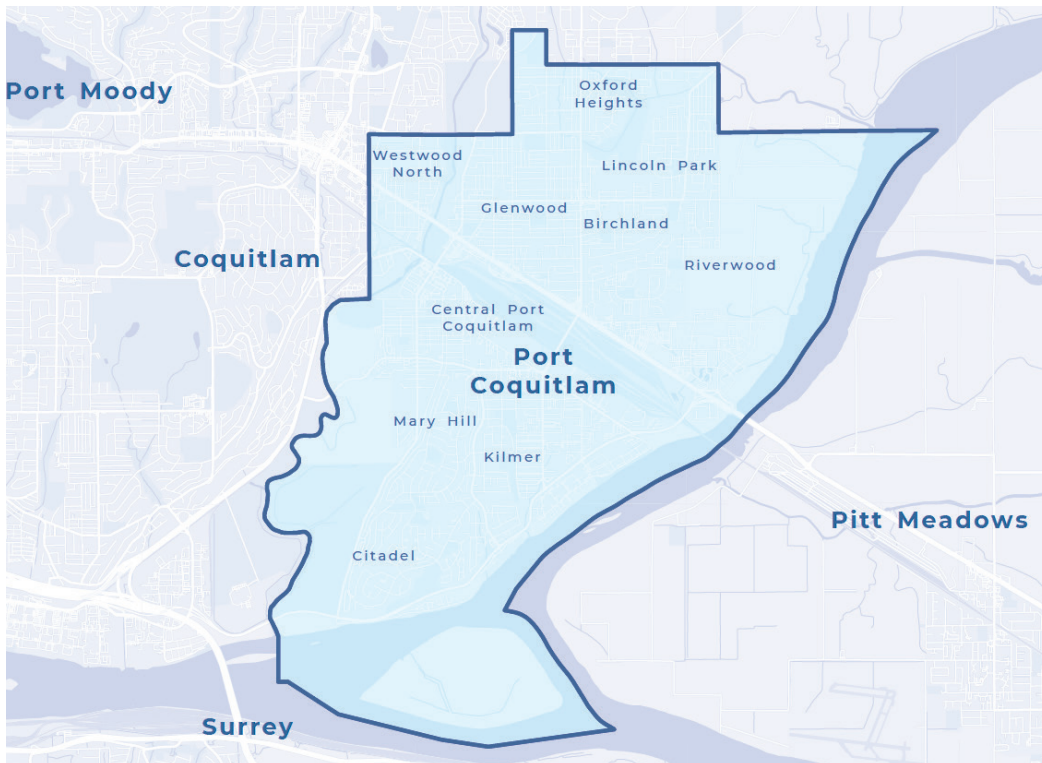
2.0 POLICY CONTEXT

2.1 HISTORY

The City of Port Coquitlam is in the north-east area of the Metro Vancouver region. The original inhabitants of the Port Coquitlam area were the Coast Salish people, who utilized the abundant local resources for hunting, gathering, and fishing. The first European settlers arrived in the mid-1800s and the Canadian Pacific Railway Company (CP Rail) began operations in 1886. In 1911, CP Rail moved its freight yard and operations to the area, a decision that had significant impact on the growth and physical development of the community.

The City of Port Coquitlam was incorporated on March 7, 1913. Early years were characterized by slow development due to global economics and the repercussions of the First and Second World Wars. Through the 20th century, the population of Port Coquitlam steadily increased with the establishment of numerous industries and the availability of affordable land and housing in attractive locations. Between 1991 and 1996, Port Coquitlam was the fastest growing community in the Lower Mainland (City of Port Coquitlam *Official Community Plan*, 2013).

Figure 3: City of Port Coquitlam Municipal Boundaries



Source: City of Port Coquitlam GIS, 2021.

2.2 POLICIES

2.2.1 Official Community Plan

Port Coquitlam's *Official Community Plan* was adopted in 2005 and updated in 2013 and identifies a need for both affordable homeownership and affordable rental housing options. It also states that, in light of federal and provincial governments reducing their role in housing at the time, the City needs to consider its role in the development of non-market housing and meeting the needs of those experiencing or vulnerable to homelessness. The plan also assigns land use designations that are intended to facilitate the creation of a sufficient amount and type of housing to meet community need throughout the city.

2.2.2 Housing Action Plan

The Metro Vancouver *Regional Growth Strategy* requires that municipalities adopt Housing Action Plans. In 2015, the City endorsed the Port Coquitlam Housing Action Plan. This plan builds on OCP and identifies six strategic directions for the City:

1. Expand opportunities for housing within residential neighbourhoods, including the following infill options: accessory dwelling units, duplexes/triplexes/fourplexes, and increased opportunities for small lots.
2. Increase options for ground-oriented housing by revising development controls to encourage additional townhouse and rowhouse developments.
3. Direct residential growth to transit-oriented locations and municipal centres by defining transit-oriented areas and rezoning for multi-family growth in these areas. (Downtown and the Northside are identified as municipal and neighbourhood-serving centres.)
4. Protect and expand rental housing by establishing policies that guide strata title conversion, incentivize new purpose-built rental housing, encourage replacement of purpose-built rental units, and establish criteria to guide expenditure of the social housing amenity fund.
5. Address housing needs of a growing seniors' population by establishing policies and regulations to age in place and expanding options for accessory dwelling units.
6. Encourage Senior Government Social Housing projects by supporting new social housing proposals, encouraging retention and intensification of lower density social housing developments, and advocate for greater support to meet affordable housing needs.

Recommendation #1 was implemented through the “Let’s Talk Housing” review that led to new provisions for coach houses, smaller lots, and more duplexes in throughout the city. Recommendation #3 has been partially implemented through a new Frequent Transit Development land use designation that allows for medium- and high-density mixed use transit-oriented development. Implementation of the other recommendations is on-going and will be informed by this Housing Needs Report.

2.2.3 Affordability Review

The 2015 Housing Action Plan focused on increasing supply. In 2018, the City undertook a housing affordability review in response to rising property values and rents. City housing policy has since become increasingly concerned with affordability. The 2018 affordability review resulted in new requirements for family-oriented housing, parking reductions to support the provision of non-market rental housing, and an inclusionary zoning policy requiring a portion of non-market rental housing in projects that seek to develop at a higher density than permitted in the City’s OCP or Zoning Bylaw.

2.2.4 Housing Needs Report

The 2021 Housing Needs Report will provide a more detailed and updated assessment of housing affordability, suitability and availability, and housing needs of different demographics. The report is intended to inform on-going housing policy and ensure the City is able to continue to provide evidence-based policy responses to community issues.

3.0 COMMUNITY OVERVIEW

This section provides an overview of demographic and economic trends for the community, primarily based on census data. Trends in population growth, age, household types, incomes, and other factors play an important role in housing needs of a community.

3.1 POPULATION

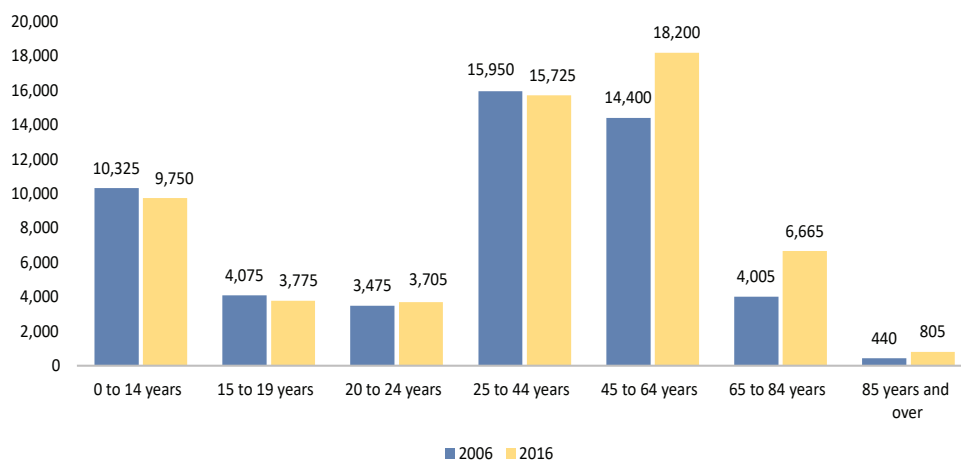
Port Coquitlam grew by 11% from 52,687 in 2006 to 58,612 in 2016, adding an additional 5,925 residents over this period. This growth is slower than neighbouring Coquitlam (18%), Port Moody (18%), and the Metro Vancouver region overall (16%).

3.2 AGE

The median age of residents is rising, in line with national aging trends, increasing from 37.5 in 2006 to 40.7 in 2016.

Figure 4 shows historic trends in age distributions between 2006 and 2016: children aged 0-14 and youth aged 15-19 decreased slightly in numbers, while older adults aged 45 to 64 and seniors aged 65 to 84 experienced the highest increase in number of people.

Figure 4: Historic Population by Age Distribution, Port Coquitlam, 2006 to 2016



Source: Historic Population from Statistics Canada Census Program, Census Profiles 2006, 2011, 2016.

3.3 EMPLOYMENT & LABOUR FORCE

A high proportion of Port Coquitlam’s workers commute out of Port Coquitlam for employment. In 2016, only 21% of workers were employed in Port Coquitlam, while 78% commuted to other areas throughout the Metro Vancouver region.

In 2016, the greatest numbers of workers were employed in retail trade (12%), health care and social assistance (11%), and construction (10%).

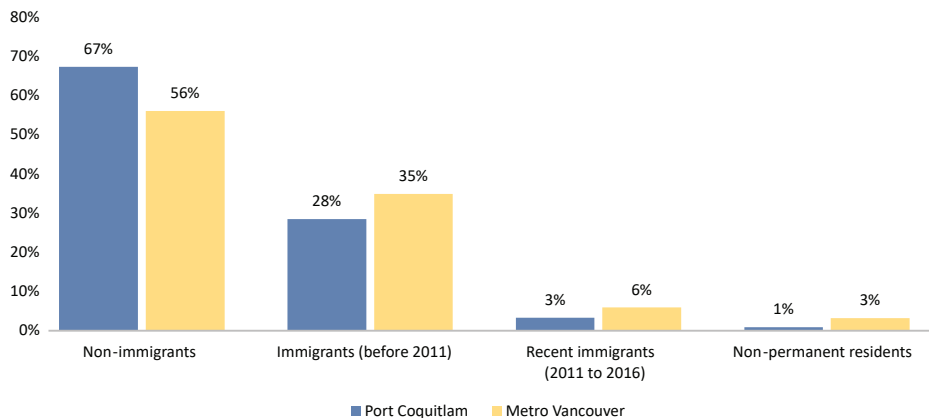
What We Heard from Employers:

- *Relative housing affordability makes Port Coquitlam and neighbouring communities attractive for employee recruitment. However, as prices continue to go up, employers report staff are increasingly looking outside of the City for housing.*
- *Port Coquitlam needs more two- and three-bedroom apartments and townhouses, and new builds should be sure to include enough parking.*
- *Staff want to live close to work and reduce their commute times.*
- *Staff express a desire to have housing near transit, parks, and schools.*

3.4 IMMIGRATION AND NEW COMERS

Port Coquitlam has a higher proportion of non-immigrants than Metro Vancouver overall (**Figure 5**). Port Coquitlam is home to approximately 2,000 refugees, inclusive of all who arrived in Canada since 1980.

Figure 5 Immigration, Port Coquitlam and Metro Vancouver, 2016

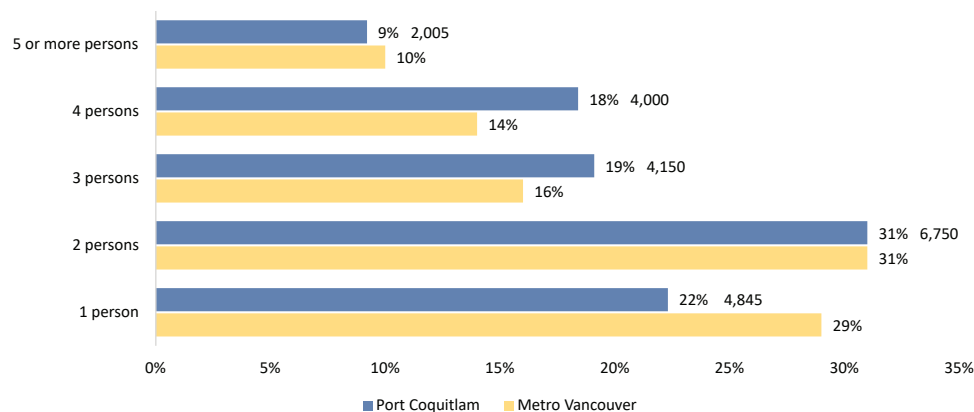


Source: Statistics Canada Census Program, Census Profiles 2016

3.5 HOUSEHOLD SIZE AND COMPOSITION

Port Coquitlam grew by 5% between 2006 and 2016, from 20,650 households to 21,755 in 2016, adding an additional 1,105 households. Port Coquitlam has more large households than Metro Vancouver overall (**Figure 6**), reflecting the high proportion of families in the community. However, the low growth in households (5%) between 2006 and 2016 compared to population growth (11%) indicates that households are getting smaller. Between 2006 and 2016, average household size decreased from 2.8 to 2.7.

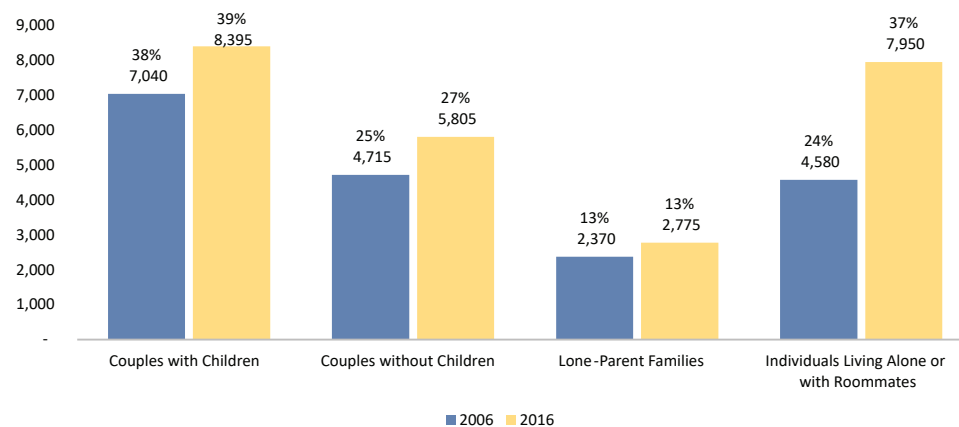
Figure 6: Households by Size, Port Coquitlam and Metro Vancouver, 2016



Source: Statistics Canada Census Program, Census Profiles 2016

Figure 7 shows significant changes in household types between 2006 and 2016. While couples with children continue to be the most common household type, non-census family households (individuals living alone or with roommates) grew the fastest among all household types (by 74%). This may be reflective of multiple trends, including an aging population and more seniors living alone.

Figure 7: Households by Family Type, Port Coquitlam, 2006 to 2016



Source: Statistics Canada Census Program, Census Profiles 2006, 2011, 2016

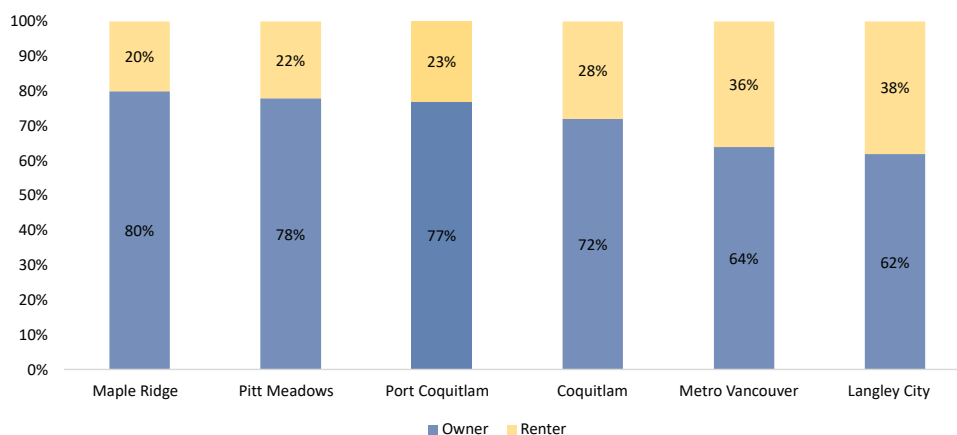
*Including non-census family households (living alone or with roommates).

3.6 TENURE

In 2016, 77% of households in Port Coquitlam owned their home, a decrease from 80% in 2006. This is a much higher rate of homeownership than Metro Vancouver as a whole (64%), but similar to neighbouring communities of Maple Ridge and Pitt Meadows (**Figure 8**).

Renter households are growing faster than owner households. Between 2006 and 2016, the number of renter households increased by 1,215, a growth rate of 32%. Owner households increased by 1,835, a growth rate of 12%.

Figure 8: Households by Tenure, Port Coquitlam & Comparable Communities, 2016



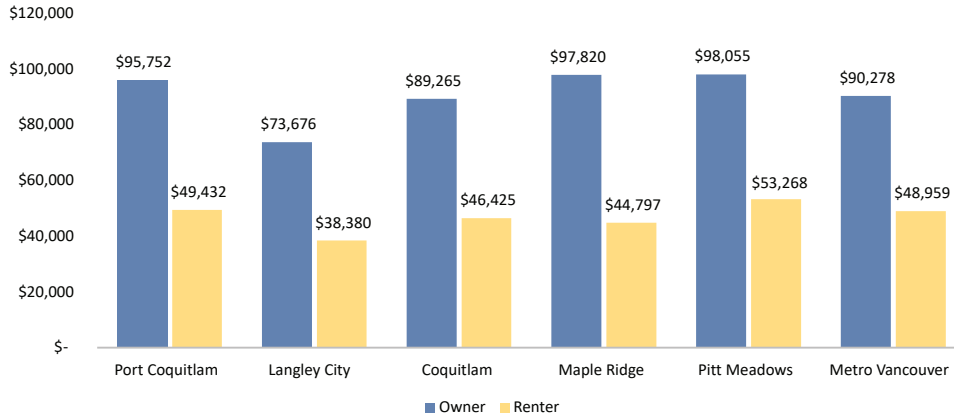
Source: Statistics Canada Census Program, Census Profiles 2016

3.7 HOUSEHOLD INCOME

In 2016, Port Coquitlam's overall household median income was \$84,096. Owner median household incomes are typically almost twice that of renter median household income, as shown in **Figure 9**. When compared to the region and nearby communities, Port Coquitlam has higher median household incomes for both owners and renters and is only surpassed by Pitt Meadows.

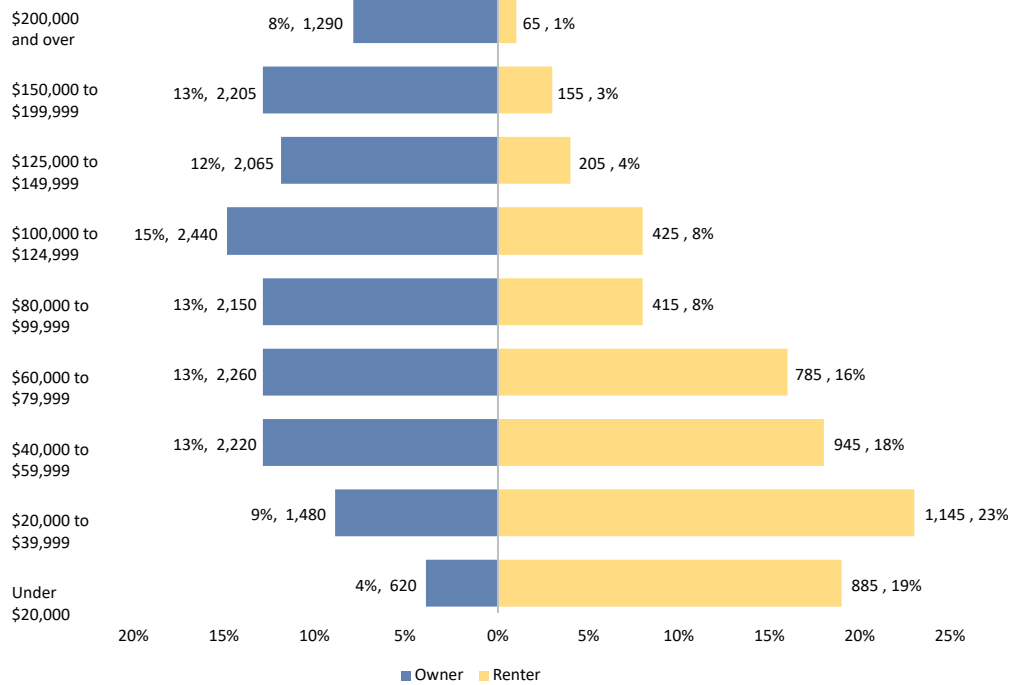
Figure 10 shows owner and renter households by income bracket. The highest proportion of owner households (15%) earn \$100,000 to \$124,999, while the highest proportion of renter households (23%) earn \$20,000 to \$39,999. This indicates that renter households may be in higher housing need to due to unaffordability. See Section 4 for renter household affordability gap analysis.

Figure 9: Median Before-Tax Household Income, Port Coquitlam & Comparable Communities, 2016



Source: Statistics Canada Census Program, Custom Data Organization for BC Ministry of Municipal Affairs and Housing

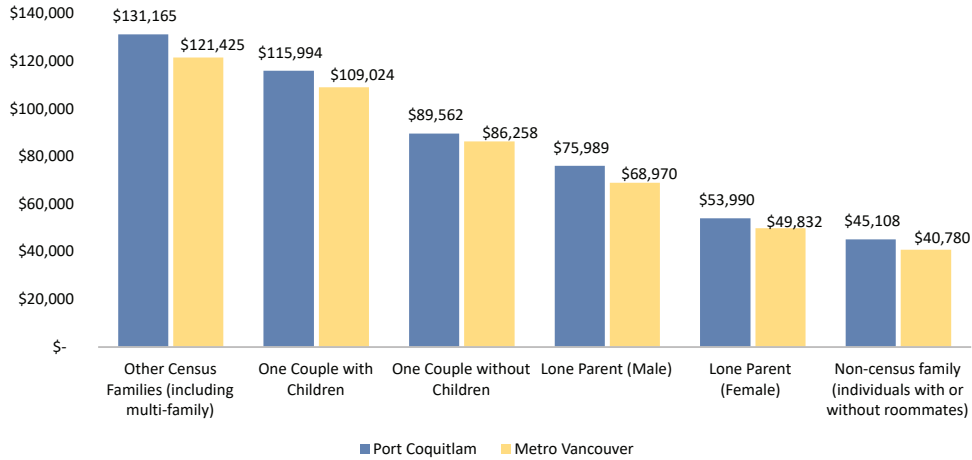
Figure 10: Owner & Renter Households by Income Bracket, Port Coquitlam, 2016



Source: Statistics Canada Census Program, Custom Data Organization for BC Ministry of Municipal Affairs and Housing.

Figure 11 shows median income by household type. Lone parent (female) households and non-census families (i.e., individuals with or without roommates) have the lowest median incomes, indicating that these household types could be in higher housing need. Lone parent renter households make up a large portion of households in core housing need (see Section 5.2.3). Other census families (including multi-family households) and couples with children have the highest incomes.

Figure 11: Median Income by Household Type, Port Coquitlam & Metro Vancouver, 2016



Source: Statistics Canada Census Program, Data Table 98-400-X2016099.

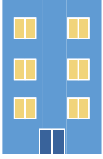
In 2021, 1,760 individuals (including 542 children) were receiving income assistance in Port Coquitlam (Ministry of Social Development and Poverty Reduction, received June 2, 2021). Those on income assistance require very low rents that generally are found only in non-market housing. **Figure 12** outlines the maximum allowable assistance for shelter costs based on household size.

Figure 12: Income Assistance Shelter Rates, British Columbia, 2021

Household Size	Shelter Maximum
1	\$375
2	\$570
3	\$660
4	\$700
5	\$750
6	\$785
7	\$820

Source: Ministry of Social Development and Poverty Reduction, Government of BC, 2021

EXPERIENCE SPOTLIGHT:



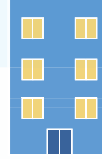
Mark*

Mark is a senior who has lived in a bachelor apartment in a rental building for the past eight years. Mark used to live with his dog across the street in a house with a yard. When his dog passed, he decided to downsize to an apartment unit. He loves his neighbourhood and was happy to find an available unit in the building across the street. Mark found it easy to find housing; he attributes his trouble-free apartment hunt to his great landlord references and considers himself a reliable and trustworthy tenant. Mark has been happy with his housing unit, finding it affordable and comfortable.

In 2018, the building was sold to new ownership who attempted to evict the tenants in all 65 suites, renovate, and charge higher rent to new tenants. Tenants mobilized, advocated to City Council, and applied to the Residential Tenancy Branch (RTB) for dispute resolution. Council acted quickly and a bylaw was established to prevent homelessness from “renovictions”. The new bylaw required tenants to be accommodated during renovation either in the same building or comparable accommodation offsite, and allowed tenants to move back in at the same rental rate. In addition, the RTB Arbitrator ruled in favour of the building tenants and determined that an eviction was not appropriate due to the scope of work, which was minor in nature and could easily be completed while tenants were living in the units.

Mark was greatly concerned for his neighbours when they received the eviction notices. He says that many were seniors or others with low incomes, and some did not have internet or phones. Mark was concerned that no one would rent to someone without a phone or contact information. In response to the renovation bylaw and the arbitrator’s decision, the new owners started offering cash gifts to entice tenants to vacate voluntarily. Cash gifts were provided in the amount of \$5,000-\$20,000. Some tenants accepted the gifts and moved on to new housing. About 20 long-time tenants stayed, and Mark knows that the fight against the renovation was worth it in order to keep these neighbours housed.

Mark believes Port Coquitlam would benefit from more senior housing options, especially subsidized units and housing geared for long-term tenants on fixed incomes. Seniors need stable housing and an option to transition into Assisted Living when that stage of support is needed.



Aleah*

Aleah currently lives in a two-bedroom apartment with her three children, all under 14 years of age. As a single parent receiving Disability Assistance, she has experienced many challenges finding housing. Aleah was previously living with her two oldest children in a one-bedroom basement suite. When her landlord found out she was having a third child, she was asked to leave. In desperation, she moved into a two-bedroom unit that is far too expensive based on her current income.

Aleah went to a social service agency for assistance and is very thankful to be receiving a rent supplement to help with her monthly expenses. The rent subsidy is preventing her and her family from becoming homeless. Although she is grateful for the financial assistance, Aleah feels that the unit is only a short-term solution. The two-bedroom unit is too small and in poor condition. She worries about her newborn child crawling on the soiled floor and that her older children do not have their own bedroom or an outside space to play.

Aleah is on the waitlist for subsidized housing with BC Housing. She was told the wait will be at least two years. Aleah worries about how long she will have to live in unsuitable housing until a BC Housing unit comes available. She is still searching for a three-bedroom apartment or townhouse with outdoor space for her children to play. Aleah says the majority of market units available for rent are one-bedroom units. When she has tried to find a larger unit, she has found that landlords discriminate against her as a single parent with three children.

Aleah believes that families with children need to have faster access to clean and suitable housing. She believes there are market units that could be rented to single parents, but that landlords prefer renting to tenants with no children. Aleah believes single parents struggling with housing “need help now” to prevent them and their children from becoming homeless.

*Names have been changed.

4.0 HOUSING PROFILE

This section provides an overview of community housing stock, trends, and indicators of housing need.

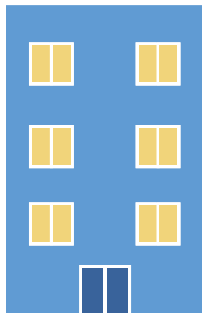
4.1 KEY FINDINGS

Overview of Housing Stock



Port Coquitlam has a high proportion of ground-oriented housing compared to the Metro Vancouver region. In 2016, 74% of dwellings were ground-oriented structures, including single-detached houses (47%), as well as row houses, duplexes, or semi-detached dwellings (27%). Across Metro Vancouver, 57% of dwellings are ground-oriented.

Port Coquitlam has seen a significant increase in apartment and row house/townhouse dwellings. Between 2006 and 2016, the number of dwellings in apartment buildings less than five storeys grew by 42% and row house/townhouse dwellings grew by 23%. The number of single-detached dwellings remained constant with an incremental increase of only 1%.



Between 2006 and 2016, the number of dwellings in apartment buildings less than five storeys grew by

42%



Between 2006 and 2016, the number of row house/townhouse dwellings grew by

23%

Rental Housing



A large proportion of renter-occupied households live in apartments and single-detached homes with suites. In 2016, 39% of renter-occupied households were in apartment buildings less than five storeys and 30% live in a home with a secondary suite.

Primary rental market (purpose-built rental buildings, generally multi-family):

- In 2016, the primary rental market represented only 11% (575 units) of 5,025 renter households.
- There were few additions to the primary rental supply prior to 2018, despite population growth, a trend seen in most communities in BC due to the lack of incentives and supports for this type of housing at different levels of government. Since 2018, Port Coquitlam has seen more investment in the development of purpose-built rental, with the number of units increasing from 599 in 2017 to 983 in 2020.

Secondary rental market (generally owned by an individual property owner and rented for income, e.g., secondary suites, coach houses, rented condominiums and townhomes, and rented single-detached homes):

- The secondary rental market makes up a significant proportion of the rental housing stock. In 2016, an estimated 89% of renter households were in the secondary market.
- In 2020, the City recorded 3,038 secondary suites of which 1,834 (60%) were occupied (by someone other than a parent or caregiver).

Rental Housing (Cont.)

Rent Rates:

- Between 2011 and 2020, the overall median rent for primary rental units in Port Coquitlam increased by 70%, from \$825 in 2011 to \$1,400 in 2020. Most of this increase occurred after 2015. Regional data on the cost of renting in the secondary market indicates that secondary market rents are increasing at a similar rate.

Vacancy rates:

- The primary market rental vacancy rate was 0.7% in 2020 and has been low for a number of years. The regional secondary rental vacancy rate was 0.6% in 2020. A healthy vacancy rate is generally considered to be between 3% and 5%; a low vacancy rate puts significant pressure on tenants as it leads to rising rental rates and limited choice in the rental market.

Non-market rental housing:

- The non-market housing stock is comprised of 1,291 units and 231 beds across a range of housing options, including supportive and transitional housing, affordable non-market rentals, and cooperative housing. In addition, there are currently 464 units of non-market housing at various stages of development.

As of 2021, 292 individuals and families in Port Coquitlam were on the BC Housing waitlist for non-market housing units, an 87% increase since 2013.

Homeownership



Home sale prices are rising faster than incomes. Between 2010 and 2020, average housing sale prices grew by 60% for a single family dwelling, by 71% for rowhouses and townhouses, and by 68% for apartments/condominiums.

Between 2013 and 2018, the number of home sales that are affordable to households earning the median household income declined from 46% of homes for sale to only 18%.

Homelessness



In 2020, 86 people were identified as homeless in the Tri-Cities areas, including 24 that were unsheltered homeless. However, the Point-in-Time Count is typically considered an undercount. In the Tri-Cities area, 142 people are receiving income assistance who have no fixed address, a key indicator of people experiencing homelessness.

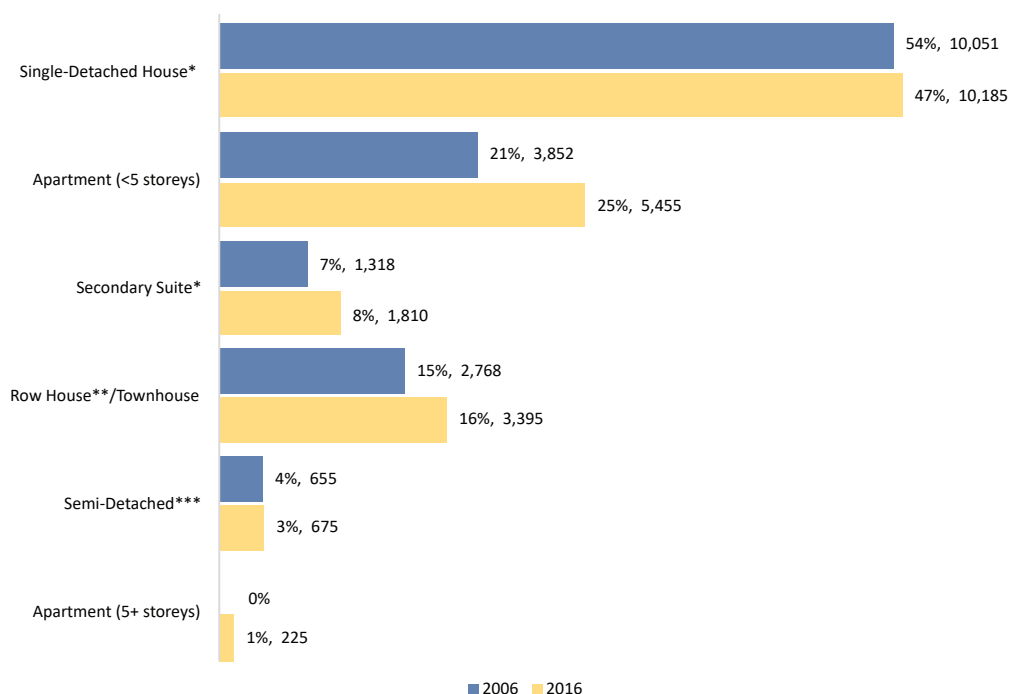
There are typically 140 shelter mats, beds, and rooms available for people experiencing homelessness in the Tri-Cities area, but this has been reduced to 105 to accommodate COVID-19 social distancing measures.

As of March 2021, there are 23 applicants on the BC Housing Registry waiting for supportive housing units.

4.2 OVERVIEW OF HOUSING STOCK

Figure 13 shows Port Coquitlam’s housing stock by structure type in 2006 and 2016. Single-detached houses continue to be the dominant form of housing in Port Coquitlam (47% of the housing stock as of 2016). The number of apartments with less than five storeys is increasing the fastest, 42% between 2006 and 2016. This is followed by secondary suites in single-detached houses, which grew by 37% between 2006 and 2016.

Figure 13: Number & Percent of Dwellings by Structure Type, Port Coquitlam, 2006 and 2016



Source: Statistics Canada Census Program, Census Profiles 2006, 2016

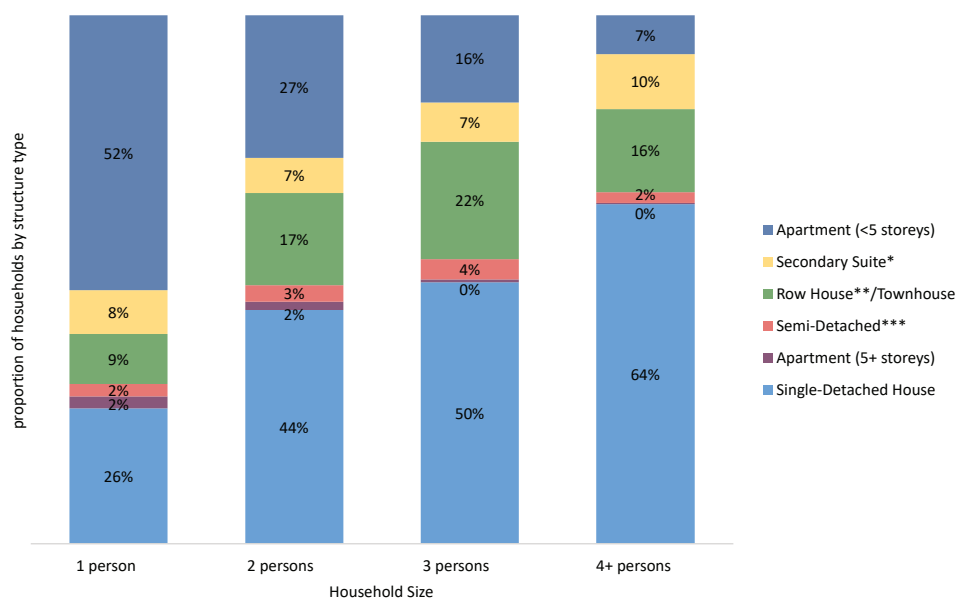
* Statistics Canada uses a label called ‘apartment or flat in a duplex’ to refer to homes with secondary suites as well as the secondary suites themselves. For the purposes of understanding the housing landscape in Port Coquitlam, half of units designated under this label have been included under ‘single-detached house’ and half under ‘secondary suite’.

**Row house: one of three more dwellings joined side by side (or occasionally side to back), such as a townhouse or garden home, but not having any other dwellings either above or below. Townhouses attached to a high-rise building are also classified as row houses.

***Semi-detached: two dwellings back to back or side to side (note above or below), i.e., duplex.

Figure 14 shows households broken down by structure type and household size, an indicator of housing suitability. A household is deemed suitable if the dwelling has enough bedrooms (as per National Occupancy Standards) for the size and composition of the household. Single-detached houses are the dominant form of housing for two-, three-, and four or more- person households. A proportion of four or more-person households live in secondary suites (10%) and apartments (7%). Given that most apartments have one or two bedrooms and secondary suites are smaller than 90m² (968 ft²), this could indicate that these households are living in unsuitable housing, meaning their homes are too small for their needs. A high proportion of one-person households (52%) live in apartments less than five storeys. 26% of one-person households live in single-detached houses, some of which may be overhoused.(i.e. living in a dwelling that is too large, in terms of number of bedrooms, for the household as outlined in the National Occupancy Standards).

Figure 14: Households by Structure Type & Household Size, Port Coquitlam, 2016



Source: Statistics Canada, 2016 Census of Population, Statistics Canada Catalogue no. 98-400-X2016220

* Statistics Canada uses a label called 'apartment or flat in a duplex' to refer to homes with secondary suites as well as the secondary suites themselves. For the purposes of understanding the housing landscape in Port Coquitlam and Metro Vancouver, half of units designated under this label have been included under 'single-detached house' and half under 'secondary suite'.

**Row house: one of three more dwellings joined side by side (or occasionally side to back), such as a townhouse or garden home, but not having any other dwellings either above or below. Townhouses attached to a high-rise building are also classified as row houses.

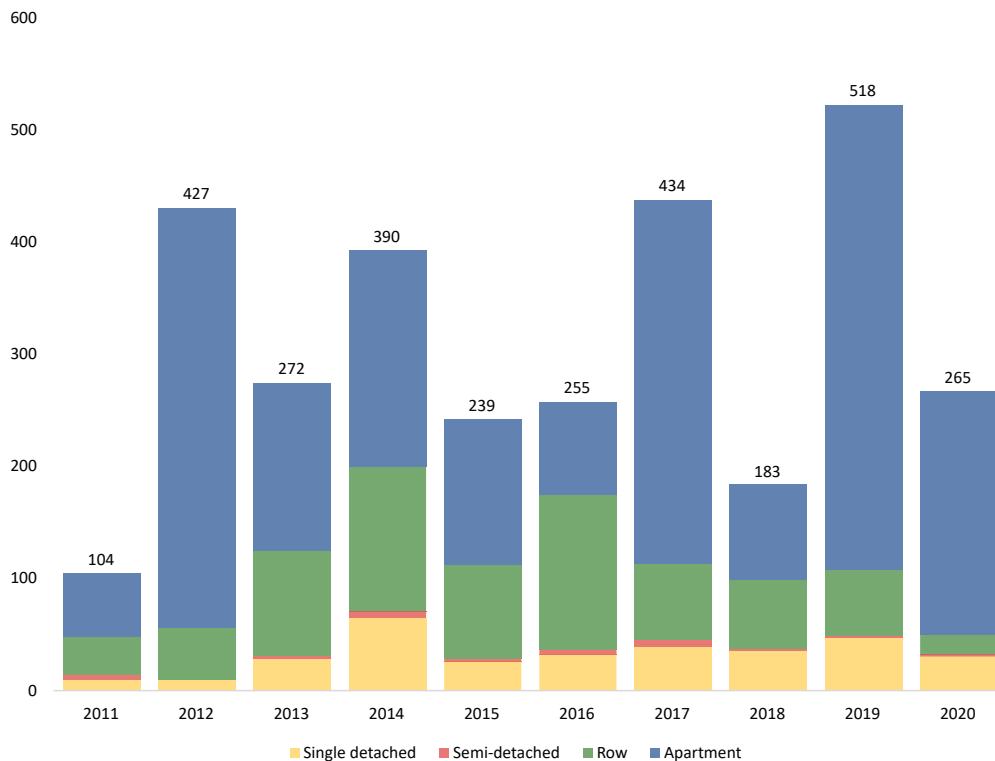
***Semi-detached: two dwellings back-to-back or side to side (note above or below), i.e., duplex.

4.2.1 Development Trends

Over the past ten years, Port Coquitlam has seen significant fluctuations in the number of dwellings developed each year (**Figure 15**). Between 2011 and 2020, the number of dwellings completed averaged 309 per year, for a total of 3,087 units. This slightly exceeds growth in households (which is estimated to have been 292 households per year over the past five years).

Note that demolitions are not included in **Figure 15**. Between 2011 and 2020, an average of 40 residential structures were demolished in Port Coquitlam each year, almost entirely single-detached houses being redeveloped (and a small number of duplexes).

Figure 15: Dwelling Completions, Port Coquitlam, 2011 to 2020.



Source: Housing Data Book (CMHC Rental Market Reports), 2020

Note: In relation to the Starts and Completions Survey, a Completion is defined as the stage at which all the proposed construction work on a dwelling unit has been performed, although under some circumstances a dwelling may be counted as completed when up to 10 percent of the proposed work remains to be done.

4.3 RENTAL HOUSING

4.3.1 Renter Incomes

While renter household incomes vary significantly, they are typically lower than incomes of owner households. This often means that renter households are more sensitive to housing affordability issues in the community, and more vulnerable if their housing circumstances change.

Figure 16 shows the proportion and number of renter households in Port Coquitlam across five income categories, as well as what is affordable for those income levels based on the affordability measure of housing costs being no more than 30% of before-tax household income.

These five income levels are based on the Metro Vancouver Regional Affordable Housing Strategy.

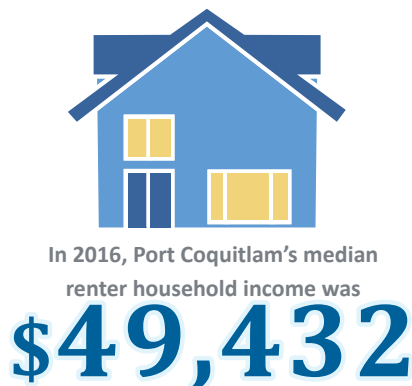


Figure 16: Renter Households by Income Group, Port Coquitlam, 2016

Income Group	Income Range	Number of households (%)*	Affordable monthly shelter costs (30% gross income)**
High Income (More than 150% of median household income)	\$115,000 and over	680 (12%)	\$2,750+
Above Moderate (120% to 150% of median household income)	\$85,000 to \$114,999	540 (11%)	\$2,125 - \$2,750
Moderate (Between 80% and 120% of median household income)	\$60,000 to \$84,999	910 (18%)	\$1,500 - \$2,125
Low Income (Between 50% and 80% of median household income)	\$35,000 to \$59,999	1,280 (25%)	\$875 - \$1,500
Very Low Income (Less than 50% of median household income)	Under \$35,000	1,695 (35%)	< \$875

Source: Metro Vancouver Housing Needs Report, 2021.

*Percentages may not add to 100 due to rounding.

**Based on the definition of affordability as spending no more than 30% of gross household income on housing.

4.3.2 Rental Housing

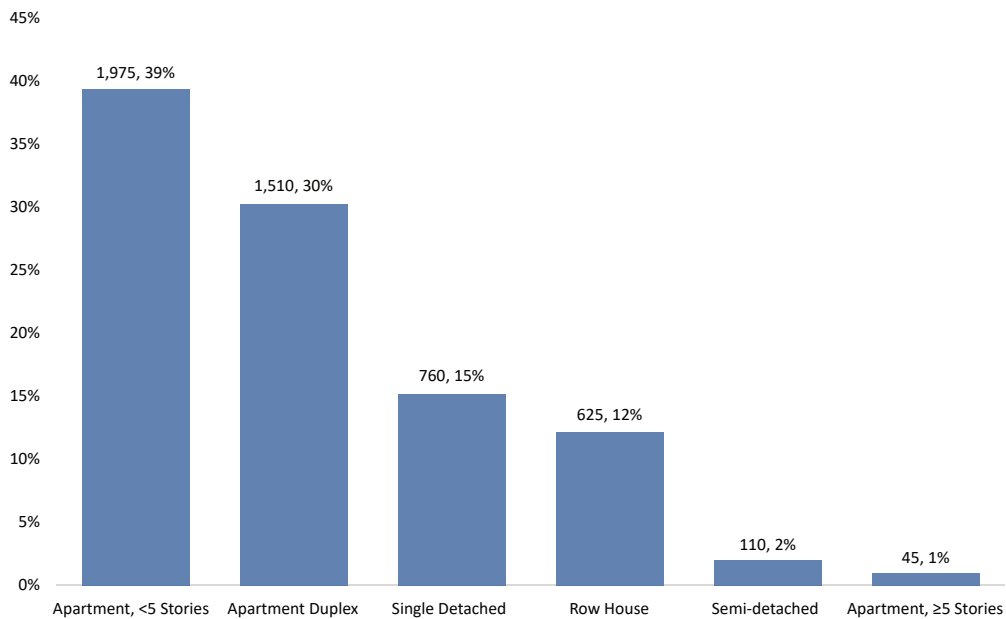
In 2016, Port Coquitlam had 5,025 renter households. Of those households, 575 (11%) were in the primary market; the number of renter households in the secondary rental market may have been as high as 4,450 households.

Figure 17 shows the distribution of renter households (primary and secondary markets) by structure type. The highest number of renter households (1,975 or 39%) live in apartments less than five storeys, followed by 1,510 renter households (30%) that live in an apartment duplex (i.e., secondary suites or single-detached house with a secondary suite).

The rental housing market is composed of units in the primary and secondary markets:

- *Primary rental market describes units in purpose-built rental buildings, generally multi-family.*
- *Secondary rental market describes units generally owned by an individual property owner and rented for income. This includes secondary suites, coach houses, rented condominiums and townhomes, and rented single-detached homes.*

Figure 17: Renter-Occupied Households by Structure Type (Primary and Secondary Market), Port Coquitlam, 2016



Source: Statistics Canada, 2016 Census (Custom Cross-tabulations)

Note: Statistics Canada uses a label called 'apartment or flat in a duplex' to refer to homes with secondary suites as well as the secondary suites themselves. The data does not indicate which proportion live in the home versus the secondary suite; for that reason, the data has not been broken out.

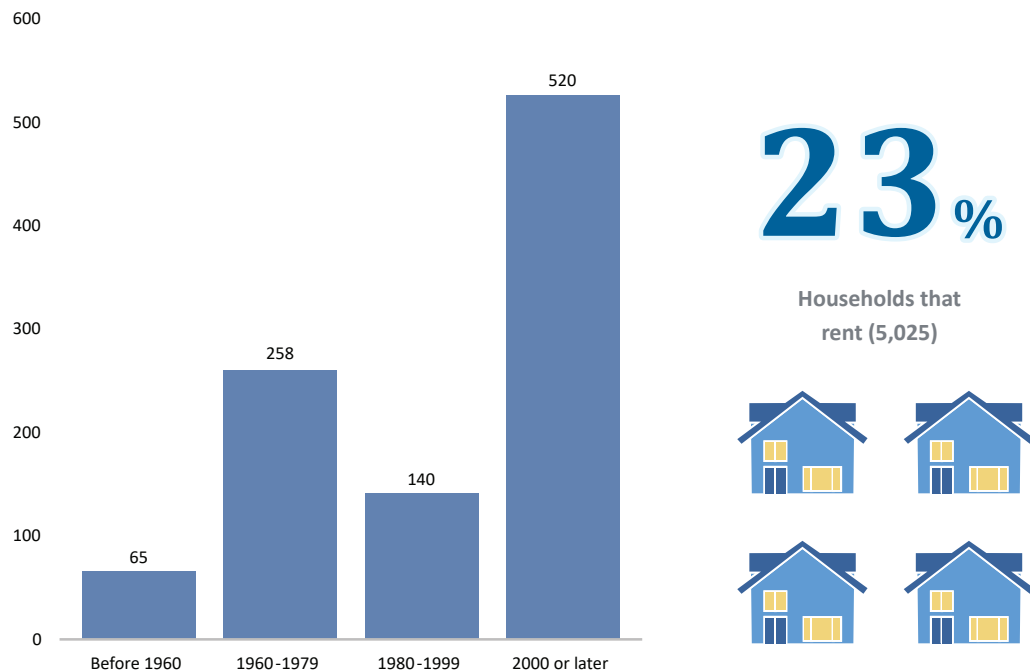
4.3.3 Primary Rental Market

The primary rental market includes purpose-built rentals in buildings with at least three rental units and does not include non-market supportive and affordable housing. Data on the primary rental market is collected through CMHC’s Rental Market Survey. CMHC includes in their primary rental market universe all buildings with at least three rental units, which have been on the market for at least three months. This includes new stock that may have been stratified prior to occupancy but are being rented out for a period of time.

As of October 2020, CMHC reported that Port Coquitlam had 983 housing units in the primary rental market. This stock is ageing, with a large portion of units having been built in the 1960s and 1970s. Ageing buildings will eventually need renovation or be at risk of redevelopment due to pressures in the overall market. Older rental buildings tend to have significantly lower rents compared to units in new buildings and redevelopment can lead to a loss of affordable rental housing.

CMHC data shows that 520 new units were built between 2000 to 2020 (**Figure 18**), significant growth in the rental stock compared to other communities in BC. Over this period, Port Coquitlam has seen the development of a 16-unit rental apartment building, almost 200 units of seniors housing, and at least 210 units in apartment buildings that were stratified prior to occupancy and are now renter-occupied. The apartment buildings with stratified units may only be in the rental market for the short-term (i.e. up to 10 years) and could be sold in the longer term, and are therefore not considered to be secured rental.

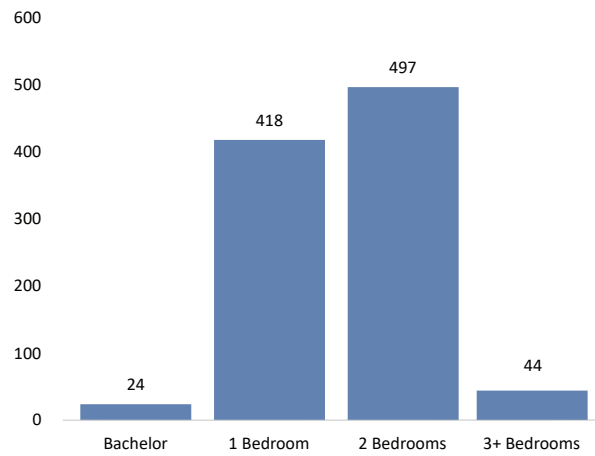
Figure 18: Primary Rental Market by Year of Construction, Port Coquitlam, 2020



Source: CMHC Rental Market Survey via CMHC Information Portal

The primary rental market is largely composed of one- and two-bedroom units, with very few three or more-bedroom units for families. As of 2020, there are 24 bachelor units, 418 one-bedroom units, 497 two-bedroom units, and 44 three or more-bedroom units in the primary rental market in Port Coquitlam (**Figure 19**). Notably, the growth in the primary rental market since 2000 has been almost exclusively growth in one- and two-bedroom units.

Figure 19: Primary Rental Market by Number of Bedrooms, Port Coquitlam, 2020



Source: CMHC Rental Market Survey via CMHC Information Portal

“We love Port Coquitlam. We were very fortunate to find our current residence before rental costs got ridiculous. We now can’t move because we would be doubling our rent. We just have to hope our landlord doesn’t sell.”

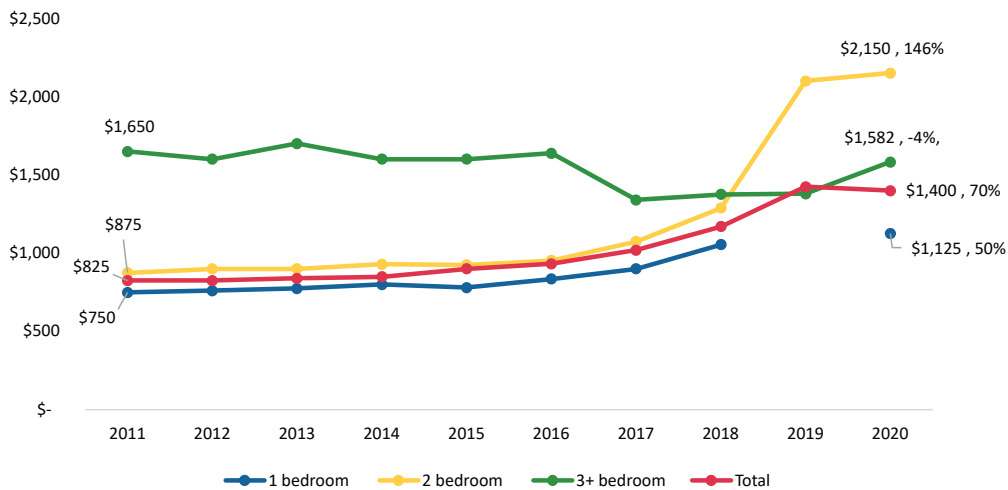
-Community Survey Response

4.3.3.1 Median Rents

Figure 20 shows the median rents in Port Coquitlam between 2011 and 2020. Median rents were relatively stable from 2011 to 2015, before starting to rise in 2016. This is in line with trends across Metro Vancouver. Between 2016 and 2020, median rents increased by 50%, significantly faster than in previous years. Rent increases reflect regional demand for rental, rents increasing significantly during tenant turnover, and newer developments coming online with higher rents than older rental. Notably, the median rent for three or more-bedroom was relatively stable. The number of three or more-bedroom units in Port Coquitlam is small and the lower median rent could be due to age or quality of the units, as well as location.

While income data is not available for this entire period, data between the two census years of 2011 and 2016, show that median rents in the primary rental market increased by an average of 13%, while median income for renter households only increased by 1%. When comparing renter housing costs to income, between 2011 and 2020, median income for renter households increased at a much slower rate of 13% (see Section 3.7 Household Median Income for comparison of housing costs).

Figure 20: Primary Rental Market, Median Rent by Unit Type, Port Coquitlam, 2011 to 2020



Source: CMHC Rental Market Survey via CMHC Information Portal

Note: Some data suppressed to protect confidentiality or data not statistically reliable. Studio & 3-bedroom units exist but are not included in this graph due to limited sample size.

Figure 21 looks at how the cost of renting has changed in relation to renter incomes between 2011 and 2020. This graph is a general measure of change to indicate how housing costs have increased far faster than household income. A number of assumptions are made: owner housing costs are based on total median rents as per CMHC rental data for primary market rentals. The CMHC data may be an underestimate of average rent rates found in primary and secondary rental markets. Median income by tenure is calculated based on the proportion of renter versus owner household income (see Affordability Gap Analyses in Section 5 for further explanation) and adjusted to 2020 estimates using historical growth rates.

Figure 21: Change in Household Income vs. Change in Renter Housing Costs, 2011 to 2020



Source: Statistics Canada Census Program.

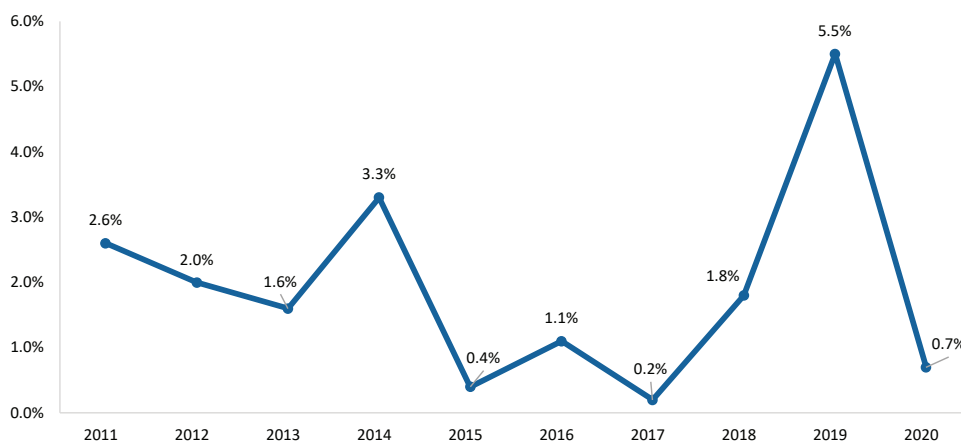
*Total median rental rate as per CMHC Market Rent Survey.

Notes: Rent rates may be underestimate of average rent rates found in primary and secondary rental markets. Incomes are adjusted to 2020 estimates using historical growth rates.

4.3.3.2 Vacancy Rate

Figure 22 shows Port Coquitlam’s primary rental vacancy rate between 2011 to 2020 as reported by CMHC for the primary rental market. A ‘healthy’ vacancy rate – one that allows landlords to find tenants and that provides choice to renters – is generally considered to be between 3% and 5%. A low vacancy rate puts significant pressure on tenants as it leads to rising rental rates and limited choice in the rental market. In Port Coquitlam, vacancy rates have been low since 2014; 2019 was an anomalous year due to increased number of rental units coming online that had not been rented out yet. CMHC’s Rental Market Survey found that between 2018 and 2019, there was an increase from 689 primary rental units to 917 units.

Figure 22: Rental Vacancy Rate in Purpose-Built Rental Units, Port Coquitlam, 2010 to 2020



Source: CMHC Rental Market Survey via CMHC Information Portal

4.3.4 Rental Housing Affordability Gap Analysis

An affordability gap analysis was completed to understand how Port Coquitlam renter incomes compare with the cost of renting a home in the community. This analysis reflects a single scenario and is used a general measure of affordability. Individual circumstances vary widely. The analysis uses the following data and assumptions:

- ▶ 2020 average rents in the primary rental market.
- ▶ Affordability is defined as spending less than 30% of before-tax household income on housing costs.
- ▶ The 2016 census reports on 2015 income information. To compare household incomes with median rents, incomes were projected to 2020 based on historic growth in incomes.
- ▶ Data on median household income for household types is available, but not by tenure. Because renter household median incomes are far lower than owner households, median household incomes for different household types were adjusted to reflect this difference and avoid misrepresenting the affordability gap. For example, in 2015, median renter household income (\$49,432) was 59% of Port Coquitlam’s overall median household income (\$84,096). Median household incomes were adjusted based on this proportion.

“I’m in my mid-20’s and I am currently struggling to find a rental in Port Coquitlam that is affordable and suits my needs. I love where I live. I’ve lived in PoCo my entire life. The parks, community and area are beautiful. I have deep ties to the community and I want to have my own family here. However, with rental prices so high and being unable to afford a down payment to own, I am becoming worried about my future housing situation, and it seems hopeless at times.”

-Community Survey Response

Figure 23 shows the results of this analysis and the difference between what is affordable for median-earning households and actual median rents. The figures are colour coded based on what percentage of that household’s income would be required to afford the estimated monthly housing costs for each dwelling type. For example, an individual living alone earning the median renter income for this household type (\$29,611) can afford a monthly housing cost of \$740. Individuals in this situation could not afford any unit size without spending more than 30% of income on shelter costs.

This affordability gap analysis shows that individuals living alone and lone parent families are likely to face the most significant affordability challenges.

Figure 23: Affordability Gap Analysis for Renter Households, Port Coquitlam, 2020

Household Type	2020 Median Household Income	Affordable Monthly Housing Costs	Bachelor	1 Bedroom	2 Bedrooms	3+ Bedrooms
Estimated monthly rent rates			\$988	\$1,287	\$1,846	\$1,589**
Difference between Median Rent and what is affordable for each household type						
Couples without Children	\$58,793	\$1,470	\$482	\$183	(\$376)	(\$119)
Couples with Children	\$76,145	\$1,904	\$916	\$617	\$58	\$315
Lone-Parent Families	\$37,962	\$949	(\$39)	(\$338)	(\$897)	(\$640)
Non-Census Families*	\$29,611	\$740	(\$248)	(\$547)	(\$1,106)	(\$849)

Notes: Rental rate source: CMHC Primary Market Rent Survey, Port Coquitlam, 2020. Rent rates may be underestimate of average rent rates found in primary and secondary rental markets. Incomes are adjusted to 2020 estimates using historical growth rates.

**Non-census family households are largely one-person households (88% in 2016), or two or more individuals living as roommates.*

***CMHC reports that the median rent for three or more-bedroom units is lower than for two-bedroom units. There are only a small number of three or more-bedroom units in Port Coquitlam and the lower rent may be due to the age or quality of the building, as well as location.*

4.3.5 Secondary Rental in Metro Vancouver

In 2016, Port Coquitlam had 5,025 renter households. With only 575 units in the primary rental market in this year, it is estimated that the number of renter households in the secondary rental market may have been as high as 4,450 households (89% of all renter households).

Data on secondary rental housing stock in Port Coquitlam is limited. The City counted an estimated 3,038 secondary suites in 2020. Of those, owners declared that 1,204 were unoccupied or occupied by a parent or caregiver, and it can be estimated that the remaining 1,834 were occupied by renters. The count is likely an underestimate of households living in secondary suites due to the unknown number of existing unpermitted suites.

Apart from secondary suites in single-detached dwellings, rented condominiums are an important source of secondary rental market housing and commonly purchased by buyers seeking to invest in the housing market and earn monthly rental income. However, due to challenges in collecting data on the secondary rental market, no estimates are available.

4.3.5.1 Median Rents

Median rents in the primary rental market reported by CMHC include units that have been rented for many years and units recently available. This means that these rents tend to underrepresent the true cost of renting in the community. While data on currently available secondary rental units is limited, Padmapper.com reports on median rents each month for many communities. As of June 11, 2021, median rents for rental units in Port Coquitlam being advertised online were as follows:

- Studio - \$1,525
- 1 Bedroom - \$1,595
- 2 Bedrooms - \$2,275
- 3 Bedrooms - \$2,700
- 4 Bedrooms - \$4,100

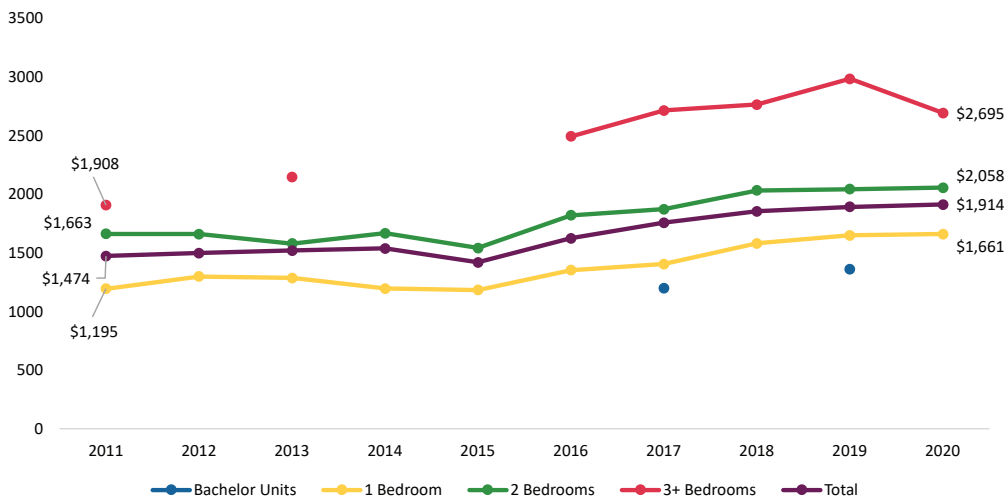
These rents are based on a small sample size of 10 currently available listings. While not representative, these rents reflect the high cost of renting in Port Coquitlam in a typical month, especially the high cost of larger units. They include both primary and secondary rental units.

4.3.5.2 Metro Vancouver Secondary Market: Rented Condominiums

Although CMHC does not collect rent and vacancy info specific to Port Coquitlam’s secondary rental market, it does collect this data at the Vancouver Census Metropolitan Area (CMA) level, which corresponds to the Metro Vancouver region. The graphs below are based on this data and reflect regional trends.

Regional data on rental rates for rented condominiums is limited for bachelor and three or more-bedroom units but shows a steady increase since 2015, though not as sharp of an increase as in the primary rental market (**Figure 24**).

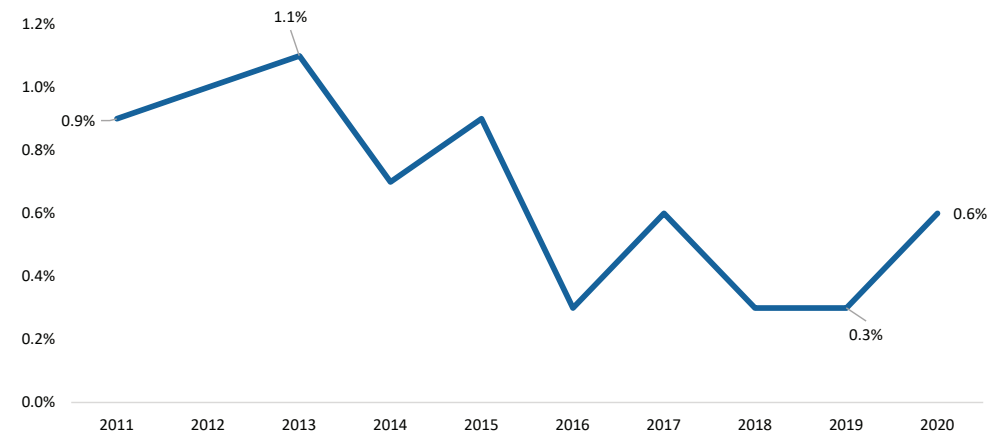
Figure 24: Average Rents of Rented Condominiums, Vancouver CMA, 2011 to 2020



Source: CMHC Secondary Rental Market Survey via CMHC Information Portal
 Note: Data is missing for some years for bachelor and 3+bedroom rented condominiums.

The vacancy rate of rented condominiums in Metro Vancouver has been below 3% over the past ten years and remained at a low 0.6% in 2020 despite the pandemic (**Figure 25**).

Figure 25: Vacancy Rate of Rented Condominiums, Vancouver CMA, 2011 to 2020



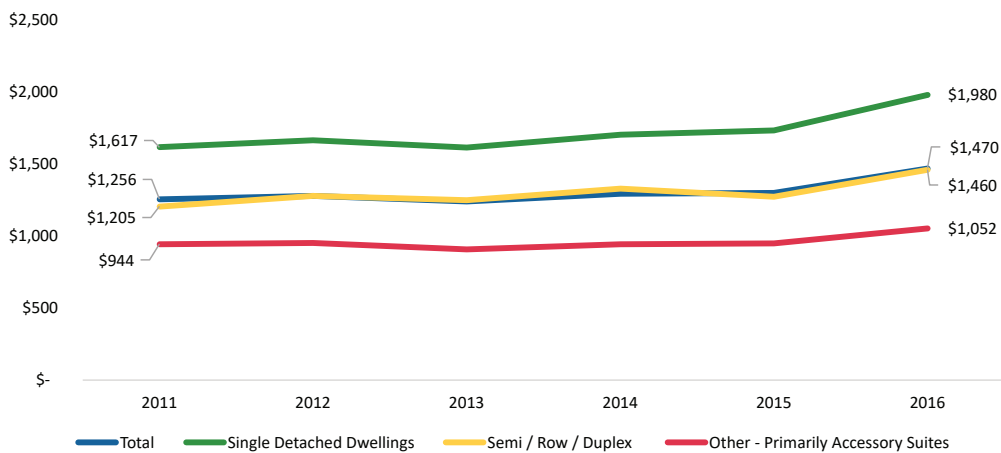
Source: CMHC Secondary Rental Market Survey via CMHC Information Portal

4.3.5.3 Metro Vancouver Secondary Market: Other Secondary Rental Dwellings

CMHC collects some information on “other secondary rental dwellings”, which refers to rented single-detached homes, rented rowhouses and duplexes, and secondary suites. Data on average rents for these is only available until 2016, which is a significant limitation as most of the increase in housing costs has occurred over the past five years.

Over the 2011 to 2016 period, the data shows growth in rental rates for rented single-detached dwellings and rented semi / row / duplex housing (**Figure 26**). Average rents for secondary suites (primary accessory suites) appear to be relatively stable and reflect the importance of this type of housing as a source of more affordable rents.

Figure 26: Average Rents for Other Secondary Dwellings, Vancouver CMA, 2011 to 2016



Source: CMHC Secondary Rental Market Survey via CMHC Information Portal

What We Heard: Renters

Feedback from renter households was collected through the online community survey. Key themes are summarized below:

- Port Coquitlam has become a more desirable location for renters.
- Renters who are looking for housing find it difficult to find larger units for families and affordable units for seniors.
- Renters are finding that their home lacks adequate storage.
- Compared to owners, renters are more likely to report feeling unsure about whether they will be able to afford their future home payments.
- Renters reported more impacts from COVID-19: many felt their housing situation worsened with affordability
- decreasing and loss of income.

4.3.6 Short-Term Rental Market

Short-term rental is the rental of a residential dwelling unit, either the entire dwelling or a room or rooms within it, for a short period of time (less than a monthly tenancy). Short-term rentals are only permitted in Port Coquitlam as licensed home-based bed and breakfast businesses, and where site-specific zoning applies (a short-term rental development is anticipated near the new Port Coquitlam Community Centre in the downtown). As of January of 2019, there was only one licensed bed and breakfast in Port Coquitlam. There are also short-term rentals that are unlicensed, advertised on online platforms like Airbnb and VRBO. In Port Coquitlam, this forms a very small portion of the dwelling stock. Data from AirDNA.co, a company that tracks short-term rental listings, suggests that short-term rentals peaked at 90 units in 2019. The pandemic has had a significant impact on tourism and travel. The number of listings fell to 50 in 2021.

4.3.7 Non-Market Housing

Non-market housing refers to housing with rent levels that are protected from market forces. This type of housing can provide supports for specific needs (e.g., transitional or supportive housing) or it may offer more affordable rents than can be found in the private market (e.g., low-income seniors housing). It includes a diverse range of housing types, including 1,291 non-market housing units and 206 supportive housing beds (**Figure 27**). Non-market housing is an important part of the housing system because it offers housing options for those with lower incomes and who require supports in place.

Of the 1,291 non-market housing units in Port Coquitlam, 719 are subsidized by BC Housing and 215 units have operating agreements (i.e., financial relationships with BC Housing) that will expire by 2029. When operating agreements expire, operators can continue to operate non-market housing without BC Housing funding, apply for continued BC Housing funding, or redevelop the property.

In addition to non-market units, rent supplements are another form of support for households with low incomes. Rent supplements typically help offset the cost of renting in the private market. BC Housing offers rent supplements for families and seniors making less than a certain income threshold, as well as those at risk or experiencing homelessness. In 2020, 371 Port Coquitlam residents (229 seniors, 118 families, and 24 homeless) received assistance from BC Housing rent supplement programs.

There are plans for more non-market housing units in the coming years. In 2021, 448 new non-market housing units received planning approvals, including 83 units that are under construction, 63 units under building permit review, and 302 units approved through rezoning.

Figure 27: Existing Non-Market Housing Stock, Port Coquitlam, 2021

	Family Housing	Seniors Housing (Public/Subsidized)	Supportive Housing		Cooperative Housing	Total
			Group Care Homes	Recovery Transitional		
Units	550	716	-	-	25	1,291
Beds	-	-	161	45	-	206

Source: City of Port Coquitlam, Social Housing Inventory 2021, as of May 7, 2021; Co-operative Housing Federation of BC.

There is increasing demand year over year for non-market rental housing. **Figure 28** shows BC Housing Registry waitlist data for Port Coquitlam. Please note this data captures only applicants on BC Housing’s Housing Registry, which only includes waitlist information for buildings that have a financial relationship with BC Housing. There may be other providers in the community that are not captured.

There has been significant growth in the number of applicants for non-market housing in Port Coquitlam since 2013. Between 2013 and 2021, the number of households on the Housing Registry grew by 87%. Family households and seniors represent the greatest number of applicants. The number of single person households (non-senior) have grown rapidly but remain a small portion of households on the waitlist.

Figure 28: BC Housing Waitlist by Household Characteristics, Port Coquitlam, 2013 to 2021

	2013	2015	2017	2019	2021	% change
Family Households	66	71	88	104	135	105%
Single Person Households	3	8	12	8	16	433%
Seniors	43	57	69	87	93	116%
Persons with Disabilities	38	34	42	45	38	0%
Wheelchair Accessible Unit	6	6	15	8	10	67%
Total Waitlist	156	176	226	252	292	87%

Source: BC Housing (July 2013, June 2015, June 2017, July 2019, July 2021)

Note: Rent Supplements, Transfers, and Pending Applications are not included in totals

What We Heard: Non-Market Housing Providers

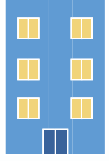
Feedback from non-market housing providers was collected through a focus group. Key themes are summarized below:

- *More supportive housing is needed, and housing geared to specific demographics, including youth, seniors, people requiring mental health supports, people with addictions, women and families, and immigrants.*
- *Transitional housing for families fleeing domestic violence and people being discharged from hospital or jail was noted as a gap.*
- *Need to address full spectrum of housing options.*
- *Need more land resources.*
- *Need City assistance in the development process.*
- *Need to create development incentives for increased affordable housing units.*
- *Need to have City policies in place that allow for new development of affordable housing.*
- *Need to build more partnerships with Fraser Health and various levels of governments to create more housing options. Use partnerships for community engagement and public education initiatives.*

“I’m very happy in my two-bedroom, two-level Co-op unit, other than the stair climbing is getting more and more difficult. But I can’t afford a market rent one-level apartment because the price is at least \$1,500. I want to pass along this unit to a young family that needs it.”

-Community Survey Response

EXPERIENCE SPOTLIGHT:



Cheryl*

Cheryl, a single working mother, just sold her condo. She lived with her two teenage daughters, aged 16 and 19, in a two-bedroom condo for the past nine years. Cheryl grew up in the Lower

Mainland, she lived in North Vancouver before settling in Port Coquitlam in 2002. At the time, Port Coquitlam offered housing affordability and a good community to raise a family.

Cheryl chose to sell her condo because it was unsuitable for her family, and they did not enjoy the lack of amenities and inconveniences associated with condo living. The unit was not a suitable size for a family of three and had very poor natural light. Cheryl has experienced ongoing issues with a leak caused by a tenant in the unit above. Cheryl is looking for a three-bedroom townhouse with good natural light without the burden of neighbours living upstairs. Location is very important. Cheryl and her family want a deck and outdoor space to enjoy away from a busy road. Building age is important. An old complex or strata that has not been well maintained is at risk of expensive levies, newer builds pose less risks. When considering the type of home her and her family are looking for, Cheryl believes she will have to move further away from the City of Port Coquitlam to maintain affordability.

Cheryl moves out of the condo next week and does not have a new home to move into. She was advised by her realtor that sellers will not accept an offer with a subject to sell, so has no choice but to find temporary housing until a new home can be purchased. Cheryl worries about making an offer on a new home; in the current market, competition is high. Bidding wars are pushing prices higher. Cheryl says she might put an offer in at her maximum budget and be outbid; it's a real concern that affordability is continuing to get worse. Cheryl worries that she will never be able to pay off her mortgage.

Cheryl believes there are not enough three-bedroom condos in Port Coquitlam; many are two bedrooms which are often not suitable for a family. There are three-bedroom townhouses but are out of price range for many families and single parents. Many complexes are aging, which is a deterrent for local buyers. Cheryl hopes to stay in Port Coquitlam where she raised her family, but market forces may push her out of the community.



Heather*

Heather and her partner have been renting a basement suite for almost three years and are looking to get into the homeowner market. Heather and her partner are both employed; Heather works in an office full-time. Prior to their current basement suite, the couple lived in a one bedroom condo; when it went up for sale three years ago, it was sold, and they were evicted. They had to find housing urgently and were lucky to find their current basement suite on Craigslist within a week and a half. Heather feels that she has a good relationship with her current landlord, however, the landlord recently told Heather that a family member may have to move into the suite. This means Heather and her partner are at risk of losing their rental unit again.

Heather feels there is a lack of stable housing options for renters. Heather has not invested in her home in terms of furniture, appliances, paint, or fixtures, because she doesn't know when she might have to move next. She picks up furniture left behind by previous tenants, which saves her from purchasing and storing furniture in the future. A lack of storage is an ongoing challenge with rentals. In general, Heather feels her life choices are dictated by rental restrictions. The couple does not have kids, pets, or a second car - the couple feels it is a risk to take these things on as renters.

The couple believes homeownership will provide stability and an opportunity to start a family with no fear of eviction. They could buy appliances and furniture and make their housing unit a home. The challenge is that the housing for sale in their price range are one bedroom condos, which are not suitable for raising a family. Heather feels stuck, and that there are no appropriate options for her and her partner.

Heather thinks Port Coquitlam would benefit from less single family dwellings, less condos, and more townhouses to fill the missing middle. She believes that townhouses find the right balance of outdoor space and private home space without taking up much land. Public parks and small condo balconies do not provide the same outdoor amenity space as a yard or deck. Heather believes that couples wanting to start a family need more housing options, specifically townhouses, in order to support their transition to family life.

**Names have been changed.*

4.4 HOMEOWNERSHIP

4.4.1 Owner Incomes

Figure 29 shows the distribution of owner households by incomes in Port Coquitlam. More than half of owner households earn above moderate and high incomes. 30% of gross income is considered to be a measure of affordable monthly shelter costs, which for owners would include mortgage payments, strata fees (if applicable), home insurance, utilities, and property taxes.



In 2016, Port Coquitlam's median owner household income was

\$95,752

Figure 29: Owner Households by Income Group, Port Coquitlam, 2016

Income Group	Income Range	Number of households (%)	Affordable monthly shelter costs (30% gross income)*
High Income (More than 150% of median household income)	\$115,000 and over	6,536 (39%)	\$2750+
Above Moderate (120% to 150% of median household income)	\$85,000 to \$114,999	3,049 (18%)	\$2125 - \$2750
Moderate (Between 80% and 120% of median household income)	\$60,000 to \$84,999	2,825 (17%)	\$1500 - \$2125
Low Income (Between 50% and 80% of median household income)	\$35,000 to \$59,999	2,675 (16%)	\$875 - \$1500
Very Low Income (Less than 50% of median household income)	Under \$35,000	1,645 (10%)	< \$875

Source: Metro Vancouver Housing Needs Report, 2021

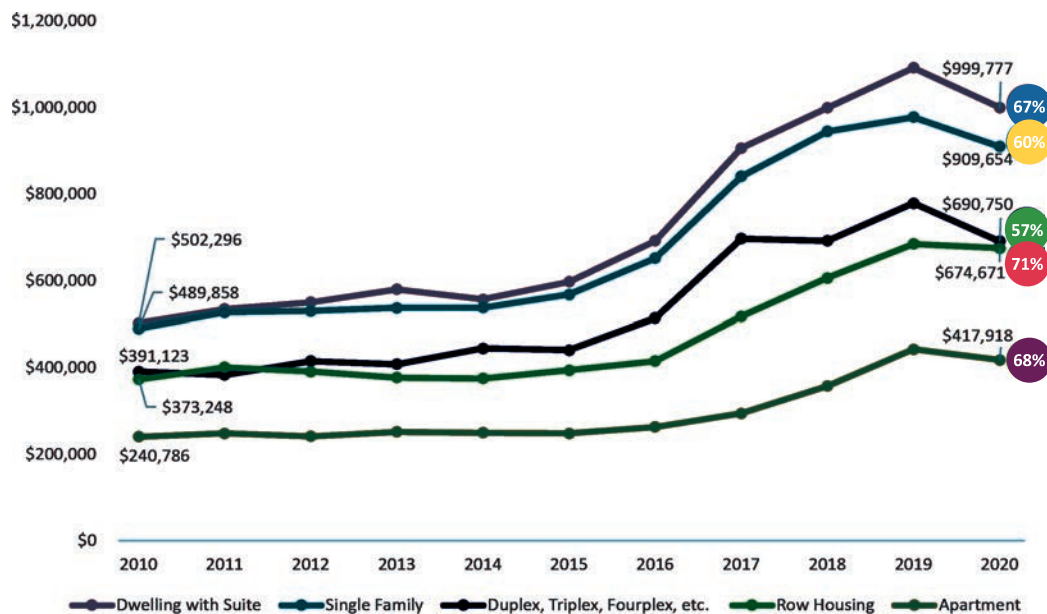
*Based on the definition of affordability as spending no more than 30% of gross household income on housing.

4.4.2 Sales Prices

Home sales prices have risen dramatically in Port Coquitlam, reflecting trends in the region overall. There has been a marked increase in average home sales prices since 2015, as reflected in **Figure 30**. Between 2019 and 2020 sale prices show a decline, likely a delayed response to senior government initiatives, including stronger pressure testing on mortgages and the speculation tax. However, there is little indication that housing sale prices will continue a downward trend.

The start of the COVID-19 pandemic in 2020 created significant uncertainty in the housing market due to higher unemployment, mortgage deferrals, reduced immigration from workers and students, and the risk of an economic contraction. However, the impact of the pandemic on home sales appears to have been short-lived as prices continue to rise. Anecdotal reports indicate that the pursuit of homeownership has not slowed down. In fact, some households were able to boost their down payments during pandemic lockdowns and more families are moving to suburban and rural areas seeking larger units and more greenspace in response to lockdown measures and the requirements of working from home.

Figure 30: Average Housing Sale Prices by Structure Type, Port Coquitlam, 2010 to 2020

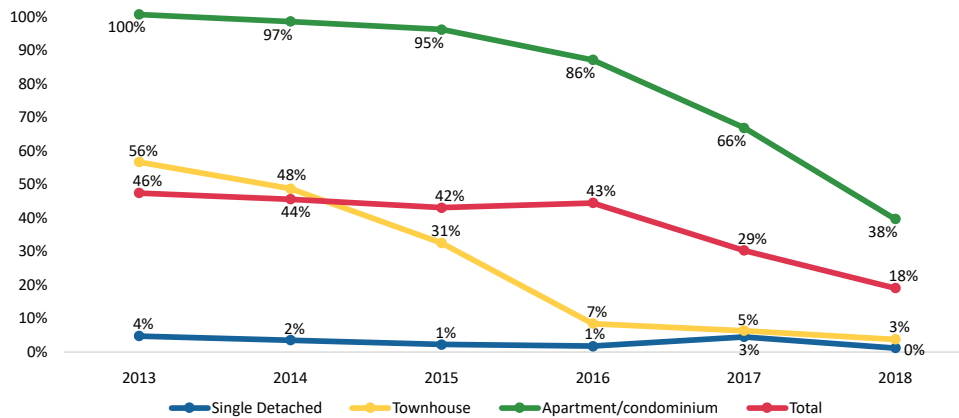


Source: BC Assessment, 2020

4.4.2.1 Affordable Sales

Figure 31 shows the proportion of home sales that are affordable for households earning the median household income in Port Coquitlam. This data highlights the impact of rising home sales prices on Port Coquitlam households where homeownership is increasingly out of reach for those earning local incomes. Overall, in 2013, 46% of home sales were affordable to households earning the median income. By 2018, this fell to just 18%.

Figure 31: Affordable Sales by Structure Type, Port Coquitlam, 2013 to 2018

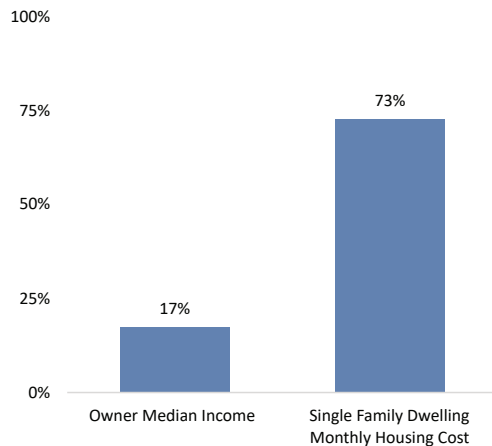


Source: Real Estate Board of Greater Vancouver

Affordable Sales estimates: 30% of household income, based on the median household income in Metro Vancouver. Assumes 10% down, 25-year mortgage (5 year fixed term).

Figure 32 looks at how the cost of homeownership has changed in relation to owner incomes between 2011 to 2020. This graph is a general measure of change to indicate how homeownership costs have increased far faster than household income. A number of assumptions are made: owner housing costs are based on average sales price for a single family dwelling. Median income by tenure is calculated based on the proportion of renter versus owner household income (see Affordability Gap Analyses in Section 5 for further explanation) and adjusted to 2020 estimates using historical growth rates.

Figure 32: Change in Household Income vs. Change in Housing Costs, 2011 to 2020



Source: Statistics Canada Census Program.

Notes: Incomes are adjusted to 2020 estimates using historical growth rates.

What We Heard: Homeowners

Feedback from owner households and renters looking to buy was collected through the online community survey. Key themes are summarized below:

- Homeowners find that housing costs are very high and noted that high strata fees and property taxes exacerbate this.
- Homeowners feel stuck where they are and can't afford to move to more suitable homes.
- Renters trying to enter the homeowner market find that even if they can afford the mortgage payment, it is difficult to save for a down payment. Some renters are finding they don't qualify for a mortgage. And others are unsure they would be able to afford future mortgage payments even if they qualified.
- Homeowners believe that current laws protect the tenants more than the owners, which is a disincentive for making suites available. A large proportion of single-family homeowners with a secondary suite choose not to rent the suite (57% of survey respondents).

“We purchased our home in Citadel Heights 23 years ago. We are now 80+ and finding upkeep to be too much of a chore and have too much space. We want to move to an Independent Living facility or apartment suitable for seniors. PoCo has a lot of aging seniors and should look at encouraging rental housing for those of us who are still independent and mobile, but looking to downsize.”

-Community Survey Response

Secondary Suites and Affordability

63% of online survey respondents who live in a single-detached home with a secondary suite or coach house said they rent out their secondary suite, main residence, or coach home (OCS). 65% of these respondents also said that renting out their suite is very important for the affordability of their home or mortgage payments. Most of these respondents anticipate renting out their suites for 10 or more years.

4.4.3 Homeownership Affordability Gap Analysis

An affordability gap analysis was completed to understand how Port Coquitlam owner incomes compare with the cost of owning a home in the community. This analysis reflects a single scenario and is used as a general measure of affordability. Individual circumstances vary widely. The analysis uses the following data and assumptions:

- ▶ 2020 average home sales prices (BC Assessment, 2020)
- ▶ Affordability is defined as spending less than 30% of before-tax household income on housing costs, including mortgage payments, insurance, utilities, and property taxes.
- ▶ Annual insurance costs of \$1,400 for single family dwellings with and without suites, and duplexes/triplexes/fourplexes. Annual insurance costs of \$900 for row housing and apartments.
- ▶ Assumes single family dwellings with suites have the suite rented for \$1,200 per month.
- ▶ The 2016 census reports on 2015 income information. To compare household incomes with average sales prices, incomes were projected to 2020 based on historic growth in incomes.
- ▶ Data on median household income by household types is available, but not also by tenure. Because renter household median incomes are far lower than owner households, median household incomes for different household types were adjusted to reflect this difference and avoid misrepresenting the affordability gap. For example, in 2015, median owner household income (\$95,752) was 114% of Port Coquitlam's overall median household income (\$84,096). Median household incomes were adjusted based on this proportion.

Figure 33 shows the results of this analysis and the difference between the monthly cost of an average home and what is affordable for median income-earning households. The figures are colour coded based on what percentage of that household's income would be required to afford the estimated monthly housing costs for each dwelling type. For example, an individual living alone earning the median income for this household type (\$57,359) can afford a monthly housing cost of \$1,434. Individuals in this situation could not afford to purchase any dwelling type at the average sales price; even apartments would be unaffordable.

Figure 33: Affordability Gap Analysis for Owner Households, Port Coquitlam, 2020

Household Type	2020 Median Household Income	Affordable Monthly Housing Costs	Single Family Dwelling	Single Family Dwelling with Rented Suite	Duplex, Triplex, and Fourplexes	Rowhouse	Condominium
Estimated monthly housing costs based on average sale prices			\$4,492	\$3,779	\$3,410	\$ 3,658	\$2,383
			Difference between actual cost of housing and median household incomes				
Couples without Children	\$113,886	\$2,847	(\$1,645)	(\$931)	(\$563)	(\$811)	\$464
Couples with Children	\$147,496	\$3,687	(\$805)	(\$91)	\$277	\$29	\$1,304
Lone-Parent Families	\$73,533	\$1,838	(\$2,654)	(\$1,940)	(\$1,572)	(\$1,820)	(\$545)
Non-Census Families*	\$57,359	\$1,434	(\$3,058)	(\$2,345)	(\$1,976)	(\$2,224)	(\$949)

Notes: For owners, shelter costs include, as applicable, mortgage payments (principal and interest), property taxes, condominium fees, insurance and payments for electricity and water & sewer services. For the purposes of this exercise mortgage payments are calculated using a 25-year amortization, with 3.0% interest, and a 10% down payment. Incomes are adjusted to 2020 estimates using historical growth rates.

**Non-census family households are largely one-person households (88% in 2016), or two or more individuals living as roommates.*

4.5 HOMELESSNESS

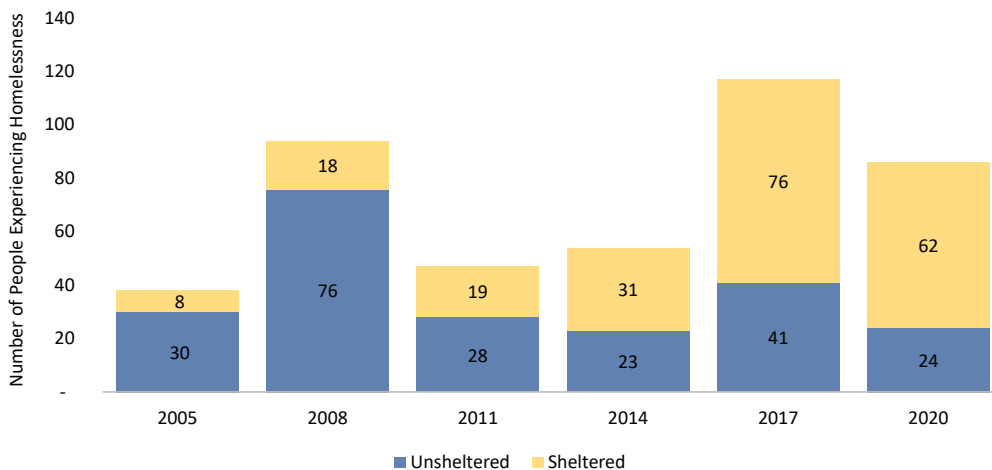
4.5.1 Port Coquitlam Context

Port Coquitlam shares homeless and shelter services with Coquitlam and Port Moody (the Tri-Cities). Participants of the Tri-Cities Homelessness Task Group Focus Group noted that compared to neighbouring Coquitlam, Port Coquitlam has a flat geography making mobility easier for people experiencing homelessness. Encampments exist along the Coquitlam River and parks throughout Port Coquitlam, and people experiencing homelessness are encouraged to access shelter services at 3030 Gordon, a permanent shelter and transitional housing facility operated by RainCity and located in Coquitlam, near the border of Port Coquitlam. In addition, a COVID-response emergency shelter was opened as a temporary housing solution during part of the pandemic.

4.5.2 Point-in-Time Homeless Count

The Tri-Cities Point-in-Time Homeless Count (PiT Count)* identified 86 individuals experiencing homelessness in 2020, including 62 who were sheltered (in shelters or transitional housing) and 24 who were unsheltered (on the street). **Figure 34** shows historical PiT Count data, with peak number of individuals experiencing homelessness in 2017, and an increasing number of sheltered homeless up to 2017.

Figure 34: Number of Individuals Experiencing Homelessness, Sheltered and Unsheltered, Tri-Cities (2005-2020)



Source: Metro Vancouver Homeless Count, 2005-2020

*The PiT Count takes place over a 24-hour period to provide a “snapshot” of homelessness during that time.

4.5.3 Estimated Hidden Homelessness

The Ministry of Social Development and Poverty Reduction provides data on the number of Income Assistance Recipients; 142 recipients in the Tri-Cities have no fixed address, a key indicator of homelessness and likely the minimum number of people experiencing homelessness (Government of BC, Tri-Cities, received June 2, 2021). This means at least 56 visible or hidden homeless were not counted in the last Point-in-Time Count, which identified 86 individuals experiencing homelessness.

The Point-in-Time (PiT) Count does not reflect hidden homelessness, such as couch surfing, which is more common among women and families, and therefore misses a significant part of the population experiencing homelessness. A 2009 research study estimated that there are approximately 3.5 individuals experiencing homelessness for every individual counted through the PiT Count. This methodology is applied to estimate hidden homelessness in the Tri-Cities and estimates there may be approximately 300 individuals experiencing hidden homelessness, in addition to the 86 individuals counted in the PiT Count (total of 386 experiencing hidden and visible homelessness).

“There’s a small population of homeless folks living along the river that have never been an issue to me, but they really could use some support and love.”

-Community Survey Response

“We are not a true community when even one person is left behind.”

-Community Survey Response

4.5.4 Emergency Shelters and Housing

As of 2021, the Tri-Cities has a total capacity of 105 emergency shelter spaces (**Figure 35**). 30 of these are transitional/supportive housing units, and the remaining 75 are shelter beds/rooms. Bed and room capacity was reduced during the COVID-19 pandemic in order to meet public health regulations, meaning 35 shelter spaces were lost. This continues to change as new public health regulations come into place. In response, 30 spaces were opened up at a hotel in Coquitlam to provide shelter capacity during the pandemic. An extreme weather response shelter has historically been provided by Trinity United Church with limited spaces available but has more recently been shut down because of COVID. There is no Extreme Weather Location for 2021/2022.

Figure 35: Shelter Beds and Units Available for People at Risk of Homelessness, Tri-Cities, 2021

Name	Capacity	Details
EWR Extreme Weather Response Shelter (temporary)	Approximately 20 mats	Moves around Tri-Cities, previously hosted in a Port Coquitlam church
ERC/CES Emergency Response Centre (COVID)	30 beds	Sometimes over capacity; average stays is 30+ people per night. Closed as of summer 2021 due to a fire.
3030 Gordon Transitional/Supportive Housing	30 suites	
3030 Gordon Emergency Shelter	15 rooms	*Reduced from 30 rooms due to COVID-19
3030 Gordon Extreme Weather Response (temporary)	10 beds	*Reduced from 30 beds due to COVID-19. (Temporary shelter; no funding for permanent)
	105	Total capacity of 140*

Source: BC Housing, Phoenix Society, RainCity Housing 2021

In June 2020, an Emergency Response Centre opened in response to increased demand for emergency housing during the COVID-19 pandemic. On a majority of nights, the 30-bed shelter ran over capacity. Demand for emergency shelter in the Tri-Cities is significantly higher than supply. Men represented 64% of nights stayed. The largest number of clients by age group were 50-65 years old, followed by 30-49 years old.

The 3030 Gordon Shelter is the only Tri-Cities housing provider for shelter and emergency housing services and is located in Coquitlam near the border of Port Coquitlam. As outlined above, both the shelter and temporary shelter have been operating at reduced capacity during the pandemic. When the total number of clients are broken down by age range, the greatest demand is in the 25-54 age range (80% in 2020).

4.5.5 Supportive Housing Registry Waitlist

There is a steady demand for supportive housing in Port Coquitlam. BC Housing’s Housing Registry waitlist data indicates that the waitlist peaked at 56 in 2016 and has remained steady since. As of March 2021, there are 23 applicants waiting for supportive housing in Port Coquitlam. Please note this data captures only applicants on the Housing Registry as per BC Housing; there may be supportive housing providers without a financial relationship to BC Housing, these waitlists are not captured here.

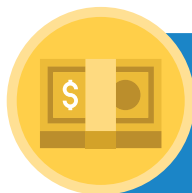
What We Heard: Homeless Service Providers

Feedback from homeless service providers was collected through a focus group. Key themes are summarized below:

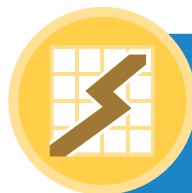
- *Increased number of seniors. The older adult population needs more options to address their specific needs (e.g., adaptable housing).*
- *Housing programs and shelters for youth are missing.*
- *Outreach, substance-use, and physical and mental health services are under-resourced. Only two homeless outreach workers for all of the Tri-Cities area.*
- *The Tri-Cities Homelessness & Housing Task Group was identified as a successful platform for discussion; has been a collaborative space to create solutions and share information.*
- *3030 Gordon Street emergency shelter has been full since opening; insufficient capacity to respond to the demand.*
- *Encampments exist in Port Coquitlam, likely due to flat geography making it easy to move around compared to vertical terrain in Coquitlam.*
- *Need more supportive housing stock to support independence.*
- *Service providers are seeing more traumatic brain injury in clients due to multiple overdoses and the toxic drug supply, meaning housing solutions are more complex.*
- *Need more supportive and transitional housing to support people back into independent housing. There is a bottleneck where clients are unable to move from shelter into market rental housing.*
- *The onset of COVID created new emergency housing opportunities that were very successful in saving lives, helping get people off the streets and connecting people to more resources. Providers hope these facilities and resources become a long-term solution.*

5.0 HOUSING NEED

5.1 KEY FINDINGS



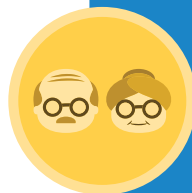
Affordability is the biggest housing issue in Port Coquitlam, as in most BC communities. 21% of owner households and 40% of renter households were spending more than 30% of their household incomes on shelter costs in 2016.



BC Housing reports a significant waitlist in Port Coquitlam for non-market housing (292 households). The need is likely higher as not all households in need are on the BC Housing waitlist.



In 2016, 15% of households (3,110 households) were identified as being in core housing need and 6% of households (1,250 households) in extreme core housing need. Renters who are seniors, lone-parent families, or Indigenous are facing the highest rates of core housing need.



Over the next ten years, Port Coquitlam is expected to continue experiencing significant growth in population from an estimated 62,298 in 2021 to 71,800 in 2031; and grow in number of households from an estimated 23,216 in 2021 to 28,724 in 2031. The population is aging—with seniors being the fastest growing age group—and household sizes are decreasing.



There is unmet need for supportive housing: there are 23 people on the BC Housing Registry for supportive housing, and 30 residents in transitional housing at 3030 Gordon that have few supportive housing options in the Tri-Cities.

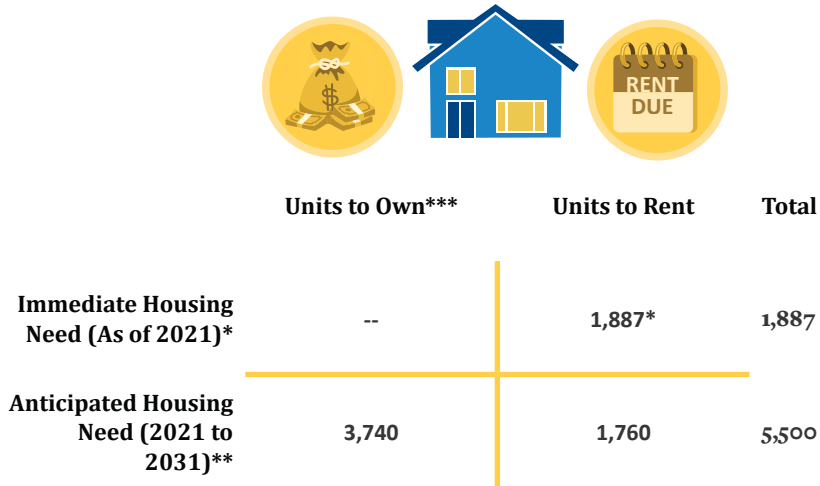


A range of affordability levels and unit types are required among new units, with a particular need for deeply affordable and below-market rental.



There is an estimated 386 people experiencing homelessness in the Tri-Cities.

Figure 36: Anticipated Dwellings 2021-2031



**Immediate housing need is based on the estimated number of individuals experiencing hidden and visible homelessness (97), and the number of renter households in core housing need as of 2021 (1,790). Not all households in core housing need require a new unit. Many could be supported through rental subsidies.

**Based on Scenario 2 projections which estimate that the proportion of owner and renter households will continue to change based on recent trends.

***Immediate need is not calculated for owning households. While homeownership is a significant source of housing and an important way of achieving stability for many households, homeownership is subject to significant market pressures making it difficult to capture “need” in the same way as rental units.

5.2 IMMEDIATE HOUSING NEED

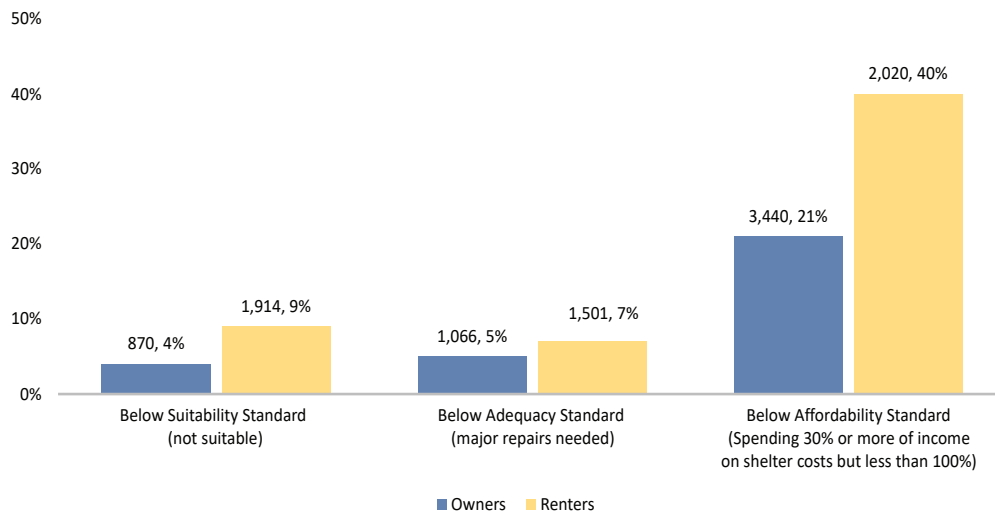
5.2.1 Housing Standards

Housing standards are defined as follow:

- ✔ Adequate housing is reported by their residents as not requiring any major repairs.
- ✔ Affordable housing has shelter costs equal to less than 30% of total before-tax household income.
- ✔ Suitable housing has enough bedrooms for the size and composition of resident households according to National Occupancy Standard (NOS) requirements.

Like most communities, the greatest housing challenge facing Port Coquitlam households is affordability (**Figure 37**). Renters in Port Coquitlam are facing the most significant challenges with 40% spending more than 30% of their household incomes on shelter as of 2016; in comparison, 44% of renters in Metro Vancouver are below the affordability standard.

Figure 37: Households that Do Not Meet Housing Standards by Tenure, Port Coquitlam, 2016



Source: Statistics Canada, Core Housing Need Data Tables, 2016

5.2.2 Core Housing Need

CMHC defines core housing need as a household whose housing falls below at least one of the adequacy, affordability, or suitability standards and who would have to spend 30% or more of its before-tax income to afford the median rent of an alternative unit that is acceptable. Those in extreme core housing need meet the definition of core housing need and spend 50% or more of their income on housing. Essentially, households in core housing need are facing at least one housing issue AND cannot afford to move in the same community.

Households in core housing need would be heavily impacted by job loss or a major unexpected expense such as medical emergencies, major auto repairs, home repairs, pet emergencies, or unplanned travel. Unexpected job loss was experienced by some workers during the COVID-19 pandemic due to unexpected economic changes. Households in extreme core need are sometimes considered at-risk of homelessness because of the high proportion of their incomes going to housing.

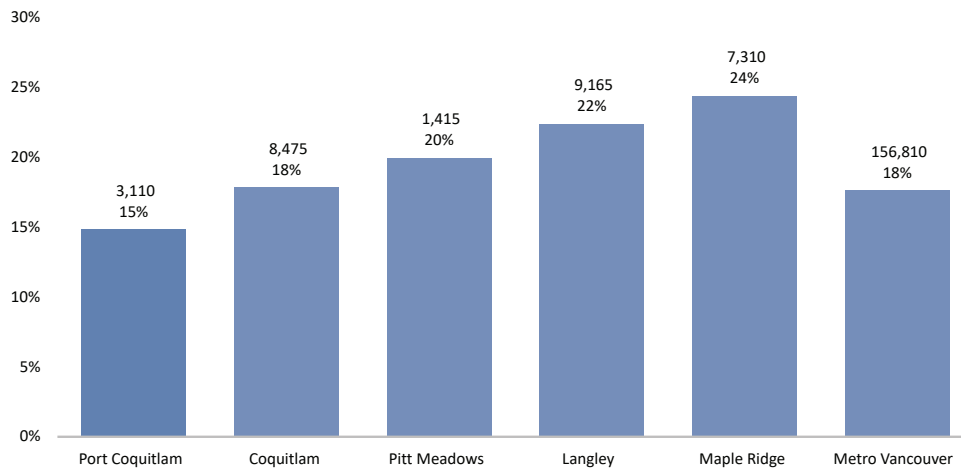
In 2016, 15% of Port Coquitlam households were in core housing need, lower than comparable communities and the Metro Vancouver region as a proportion of households (**Figure 38**). While a similar number of renters and owners are in core housing need, a much higher proportion of renters are in core housing (**Figure 39**), reflecting the smaller number of renter households in the community and the greater sensitivity of renters to housing supply and affordability. Between 2006 to 2016, the proportion of renters and owners in core housing need stayed relatively stable. However, the number of households in core housing need grew with population growth.

Immediate housing need in 2021 was estimated by looking at the needs of renter households in core housing need using the following assumptions: the proportion of households in core housing need remained the same between 2016 and 2021 (15% of all households) and that the proportion of renter households in core housing need remained the same (49% of households in core housing need). These assumptions are used as tenure and core housing need changes very slowly over time. While owners may indeed be experiencing housing pressures, the proportion

of owners in core housing need is not used in estimating immediate need because mortgage rules allow owners to have shelter costs over 30%, owned homes may serve as both shelter and investment purposes, and owners have access to options that renters do not, such as accessing an equity line of credit or downsizing.

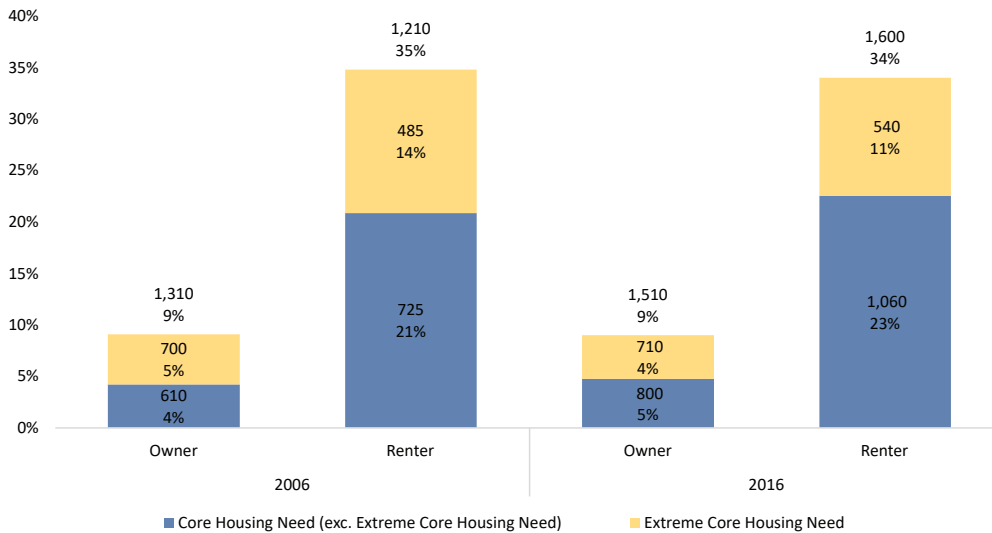
As of 2021, 1,790 renter households are estimated to be in core housing need, meaning they are facing housing challenges and they can't afford a more appropriate unit in the community.

Figure 38: Households in Core Housing Need, Port Coquitlam and Comparable Communities, 2016



Source: Statistics Canada, Core Housing Need Data Tables, 2016

Figure 39: Households in Core & Extreme Core Housing Need by Tenure, Port Coquitlam, 2006 to 2016



Source: Statistics Canada, Core Housing Need Data Tables, 2016

5.2.3 Core Housing Need by Household Demographics

The percentages shown below are the core housing need for different household demographics, including the number of households in core housing need, and the proportion of different household types in core housing need. For example, 85 households led by someone 15 to 24 years of age are in core housing need, or 36% of households led by someone 15 to 24 years of age.

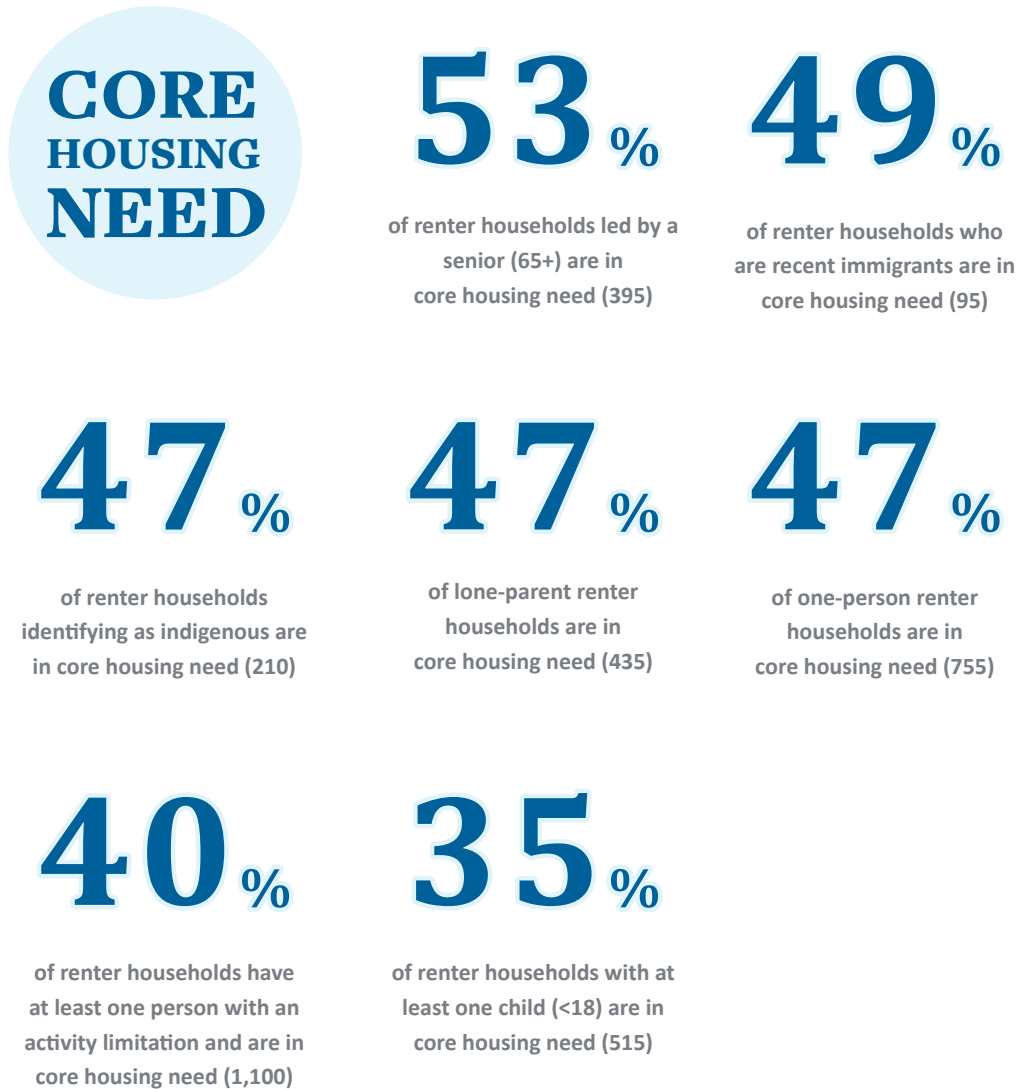


Figure 40: Household Characteristics by Tenure and Core Housing Need, Port Coquitlam, 2016

Characteristics	Total Households in Core Housing Need		Renter Households in Core Housing Need		Owners in Core Housing Need	
	#	%	#	%	#	%
Total Households in Core Housing Need	3,110	14.8%	1,600	34.0%	1,510	9.3%
Core Housing Need by Age of Primary Household Maintainer						
15-24	95	36%	60	34%	40	44%
25-34	350	14%	180	22%	170	10%
35-44	705	16%	395	33%	310	10%
45-54	680	13%	340	35%	345	8%
55-64	505	11%	245	32%	265	7%
65+	780	19%	395	53%	385	12%
Core Housing Need by Household Type						
Couple with Children	715	9%	220	21%	495	7%
Couple without Children	295	6%	135	18%	160	4%
Lone Parent Household	730	31%	435	47%	290	20%
Multiple-Family	30	5%	10	17%	25	4%
One Person Household	1,255	28%	755	47%	500	17%
Other Non-Family	95	15%	50	17%	35	11%
Core Housing Need based on Immigration Status						
Non-Immigrant	1,740	13%	1,050	31%	690	7%
Non-Permanent Resident	20	31%	10	25%	10	50%
Immigrant	1,350	18%	535	41%	810	13%
Recent Immigrant	175	39%	95	49%	80	32%
Core Housing Need by Households with Seniors (65+)						
Household Has At Least One Senior (65+)	840	17%	410	50%	430	10%
Household Without A Senior (65+)	2,270	14%	1,190	31%	1,080	9%
Core Housing Need by Households with Persons with an Activity Limitation						
Household Has At Least One Person with an Activity Limitation	1,890	17%	1,100	40%	790	9%
Household Without A Person with an Activity Limitation	1,220	12%	500	26%	720	9%
Core Housing Need by Indigenous Households						
Indigenous Households	265	27%	210	47%	60	11%
Non-Indigenous Households	2,845	14%	1,395	33%	1,450	9%
Core Housing Need by Households with Children						
Household Has At Least One Child (<18 years)	1,105	16%	515	35%	590	11%
Household Without a Child (<18 years)	2,005	14%	1,090	34%	920	9%

Source: CMHC (based on 2006, 2016 Census and 2011 National Household Survey)

5.2.4 Homelessness

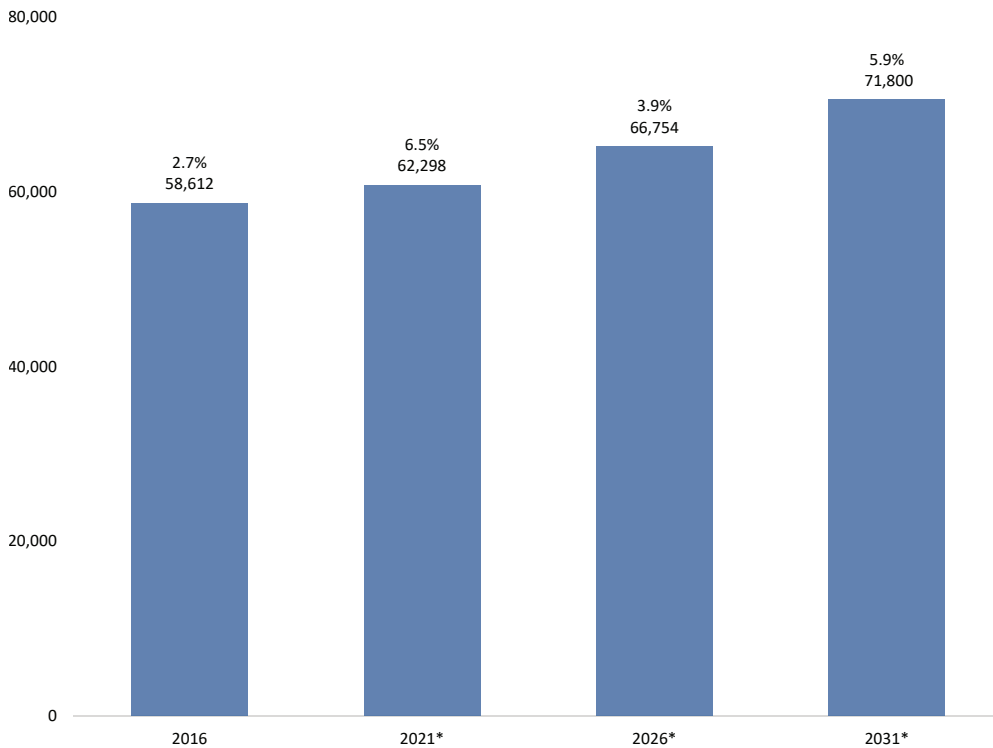
While exact numbers are unavailable, it is estimated that 97 of the 386 individuals in the Tri-Cities that are estimated to be experiencing hidden and visible homelessness may be based in Port Coquitlam. This is a rough estimate based on the proportional population of Port Coquitlam compared to the Tri-Cities (25% of the total population), and does not take into account: mobility, geography, access to services, and sense of safety among other considerations.

5.3 ANTICIPATED HOUSING NEED

5.3.1 Population

Figure 41 projects that Port Coquitlam’s population grew to 62,298 in 2021 and will increase to 71,800 by 2031, a growth rate of 15%.

Figure 41: Historic & Anticipated Population & Growth Rate, Port Coquitlam, 2006 to 2031



Source: Historic Population from Statistics Canada Census Program, Census Profiles 2006, 2011, 2016; Anticipated population from: Metro Vancouver (projections revised in April 2021).

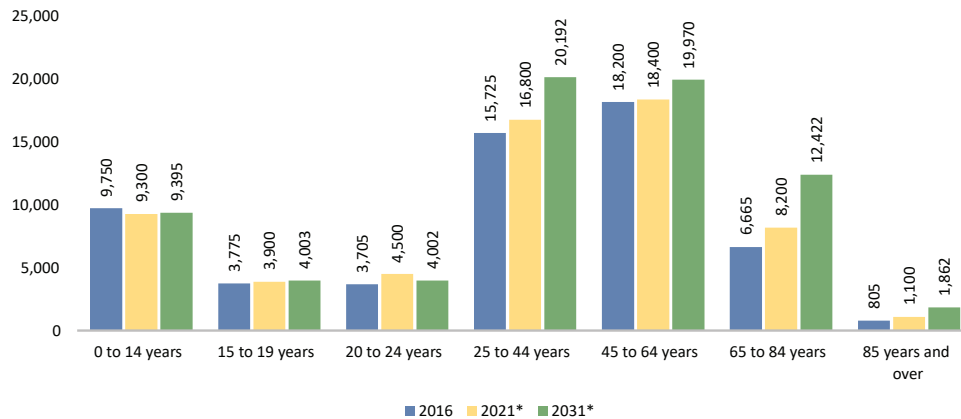
**Indicates projected population.*

5.3.2 Age

The median age of Port Coquitlam residents has been increasing steadily over recent Census periods. The median age was 37.5 in 2006, 40.7 in 2016, and anticipated to increase to 41.8 by 2026. A trend in aging population is expected to continue into 2031.

Figure 42 shows anticipated age distributions from 2011 to 2031. The population of children aged 0 to 14 and youth aged 15 to 19 is expected to decrease slightly, while the population of seniors aged 65 to 84 is expected to grow significantly in coming years.

Figure 42: Historic & Anticipated Population by Age Distribution, 2011 to 2031



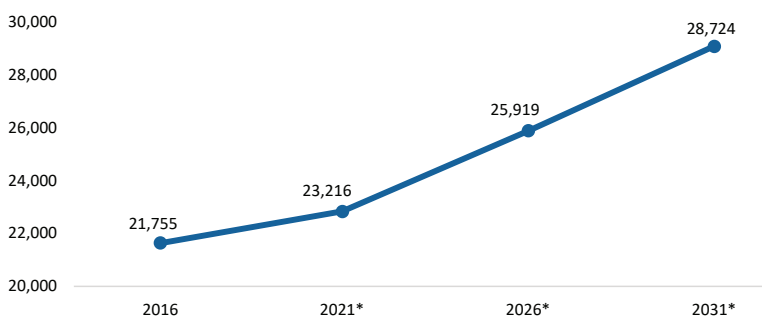
Source: Historic Population from Statistics Canada Census Program, Census Profiles 2006, 2011, 2016; Anticipated population from: Metro Vancouver (projections revised in April 2021).

*Indicates projected population.

5.3.3 Households

Port Coquitlam grew from 20,650 households in 2006 to 21,755 in 2016, a growth rate of 5% adding an additional 1,105 households. **Figure 43** shows anticipated number of households in Port Coquitlam are estimated to be 23,216 in 2021 and will increase to 28,724 by 2031. Port Coquitlam's average household size is shrinking. Between 2006 and 2016, the average household size decreased from 2.8 to 2.7, and is anticipated to be an average 2.5 people per household by 2031.

Figure 43: Historic & Anticipated Number of Households, Port Coquitlam, 2011 to 2031



Source: Historic number of households from Statistics Canada Census Program, Census Profiles 2006, 2011, 2016; Anticipated number of households from: Metro Vancouver (projections revised in April 2021).

*Indicates projected number of households.

5.4 ANTICIPATED DWELLING UNITS

Household and dwelling projections were completed by Metro Vancouver to estimate how many dwellings, and of what type, tenure, and size will be needed to keep up with population growth between 2021 and 2031. These projections offer insight into potential growth in the community based on a number of assumptions. Housing development is the result of many different factors, including market forces, land availability, local government policy, consumer preferences, and others. These projections assume that future households will look like current households in Port Coquitlam. However, the type and affordability of housing in a community impact who can or wants to live there. These dynamics can change over time as local government policy changes.

These projections estimate that Port Coquitlam will need an additional 5,500 dwellings over the next ten years (Figure 44).

5.4.1 Anticipated Dwelling Units

Figure 44: Anticipated Number of Households, Port Coquitlam, 2016 to 2031*

	2016 (Base Year)	2021	2026	2031
Total Households	21,760	23,220	25,920	28,720
Additional Dwellings to Meet Household Growth	n/a	1,460	2,700	2,800
Change from previous period (%)	n/a	7%	12%	11%

Source: Statistics Canada Census Program, Census Profile, 2016; Metro Vancouver Projections, 2021.

*All figures have been rounded.

Note: Housing Demand Estimates are provided by Metro Vancouver and employ best practices in forecasting; estimates are subject to error.

5.4.2 Anticipated Tenure and Structure Type

Metro Vancouver dwelling projections estimate two scenarios for future dwellings (**Figure 45**). Scenario 1 assumes that the proportion of renters to owners seen in the 2016 Census remains the same into the future. Scenario 2 assumes that the rate of change between renters and owners continues at historical trends; for example, in Port Coquitlam, the proportion of renter households has been increasing faster than owner households. Based on housing trends in Metro Vancouver and Port Coquitlam, Scenario 2 is more likely.

These dwelling projections also estimate the number of new dwellings needed by structure type: ground-oriented dwellings and apartments. Note that these estimates are based on historical trends in Port Coquitlam. The actual structure types of new dwellings may differ markedly from these estimates as structure type is depending on land availability, local regulatory conditions, and market demand.

These dwelling projections breakdown into five year projections between the ten-year period of 2021 to 2031.

Figure 45: Housing Demand Estimates, Port Coquitlam, 2021-2031

		Total Housing Demand	Scenario T1: No shift in tenure		Scenario T2: Shift in tenure	
			Owners	Renters	Owners	Renters
2021-2026	Ground-oriented	1,640	1,330	310	1,020	630
	Apartments	1,060	690	370	820	240
	Total demand	2,700	2,020	680	1,840	870
2026-2031	Ground-oriented	1,710	1,390	320	1,020	700
	Apartments	1,100	710	390	880	220
	Total demand	2,810	2,100	710	1,900	920
Total 2021-2031		5,510	4,120	1,390	3,740	1,790

Source: Metro Vancouver Projections, 2021.

Note that estimates may not add up exactly due to rounding in the projection calculations.

5.4.3 Anticipated Bedrooms

Anticipated dwellings based on the number of bedrooms has been estimated in **Figure 46**. These estimates are based on proportion of households of different types and sizes in Port Coquitlam in 2016. These estimates assume that these proportions will stay the same into the future. However, the type, size, and affordability of housing in the community will influence the size of households that stay in or move to the community over time. Demographic changes over time will also influence the type of units that are in demand.

These projections anticipate a need for nearly one-third (31%) of Port Coquitlam’s units to be three or more bedrooms. Given the broader regional, provincial, and national demographic shifts we are seeing toward older households (e.g., couples without children and non-Census family households). This reflects the high proportion of families with children in Port Coquitlam. While demographic trends indicate that there will be more single person households, families are expected to continue to make up a large portion of households.

Figure 46 Anticipated Dwelling Units by Number of Bedrooms, Port Coquitlam, 2021-2031

	Bachelor / 1 Bedroom	2 Bedroom	3+ Bedroom	Total
2021 to 2026	920	930	850	2,700
2026 to 2031	950	970	880	2,800
Percentage	34%	35%	31%	-

Source: Based on Statistics Canada Census Profile, 2016, and Metro Vancouver Population Projections, 2021.

“We love living here but there are almost no three-bedroom options that would cost less than 50% of our income. Our jobs are here but we are being priced out of living in PoCo.”

-Community Survey Response

5.4.4 Rental Affordability

Figure 47 shows the level affordability required for new rental units based on the income distribution of the community as of 2016. Note that while incomes typically grow over time, the relative portions of households in each income group change very slowly.

A significant number of deeply affordable and below-market units are needed to provide rental housing in line with local incomes. Those households earning under \$35,000 annually would require deeply affordable units, ranging from shelter rates (e.g., \$375 per month for an individual) to well below market (\$875 per month for households near the top of this income group). According to the scenarios below between 508 and 644 units will be required in Port Coquitlam between 2021 and 2031 to meet the needs of this group. Households earning between \$35,000 and about \$85,000 annually would be eligible for below-market housing, under BC Housing’s Housing Income Limit thresholds¹. Between 362 and 458 units will be needed between 2021 and 2031 to meet the needs of this group.

This type of housing is provided through a combination of federal and provincial funding, local government incentives (including, in some cases, land), and non-profit housing providers that are able to build and operate non-market housing.

Figure 47: Rental Housing Demand Estimate by Household Income, Port Coquitlam, 2021-2031

Income Groups	Under \$35,000	\$35,000 to \$59,999	\$60,000 to \$84,999	\$85,000 to \$114,999	\$115,000 and over	Total Households*
Affordable monthly shelter costs (30% gross income)	<\$875	\$875-1,500	\$1,500-2,125	\$2,125-2,875	\$2,875+	-
Scenario 1: No Shift in Tenure	485	345	250	150	165	1,395
2021-2026	235	170	120	75	80	680
2026-2031	245	175	130	75	85	710
Scenario 2: Shift in Tenure	625	445	320	195	210	1,795
2021-2026	305	215	155	95	105	875
2026-2031	320	230	165	100	110	925

Source: Metro Vancouver Projections, 2021.

*Numbers may not add up exactly to totals due to rounding.

The cost of homeownership is extremely dependent on market forces and homes are considered both shelter and investment. Because of this, affordability for homeownership has not been estimated. Local governments can support affordable homeownership options by approving or incentivizing higher density forms that tend to be less expensive (as shown in Section 4.4) and by working with other levels of government to create more options.

1. BC Housing’s Housing Income Limits define income thresholds for households in affordable housing. They can be found here: <https://www.bchousing.org/publications/2021-Housing-Income-Limits-HILS-Effective-September-1-2021.pdf>

6.0 MEETING HOUSING NEEDS AND ACCOMMODATING GROWTH

6.1 DEVELOPMENT TRENDS

Over the past ten years, Port Coquitlam has seen significant fluctuations in the number of dwellings developed each year. However, this pace of growth falls far short of the pace required to keep up with growth in households between 2021 to 2031.

To meet the needs of a growing population, 550 additional dwellings per year will be needed. The current pace of approximately 300 units per year falls short of this need.

As noted in the discussion on Housing Profile, the City has a significant amount of non-market housing in the pipeline. In 2021, 448 new non-market housing units received planning approvals, including: 83 units that are under construction, 63 units under building permit review, and 302 units approved through rezoning. The affordability of these units will range from shelter rates to near market and is keeping pace with non-market housing need. But given the scale of renter households living in core housing need (estimated 1,790 households), the development in the pipeline does not fully address immediate need or start to address projected need.

6.2 LAND CAPACITY ANALYSIS

A land capacity analysis was completed to understand the potential additional units allowed through OCP designations. With very few remaining greenfield sites in Port Coquitlam, it is vital to consider how infill and redevelopment strategies will contribute to supporting growth and achieving the City's affordable housing goals.

The land capacity analysis compared what would be permitted in accordance with the Port Coquitlam *Official Community Plan*, should all parcels be built out to their maximum extent, with what currently exists in the community to indicate the number of "net potential dwellings". The analysis showed that the OCP currently allows for a maximum of about 21,900 additional units, *should all existing lots and properties that are currently not built to the maximum OCP designations be fully utilized*. This rough estimate suggests the growth that is anticipated over the next ten years can be accommodated under existing land use designations. However, it is important to note that land capacity does not equate to actual development or unit potential. Development timelines, site-specific land constraints, construction costs, financial feasibility, and the need for land assembly can limit development.

The land capacity analysis found that growth can be accommodated in the areas seen in **Figure 48**.

Figure 48: Land Capacity for Dwellings

OCP Designation	Existing Dwellings	OCP Potential Units	Net Potential Dwellings
Apartment Residential	4,903	11,551	6,648
Downtown Commercial	743	3,563	2,820
Frequent Transit Development	26	1,200	1,174
High Density Apartment Residential	2,114	2,241	127
Highway Commercial	293	293	0
Neighbourhood Commercial	297	2,994	2,697
Residential	9,623	16,587	6,964
Small Lot Residential	2,271	2,968	697
Townhouse Residential	4,101.0	4,869	768
Grand Total	25,326	47,054	21,728

To illustrate the need for cautious interpretation of the land capacity findings, many of the single-family residential parcels may allow for one to two additional units (e.g., secondary suite and coach house), but these infill units are dependent on a homeowner’s capacity or desire to add units to their existing single family property. This type of infill housing can often take decades to yield significant numbers of new units. Changes to policy (e.g., allowing four units on a single family property in appropriate locations) may spur further infill density on single-family properties. However, it may also increase the cost of land on those sites and inadvertently spur speculation or reduce any affordability gains. Ensuring that the sites selected for this type of density are in close proximity to transit and services, as well as providing various tenure options (e.g., both strata and rental) will ensure effective implementation of this type of strategy. Despite some land speculation, communities that have implemented this type of approach have also seen overall unit costs go down, even where land prices have increased due to density.

There are also properties that have capacity for much higher numbers of new units. It is worth strategically considering how these properties--that can accommodate higher densities and are located within proximity to transit areas--might effectively support growth and affordability goals over the short to medium-term (e.g., properties that can accommodate 50+ units over what currently exists). These types of parcels have the potential, if clear and supportive policy is in place, to contribute to meeting a range of the housing needs identified in this report.

7.0 SUMMARY AND NEXT STEPS

7.1 SUMMARY OF NEED

7.1.1 Anticipated Dwelling by Tenure and Affordability

The Port Coquitlam Housing Needs Report draws on available statistical information, population and dwelling projections, and stakeholder and community feedback to identify immediate and anticipated housing needs from 2021 to 2031. This section summarizes the key findings from this report. This information will be used by the City to inform future OCP updates and housing policies, and can also be used by local community organizations and developers to understand housing need in the community.

Figure 49: Anticipated Dwellings 2021-2031

	Units to Own***	Units to Rent	Total
Immediate Housing Need (As of 2021)*	-	1,887*	1,887
Anticipated Housing Need (2021 to 2031)**	3,740	1,760	5,500

***Immediate housing need is based on the estimated number of individuals experiencing hidden and visible homelessness (97), and the number of renter households in core housing need as of 2021 (1,790). Not all households in core housing need require a new unit. Many could be supported through rental subsidies.*

***Based on Scenario 2 projections which estimate that the proportion of owner and renter households will continue to change based on recent trends.*

****Immediate need is not calculated for owning households. While homeownership is a significant source of housing and an important way of achieving stability for many households, homeownership is subject to significant market pressures making it difficult to capture “need” in the same way as rental units.*

Figure 50: Tenure Shifts

Income Groups	Under \$35,000	\$35,000 to \$59,999	\$60,000 to \$84,999	\$85,000 to \$114,999	\$115,000 and over	Total Households*
Affordable monthly shelter costs (30% gross income)	<\$875	\$875-1,500	\$1,500-2,125	\$2,125-2,875	\$2,875+	-
Scenario 2: Shift in Tenure	625	445	320	195	210	1,795
2021-2026	305	215	155	95	105	875
2026-2031	320	230	165	100	110	925

7.1.2 Rental Housing

The primary rental market (purpose-built rental) only served 11% of renter households as of 2016, yet renter households are growing faster than owner households. Port Coquitlam needs more rental housing options to meet this growing need and demand, and affordability is a significant concern. Median renter household income is approximately half that of owner households. Rents in the community are increasing far faster than renter incomes. Estimates show that median rent increased by 50% between 2011 and 2020, while the median renter income only increased by 13%.

While the renter population grows, the existing stock of purpose-built rental may be vulnerable to redevelopment or loss for a number of reasons, such as ageing stock, strata conversion, and redevelopment to higher density forms. Because of the level of affordability offered by older rental housing, there is a risk of losing affordability in the community and pushing renters out of the community.

Although rental demolitions have not been happening on a large scale in Port Coquitlam to date, developing policies in advance of redevelopment pressures increasing would allow the City to be prepared. Policy considerations could include adopting strata conversion policy, a reinvestment incentive program, a rental replacement policy, or careful use of residential rental tenure zoning.

7.1.3 Non-Market Housing

Due to the accelerated rise in housing costs, many households in the community struggle to afford appropriate housing on their incomes. 34% of renter households are in core housing need, meaning they are facing housing issues and cannot afford to find appropriate housing in the private rental market.

In many instances, market housing is unaffordable and finding solutions to the challenge of affordability requires the involvement of the non-profit housing sector. This includes partnering with non-profit housing providers and offering incentives for developments that offer more affordable housing options, including for those with extremely low incomes and housing with mental health supports. It also means advocating to senior government for funding for non-market affordable housing development.

Non-profit housing providers have expertise operating housing and serving the needs of a diverse range of households, from seniors and families with children, to individuals with disabilities or people at risk of or experiencing homelessness. However, many organizations struggle to secure land and require assistance in identifying land opportunities. They may also require assistance navigating municipal approvals process.

Policy considerations could require the replacement of affordable rental stock with more affordable units during redevelopment (rather than allowing the community to lose rental units). It can also include incentives for developments that have a non-market housing component, such as additional density, reduced parking requirements, grants, and others.

7.1.4 Homeownership

Homeownership continues to be an important aspiration for many households and has historically been a key driver in creating stability and generating wealth for families. With the cost of homeownership at historic highs and continuing to increase, many households in Port Coquitlam and across Metro Vancouver are feeling that homeownership is out of reach for them. It is estimated that 3,740 units to own are needed over the next ten years, across a range of affordability levels. The City can facilitate more affordable options by regulating size, density, and location of new developments, as well as exploring and piloting potentially more affordable homeownership options, such as through BC Housing's Affordable Home Ownership Program (AHOP) or rent-to-own.

7.1.5 Families with Children

Port Coquitlam has a high proportion of families with children. While population trends are slowly shifting to greater growth among individuals living alone and couples with children, families will continue to be a significantly portion of the community. Families needing larger units are facing affordability pressures in the homeownership market, and there are very few purpose-built units with three or more-bedroom units. Secondary rental units, which make up most of rental housing in Port Coquitlam, is more likely to be small secondary suites and condominiums.

Families with very low incomes, especially those supported by a single parent, face significant barriers in the housing market and may need additional supports through non-market housing options. 35% of all renter households with children and 47% of lone-parent families who rent are in core housing need.

7.1.6 People Experiencing Homelessness

In the Tri-Cities area, an estimated 386 are experiencing hidden and visible homelessness, including 86 individuals counted as part of the 2020 Point-in-Time Homeless Count. As of 2021, there are 23 applicants on the BC Housing Registry waiting for supportive housing units in Port Coquitlam, reflecting the need for more supportive housing in the community. Additional supportive services in the community are also needed to help people find and maintain housing, or access other types of supports required to help people move out of homelessness.

Homelessness response in the Tri-Cities is a collaboration between the Cities of Port Coquitlam, Coquitlam, and Port Moody. This collaboration should continue to track and respond to local needs. More options for independent and supportive housing are needed to address homelessness, a gap that exists throughout Metro Vancouver.

7.1.7 Seniors

The community is aging with the population of adults between the ages of 65 and 84 growing faster than other age groups, followed by adults ages 45 to 64. Many seniors aspire to age in place, close to their families and their communities. For some, this includes in-home care supports which may be delivered through other agencies. For others looking to downsize or move into units that provide assisted living or other supports for seniors, it requires having those options in the community.

Seniors on fixed income who rent face significant risks if they lose their housing. Many have been in their home for years and would be unable to pay market rents in the community. 53% of renter households led by a senior 65 or over are in core housing need. More supportive housing in the community would provide greater resources for seniors at risk of losing their housing and who require supports, an important component of helping seniors age in their own community.

7.1.8 People with Intellectual or Physical Disabilities

People with disabilities often face significant barriers finding appropriate housing, especially those who rent. 40% of households with at least one person with a disability are in core housing need, significantly higher than the general population. Many older units were not designed to accommodate wheelchairs and older buildings may not have elevators. Local governments can require a certain portion of units be built to adaptable housing standards and incentivize fully accessible units to increase housing choice for people with physical disabilities.

For people with intellectual disabilities or who require supports for mental health challenges, housing options with supports that are integrated in the community are needed. Local governments can offer incentives and support this type of housing as it goes through the approvals process. Partnerships with organizations that serve those with intellectual or physical disabilities are an important way to address these needs.

7.1.9 Indigenous Households

47% of renter households who identified as Indigenous were in core housing need. Individuals may be experiencing trauma, discrimination, extremely low incomes, and other barriers that prevent them from finding appropriate housing. Supporting the needs of Indigenous residents who are struggling with housing requires working to understand their needs and working with Indigenous partners to respond in ways that are adequate and offer cultural supports where needed.

7.1.10 Recent Immigrant Households

While the proportion of recent immigrants in Port Coquitlam may be lower than other communities, many of these households may struggle to find and maintain stable housing in their first few years in Canada. 49% of renter households who are recent immigrants were in core housing need. These families may require non-market housing options, housing subsidies, and/or cultural supports.

7.1.11 Individuals Living Alone

29% of households in Port Coquitlam are one-person households. Non-census families (predominantly individuals living alone) have far lower household incomes than other household types. In 2016, the median household income for non-census families was \$45,108, much lower than the overall median household income of \$84,096. Individual renters with low incomes face significantly higher rates of housing challenges and risks than other households and higher income earners. 28% of all one-person households were in core housing need in 2016. This number jumps when focused on renters: 47% of one-person households who rent were in core housing need. An aging population and demographic changes are leading more people to live alone. Without the support of an additional income, these households may face significant challenges as housing costs continue to increase.

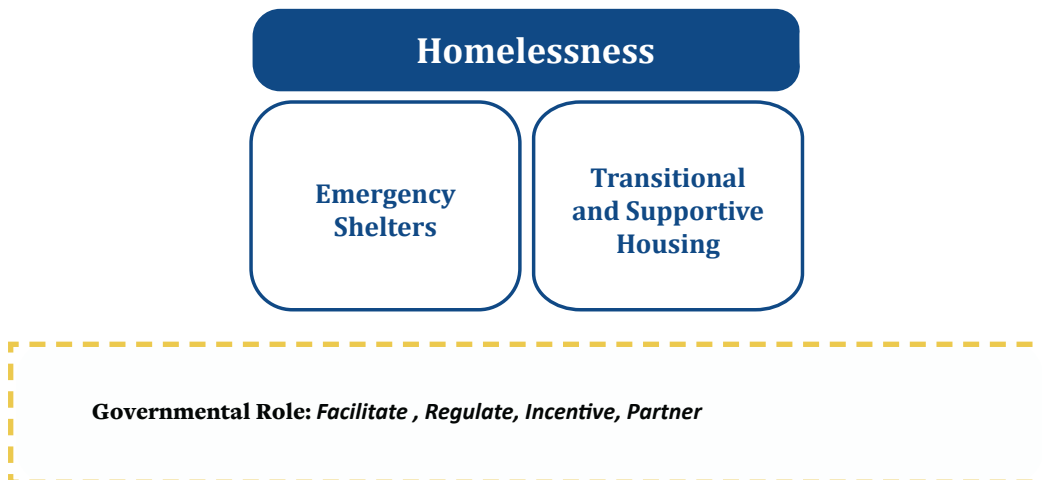
7.2 TAKING ACTION ON HOUSING

Through this process, City staff and stakeholders were engaged in conversations to identify ideas for taking action on housing. This section summarizes the ways that the City can act to improve housing outcomes in the community. It is organized along the housing continuum, recognizing that adequate supports at all levels are required to offer housing choice to Port Coquitlam residents and address housing challenges. Local government can play a number of roles in supporting housing affordability and choice:

- ▶ Facilitating development through planning initiatives
- ▶ Regulating through zoning and bylaws
- ▶ Offering incentives for needed forms of housing and affordability levels
- ▶ Creating partnerships with other levels of government and the housing sector

The figure below outlines the types of measures the City of Port Coquitlam can take to address the needs identified in this report.

Figure 51: Considerations for Action on Housing Needs



Homelessness

1. Explore opportunities for an additional shelter location, possibly at the Tri-Cities level, to meet unmet need. Finding the right location can be challenging, and careful consideration of how to mitigate real or perceived neighbourhood impacts would be needed.

Supportive and Special Needs Housing

1. Review zoning regulations for how assisted living facilities are treated and consider allowing this use in single family homes. The Zoning Bylaw currently allows for community care facilities in homes, but not assisted living facilities. These latter facilities are regulated and inspected by the province and permitting them in single residential homes could help address some of the unmet need for assisted living options

Rental Housing

Other Types of Supportive Rental Housing

(e.g., Assisted Living)

Non-Market Rental Housing

Primary Rental Housing

(Purpose-Built Rental)

Secondary Rental Housing

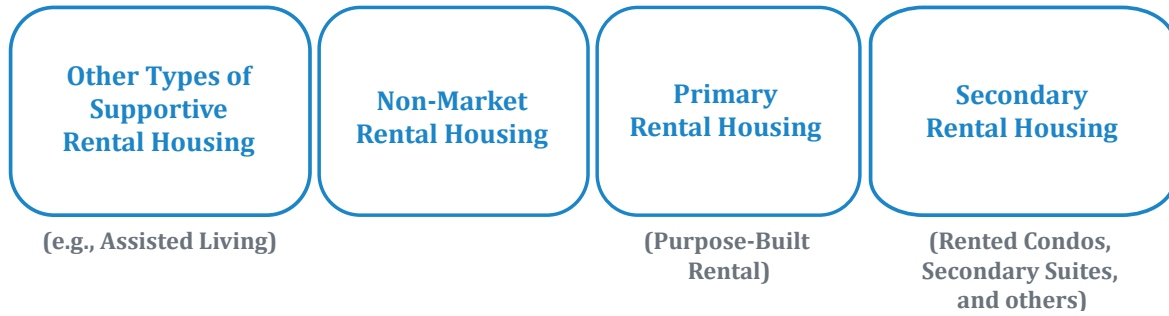
(Rented Condos, Secondary Suites, and others)

Governmental Role: *Facilitate, Regulate, Incentive, Partner*

Non-Market Rental Housing

1. Review zoning regulations and incentivize development of large sites identified through the land capacity analysis.
2. Work in partnership with large institutional landowners who may look to redevelop in the future (ex. Church sites or local school district).
3. Increase family-oriented housing: consider revisiting the family-oriented dwelling minimum requirement, and review whether an increase in two and three+ bedroom units would be achievable, to help meet the need.
4. Review application processing times for efficiencies (i.e., incentivize rental/affordable housing with faster application review).

Rental Housing



Governmental Role: Facilitate, Regulate, Incentivize (selectively)

Market Rental Housing

1. Develop a rental incentives program: reducing minimum parking requirements for rental housing, at least in transit-oriented locations, presents a major opportunity, especially as regional studies have shown that renters have lower car ownership rates than owners. In the context of a community where density allowances are not often maximized, and parking often drives the ultimate density of development, reviewing parking requirements could provide a real incentive.
2. Strengthening the policy that looks for a mix of tenures in the Frequent Transit Development land use designation, to require a particular percent of secured rental tenure in these areas. Rental tenure zoning could then be used through the redevelopment and rezoning process.
3. Increase family-oriented housing: Consider revisiting the family-oriented dwelling minimum requirement, and review whether an increase in two and three+ bedroom units would be achievable, to help meet the need.
4. Review and update density bonusing and inclusionary zoning policies.
5. Explore opportunities for pre-zoning parcels for higher density.
6. Review application processing times for efficiencies (i.e., incentivize rental/affordable housing with faster application review).
7. Consider mandating secondary suites (specifically two-bedroom suites) in all new single-family dwellings.
8. Consider incentivizing secondary rental by waiving utility fees if secondary suite is rented.
9. Consider inclusion of and incentivizing lock-off suites in townhouses.
10. Consider allowing secondary suites in duplexes.

Homeownership

Co-operative
Housing

Condos
Townhomes

Single-
detached
Dwellings

(and other types of ownership)

Governmental Role: *Facilitate , Regulate*

Ownership

1. Increase family-oriented housing:
 - 1.1 Consider revisiting the family-oriented dwelling minimum requirement and reviewing whether an increase in two- and three or more- bedroom units would be achievable to help meet the need.
 - 1.2. Consider expanding areas designated for townhouse (currently only approximately 5% of the land base).
 - 1.3 Explore permitting tri- and quadplexes in appropriate locations.
 - 1.4 Explore allowing for rowhouses in more areas, including outside of the Apartment land use designation, such as in an infill form in the Small Lot Residential land use designation or on shallow Townhouse-designated lands
2. Review and update density bonusing and inclusionary zoning policies.
3. Explore opportunities for pre-zoning parcels for higher density. Review application processing times for efficiencies (i.e., incentivize rental/affordable housing with faster application review).
4. Update Subdivision Servicing and DCC bylaws.
5. Incentivize development to private owners with land capacity, including working with owners to develop new Comprehensive Development (CD) zones. CD zones are “one of a kind” zones, typically large sites with multiple uses. The development of a CD zone is an opportunity to consider different types of housing options that may not fit within a regular zone.
6. Review small residential lot zoning for further efficiencies (i.e., allowing lots smaller in size).
7. Consider fee simple rowhouse design in single family dwelling areas.

7.3 MOVING FORWARD

The Port Coquitlam Housing Needs Report provides the City, stakeholders, and community members with an understanding of housing needs now and over the next ten years that can be used to support decision-making, investment, and advocacy to other levels of government. As required, it will be updated every five years to ensure the community has access to timely and relevant housing information.

Addressing the needs of a growing population and affordability pressures requires the work of numerous stakeholders, including the City, provincial and federal governments, private developments, non-profit housing providers, service agencies, and others. It also requires ongoing community engagement to share the findings of this report, as well as local initiatives to help create more housing opportunities. This report can serve as a baseline to track the various initiatives in the community and progress on housing.



GLOSSARY

Activity Limitation: “Activity limitations refer to difficulties that people have in carrying out daily activities such as hearing, seeing, communicating, or walking. Difficulties could arise from physical or mental conditions or health problems.”

<https://www03.cmhc-schl.gc.ca/hmip-pimh/en#TableMapChart/59/2/British%20Columbia> – Core Housing Need, Activity Limitations

Accessible Housing: Generally understood to be a dwelling unit designed to provide access to a person with disabilities, e.g., a wheelchair user.

Adaptable Housing: “Adaptable housing is designed and built so that accessibility features can be added more easily and inexpensively after construction. It will benefit anyone whose mobility is limited due to age, disability or illness, making it easier for them to function more independently in their own home.” BC Building Code, Section 3.8.5 Adaptable Dwelling Units sets out the requirements for the interior layout and design of an adaptable dwelling unit.

<http://www.housing.gov.bc.ca/building/reg/accessible/index.htm>

Adequate Housing Standard: “[Housing] not requiring any major repairs.”

<https://www12.statcan.gc.ca/census-recensement/2016/ref/dict/households-menage037-eng.cfm>

Affordable Housing Standard: “[Housing with] shelter costs equal to less than 30% of total before-tax household income.”

<https://www12.statcan.gc.ca/census-recensement/2016/ref/dict/households-menage037-eng.cfm>

Apartment in a building that has fewer than five storeys: A dwelling unit attached to other dwelling units, commercial units, or other non-residential space in a building that has fewer than five storeys.

<https://www12.statcan.gc.ca/census-recensement/2016/ref/guides/001/98-500-x2016001-eng.cfm>

Apartment or flat in a duplex: One of two dwellings located one above the other. If duplexes are attached to triplexes or other duplexes or to other non-residential structure (e.g., a store), assign this definition to each apartment or flat in the duplexes.

<https://www12.statcan.gc.ca/census-recensement/2016/ref/guides/001/98-500-x2016001-eng.cfm>

Census Family: Census families include couples with and without children, and a single parent with children living in the same dwelling. Census families are restricted to these family units and cannot include other members inside or outside the family (including a grandparent, a sibling, etc.). Grandchildren living with grandparents (and without a parent) would also count as a census family.

<https://www12.statcan.gc.ca/census-recensement/2016/ref/dict/fam004-eng.cfm>

Core Housing Need: “A household is said to be in 'core housing need' if its housing falls below at least one of the adequacy, affordability or suitability standards and it would have to spend 30% or more of its total before-tax income to pay the median rent of alternative local housing that is acceptable (meets all three housing standards).” Some additional restrictions apply.

<https://www12.statcan.gc.ca/census-recensement/2016/ref/dict/households-menage037-eng.cfm>

Homelessness: “Homelessness is the situation of an individual or family who does not have a permanent address or residence; the living situation of an individual or family who does not have stable, permanent, appropriate housing, or the immediate prospect, means and ability of acquiring it.

It is often the result of what are known as systemic or societal barriers, including a lack of affordable and appropriate housing, the individual/household’s financial, mental, cognitive, behavioural or physical challenges, and/or racism and discrimination.”

<https://www.canada.ca/en/employment-social-development/programs/homelessness/directives.html#h2.2>

Hidden Homelessness: “Refers specifically to people who live temporarily with others but without guarantee of continued residency or immediate prospects for accessing permanent housing.” Often known as "couch surfing," this describes people who are staying with relatives, friends, neighbours or strangers because they have no other option. They generally are not paying rent and it is not a sustainable long-term living arrangement but they do not have the ability to secure their own permanent housing immediately or in the near future. This population is considered to be "hidden" because they usually do not access homeless supports and services even though they are improperly or inadequately housed. Because they do not access services, they do not show up on standard statistics regarding homelessness.”

<https://www.homelesshub.ca/about-homelessness/population-specific/hidden-homelessness>

Household Income: The sum of incomes for all household members.

Household Type: “The differentiation of households on the basis of whether they are census family households or non-census family households.”

<https://www12.statcan.gc.ca/census-recensement/2016/ref/dict/households-menage012-eng.cfm>

Income: For the purposes of this report, unless otherwise indicated, income refers to “total income” which is before-tax and includes specific income sources. These specific income sources typically include employment income, income from dividends, interest, GICs, and mutual funds, income from pensions, other regular cash income, and government sources (EI, OAS, CPP, etc.). These income sources typically do not include capital gains, gifts, and inter-household transfers, etc.
<https://www12.statcan.gc.ca/census-recensement/2016/ref/dict/pop123-eng.cfm>

Mobile Home: A single dwelling designed and constructed to be transported on its own chassis and capable of being moved to a new location on short notice. It may be placed temporarily on a foundation such as blocks, posts or a prepared pad and may be covered by a skirt.

A mobile home must meet the following two conditions:

- ✓ It is designed and constructed to be transported on its base frame (or chassis) in one piece.
- ✓ The dwelling can be moved on short notice. This dwelling can be easily relocated to a new location, because of the nature of its construction, by disconnecting it from services, attaching it to a standard wheel assembly and moving it without resorting to a significant renovations and reconstructions.

<https://www12.statcan.gc.ca/census-recensement/2016/ref/guides/001/98-500-x2016001-eng.cfm>

National Occupancy Standard: The Canadian National Occupancy Standard (CNOS) assesses the bedroom requirements of a household based on the following criteria:

- ✓ There should be no more than 2 persons per bedroom;
- ✓ Children less than 5 years of age of different sexes may reasonably share a bedroom;
- ✓ Children 5 years of age or older of opposite sex should have separate bedrooms;
- ✓ Children less than 18 years of age and of the same sex may reasonably share a bedroom; and
- ✓ Single household members 18 years or older should have a separate bedroom, as should parents or couples.

Non-Census-Family Households: Households which do not include a census family. “Non-Census-family households are either one person living alone or a group of two or more persons who live together but do not constitute a Census family.”

<https://www23.statcan.gc.ca/imdb/p3Var.pl?Function=DEC&Id=251053>

Non-Market Housing / Non-Profit Housing: “Rental housing that is owned and operated by community-based, non-profit societies or local governments and regional districts. The mandate is to provide safe, secure, affordable accommodation to households with low to moderate incomes. Most non-profit housing societies receive some form of financial assistance from government to enable them to offer affordable rents.”

Based on definition of non-profit housing:

<https://www2.gov.bc.ca/gov/content/housing-tenancy/affordable-and-social-housing/housing-glossary>

Other Family or Other Census Family: When comparing households one way to distinguish between households is by “household family types.” These types will include couples with children, couples without children, lone-parent families, and non-family households; they will also include “other families” which refer to households which include at least one family and additional persons. For example, “other family” could refer to a family living with one or more persons who are related to one or more of the members of the family, or a family living with one or more additional persons who are unrelated to the family members.

Participation Rate: The participation rate is the proportion of all individuals aged 15 and over who are in the labour force.

<https://www12.statcan.gc.ca/census-recensement/2016/ref/dict/pop108-eng.cfm>

Primary rental market, also referred to as purpose-built-rental, is generally defined by CMHC as rental units in privately-initiated apartment structures containing at least three rental units.

<https://www03.cmhc-schl.gc.ca/hmip-pimh/en/TableMapChart/RmsMethodology>

Secondary rental market describes rental units that were not originally purpose-built for the rental market, including private homes that are rented (single family, townhomes, and condominiums), as well as secondary suites and carriage homes.

<https://www03.cmhc-schl.gc.ca/hmip-pimh/en/TableMapChart/SrmsMethodology#footnote1>

Seniors: Individuals aged 65 and over.

Shelter Cost: Total monthly shelter expenses paid by households that own or rent their dwelling. “Shelter costs for owner households include, where applicable, mortgage payments, property taxes and condominium fees, along with the costs of electricity, heat, water, and other municipal services. For renter households, shelter costs include, where applicable, the rent and the costs of electricity, heat, water and other municipal services.”

<https://www12.statcan.gc.ca/census-recensement/2016/ref/dict/households-menage033-eng.cfm>

Subsidized Housing: “Subsidized housing’ refers to whether a renter household lives in a dwelling that is subsidized. Subsidized housing includes rent geared to income, social housing, public housing, government-assisted housing, non-profit housing, rent supplements and housing allowances.”

<https://www12.statcan.gc.ca/census-recensement/2016/ref/dict/dwelling-logements017-eng.cfm>

Suitable Housing Standard: “[Housing that] has enough bedrooms for the size and composition of resident households.”

<https://www12.statcan.gc.ca/census-recensement/2016/ref/dict/households-menage037-eng.cfm>

Supportive housing: A type of housing that provides on-site supports and services to residents who cannot live independently.

<https://www.bchousing.org/glossary>

Transitional Housing: “A type of housing for residents for between 30 days and three years. It aims to transition individuals to long-term, permanent housing.”

<https://www.bchousing.org/glossary>

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APPENDIX A

Summary Form



Housing Needs Reports – Summary Form

MUNICIPALITY/ELECTORAL AREA/LOCAL TRUST AREA: _____

REGIONAL DISTRICT: _____

DATE OF REPORT COMPLETION: _____ (MONTH/YYYY)

PART 1: KEY INDICATORS & INFORMATION

Instructions: please complete the fields below with the most recent data, as available.

LOCATION	Neighbouring municipalities and electoral areas:
	Neighbouring First Nations:

POPULATION	Population:	Change since	:	%		
	<i>Projected</i> population in 5 years:	Projected change:		%		
	Number of households:	Change since	:	%		
	<i>Projected</i> number of households in 5 years:	Projected change:		%		
	Average household size:					
	<i>Projected</i> average household size in 5 years:					
	Median age (local):	Median age (RD):	Median age (BC):			
	Projected median age in 5 years:					
	Seniors 65+ (local):	%	Seniors 65+ (RD):	%	Seniors 65+ (BC):	%
	<i>Projected</i> seniors 65+ in 5 years:				%	
	Owner households:	%	Renter households:		%	
	Renter households in subsidized housing:				%	

	Median household income	Local	Regional District	BC
INCOME	All households	\$	\$	\$
	Renter households	\$	\$	\$
	Owner households	\$	\$	\$

PART 2: KEY FINDINGS

Table 1: Estimated number of units needed, by type (# of bedrooms)

	Currently	Anticipated (5 years)
0 bedrooms (bachelor)		
1 bedroom		
2 bedrooms		
3+ bedrooms		
Total		

Comments:

Table 2: Households in Core Housing Need

	2006		2011		2016	
	#	%	#	%	#	%
<i>All households in planning area</i>		100		100		100
Of which are in core housing need						
Of which are owner households						
Of which are renter households						

Comments:

Table 3: Households in *Extreme* Core Housing Need

	2006		2011		2016	
	#	%	#	%	#	%
<i>All households in planning area</i>		100		100		100
Of which are in extreme core housing need						
Of which are owner households						
Of which are renter households						

Comments:

Briefly summarize current and anticipated needs for each of the following:

1. Affordable housing:

2. Rental housing:

3. Special needs housing:

4. Housing for seniors:

5. Housing for families:

6. Shelters for people experiencing homelessness and housing for people at risk of homelessness:

7. Any other population groups with specific housing needs identified in the report:

Were there any other key issues identified through the process of developing your housing needs report?

APPENDIX B

What We Heard Summary



Port Coquitlam Housing Needs Report What We Heard Summary

July 23, 2021

Contents

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2 Key Findings	1
3 Stakeholder Focus Group with the Tri-Cities Homelessness and Housing Task Force	2
4 Resident Interviews	7
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1 Engagement Overview

Engagement Method	Format	Participants	Timing
Stakeholder Focus Group with the Tri-Cities Homelessness and Housing Task Force (completed jointly with the City of Coquitlam)	Zoom	19 organizations	June 2, 2021
Resident interviews	Phone	4 residents	Summer 2021
Community survey	Online survey	457 residents	May 25 – June 21, 2021

2 Key Findings

2.1 Challenges

- Residents are struggling to transition throughout the housing continuum (i.e. from shelter or transitional housing to below-market rentals; and from rental market to homeownership).
- Housing options are limited to meet the needs of youth, health-support, accessibility, seniors, abstinence-based, among others
- The toxic drug supply means housing solutions for shelter, supportive, and transitional housing are more complex.
- Outreach services for homelessness, housing, and health options are under-resourced.
- Residents identified their greatest challenge to finding housing is affordability, followed by suitability (i.e. appropriate size, outdoor space, accessibility, etc.).
- Renters are concerned about future rent payments and stability of their rental in the secondary market; renters identified struggling to save up enough for a down payment and reported that not qualifying for a mortgage was a concern.

2.2 Opportunities

- Develop new policies and plans to allow for new development of affordable housing units.
- Advocate and increase public awareness regarding root causes of homelessness and housing issues.
- Identify housing need and commit to partnerships and solutions.
- Capitalize on provincial and federal funding opportunities that are currently available.
- Address full spectrum of housing options.
- Develop more variety in housing stock (i.e., seniors and accessible housing, supportive/assisted housing, housing types, more densification)

3 Stakeholder Focus Group with the Tri-Cities Homelessness and Housing Task Force

3.1 Port Coquitlam Context

This focus group was completed jointly with the City of Coquitlam. Participants were invited to share their feedback through small breakout room discussions and this feedback has been summarized below. Results have been grouped by geographic area (Tri-Cities, Port Coquitlam, and Coquitlam).

3.2 Participants

- City of Port Coquitlam
- City of Coquitlam
- Tri-Cities Homelessness & Housing Task Group
- Vancity Credit Union
- Ministry of Social Development and Poverty Reduction
- BC Housing
- Tri-City Transitions Society
- New View Society
- RainCity Housing
- Sandra J.Horton | Horton Collaborations
- Phoenix Society
- FHA - TriCities Mental Health and Substance Use.
- SHARE Family & Community Services Society/43 Housing Society
- YWCA Metro Vancouver
- Access Youth Outreach Services
- Fraser Health
- Hope For Freedom Society
- Fraserside Community Services Society

3.3 Who is Struggling and Why?

Prompts

When it comes to homelessness in the Tri-Cities, who is experiencing the greatest challenges and how has this changed over time? What are some of the key reasons individuals and families are struggling to find appropriate housing and supports? Are there differences between Coquitlam and Port Coquitlam? *demographics present in shelters and street, visible vs. hidden homelessness, trends over time, impact of pandemic, demographics precariously housed.*

What We Heard

Tri-Cities

- Youth
- Seniors – has been increasing over time; inquiries from seniors is drastically higher than in the past
- People on fixed incomes, including Income Assistance
- People with untreated mental health issues (demonstrates insufficient supports in the area)

- Working poor
- People requiring mental health supports
- Women/families, including immigrants who are often fleeing domestic violence (need to find housing that is culturally safe)
- People with addictions, including those who have been evicted from affordable/old housing
- People who have been recently discharged from the hospital or jail

3.4 Community Strengths

Prompts

What housing and support services are currently available in Coquitlam and Port Coquitlam? What strengths exist for responding to the needs for those who are homeless or at risk of homelessness?

What we heard:

Tri-Cities

- There is a collaborative spirit and good relationships among service providers. Service providers are willing and eager to do more.
- Task group is a strength: provides a platform for organizations serving people along the housing spectrum and throughout the three municipalities to collaborate and create solutions. Creates a space to relate, share information, discuss hurdles, etc.
- Staff among the different municipalities have a strong relationship.
- Community is supportive of housing initiatives and citizens are interested in the issues and solutions. Community is highly responsive (eg. When there is a call out for donations) and are often seeking volunteer opportunities.
- Recovery, transition, and family housing options exist. Ex. Joy's Place, transitional house, serves Coquitlam and Port Coquitlam.
- Outreach team, although based in Port Coquitlam, serves the Tri-Cities area.
- Nurses and Nurse Practitioners attend different shelters/homes – bringing resources to where people are located.
- New emergency primary care clinic serves homeless population.

Port Coquitlam

- City Bylaw staff are very engaged and have a good working relationship with providers. They balance their responsibilities for enforcement and take a compassionate approach, and are engaged with the outreach team.
- Police and fire departments are ensuring people are living safely in encampments and on the street.
- Social planning is starting to be integrated into planning processes, although still has potential to grow.
- Tri-Cities mental health is based in Port Coquitlam and offers support services for those in need.
- Homeless outreach team is based in Port Coquitlam.
- The City responded when Trinity required more space during the holidays (eg. Rooms were made available at the Community Centre, Lee Square)

Coquitlam

- 3030 Gordon has a range of supports and is the primary shelter in the Tri-Cities.

- The onset of Covid created new emergency housing opportunities. SureStay was very successful; saved lives, helped get people off the streets. Providers hope this becomes a long-term solution.
- City is engaged; regulatory process facilitated a new shelter space and granted temporary use of space for emergency shelters.
- City has social planners working on housing issues.
- Successful collaboration with the RCMP detachment.

3.5 Gaps in Services

Prompts

What gaps do you see when it comes to housing and support services for people experiencing or at risk of homelessness in Coquitlam and Port-Coquitlam? What are the similarities and differences between the communities and how does this affect the ability of service providers to respond? Is the homeless population significantly more focused in PoCo or in Coquitlam, and is it important that shelter beds be provided within each municipality?

What We Heard

Tri-Cities

- People cannot transition throughout the housing continuum, bottlenecks at every stage of the continuum. For example: no place for people to move out of 3030 into community; people are waiting to get into transitional housing, but there is no next step. Another example: people living in supportive housing cannot transition out as rent is too expensive, so they stay even if they no longer need that level of support. Housing people that need to move on is challenging for housing staff.
- Need housing that meets the needs of: youth, medical, accessibility, seniors, abstinence-based shelter, etc.
- Support services are under-resourced.
- Only 2 outreach workers for entire Tri-Cities.
- Lack of support services that meet people where they are at; need wrap-around services.
- Lower end of housing spectrum has holes; need more stock and more options. Including low-barrier harm reduction housing.
- Healthcare challenges: can not provide necessary support when people are not housed.
- Gap in long-term counselling and substance-use services.
- Need more options to adequately address people’s challenges and enhance abilities of people to be more “houseable”.
- BC Housing subsidized housing are time limited – does provide people the opportunity to move forward.
- “We are cities, but have the service levels of suburbs.”
- Need land to build more; non-profits don’t have ability to redevelop and create more housing.
- Older adult population needs more options to address their specific needs (adaptable housing).
- Housing First programs and shelters for youth are missing.
- Illegal housing or unsafe/unhealthy housing are the only options that are affordable at times.
- Lack of food security adds an additional layer of support required.

Port Coquitlam

- Encampments exist in community (likely due to flat geography, easy to move around compared to vertical terrain in Coquitlam).

- City is not part of an accessible transit system; transit is essential for people with low incomes, and affordable housing needs to be in proximity to transit.
- People need to travel out of Port Coquitlam to receive shelter services; creates an additional layer/barrier for service providers.

Coquitlam

- 3030 Gordon Street shelter has been full since opening; insufficient capacity.
- Skytrain has increased mobility in the region and have caused rents to increase tremendously.

3.6 Challenges in Service Delivery

Prompts:

What challenges do local organizations experience when it comes to providing needed housing and support services in Coquitlam and Port Coquitlam? *Are there any challenges related to municipal policy?*

What We Heard

Tri-Cities

- Non-profits have expertise to operate housing, need land and assistance developing housing proposals.
- Tri-Cities needs an identity in the affordable housing realm; the City needs to encourage more positive examples in order to promote affordable housing in community.
- The focus on municipal boundaries politicizes affordable housing.
- Responsibilities are diffused between different levels of government; “it is everyone else’s problem”; need accountability.
- NIMBYism is real; citizens oppose services in “their” neighbourhood. There is ignorance in regards to the root causes of homelessness and misperception of the issues.
- Providers need more direction from municipalities (e.g. identifying land restrictions)
- Need municipalities to define housing need and commit to working with providers on solutions.
- Need to reconcile community need with citizen views and council abilities.
- Need development incentives for increased affordable housing units.
- Need policies in place that allow for new development of affordable housing units.
- Need to replace affordable rental stock with *more* affordable units during demolition and redevelopment – do not replace with fewer or same number of affordable units.
- Need proactive solutions: need policies and plans in place for when funding comes available. So that we are proactive (not reactive). Need to react quickly.
- Impact of the toxic drug supply – multiple overdoses, traumatic brain injury means housing solutions are more complex.
- Need more supportive housing stock – encourages those (eg. with brain injury) to be independent and live on their own.
- There are no spaces for people to go to during the day for basic services.

Port Coquitlam

- Need political leadership at the Council-level.
- City’s housing initiatives are biased toward low income families; other demographics need to be prioritized as well.
- Port Coquitlam does not have a lot of City-owned land available for multi-unit builds.

- Providers are experiencing procedural barriers – when a new land use was proposed, City prevented them from utilizing the lands to meet organizational goals without justification.

Coquitlam

- Housing providers are experiencing procedural barriers. For example, a housing project did not meet design guidelines and could not move forward.
- Misalignment between organizational and City goals.

3.7 Opportunity Areas

Prompts

What opportunities are there to address gaps in Coquitlam and Port Coquitlam when it comes to homelessness? What solutions would you like to see implemented?

What We Heard

Tri-Cities

- Opportunity to advocate for and have one voice; to increase public awareness and education on the root causes of homelessness and correct misconception of housing issues.
- Provide land and/or assistance in the development process.
- Identify housing need and commit to partnerships and solutions.
- Create development incentives for increased affordable housing units.
- Have policies in place that allow for new development of affordable housing (want to be ready when funding comes available).
- Create more partnerships with Fraser health and various levels of governments and non-profits to create more options– also provides an opportunity for community engagement, to tackle engagement as a united front and address community concerns.
- Task force is a good platform for discussion and solution creation.
- Never been a better time to address the challenges. Funding is available (with pandemic and economic recovery).
- Need to address full spectrum of housing options.
- City can identify the housing need and put out RFP's to engage providers.
- Social planners provide a good connection between municipalities and providers.
- Cities to respond to the need for Overdose Prevention Sites (OPS).
- Opportunities to improve homeless outreach: building relationships with homeless; approach them with support and options; meet them where they are at.
- Create policy that prioritizes deep subsidy and mental health supports. Needs to be unique to each community.
- Create spaces for drop-in, so people can access basic services.
- Establish free/low-cost access to municipal programs; creates inclusivity and belonging.
- Help establish Housing First program for youth.

Port Coquitlam

- No comments specific to Port Coquitlam.

Coquitlam:

- Coquitlam has more area to expand for housing (e.g. Rezoning options)

4 Resident Interviews

Note that names have been changed to protect privacy.

4.1 Experience Spotlight: Mark

Mark is a senior who has lived in a bachelor apartment in a rental building for the past eight years. Mark used to live with his dog across the street in a house with a yard. When his dog passed, he decided to downsize to an apartment unit. He loves his neighbourhood and was happy to find an available unit in the building across the street. Mark found it easy to find housing; he attributes his trouble-free apartment hunt to his great landlord references and considers himself a reliable and trustworthy tenant. Mark has been happy with his housing unit, finding it affordable and comfortable.

In 2018, the building was sold to new ownership who attempted to evict all 65 suites, renovate, and charge higher rent to tenants on move-in. Tenants mobilized, advocated to City Council, and applied to the Residential Tenancy Branch (RTB) for dispute resolution. Council acted quickly and a bylaw was established to prevent homelessness from “renovictions”. The new bylaw allowed tenants to move back in at the same rent rate. In addition, the RTB Arbitrator ruled in favour of the building tenants and determined that an eviction was not appropriate due to the scope of work, which was minor in nature and could easily be completed while tenants were living in the units.

Mark was greatly concerned for his neighbours when they received the eviction notices. He says that many were seniors or others with low incomes, and some did not have internet or phones. Mark was concerned that no one would rent to someone without a phone or contact information. In response to the renoviction bylaw and the arbitrator’s decision, the new owners started offering cash gifts to entice tenants to vacate voluntarily. Cash gifts were provided in the amount of \$5,000-\$20,000. Some tenants accepted the gifts and moved on to new housing. About 20 long-time tenants stayed, and Mark knows that the fight against the renoviction was worth it in order to keep these neighbours housed.

Mark believes Port Coquitlam would benefit from more senior housing options, especially subsidized units and housing geared for long-term tenants on fixed incomes. Seniors need stable housing and an option to transition into Assisted Living when that stage of support is needed.

4.2 Experience Spotlight: Aleah

Aleah currently lives in a 2-bedroom apartment with her three children, all under 14 years of age. As a single parent receiving Disability Assistance, she has experienced many challenges finding housing. Aleah was previously living with her two oldest children in a 1-bedroom basement suite. When her landlord found out she was having a third child, she was asked to leave. In desperation, she moved into a 2-bedroom unit that is far too expensive based on her current income.

Aleah went to a social service agency for assistance and is very thankful to be receiving a rent supplement to help with her monthly expenses. The rent subsidy is preventing her and her family from becoming homeless. Although she is grateful for the financial assistance, Aleah feels that the unit is only a short-term solution. The 2-bedroom unit is too small and in poor condition. She worries about her newborn child crawling on the soiled floor and that her older children do not have their own bedroom or an outside space to play.

Aleah is on the waitlist for subsidized housing with BC Housing. She was told the wait will be at least two years. Aleah worries about how long she will have to live in unsuitable housing until a BC Housing unit comes available. She is still searching for a 3-bedroom apartment or townhouse with outdoor space for her children to play. Aleah says the majority of market units available for rent are 1-bedroom units. When she has tried to find a larger unit, she has found that landlords discriminate against her as a single parent with three children.

Aleah believes that families with children need to have faster access to clean and suitable housing. She believes there are market units that could be rented to single parents, but that landlords prefer working tenants with no children. Aleah believes single parents struggling with housing “need help now” to prevent them and their children from becoming homeless.

4.3 Experience Spotlight: Cheryl

Cheryl, a single working mother, just sold her condo. She lived with her two teenage daughters, aged 16 and 19, in a two-bedroom condo for the past nine years. Cheryl grew up in the Lower Mainland, she lived in North Vancouver before settling in Port Coquitlam in 2002. At the time, Port Coquitlam offered housing affordability and a good community to raise a family.

Cheryl chose to sell her condo because it was unsuitable for her family and they did not enjoy the lack of amenities and inconveniences associated with condo living. The unit was not a suitable size for a family of three and had very poor natural light. Cheryl has experienced ongoing issues with a leak caused by a tenant in the unit above. Cheryl is looking for a 3-bedroom townhouse with good natural light without the burden of neighbours living upstairs. Location is very important. Cheryl and her family want a deck and outdoor space to enjoy away from a busy road. Building age is important. An old complex or strata that has not been well maintained is at risk of expensive levies, newer builds pose less risks. When considering the type of home her and her family are looking for, Cheryl believes she will have to move further away from the City of Port Coquitlam to maintain affordability.

Cheryl moves out of the condo next week and does not have a new home to move into. She was advised by her realtor that sellers will not accept an offer with a subject to sell, so has no choice but to find temporary housing until a new home can be purchased. Cheryl worries about making an offer on a new home; in the current market, competition is high. Bidding wars are pushing prices higher. Cheryl says she might put an offer in at her

maximum budget and be outbid; it's a real concern that affordability is going lower, lower, and lower. Cheryl worries that she will never have a mortgage paid off.

Cheryl believes there are not enough 3 bedroom condos in Port Coquitlam; many are two bedrooms which are often not suitable for a family. There are 3-bedroom townhouses but are out of price range for many families and single parents. Many complexes are aging, which is a deterrent for local buyers. Cheryl hopes to stay in Port Coquitlam where she raised her family, but market forces may push her out of the community.

4.4 Experience Spotlight: Heather

Heather and her partner have been renting a basement suite for almost three years and are looking to get into the homeowner market. Heather and her partner are both employed; Heather works in an office full-time. Prior to their current basement suite, the couple lived in a one bedroom condo; when it went up for sale three years ago, it was sold and they were evicted. They had to find housing urgently, and were lucky to find their current basement suite on Craigslist within a week and a half. Heather feels that she has a good relationship with her current landlord, however, the landlord recently told Heather that a family member may have to move into the suite. This means Heather and her partner are at risk of losing their rental unit again.

Heather feels there is a lack of stable housing options for renters. Heather has not invested in her home in terms of furniture, appliances, paint, or fixtures, because she doesn't know when she might have to move next. She picks up furniture left behind by previous tenants, which saves her from purchasing and storing furniture in the future. A lack of storage is an ongoing challenge with rentals. In general, Heather feels her life choices are dictated by rental restrictions. The couple does not have kids, pets, or a second car - the couple feels it is a risk to take these things on as renters.

The couple believes homeownership will provide stability and an opportunity to start a family with no fear of eviction. They could buy appliances and furniture, and make their housing unit a home. The challenge is that the housing for sale in their price range are one bedrooms condos, which are not suitable for raising a family. Heather feels stuck, and that there are no appropriate options for her and her partner.

Heather thinks Port Coquitlam would benefit from less single family dwellings, less condos, and more townhouses to fill the missing middle. She believes that townhouses find the right balance of outdoor space and private home space without taking up much land. Public parks and small condo balconies do not provide the same outdoor amenity space as a yard or deck. Heather believes that couples wanting to start a family need more housing options, specifically townhouses, in order to support their transition to family life.

5 Community Survey

5.1 Overview

A community survey was available from May 25th to June 21st. The survey was promoted through the City’s website and social media. The purpose of the survey was to collect information about the current and anticipated housing needs in Port Coquitlam. A total of 502 responses were received, including 457 Port Coquitlam residents and 44 non-residents. Only results for residents are shown in the results sections.

Notes on Survey Results

- Percentages are based on the number of respondents to each question, which may vary from question to question. N= shows the number of people who responded to each question.
- Responses from open-ended question were reviewed and summarized by themes that emerged.

5.2 Demographics

Figure 1. Neighbourhood in Port Coquitlam (n=455)

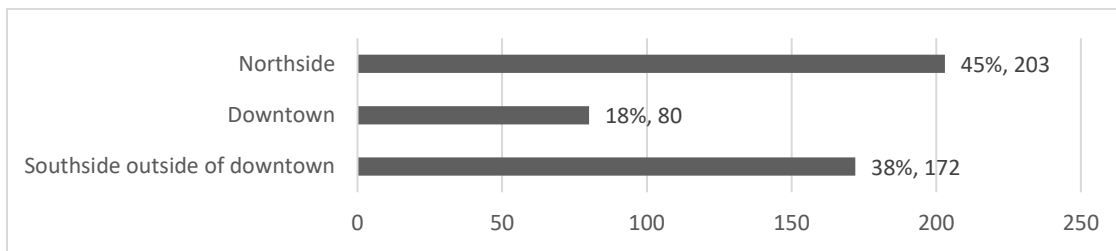
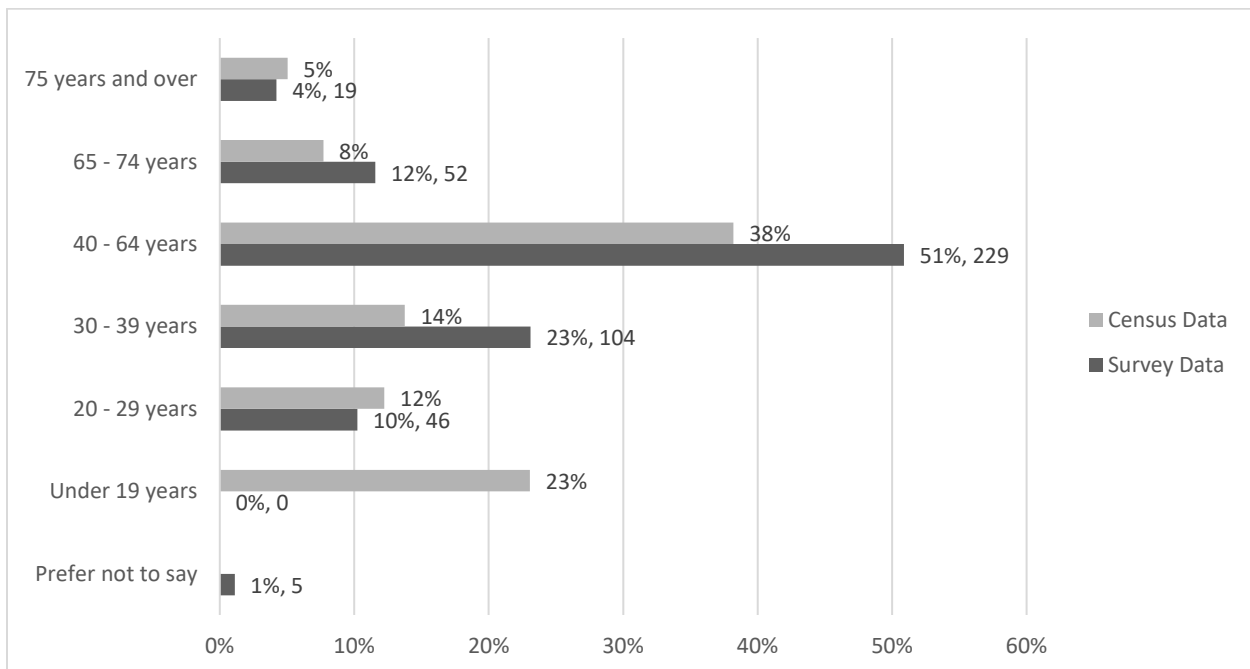


Figure 2. Age of Port Coquitlam Resident Respondents (n=455) Compared to 2016 Census Data*



*Responses from youth 19 and under are not typically expected in general community surveys of this nature.

Figure 3. Gender (n=453) Compared to 2016 Census Data

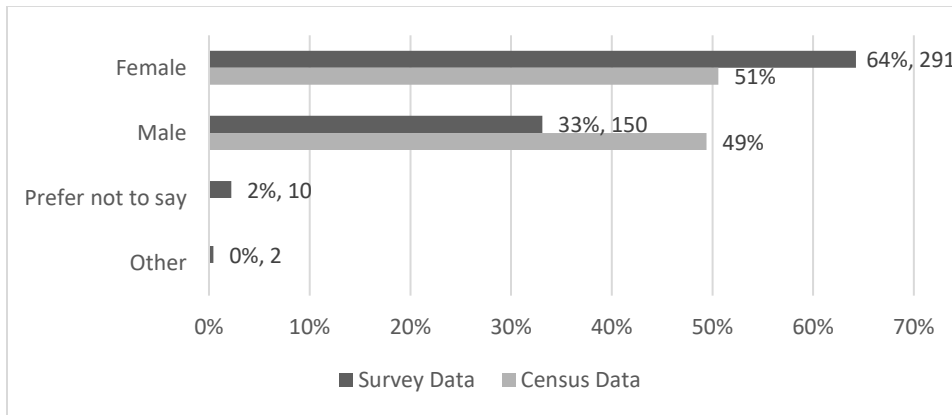


Figure 4. Indigenous Identity (n=444) Compared to 2016 Census Data

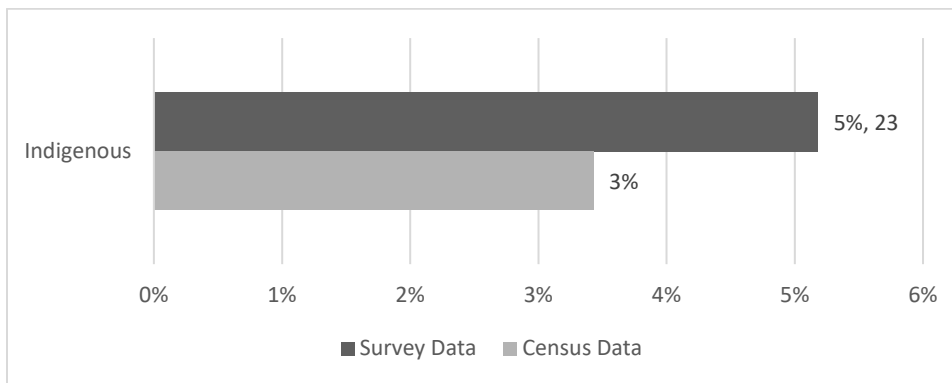


Figure 5. Racial and/or Ethnic Identity (n=450)

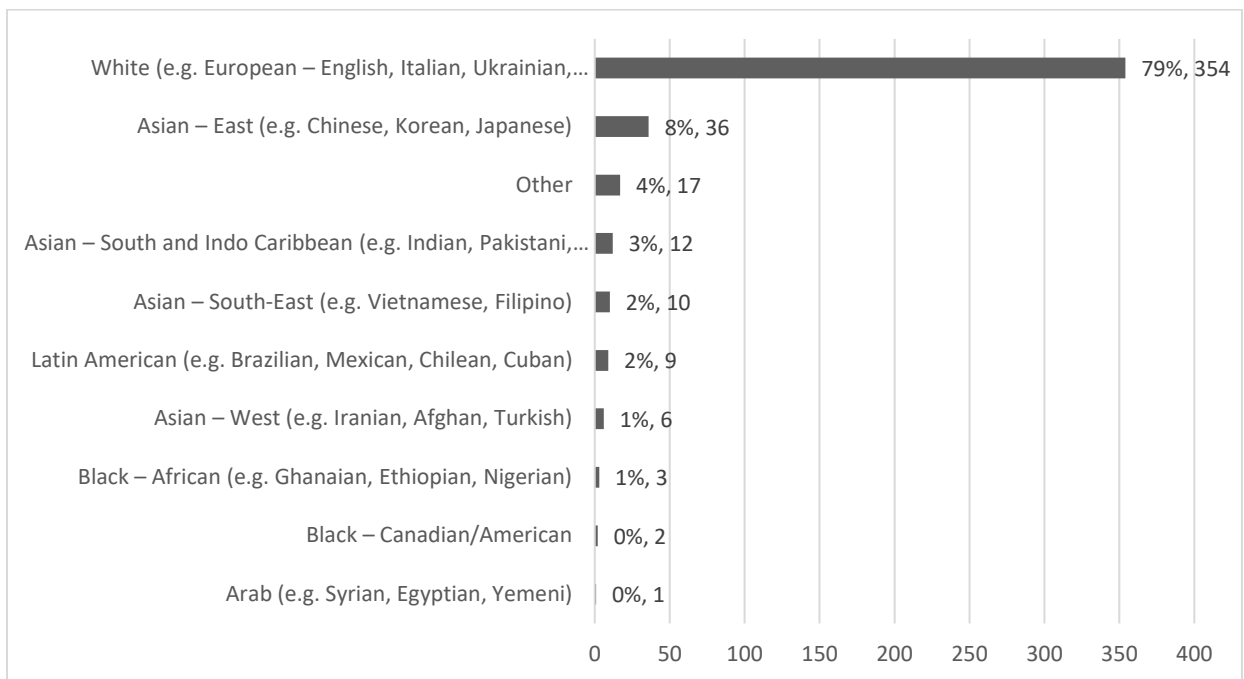


Figure 6. Recent Immigrants (n=452) Compared to 2016 Census Data

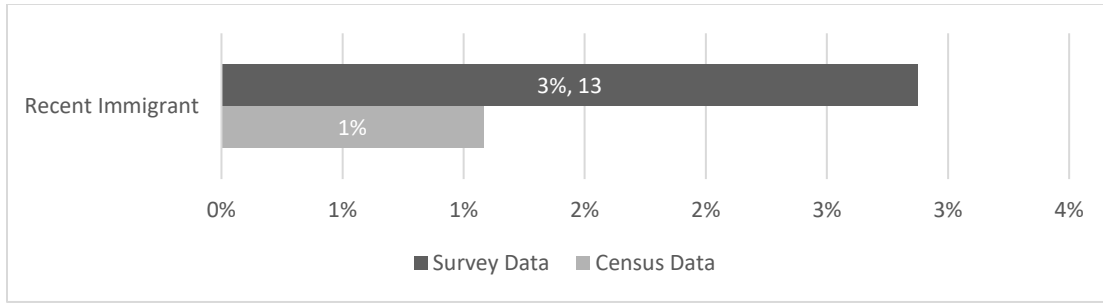
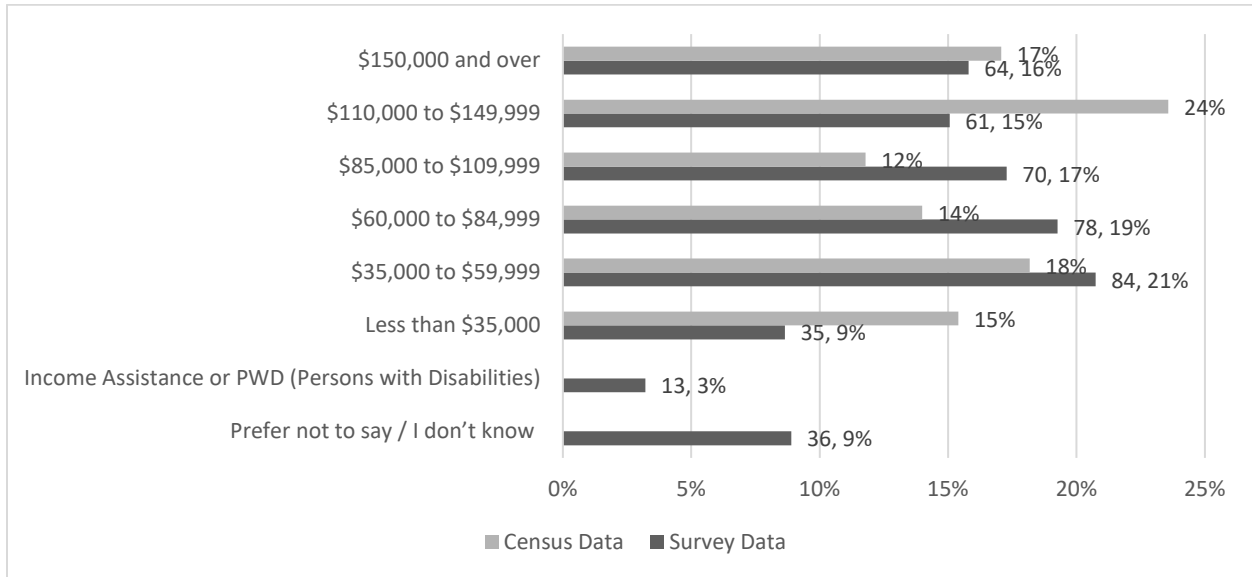


Figure 7. Port Coquitlam Resident Respondent Gross Annual Income (n=405) Compared to 2016 Census Data



*Note that those on Income Assistance or PWD would be included in the census data for incomes "less than \$35,000".

Figure 8. Household Type (n=454)

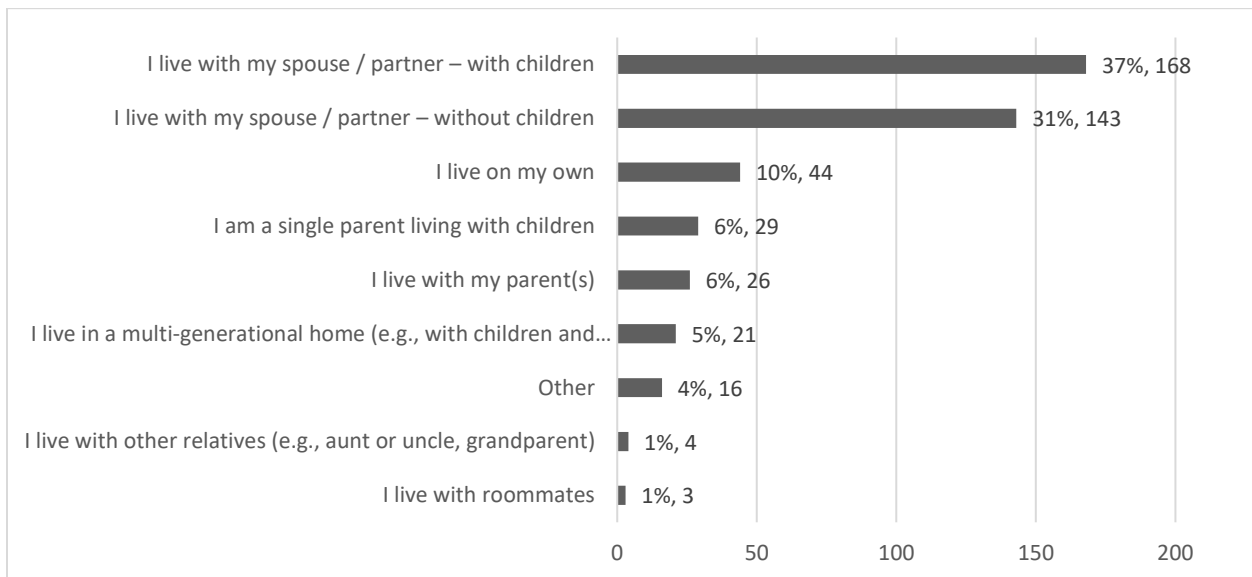
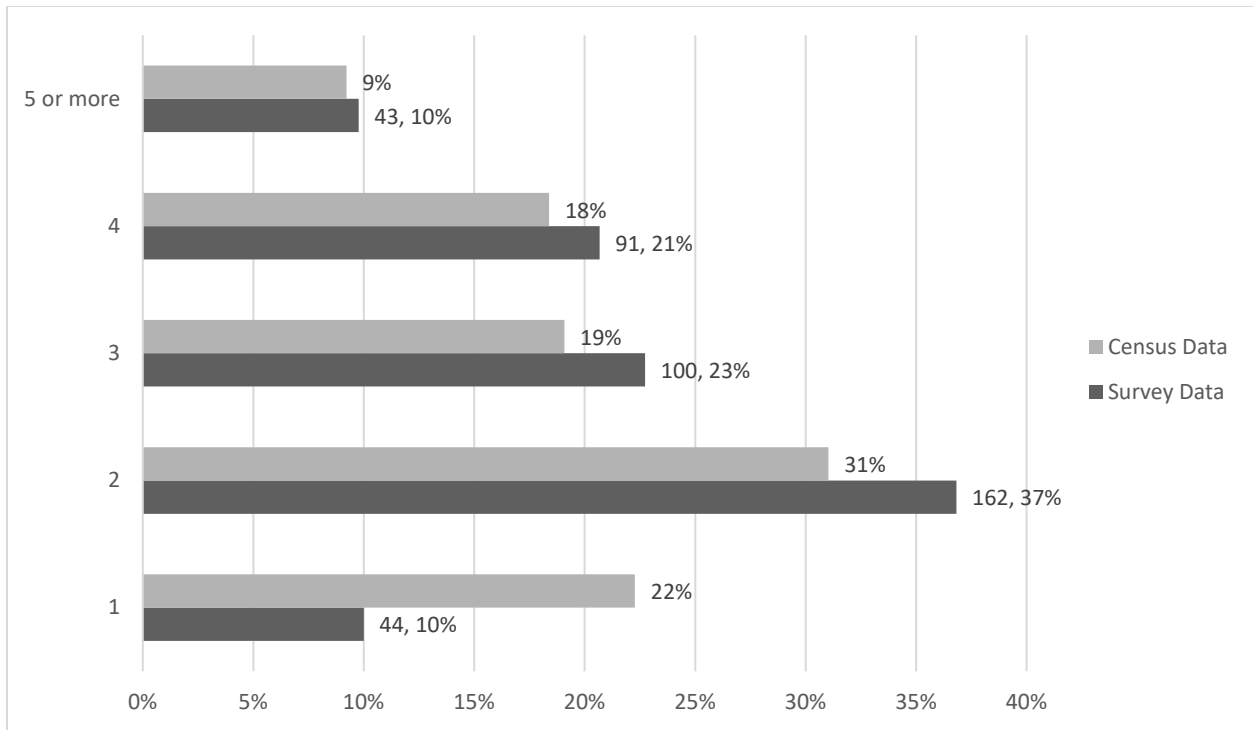


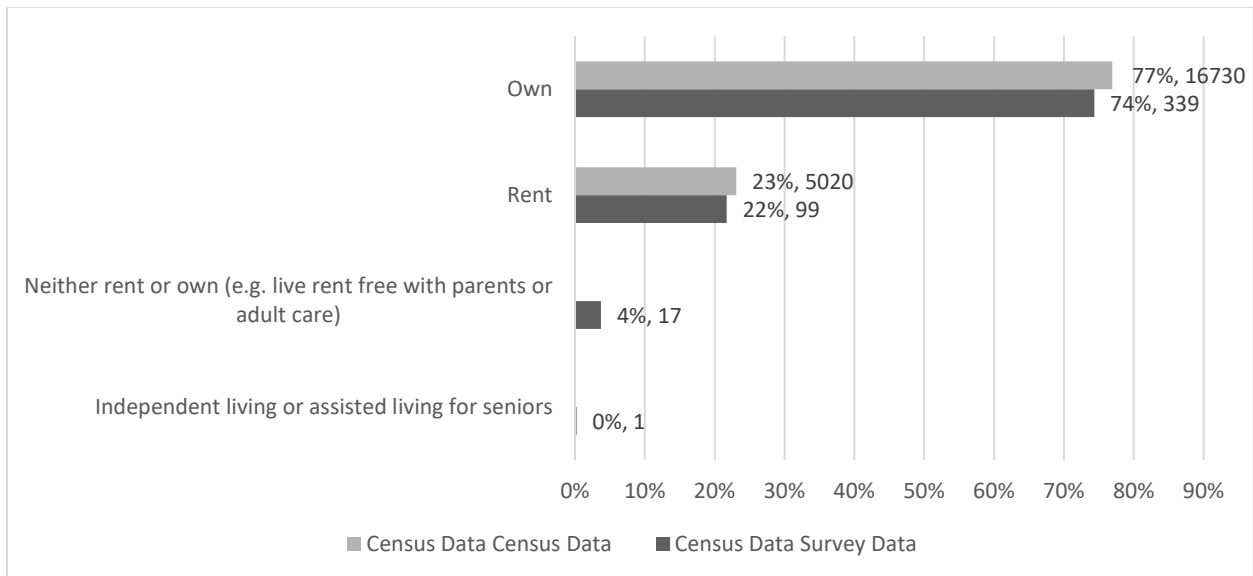
Figure 9. Number of People in Port Coquitlam Households (n=453) Compared to 2016 Census Data



5.3 Current Housing Situation

Tenure

Figure 10. Do you rent or own your home? (n=456) Compared with 2016 Census Data

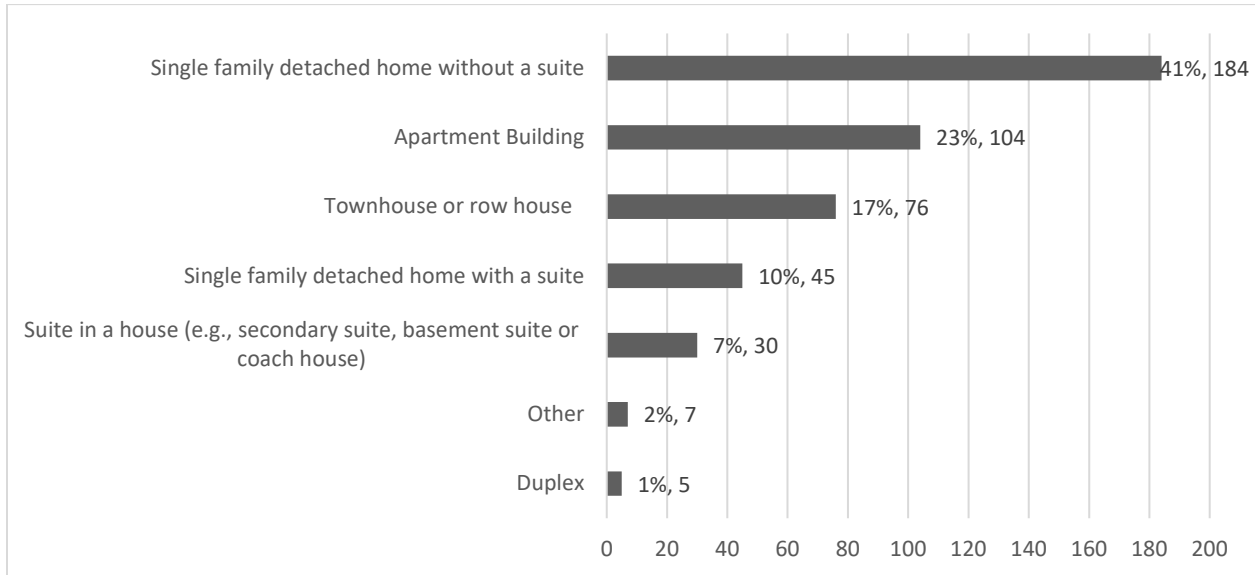


*Note: Census data available only available for Own and Rent

6 respondents identified living in co-operative or subsidized housing. When asked “how long were you on a waitlist before acquiring your current housing?”, responses were evenly split with 2 responses each for less than a year, 1 to 5 years, and 5 years or more.

Housing Type

Figure 11. What kind of housing do you live in? (n=451)



Renters were additionally asked what type of rental dwelling they lived in.

Figure 12. Renters – Types of Homes (n=101)

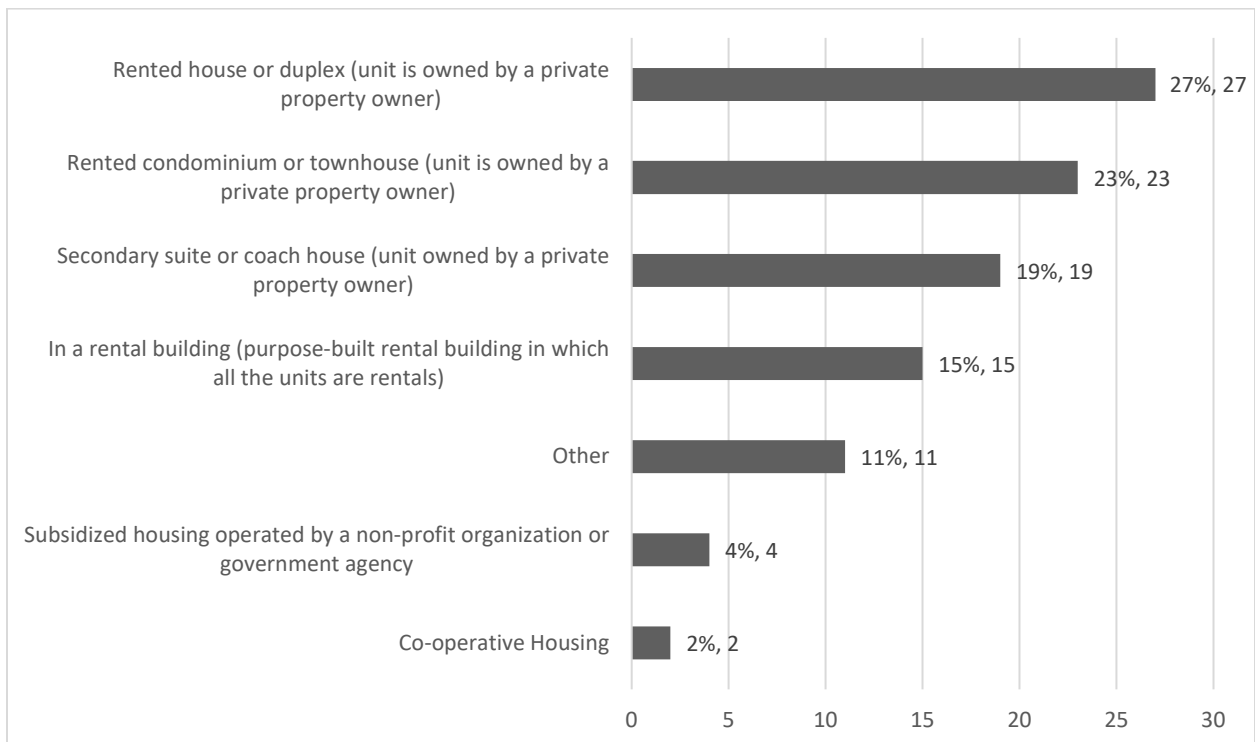
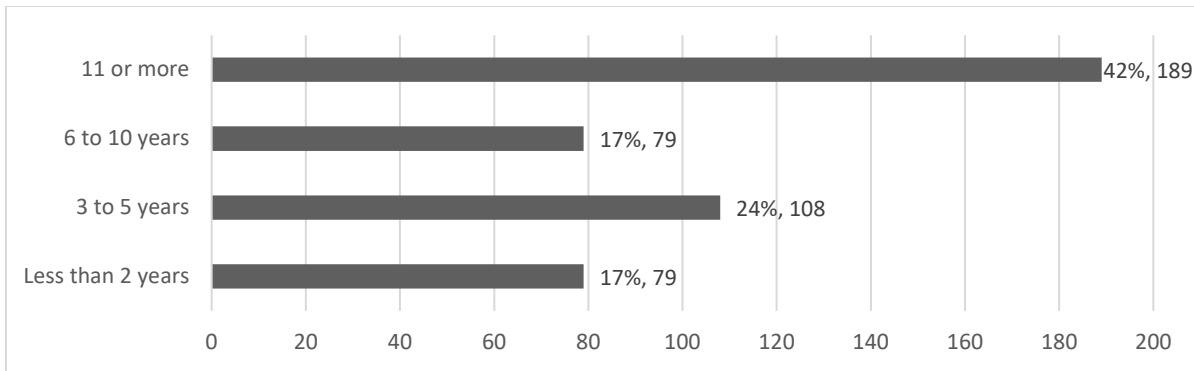


Figure 13. How long have you been in your present home? (n=455)



5.4 Secondary Suites

Respondents who owned a single family detached home with a suite were asked whether they rented their secondary suite or coach house and several follow up questions to better understand the role of suites in affordability for homeowners and the length of time owners anticipate renting their suites.

Figure 14. Do you rent your suite? (n=30)

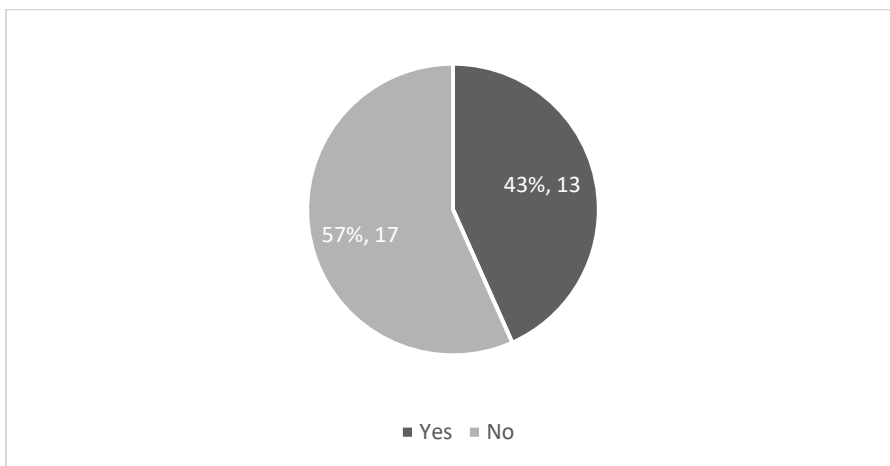


Figure 15. How Important is renting your suite or coach house for the affordability of your home and mortgage payments? (n=32)

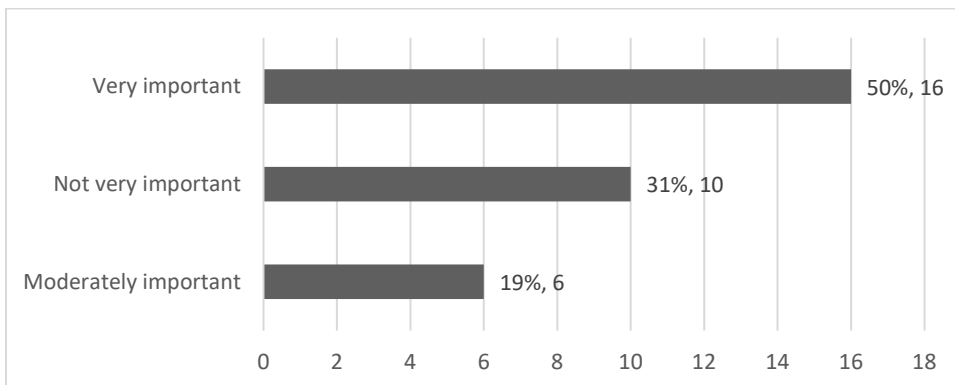
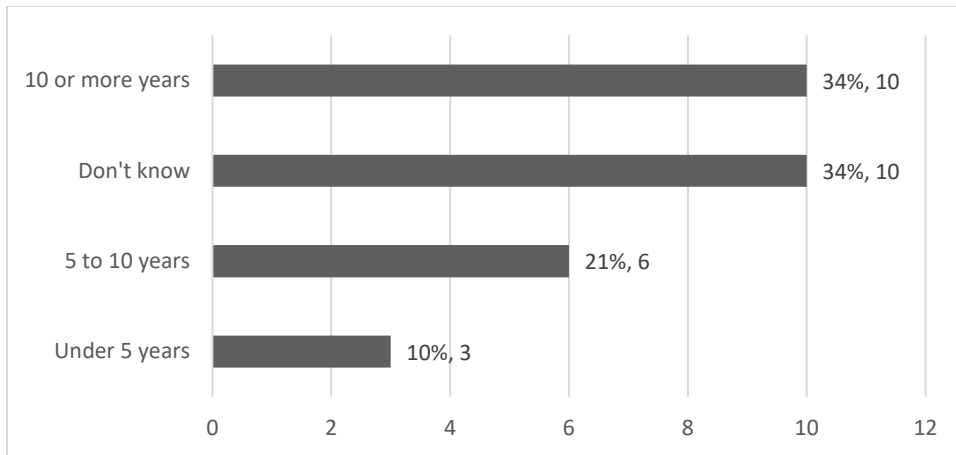


Figure 16. How long do you anticipate renting your suite or coach house? (n=29)



Comments

Owners with secondary suites were invited to provide any information they wanted the City to know about their experience of renting their suites or coach houses. Their comments were reviewed and grouped together by theme and results are below.

- Current laws protect the tenants more than the owners, which is a disincentive for making suites available (5 respondents)
- Taxes on secondary suites are a disincentive to having them (3 respondents)
- Renting the suite is essential to make mortgage payments (2 respondents)
- If bylaws were simplified, there would likely be more legal suites available (2 respondents)
- Secondary suites, legal or illegal, are cheaper than other available posted rentals (1 respondent)

5.5 Housing Challenges: Affordability, Suitability, and Features

Survey respondents were asked to identify if they experience any housing challenges related to the suitability of their home, their homes features, affordability and stability, or other issues.

Figure 17. Do you believe your housing costs are affordable to you? (n=455)

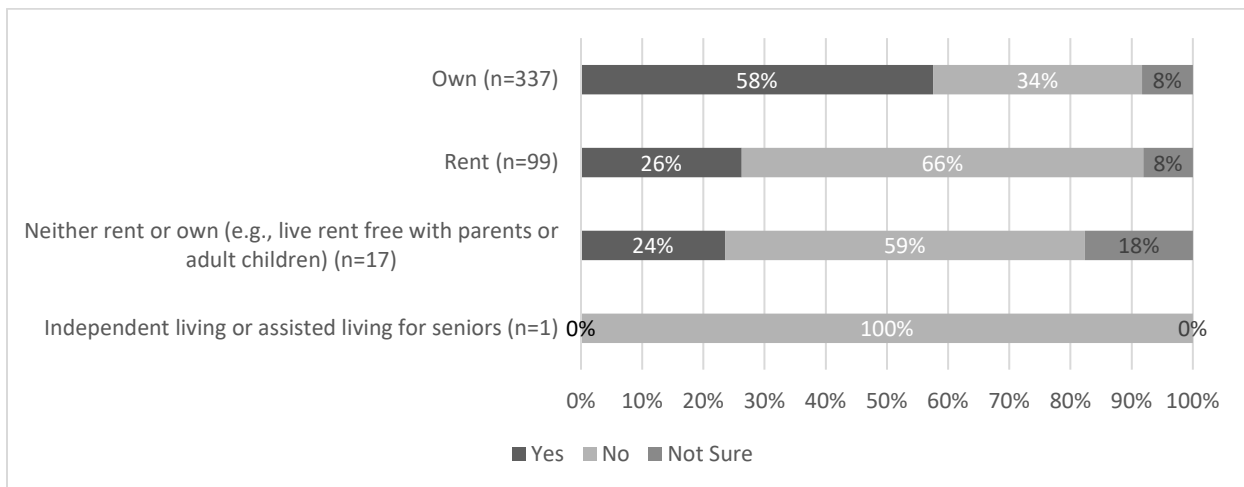


Figure 18. Housing Affordability and Stability

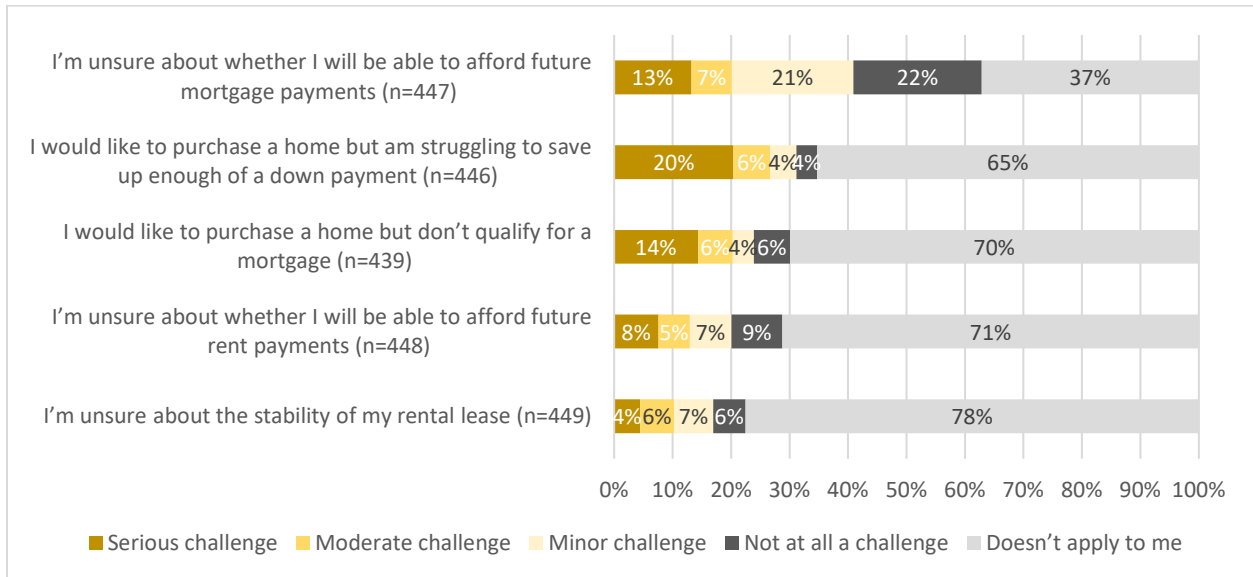


Figure 19. Housing Suitability

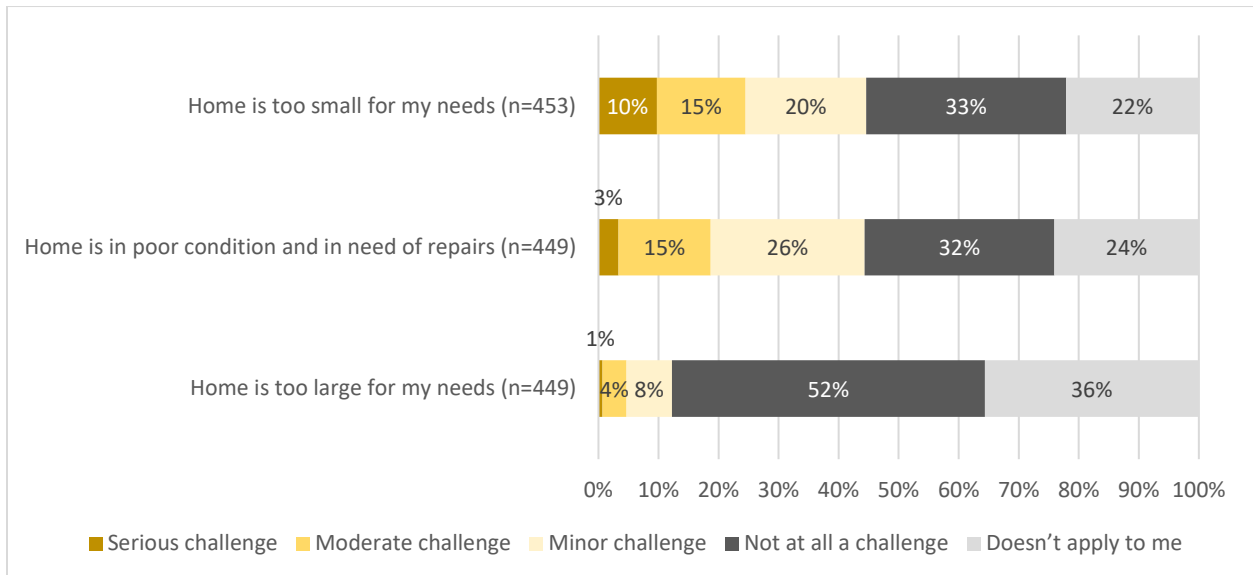
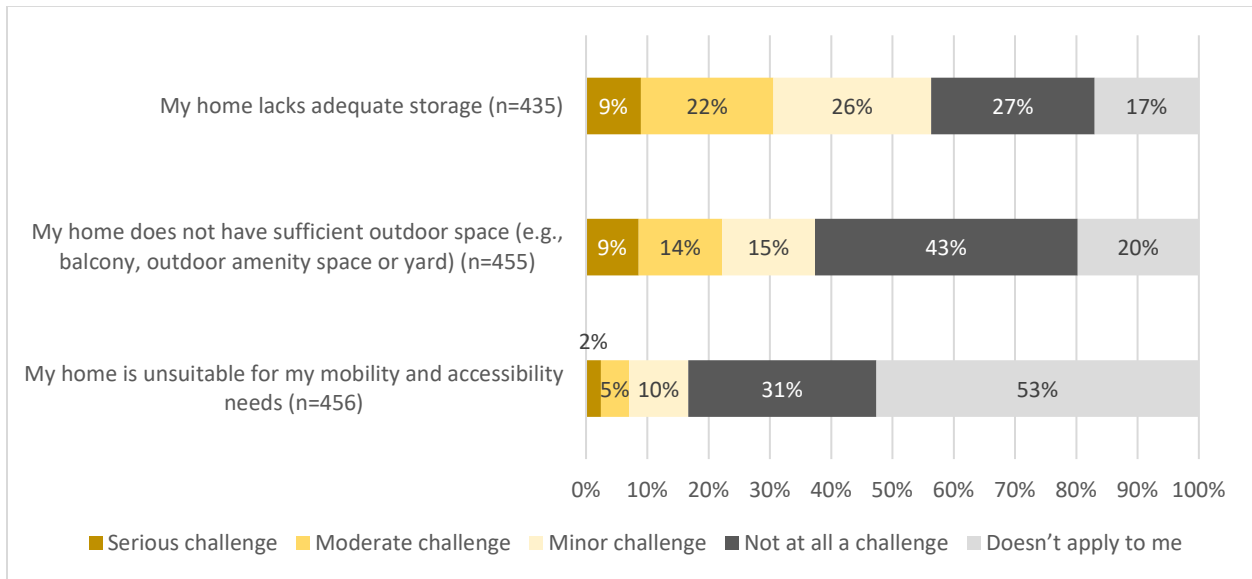


Figure 20. Housing Features



5.6 Seeking to Move

Survey respondents were asked if they were currently looking to move with 130 respondents saying yes. Those that said yes were asked about the key challenges they were facing in their search and their responses were reviewed and grouped by theme:

- Affordability (47 owner respondents, 38 renter respondents)
- Lack of suitability (24 respondents)
 - Size (6 owners, 3 renters)
 - Outdoor space (2 owner, 1 renter)
 - Accessible for mobility challenges (1 owner, 2 renter)
 - Downsizing options (1 owner)
 - Poorly maintained properties (1 owner, 1 renter)
- Lack of availability (7 owner respondents, 11 renter respondents)
- Lack of housing in desirable locations (near schools, work, away from busy streets) (7 owner respondents, 1 renter respondents)
- Lack of pet friendly rentals (6 renter respondents)
- Too many restrictions on building on property (1 respondent)

5.7 Experiences by Demographics

Survey results were analyzed based on demographic responses. While the results in this section are not statistically valid due to the voluntary nature of the survey and small sample size, they can point to potential concerns residents are experiencing

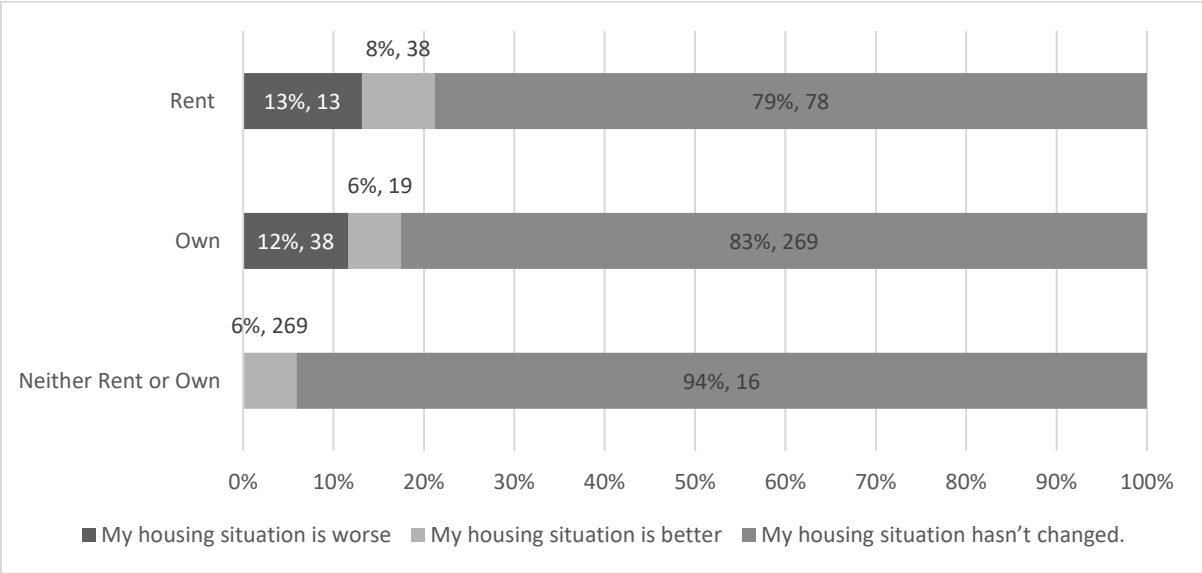
Figure 21 Housing Challenges Experienced by Demographic Groups

Rent/Own	<ul style="list-style-type: none"> Compared to owners, renters were more likely to report that their home was too small for their needs (43% of renters compared to 19% of owners) Compared to owners, renters were more likely to report that their home lacked adequate storage (55% of renters compared to 8% of owners) Compared to owners, renters were more likely to report feeling unsure about whether they would be able to afford their future home payments (47% of renters compared to 13% of owners)
Age	<ul style="list-style-type: none"> Compared to other age ranges, respondents 75 years and older were more likely to report that their home is in poor condition and in need of repairs (40% of respondents 75+ compared to 25% overall) Compared to other age ranges, respondents 65 – 74 were more likely to report that their home is too large for their needs (18% of respondents 65 – 64, compared to 6% overall) Compared to other age ranges, respondents 40 – 64 were more likely to report that their home is unsuitable for their mobility and accessibility needs (18% of respondents 40 – 64, compared to 10% overall) Compared to other age ranges, respondents 20 – 29 were more likely to report feeling unsure about affording future rent (30% of respondents 20 – 29 compared to 13% overall) and mortgage payments (39% of respondents 20 – 29 compared to 20% overall) Compared to other age ranges, respondents 20 – 29 were more likely to report that they struggle to save enough for a down payment (72% of respondents 20 – 29, compared to 29% overall) or that they do not qualify for a mortgage (48% of respondents 20 – 29, compared to 22% overall)
Income	<ul style="list-style-type: none"> Compared to other income ranges, respondents earning \$35,000 - \$59,999 were more likely to report that their housing situation has become worse since the start of COVID (27% of respondents earning between \$35,000 and \$59,999, compared to 12% overall) Compared to other income ranges, respondents earning less than \$35,000 were more likely to report that their homes is too large for their needs (17% of respondents earning less than \$35,000, compared to 5% overall) Compared to other income ranges, respondents earning less than \$35,000 and respondents on income assistance or PWD were more likely to report that their home is in poor condition and in need of repairs (33% and 31% of respondents earning less than \$35,000 and respondents on income assistance or PWD, compared to 18% overall) Compared to other income ranges, respondents earning less than \$35,000 and respondents on income assistance or PWD were more likely to report that their home is unsuitable for their mobility and accessibility needs (17%

	<p>and 15% of respondents earning less than \$35,000 and respondents on income assistance or PWD, compared to 7% overall)</p> <ul style="list-style-type: none"> Compared to other income ranges, respondents on Income Assistance or PWD were more likely to report feeling unsure about the stability of their rental lease (46% of respondents on Income Assistance or PWD, compared to 11% overall) and unsure about whether they will be able to afford future rent payments (62% of respondents on Income Assistance or PWD, compared to 14% overall). Note that respondents on Income Assistance or PWD comprised only 3% of total survey respondents. Respondents earning \$35,000 - \$59,999 and respondents earning less than \$35,000 were more likely to report concern about affording their future rent payments (27% and 35% of respondents earning between \$35,000 and \$59,999 and respondents earning less than \$35,000, compared to 14% overall) Compared to other income ranges, respondents earning \$35,000 - \$59,999 and respondents earning less than \$35,000 were more likely to identify struggling to save up enough for a down payment (44% and 47% of respondents earning between \$35,000 and \$59,999 and respondents earning less than \$35,000, compared to 28% overall) Compared to other income ranges, respondents earning between \$35,000 and \$59,999 and respondents earning less than \$35,000 were more likely to report that they would like to purchase a home but do not qualify for a mortgage (37% and 47% of respondents earning between \$35,000 and \$59,999 and respondents earning less than \$35,000, compared to 21% overall)
Ethnic or Racial Identity	<ul style="list-style-type: none"> The sample size was too small to determine different housing experience by ethnic or racial identity.

5.8 COVID-19 Impacts on Housing

Figure 22. Has the COVID-19 pandemic impacted your housing situation over the past year? (n=445)



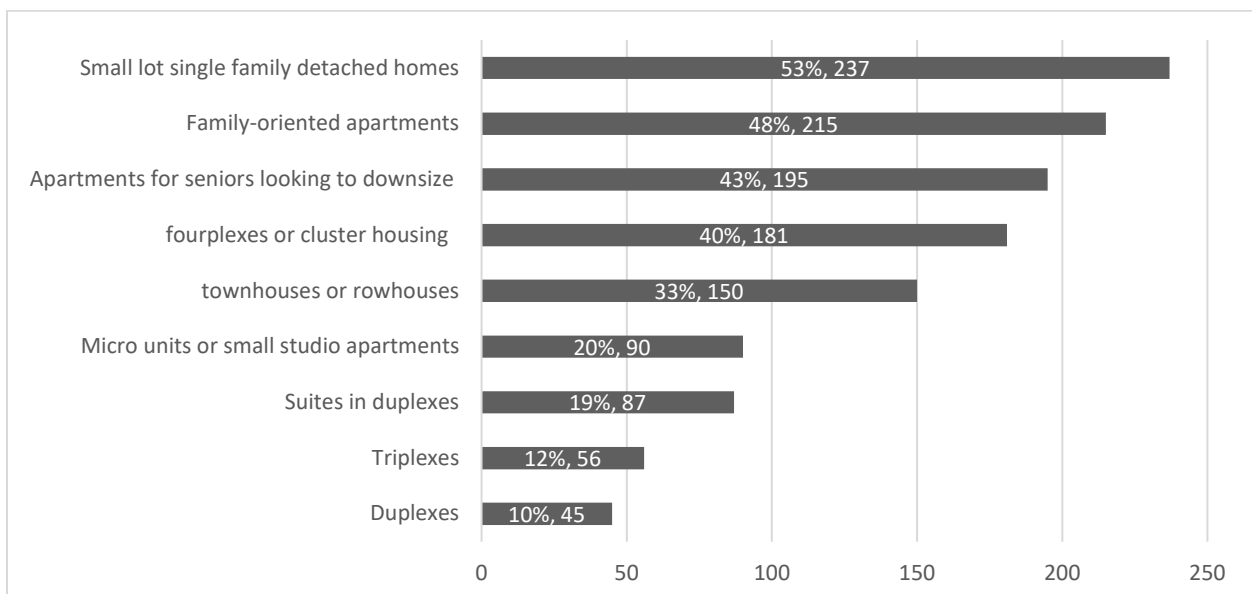
Respondents were asked if they had comments on their experience and these responses are grouped by theme below.

Figure 23 Comments About COVID-19 Housing Experience

Response	Comments
My housing situation hasn't changed	<ul style="list-style-type: none"> • Situation is unchanged, but housing is still / has become more expensive (35 respondents) • There is a lack of housing supply (6 respondents) • Situation is unchanged, but it is not suitable for needs or needs repair (5 respondents) • Had to repurpose space in home to accommodate working/schooling from home (3 respondents) • Renting a secondary suite is expensive with the additional taxes (3 respondents) • If you budget well, then housing is affordable (2 respondents) • Challenging finding renters with consistent income during pandemic (1 respondents)
My housing situation is worse	<ul style="list-style-type: none"> • Cannot afford home (housing/rental price increase) (15 respondents) • Cannot afford home (loss of income) (3 respondents) • BC Housing waitlists are too long (3 respondents) • Feel unsafe in neighbourhood (2 respondents)
My housing situation is better	<ul style="list-style-type: none"> • Better, but more expensive (4 respondents) • Less expenses due to working/schooling from home (4 respondents) • Housing more affordable than other areas (4 respondents) • Home equity increased (3 respondents)

5.9 Community Housing Needs

Figure 24. What types of housing do you think there should be more of in Port Coquitlam? (n=449)



Respondents were asked to comment on their answer and these responses are summarized by theme below:

- More variety in housing stock (seniors and accessible housing, supportive/assisted housing, variety of housing types, more densification) (73 respondents)
- Port Coquitlam needs more affordable housing options (41 respondents)
- Opportunities for developing high density, mixed use housing complexes (18 respondents)
- Less restrictions on secondary suites and coach houses (11 respondents)
- Would like to see more outside/green areas (9 respondents)
- Want to keep the community feeling of Port Coquitlam (9 respondents)
- Need to maintain parking for residents (7 respondents)
- Update or abolish pet policies (6 respondents)
- Non-Strata run townhomes (6 respondents)
- Need to consider roadway and infrastructure needs with growth and increased housing density (5 respondents)
- Need to respond to growing homeless community (4 respondents)
- More rent-to-Own programs (3 respondents)
- More affordable housing options near amenities (e.g., schools, transit) (1 respondent)
- Improve transit (1 respondents)

5.10 Housing Experiences

Respondents were invited to write about their housing experience in Port Coquitlam, including positive and negative experiences. These responses are summarized by theme below.

Positive Respondent Experiences

- Residents enjoy Port Coquitlam’s culture, green areas, and community (175 respondents)
 - Residents like their neighbourhoods and the walkability of the community (164 respondents)
 - Appreciate how accessible parks and greenspace are for families and pets (38 respondents)
 - Enjoy living in diverse communities (4 respondents)

Negative Respondent Experiences

- Housing costs are very high. Residents who would like to move cannot afford other options (91 respondents)
 - Strata fees and taxes are very high (12 respondents)
 - Seeing older homes torn down and being replaced with mega houses or broken down into multiple parcels (11 respondents)
 - Even if residents can afford a mortgage payment, it is too difficult to save for a down payment (6 respondents)
 - Residents feel stuck where they are and can’t afford to move (17 respondents)
- Have noticed a change in the community as Port Coquitlam has become a more desirable location for renters (45 respondents)
 - Seeing more densification and higher traffic volumes (32 respondents)

- Seeing higher crime rates, increase presence of people experiencing homelessness, and feeling less safe (16 respondents)
- Need infrastructure and roadway improvements (11 respondents)
- The parking restrictions are too strict (7 respondents)
- Hard to find affordable and suitable housing (34 respondents)
- Hard to find suitable rentals
 - Rental units for larger families (4 respondents)
 - Affordable units for seniors looking to downsize (8 respondents)
 - Limited housing stock options (5 respondents)
 - Need more rentals that allow pets (3 respondents)
 - Tenants with mental health and mobility challenges (3 respondents)
 - No, or limited, yard space (3 respondents)
 - Housing with adequate storage (2 respondents)
- Too many restrictions on coach/lane way houses and rental suites (5 respondents)

Neutral Respondent Experiences

Residents understand that housing prices have drastically risen in the community, but are in a position that they are not directly impacted (bought their home 5+ years ago) (16 respondents)

APPENDIX C

Metro Vancouver Profile





HOUSING NEEDS REPORT

Part 1: Community and Housing Profile

City of Port Coquitlam

DRAFT FOR DISCUSSION

January 2021

Note: Projections have been updated by Metro Vancouver since this release.

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1. INTRODUCTION

Local governments across the Metro Vancouver region and across British Columbia encounter challenges in their efforts to achieve a diverse and affordable housing supply for all residents. Housing needs reports collect, review, and analyze data about current and projected population, household income, significant economic sectors, and the currently available and anticipated housing units in a given community, in order to establish a baseline understanding of housing need and demand. The housing needs report becomes the basis for determining current and projected housing need, and provides evidence-based information to support local planning efforts in addressing these gaps.

This report is structured in four parts:

- 1. Introduction**
Describes the housing needs report requirement for local governments in British Columbia, the study purpose, and regional context.
- 2. Community Profile**
Provides key demographic, household, and economic data, including population and household projections.
- 3. Housing Profile**
Provides an overview of housing supply, market conditions, and housing indicators.
- 4. Housing Need** (TO BE COMPLETED BY RESPECTIVE JURISDICTIONS (i.e. “Part 2” of the Housing Needs Report))
Summarizes housing need in the community identified through the research and analysis and engagement processes.

1.1 PURPOSE

New legislative requirements in British Columbia (BC) took effect April 16, 2019 requiring local governments to collect data, analyze trends and prepare reports that describe current and projected housing needs in their communities. Municipalities and regional districts in BC are required to complete publicly accessible housing needs reports by April 2022 and every five years thereafter.

Housing needs reports are intended to strengthen the ability of local governments to understand their current and future housing needs, and to ensure that local policies, plans, and development decisions that follow are based on recent evidence. These reports can identify existing and projected gaps in housing supply by collecting and analyzing quantitative and qualitative information about local demographics, economics, housing stock, and other factors. Having a housing needs report is a critical input that supports the development of a comprehensive housing strategy or action plan.

1.2 REGIONAL CONTEXT

Local governments are required to consider the most recently collected information and housing needs report when amending an official community plan or regional growth strategy. In Metro Vancouver, member jurisdictions are required to adopt Regional Context Statements which include policies or strategies that will work toward meeting future housing demand as set out in the regional growth strategy.

2. COMMUNITY PROFILE

The community profile section examines key demographic, household, and economic indicators for the City of Port Coquitlam (referred to as “Port Coquitlam” from now), including population growth, age, household characteristics, and labour force statistics. Where it is relevant, Metro Vancouver and the Province of BC are used as a benchmark for comparison.

2.1 DEMOGRAPHICS

Population

According to the 2016 Census of Population, there were 58,612 people living in Port Coquitlam. Port Coquitlam represented 2.4% of the Metro Vancouver population, which was 2.5 million in 2016. Between 2006 and 2016 (the three most recent census periods), Port Coquitlam grew by 11.2%, adding 5,925 people, and representing 1.7% of the region’s total population growth. Table 1 shows the population growth in Port Coquitlam, Metro Vancouver and British Columbia from 2006 to 2016.

Table 1. Population Growth, Port Coquitlam, Metro Vancouver, and BC (2006, 2011, 2016)

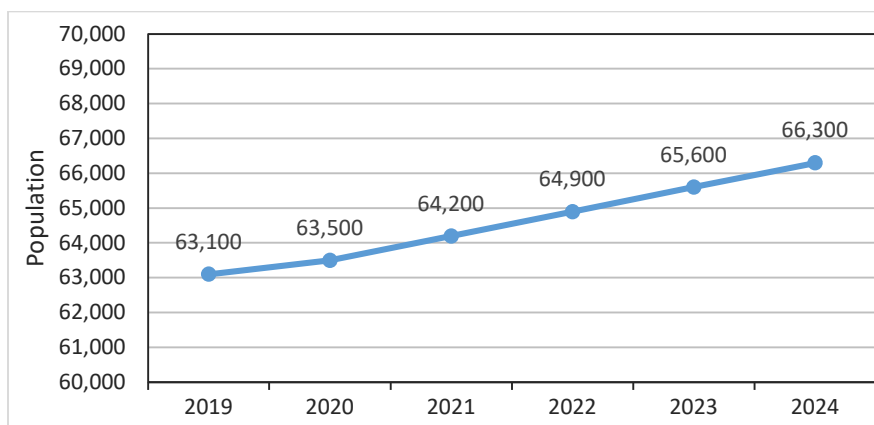
Community / Area	Population Growth	2006	2011	2016
Port Coquitlam	11.2%	52,687	56,342	58,612
Metro Vancouver	16.4%	2,116,581	2,313,328	2,463,431
British Columbia	13.0%	4,113,487	4,400,057	4,648,055

Source: Statistics Canada, Census of Population, 2006, 2011, 2016.

ANTICIPATED POPULATION

Metro Vancouver prepares population and growth projections for the region and its member jurisdictions. According to the most recent projections, Port Coquitlam’s population is anticipated to increase by 3,200 people, from 63,100 residents in 2019 to 66,300 residents in 2024.

Figure 1. Anticipated Population, Port Coquitlam (2019 to 2024)



Source: Metro Vancouver

The growth shown in Figure 1 represents an anticipated population growth of 5.1% over a 5-year period. In comparison, the Metro Vancouver region is expected to experience 7.1% population growth over the 5-year period, 2019-2024 (Table 2).

Table 2. Anticipated Population Growth, Port Coquitlam and Metro Vancouver (2019 to 2024)

Community/Area	Anticipated Population Growth	2019	2024
Port Coquitlam	5.1%	63,100	66,300
Metro Vancouver	7.1%	2,663,800	2,852,700

Source: Metro Vancouver

Age Profile

Table 3 shows the median age of Port Coquitlam’s population, as reported in the three most recent census periods. Port Coquitlam’s median age (40.7) was comparable to that of the region (40.9).

Table 3. Median Age, Port Coquitlam and Metro Vancouver (2006, 2011, 2016)

Age	2006	2011	2016
Port Coquitlam	37.5	39.2	40.7
Metro Vancouver	39.1	40.2	40.9

Source: Statistics Canada, Census of Population, 2006, 2011, 2016

The fastest growing segment of the population in Port Coquitlam between 2006 and 2016 was people aged 85 years and over (+83.0%), followed by people aged 65 to 84 years (+66.4%), and 45 to 64 years (+26.4%). Meanwhile, the population under 20 years old declined. Table 4 shows the population by age group in Port Coquitlam during the last three Census periods (2006, 2011 and 2016).

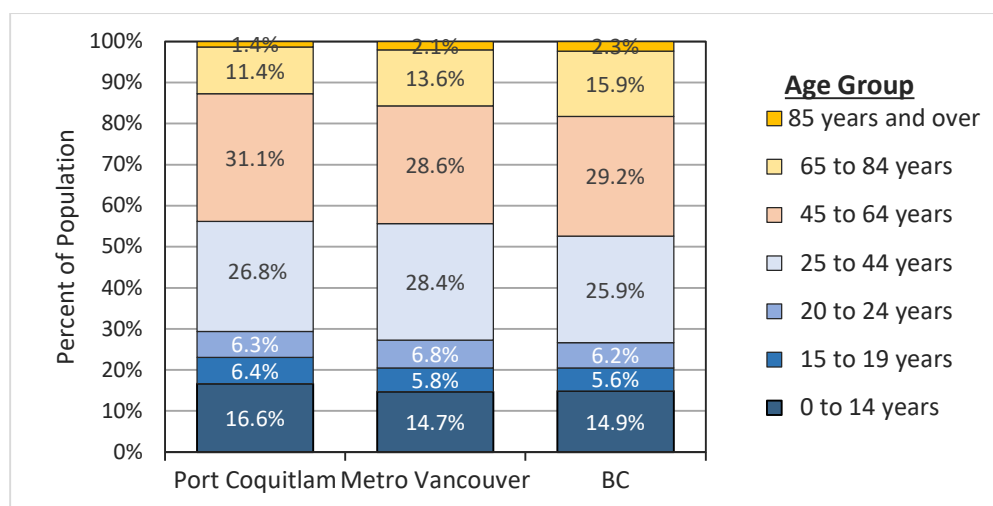
Table 4. Population by Age Group, Port Coquitlam (2006, 2011, 2016)

Age Group	2006		2011		2016		Percent change 2006-2016
0 to 14 years	10,325	19.6%	9,810	17.4%	9,750	16.6%	-5.6%
15 to 19 years	4,075	7.7%	4,160	7.4%	3,775	6.4%	-7.4%
20 to 24 years	3,475	6.6%	3,775	6.7%	3,705	6.3%	6.6%
25 to 44 years	15,950	30.3%	15,795	28.0%	15,725	26.8%	-1.4%
45 to 64 years	14,400	27.3%	17,110	30.4%	18,200	31.1%	26.4%
65 to 84 years	4,005	7.6%	5,075	9.0%	6,665	11.4%	66.4%
85 years and over	440	0.8%	635	1.1%	805	1.4%	83.0%
Total	52,690	100%	56,340	100%	58,615	100%	11.2%

Source: Statistics Canada, Census of Population, 2006, 2011, 2016

The age distribution of the population in Port Coquitlam was similar though slightly younger than that of Metro Vancouver and the province of BC. The proportion of children and youth aged 19 years or under was slightly higher in Port Coquitlam (23.1%) than in Metro Vancouver (20.5%) and in BC (20.4%). The proportion of seniors 65+ years old in Port Coquitlam (12.7%) was lower than Metro Vancouver (15.7%) and BC (18.3%). Figure 2 compares the total population of Port Coquitlam, Metro Vancouver, and BC by age group.

Figure 2. Population by Age Group, Port Coquitlam, Metro Vancouver, and BC (2016)



Source: Statistics Canada, Census of Population, 2016

ANTICIPATED AGE PROFILE

According to Metro Vancouver growth projections, the most significant growth in Port Coquitlam is expected to occur among senior populations with the number of those aged 65 to 84 years and 85 years and over expected to rise by 32.5% and 50.0% respectively. Table 5 shows the anticipated population growth by age group in Port Coquitlam from 2019 to 2024.

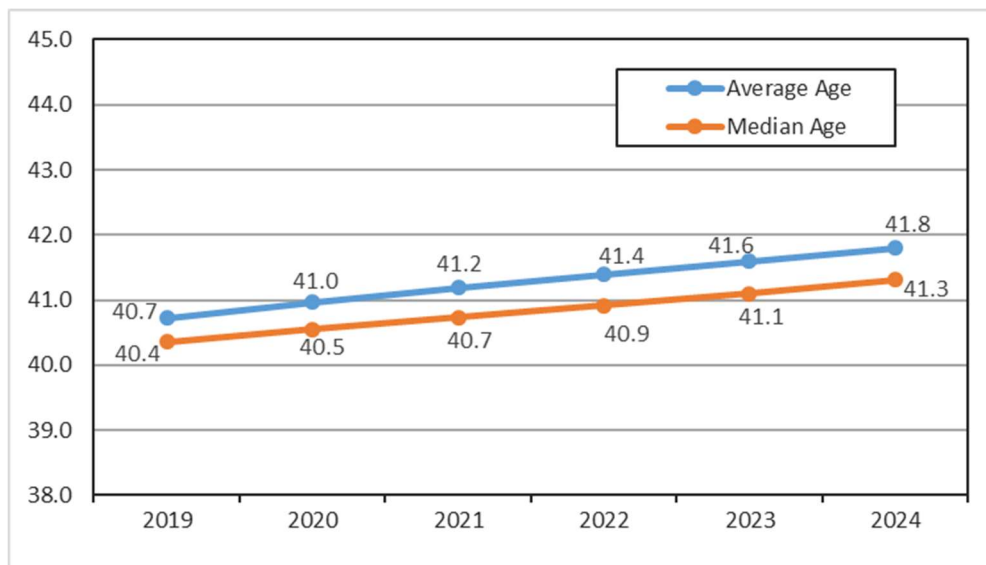
Table 5. Anticipated Population Growth by Age Group, Port Coquitlam (2019 to 2024)

Age Groups	2019		2024		Population Change 2019 - 2024	
	Population	%	Population	%	Population	%
0 to 14 years	9,800	15.5%	9,800	14.8%	0	0.0%
15 to 19 years	3,600	5.7%	3,600	5.4%	0	0.0%
20 to 24 years	4,000	6.3%	3,600	5.4%	-400	-10.0%
25 to 44 years	17,700	28.1%	18,300	27.6%	600	3.4%
45 to 64 years	18,700	29.6%	18,600	28.1%	-100	-0.5%
65 to 84 years	8,000	12.7%	10,600	16.0%	2,600	32.5%
85 years and over	1,200	1.9%	1,800	2.7%	600	50.0%
Total	63,100	100.0%	66,300	100.0%	3,200	5.1%

Source: Metro Vancouver

BC Stats also prepares population estimates and projections at a regional district level. According to BC Stats’ most recent projections which are shown in Figure 3, the median age of the anticipated population in Metro Vancouver will increase from 40.4 years in 2019 to 41.3 years by 2024, suggesting that the trend over the 5-year period will be an aging of the region’s population. This is concurrent with the findings of Metro Vancouver’s projections, and trends experienced across the province and country.

Figure 3. Average and Median Age of the Anticipated Population, Metro Vancouver (2019 to 2024)



Source: BC Stats

2.2 HOUSEHOLDS

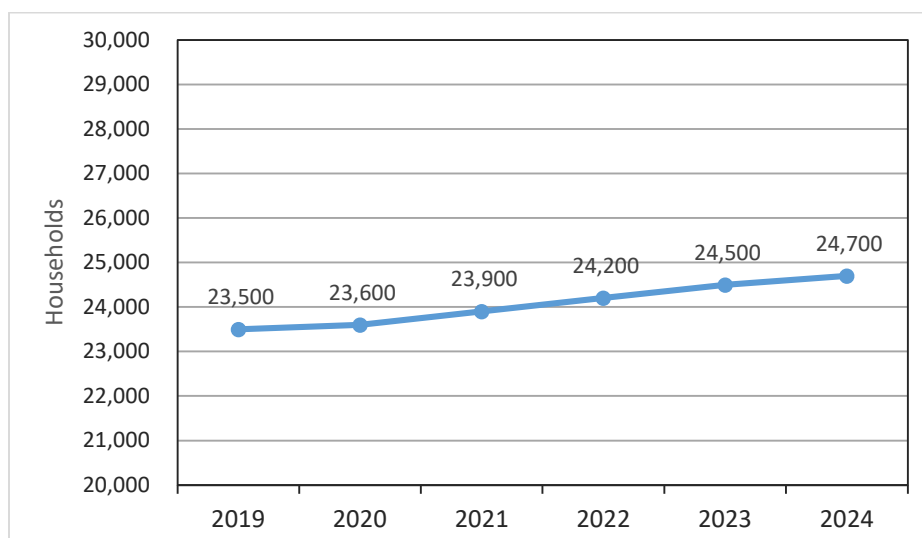
Number of Households

In 2016, the total number of households in Port Coquitlam was 21,755. This is an increase in the total households from the previous two census periods. In 2011, there were 20,650 households in Port Coquitlam, and in 2006 there were 18,700. This represented a 16.3% growth in the number of households between 2006 and 2016.

ANTICIPATED HOUSEHOLDS

According to Metro Vancouver population and housing projections, the anticipated number of households in Port Coquitlam is expected to grow to a total of 24,700 households by 2024, a 5.1% increase from 2019. Figure 4 contains information on the household projections for Port Coquitlam from 2019 to 2024.

Figure 4. Anticipated Total Number of Households, Port Coquitlam (2019 to 2024)



Source: Metro Vancouver

Household Size

Just over half (53.3%) of Port Coquitlam households were 1-person households and 2-person households, as shown in Table 6. Households containing 5 or more persons accounted for 9.2% of all households. According to the 2016 Census, the average number of persons in a Port Coquitlam household was 2.7, which was higher than the average household size in Metro Vancouver (2.5) and BC (2.4).

Table 6. Number and Percentage of Households by Household Size, Port Coquitlam (2006, 2011, 2016)

Household Size	2006		2011		2016	
	Number	Percentage	Number	Percentage	Number	Percentage
1 person	3,760	20.1%	4,535	22.0%	4,845	22.3%
2 persons	5,400	28.9%	6,170	29.9%	6,750	31.0%
3 persons	3,565	19.1%	3,935	19.1%	4,150	19.1%
4 persons	3,920	21.0%	3,975	19.2%	4,000	18.4%
5 or more persons	2,050	11.0%	2,035	9.9%	2,005	9.2%
Total	18,705	100.0%	20,650	100.0%	21,755	100.0%

Source: Statistics Canada, Census of Population, 2006, 2011, 2016

ANTICIPATED HOUSEHOLD SIZE

By 2024, the average number of persons in a Port Coquitlam household is expected to be 2.7.

Household Tenure

In 2016, 76.9% of Port Coquitlam households were owners. This proportion was lower than the previous two census years (78.1% in 2011 and 79.6% in 2006). Port Coquitlam's ownership rate was higher than that

of Metro Vancouver (63.7%) and the province as a whole (68.0%). Table 7 shows the tenure breakdown for Port Coquitlam households for the past three Census periods.

Table 7. Number and Percentage of Households by Household Tenure, Port Coquitlam (2006, 2011, 2016)

Tenure	2006		2011		2016	
Owner households	14,880	79.6%	16,105	78.1%	16,705	76.9%
Renter households	3,805	20.4%	4,525	21.9%	5,020	23.1%
Total	18,685	100%	20,630	100%	21,725	100%

Source: Statistics Canada, Census of Population, 2006, 2011, 2016

According to the Statistics Canada Census, 'subsidized housing' refers to whether a renter household lives in a dwelling that is subsidized. Subsidized housing includes rent geared to income, social housing, public housing, government-assisted housing, non-profit housing, rent supplements and housing allowances.

Of the 5,020 renter households in Port Coquitlam in 2016, 880 (17.5%) self-reported that they were living in subsidized housing / receiving a subsidy. Table 8 shows information on the subsidy status for renter households in Port Coquitlam during the past three Census periods.

Table 8. Number and Percentage of Renter Households in Subsidized Housing, Port Coquitlam (2006, 2011, 2016)

Subsidized Renter Households	2006		2011		2016	
Renter households with subsidy	n/a	n/a	900	19.9%	880	17.5%
Renter households without subsidy	n/a	n/a	3,625	80.1%	4,140	82.5%
Total	3,805	100%	4,525	100%	5,020	100%

Source: Statistics Canada, Census of Population, 2006, 2011, 2016

Note: 2006 Census did not collect information on the presence of rental subsidies.

Household Income

In 2016, the median income for all Port Coquitlam households was \$83,918, and the average income was \$95,644. Table 9 shows the median household incomes for Port Coquitlam, Metro Vancouver, and BC during the past three census periods.

Table 9. Median Household Incomes, Port Coquitlam, Metro Vancouver, and BC (2006, 2011, 2016)

Median Household Income	2006	2011	2016
Port Coquitlam	\$77,793	\$78,848	\$83,918
Metro Vancouver	\$65,342	\$68,830	\$72,585
British Columbia	\$62,372	\$65,555	\$69,979

Source: Statistics Canada, Census of Population, 2006, 2011, 2016 (custom data provided by BC Ministry of Municipal Affairs and Housing)

In Port Coquitlam, a third of all households (33.6%) were earning less than \$60,000 per year during the latest census period, as shown in Table 10. The proportion of households earning less than \$30,000 per

year was 12.6% in 2016. These households often require below market housing such as rent-geared-to-income housing.

Table 10. Number and Percentage of Households by Household Income Bracket (Constant 2015\$), Port Coquitlam (2006, 2011, 2016)

Household Income	2006		2011		2016	
Under \$5,000	410	2.2%	465	2.3%	300	1.4%
\$5,000 to \$9,999	280	1.5%	420	2.0%	180	0.8%
\$10,000 to \$14,999	400	2.1%	415	2.0%	450	2.1%
\$15,000 to \$19,999	545	2.9%	540	2.6%	585	2.7%
\$20,000 to \$24,999	600	3.2%	685	3.3%	620	2.9%
\$25,000 to \$29,999	520	2.8%	505	2.4%	605	2.8%
\$30,000 to \$34,999	515	2.8%	700	3.4%	610	2.8%
\$35,000 to \$39,999	790	4.2%	630	3.1%	790	3.6%
\$40,000 to \$44,999	735	3.9%	815	3.9%	725	3.3%
\$45,000 to \$49,999	815	4.4%	845	4.1%	865	4.0%
\$50,000 to \$59,999	1,290	6.9%	1,645	8.0%	1,575	7.2%
\$60,000 to \$69,999	1,360	7.3%	1,495	7.2%	1,645	7.6%
\$70,000 to \$79,999	1,370	7.3%	1,350	6.5%	1,400	6.4%
\$80,000 to \$89,999	1,340	7.2%	1,095	5.3%	1,380	6.3%
\$90,000 to \$99,999	1,170	6.3%	1,320	6.4%	1,185	5.4%
\$100,000 to \$124,999	2,630	14.1%	2,720	13.2%	2,860	13.1%
\$125,000 to \$149,999	1,590	8.5%	1,845	8.9%	2,270	10.4%
\$150,000 to \$199,999	1,470	7.9%	2,015	9.8%	2,360	10.9%
\$200,000 and over	870	4.7%	1,140	5.5%	1,355	6.2%
Total households	18,705		20,650		21,750	

Source: Statistics Canada, Census of Population, 2006, 2011, 2016 (custom data provided by BC Ministry of Municipal Affairs and Housing)

Compared to the median income for all Port Coquitlam households (\$83,918), renter households had a significantly lower median income (\$49,432). Among renters, the proportion of households earning less than \$60,000 was 59.3%. The proportion of households earning less than \$30,000 per year was 28.7% in 2016. Table 11 shows the number and percentage of renter households by household income bracket for the past three census periods.

Table 11. Number and Percentage of Renter Households by Household Income Bracket (Constant 2015\$), Port Coquitlam (2006, 2011, 2016)

Household Income	2006		2011		2016	
Under \$ 5,000	175	4.6%	165	3.7%	135	2.7%
\$5,000 to \$9,999	180	4.7%	140	3.1%	80	1.6%
\$10,000 to \$14,999	275	7.2%	235	5.2%	290	5.8%
\$15,000 to \$19,999	305	8.0%	270	6.0%	380	7.6%
\$20,000 to \$24,999	225	5.9%	350	7.7%	280	5.6%
\$25,000 to \$29,999	205	5.4%	205	4.5%	275	5.5%
\$30,000 to \$34,999	175	4.6%	335	7.4%	255	5.1%

Household Income	2006		2011		2016	
\$35,000 to \$39,999	265	7.0%	175	3.9%	335	6.7%
\$40,000 to \$44,999	225	5.9%	215	4.8%	220	4.4%
\$45,000 to \$49,999	230	6.0%	220	4.9%	305	6.1%
\$50,000 to \$59,999	270	7.1%	565	12.5%	420	8.4%
\$60,000 to \$69,999	300	7.9%	450	10.0%	440	8.8%
\$70,000 to \$79,999	225	5.9%	260	5.8%	345	6.9%
\$80,000 to \$89,999	190	5.0%	135	3.0%	250	5.0%
\$90,000 to \$99,999	140	3.7%	170	3.8%	165	3.3%
\$100,000 to \$124,999	250	6.6%	305	6.7%	425	8.5%
\$125,000 to \$149,999	70	1.8%	145	3.2%	205	4.1%
\$150,000 to \$199,999	55	1.4%	95	2.1%	155	3.1%
\$200,000 and over	45	1.2%	75	1.7%	65	1.3%
Total renter households	3,805		4,520		5,020	

Source: Statistics Canada, Census of Population, 2006, 2011, 2016 (custom data provided by BC Ministry of Municipal Affairs and Housing)

Conversely, owners had a higher median income when compared to the rest of Port Coquitlam households. With a median household income of \$95,752, owner households made \$12,000 more than the median income of all Port Coquitlam households, and \$46,000 more than the median income of renter households. The median income of owner households was 1.9 times higher than the median income of renter households. Table 12 shows the number and percentage of owner households by household income bracket for the past three census periods.

Table 12. Number and Percentage of Owner Households by Household Income Bracket (Constant 2015\$), Port Coquitlam (2006, 2011, 2016)

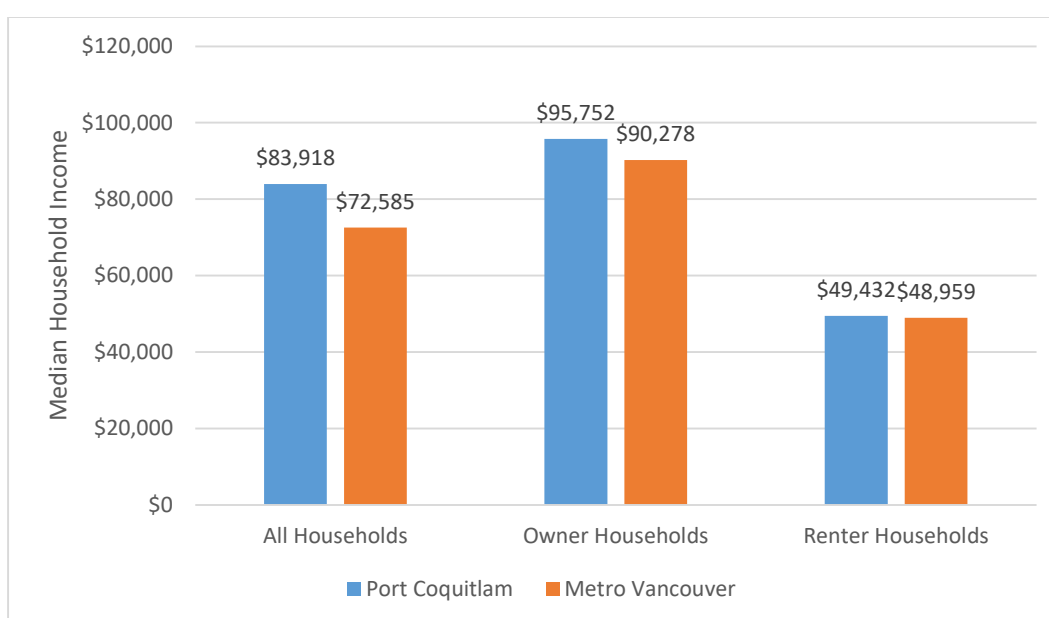
Household Income	2006		2011		2016	
Under \$ 5,000	235	1.6%	300	1.9%	160	1.0%
\$5,000 to \$9,999	100	0.7%	285	1.8%	100	0.6%
\$10,000 to \$14,999	125	0.8%	175	1.1%	155	0.9%
\$15,000 to \$19,999	240	1.6%	265	1.6%	205	1.2%
\$20,000 to \$24,999	375	2.5%	340	2.1%	335	2.0%
\$25,000 to \$29,999	315	2.1%	300	1.9%	335	2.0%
\$30,000 to \$34,999	345	2.3%	365	2.3%	355	2.1%
\$35,000 to \$39,999	520	3.5%	450	2.8%	455	2.7%
\$40,000 to \$44,999	515	3.5%	600	3.7%	505	3.0%
\$45,000 to \$49,999	590	4.0%	630	3.9%	555	3.3%
\$50,000 to \$59,999	1,015	6.8%	1,080	6.7%	1,160	6.9%
\$60,000 to \$69,999	1,060	7.1%	1,045	6.5%	1,205	7.2%
\$70,000 to \$79,999	1,145	7.7%	1,095	6.8%	1,055	6.3%
\$80,000 to \$89,999	1,150	7.7%	965	6.0%	1,130	6.8%
\$90,000 to \$99,999	1,035	6.9%	1,145	7.1%	1,020	6.1%
\$100,000 to \$124,999	2,380	16.0%	2,410	14.9%	2,440	14.6%
\$125,000 to \$149,999	1,515	10.2%	1,700	10.5%	2,065	12.3%
\$150,000 to \$199,999	1,410	9.5%	1,920	11.9%	2,205	13.2%

Household Income	2006		2011		2016	
\$200,000 and over	820	5.5%	1,065	6.6%	1,290	7.7%
Total owner households	14,900		16,130		16,730	

Source: Statistics Canada, Census of Population, 2006, 2011, 2016 (custom data provided by BC Ministry of Municipal Affairs and Housing)

Finally, Figure 5 compares the median household incomes in Port Coquitlam and Metro Vancouver by household tenure, highlighting the significantly higher incomes of owner households compared with renter households.

Figure 5. Median Household Income by Tenure, Port Coquitlam and Metro Vancouver (2016)



Source: Statistics Canada, Census of Population, 2016 (custom data provided by BC Ministry of Municipal Affairs and Housing)

2.3 ECONOMY & EMPLOYMENT

Labour Force

The local economy has a significant impact on housing need and demand. Port Coquitlam’s participation rate was higher than that of Metro Vancouver and the province as a whole. Its unemployment rate, however, was lower than that of Metro Vancouver and the province, as shown in Table 13.

The number of workers in the labour force increased by 10.7% between 2006 and 2016, which is consistent with the 11.2% increase in the overall population of Port Coquitlam over the same period.

Table 13. Labour Force Statistics, Port Coquitlam, Metro Vancouver, and BC (2016)

	Port Coquitlam	Metro Vancouver	British Columbia
Total Population Aged 15 Years and Over	48,150	2,064,615	3,870,375
In Labour Force	33,625	1,355,520	2,471,665
Employed	32,045	1,276,900	2,305,690
Unemployed	1,585	78,620	165,975
Not In Labour Force	14,525	709,095	1,398,710
Participation Rate	69.8%	65.7%	63.9%
Unemployment Rate	4.7%	5.8%	6.7%

Source: Statistics Canada, Census of Population, 2006, 2011, 2016

The largest proportion of workers residing in Port Coquitlam worked (regardless of whether their place of work was in Port Coquitlam or not) in retail trade (11.9% of the workforce), health care and social assistance (10.6% of the workforce), and construction (10.0% of the workforce). Table 14 displays the number and percentage of workers by industry for the past three Census periods for workers who lived in Port Coquitlam.

Table 14. Number and Percentage of Workers by NAICS Sector, for workers who lived in Port Coquitlam (2006, 2011, 2016)

Sector	2006		2011		2016	
	Number	Percentage	Number	Percentage	Number	Percentage
Industry - Not applicable	400	1.3%	625	1.9%	480	1.4%
All industry categories	29,975	98.7%	31,880	98.1%	33,140	98.6%
Agriculture, forestry, fishing and hunting	230	0.8%	125	0.4%	185	0.6%
Mining, quarrying, and oil and gas extraction	115	0.4%	85	0.3%	65	0.2%
Utilities	230	0.8%	220	0.7%	215	0.6%
Construction	2,535	8.3%	2,705	8.3%	3,360	10.0%
Manufacturing	2,980	9.8%	2,395	7.4%	2,535	7.5%
Wholesale trade	1,975	6.5%	2,065	6.4%	1,770	5.3%
Retail trade	3,645	12.0%	3,985	12.3%	3,990	11.9%
Transportation and warehousing	1,735	5.7%	1,870	5.8%	1,815	5.4%
Information and cultural industries	925	3.0%	1,145	3.5%	1,130	3.4%
Finance and insurance	1,450	4.8%	1,480	4.6%	1,435	4.3%
Real estate and rental and leasing	545	1.8%	655	2.0%	675	2.0%
Professional; scientific and technical services	2,430	8.0%	2,425	7.5%	2,560	7.6%
Management of companies and enterprises	25	0.1%	15	0.0%	75	0.2%
Administrative and support; waste	1,160	3.8%	1,370	4.2%	1,550	4.6%

Sector	2006		2011		2016	
management and remediation services						
Educational services	1,675	5.5%	2,245	6.9%	2,320	6.9%
Health care and social assistance	2,980	9.8%	3,360	10.3%	3,550	10.6%
Arts; entertainment and recreation	550	1.8%	665	2.0%	610	1.8%
Accommodation and food services	2,000	6.6%	1,950	6.0%	2,235	6.6%
Other services (except public administration)	1,430	4.7%	1,420	4.4%	1,435	4.3%
Public administration	1,360	4.5%	1,690	5.2%	1,645	4.9%
Total	30,380		32,500		33,625	

Source: Statistics Canada, Census of Population, 2006, 2011, 2016

Commuting Destination

In Metro Vancouver, commuting destination is also an important factor when considering a household's housing and transportation cost burden. 77.9% of Port Coquitlam residents commuted to a different part of the region for work, compared to 20.5% who both lived and worked within Port Coquitlam. Table 15 shows the breakdown of commuting destinations for workers with a usual place of work (workers who have a specific work address outside their home).

Table 15. Number and Percentage of Workers with a Usual Place of Work by Commuting Destination, Port Coquitlam (2016)

Commuting Destination	2016	
Within Port Coquitlam	5,155	20.5%
Within Region of Metro Vancouver but outside of Port Coquitlam	19,565	77.9%
Within BC but outside of Metro Vancouver	275	1.1%
To a different Province or Territory	100	0.4%
Total - Worker Population with a Usual Place of Work	25,100	100%

Source: Statistics Canada, Census of Population, 2016

Mobility

Mobility status provides information about the movement of residents. Non-movers are persons who lived in the same residence as on the same date 5 years earlier. Non-migrants are persons who did not live in the same residence 5 years earlier, but who still lived in Port Coquitlam (moved within the Census Subdivision). Migrants include both internal migrants (who lived in a different municipality or province within Canada 5 years ago), and external migrants (those who did not live in Canada 5 years ago).

Table 16. Mobility Status as Compared to 5 Years Ago, Port Coquitlam (2006, 2011, 2016)

Mobility Status	2006		2011		2016	
Non-movers	29,315	59.3%	33,115	62.8%	34,400	62.7%
Non-migrants	8,500	17.2%	7,825	14.8%	8,860	16.1%
Migrants	11,595	23.5%	11,795	22.4%	11,625	21.2%
Total	49,410	100.0%	52,735	100.0%	54,890	100.0%

Source: Statistics Canada, 2006 Census of Population, 2011 National Household Survey, 2016 Census of Population

As shown in Table 16, 62.7% of Port Coquitlam residents were non-movers according to the 2016 Census, meaning they had lived in the same residence five years ago. Movement from other parts of Canada and other countries is an important source of new residents to many parts of the Metro Vancouver region, and has an impact on housing supply.

3. HOUSING PROFILE

The housing profile section provides an overview of key housing indicators for Port Coquitlam, including dwelling units currently occupied and available, changes in the housing stock, and housing values. Where it is relevant, Metro Vancouver and the Province of BC are used as a benchmark for comparison.

3.1 HOUSING SUPPLY

Housing Unit Types

More than a third of the 21,750 housing units in Port Coquitlam were single-detached house (38.5%). Following this housing type, low rise apartments (fewer than 5 storeys) were the most common form of housing, comprising 25.1% of the total housing units.

From 2006 to 2016, apartments in buildings with fewer than 5 storeys saw the largest increase (+41.7%). Table 17 shows dwelling units by structure type in Port Coquitlam during the past three Census periods.

Table 17. Number and Percentage of Dwelling Units by Structure Type, Port Coquitlam (2006, 2011, 2016)

Structure Type	2006		2011		2016	
Single-detached house	8,730	46.7%	8,625	41.8%	8,375	38.5%
Semi-detached house	655	3.5%	735	3.6%	675	3.1%
Apartment (duplex)	2,640	14.1%	3,130	15.2%	3,620	16.6%
Row house	2,770	14.8%	3,070	14.9%	3,395	15.6%
Apartment (fewer than 5 storeys)	3,850	20.6%	5,075	24.6%	5,455	25.1%
Apartment (5 or more storeys)	0	0.0%	5	0.0%	225	1.0%
Other single-attached house	20	0.1%	10	0.0%	5	0.0%
Movable dwelling	35	0.2%	5	0.0%	5	0.0%
Total	18,700	100%	20,650	100%	21,750	100%

Source: Statistics Canada, Census of Population, 2006, 2011, 2016

In terms of the breakdown of housing units by type (i.e. number of bedrooms), the large majority of Port Coquitlam's housing units (87.7%) was housing that could be suitable for families (2 bedroom or 3+ bedroom units). Between 2006 and 2016, there was a significant decrease (-80.3%) in the number of dwelling units with 0 bedrooms (bachelor / studio units), a housing type that can provide much-needed affordable housing for low and very-low income individuals. Table 18 shows the dwelling units by number of bedrooms in Port Coquitlam during the past three Census periods.

Table 18. Number and Percentage of Dwelling Units by Number of Bedrooms, Port Coquitlam (2006, 2011, 2016)

Number of Bedrooms	2006		2011		2016	
0 bedrooms	305	1.6%	145	0.7%	60	0.3%
1 bedroom	2,005	10.7%	2,400	11.6%	2,620	12.0%
2 bedrooms	3,610	19.3%	4,710	22.8%	5,340	24.6%
3+ bedrooms	12,780	68.3%	13,395	64.9%	13,740	63.2%
Total	18,700	100%	20,650	100%	21,750	100%

Source: Statistics Canada, Census of Population, 2006, 2011, 2016

According to the 2016 Census, a third of the dwelling units in Port Coquitlam were built prior to 1981 (35.8%), and 15.6% were constructed in the most recent 10-year period, from 2006-2016. Table 19 shows information on dwelling units in Port Coquitlam by period of construction.

Table 19. Number and Percentage of Dwelling Units by Period of Construction, Port Coquitlam (2016)

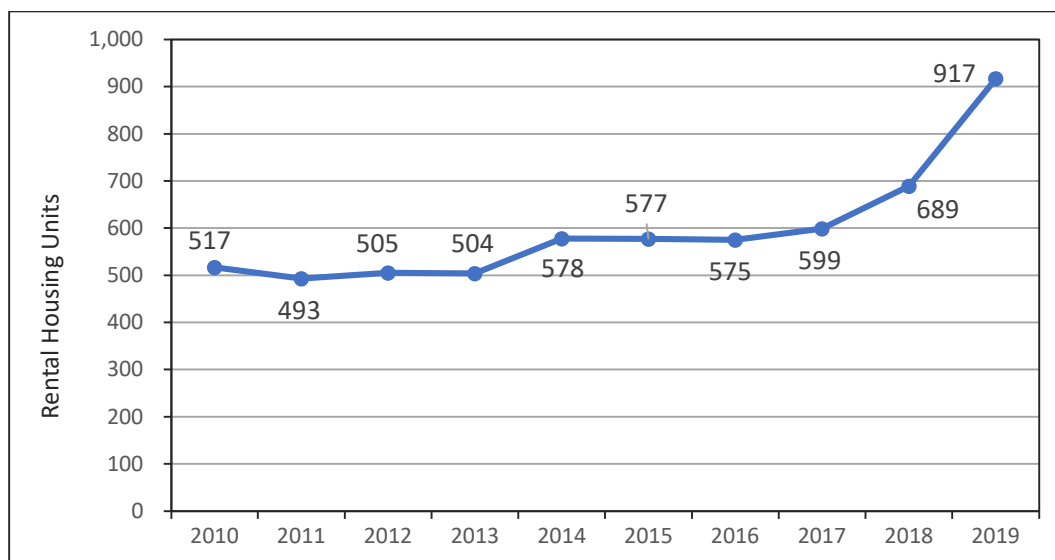
Period of Construction	2016	
1960 or before	1,305	6.0%
1961 to 1980	6,485	29.8%
1981 to 1990	3,755	17.3%
1991 to 2000	5,550	25.5%
2001 to 2005	1,255	5.8%
2006 to 2011	1,930	8.9%
2011 to 2016	1,470	6.8%
Total	21,750	100.0%

Source: Statistics Canada, Census of Population, 2016

Rental Housing

In terms of rental housing, the following subsection outlines information regarding the primary and secondary rental market in Port Coquitlam. Figure 6 shows the number of rental units in the primary rental market in Port Coquitlam over time. This includes both purpose-built rental apartments and row housing (townhouses). In 2019, there were a total of 917 units in the primary rental market. Over the 2011 to 2019 period, the number of rental units increased by 77.4% (400 units).

Figure 6. Total Number of Dwelling Units in the Primary Rental Market, Port Coquitlam (2011 to 2019)



Source: Canada Mortgage and Housing Corporation

Secondary suites and private condominium rentals represent a portion of the rental housing stock in the Metro Vancouver region. Data for both private condominium rentals and secondary suites is difficult to obtain at the municipal level. According to the *Metro Vancouver Housing Data Book*, there were an estimated 2,900 secondary suites in 2017 and an estimated 1,047 private rental condominium units in 2018 in the private rental market in Port Coquitlam.

Table 20 shows the rental vacancy rates in Port Coquitlam overall and by type of housing unit (i.e. number of bedrooms) since 2011. In 2019, the total vacancy rate in Port Coquitlam was at 5.5%, much higher than the 1.8% the previous year. The overall rental vacancy rate has varied since 2011.

Table 20. Vacancy Rate by Number of Bedrooms, Port Coquitlam (2011 to 2019)

Number of Bedrooms	2011	2012	2013	2014	2015	2016	2017	2018	2019
0 bedrooms	0.0%	0.0%	0.0%	6.3%	0.0%	0.0%	0.0%	0.0%	0.0%
1 bedroom	3.2%	0.4%	1.8%	0.5%	0.0%	1.7%	0.4%	1.0%	1.7%
2 bedrooms	1.6%	3.9%	1.1%	n/a	1.0%	1.0%	0.0%	3.1%	n/a
3+ bedrooms	4.5%	2.7%	2.9%	n/a	n/a	0.0%	n/a	0.0%	0.0%
Total	2.6%	2.0%	1.6%	3.3%	0.4%	1.1%	0.2%	1.8%	5.5%

Source: Canada Mortgage and Housing Corporation

Notes: includes purpose built rental apartment and row housing numbers

Non-Market Housing

Non-market housing is affordable housing that is owned or subsidized by government, non-profits, or housing cooperatives; where the housing is provided at below market rents or prices. Non-market housing is found across the housing spectrum, ranging from emergency housing, to supportive housing and cooperatives.

BC Housing assists in meeting the needs of BC's most vulnerable residents through the provision of affordable non-market housing, and by making housing in the private rental market more affordable through the provision of rent supplements. The information in this section is based on BC Housing's summary of housing units identified as emergency, supportive and independent housing in Port Coquitlam. There may be other non-market housing units available in Port Coquitlam that are not part of BC Housing's list, so the data presented in this section may not be comprehensive.

Table 21 summarizes the number of dwelling units that were identified by BC Housing as non-market units in Port Coquitlam and Metro Vancouver in 2020, and Table 22 summarizes the total number of non-market housing units and shelter beds specifically available for the homeless population in Port Coquitlam and Metro Vancouver.

Table 21. Number of Dwelling Units that are Non-Market (Subsidized) Units, Port Coquitlam and Metro Vancouver (2020)

Community	Transitional Supported and Assisted Living	Independent Social Housing Low Income Families	Low Income Seniors	Total Units
Port Coquitlam	294	27	178	719
Metro Vancouver	9,477	10,834	13,296	33,607

Source: BC Housing

Table 22. Number of Housing Units and Shelter Beds for the Homeless, Port Coquitlam and Metro Vancouver (2020)

Community	Housing Units for the Homeless	Shelter Beds	Total
Port Coquitlam	25	0	25
Metro Vancouver	7,565	1,339	8,904

Source: BC Housing

In addition to those living in subsidized housing units, there were 118 families receiving subsidies through BC Housing's Rental Assistance Program (RAP), and 229 seniors receiving the Shelter Aid for Elderly Renters (SAFER) subsidy in Port Coquitlam in 2020. These programs provide eligible low-income, working families and seniors with low to moderate incomes with financial assistance to afford monthly rent in the private market. BC Housing also provides rent supplements for people experiencing or at risk of homelessness, and in 2020 there were 24 individuals receiving this type of subsidy to access housing in the private market in Port Coquitlam.

Finally, Table 23 shows the number of cooperative housing units available in Port Coquitlam. In 2019, there was 1 cooperative housing development that contained a total of 25 cooperative housing units.

Table 23. Number of Cooperative Housing Units by Number of Bedrooms, Port Coquitlam (2019)

Number of Bedrooms	Total Units*
0 bedrooms	0
1 bedroom	0
2 bedrooms	10
3+ bedrooms	15
Total	25

Source: Co-operative Housing Federation of BC

Changes in Housing Stock

Housing completions are a measure of increasing housing supply. Table 24 shows housing completions by structure type over time in Port Coquitlam. Since 2011, the number of housing completions has varied, reaching a peak of 518 units completed in 2019. The large majority of completions in Port Coquitlam have been for apartments. The number of rental housing completions has increased significantly in the past year, as shown in Figure 7.

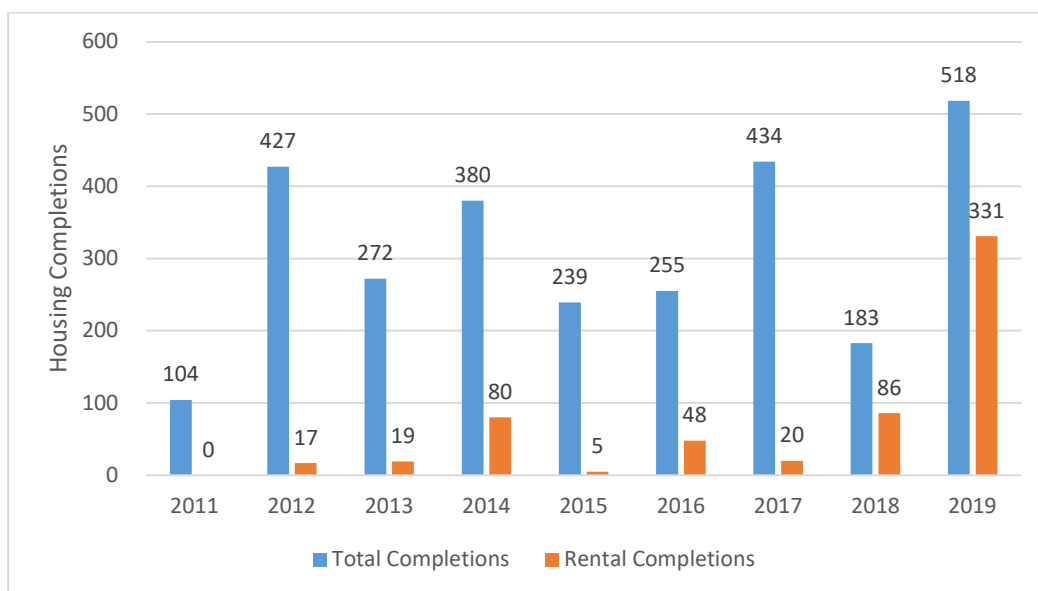
Table 24. Number of Housing Completions by Structure Type, Port Coquitlam (2011 to 2019)

Housing Completions	2011	2012	2013	2014	2015	2016	2017	2018	2019
Secondary Suite	19	17	19	19	3	19	20	21	*
Single Detached	28	26	28	54	26	32	38	35	46
Semi-Detached	4	0	2	6	2	4	6	2	2
Row House	35	47	94	128	83	137	68	61	59
Apartment	18	337	129	129	125	63	302	64	411
Total	104	427	272	380	239	255	434	183	518

Source: Canada Mortgage and Housing Corporation

Note: 2019 data for secondary suite is combined into apartment category.

Figure 7. Number of Housing Completions by Tenure, Port Coquitlam (2011 to 2019)



Source: Canada Mortgage and Housing Corporation

As housing developments age over time, the renewal and redevelopment of these dwellings can result in demolitions. Demolitions affect net additions to the housing stock. Housing demolitions have varied in Port Coquitlam since 2011. In 2019, 43 units were demolished. Table 25 shows the number of housing demolitions by structure type from 2011 to 2019.

Table 25. Number of Housing Demolitions by Structure Type, Port Coquitlam (2011 to 2019)

Housing Demolitions	2011	2012	2013	2014	2015	2016	2017	2018	2019
Single Detached	24	22	26	37	35	30	43	35	43
Duplex	0	2	0	1	0	0	2	2	0
Row house	0	3	0	0	0	0	0	0	0
Apartment	0	0	0	0	0	1	0	47	0
Total	24	27	26	38	35	31	45	84	43

Source: Canada Mortgage and Housing Corporation

3.2 HOUSING MARKET CONDITIONS

Housing Values

Tables 26 and 27 show the median values of housing for all units, by structure type, and by types of housing unit (0, 1, 2, 3, and 4+ bedrooms) in Port Coquitlam based on data from the 2016 Census of Population. As of 2016, the median housing values were highest for single-detached houses (\$847,957), duplexes (basically, houses with basement suites) (\$802,307), and lowest for apartment units in low rise

buildings (fewer than 5 storeys) (\$259,630). Median housing values were highest for 4+ bedroom dwellings (\$848,999) and lowest for 1 bedroom dwellings (\$220,059).

Table 26. Median Housing Values by Structure Type, Port Coquitlam (2016)

Structure Type	Number of Dwellings	Median Value
Single-detached house	7,595	\$847,957
Apartment (5 or more storeys)	210	\$359,332
Apartment (fewer than 5 storeys)	3,500	\$259,630
Apartment (duplex)	2,030	\$802,307
Row house	2,870	\$484,314
Semi-detached house	495	\$581,408
Total	16,705	\$681,362

Source: Statistics Canada, Census of Population, 2016

Table 27. Median Housing Values by Number of Bedrooms, Port Coquitlam (2016)

Number of Bedrooms	Number of Dwellings	Median Value
0 bedrooms	15	\$0
1 bedroom	1,185	\$220,059
2 bedrooms	3,465	\$331,198
3 bedrooms	5,870	\$650,948
4+ bedrooms	6,170	\$848,999
Total	16,705	\$681,362

Source: Statistics Canada, Census of Population, 2016

Sale Prices

The Real Estate Board of Greater Vancouver also tracks home sales in the Metro Vancouver region through the MLSLink Housing Price Index® (MLSLink HPI®) which measures benchmark or typical home prices. The MLSLink® Housing Price Index (HPI), established in 1995, is modelled on the Consumer Price Index. Instead of measuring goods and services, the HPI measures the change in the price of housing features. Thus, the HPI measures typical, pure price change (inflation or deflation). The HPI benchmarks represent the price of a typical property within each market. The HPI takes into consideration what averages and medians do not – items such as lot size, age, and number of bedrooms, for example. Each month's sales determine the current prices paid for bedrooms, bathrooms, fireplaces, etc. and apply those new values to the 'typical' house model.

Table 28 shows the HPI by structure type in Port Coquitlam from 2011 to 2019. During that time, benchmark prices increased by 67.5% for single detached homes, 71.1% for row homes and by 86.4% for apartments or condominiums. In 2019 (and in all years), single detached houses had much higher benchmark prices than row houses and apartment/condominium units.

Table 28. Benchmark Price (HPI) by Structure Type, Port Coquitlam (2011 to 2019)

Structure Type	2011	2012	2013	2014	2015	2016	2017	2018	2019
Single Detached	\$551,500	\$563,233	\$548,100	\$572,500	\$662,100	\$916,300	\$990,500	\$1,030,300	\$923,700
Row House	\$375,400	\$374,733	\$365,100	\$372,200	\$397,400	\$515,300	\$591,400	\$689,700	\$642,400
Apartment / Condominium	\$239,500	\$228,067	\$217,300	\$225,200	\$236,300	\$287,300	\$386,900	\$489,100	\$446,500

Source: Real Estate Board of Greater Vancouver

Affordable Sales

Metro Vancouver is often identified as having the highest home prices relative to household income in North America. Factors such as sale price, household income and mortgage rates impact affordability within the ownership market. Ownership units are considered to be affordable if households with median household income can purchase the unit, with 10% down, 25-year amortization period and pay no more than 30% of their income. Based on these considerations the estimated affordable price is set at \$420,000 (previously set to \$385,000 for 2011-2015).

Table 29 below shows the estimated total and affordable sales in Port Coquitlam by structure type between 2013 and 2018.

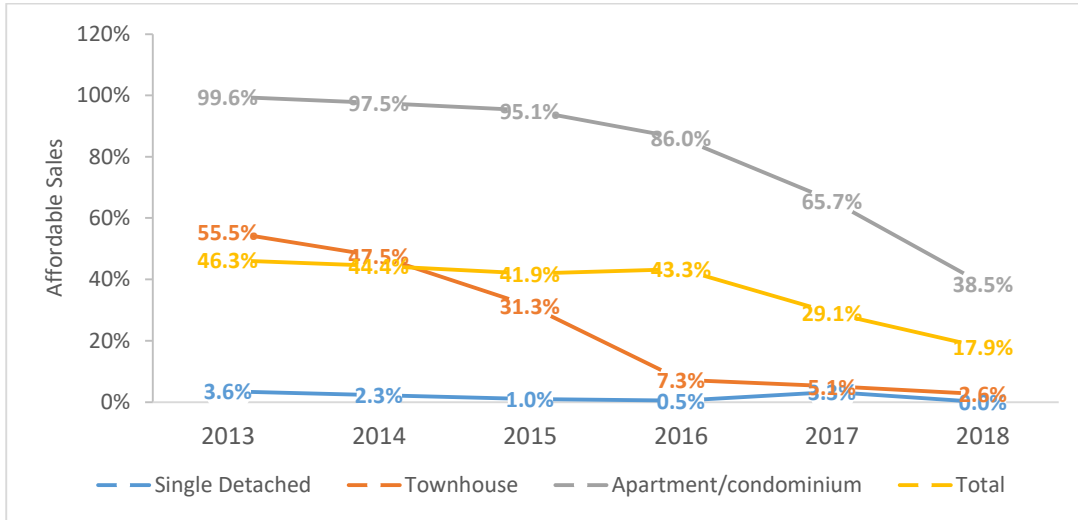
Table 29. Estimated Real Estate Sales, Total and Affordable, by Structure Type, Port Coquitlam (2013 to 2018)

Structure Type	2013		2014		2015		2016		2017		2018	
	Total	Affordable	Total	Affordable	Total	Affordable	Total	Affordable	Total	Affordable	Total	Affordable
Single Detached	390	14	476	11	586	6	578	3	481	16	307	0
Townhouse	290	161	345	164	386	121	330	24	311	16	232	6
Apartment/condominium	262	261	357	348	527	501	700	602	586	385	439	169
Total	942	436	1,178	523	1,499	628	1,607	696	1,378	401	978	175

Source: Real Estate Board of Greater Vancouver

Figure 8 shows the percentage of affordable sales by structure type. In 2018, 17.9% of total sales were considered affordable on average (175 affordable sales of the 978 total sales). The proportion of total sales that are deemed affordable has decreased since 2013, when it was 46.3%. Apartments and condominiums were much more likely to be affordable. The proportion of apartment/condominium sales that were deemed affordable has also decreased significantly, from a high of 99.6% in 2013 to 38.5% in 2018.

Figure 8. Affordable Sales, by Structure Type, Port Coquitlam (2013 to 2018)



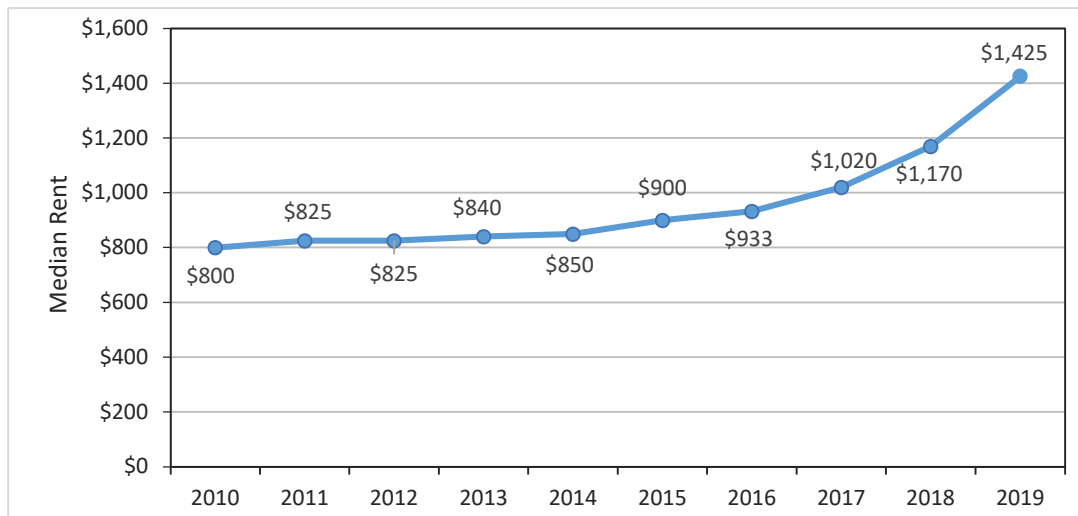
Source: Real Estate Board of Greater Vancouver

Rental Prices

In 2019, the primary rental market average monthly rent price in Port Coquitlam was \$1,589, and the median rent was \$1,425. In comparison, the average monthly rent in Metro Vancouver was \$1,394, and the median rent was \$1,300.

Figure 9 shows the median monthly rents for the primary rental market in Port Coquitlam, which includes purpose-built rental apartments and townhouses. CMHC does not collect rental price data for the secondary rental market.

Figure 9. Primary Rental Market Median Monthly Rent, Port Coquitlam (2010 to 2019)



Source: Canada Mortgage and Housing Corporation

As shown in Table 30, the median rents have been mostly increasing for all types of rental housing units in Port Coquitlam since 2010. Between 2010 and 2019, overall median rents rose by \$625 or 78.1%.

Table 30. Primary Rental Market Median Monthly Rent by Number of Bedrooms, Port Coquitlam (2010 to 2019)

Number of Bedrooms	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019
0 bedrooms	\$580	\$585	\$600	\$600	\$610	\$600	\$650	\$670	\$700	\$790
1 bedroom	\$760	\$750	\$760	\$775	\$800	\$780	\$835	\$900	\$1,055	**
2 bedrooms	\$850	\$875	\$900	\$900	\$930	\$925	\$953	\$1,075	\$1,288	\$2,100
3+ bedrooms	\$1,600	\$1,650	\$1,600	\$1,700	\$1,600	\$1,600	\$1,638	\$1,340	\$1,375	\$1,380
Median Rent	\$800	\$825	\$825	\$840	\$850	\$900	\$933	\$1,020	\$1,170	\$1,425

Source: Canada Mortgage and Housing Corporation

Affordable Rents

Affordability is a function of high housing costs relative to incomes and it can be made worse if rents grow at a faster rate than incomes. Affordability pressures can also be more severe for households falling at the lower end of the income distribution.

Rental units are considered to be affordable to a household if that household spends 30% or less of their household income on rent. Based on this consideration, units that rent for \$940 per month or less are deemed to be affordable for households earning \$37,500 per year (approximately 50% of the 2016 regional median household income), and units that rent between \$940 and \$1,500 are deemed to be affordable for households earning \$60,000 (approximately 80% of the 2016 regional median household income).

In Port Coquitlam, some of the data on affordable rental units has been suppressed due to confidentiality or reliability reasons. However, in 2017, only a third (38%) of rental units rented for \$940 or less (they were affordable to households earning \$37,500), and 58% of rental units rented for between \$940 and \$1,500, which is considered affordable to households earning \$60,000.

Table 31. Rental Units by Rent Thresholds, Port Coquitlam (2016 to 2018)

	2016		2017		2018	
	#	%	#	%	#	%
Units that rent for \$940 or less	**	**	210	38%	**	**
Units that rent between \$940 - \$1,500	**	**	317	58%	537	80%
Total Rental Units	523		547		674	

**Data suppressed to protect confidentiality or data not statistically reliable.

Source: Canada Mortgage and Housing Corporation

3.3 HOUSING INDICATORS

Affordability

According to Statistics Canada, affordability means housing that costs less than 30% of a household's before-tax household income, including the following costs:

- For renters: rent and any payments for electricity, fuel, water and other municipal services;
- For owners: mortgage payments (principal and interest), property taxes, and any condominium fees, along with payments for electricity, fuel, water and other municipal services.

In 2016, 22.0% of all private households (21,720 households) were living below the affordability standard in Port Coquitlam. Table 32 shows the number and percentage of households in Port Coquitlam spending 30% or more of their income on shelter costs but less than 100% for the three most recent census periods.

The proportion of owner households spending 30%-100% of their income on shelter costs in Port Coquitlam (18.4%) was lower than that in the Metro Vancouver region as a whole (20.3%) but higher than the proportion province-wide (17.1%) in 2016.

In Port Coquitlam, Metro Vancouver, and BC, significantly more renter households spent 30%-100% of their income on shelter costs. In Port Coquitlam, 34.0% of renter households fell below the affordability standard, which was comparable to the proportion of Metro Vancouver renter households (33.8%) and slightly lower than the proportion of BC renter households (35.2%).

Table 32. Households Spending 30%-100% of Their Income on Shelter by Tenure, Port Coquitlam (2006, 2011, 2016)

Affordability	2006		2011		2016	
Total Private Households	18,605	100%	20,630	100%	21,720	100%
Below the affordability standard	4,645	25.0%	5,010	24.3%	4,780	22.0%
Owner Households	10,520	100%	16,105	100%	16,705	100%
Below the affordability standard	3,105	29.5%	3,415	21.2%	3,075	18.4%
Renter Households	3,755	100%	4,520	100%	5,015	100%
Below the affordability standard	1,355	36.1%	1,600	35.4%	1,705	34.0%

Source: Statistics Canada, Census of Population, 2006, 2011, 2016

Adequacy

Adequacy refers to housing that does not require any major repairs, according to its residents. Table 33 shows that a relatively small proportion of the total private households in Port Coquitlam reported that their housing required major repair. In 2016, 1,165 households experienced adequacy challenges, representing 5.4% of all households.

Table 33. Households Requiring Major Repair by Tenure, Port Coquitlam (2006, 2011, 2016)

Adequacy (Requiring Major Repair)	2006		2011		2016	
Total Private Households	18,705	100%	20,650	100%	21,750	100%
Below the adequacy standard	1,260	6.7%	1,270	6.2%	1,165	5.4%
Owner Households	14,900	100%	16,130	100%	16,730	100%
Below the adequacy standard	815	5.5%	945	5.9%	815	4.9%
Renter Households	3,805	100%	4,525	100%	5,025	100%
Below the adequacy standard	440	11.6%	325	7.2%	345	6.9%

Source: Statistics Canada, Census of Population, 2006, 2011, 2016

Suitability

Suitability is a measure of whether housing has enough bedrooms for the size and make-up of the resident households, according to National Occupancy Standard (NOS) requirements. As shown in Table 34, the proportion of household living in overcrowded conditions was higher among renters than among owners in Port Coquitlam. In 2016, 1,110 households had suitability challenges, representing 5.1% of all households. The percentage of renter households with suitability challenges (8.8%) was higher than that for owner households (4.0%).

Table 34. Households Living in Overcrowded Conditions by Tenure, Port Coquitlam (2006, 2011, 2016)

Suitability (Overcrowding)	2006		2011		2016	
Total Private Households	18,705	100%	20,650	100%	21,750	100%
Below the suitability standard	1,175	6.3%	1,270	6.2%	1,110	5.1%
Owner Households	14,900	100%	16,130	100%	16,730	100%
Below the suitability standard	715	4.8%	765	4.7%	665	4.0%
Renter Households	3,805	100%	4,525	100%	5,025	100%
Below the suitability standard	465	12.2%	505	11.2%	440	8.8%

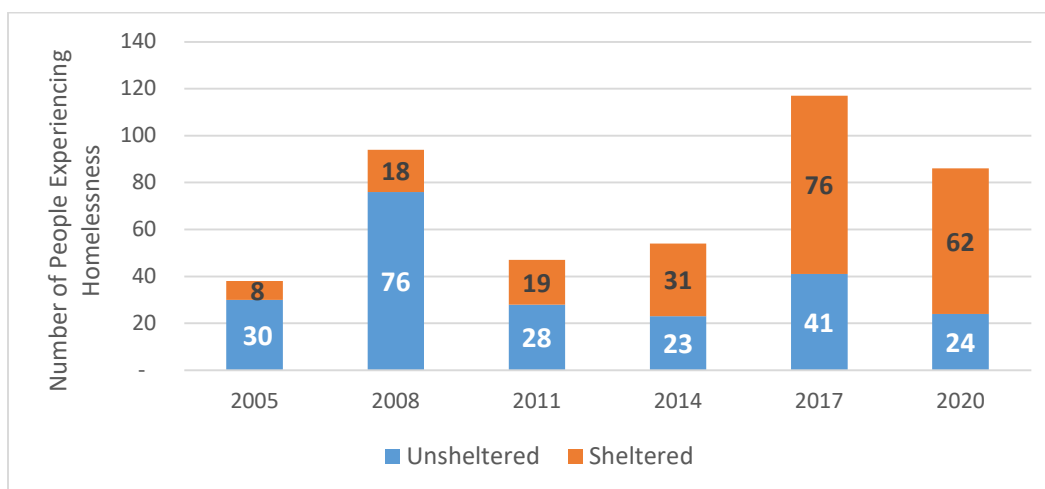
Source: Statistics Canada, Census of Population, 2006, 2011, 2016

Homelessness

Homelessness data is not available for Port Coquitlam alone. The Metro Vancouver regional Homeless Count, which occurs every three years, presents combined data for three Tri-Cities municipalities – Port Moody, Coquitlam, and Port Coquitlam. Figure 10 shows the number of individuals experiencing homelessness, both sheltered and unsheltered, in the Tri-Cities. Between 2005 and 2020, homelessness increased by 115.0% in the Tri-Cities and by 67.2% in the Metro Vancouver region. In 2020 in the Tri-Cities, a total of 13 individuals identified as being Indigenous/Aboriginal, though not all survey respondents answered this question.

More data is available from the 2017 Homeless Count. In 2017, of the 117 individuals experiencing homelessness in the Tri-Cities, 6 were accompanied children. In 2017, there were 16 seniors who were experiencing homelessness in the Tri-Cities – 8 were sheltered and 8 unsheltered.

Figure 10. Number of Individuals Experiencing Homelessness, Sheltered and Unsheltered, Tri-Cities (2005 to 2020)



Source: Metro Vancouver Homeless Count, 2005-2020

Social Housing Waitlist

BC Housing collects data on households that have applied for social housing in Metro Vancouver through the Housing Registry, a centralized database for those non-profit housing providers that have chosen to participate. The waitlist tracks applicant households by municipality across the region, as well as by specific characteristics including family or single person households, seniors, persons with disabilities and households needing wheelchair access.

Over the past six years, the number of households in Port Coquitlam waiting for social housing increased by 61.5%, from 156 in 2013 to 252 in 2019. Family households represented the largest component of the social housing waitlist in Port Coquitlam in 2019 at 41.3% of households, followed by senior households at 34.5% of households. The next largest component of the waitlist were persons with disabilities, with 17.9% of households.

Table 35. Social Housing Waitlist by Household Characteristics, Port Coquitlam, (2013 to 2019)

	2013	2014	2015	2016	2017	2018	2019
Family Households	66	63	71	73	88	91	104
Single Person Households	3	9	8	8	12	6	8
Seniors	43	58	57	57	69	79	87
Persons with Disabilities	38	37	34	40	42	42	45
Wheelchair Accessible Unit	6	3	6	13	15	15	8
Total Waitlist	156	170	176	191	226	233	252

Source: BC Housing (July 2013, June 2014, June 2015, June 2016, June 2017, July 2018-2019)

(Note: Rent Supplements, Transfers, and Pending Applications are not included in totals)

4. HOUSING NEED

THIS SECTION TO BE COMPLETED BY RESPECTIVE JURISDICTIONS (i.e. “Part 2” of the Housing Needs Report).

Requirements of this section are summarized in the tables below.

More information: https://www2.gov.bc.ca/assets/gov/housing-and-tenancy/tools-for-government/uploads/summaryhnrrequirements_apr17_2019.pdf

Housing Units Required – Current and Anticipated (in 5 years)	Legislation
Number of units needed by housing type (0 bedroom, 1 bed, 2 bed, 3+ bed)	LGA: 585.3 (c) (i), (ii)
Households in Core Housing Need (3 previous census reports)	Housing Needs Reports Regulation
Core Housing Need, overall and by tenure (# and %)	Section 8 (1) (a) (i), (ii)
Extreme Core Housing Need, overall and by tenure (# and %)	Section 8 (1) (a) (iii), (iv)
Statements about key areas of local need	Housing Needs Reports Regulation
<ul style="list-style-type: none"> • Affordable Housing • Rental Housing • Special Needs Housing • Housing for Seniors • Housing for Families • Shelters and housing for individuals experiencing or at risk of homelessness 	Section 8 (1) (b) (i), (ii), (iii), (iv), (v), (vi)
Summary Form	Housing Needs Reports Regulation
<ul style="list-style-type: none"> • Key contextual information (e.g. location, population, median age, unemployment rate, etc.) • Summary of all the required content • Summary of housing policies in OCPs and RGSs (if available) • Summary of community consultation, and consultation with First Nations, other local governments and agencies. • Other key housing issues or needs not identified in the required content. 	Section 8 (1) (c) https://www2.gov.bc.ca/assets/gov/housing-and-tenancy/tools-for-government/uploads/housing_needs_reports_summary_form.pdf

APPENDIX: GLOSSARY

ADEQUATE in relation to housing, means that, according to the residents in the housing, no major repairs are required to the housing.

AFFORDABLE HOUSING has shelter costs equal to less than 30% of total before-tax household income.

APARTMENT means a dwelling unit in a building with three or more dwelling units. Typically, apartments are classified as either: (a) apartment in a building that has fewer than five storeys; and, (b) apartment in a building that has five or more storeys.

APARTMENT (DUPLEX) means one of two dwellings, located one above the other, may or may not be attached to other dwellings or buildings. Apartment (duplex) units are commonly the main units and the secondary suite units in houses with secondary suites.

CENSUS DIVISION the general term for provincially legislated areas (such as county and regional district) or their equivalents. Census divisions are intermediate geographic areas between the province/territory level and the municipality (census subdivision).

CENSUS SUBDIVISION the general term for municipalities (as determined by provincial/territorial legislation) or areas treated as municipal equivalents for statistical purposes.

COOPERATIVE HOUSING is a type of housing that residents own and operate as part of a membership.

CORE HOUSING NEED means a household living in housing that falls below at least one of the adequacy, affordability or suitability standards and that would have to spend 30% or more of its total before-tax income to pay the median rent of alternative local housing that is acceptable.

DWELLING STRUCTURAL TYPE refers to the structural characteristics and/or dwelling configuration, that is, whether the dwelling is a single-detached house, an apartment in a high-rise building, a row house, a mobile home, etc.

EXTREME CORE HOUSING NEED has the same meaning as core housing need except that the household has shelter costs for housing that are more than 50% of total before-tax household income;

HOMELESSNESS is the situation of an individual or family that does not have a permanent address or residence.

HOUSEHOLD refers to a person or a group of persons who occupy the same dwelling.

MARKET HOUSING means housing that is privately owned by an individual (or a company) who generally does not receive direct subsidies to purchase or maintain it. Prices are set by the private market.

MEDIAN is the value which is in the centre of a group of values.

MIGRANT means a migrant within the meaning of the Mobility and Migration Reference Guide, published by Statistics Canada for the 2016 Census. For the purposes of this report, migrants include both internal migrants (who lived in a different municipality or province within Canada 5 years ago), and external migrants (those who did not live in Canada 5 years ago).

MOBILITY STATUS means a mobility status within the meaning of the Mobility and Migration Reference Guide, published by Statistics Canada for the 2016 Census;

MOVABLE DWELLING means a single dwelling, other than a mobile home, used as a place of

residence, but capable of being moved on short notice, such as a tent, recreational vehicle, travel trailer houseboat, or floating home.

MOVER means a mover within the meaning of the Mobility and Migration Reference Guide, published by Statistics Canada for the 2016 Census. For the purposes of this report, movers are persons who did not live in the same residence as on the same date 5 days earlier. Movers include before non-migrants and migrants.

NAICS means the North American Industry Classification System Canada 2012, published by Statistics Canada;

NAICS sector means a sector established by the NAICS.

NON-MIGRANT means a non-migrant within the meaning of the Mobility and Migration Reference Guide, published by Statistics Canada for the 2016 Census. For the purposes of this report, non-migrants are persons who did not live in the same residence 5 years earlier, but who still lived in the same census subdivision (moved within the Census Subdivision)

NON-MOVER means a non-mover within the meaning of the Mobility and Migration Reference Guide, published by Statistics Canada for the 2016 Census. For the purposes of this report, non-movers are persons who lived in the same residence as on the same date 5 years earlier.

NON-MARKET HOUSING means affordable housing that is owned or subsidized by government, a non-profit society, or a housing cooperative; whereby rent or mortgage payments are not solely market driven.

OTHER SINGLE-ATTACHED HOUSE means a single dwelling that is attached to another building and that does not fall into any of the other dwelling structural types, such as a single dwelling attached to a non-residential structure (e.g., a store or a church) or occasionally to another residential structure (e.g., an apartment building).

OWNER HOUSEHOLD refers to a private household where some member of the household owns the dwelling, even if it is still being paid for.

PARTICIPATION RATE means the total labour force in a geographic area, expressed as a percentage of the total population of the geographic area;

PRIMARY RENTAL MARKET means a market for rental housing units in apartment structures containing at least 3 rental housing units that were purpose-built as rental housing;

RENTAL ASSISTANCE PROGRAM (RAP) is a type of rent supplement program that BC Housing offers to eligible low-income families.

RENTER HOUSEHOLD refers to private households where no member of the household owns their dwelling.

ROW HOUSE means one of three or more dwellings joined side by side (or occasionally side to back), such as a townhouse or garden home, but not having any other dwellings either above or below. Townhouses attached to a high-rise building are also classified as row houses.

SECONDARY RENTAL MARKET means a market for rental housing units that were not purpose-built as rental housing;

SEMI-DETACHED DWELLING means one of two dwellings attached side by side (or back to back) to each other, but not attached to any other dwelling or structure (except its own garage or shed). A semi-detached

dwelling has no dwellings either above it or below it, and the two units together have open space on all sides.

SHELTER AID FOR ELDERLY RENTERS (SAFER) is a type of rent supplement program that BC Housing offers to eligible low-income older adults and people with disabilities.

SINGLE-DETACHED DWELLING means a single dwelling not attached to any other dwelling or structure (except its own garage or shed). A single-detached house has open space on all sides, and has no dwellings either above it or below it.

STRUCTURE TYPE see 'Dwelling Structural Type'.

SUBSIDIZED HOUSING refers to whether a renter household lives in a dwelling that is subsidized. Subsidized housing includes rent geared to income, social housing, public housing, government-assisted housing, non-profit housing, rent supplements and housing allowances.

SUITABLE HOUSING means housing that has enough bedrooms for the size and make-up of resident households, according to National Occupancy Standard (NOS) requirements.

TENURE refers to whether the household owns or rents their private dwelling.

APPENDIX D

Housing Demand Estimates
Methodology

Anticipated Dwelling Units: Methodology

Scenarios

The Housing Demand Estimates are based on the housing projections developed for each member jurisdiction by Metro Vancouver. They are then calculated using different assumptions about future tenure trends and income trends in each jurisdiction. Two tenure scenarios are calculated as follows:

Scenario T1: No shift in tenure. This assumes that the tenure distribution of owners and renters in occupied private dwellings in each jurisdiction will remain the same between 2021 and 2031 as the tenure distribution reported for that jurisdiction in the 2016 Census.

1. Housing projections for each jurisdiction are provided by structure type for the years 2021 to 2031.
2. The structure types used in the housing projections are mapped to the two structure types used in the Housing Demand Estimates (ground-oriented structures and apartment structures).
3. The tenure distribution for each structure type (ground-oriented and apartments) from the 2016 Census for the jurisdiction in question is applied to the housing projections for that structure type and jurisdiction for the years 2021-2031.
4. The total Housing Demand Estimates are calculated by taking the difference between the housing projections for 2021 and 2031 for each structure type and tenure type.

Scenario T2: Shift in tenure. This assumes that the tenure distribution of owners and renters in occupied private dwellings in each jurisdiction will follow the same trend between 2021 and 2031 as it followed between the last two Census periods (from 2006 Census to 2016 Census).

1. Housing projections for each jurisdiction are provided by structure type for the years 2021 to 2031.
2. The structure types used in the housing projections are mapped to the two structure types used in the Housing Demand Estimates (ground-oriented structures and apartment structures).
3. For each jurisdiction, an estimated annual change rate in tenure distribution within each structure type is calculated using the tenure distribution by structure type from the 2006 Census and 2016 Census, in order to obtain a 10-year trend.
4. This estimated annual change rate in tenure is then applied to the housing projections for each structure type and jurisdiction for the years 2021-2031.
5. The total Housing Demand Estimates are calculated by taking the difference between the housing projections for 2021 and 2031 for each structure type and tenure type.

Dwelling Estimates by Number of Bedrooms

The number of dwelling units by number of bedrooms is estimated based on the 2016 distribution of household types in Port Coquitlam and assumptions about the likely minimum number of bedrooms required for each household type.

Household by Family Type to Bedroom Conversion Rates

	Port Coquitlam 2016 Distribution					UM Bedroom Estimate		
	1 Person	2 Person	3 Person	4 person	5 or more person	Bachelor / 1 Bedroom	2 Bedroom	3+ Bedroom
Couples without children	0%	100%	0%	0%	0%	50%	50%	0%
Couples with children	0%	0%	42%	46%	12%	0%	40%	60%
Lone-parents with children	0%	59%	32%	7%	2%	0%	65%	35%
Other families (e.g., multi-generational families)	0%	0%	18%	27%	55%	0%	10%	90%
Individuals living alone or with roommates	88%	10%	1%	0%	0%	90%	10%	0%

The bedroom conversion rates offer a high level estimate of needed unit sizes based on the National Occupancy Standards (NOS) as well as household differences related to culture, ability, and life stages. These conversion rates anticipate the minimum bedroom sizes required with some flexibility allowed for diverse needs and life transitions. Assumptions are outlined in the table below.

While these assumptions are based on typical community needs and family formation, it must be noted that there is a strong connection between available unit sizes and the distribution of family type in the community. For example, if there is a shortage of smaller unit sizes, it may be difficult for individuals living alone to meet their housing needs and they may choose to live with family or roommates not out of choice but necessity; if there is a shortage of family housing, families may live in overcrowded condition or leave the community in search of more appropriate housing.

Family Type	Assumptions
Couple without Children	A one-bedroom unit is the minimum unit size required to meet the needs of couples without children, reflecting the NOS. However, to accommodate the needs of two people, an additional bedroom may be needed for couples without children for a variety of reasons, such as medical or accessibility needs, storage, or future family planning. In addition to basic needs, demand for two-bedroom units from couples without children is high. The conversion rates anticipate that couples without children may required one or two-bedrooms and that this varies. However, because the conversion rates are intended to be conservative estimates, they do not account for larger-unit sizes that may be preferred by higher income households.
Couples and Lone-Parent Families with Children and Other Families	Families with children require a minimum of two bedrooms to meet the needs of the smallest of this family type (couple or single parent with one child or two children of the same gender) based on the NOS. All larger families will need three or more bedrooms). In addition to meeting the basic requirements of the NOS, families may require additional bedrooms for many reasons, including those listed above. The projection provide some flexibility for diverse family housing needs.
Non-Family	Non-census families are predominantly individuals living alone, as well as individuals living with unrelated roommates. Our projections assume that individuals living alone can meet their housing needs with a studio or one-

Family Type	Assumptions
	bedroom. Generally, a one-bedroom unit is needed or preferred. However, in some cases a studio apartment may be more suitable or even preferred. For those living with roommates, a variety of unit sizes may be suitable.

Rental Demand Estimates by Income Category

Housing Demand Estimates for rentals are also provided by income category. There are five income categories which are based on the median household income for the entire Metro Vancouver region as reported in the 2016 Census (\$72,600). The table below shows the thresholds for each category.

Income Group Definition	Income Thresholds (based on 2016 Census Median Household Income of \$72,600)
Less than 50% of regional median household income	< \$35,000
50% to 80% of regional median household income	\$35,000 - \$60,000
80% to 120% of regional median household income	\$60,000 - \$85,000
120% to 150% of regional median household income	\$85,000 - \$115,000
More than 150% of regional median household income	\$115,000 +

The assumption in this case is that the income distribution of renter households will remain the same between 2021-2031 as it was during the 2016 Census. The distribution of renter households by income category in each jurisdiction is provided by a custom cross-tabulation of 2016 Census data. This distribution is then applied to the total rental housing demand estimate for the two tenure scenarios, T1 and T2.

APPENDIX E

Data Tables



Geography: Port Coquitlam, CY

2006 2011 2016
3(1)(a)(i) Total Population

	2006	2011	2016
Population	52,687	56,342	58,612

Source: Statistics Canada Census Program, Census Profiles 2006, 2011, 2016

2006 2011 2016
3(1)(a)(ii),(iii) Average and Median Age

	2006	2011	2016
Average	35.5	37.7	39.4
Median	37.5	39.2	40.7

Source: Statistics Canada Census Program, Census Profiles 2006, 2011, 2016

2006 2011 2016
3(1)(a)(iv) Age Group Distribution

	2006		2011		2016	
	#	%	#	%	#	%
Total	52,670	100%	56,360	100%	58,625	100%
0 to 14 years	10,325	20%	9,810	17%	9,750	17%
15 to 19 years	4,075	8%	4,160	7%	3,775	6%
20 to 24 years	3,475	7%	3,775	7%	3,705	6%
25 to 64 years	30,350	58%	32,905	58%	33,925	58%
65 to 84 years	4,005	8%	5,075	9%	6,665	11%
85 years and over	440	1%	635	1%	805	1%

Source: Statistics Canada Census Program, Census Profiles 2006, 2011, 2016

2006 2011 2016
3(1)(a)(v) Private Households

	2006	2011	2016
Households	18,700	20,650	21,750

Source: Statistics Canada Census Program, Census Profiles 2006, 2016, NHS Profile 2011

2006 2011 2016
3(1)(a)(vi) Average Private Household Size

	2006	2011	2016
Average household size	2.8	2.7	2.7

Source: Statistics Canada Census Program, Census Profiles 2006, 2016, NHS Profile 2011

2006 2011 2016
3(1)(a)(vii) Private Households by Size

	2006		2011		2016	
	#	%	#	%	#	%
Total	18,700	100%	20,650	100%	21,750	100%
1-person	3,760	20%	4,500	22%	4,870	22%
2-person	5,405	29%	6,125	30%	6,745	31%
3-person	3,570	19%	3,975	19%	4,135	19%
4-person	3,920	21%	4,095	20%	4,000	18%
5-or-more-person	2,050	11%	1,960	9%	2,005	9%

Source: Statistics Canada Census Program, Census Profiles 2006, 2016, NHS Profile 2011

2006 2011 2016
3(1)(a)(viii) Private Households by Tenure

	2006		2011		2016	
	#	%	#	%	#	%
Total	18,700	100%	20,655	100%	21,755	100%
Owner	14,895	80%	16,130	78%	16,730	77%
Renter	3,805	20%	4,520	22%	5,020	23%
Other (Band Housing)	0	0%	0	0%	0	0%

Source: Statistics Canada Census Program, Census Profiles 2006, 2016, NHS Profile 2011

2006 2011 2016
3(1)(a)(ix) Renter Private Households in Subsidized Housing (Subsidized Rental Housing Data Not Collected Until 2011)

	2006		2011		2016	
	#	%	#	%	#	%
Renter households	3,805	100%	4,525	100%	5,020	100%
Renter households in subsidized hous	N/A	N/A	905	20%	885	18%

Source: Statistics Canada Census Program, Census Profiles 2006, 2016, NHS Profile 2011

2006 2011 2016
3(1)(a)(x) Mobility Status of Population in Private Households

	2006	2011	2016
Total	51,645	55,230	57,225

Mover	6,475	5,790	7,100
Migrant	3,630	3,395	4,235
Non-migrant	2,840	2,395	2,865
Non-mover	45,170	49,435	50,125

Source: Statistics Canada Census Program, Census Profiles 2006, 2011, 2016

3(1)(b) Population Growth in Total Households (period between indicated census and census preceding it)

	2006	2011	2016
Growth (#)	1,430	3,655	2,270
Percentage Growth (%)	2.8%	6.9%	4.0%

Source: Statistics Canada Census Program, Census Profiles 2006, 2011, 2016

3(1)(c) Number of Students Enrolled in Post-Secondary Institutions Located in the Area

	Year	Year	Year
Students	N/A	N/A	N/A

Source: Data Set Published by BC Ministry of Advanced Education, Skills and Training

3(1)(d) Number of Individuals Experiencing Homelessness

	2020
Individuals experiencing homelessness	86

Source: Metro Vancouver Homeless Count, Tri-Cities, 2020

3(2)(a) Anticipated Population

	2020	2021	2022	2023	2024	2025
Anticipated population	62,100	62,300	62,500	63,600	64,900	65,800

Source: Metro Vancouver Housing Needs Datasets, 2021

3(2)(b) Anticipated Population Growth (to indicated period)

	2020	2021	2022	2023	2024	2025
Anticipated growth (#)	200	200	200	1,100	1,300	900
Anticipated percentage growth (%)	-	0%	0%	2%	2%	1%

Source: Metro Vancouver Housing Needs Datasets, 2021

3(2)(c),(d) Anticipated Average and Median Age

	2020	2021	2022	2023	2024	2025
Anticipated average age	41.0	41.3	41.5	41.8	42.0	42.2
Anticipated median age	40.6	40.8	41.0	41.2	41.4	41.6

Source: Metro Vancouver Housing Needs Datasets, 2021

3(2)(e) Anticipated Age Group Distribution

	2020		2021		2022		2023		2024		2025	
	#	%	#	%	#	%	#	%	#	%	#	%
Anticipated total	62,123	100%	62,297	100%	62,472	100%	63,600	100%	64,869	100%	65,802	100%
0 to 14 years	9,448	15%	9,325	15%	9,195	15%	9,160	14%	9,178	14%	9,156	14%
15 to 19 years	4,147	7%	3,863	6%	3,686	6%	3,703	6%	3,764	6%	3,792	6%
20 to 24 years	4,499	7%	4,538	7%	4,496	7%	4,468	7%	4,366	7%	4,187	6%
25 to 44 years	16,669	27%	16,805	27%	17,014	27%	17,492	28%	18,062	28%	18,524	28%
45 to 64 years	18,474	30%	18,446	30%	18,375	29%	18,556	29%	18,757	29%	18,856	29%
65 to 84 years	7,876	13%	8,243	13%	8,577	14%	9,038	14%	9,476	15%	9,936	15%
85 years and over	1,010	2%	1,077	2%	1,129	2%	1,183	2%	1,266	2%	1,351	2%

Source: Derived from BC Stats Population Estimates/Projections, and Statistics Canada Census Program Data

3(2)(f) Anticipated Households

	2020	2021	2022	2023	2024	2025
Anticipated households	23,000	23,200	23,400	24,100	24,800	25,300

Source: Derived from BC Stats Population Estimates/Projections, and Statistics Canada Census Program Data

3(2)(g) Anticipated Average Household Size

	2020	2021	2022	2023	2024	2025
Anticipated average household size	2.70	2.69	2.67	2.64	2.62	2.60

Source: Derived from BC Stats Population Estimates/Projections, and Statistics Canada Census Program Data

4(a),(b) Average and Median Before-Tax Private Household Income

	2006	2011	2016
Average	\$92,221	\$90,886	\$95,644

Median | \$77,793 | \$78,848 | \$83,918

Source: Statistics Canada Census Program, Custom Data Organization for BC Ministry of Municipal Affairs and Housing

2006 2011 2016

4(c) Before-Tax Private Household Income by Income Bracket

	2006		2011		2016	
	#	%	#	%	#	%
Total	18,705	100%	20,650	100%	21,750	100%
\$0-\$4,999	410	2%	465	2%	300	1%
\$5,000-\$9,999	280	1%	420	2%	180	1%
\$10,000-\$14,999	400	2%	415	2%	450	2%
\$15,000-\$19,999	545	3%	540	3%	585	3%
\$20,000-\$24,999	600	3%	685	3%	620	3%
\$25,000-\$29,999	520	3%	505	2%	605	3%
\$30,000-\$34,999	515	3%	700	3%	610	3%
\$35,000-\$39,999	790	4%	630	3%	790	4%
\$40,000-\$44,999	735	4%	815	4%	725	3%
\$45,000-\$49,999	815	4%	845	4%	865	4%
\$50,000-\$59,999	1,290	7%	1,645	8%	1,575	7%
\$60,000-\$69,999	1,360	7%	1,495	7%	1,645	8%
\$70,000-\$79,999	1,370	7%	1,350	7%	1,400	6%
\$80,000-\$89,999	1,340	7%	1,095	5%	1,380	6%
\$90,000-\$99,999	1,170	6%	1,320	6%	1,185	5%
\$100,000-\$124,999	2,630	14%	2,720	13%	2,860	13%
\$125,000-\$149,999	1,590	9%	1,845	9%	2,270	10%
\$150,000-\$199,999	1,470	8%	2,015	10%	2,360	11%
\$200,000 and over	870	5%	1,140	6%	1,355	6%

Source: Statistics Canada Census Program, Custom Data Organization for BC Ministry of Municipal Affairs and Housing

2006 2011 2016

4(d) Before-Tax Renter Private Household Income by Income Bracket

	2006		2011		2016	
	#	%	#	%	#	%
Total	3,805	100%	4,520	100%	5,020	100%
\$0-\$4,999	175	5%	165	4%	135	3%
\$5,000-\$9,999	180	5%	140	3%	80	2%
\$10,000-\$14,999	275	7%	235	5%	290	6%
\$15,000-\$19,999	305	8%	270	6%	380	8%
\$20,000-\$24,999	225	6%	350	8%	280	6%
\$25,000-\$29,999	205	5%	205	5%	275	5%
\$30,000-\$34,999	175	5%	335	7%	255	5%
\$35,000-\$39,999	265	7%	175	4%	335	7%
\$40,000-\$44,999	225	6%	215	5%	220	4%
\$45,000-\$49,999	230	6%	220	5%	305	6%
\$50,000-\$59,999	270	7%	565	13%	420	8%
\$60,000-\$69,999	300	8%	450	10%	440	9%
\$70,000-\$79,999	225	6%	260	6%	345	7%
\$80,000-\$89,999	190	5%	135	3%	250	5%
\$90,000-\$99,999	140	4%	170	4%	165	3%
\$100,000-\$124,999	250	7%	305	7%	425	8%
\$125,000-\$149,999	70	2%	145	3%	205	4%
\$150,000-\$199,999	55	1%	95	2%	155	3%
\$200,000 and over	45	1%	75	2%	65	1%

Source: Statistics Canada Census Program, Custom Data Organization for BC Ministry of Municipal Affairs and Housing

2006 2011 2016

4(e) Before-Tax Owner Private Household Income by Income Bracket

	2006		2011		2016	
	#	%	#	%	#	%
Total	14,900	100%	16,130	100%	16,730	100%
\$0-\$4,999	235	2%	300	2%	160	1%
\$5,000-\$9,999	100	1%	285	2%	100	1%
\$10,000-\$14,999	125	1%	175	1%	155	1%
\$15,000-\$19,999	240	2%	265	2%	205	1%
\$20,000-\$24,999	375	3%	340	2%	335	2%
\$25,000-\$29,999	315	2%	300	2%	335	2%
\$30,000-\$34,999	345	2%	365	2%	355	2%
\$35,000-\$39,999	520	3%	450	3%	455	3%
\$40,000-\$44,999	515	3%	600	4%	505	3%
\$45,000-\$49,999	590	4%	630	4%	555	3%

\$50,000-\$59,999	1,015	7%	1,080	7%	1,160	7%
\$60,000-\$69,999	1,060	7%	1,045	6%	1,205	7%
\$70,000-\$79,999	1,145	8%	1,095	7%	1,055	6%
\$80,000-\$89,999	1,150	8%	965	6%	1,130	7%
\$90,000-\$99,999	1,035	7%	1,145	7%	1,020	6%
\$100,000-\$124,999	2,380	16%	2,410	15%	2,440	15%
\$125,000-\$149,999	1,515	10%	1,700	11%	2,065	12%
\$150,000-\$199,999	1,410	9%	1,920	12%	2,205	13%
\$200,000 and over	820	6%	1,065	7%	1,290	8%

Source: Statistics Canada Census Program, Custom Data Organization for BC Ministry of Municipal Affairs and Housing

2006 2011 2016
4(f),(g) Average and Median Before-Tax Private Household Income by Tenure

	2006	2011	2016
Average	\$92,221	\$90,886	\$95,644
Owner	\$102,581	\$100,565	\$106,301
Renter	\$51,660	\$56,369	\$60,157
Median	\$77,793	\$78,848	\$83,918
Owner	\$87,400	\$91,221	\$95,752
Renter	\$41,794	\$48,814	\$49,432

Source: Statistics Canada Census Program, Custom Data Organization for BC Ministry of Municipal Affairs and Housing

2006 2011 2016
5(a) Workers in the Labour Force for Population in Private Households

	2006	2011	2016
Workers in labour force	30,365	32,500	33,625

Source: Statistics Canada Census Program, Custom Data Organization for BC Ministry of Municipal Affairs and Housing

2006 2011 2016
5(b) Workers by NAICS Sector for Population in Private Households

	2006		2011		2016	
	#	%	#	%	#	%
Total	30,360	100%	32,500	100%	33,625	100%
All Categories	29,960	99%	31,880	98%	33,140	99%
11 Agriculture, forestry, fishing and hunting	230	1%	125	0%	190	1%
21 Mining, quarrying, and oil and gas extraction	115	0%	85	0%	65	0%
22 Utilities	230	1%	225	1%	215	1%
23 Construction	2,535	8%	2,705	8%	3,355	10%
31-33 Manufacturing	2,975	10%	2,400	7%	2,535	8%
41 Wholesale trade	1,975	7%	2,065	6%	1,765	5%
44-45 Retail trade	3,645	12%	3,985	12%	3,985	12%
48-49 Transportation and warehousing	1,730	6%	1,870	6%	1,815	5%
51 Information and cultural industries	925	3%	1,145	4%	1,130	3%
52 Finance and insurance	1,450	5%	1,480	5%	1,435	4%
53 Real estate and rental and leasing	550	2%	655	2%	675	2%
54 Professional, scientific and technical services	2,430	8%	2,425	7%	2,560	8%
55 Management of companies and enterprises	25	0%	15	0%	80	0%
56 Administrative and support, waste management and remediation services	1,160	4%	1,370	4%	1,555	5%
61 Educational services	1,670	6%	2,245	7%	2,315	7%
62 Health care and social assistance	2,975	10%	3,365	10%	3,550	11%
71 Arts, entertainment and recreation	550	2%	665	2%	610	2%
72 Accommodation and food services	2,000	7%	1,950	6%	2,235	7%
81 Other services (except public administration)	1,430	5%	1,425	4%	1,430	4%
91 Public administration	1,360	4%	1,690	5%	1,645	5%
Not Applicable	405	1%	620	2%	485	1%

Source: Statistics Canada Census Program, Custom Data Organization for BC Ministry of Municipal Affairs and Housing

2016

6(1)(a) Housing Units for Private Households

	2016
Housing units	21,750

Source: Statistics Canada Census Program, Census Profiles 2016

2016

6(1)(b) Housing Units by Structural Type for Private Households

	2016	
	#	%
Total	21,750	100%
Single-detached house	8,375	39%
Apartment in a building that has five or more storeys	225	1%
Other attached dwelling	13,145	60%
Semi-detached house	675	3%
Row house	3,395	16%
Apartment or flat in a duplex	1,810	8%
Apartment in a building that has fewer than five storeys	5,455	25%
Other single-attached house	5	0%
Movable dwelling	5	0%

Source: Statistics Canada Census Program, Census Profiles 2016

2016

6(1)(c) Housing Units by Number of Bedrooms for Private Households

	2016
Total	21,755
No-bedroom	4,865
1-bedroom	6,745
2-bedroom	4,135
3-bedroom	4,000
4-or-more-bedroom	2,000

Source: Statistics Canada Census Program, Census Profiles 2016

2016

6(1)(d) Housing by Period of Construction for Private Households

	2016	
	#	%
Total	21,750	100%
1960 or earlier	1,305	6%
1961-1980	6,490	30%
1981-1990	3,755	17%
1991-2000	5,550	26%
2001-2010	1,255	6%
2011-2016	1,925	9%

Source: Statistics Canada Census Program, Census Profiles 2016

6(1)(e) Subsidized Housing Units

	2016
Subsidized housing units	1,291

Source: Data Set Published by BC Ministry of Municipal Affairs and Housing, Data from BC Housing

6(1)(f)(i) Average and Median Assessed Housing Values

	2006	2007	2008	2009	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019	2020
Average	\$181,700	\$224,476	\$250,092	\$259,318	\$247,086	\$269,785	\$266,532	\$262,915	\$257,810	\$262,423	\$281,227	\$359,778	\$438,304	\$808,405	\$459,238
Median	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A

Source: BC Assessment

*Information for the median values of individuals units has not been provided. Additionally, given the information available, no estimation approach was identified that would provide a reasonable estimate of the median value across entire types.

6(1)(f)(ii) Average and Median Assessed Housing Values by Structure Type

	2006	2007	2008	2009	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019	2020
Average Assessed Value by Structural Type	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Single Family	\$310,787	\$367,123	\$414,073	\$414,453	\$389,564	\$431,719	\$446,335	\$450,466	\$440,144	\$475,631	\$564,283	\$785,423	\$853,475	\$987,403	\$798,874
Dwelling with Suite	\$352,638	\$464,311	\$539,161	\$536,719	\$505,350	\$551,686	\$563,846	\$564,586	\$539,207	\$573,626	\$687,333	\$942,954	\$1,006,431	\$1,028,971	\$946,725
Duplex, Triplex, Fourplex, etc.	\$225,313	\$267,271	\$335,306	\$338,341	\$301,488	\$323,041	\$325,276	\$341,139	\$340,488	\$357,453	\$421,142	\$586,595	\$671,121	\$754,094	\$641,500
Row Housing	N/A	N/A	\$299,772	\$318,855	\$311,336	\$329,897	\$331,954	\$331,950	\$326,092	\$341,535	\$366,497	\$491,432	\$563,670	\$696,754	\$566,405
Apartment	\$135,444	\$184,075	\$222,929	\$227,649	\$216,059	\$239,946	\$234,528	\$230,684	\$226,262	\$225,206	\$235,688	\$293,802	\$375,596	\$452,688	\$413,048
Manufactured Home	\$136,214	\$15,551	\$23,100												
Seasonal Dwelling	N/A	N/A	N/A												

N/A

Other*	\$282,113	\$334,444	\$385,220	\$385,220	\$365,720	\$391,950	\$406,538	\$414,854	\$400,983	\$469,725	\$570,893	\$822,142	\$888,950	\$986,873	\$820,545
2 Acres or More (Single Family Dwelling, Duplex)	\$447,175	\$832,017	\$996,425	\$996,425	\$1,029,175	\$986,125	\$835,125	\$1,003,875	\$1,057,200	\$1,127,767	\$1,235,000	\$1,894,500	\$2,090,600	\$3,136,728	\$2,176,200
2 Acres or More (Manufactured Home)	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Median Assessed Value by Structural Type	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Single Family	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Dwelling with Suite	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Duplex, Triplex, Fourplex, etc.	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Row Housing	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Apartment	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Manufactured Home	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Seasonal Dwelling	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Other*	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
2 Acres or More (Single Family Dwelling, Duplex)	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
2 Acres or More (Manufactured Home)	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A

Source: BC Assessment

**Other* includes properties subject to section 19(8) of the Assessment Act.

**Information for the median values of individual units has not been provided. Additionally, given the information available, no estimation approach was identified that would provide a reasonable estimate of the median value across entire types.

6(1)(f)(iii) Average and Median Assessed Housing Values by Number of Bedrooms															
	2006	2007	2008	2009	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019	2020
Average Assessed Value by Number of Bedrooms	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
0	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
1	\$192,580	\$243,495	\$198,752	\$201,598	\$189,732	\$207,313	\$202,506	\$196,253	\$195,302	\$195,765	\$205,498	\$257,903	\$324,207	\$386,328	\$357,059
2	\$180,932	\$223,099	\$273,811	\$282,604	\$271,626	\$296,816	\$294,819	\$292,154	\$285,510	\$291,735	\$314,249	\$403,092	\$486,499	\$555,555	\$505,201
3+	\$219,000	\$260,000	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	\$1,367,900	\$941,990	\$1,424,300
Median Assessed Value by Number of Bedrooms	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
0	N/A	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
1	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
2	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
3+	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0

Source: BC Assessment

*Median value is taken from the set of properties of the given type with the highest folio count. Where the highest folio count is a tie, the average of the medians associated with the tied highest folio counts is taken

6(1)(g)(i) Average and Median Housing Sale Prices															
	2006	2007	2008	2009	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019	2020
Average	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	\$932,922	N/A
Median	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A

Source: BC Assessment

*Information for the median values of individual units has not been provided. Additionally, given the information available, no estimation approach was identified that would provide a reasonable estimate of the median value across entire types.

6(1)(g)(ii) Average and Median Housing Sale Prices by Structure Type															
	2006	2007	2008	2009	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019	2020
Average Sales Price by Structure Type	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Single Family	\$372,390	\$444,360	\$493,712	\$524,297	\$489,858	\$527,041	\$530,506	\$537,206	\$537,750	\$567,824	\$652,005	\$840,782	\$944,900	\$977,685	\$909,654
Dwelling with Suite	\$313,525	\$435,084	\$503,793	\$534,723	\$502,296	\$534,504	\$550,183	\$579,838	\$556,864	\$597,247	\$691,928	\$906,092	\$999,028	\$1,091,677	\$999,777
Duplex, Triplex, Fourplex, etc.	\$303,517	\$307,626	\$403,120	\$397,145	\$391,123	\$383,520	\$415,398	\$408,247	\$444,739	\$440,743	\$514,014	\$696,794	\$692,019	\$778,946	\$690,750
Row Housing	\$302,368	\$384,369	\$352,808	\$385,776	\$373,248	\$401,083	\$391,508	\$377,189	\$375,274	\$394,192	\$415,345	\$517,874	\$605,828	\$684,754	\$674,671
Apartment	\$211,968	\$239,852	\$280,290	\$255,755	\$240,786	\$248,566	\$241,863	\$251,812	\$250,114	\$248,393	\$263,360	\$297,382	\$357,772	\$442,577	\$417,918
Manufactured Home	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Seasonal Dwelling	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Other*	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
2 Acres or More (Single Family Dwelling, Duplex)	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
2 Acres or More (Manufactured Home)	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Median Sales Price by Structure Type	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Single Family	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Dwelling with Suite	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Duplex, Triplex, Fourplex, etc.	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Row Housing	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Apartment	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Manufactured Home	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A

Seasonal Dwelling	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Other*	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
2 Acres or More (Single Family Dwelling)	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
2 Acres or More (Manufactured Home)	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A

Source: BC Assessment

**"Other" includes properties subject to section 19(8) of the Assessment Act.

**Information for the median values of individuals units has not been provided. Additionally, given the information available, no estimation approach was identified that would provide a reasonable estimate of the median value across entire types.

6(1)(g)(iii) Average and Median Housing Sale Prices by Number of Bedrooms

	2006	2007	2008	2009	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019	2020
Average Sales Price by Number of Bedroom															
0															
1								N/A							
2															
3+															
Median Sales Price by Number of Bedroom															
0															
1								N/A							
2															
3+															

Source: BC Assessment

*Information for the median values of individuals units has not been provided. Additionally, given the information available, no estimation approach was identified that would provide a reasonable estimate of the median value across entire types.

6(1)(h)(i) Average and Median Monthly Rent

	2006	2007	2008	2009	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019	2020
Average	N/A	N/A	N/A	N/A	N/A	\$825	\$825	\$840	\$850	\$900	\$933	\$1,020	\$1,170	\$1,425	\$1,400
Median	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0

Source: CMHC Primary Rental Market Survey

6(1)(h)(ii) Average and Median Monthly Rent by Number of Bedrooms

	2006	2007	2008	2009	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019	2020
Average	N/A	N/A	N/A	N/A	N/A	\$825	\$825	\$840	\$850	\$900	\$933	\$1,020	\$1,170	\$1,425	\$1,400
No-bedroom	N/A	N/A	N/A	N/A	N/A	\$585	\$600	\$610	\$610	\$600	\$650	\$670	\$700	\$790	\$918
1-bedroom	N/A	N/A	N/A	N/A	N/A	\$750	\$760	\$775	\$800	\$780	\$835	\$900	\$1,055	\$1,125	\$1,125
2-bedroom	N/A	N/A	N/A	N/A	N/A	\$875	\$900	\$900	\$930	\$925	\$953	\$1,075	\$1,288	\$2,100	\$2,150
3-or-more bedrooms	N/A	N/A	N/A	N/A	N/A	\$1,650	\$1,600	\$1,700	\$1,600	\$1,600	\$1,638	\$1,340	\$1,375	\$1,380	\$1,582
Median															
No-bedroom															
1-bedroom									N/A						
2-bedroom															
3-or-more bedrooms															

Source: CMHC Primary Rental Market Survey

6(1)(i),(j) Vacancy Rate by Number of Bedrooms

	2006	2007	2008	2009	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019	2020
Total	N/A	N/A	N/A	N/A	N/A	2.6%	2.0%	1.6%	3.3%	0.4%	1.1%	0.2%	1.8%	5.5%	0.7%
No-bedroom	N/A	N/A	N/A	N/A	N/A	0.0%	0.0%	0.0%	6.3%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
1-bedroom	N/A	N/A	N/A	N/A	N/A	3.2%	0.4%	1.8%	0.5%	0.0%	1.7%	0.4%	1.0%	1.7%	0.4%
2-bedroom	N/A	N/A	N/A	N/A	N/A	1.6%	3.9%	1.1%		1.0%	1.0%	0.0%	3.1%		1.0%
3-or more bedroom	N/A	N/A	N/A	N/A	N/A	4.5%	2.7%	2.9%			0.0%		0.0%		0.0%

Source: CMHC Primary Rental Market Survey

6(1)(k)(i),(ii),(iii) Rental Housing Units by Market

	Units	Date
Primary rental market	N/A	N/A
Secondary rental market	N/A	N/A
Short-term rental market	N/A	N/A

Source: CMHC Primary Rental Market Survey, AirDNA

6(1)(l) Units in Housing Cooperatives

	2019
Units in housing cooperatives	25

Source: Co-operative Housing Federation of BC

6(1)(m)(i) Housing Units Demolished

	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019

Number of units demolished	48	24	27	26	38	35	31	45	84	43
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43

Source: Housing Data Book, CMHC Rental Market Reports

6(1)(m)(ii) Housing Units Demolished by Structure Type										
	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019
Total	48	24	27	26	38	35	31	45	84	43
Singled Detached	34	24	22	26	37	35	30	43	35	43
Duplex	2	0	2	0	1	0	0	2	2	0
Row House	0	0	3	0	0	0	0	0	0	0
Apartment	12	0	0	0	0	0	1	0	47	0

Source: Housing Data Book, CMHC Rental Market Reports

6(1)(m)(iii) Housing Units Demolished by Tenure										
	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019
Total										
Owner										
Renter										
Other (Band Housing)										

6(1)(m)(iv) Housing Units Demolished by Number of Bedrooms										
	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019
Total										
No-bedroom										
1-bedroom										
2-bedroom										
3-or-more bedrooms										

6(1)(n)(i) Housing Units Substantially Completed										
	2011	2012	2013	2014	2015	2016	2017	2018	2019	2020
Housing units completed	104	427	272	380	239	255	434	183	518	265

Source: Housing Data Book, CMHC Rental Market Reports

6(1)(n)(ii) Housing Units Substantially Completed by Structure Type										
	2011	2012	2013	2014	2015	2016	2017	2018	2019	2020
Total	104	427	272	380	239	255	434	183	518	265
Secondary Suite	19	17	19	19	3	19	20	21	*	*
Singled Detached	28	26	28	54	26	32	38	35	46	30
Semi-Detached	4	0	2	6	2	4	6	2	2	2
Row House	35	47	94	128	83	137	68	61	59	17
Apartment	18	337	129	129	125	63	302	64	411	216

Source: Housing Data Book, CMHC Rental Market Reports

* Note: 2019 and 2020 data for apartment and secondary suite is combined into apartment category.

6(1)(n)(iii) Housing Units Substantially Completed by Tenure										
	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019
Total										
Owner										
Renter										
Other (Band Housing)										

6(1)(n)(iv) Housing Units Substantially Completed by Number of Bedrooms										
	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019
Total										
No-bedroom										
1-bedroom										
2-bedroom										
3-bedroom										

6(1)(o) Number of Beds Provided for Students by Post-Secondary Institutions in the Area

Number of beds	Year
	N/A

Source: Data Set Published by the BC Ministry of Municipal Affairs and Housing

6(1)(p) Number of Beds Provided by Shelters for Individuals Experiencing Homelessness and Units Provided for Individuals at Risk of Experiencing Homelessness

	2021
Beds for individuals experiencing homelessness	N/A
Beds for individuals at risk of experiencing homelessness	105

Source: BC Housing, Shelter beds and units available for people at risk of homelessness, Tri-Cities

6(3)(a) New Homes Registered

	2016	2017	2018
New homes registered	N/A	N/A	N/A

Source: BC Housing

6(3)(b) New Homes Registered by Structure Type

	2016	2017	2018
Total	N/A	N/A	N/A
Single-detached house			
Multi-family unit			
Purpose-built rental			

Source: BC Housing

6(3)(c) New Purpose-Built Rental Homes Registered

	2016	2017	2018
New purpose-built rental homes registered	N/A	N/A	N/A

Source: BC Housing

7(a)(i),(ii) Unaffordable Housing by Tenure for Private Households

	2006			2011			2016		
	#	% of total	% of tenure	#	% of total	% of tenure	#	% of total	% of tenure
Total households	17,890	100%	100%	19,475	100%	100%	21,025	100%	100%
Owner	14,410	81%	100%	15,340	79%	100%	16,325	78%	100%
Renter	3,475	19%	100%	4,135	21%	100%	4,695	22%	100%
Total households in unaffordable housing	4,520	25%	25%	5,010	26%	26%	4,780	23%	23%
Owner	3,215	18%	22%	3,415	18%	22%	3,070	15%	19%
Renter	1,300	7%	37%	1,595	8%	39%	1,705	8%	36%

Source: Statistics Canada Census Program, Custom Data Organization for BC Ministry of Municipal Affairs and Housing

7(a)(iii),(iv) Inadequate Housing by Tenure for Private Households

	2006			2011			2016		
	#	% of total	% of tenure	#	% of total	% of tenure	#	% of total	% of tenure
Total households	17,890	100%	100%	19,475	100%	100%	21,025	100%	100%
Owner	14,410	81%	100%	15,340	79%	100%	16,325	78%	100%
Renter	3,475	19%	100%	4,135	21%	100%	4,695	22%	100%
Total households in inadequate housing	1,210	7%	7%	1,185	6%	6%	1,115	5%	5%
Owner	785	4%	5%	890	5%	6%	775	4%	5%
Renter	425	2%	12%	295	2%	7%	340	2%	7%

Source: Statistics Canada Census Program, Custom Data Organization for BC Ministry of Municipal Affairs and Housing

7(a)(v),(vi) Unsuitable Housing by Tenure for Private Households

	2006			2011			2016		
	#	% of total	% of tenure	#	% of total	% of tenure	#	% of total	% of tenure
Total households	17,890	100%	100%	19,475	100%	100%	21,025	100%	100%
Owner	14,410	81%	100%	15,340	79%	100%	16,325	78%	100%
Renter	3,475	19%	100%	4,135	21%	100%	4,695	22%	100%
Total households in unsuitable housing	1,140	6%	6%	1,160	6%	6%	1,085	5%	5%
Owner	700	4%	5%	700	4%	5%	655	3%	4%
Renter	440	2%	13%	460	2%	11%	425	2%	9%

Source: Statistics Canada Census Program, Custom Data Organization for BC Ministry of Municipal Affairs and Housing

7(b),(c) Unemployment and Participation Rates for Population in Total Households

	2016
Unemployment rate	4.7%
Participation rate	69.8%

Source: Statistics Canada Census Program, Census Profiles 2006, 2016, NHS Profile 2011

2016

7(d),(e),(f),(g)

Commute to Work for Population in Total Households

	2016	
	#	%
Total	25,100	100%
Commute within CSD	5,155	21%
Commute to different CSD within CD	19,565	78%
Commute to different CD within BC	275	1%
Commute to different province	100	0%

Source: Statistics Canada Census Program, Census Profiles 2006, 2016, NHS Profile 2011

2006

2011

2016

8(1)(a)(i),(ii)

Core Housing Need by Tenure for Private Households

	2006			2011			2016		
	#	% of total	% of tenure	#	% of total	% of tenure	#	% of total	% of tenure
Total	17,885	100%	100%	19,475	100%	100%	21,025	100%	100%
Owner	14,415	81%	100%	15,335	79%	100%	16,320	78%	100%
Renter	3,475	19%	100%	4,135	21%	100%	4,700	22%	100%
Total in core housing need	2,520	14%	14%	2,830	15%	15%	3,110	15%	15%
Owner	1,310	7%	9%	1,445	7%	9%	1,510	7%	9%
Renter	1,210	7%	35%	1,380	7%	33%	1,600	8%	34%

Source: Statistics Canada Census Program, Custom Data Organization for BC Ministry of Municipal Affairs and Housing

2006

2011

2016

8(1)(a)(iii),(iv)

Extreme Core Housing Need by Tenure for Private Households

	2006			2011			2016		
	#	% of total	% of tenure	#	% of total	% of tenure	#	% of total	% of tenure
Total	17,885	100%	100%	19,475	100%	100%	21,025	100%	100%
Owner	14,415	81%	100%	15,335	79%	100%	16,320	78%	100%
Renter	3,475	19%	100%	4,135	21%	100%	4,700	22%	100%
Total in extreme core housing need	1,190	7%	7%	1,240	6%	6%	1,250	6%	6%
Owner	700	4%	5%	785	4%	5%	710	3%	4%
Renter	485	3%	14%	455	2%	11%	540	3%	11%

Source: Statistics Canada Census Program, Custom Data Organization for BC Ministry of Municipal Affairs and Housing

RECOMMENDATION:

That Committee of Council recommend to Council that the amended Facility Allocation Policy No. 11.16, effective April 1, 2022, be approved.

PREVIOUS COUNCIL/COMMITTEE ACTION

At the November 12, 2019, Council meeting the current Facility Allocation Policy No. 11.16 was approved.

REPORT SUMMARY

This report recommends amendments to the Facility Allocation Policy, (Attachment 1) with an implementation date of April 1, 2022. The policy outlines the process for the allocation of parks, sport fields and recreation facilities and was last updated in 2019. With the addition of the new spectator arena, policy amendments were needed to define the seasonal transition dates between ice and dry floor. In addition, changes are recommended to better define the process for sport court bookings and the timelines required for requests to host tournaments and special events. The report also provides an overview of the process followed by staff to consult community user groups and incorporate their feedback.

BACKGROUND

The City's parks, sport fields and facilities are public assets; therefore, it is vital that the City promotes access for the benefit of the entire community. The purpose of the policy is to provide clear allocation guidelines and to outline the process to effectively manage any conflicting requests when a consensus among the specific users impacted, cannot be achieved. The City had previously operated under separate Ice and Outdoor Athletic Field Allocation policies (established in 1998 and 2000). The two policies were integrated into one policy (Attachment 1) and implemented January 1, 2020. The new policy established a consistent process for booking City parks, sport fields and facilities, and included the amenities newly available upon the opening of phase one of the Port Coquitlam Community Centre (PCCC). It also defined a higher allocation priority for the Port Coquitlam Sport Alliance (PCSA) members over sport organizations that choose not to join the PCSA.

DISCUSSION

Since the initial opening of the PCCC in August 2019, staff continue to closely monitor user trends of new and existing amenities and consult with sport user groups to determine seasonal allocation requirements, forecast future needs and assess the policy's effectiveness. Current requests continue

to exceed and/or encroaching capacities for some facilities, particularly for access during prime-time periods (primarily afterschool hours and weekends), such as Gates Park tennis courts, arenas (prime-time hours during the shoulder season between ice and dry floor use) and artificial turf fields. There is also increasing pressure for access to facilities for the general public (individuals and families) during prime times and competing requests from user groups for access during shoulder seasons (i.e. transition period between ice and dry floor).

The intent of the proposed amendments to the Facility Allocation Policy No.11.16 is to further clarify the allocation process by integrating new steps and to add new amenities introduced with the opening of phase 2 of the Port Coquitlam Community Centre. The amendments to this policy will address the increased demand for facility space during shoulder seasons and outline the transition from Ice to Dry Floor and visa versa, define the number of bookable hours available for Sport Courts, and reduce the advance notice period required for applications to host a major event or tournament. Each of the proposed policy amendments is highlighted in Attachment 2, and described in detail below.

Section 3.4 Major Special Events (Attachment 2, page #4)

As community organization and sport group event hosting opportunities are subject to varying schedules, the current policy requirement for advance notice of one year may not be possible in many cases. Concerns were expressed by user groups that this may be a barrier to sport tournament and event hosting opportunities. There are many benefits to hosting sporting and entertainment events and with the addition of the spectator arena with a capacity to seat 780 people, there is an increased interest from a variety of sport groups and community organizations from within and outside of Port Coquitlam, to host events. Flexibility within the allocation policy is required to ensure that opportunities to host events such as tournaments and concerts may be brought forward for consideration.

The proposed policy amendment requires that applications be submitted a minimum six months prior to the event in order to be considered, replacing the current one-year notice period. A six-month period was discussed with user groups and it was agreed that this provides adequate time for discussion prior to seasonal schedules being set and will provide more opportunities for groups looking for opportunities to bid to host major tournaments and other events.

Section 3.5 (New) Outdoor Sport Court Restrictions (Attachment 2, page #4)

COVID-19 has had a dramatic impact on the use of outdoor amenities in the region. Municipal outdoor tennis facilities have been busier and the longstanding Port Coquitlam Tennis Club has seen significant membership growth over the past two years (2019 #75 of members; 2020 #101 of members; 2021 131 of members). In addition, staff have received increased requests from non-local tennis clubs looking to book court time. The dedicated tennis courts at Gates Park are in high demand, primarily due to the quality playing surfaces and the number of courts available with lights.

Amendment to Facility Allocation Policy

As such, the city has received complaints regarding the lack of court availability for drop in use by community members. The posted rules for use of the tennis courts state that: court time is 30 minutes maximum if players are waiting (except permit holders). Concerns have been expressed that too much time, particularly during prime-time hours, is being used by tennis clubs and that some clubs frequently on the courts, are not Port Coquitlam based. There is capacity at Terry Fox courts for weekend prime-time hours, but is limited on weeknight prime-time due to no lights.

Staff are recommending a limit on the prime-time hours available to restrict club/group bookings to Courts 1-4 at Gates and Courts 1-2 at Terry Fox Park. Courts 5-6 at Gates Park and 3-4 at Terry Fox Park would remain 100% public access only at all times. Prime-time hours would be identified as 5pm -10pm Monday to Friday and 8am - 5pm Saturday and Sunday. These prime-time hours would only be available for booking for the during the seasonal period of April 1 to September 30. The proposed amendment to the Facility Allocation Policy ensures that 50% of prime-time court space remains available for public drop-in use on the bookable courts (Courts 1-4 at Gates and Courts 1-2 at Terry Fox Park). Of the available 50% for club rentals, 40% of the prime time would be allocated to local clubs/groups and a maximum of 10% could be allocated to non-resident clubs/groups. Currently the Port Coquitlam Tennis Club books 36% of the available prime-time at Gates Park. The amended policy allows for an additional 4% of booking time at Gates Park by this club to accommodate any further growth in membership.

The approved amendments to the Facility Allocation Policy, restricting bookings of Outdoor Sport Courts for local and non-local clubs/groups as described above, would also apply to the four dedicated outdoor Pickleball Courts at the Port Coquitlam Centre for the 2023 allocation cycle, due to the already identified volume of individuals and clubs expressing interest in using these courts.

Section 4.6 (New) Arena Ice Dry Floor Transition Schedule (Attachment 2, page #5)

With the addition of the spectator arena in October of 2021, the existing allocation policy needed to be revised to include this arena and to specify the schedule for shoulder season transitions between ice and dry floor.

Staff recommend that Table 4.3 be updated to include allocation request deadlines and permit issue dates for Spring and Summer ice seasons. Following consultation with user groups, the dates below are proposed:

	Requests	Permit Issued
Spring Ice	November 15	February 15
Summer Ice	April 15	July 15

In addition, staff recommend that the Seasonal Schedule for arenas be updated to include the dates for ice or dry floor in each of the arenas (see excerpt below from Attachment 2) to optimize facility use and ensure all user groups are informed well in advance and can plan accordingly. Dates are

Amendment to Facility Allocation Policy

subject to change depending on demand for facility use: changes will be made in collaboration with user groups. Specific dates, as shown below, will be adjusted annually to match the calendar year.

Fall/Winter

- First Tuesday after Labour Day – February 20 3 ice sheets Arena 1/2/3
- February 21 – Last Sunday prior to Spring Break 2 ice sheets Arena 1/3
- March 1 to August 15 1 dry floor Arena 2

Spring

- First Monday of Spring Break to June 12 1 ice sheet Arena 3
- March 28 to June 12 2 dry floors Arena 1/2
- June 20 to July 24 3 dry floors Arena 1/2/3

Summer

- First Tuesday after BC Day to August 21 1 ice sheet Arena 3
- July 24 to August 15 2 dry floors Arena 1/2
- August 22-31 2 ice sheets Arena 2/3
- August 15-31 1 dry floor Arena 1

The proposed amendments to the policy were reviewed with representatives from each of the sport user groups directly impacted, and the PCSA, to ensure their suggestions, needs and concerns were considered and reflected in amended policy (Attachment 2).

Staff believe that the proposed amendments to current Facility Allocation Policy will better support user groups, provide a balanced approach to community access for user groups, clubs and public, and when needed, effectively manage and resolve conflicting user group requests. Upon Council approval of the amended Facility Allocation Policy No.11.16 with an effective date of April 1, 2022, staff will notify user groups of any changes impacting them prior to booking facilities for the 2022-23 ice and dry floor seasons, and the upcoming 2022 outdoor tennis season.

FINANCIAL IMPLICATIONS

None.

Amendment to Facility Allocation Policy

OPTIONS (✓ = Staff Recommendation)

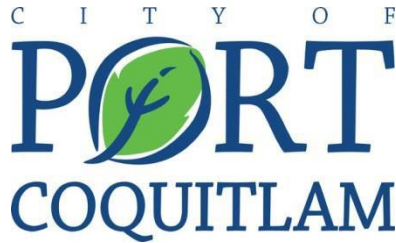
	#	Description
<input checked="" type="checkbox"/>	1	That Committee recommend Council approve the amended Facility Allocation Policy effective April 1, 2022.
<input type="checkbox"/>	2	Refer the proposed policy back to staff for revisions
<input type="checkbox"/>	3	Continue with the existing policy.

ATTACHMENTS

Attachment #1: Facility Allocation Policy No. 11.16

Attachment #2: Proposed Amendments to Facility Allocation Policy No. 11.16

Lead authors: Glenn Mitzel, Jamie Rennie, Lori Bowie



POLICY

Subject Area: Recreation Department	Policy # 11.16
Policy Title: Facility Allocation Policy	
Authority: Legislative X	Effective Date: 2020-01-01
Administrative	Review Date: 2025-01-01
Issued By: Director of Recreation	Issue Date: 2019-11-15
	Manner Issued: E-mail to Department Heads

Purpose

The purpose of this policy is to provide a framework for the allocation of the City of Port Coquitlam’s parks, sports fields and facilities including, but not limited to: parks, park shelters, arenas, tennis courts, pools, athletic fields, community and recreation centres, multi-purpose rooms and gymnasiums. The priority of users and allocation guidelines outlined in this policy are intended to enable City staff to conduct a fair and equitable allocation process to ensure a variety of activities and opportunities are available to all Port Coquitlam residents.

Policy

1. Introduction

As parks, sports fields and facilities continue to be developed, the inventory available for allocation to individuals, groups, organizations and businesses increases. This policy consolidates previous policies for outdoor athletic field and ice allocations to consistently govern the use of all City-managed parks, sports fields and facilities, and provides a framework for consistent, fair and equitable allocation decisions. Further, it is intended to serve as a guide to a consensus decision-making process with key stakeholders around priority allocations. The City, as the owner and operator of the parks, sports fields and facilities, must carefully evaluate and prioritize all demands to maximize the public good; this policy provides direction to that end.

2. User Groups

The following user groups are identified as eligible to reserve parks, sports fields and facilities in accordance with this policy.

City of Port Coquitlam: The City for its events, maintenance purposes and for use by the general public on a “first-come, first-served” basis

Port Coquitlam Sports Alliance Society (PCSA) Member: A youth or adult sport group which is a member in good standing with the PCSA

Local School Group: A public or private school recognized as an education institution and located within the City of Port Coquitlam or part of School District #43

Local Not-for-Profit Group: A non-sporting group or organization with either registered not-for-profit or charitable society status with at least 75% of active members being residents of Port Coquitlam

Local Private Group: A group or organization other than a Local Not-For-Profit Group with at least 75% of active members being residents of Port Coquitlam

Regional Sport Group: A sporting group or organization having a registered not-for-profit or charitable status if fewer than 75% of active members are Port Coquitlam residents

Port Coquitlam Individual: A person with a permanent residence or owning a business located in Port Coquitlam

Other Individual: A person with a permanent residence not located in Port Coquitlam

Other Group: A commercial, political, institutional or other organization not defined as a User Group by this policy.

3. Priority Allocation of Parks, Sports Fields and Facilities

3.1 Priority of User Groups: Allocations will be in accordance with Table 3.1

Table 3.1: Priority of User Groups

1 st Priority	Programs, services and events sponsored by the City of Port Coquitlam. City sponsored ice programs are subject to a maximum allocation of 15% of prime time hours ¹ .
2 nd Priority	PCSA Members in the following priority order: <ul style="list-style-type: none"> • Youth have higher priority than adults for allocation of artificial turf fields (including the turf warm-up box) • Youth have prioritized use until 8:00 p.m. weekdays and 4:00 p.m. weekends • Adults have higher priority after 8:00 p.m. weekdays and 4:00 p.m. weekends
3 rd Priority	Local School Group, weekdays during the school year between 8:00 a.m. and

	5:00 p.m.
4 th Priority	Local User Group hosting a major special event such as a tournament, championship, ceremony or trade show
5 th Priority	Local Not-for-Profit Group
6 th Priority	Local Private Group
7 th Priority	Port Coquitlam Individual
8 th Priority	Regional Sport Group
9 th Priority	User Group offering a sport skill development program during prime time hours ¹ for which participants pay a fee additional to their sport registration fee
10 th Priority	Other Group or Other Individual

¹Prime time hours are defined as the hours between 4:00 p.m. and 10:00 p.m. Monday to Friday and 8:00 a.m. to 10:00 p.m. Saturday and Sunday

3.2. Allocation Guidelines:

(1) Overlapping Requests: When an overlapping request for use of a facility occurs between User Groups, the following criteria will guide the allocation decision:

- a) Higher number of Port Coquitlam residents registered as players or athletes in the organization (excludes coaches/volunteers/executives)
- b) Higher number of players or athletes to use the facility during the allocated time (density of use)
- c) Achieving a balance in number of hours allocated to the User Groups (percentage of prime time and non-prime hours used historically and requested for current season)
- d) Retention of historical allocations
- e) Activity is consistent with maximizing public good by ensuring a variety of sport options for residents, aligning with current trends and community demands and promoting active living for all ages and abilities.
- f) Activity does not duplicate or conflict with City programs or with another User Group's offerings (what is the facility being used for).
- g) Achieving the minimal allotment hours required to keep the User Group viable per the recommendations of a relevant governing body (e.g., Pacific Coast Amateur Hockey Association, Skate Canada).
- h) If other formal agreements exist outside the allocation process for the use group or activity and for which there is Council approval.

(2) Port Coquitlam Residency

- a) Evaluation of a request from a Local Not-for-Profit or a Local Private User Group which advises that it is unable to attain 75% of its members as Port

Coquitlam residents will be made on a case-by-case basis if the group advises it is unable to achieve this percentage.

3.3. Conditions of Allocation: The City reserves the right to deny approval of a rental permit or rescind a rental permit if the following circumstances apply to the User Group:

- a) Not in good financial standing with the City of Port Coquitlam
- b) Participants or spectators not observing posted guidelines (Code of Conduct)
- c) Damage or poor condition of parks, sports fields or facilities after use
- d) Failure to use and or report unneeded or unused time
- e) Membership has significantly decreased from previous seasons
- f) Membership data is not made available, is inaccurate or indicates User Group qualifications are not met
- g) Lack of adherence to the terms and conditions listed on the rental permit.

3.4. Major Special Events:

(1) An application to use parks, sports fields or facilities for a major special event will be evaluated individually. A User Group shall provide one year's advance notice for consideration of an application for a major special event.

(2) Consideration of approval for a major special event will be based on an assessment of the following factors:

- a) Duration and frequency of disruption to current park, sports fields or facility users
- b) Level of competition (e.g., regional, provincial, western, national)
- c) Hosted or supported by a local organization (City, sport or community group)
- d) Value to the community

(3) Given the nature of the bid process for major special events, applications for major special events are exempt from the application deadlines set by this policy.

4. Allocation Procedures

4.1. All applicants must submit a completed allocation request form in the form provided by the Recreation Department. The form must be filled in with all information such as participant enrollment numbers, residency status of participants, organizational contacts, etc.

4.2. Allocation requests for facilities other than the seasonally allocated facilities identified in Table 4.3 (e.g., rooms, gymnasiums) will be considered upon receipt of the request. Allocations will be determined based on availability, generally on a first come, first served basis.

4.3. Allocation requests for seasonally allocated facilities must be submitted prior to the application deadline outlined in Table 4.3. Should a User Group miss the deadline, the group will forfeit their priority order and be considered on a first-come, first-served basis after all of the other applications have been addressed.

Table 4.3 – Application Deadlines

Seasonally Allocated Facilities	Requests in for Spring/Summer	Permits Issued	Requests in for Fall/Winter	Permits Issued
Fields & Outdoor Playing Surfaces	January 1 st	March 1 st	May 1 st	July 1 st
Outdoor Pool	January 15 th	March 15 th	N/A	N/A
Indoor Pool	January 15 th	March 15 th	June 15 th	August 15 th
Arena Ice	April 1 st	June 1 st	May 15 th	August 15 th
Arena Floor	November 1 st	March 15 th	N/A	N/A

- 4.4.** User Group Allocation Meeting: Staff will consult with User Groups in making the final allocation decision. The allocation process will include a User Group meeting at which User Groups meeting the requirements of this policy will be invited to attend.
- 4.5.** Decision: If there is a conflict in allocations and a consensus on allocation cannot be achieved during the User Group allocation meeting, a review panel including a Recreation Area Manager, a representative of the User Groups and the Executive Director of PCSA will make the allocation decision.
- 4.6.** The typical seasonal schedule for ice will be September 1st – Spring Break. There will be a transition period between ice and dry floor (approximately two weeks depending on required maintenance work). When the third arena is operating, staff will work with user group schedules to transition one arena earlier between ice and dry floor seasons.
- 5. Appeals:** A User Group wishing to appeal an allocation decision must do so within two weeks of notification of the decision. The appeal in writing should be submitted to:

Director of Recreation
Recreation Department
City of Port Coquitlam
2150 Wilson Avenue
Port Coquitlam, BC V3C 6J5

A decision on the appeal will be made by the Director of Recreation.

Associated Regulations, Policy Documents and Agreements

- Fees and Charges Bylaw
- Park and Facilities Bylaw
- Inappropriate User Conduct Policy

- Refund Policy
- Joint Use Maintenance Agreement for Outdoor Facilities and the Terry Fox Theatre
- Memorandum of Understanding with the Port Coquitlam Sports Alliance

Responsibility

The Director of Recreation shall have the authority to administer this Policy.

END OF POLICY

Record of Amendments

Policy	Issue date	Reviewed	Replaced	Re-issue Date
##.##				



DRAFT POLICY

Subject Area: Recreation Department	Policy # 11.16
Policy Title: Facility Allocation Policy	
Authority: Legislative X	Effective Date: 2022-04-01
Administrative	Review Date: 2025-01-01
Issued By: Director of Recreation	Issue Date: 2019-11-15
	Manner Issued: E-mail to Department Heads

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City of Port Coquitlam: The City for its events, maintenance purposes and for use by the general public on a “first-come, first-served” basis

Port Coquitlam Sports Alliance Society (PCSA) Member: A youth or adult sport group which is a member in good standing with the PCSA

Local School Group: A public or private school recognized as an education institution and located within the City of Port Coquitlam or part of School District #43

Local Not-for-Profit Group: A non-sporting group or organization with either registered not-for-profit or charitable society status with at least 75% of active members being residents of Port Coquitlam

Local Private Group: A group or organization other than a Local Not-For-Profit Group with at least 75% of active members being residents of Port Coquitlam

Port Coquitlam Individual: A person with a permanent residence or owning a business located in Port Coquitlam

Regional Sport Group: A sporting group or organization having a registered not-for-profit or charitable status if fewer than 75% of active members are Port Coquitlam residents

Other Individual: A person with a permanent residence not located in Port Coquitlam

Other Group: A commercial, political, institutional or other organization not defined as a User Group by this policy.

3. Priority Allocation of Parks, Sports Fields and Facilities

3.1 Priority of User Groups: Allocations will be in accordance with Table 3.1

Table 3.1: Priority of User Groups

1 st Priority	Programs, services and events sponsored by the City of Port Coquitlam. City sponsored ice programs are subject to a maximum allocation of 15% of prime time hours ¹ .
2 nd Priority	PCSA Members in the following priority order: <ul style="list-style-type: none"> • Youth have higher priority than adults for allocation of artificial turf fields (including the turf warm-up box) • Youth have prioritized use until 8:00 p.m. weekdays and 4:00 p.m. weekends • Adults have higher priority after 8:00 p.m. weekdays and 4:00 p.m. weekends
3 rd Priority	Local School Group, weekdays during the school year between 8:00 a.m. and 5:00 p.m.

4 th Priority	Local User Group hosting a major special event such as a tournament, championship, ceremony or trade show
5 th Priority	Local Not-for-Profit Group
6 th Priority	Local Private Group
7 th Priority	Port Coquitlam Individual
8 th Priority	Regional Sport Group
9 th Priority	User Group offering a sport skill development program during prime time hours ¹ for which participants pay a fee additional to their sport registration fee
10 th Priority	Other Group or Other Individual

¹Prime time hours are defined as the hours between 4:00 p.m. and 10:00 p.m. Monday to Friday and 8:00 a.m. to 10:00 p.m. Saturday and Sunday

3.2. Allocation Guidelines:

(1) Overlapping Requests: When an overlapping request for use of a facility occurs between User Groups, the following criteria will guide the allocation decision:

- a) Higher number of Port Coquitlam residents registered as players or athletes in the organization (excludes coaches/volunteers/executives)
- b) Higher number of players or athletes to use the facility during the allocated time (density of use)
- c) Achieving a balance in number of hours allocated to the User Groups (percentage of prime time and non-prime hours used historically and requested for current season)
- d) Retention of historical allocations
- e) Activity is consistent with maximizing public good by ensuring a variety of sport options for residents, aligning with current trends and community demands and promoting active living for all ages and abilities.
- f) Activity does not duplicate or conflict with City programs or with another User Group's offerings (what is the facility being used for).
- g) Achieving the minimal allotment hours required to keep the User Group viable per the recommendations of a relevant governing body (e.g., Pacific Coast Amateur Hockey Association, Skate Canada).
- h) If other formal agreements exist outside the allocation process for the use group or activity and for which there is Council approval.

(2) Port Coquitlam Residency

- a) Evaluation of a request from a Local Not-for-Profit or a Local Private User Group which advises that it is unable to attain 75% of its members as Port

Coquitlam residents will be made on a case-by-case basis if the group advises it is unable to achieve this percentage.

3.3. Conditions of Allocation: The City reserves the right to deny approval of a rental permit or rescind a rental permit if the following circumstances apply to the User Group:

- a) Not in good financial standing with the City of Port Coquitlam
- b) Participants or spectators not observing posted guidelines (Code of Conduct)
- c) Damage or poor condition of parks, sports fields or facilities after use
- d) Failure to use and or report unneeded or unused time
- e) Membership has significantly decreased from previous seasons
- f) Membership data is not made available, is inaccurate or indicates User Group qualifications are not met
- g) Lack of adherence to the terms and conditions listed on the rental permit.

3.4. Major Special Events:

(1) Applications to use parks, sports fields or facilities for a major special event will be evaluated individually. Applicants shall provide a minimum of 6 months advance notice for consideration of an application for a major special event requiring multiple spaces or spanning multiple days; a notice period of 1 year is preferred when possible.

(2) Approval for a major special event will be based on an assessment of the following factors:

- a) Duration and frequency of disruption to current park, sports fields or facility users
- b) Level of competition (e.g., regional, provincial, western, national)
- c) Hosted or supported by a local organization (City, sport or community group)
- d) Value to the community including economic impact
- e) Amount of advance notice provided to the City

(3) When a bid process for a major special event is required, applications will be considered outside of the application deadlines set by this policy.

3.5. Outdoor Sport Court Restrictions: The City retains 50% of court space for public use and reserves the right to allocate and rent up to 40% of prime-time hours to local clubs/groups and up to 10% to non-resident clubs/groups. Prime time hours are defined as the hours between 5:00 p.m. and 10:00 p.m. Monday to Friday and 8:00 a.m. to 5:00 p.m. Saturday and Sunday.

4. Allocation Procedures

4.1. All applicants must submit a completed allocation request form in the form provided by the Recreation Department. The form must be filled in with all information such as participant enrollment numbers, residency status of participants, organizational contacts, etc.

4.2. Allocation requests for facilities other than the seasonally allocated facilities identified in Table 4.3 (e.g., rooms, gymnasiums) will be considered upon receipt of the request. Allocations will be determined based on availability, generally on a first come, first served basis.

- 4.3. Allocation requests for seasonally allocated facilities must be submitted prior to the application deadline outlined in Table 4.3. Should a User Group miss the deadline, the group will forfeit their priority order and be considered on a first-come, first-served basis after all of the other applications have been addressed.

Table 4.3 – Allocation Request Deadlines

Seasonally Allocated Facilities	Requests in for Spring/Summer	Permits Issued	Requests in for Fall/Winter	Permits Issued
Fields & Outdoor Playing Surfaces	January 1 st	March 1 st	May 1 st	July 15 th
Outdoor Pool	January 15 th	March 15 th	N/A	N/A
Indoor Pool	January 15 th	March 15 th	June 15 th	August 15 th
Arena Ice (Spring)	November 15 th	February 15 th		
Arena Ice (Summer)	April 15 th	July 15 th		
Arena Ice (Fall/Winter)	N/A	N/A	May 15 th	August 15 th
Arena Floor	November 1 st	February 15 th	N/A	N/A

- 4.4. The typical seasonal schedule for the Arenas will be:

Fall/Winter

- First Tuesday after Labour Day – February 20 3 ice sheets Arena 1/2/3
- February 21 – Last Sunday prior to Spring Break 2 ice sheets Arena 1/3
- March 1 to August 15 1 dry floor Arena 2

Spring

- First Monday of Spring Break to June 12 1 ice sheet Arena 3
- March 28 to June 12 2 dry floors Arena 1/2
- June 20 to July 24 3 dry floors Arena 1/2/3

Summer

- First Tuesday after BC Day to August 21 1 ice sheet Arena 3
- July 24 to August 15 2 dry floors Arena 1/2
- August 22-31 2 ice sheets Arena 2/3
- August 15-31 1 dry floor Arena 1

Dates are subject to change depending on demand for facility use and in collaboration with user groups. Specific dates will be adjusted annually to match the calendar year.

- 4.5. User Group Allocation Meeting: Staff will consult with User Groups in making the final allocation decision. The allocation process will include a User Group meeting at which User Groups meeting the requirements of this policy will be invited to attend.

4.6. Decision: If there is a conflict in allocations and a consensus on allocation cannot be achieved during the User Group allocation meeting, a review panel including a Recreation Area Manager, a representative of the User Groups and the Executive Director of PCSA will make the allocation decision.

5. **Appeals:** A User Group wishing to appeal an allocation decision must do so within two weeks of notification of the decision. The appeal in writing should be submitted to:

Director of Recreation
Recreation Department City
of Port Coquitlam 2150
Wilson Avenue
Port Coquitlam, BC V3C 6J5

A decision on the appeal will be made by the Director of Recreation.

Associated Regulations, Policy Documents and Agreements

- Fees and Charges Bylaw
- Park and Facilities Bylaw
- Inappropriate User Conduct Policy
- Refund Policy
- Joint Use Maintenance Agreement for Outdoor Facilities and the Terry Fox Theatre
- Memorandum of Understanding with the Port Coquitlam Sports Alliance

Responsibility

The Director of Recreation shall have the authority to administer this Policy.

END OF POLICY

Record of Amendments

Policy	Issue date	Reviewed	Replaced	Re-issue Date
##.##				

Fees & Charges Bylaw Amendments

RECOMMENDATION:

That Committee of Council recommend to Council that “Fees and Charges Bylaw, 2022, No. 4263” be given first three readings, and that upon final approval “Fees and Charges Bylaw, 2015, 3892” be repealed.

PREVIOUS COUNCIL/COMMITTEE ACTION

None.

REPORT SUMMARY

This report is before Council to introduce proposed changes to certain fees and charges set out in the City’s fees and charges bylaw.

BACKGROUND

The City’s current Fees and Charges Bylaw was adopted by Council in 2015 and has been amended several times throughout the year each year thereafter. Going forward staff intend to implement a more formalized process that will bring forward amendments to the City’s fees and charges on annual basis (in the fall each year), with the fees taking effect on January 1st of the following year. Exceptions to this will only be considered where a new fee is required to recover costs associated with the delivery of a new service or program that was not anticipated during the annual review, or an amendment required as a result of legislative or regulatory changes. Based on this change in process, the next Fees and Charges Bylaw update will be presented for Council’s consideration in September 2022 to establish fees and charges for 2023.

DISCUSSION

Section 194 of the *Local Government Act* provides the authority for local governments to impose fees and charges for the provision of services, use of property, exercise of regulatory authority, or for obtaining copies of local government records. Amendments to fees and charges reflect adjustments to the cost of services provided by the City, changes in the nature of certain services (e.g. animal control) or the elimination of fees that are no longer required. The following proposed changes to the City’s fees and charges are included in Fees and Charges Bylaw, 2022, No. 4263 (Attachment 1).

Schedule B – Engineering and Public Works

The proposed bylaw amendments are required to collect encroachment fees that are specified in the City’s Encroachment Permit Application.

A Highway Encroachment Permit is specified under the Highway Use Bylaw, 2018, No. 4033 for the

Fees & Charges Bylaw Amendments

use of a highway for private uses, including sidewalk cafes, newspaper boxes, street furniture, temporary storage containers and construction trailers for up to five years.

The Encroachment Application Permit (Attachment 3) was revised after the Highway Use Bylaw updates in 2018 resulting in one application for construction and non-construction related encroachments. The following fees and charges in the revised permit have been added to the Fees & Charges bylaw:

- \$250 per month for a construction trailer
- Soil anchor deposit of \$1,500 per anchor (typical)
- Annual usage fee for the use of City land (calculated from the square foot value of the land or a minimum of \$100).

Schedule C –Parks and Recreation Services

Staff completed a review of the Schedule C Parks and Recreation Fees and Charges in July 2021. Council approved the amended bylaw and it was implemented September 1, 2021. With the current review of the overall Fees and Charges Bylaw, a few housekeeping items are recommended to align with current practices. The proposed updates to the Schedule C Fees and Charges Bylaw are:

Miscellaneous Items

The current fee for Clean Up Charge does not reflect the level of clean up required for all events given these range from a meeting to a large-scale licensed social such as a dance or banquet event. Staff are recommending that the fee be set on a per hour charge and that this fee be applied based on the type of event and space booked.

Passes and Admissions

A matrix was added for the approved Preschool age category (0-4) outlining free drop in admission options for preschool age children. In response to COVID-19 participation numbers were limited; as a result, all participants are required to pre-register and/or scan in upon arrival. In order to process pre-registration, the day pass and monthly pass admission options were added.

Similarly, the matrix for the Super Senior age category (80+) was refined to list the available admission options. In 2021, the City lowered the age to 80+ and removed the fee for Super Seniors. Since each admission option was free, it became redundant to offer day passes, 10 visit, 20 visit, monthly passes, and annual passes. To simplify and improve customer service, both visit pass options and monthly option were removed, keeping only the day pass and annual pass options, at no cost.

Schedule D – Development Services

The proposed bylaw amendments remove references to obsolete applications or committees; standardizes fees for infill development including small lot, coach house and duplex development applications; and ensures cost recovery for applications that include release or amendment of legal agreements.

Schedule H - Cemetery Services

In 2016, Council approved the Vancouver Consumer Price Index inflation rate as a determination for increasing cemetery services fees: 2016 +2.3%; 2017 + 1.9%; 2018 + 2.5%; 2019 + 2.8%; 2020 +2.1%; 2021 + 0%; and 2022 + 3.11% (August 2020-August 2021 increase).

The Cemetery Perpetual Care Fund contribution is 25% of the total fees payable. The fund is designed to ensure that income will always be available for the continued maintenance and upkeep of the cemetery, even when all the interment spaces are sold. The current balance of the Trust Fund is \$1.9M. A percentage of the fees is also allocated to the Cemetery Expansion Fund which was established in 2008 and is to be used for the purchase or development of land or facilities for cemetery purposes in the future.

Schedule J – Filming Services

Filming Services has been updated to reflect the current rates for RCMP services required for filming purposes.

Schedule M – Animal Control Services

Dog Licence Fees

Port Coquitlam has not increased its dog licence fees since 2007 as they have been in the higher range compared to other Municipalities (see Attachment 4). At this time staff does not recommend an increase to the general dog licence fees however, an increase to the aggressive dog license fee is recommended as these dogs require significant staff resources to monitor. It is proposed that the fee be increased from \$95.00 to \$115.00.

Emotional Support Animals

The amendment to allow for emotional support animals was adopted by Council in March 2020. Emotional support animals are not service dogs and can be any animal that has medically certified documentation and approval of the Manager of Bylaw Services. To date, there is only one approved emotional support animal in Port Coquitlam with another potential application pending. Staff propose an amendment to add a one-time application fee of \$25.00 for emotional support animals to offset administrative costs related to the processing of such applications (including conducting background checks) and monitoring.


Animal Adoption Fees

Since 2008, Countryside Kennels has provided animal shelter services for the City. The contract with Countryside Kennels expired Jan 21, 2022. Staff entered into discussions with the City of Coquitlam in June of 2021 regarding the possibility of transitioning the City's animal shelter services to Coquitlam. An agreement was subsequently negotiated and executed, and took effect on February

Fees & Charges Bylaw Amendments

1, 2022. As such, animal adoptions fees have been removed from the Bylaw as these fees will now be charged by Coquitlam at their current rates.

OPTIONS (✓ = Staff Recommendation)

	#	Description
	1	Approve the new Fees and Charges Bylaw.
	2	Direct staff to bring back further information on fee amendments.

ATTACHMENTS

Attachment 1: Fees & Charges Bylaw No. 4263

Attachment 2: Original Fees and Charges Bylaw (with tracked changes)

Attachment 3: Encroachment Application Permit

Attachment 4: Dog License Comparison Table

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A Bylaw to Establish Fees and Charges for City Services and Information

WHEREAS Section 194 of the *Community Charter* authorizes Council, by bylaw, to impose fees and charges payable in respect of any service it considers necessary or desirable;

AND WHEREAS Council deems it necessary and desirable to exercise the authority provided by the *Community Charter* to cover costs of providing various services and information;

NOW THEREFORE the Council of the Corporation of the City of Port Coquitlam enacts as follows:

CITATION:

1. This Bylaw shall be cited as “Fees and Charges Bylaw, 2022, No. 4263”.

ADMINISTRATION:

2. The City of Port Coquitlam hereby imposes fees for the provision of services and information as specified in the Schedules attached to this Bylaw.
3. This Bylaw shall come into effect on the date of its final adoption unless otherwise indicated.
4. Wherever this Bylaw sets out fees and charges with respect to other City of Port Coquitlam bylaws and other such bylaws contain similar fees and charges, this Bylaw is deemed to prevail.

SEVERABILITY:

5. If any part, section or Schedule of this Bylaw is, for any reason, held to be invalid by the decision of a Court of competent jurisdiction, such decision does not affect the validity of the remaining portions of this Bylaw.

REPEAL:

6. "Fees and Charges Bylaw, 2015, No. 3892" including all amendments is hereby repealed.

READ A FIRST TIME this _____ day of _____, 2022

READ A SECOND TIME this _____ day of _____, 2022

READ A THIRD TIME this _____ day of _____, 2022

Mayor

Corporate Officer

**Schedules of Bylaw No. 4263
2022 Fees and Charges**

- Schedule A – General and Administration
- Schedule B – Engineering and Public Works
- Schedule C – Parks and Recreation
- Schedule D – Development Applications
- Schedule E – Building Services
- Schedule F – Freedom of Information and Protection of Privacy
- Schedule G – Fire and Emergency Services
- Schedule H – Cemetery Services
- Schedule I – Soil Deposit
- Schedule J – Filming
- Schedule K – Subdivision and Engineering Development
- Schedule L – Controlled Substance Nuisance
- Schedule M – Animal Control
- Schedule N – Property Standards and Nuisance Abatement

Schedule "A"
GENERAL AND ADMINISTRATION
FEES & CHARGES

Item	Fee
Apportionment of Property per folio created	\$25.00
Business Licence Reports	\$25.00
Contract Documents (City Tender)	\$50.00
Fee to have non-certified cheque certified or prepare bank draft	\$25.00
Interest on Overdue Accounts Receivable	Bank of Canada Prime Rate + 4%
LAND TITLE COSTS:	
Title Search	\$15.00
Plan Copies	\$20.00
Imaged Records	\$20.00
Listing of all properties with tax levies by roll number	\$300.00
Microfilm Prints – Land Registry plans, as constructed drawings	\$20.00 per sheet (max \$160)
Overtime or fast-track requests for copying	\$50.00 per hour
Photocopies Letter Size (8 1/2" X 11")	\$0.35 per page
Photocopies Legal Size (8 1/2" X 14")	\$0.35 per page
Photocopies of Bound Reports	\$1.00 per page
Printed Material: A-3 (11" x 17") pre-made map or copies	\$10.00
Printed Material: A-1 (22" x 34") standard pre-made map	\$25.00
Printed Material: A-1 (22" x 34") custom map, \$25.00 + estimate staff time @ \$90/hr	Varies
Property listing of outstanding taxes for mortgage companies (charged to financial institutions)	\$12.00
Property roll refund fee for property tax/utility overpayment per folio (no charge for 1st refund)	\$25.00
Property tax notices – prior years	\$5.00
Returned cheques/N.S.F. payment	\$30.00
Statement of taxes outstanding for the current year per parcel issued over the counter, by fax or by mail	\$45.00
Statement of taxes outstanding for the current year per parcel by BC Online	\$40.00
Surveys or small drawings up to 11 x 17")	\$16.00 for 1st copy plus \$4 per additional sheet
Surveys or large drawings (>11 x 17")	\$35.00 for 1st copy plus \$4 per additional sheet
Tax and or utility information prior to current year	\$75.00 per hour

Notes:

1. All fees are exclusive of tax, which will be added, if applicable.
2. Additionally, a 15% administration fee may be added.

**Schedule “B”
ENGINEERING AND PUBLIC WORKS
FEES & CHARGES**

Item	Fee
Address Change for Existing Building	\$300
Address Change for New Buildings	\$300
Address Change for New Buildings (after 1 st 4)	\$50
Arterial Road Service Connection	\$750
Barge Ramp Use Permit	\$200
Bear lock – third arm for 240 L cart	\$12 replacement cost
Bear lock – third arm for 360 L cart	\$14 replacement cost
Bear lock for 240 L (includes hasp)	\$48 replacement cost
Bear lock for 360 L (includes hasp)	\$50 replacement cost
Blasting Permit	\$100
Communications Infrastructure Installation	\$150
Communications Infrastructure Rental	\$200/yr
Curb and Gutter Restoration	\$400 per cut
Curb Stencil Fee	\$50
Ditch Crossing Inspection	\$150
Ditch Crossing Permit	\$200
Fish Stencil Deposit	\$500
Highway Use (Monitoring Well) Permit Application or Renewal Fee	\$300 \$100 per addt'l lane closure
Highway Use Permit Application Fee	\$50
Highway Use Permit Inspection Fee	\$100
Highway Use – Construction Trailer/Bin, etc.	\$250 per month
Highway Encroachment Permit – Annual Fee	5% of land value multiplied the sq ft of the encroachment area (provided that the min. annual is \$100 annually)
Highway Use - Soil Anchor Deposit	\$1500 (per anchor)
Hydrant Use Permit	\$100
Hydrant Use Permit Overtime Rate (per hour)	\$175
Hydrant Use (daily)	\$100 flat rate/unit
Hydrant Use (weekly)	\$250 flat rate/unit
Hydrant Use OT (daily)	\$175 flat rate/unit
Hydrant Use OT (weekly)	\$400 flat rate/unit
Inspection Fee for Security Release	\$100
Lane Closure	\$100
Newspaper Box Deposit (per Box)	\$50

**Schedule “B” Cont’d
ENGINEERING AND PUBLIC WORKS
FEES & CHARGES**

Newspaper Box Fee (per Box)	\$40
Overload/Overweight Vehicle Permit	\$50/day
Road Closures	\$100
Sanitary Sewer Connection Permanent Cap-off	\$1180
Sanitary Sewer Connection Re-use	\$2000 Includes temp. plug and insp. chamber
Sanitary Sewer Connection (100mm)	\$3710 see notes 2&3
Sanitary Sewer Connection (100mm) – extra length	\$350 see note 6
Sidewalk Restoration	\$1000 per cut
Sign – Street Name - 1 sign	\$125
Sign – Street Name – 2 signs	\$165
Sign – Stop, Cul-de-sac, Speed, and School Crossing	\$175
Sprinkling Permit	\$30 (valid 21 days)
Sprinkling Permit Renewal	\$10
Storm Sewer Connection (150mm)	\$3000 See Notes 2&3
Storm Sewer Connection (150mm) – extra length	\$350 See Note 6
Storm Sewer Connection Permanent Cap-off	\$1180
Storm Sewer Connection Re-use	\$2000 Incl. insp. chamber
Traffic Data	\$50/hr (1 hr min)
Tree cutting permit	\$100 per cut tree
Tree cutting permit for a tree deemed hazardous	N/C - requires approval from the Parks Section Manager
Water Connection (38mm) including metre box & setter	\$4000 See Notes 2&3
Water Connection (38mm) – extra length	\$350 See Note 6
Water Connection Permanent Cap-off	\$2060
Water Flow Analysis	\$75
Water Metre Testing ½ - 1 inch	\$100
Water Metre Testing 2 inch	\$325
Water Shut Off or Opening (business hours)	\$100
Water Shut off or Opening (outside business hours)	\$175
Water Tie-in Straight or Tee (200 mm diameter and smaller)	\$3,495 See Note 4
Water Valve Shut off or opening (outside business hours)	\$175
Water-Special Metre Reading	\$100

Notes:

1. Fees and Charges do not include applicable taxes.
2. The standard fees are applicable for detached residential service connections that require an excavation depth of no greater than 2.1 metres and the utility main is located within 8 metres of the property being serviced. Standard fees exclude sidewalk, curb and gutter restoration. Service connections that do not meet the noted criteria will be quoted on a fixed cost basis.
3. Water, sanitary & storm sewer service connections located on an arterial road will be charged the Arterial Road Service Connection fee.
4. The depth of the excavation must be no greater than 2.1 metres and the main to be tied in must be closer than 6.0 metres to the City water main. The contractor is to supply all required materials for the tie-in.
5. All other engineering works and services not identified in the Schedule B – Fees and Charges will be carried out on a quoted fixed cost basis.
6. Installation of utility per metre length or portion thereof greater than 8 metres.

**Schedule “C”
PARKS & RECREATION FEES & CHARGES**

FACILITY RENTAL PRICING

Customer Types

General Public - Residents: Individuals residing in Port Coquitlam.

General Public - Non-Residents: Individuals residing outside of Port Coquitlam.

Local Non-Profit Group - Youth/Schools: Registered non-profit groups or charitable status organizations that are primarily youth and at least 75% Port Coquitlam residents. This customer type includes School District #43 schools or any school with a Port Coquitlam address. Sport groups must be a member of Port Coquitlam Sports Alliance Society (PCSA).

Local Non-Profit Group - Adult: Registered non-profit groups or charitable status organizations that are primarily adult and at least 75% Port Coquitlam residents. Sport groups must be a member of PCSA.

Local Private Group: Organizations that do not have non-profit or charitable status documentation but are at least 75% Port Coquitlam residents. Includes sport groups that are not members of PCSA.

Commercial/Non-Resident/Political: Organizations that do not have at least 75% Port Coquitlam residents. Includes sport groups that are not members of PCSA.

Special Incentives

Community Serving: Local non-profit or charitable status organizations can book a small meeting room at “no charge” for a maximum of two hours, once a week.

Special Event Discount: Facilities reserved tournaments, championships, or City supported events, are eligible to receive a 15% discount from the regular hourly rate for full day rentals (8+ hours). This discount will not be applicable to extra/miscellaneous fees.

Fundraising Events: An event benefiting a local non-profit community organization or charity that provides community benefit and contributes to a feeling of community identity and spirit, can request a rental fee reduction or fee waiver. The Recreation Director is authorized to waive or reduce fees for rentals identified in the Fees and Charges Schedule on a case by case basis. Any discount will not apply to extra/miscellaneous fees.

General Notes

Damage Deposit: Any rentals may be subject to a damage deposit up to \$500.

Extra Charge: Rentals requiring staffing (wages as specified in the Collective Agreement with CUPE Local 498) and/or waste or resource management are subject to additional charges.

Taxes: All listed prices exclude relevant taxes, which are calculated at the point of sale.

Rental Duration: All rentals are reserved for at least 1-hour.

Schedule "C"
PARKS & RECREATION FEES & CHARGES

Multi-Purpose Rooms - Small (1-50 Capacity)

Facilities:

Aggie Park: Meeting Room. Gates Park: Meeting Room. Gathering Place: Community Room. Hyde Creek Recreation Centre: Community Room 2, Community Room 3, Conference Room, Lecture Room, Lobby, Sports Hall, Youth Centre. Leigh Square: Bandshell. Outlet: Artist in Residence. Port Coquitlam Community Centre: Fitness Studio, Games Room, Small Multi-Purpose Room, Spin Studio, Main Lobby Arena Lobby, Concession Landing, Corridor West, Corridor Middle, Corridor East, Arena Meeting Room, Aquatic Activity Room.

Note:

Local non-profit or charitable status organizations can book a small meeting room at "no charge" for a maximum of two hours, once a week.

Individuals	2022 Rate
General Public – Residents	\$21.30/hour
General Public - Non-Residents	\$25.60/hour

Organizations	2022 Rate
Local Non-Profit - Youth/Schools	\$8.55/hour
Local Non-Profit - Adult	\$17.05/hour
Local Private	\$21.30/hour
Commercial/Non-Resident/Political	\$25.60/hour

Schedule "C"
PARKS & RECREATION
FEES & CHARGES

Multi-Purpose Rooms - Medium (51-100 Capacity)

Facilities:

- **City Hall: Council Chambers. Gathering Place: Michael Wright Art Gallery. Hyde Creek Recreation Centre: Aerobics Studio. Outlet: Work Room. Port Coquitlam Community Centre: Laking Room, J.B. Young Room, Wilson Lounge.**

Note:

- **After hours rentals may be subject to additional charges for facility supervision.**

Individuals	2022 Rate
General Public - Residents	\$57.75/hour
General Public - Non-Residents	\$69.30/hour

Organizations	2022 Rate
Local Non-Profit - Youth/Schools	\$23.10/hour
Local Non-Profit - Adult	\$46.20/hour
Local Private	\$57.75/hour
Commercial/Non-Resident/Political	\$69.30/hour

Schedule "C"
PARKS & RECREATION
FEES & CHARGES

Multi-Purpose Rooms - Large (101+ Capacity)

Facilities:

- *Hyde Creek Recreation Centre: Gymnasium. Port Coquitlam Community Centre: Gymnasium, Mabbett Hall.*

Note:

- *Certain PCCC rooms may be divided into halves for approved rentals; each side is rented out at half the price of the entire room.*

Individuals	2022 Rate
General Public - Residents	\$70.90/hour
General Public - Non-Residents	\$85.05/hour

Organizations	2022 Rate
Local Non-Profit - Youth/Schools	\$28.35/hour
Local Non-Profit - Adult	\$56.70/hour
Local Private	\$70.90/hour
Commercial/Non-Resident/Political	\$85.05/hour

Schedule "C"
PARKS & RECREATION
FEES & CHARGES

Park Shelters

Facilities:

- *Castle Park: Park Shelter. Lions Park: Park Shelter. Peace Park: Gazebo. Settlers Park: Park Shelter.*

Note:

- *Park shelters are rented in 4-hour blocks per day. Exceptions may be made for department supported/approved special events.*

Individuals	2022 Rate
General Public - Residents	\$70/event
General Public - Non-Residents	\$84/event

Organizations	2022 Rate
Local Non-Profit - Youth/Schools	\$28/event
Local Non-Profit - Adult	\$56/event
Local Private	\$70/event
Commercial/Non-Resident/Political	\$84/event

Schedule "C"
PARKS & RECREATION
FEES & CHARGES

Arenas - Ice

Facilities:

- *Port Coquitlam Community Centre: Arena 1 (Blue/Spectator), Arena 2 (Green), Arena 3 (Purple)*

Notes:

- *In August, ice rentals are lowered to the Local Non-Profit - Youth/Schools rate for all user groups.*
- *In addition to the base rental rate, Arena Attendants and/or Skating Instructors are billable for required rentals.*

Individuals	2022 Rate
General Public - Residents	\$275.00/hour
General Public - Non-Residents	\$330.00/hour

Organizations	2022 Rate
Local Non-Profit - Youth/Schools	\$110.00/hour
Local Non-Profit - Adult	\$220.00/hour
Local Private	\$275.00/hour
Commercial/Non-Resident/Political	\$330.00/hour

Schedule "C"
PARKS & RECREATION
FEES & CHARGES

Arenas - Dry Floor

Facilities:

- **Port Coquitlam Community Centre: Arena 1 (Blue/Spectator), Arena 2 (Green), Arena 3 (Purple)**

Individuals	2022 Rate
General Public - Residents	\$104.55/hour
General Public - Non-Residents	\$125.50/hour

Organizations	2022 Rate
Local Non-Profit - Youth/Schools	\$41.85/hour
Local Non-Profit - Adult	\$83.65/hour
Local Private	\$104.55/hour
Commercial/Non-Resident/Political	\$125.50/hour

Schedule "C"
PARKS & RECREATION
FEES & CHARGES

Fields - Artificial Turf

Facilities:

- **Gates Park: Artificial Turf 1, Artificial Turf 2**

Notes:

- *In July/August, turf rentals are lowered to the Local Non-Profit - Youth/Schools rate for all user groups*
- *Turf fields may be divided into halves; each side is rented out at half the price of an entire turf field.*

Individuals	2022 Rate
General Public - Residents	\$58.75/hour
General Public - Non-Residents	\$70.50/hour

Organizations	2022 Rate
Local Non-Profit - Youth/Schools	\$23.50/hour
Local Non-Profit - Adult	\$47.00/hour
Local Private	\$58.75/hour
Commercial/Non-Resident/Political	\$70.50/hour

Schedule "C"
PARKS & RECREATION
FEES & CHARGES

Fields - Artificial Turf Warm-up

Facility:

- **Gates Park: Artificial Turf Warm-up.**

Individuals	2022 Rate
General Public - Residents	\$17.05/hour
General Public - Non-Residents	\$20.50/hour

Organizations	2022 Rate
Local Non-Profit - Youth/Schools	\$6.85/hour
Local Non-Profit - Adult	\$13.65/hour
Local Private	\$17.05/hour
Commercial/Non-Resident/Political	\$20.50/hour

Schedule "C"
PARKS & RECREATION
FEES & CHARGES

Fields - A-Level Grass

Facilities:

- **Aggie Park: 1 Softball Diamond, 1 Soccer Field. Cedar Park: 1 Softball Diamond, 1 Baseball Diamond, 1 Soccer Field. Citadel Middle School: 1 Baseball Diamond, 1 Softball Diamond, 1 Soccer Field. E'cole des Pionniers: 1 Soccer Field. Evergreen Park: 1 Softball Diamond, 1 Soccer Field. Gates Park: 1 Baseball Diamond, 3 Softball Diamonds, 3 Soccer Fields. McLean Park: 4 Softball Diamonds, 1 Soccer Field. Minnehada Middle School: 1 Soccer Field. Terry Fox Park: 1 Softball Diamond, 1 Soccer Field. Thompson Park: 3 Baseball Diamonds.**

Individuals	2022 Rate
General Public - Residents	\$21.45/hour
General Public - Non-Residents	\$25.70/hour

Organizations	2022 Rate
Local Non-Profit - Youth/Schools	\$8.55/hour
Local Non-Profit - Adult	\$17.15/hour
Local Private	\$21.45/hour
Commercial/Non-Resident/Political	\$25.70/hour

Schedule "C"
PARKS & RECREATION
FEES & CHARGES

Fields - B-Level Grass

Facility:

- *Pitt River Middle School: 1 Soccer Field.*

Individuals	2022 Rate
General Public - Residents	\$16.05/hour
General Public - Non-Residents	\$19.30/hour

Organizations	2022 Rate
Local Non-Profit - Youth/Schools	\$6.45/hour
Local Non-Profit - Adult	\$12.85/hour
Local Private	\$16.05/hour
Commercial/Non-Resident/Political	\$19.30/hour

Schedule "C"
PARKS & RECREATION
FEES & CHARGES

Fields - C-Level Grass

Facilities:

- **Central Elementary School: 2 Baseball Diamonds. Central Park: 1 Baseball Diamond. Sun Valley Park: 1 Baseball Diamond.**

Individuals	2022 Rate
General Public - Residents	\$9.20/hour
General Public - Non-Residents	\$11.05/hour

Organizations	2022 Rate
Local Non-Profit - Youth/Schools	\$3.70/hour
Local Non-Profit - Adult	\$7.35/hour
Local Private	\$9.20/hour
Commercial/Non-Resident/Political	\$11.05/hour

Schedule "C"
PARKS & RECREATION
FEES & CHARGES

Indoor Pools – Lap (25m)

Facility:

- *Hyde Creek Recreation Centre: Lap Pool.*

Notes:

- *In addition to the base rental rate:*
 - *two Aquatic Leaders are required for attendance levels of 1-40*
 - *three Aquatic Leaders are required for attendance levels of 41-80*
 - *four Aquatic Leaders are required for attendance levels of 81-120*
 - *five Aquatic Leaders are required for attendance levels of 121-300.*
- *Swim clubs that provide National Lifeguard certified supervision may not require Aquatic Leaders.*
- *The Lap Pool can be divided into six lanes during operating hours; each lane may be rented out at 1/6 the price of the entire six lane 25m pool.*

Individuals	2022 Rate
General Public - Residents	\$109.40/hour
General Public - Non-Residents	\$131.25/hour

Organizations	2022 Rate
Local Non-Profit - Youth/Schools	\$43.75/hour
Local Non-Profit - Adult	\$87.50/hour
Local Private	\$109.40/hour
Commercial/Non-Resident/Political	\$131.25/hour

Schedule "C"
PARKS & RECREATION
FEES & CHARGES

Pools – Lap (20m)

Facility:

- *Port Coquitlam Community Centre: Lap Pool (Lanes 1 and 2).*

Notes:

- *In addition to the base rental rate:*
 - *two Aquatic Leaders are required for attendance levels of 1-40*
 - *three Aquatic Leaders are required for attendance levels of 41-80*
 - *four Aquatic Leaders are required for attendance levels of 81-120*
 - *five Aquatic Leaders are required for attendance levels of 121-300.*
- *Swim clubs that provide National Lifeguard certified supervision may not require Aquatic Leaders.*
- *The PCCC Lap Pool can be divided into two lanes during operating hours; each lane may be rented out at 1/2 the price of the entire two lane 20m lap pool.*

Individuals	2022 Rate
General Public - Residents	\$29.20/hour
General Public - Non-Residents	\$35.00/hour

Organizations	2022 Rate
Local Non-Profit - Youth/Schools	\$ 11.70/hour
Local Non-Profit - Adult	\$23.35/hour
Local Private	\$29.20/hour
Commercial/Non-Resident/Political	\$35.00/hour

Schedule "C"
PARKS & RECREATION
FEES & CHARGES

Indoor Pools - Leisure

Facilities:

Hyde Creek Recreation Centre: Leisure Pool. Port Coquitlam Community Centre: Leisure Pool.

Notes:

- *In addition to the base rental rate:*
 - *two Aquatic Leaders are required for attendance levels of 1-40*
 - *three Aquatic Leaders are required for attendance levels of 41-80*
 - *four Aquatic Leaders are required for attendance levels of 81-120*
 - *five Aquatic Leaders are required for attendance levels of 121-300.*

- *Swim clubs that provide National Lifeguard certified supervision may not require Aquatic Leaders.*

Individuals	2022 Rate
General Public - Residents	\$94.90/hour
General Public - Non-Residents	\$113.85/hour

Organizations	2022 Rate
Local Non-Profit - Youth/Schools	\$37.95/hour
Local Non-Profit - Adult	\$75.90/hour
Local Private	\$94.90/hour
Commercial/Non-Resident/Political	\$113.85/hour

Schedule "C"
PARKS & RECREATION
FEES & CHARGES

Outdoor Pools

Facilities:

- **Aggie Park: Centennial Pool. Robert Hope Park: Outdoor Pool.**

Notes:

- **In addition to the base rental rate:**
 - **two Aquatic Leaders are required for attendance levels of 1-40**
 - **three Aquatic Leaders are required for attendance levels of 41-80**
 - **four Aquatic Leaders are required for attendance levels of 81-120**
 - **five Aquatic Leaders are required for attendance levels of 121-300.**
- **Swim clubs that provide National Lifeguard certified supervision may not require Aquatic Leaders.**
- **Rentals outside of regular hours may be subject to extra fees for opening/closing the outdoor pool.**
- **Centennial Pool can be divided into six lanes during operating hours; each lane may be rented out at 1/6 the price of the entire pool.**

Individuals	2022 Rate
General Public - Residents	\$45.50/hour
General Public - Non-Residents	\$54.60/hour

Organizations	2022 Rate
Local Non-Profit - Youth/Schools	\$18.20/hour
Local Non-Profit - Adult	\$36.40/hour
Local Private	\$45.50/hour
Commercial/Non-Resident/Political	\$54.60/hour

Schedule "C"
PARKS & RECREATION
FEES & CHARGES

Outdoor Pools - Wading

Facilities:

- *Routley Pool: Wading Pool. Sun Valley Park: Wading Pool.*

Note:

- *In addition to the base rental rate below, one Aquatic Leader is required.*

Individuals	2022 Rate
General Public - Residents	\$44.25/hour
General Public - Non-Residents	\$53.10/hour

Organizations	2022 Rate
Local Non-Profit - Youth/Schools	\$17.70/hour
Local Non-Profit - Adult	\$35.40/hour
Local Private	\$44.25/hour
Commercial/Non-Resident/Political	\$53.10/hour

Schedule "C"
PARKS & RECREATION
FEES & CHARGES

Outdoor Lacrosse Boxes

Facilities:

- **Minnekhada School: Lacrosse Box. Rowland Park: Lacrosse Box. Terry Fox Park: Lacrosse Box.**

Individuals	2022 Rate
General Public - Residents	\$19.75/hour
General Public - Non-Residents	\$23.70/hour

Organizations	2022 Rate
Local Non-Profit - Youth/Schools	\$7.90/hour
Local Non-Profit - Adult	\$15.80/hour
Local Private	\$19.75/hour
Commercial/Non-Resident/Political	\$23.70/hour

Schedule "C"
PARKS & RECREATION
FEES & CHARGES

Sport Courts

Facilities:

- **Gates Park: Tennis Courts 1-6. Terry Fox Park: Tennis Courts 1-4. Port Coquitlam Community Centre: Basketball Court, Pickleball Courts 1-4.**

Individuals	2022 Rate
General Public - Residents	\$6.40/hour
General Public - Non-Residents	\$7.65/hour

Organizations	2022 Rate
Local Non-Profit - Youth/Schools	\$2.55/hour
Local Non-Profit - Adult	\$5.10/hour
Local Private	\$6.40/hour
Commercial/Non-Resident/Political	\$7.65/hour

Schedule "C"
PARKS & RECREATION
FEES & CHARGES

Miscellaneous Items

Notes:

- *The following fees may apply to rentals as needed.*

Extra Fees	2022 Rate
Outdoor Event with Alcohol	\$157.75/day
Banners on Underpass - Local Non-Profit Groups	\$57.85/week
Banners on Underpass - Other Customer Types	\$113.40/week
Kitchen Rental (Gathering Place)	\$34.70/event
Commercial Kitchen Rental (PCCC) <i>* Pre-Approval Required</i>	\$90.85/event
Clean-up Charge	\$37.90/hour
Damage Deposit	\$500.00/event
Set-Up Charge - Tables & Chairs for 1-100 people	\$68.15/event
Set-Up Charge - Tables & Chairs for 101-199 people	\$136.30/event
Set-Up Charge - Tables & Chairs for 200-300 people	\$181.70/event
Set-Up Charge - City Owned Stage <i>* Pre-Approval Required</i>	\$90.85/event

**Schedule “C”
PARKS & RECREATION
FEES & CHARGES**

ADMISSIONS PRICING

ONE CITY: includes access (excluding registered programs) to drop-in programs, indoor and outdoor swimming pools, fitness areas, and arenas.

VISIT PASS: 10 and 20 visit passes are redeemed as one admission per scan (e.g. if a customer scans a pass at Hyde Creek Recreation Centre to swim and then visits the Port Coquitlam Community Centre to skate, the member would redeem two visits).

- 10-visit pass is based on the cost of 9 single admissions (10% discount).
- 20-visit pass is based on the cost of 16 single admissions (20% discount).

MONTHLY PASS: monthly commitment, auto-renews until deactivation is requested.

- Based on the cost of 9 single admissions (10% discount).

ANNUAL PASS: commitment of one year.

- Price is calculated at 9x the monthly rate (25% discount).

FAMILY: Price is calculated at the rate of one adult and two children, with the exception of the Family Outdoor Summer Pool Pass, which is calculated as one adult and one child.

PERSONAL ASSISTANT: an individual who is attending an activity as a personal assistant to provide support for a recreation patron and does not pay a fee. This practice ensures equitable access for patrons of all abilities and it is not subject to financial need.

Passes & Admissions

Preschool (0-4)	2022 Rate
Single Admission - HC, PCCC	\$0.00
Single Admission - Outdoor Pools (CE, RH)	\$0.00
One City Monthly Pass	\$0.00

Schedule "C"
PARKS & RECREATION
FEES & CHARGES

Child (5-12)	2022 Rate
Single Admission - HC, PCCC	\$3.10
Single Admission - Outdoor Pools (CE, RH)	\$1.90
Outdoor Summer Pool Pass	\$19.05
10-Visit Pass	\$27.90
20-Visit Pass	\$49.60
One City Monthly Pass	\$27.90
One City Annual Pass	\$251.10

Youth/Young Adult (13-24)	2022 Rate
Single Admission - HC, PCCC	\$4.65
Single Admission - Outdoor Pools (CE, RH)	\$1.90
Outdoor Summer Pool Pass	\$19.05
Youth Access Annual Membership	\$15.30
10-Visit Pass	\$41.85
20-Visit Pass	\$74.40
One City Monthly Pass	\$41.85
One City Annual Pass	\$376.65

Adult (25-59)	2022 Rate
Single Admission - HC, PCCC	\$6.20
Single Admission - Outdoor Pools (CE, RH)	\$1.90
10-Visit Pass	\$55.80
20-Visit Pass	\$99.20
One City Monthly Pass	\$55.80
One City Annual Pass	\$502.20

Schedule "C"
PARKS & RECREATION
FEES & CHARGES

Senior (60-79)	2022 Rate
Single Admission - HC, PCCC	\$4.65
Single Admission - Outdoor Pools (CE, RH)	\$1.90
10-Visit Pass	\$41.85
20-Visit Pass	\$74.40
One City Monthly Pass	\$41.85
One City Annual Pass	\$376.65

Super Senior (80+)	2022 Rate
Single Admission - HC, PCCC	\$0.00
Single Admission - Outdoor Pools (CE, RH)	\$0.00
One City Annual Pass	\$0.00

Family	2022 Rate
Single Admission - HC, PCCC	\$12.40
Single Admission - Outdoor Pools (CE, RH)	\$5.70
Outdoor Summer Pool Pass	\$38.10
10-Visit Pass	\$111.60
20-Visit Pass	\$198.40
One City Monthly Pass	\$111.60
One City Annual Pass	\$1,004.40

Schedule "C"
PARKS & RECREATION
FEES & CHARGES

Sports Equipment Rentals

	2022 Rate
Skate Rental	\$3.10
Helmet Rental	\$2.10
Skate Sharpening	\$5.75
Skate Sharpening – 10 Pass	\$51.40

Schedule "C"
PARKS & RECREATION
FEES & CHARGES

Parking Fees at Facilities and Parks

	2022 Rate
Electric Vehicle Charging Station – initial 2-hour period	\$1.00/hr.
Electric Vehicle Charging Station – after 2-hour period	\$5.00/hr.

**Schedule “D”
DEVELOPMENT SERVICES
FEES & CHARGES**

This Schedule implements fees and charges pursuant to the requirements of the current Development Procedures Bylaw

1. The fees and charges as set out in the tables of this Schedule shall apply.
2. Application fees are calculated at the time of application.
3. Additional fees incurred by the City will be charged to the applicant prior to a decision on an application where:
 - a. in the opinion of the Director of Development Services, a qualified professional must be retained for the purpose of assessing application information, and
 - b. legal fees are incurred by the City which, in the opinion of the Director, are necessary in order to obtain legal advice in the processing or implementation of an application approval including drafting or review of legal documents.
4. The required fee is the higher of the Calculated Fee or Minimum Fee.
5. The Refundable Fee of \$1200 is held for the purposes of municipal costs associated with holding a Public Hearing, Public Meeting or public consideration of a resolution and will be refunded if the application does not proceed to such consideration.
6. The Refundable Document Fee of \$100 or \$300 is held for the purposes of municipal costs associated with records management and will be refunded if the Permit is not approved or if the Permit application is withdrawn prior to registration.
7. The following acronyms apply:

ALR	Agricultural Land Reserve	RRh	Residential Rowhouse Zone
CD	Comprehensive Development Zone	RS4	Residential Single Dwelling Zone 4
DP	Development Permit	RT	Duplex Zone
DVP	Development Variance Permit	RTh	Residential Townhouse Zone
OCP	Official Community Plan	Committee	Committee of Council
RCS	Regional Context Statement in the OCP (pertains to Regional Growth Strategy)	Unit	Dwelling unit

**Schedule “D”
DEVELOPMENT SERVICES
FEES & CHARGES**

Table 1 Application Fees: Single Residential, Duplex and Agricultural Zones

	Zoning Amend	OCP Amendment		DP – RD Zone	DP - RS4 Zone		DP – Coach House	
		With rezoning	Without rezoning		Conform to Zone	Varies Zone	Conform to Zone	Varies Zone
Minimum Fee	\$2500	\$2000	\$2000	\$1500 per Unit	\$1000	\$1500	\$1000	\$1500
Calculated Fee:								
First 20 lots, per proposed lot	\$200		\$200					
Next 21-60 lots, per proposed lot	\$150		\$150					
Remaining lots, per proposed lot	\$75		\$75					
Refundable Fee	\$1200	\$1200	\$1200	\$300	\$100	\$100	\$100	\$100

Notes to Table 1:

1. Applications for OCP or DP amendments will be determined to have been made at the same time as (“with”) the rezoning application or to have been made at a different time (“without”) by the Director of Development Services.
2. The Calculated Fee applies to residential developments involving subdivision and is the total of the number of proposed lots multiplied by the applicable fee per lot.

**Schedule “D”
DEVELOPMENT SERVICES
FEES & CHARGES**

Table 2 Application Fees: Multiple Dwelling Zones

	Zoning Amendment	OCP Amendment		Development Permit	
		With rezoning	Without rezoning	With rezoning	Without rezoning
Minimum Fee	\$2500	\$2000	\$2000	\$2000	\$2000
Calculated Fee					
First 20 units, per proposed unit	\$200		\$200		\$200
Next 21-40 units, per proposed unit	\$150		\$150		\$150
Remaining units, per proposed unit	\$75	n/a	\$75		\$75
Refundable Fee	\$1200	\$1200	\$1200	\$300	\$300

Notes to Table 2:

1. The Calculated Fee is the total of the number of dwelling units proposed to be created multiplied by the applicable fee per unit.

Table 3 Application Fees: Commercial Zones

	Zoning Bylaw Amendment	OCP Amendment		Development Permit	
		With rezoning	Without rezoning	With rezoning	Without rezoning
Minimum Fee	\$2500	\$2000	\$2500	\$2000	\$2500
Calculated Fee:					
Per 100m ² for site area up to 1000 m ²	\$275		\$275		\$275
Per 100m ² for next site area 1001m ² to 20,000m ²	\$100		\$100		\$100
Per 100m ² remaining site area	\$ 50		\$ 50		\$ 50
First 20 units, per unit	\$200		\$200		\$200
Next 21-40 units, per unit	\$150		\$150		\$150
Remaining units, per unit	\$75		\$75		\$75
Refundable Fee	\$1200	\$1200	\$1200	\$300	\$300

Notes to Table 3:

1. The Calculated Fee is the combined total of the proposed commercial site area multiplied by the applicable fee per site area plus the number of proposed dwelling units times the applicable fee per unit.
2. For an addition or renovation to an existing building where no DP is registered for the site, the DP fee shall be calculated for the portion of the site subject to the addition or renovation including the parking required for the additional floor area.

**Schedule “D” Cont’d
DEVELOPMENT SERVICES
FEES & CHARGES**

Table 4 Application Fees: Industrial, Institutional and Park Zones

	Zoning Bylaw Amendment	OCP Amendment		Development Permit	
		With rezoning	Without rezoning	With rezoning	Without rezoning
Minimum Fee	\$2500	\$2000	\$1500	\$2000	\$2500
Calculated Fee:					
Per 100m ² for site area of up to 1000 m ²	\$150		\$150		\$150
Per 100m ² for next site area 1001m ² to 20,000m ²	\$ 50		\$ 50		\$ 50
Per 100m ² for remaining site area	\$ 30		\$ 30		\$ 30
Refundable Fee	\$1200	\$1200	\$1200	\$300	\$300

Notes to Table 4:

1. The Calculated Fee is the combined total of the proposed industrial or institutional site area multiplied by the applicable fee per site area.
2. For an addition or renovation to an existing building where no DP is registered for the site, the DP fee shall be calculated for the portion of the site subject to the addition or renovations including the parking required for the additional floor area.

Table 5 Application Fees: Comprehensive Development Zones

	Zoning Amendment	Development Permit
Minimum Fee	\$20,000	\$2000
Calculated Fee:		
Residential Use:		
First 20 units, per proposed unit		\$200
Next 21-40 units, per proposed unit		\$150
Remaining units, per proposed unit		\$75
Commercial Use:		
Per 100m ² for site area up to 1000 m ²		\$200
Per 100m ² for site area 1001m ² to 20,000m ²		\$150
Per 100m ² or portion for remaining site area		\$75
Industrial or Institutional Use:		
Per 100m ² for site area of up to 1000 m ²		\$150
Per 100m ² for site area 1001m ² to 20,000m ²		\$ 50
Per 100m ² or portion for remaining site area		\$ 30
Refundable Fee	\$1200	\$300

Notes to Table 5:

1. For an addition or renovation to an existing building where no DP is registered for the site, the DP fee shall be calculated for the portion of the site subject to the addition or renovations including the parking required for the additional floor area.

**Schedule “D” Cont’d
DEVELOPMENT APPLICATIONS
FEES & CHARGES**

Table 6 Fees and Charges for Other Development Applications

APPLICATION TYPE	Non-refundable Fee	Refundable Fee
Development Variance Permit:		
Single Residential and Institutional Zones	\$1000	\$100
Multiple Dwelling, Commercial, Industrial and CD Zones	\$2000	\$100
Heritage Alteration Permit	\$500	\$300
Heritage Revitalization Agreement	\$1500	\$1200
Temporary Use Permit	\$1000	\$1200
Watercourse Development Permit		
Agricultural, Single Residential and Duplex Zones	\$500	\$100
Commercial, Industrial, Multiple Dwelling, Institutional and CD Zones	\$2500	\$300
Environmental Conservation Permit in Institutional Zones	\$1000	\$100

**SCHEDULE “D”
DEVELOPMENT APPLICATIONS
FEES & CHARGES**

Table 7 Additional Charges and Fees

APPLICATION TYPE	Non-refundable Fee	Refundable Fee
Zoning Bylaw Text Amendment		
Applicable to a Residential or Agricultural Zone	\$ 2000	\$1200
Applicable to an Industrial, Commercial, Institutional, or Comprehensive Development Zone	\$ 2500	\$1200
To the Supplementary Regulations of the Zoning Bylaw	\$ 2500	\$1200
OCP Text Amendment	\$ 2500	\$1200
OCP Amendment that includes an RCS Amendment	additional fee of \$5,000	
DP Amendment: minor change to a commercial, multiple residential or industrial building or DP design drawings that does not require Committee consideration	\$ 200	
DP Amendment: minor change to a commercial, multiple residential or industrial building or DP design drawings that requires Committee consideration	\$1000	
DP for a Façade Improvement: to a commercial, multiple residential or industrial building where there is no DP issued for the site	\$1000	\$300
Liquor Licence		
New licence or increase in person capacity	\$1000	\$1200
Amendment to licence	\$300	\$1200
Public Meeting fee if Committee or Council calls a Public Meeting for consideration of an application	\$1200	
Release or amendment of a DVP or legal agreement that does not require Committee or Council consideration	\$250	
Release or amendment of a DVP or legal agreement that requires Committee or Council consideration	\$1000	
Renewal Fees:		
Renewal of a Zoning or OCP Amendment Bylaw that is not adopted within one year from date of 3 rd Reading	50% application fee to maximum of \$5000	
Renewal of a DP that was not registered in the Land Title Office within one year from date of issuance	50% application fee to maximum of \$5000	
Temporary Use Permit renewal	\$250	\$1200
Cannabis Retail Licence		
New licence	\$1000	\$1200
Amendment to licence	\$300	\$1200

**SCHEDULE “E”
BUILDING SERVICES
FEES AND CHARGES**

This Schedule to the Fees and Charges Bylaw implements fees and charges pursuant to the requirements of the current Building and Plumbing Bylaw

1. The building permit application and issuance fee is required as set out in Table 1.
- 2.

Table 1: Building Permit Fees

	Fee required at time of building permit application	Fee required prior to building permit issuance
Construction Value		
Up to \$5,000	\$90	0
\$5,000.01 - \$50,000	0.7% of construction value plus \$10	0.7% of construction value plus \$10
\$50,000.01 - \$500,000	0.5% of construction value plus \$110	0.5% of construction value plus \$110
Over \$500,000	0.4% of construction value plus \$610	0.4% of construction value plus \$610
Foundation Permit		
Standard building	Not applicable	\$200
Complex building	Not applicable	\$300
Demolition Permit		
Standard building	\$200	\$0
Complex building	\$400	\$0
Chimney - liquid or solid fuel burning	\$120	0
Building Move		
Outside of the City	\$90	0
Within the City	\$200	1.25% of construction value
Into the City	\$500 plus building official charges	1.25% of construction value See note 4

Notes to Table 1:

1. If a Building Permit application is determined to not fit a permitted use, the application fee will be refunded.
2. Construction value may be adjusted based on standard industry estimating values. The does not include the cost of design.
3. Where professional design and field reviews are provided by an architect or professional engineer, the building permit fee shall be reduced by 2.5%, multiplied by that proportion of the value of the work which is subject to professional design and field reviews.
4. Construction value includes building materials but not processing equipment which is not regulated by the City or the BC Building Code. Construction value for a moved building includes building upgrades, foundation, services and other construction works.
5. Building official charges for a moved building are \$100 per hour plus travel costs to and from a site @ \$1 per km.

**SCHEDULE “E”
BUILDING SERVICES
FEES AND CHARGES**

Fees required at the time of building permit application will not be refunded. If a refund is requested after the building permit is issued, 45% of the fees paid at application and at permit issuance will be refunded provided that:

- construction has not started;
 - inspections have not been completed for any construction;
 - the building permit is surrendered;
 - the applicant provides written notice to the Building Official to cancel the building permit; and,
 - the amount exceeds \$75.
3. The plumbing and service permit fee is required at the time of permit issuance. The fee is the greater of the minimum permit fee of \$90 or the combined amount calculated per fixture fee as set out in Table 2.

Table 2: Plumbing and Service Permit Fixture Fee

Plumbing fixtures including water closet, washbasin, bathtub, shower, sink, water tank, floor drain, automatic washer, laundry, tub, dish washer, roof drain, bidet, or hose bib	\$ 24 each
For the alteration of plumbing where no fixtures are involved	\$ 24
Septic tank installation, repair or renewal	\$ 75 each
Sanitary sewer installation, repair or renewal	\$ 75 each
Sewer storm installation, repair or renewal	\$ 75 each
Water line installation, repair or renewal	\$ 75 each
Sanitary, storm or water piping within a building where no fixtures are involved	\$ 2.30 per metre

Notes to Table 2: Fees are required for the fixtures in the BC Building Code plus vacuum breaker, hydraulic equipment, sewage sump, oil interceptor, grease interceptor, gasoline interceptor, neutralizer and double check valve assembly.

4. The fire sprinkler permit fee is required at the time of permit issuance. The fee is the greater of the minimum permit fee of \$90 or the combined amount calculated as set out in Table 3.

Table 3: Fire Sprinkler Permit Fees

Fire sprinkler	\$ 75
First sprinkler head	\$ 75
Additional sprinkler head	\$ 2.50 each
Fireline	\$ 2.30 per metre
Hydrant, sprinkler alarm valve, DP valve, Fire Department connection, hose cabinet, hose outlet, standpipe, fire pump	\$ 24 each

5. The on-site service permit fee is required at the time of permit issuance. The fee is the greater of the minimum permit fee of \$90 or the combined amount calculated as set out in Table 4.

Table 4: On Site Service Permit Fees

On site service	\$ 75
Water main, sanitary or storm sewer installations for other than single residential or duplex residential;	\$ 2.30 per metre
Manhole, interceptor, catch basin or lawn drain	\$ 24 each
Fire hydrant	\$ 24 each
Water metre or chamber	\$ 75 each

**SCHEDULE “E”
BUILDING SERVICES
FEES AND CHARGES**

6. The energy permit fee is required for radiant and hydronic heating at the time of permit issuance. The fee is the greater of the minimum permit fee of \$90 or \$2.70 per 1000 BTU / hour of appliance input.
7. The charges set out in Table 6 shall be payable where service is provided due to non-compliance with the Bylaw.

Table 6: Enforcement Fees

A notification charge where correspondence is sent to the owner or tenant.	\$25
An inspection charge where an inspection notice is issued to the tenant and owner.	\$60
Stop Work Order charge to notify the contractor and owner where a stop work order is issued by a Building Official.	\$60
Do Not Occupy Notice charge where a notice is posted and the owner is notified by a Building Official.	\$60
Legal notification charge or correspondence sent from a solicitor retained by the City to start legal action.	\$150
File review and building code analysis charge where a Building Official reviews a file and completes a complex building code analysis to determine whether a building is safe.	\$200
Charge when work for which a permit is required is started before the permit has been issued.	Double the application and issuance fee.
Section 57 Notice filing fee for registration at the Land Title Office payable when the City sends the notice to the Land Title Office.	\$500

8. The fees and charges set out in Table 7 are applicable.

Table 7: Other Fees and Charges

Request	Fee/Charge Payment	Charges
Backflow preventers annual test form fee	When form is purchased	\$20 each
Occupant Load Confirmation	At time of request	\$100 minimum plus \$100 per hour, > one hour
After Hours Permit Processing or Inspections	Prior to permit issuance	\$120 per hour.
Voluntary Inspection of existing buildings or plumbing	At time of request	\$100 per hour
Re-inspection Fees	Prior to next inspection	
Third inspection		\$100
Fourth inspection		\$200
Fifth and subsequent inspections		\$400 each
Re-plan Check Fee where more than two plan check letters are sent or revisions are proposed	Prior to permit issuance	\$100 per hour
Permit Transfer Fee	Upon application	\$90
Permit Extension Fee	When requested	\$90

**SCHEDULE “E”
BUILDING SERVICES
FEES AND CHARGES**

Table 7: Other Fees and Charges Cont’d

Request	Fee/Charge Payment	Charges
File search/comfort letter		
For single, single and suite or duplex residential building	When requested	\$110 per unit
Per parcel, unit or strata lot for buildings other than single residential	When requested	\$220 each for the first 5, \$100 each remaining
Alternate Solution fee per item	At time of application	\$400
Alternate Solution fee where the time required for review exceeds 4 hours	Prior to building permit issuance	\$100 per hour

Notes to Table 7 :

1. The minimum charge for after-hours permit processing is between one and four hours depending on when the work is scheduled.
2. Any applicable taxes will be required as additional charges.
3. A permit transfer fee applies when a building permit has been issued and is active with respect to a parcel of land and the registered ownership of the land is transferred. The new owner may obtain a revised building permit issued in the name of the owner upon payment of the transfer fee. The transferred building permit shall be deemed to have been issued on the date of the original issuance of the permit and to take effect from that date.
4. A land title search fee is applicable when required by the Building Official to confirm land ownership, legal descriptions, charges or encumbrances

SCHEDULE "F"
FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY
FEES & CHARGES

Item	Fee	Comments
Freedom of Information and Protection of Privacy – Requests for Information:	Fees payable for requests made under the Freedom of Information and Protection of Privacy Act shall be made in accordance with Regulation 323/93 of the FOIPP Act, Schedule of Maximum Fees.	These fees are not subject to taxes.

Note:

1. The above fees do not apply to records routinely available for release. In the case of routinely released records, the applicable administrative fees apply (as outlined in Schedule A of this Bylaw.)

**SCHEDULE “G”
FIRE AND EMERGENCY SERVICES
FEES & CHARGES**

This Schedule to the Fees and Charges Bylaw implements fees and charges pursuant to the requirements of the current Fire and Emergency Services Bylaw

PERMITS:	Section of Fire Bylaw:	Fee/Charge:
Burning Permit	5.3(b)	\$50.00 non-refundable (per civic address)
Fireworks Permit	6.2	\$30.00
Pyrotechnics Permit	6.5	\$250.00 plus applicable taxes
Fuel Dispensing / Underground Tank Installation or Removal Permit	15.1(b)	\$200.00 plus applicable taxes

FEES AND CHARGES:

Fire & Emergency Services Bylaw, No. 3880	Section:	Fee/Charge:
Contamination and Replacement of Equipment	3.9	Actual cost of replacement plus applicable taxes (Pricing sheet available from the Fire and Emergency Services Department). An administration fee of 15% will be added to the rates above.
Fire Investigation Fee Cost Recovery (where damage exceeds \$5000)	3.10	\$500.00 per fire investigation invoiced to the owner/insurance company.
Fire Incident Investigation Report (and photos if applicable)	n/a	\$180.00 per incident report
Motor Vehicle Accident/Incident Report	n/a	\$150.00 per incident report
Open Air Burning Prohibition	5.1	Fee for response due to non-compliance with respect to Section 5.1. a) Engine(s) - \$600.00 per hour/unit/Incident b) Quint(s) - \$1315.00 per hour/unit/Incident c) Rescue(s) - \$600.00 per hour/unit/Incident d) Special operation & trailer(s) - \$360.00 per hour/unit/incident e) Duty Chief(s) - \$180.00 per hour/unit/Incident. Fee based on time spent for response/investigation by Fire Protective Services Personnel due to non-compliance with respect to Section 5.1. Fire Protective Services Captain(s) \$150.00 per hour/unit/incident.

		An administration fee of 15% will be added to the rates above.
Fire & Emergency Services Bylaw, No. 3880	Section:	Fee/Charge:
Pyrotechnics - Fire Protection	6.8	Current fire equipment and staffing cost recovery as approved by the Fire Chief. An administration fee of 15% will be added to the rates above.
Premise – Board Up Fee	7.5	Actual cost of service for Bylaw Enforcement, Fire and RCMP members. City will invoice costs for recovery. (Pricing sheet available from the Fire and Emergency Services Department) An administration fee of 15% will be added to the rates above.
Attendance at Vacant or Un-occupied Premise	7.6	Each time the City by its officers, employees, contracted RCMP, contractors, or agents enters on a parcel to inspect, in the exercise of the City’s authority to regulate, prohibit or impose requirements under this Bylaw or another enactment or to attend at the parcel under Section 7, the owner must pay the City a fee of: a) \$250.00 per initial inspection (if premise is vacant); b) \$500.00 per initial inspection (if premise is occupied); c) an additional \$500.00 if the owner or occupier has failed to undertake action ordered by the Fire Chief, Council, or a person authorized under the bylaw to order the action; and d) \$500.00 for a special safety inspection.
Failure to Provide Access for Fire Inspection	8.1	\$150.00 for first occurrence; \$300.00 for second occurrence; and \$400.00 for third occurrence.
Inspection / Re-inspection Fees	9.2	\$150.00 for first occurrence; \$300.00 for second occurrence; and \$400.00 for third occurrence.

SCHEDULE "G"
FIRE AND EMERGENCY SERVICES
FEES & CHARGES

Fire & Emergency Services Bylaw, No. 3880	Section:	Fee/Charge:
Failure to Provide Current Contact Information	10.2	Fee for emergency response due to contact person not in compliance with respect to Section 10.3: a) Engine(s) - \$600.00 per hour/unit/incident; b) Quint(s) - \$1315.00 per hour/unit/incident; c) Rescue(s) - \$600.00 per hour/unit/incident; and d) Duty Chief(s) - \$180.00 per hour/unit/incident.
Review of Fire Safety Plan	11.1	\$200.00 plus applicable taxes.
Failure to Notify of Testing, Repair, Maintenance, Adjustment, or Alteration of Alarm System	12.4	\$500.00 per incident.
Failure to Obtain Permit for Underground Storage Tank Installation or Removal	15.1	\$500.00 plus applicable taxes, per day for each occurrence.

Note:

1. Any fees remaining unpaid at December 31st will be added to and form part of the taxes payable on the real property as tax in arrears.

SCHEDULE "H"
CEMETERY SERVICES
FEES & CHARGES

A. PLOT FEES

		Resident	Non-Resident
1 a)	Single adult plot in Sections STA, STB, STE, STF, STG, STK, STL, STM, STN, STP or STQ	\$ 1,764.00	\$4,231.00
	Care Fund Contribution	\$973.00	\$2,160.00
	Expansion Fund Contribution	\$782.00	\$1,875.00
	License Fee	\$374.00	\$374.00
	Total	\$3893.00	\$8640.00
b)	Single child plot in Section D	\$1058.00	\$2,541.00
	Care Fund Contribution	\$635.00	\$1,347.00
	Expansion Fund Contribution	\$469.00	\$1,124.00
	License Fee	\$374.00	\$374.00
	Total	\$2536.00	\$5,386.00
c)	Single infant plot in Sections C or CA	\$883.00	\$2,117.00
	Care Fund Contribution	\$550.00	\$1,143.00
	Expansion Fund Contribution	\$392.00	\$937.00
	License Fee	\$374.00	\$374.00
	Total	\$2,199.00	\$4571.00
d)	Single cremation plot in Sections CR1, CR2, CR3, CR4, or CR5	\$826.00	\$826.00
	Care Fund Contribution	\$439.00	\$439.00
	Expansion Fund Contribution	\$115.00	\$115.00
	License Fee	\$374.00	\$374.00
	Total	\$1,754.00	\$1,754.00
e)	Single niche in the columbarium niche section	\$2,277.00	\$2,277.00
	Care Fund Contribution	\$330.00	\$330.00
	Expansion Fund Contribution	\$311.00	\$311.00
	License Fee	\$374.00	\$374.00
	Total	\$3,292.00	\$3,292.00
f)	Care Fund Contribution for cremation ashes placed in a full burial plot	\$151.00	\$151.00
g)	Pedestal niche in the columbarium niche section	\$4,926.00	\$4,926.00
	Care Fund Contribution	\$643.00	\$643.00
	Expansion Fund Contribution	\$487.00	\$487.00
	License Fee	\$374.00	\$374.00
	Total	\$6430.00	\$6430.00

SCHEDULE "H"
CEMETERY SERVICES
FEES & CHARGES

A. PLOT FEES CONT'D

		Resident	Non-Resident
h)	Boulder Memorial and Granite Memorials	\$1,388.00	\$1,388.00
	Care Fund Contribution	\$209.00	\$209.00
	Expansion Fund Contribution	\$121.00	\$121.00
	License Fee	\$374.00	\$374.00
	Total	\$2,092.00	\$2,092.00

B. SERVICE CHARGES

1.	Opening and Closing for Burial	
a)	Adult Plot	\$1,452.00
b)	Adult Plot with extra depth of grave to 2.4 m (8')	\$2,904.00
c)	Child Plot (6 to 12 years old, inclusive)	\$1,089.00
d)	Infant Plot (5 years old and younger)	\$725.00
e)	Cremation Plot	\$567.00
f)	Cremation Plot with extra depth of grave	\$1,134.00
g)	Scatterings	\$260.00
h)	Mandatory Care Fund Contribution	\$104.00
i)	Opening and closing for Columbarium between 2:00 pm and 4:00 pm on regular work days	\$285.00
j)	Opening and closing for Columbarium on Saturdays, Sundays and Statutory holidays and after 4:00 pm on regular work days	\$567.00
2.	Opening and Closing for Exhumation	Extra 100% of rate under B.1
3.	Opening and Closing for Burial between 2:00 pm and 4:00 pm on regular work days	Extra 50% of rate under B.1
4.	Opening and Closing for Burial on Saturdays, Sundays and statutory holidays and after 4 pm on regular work days	Extra 100% of rate under B.1
5.	Opening and Closing for Exhumation on Saturdays, Sundays and statutory holidays and after 4:00 pm on regular work days	Extra 200% of rate under B.1

SCHEDULE "H"
CEMETERY SERVICES
FEES & CHARGES

6.	Installation of memorial (incl. care fund contribution of \$24.00 except for columbarium, pedestal niche and scattering garden.	\$233.00
7.	Max 3-line inscription (\$287.00) and installation (\$287.00) of memorials for columbarium or pedestal niche (includes care fund contribution of \$64.00)	\$638.00
8.	Max 3-line inscription (\$146.00) and installation (\$146.00) of memorials for scattering garden (includes care fund contribution of \$34.00)	\$326.00
9.	Removal and reinstallation of memorials	\$233.00

C. GOODS

1.	Concrete Grave Liner	\$728.00
2.	Cremated Remains Liner	\$100.00
3.	Transfer of License Fee	\$121.00
4.	Niche Vase	\$187.00
5.	Columbarium or Pedestal for Niche Marker	\$637.00
6.	Engraving of second name on columbarium or pedestal niche (maximum 2 lines)	\$322.00
7.	License Fee	\$374.00
8.	Engraving of extra line on columbarium, pedestal niche or memorial book	\$81.00
9.	Marker Base	\$144.00
10.	Photo Plaque Charge	\$347.00

SCHEDULE "I"
SOIL DEPOSIT
FEES & CHARGES

Item	Fee
Application Fee	\$150.00
Renewal Fee	\$100.00
Transfer Fee	\$100.00

Note:

1. All fees are exclusive of tax, which will be added, if applicable.

SCHEDULE "J"
FILMING
FEES & CHARGES

Item	Fee
Film permit fee	\$750
Film permit fee (student)	\$10
Use of City Hall	\$1200/day Based on 12 hour day
Use of Cemetery	\$1500/day Regular weekday rate
	\$3000/day Weekend/statutory holiday rate
Use of City park	\$500/day
Use of City parking lot	\$500 /day
Use of City street	\$150/block/day
Use of City staff services	Billed for actual cost of service
Road/Lane Closures	Billed for actual cost of service
Use of Fire & Emergency Services Dept. services	Current charge rate billed at cost
Use of RCMP	Regular – \$77.20 per hour 1.5 Overtime – \$115.80 per hour 2.0 Overtime - \$154.40 per hour
Refundable damage deposit	\$5,000 per facility permitted to be used

Notes:

1. All fees are exclusive of tax, which will be added, if applicable.
2. An administration fee of 15% will be added to the above rates.

SCHEDULE “K”
Subdivision and Engineering Development
Fees & Charges

Item	Fee
Site Profile Application	\$100.00
Strata Title Conversion per strata lot to be created	\$1000.00 plus \$200.00 per lot to maximum \$5000.00
Strata Title Conversion application renewal	50% of conversion fee to a maximum of \$2500
Subdivision Application – Phased Strata	\$1000.00
Subdivision Application – first four lots	\$1000.00
Subdivision Application – each additional lot	\$250.00

Note:

1. All fees are exclusive of tax, which will be added, if applicable.

**SCHEDULE “L”
CONTROLLED SUBSTANCE NUISANCE
FEES & CHARGES**

This Schedule to the Fees and Charges Bylaw implements fees and charges pursuant to the requirements of the current Controlled Substance Nuisance Bylaw

INSPECTION SERVICES	
Safety Inspection	\$6,500.00
Repost Do Not Occupy notice	\$250.00
Disconnect water distribution system	\$500.00
Reconnect water distribution system	\$100.00
Re-inspect and reseal water distribution system after alteration or tampering	\$500.00
Restoration Inspection	\$2,000.00
Each additional Restoration Inspection before removal of Do Not Occupy notice	\$250.00
Extension of time period to complete work	\$100.00
Register section 57 notice against land title	\$300.00

FIRE SERVICES	
Engine	\$600.00 per hour
Quint Device	\$1,315.00 per hour
Rescue vehicle	\$600.00 per hour
Special operations trailer	\$360.00 per hour
Fire Inspection vehicle	\$150.00 per hour
Duty Chief – per member	\$180.00 per hour

POLICE SERVICES	
Dismantling – per member	
• Regular Time	\$77.20 per hour
• 1.5 Overtime	\$115.80 per hour
• 2.0 Overtime	\$154.40 per hour
Drug Disposal – per member	
• Regular Time	\$77.20 per hour
• 1.5 Overtime	\$115.80 per hour
• 2.0 Overtime	\$154.40 per hour
Exhibit Custodian Services	
Drug Disposal	
• Regular Time	\$41.40 per hour
• 2.0 Overtime	\$82.80 per hour
Equipment Disposal	
• Regular Time	\$41.40 per hour
• 2.0 Overtime	\$82.80 per hour

**SCHEDULE “L”
CONTROLLED SUBSTANCE NUISANCE
FEES & CHARGES**

Member cancellation procedures
If a member is cancelled when at the office/or work site, a minimum 3 hours call-out plus private vehicle mileage/meal;
If a member is called at home within 24 hours of the scheduled overtime and cancelled, a 3-hour overtime charge will be applied;
3-hour overtime charge will be applied for the Traffic NCO’s time to arrange/cancel scheduled members.

OTHER INSPECTION SERVICES	
Building Inspector	
• Regular Time	\$60.00 per hour
• 1.5 Overtime	\$90.00 per hour
• 2.0 Overtime	\$120.00 per hour
• Call Out	\$500.00 per call out
Bylaw Enforcement Officer	
• Regular Time	\$60.00 per hour
• 1.5 Overtime	\$90.00 per hour
• 2.0 Overtime	\$120.00 per hour
• Call Out	\$400.00 per call out

OTHER SERVICE FEES	
Supplementary services provided under the current Controlled Substance Nuisance Bylaw	Actual costs
Administrative surcharge	15% of total fees

SCHEDULE "M"
ANIMAL CONTROL SERVICES
FEES & CHARGES

Dog Licence Fees		
	Paid by February 1	Paid after February 1
Dog less than six months of age at application	No charge	No charge
Spayed or neutered Dog	\$32.00	\$47.00
Intact Dog	\$80.00	\$95.00
Certified Guide/Assistance Dog	No charge	No charge
Aggressive Dog	\$115.00	\$115.00
Dangerous Dog	\$500.00	\$500.00
Kennel Licence	\$100.00	\$100.00
Lost tag replacement	No charge	No charge
Transfer of valid dog licence	No charge	No charge

Note: Early discount rates apply to: a) newly-acquired Dogs if licensed within one month of acquisition; b) newly-arrived Dogs if licensed within one month of arrival; c) Dogs that have attained the age of six months within one month of application.

Impoundment Fees		
	First	Subsequent
Licensed Dog	\$75.00	\$100.00
Unlicensed Dog	\$150.00	\$200.00
Aggressive Dog	\$250.00	\$500.00
Dangerous Dog	\$500.00	\$1000.00
Cat	\$50.00	\$100.00
Other Animal	\$50.00	\$100.00

Daily Board Fees	
Licensed Dog	\$20.00
Unlicensed Dog	\$25.00
Aggressive Dog	\$30.00
Dangerous Dog	\$30.00
Cat	\$10.00
Other Animal	\$25.00

Note: Impoundment, and Daily Board, are subject to G.S.T.

SCHEDULE "N"
PROPERTY STANDARDS AND NUISANCE ABATEMENT
FEES & CHARGES

This Schedule to the Fees and Charges Bylaw implements costs referred to in Section 7 and 10 of the Property Standards and Nuisance Abatement Bylaw No. 4190 and are determined in part by a flat fee for each separate attendance, time spent and equipment used by individuals involved in the abatement of a nuisance. They are calculated in part by multiplying average hourly rates and vehicle costs.

	INSPECTION FEES
Bylaw Enforcement Officer	\$300.00
RCMP	\$300.00
Fire Inspector	\$300.00
Building Inspector	\$300.00

Note: An administrative fee of 15% will be added to the rates above.



CITY OF PORT COQUITLAM

FEEES AND CHARGES BYLAW
NO. ~~3892~~4263

A Bylaw to Establish Fees and Charges for City Services and Information

Whereas Section 194 of the Community Charter, Council may, by bylaw, impose fees and charges payable in respect of any service it considers necessary or desirable;

And whereas Council deems it necessary and desirable to exercise the authority provided by the ~~Local Government Act~~Community Charter to cover costs of providing various services and information;

Now therefore the Council of the Corporation of the City of Port Coquitlam enacts as follows:

Citation

1. This Bylaw ~~shall be~~ cited as "Fees and Charges Bylaw, ~~202215~~, No. ~~3892~~4263".

Administration

2. The City of Port Coquitlam hereby imposes fees for the provision of services and information as specified in the Schedules attached to this Bylaw.
3. This Bylaw shall come into effect on the date of its final adoption unless otherwise indicated.
4. Wherever this Bylaw sets out fees and charges with respect to other City of Port Coquitlam bylaws and other such bylaws contain similar fees and charges, this Bylaw is deemed to prevail.

Severability

5. If any part, section, sub-section, clause, or sub-clause of this Bylaw is, for any reason, held to be invalid by the decision of a Court of competent jurisdiction, such decision does not affect the validity of the remaining portions of this Bylaw.

Repeal

6. ~~That~~ "Fees and Charges Bylaw, ~~2006~~2015, No. ~~3540~~3892" ~~be including all amendments is hereby~~ repealed and replaced by this Bylaw.

Read a first time by the Municipal Council this 13th day of July, 2015.

Read a second time by the Municipal Council this 13th day of July, 2015.

Read a third time by the Municipal Council this 13th day of July, 2015.

Adopted by the Municipal Council of the Corporation of the City of Port Coquitlam this 27th day of July, 2015.

GREG MOORE
Mayor

BRADEN HUTCHINS
Corporate Officer

Schedules of Bylaw No. 4263
2022 Fees and Charges

- Schedule A – General and Administration
- Schedule B – Engineering and Public Works
- Schedule C – Parks and Recreation
- Schedule D – Development Applications
- Schedule E – Building Services
- Schedule F – Freedom of Information and Protection of Privacy
- Schedule G – Fire and Emergency Services
- Schedule H – Cemetery Services
- Schedule I – Soil Deposit
- Schedule J – Filming
- Schedule K – Subdivision and Engineering Development
- Schedule L – Controlled Substance Nuisance
- Schedule M – Animal Control
- Schedule N – Property Standards and Nuisance Abatement

<i>Bylaw Amendment No.</i>	<i>Section</i>	<i>Date</i>
3955	Outdoor Pools (Sch. C)	2016-06-27
3978	Cemetery Services (Sch. H)	2016-12-12
3973	Controlled Substances & Nuisance (Sch. L)	2017-03-14
4000	Schedule D	2017-04-11
4007	Schedule C (Summer Pool Pass)	2017-06-13
4021	Schedule M	2017-07-11
4050	Schedule J	2018-04-24
4063	Schedule C	2018-06-12
4101	Schedule D	2019-02-05
4111	Schedule B – Tree Cutting	2019-02-26
4121	Schedule C – City Hall Rental	2019-05-07
4149	Schedule C – Recreation Fees	2019-11-12
4157	Schedule L – Controlled Substances	2020-01-14
4191	Schedule N addition	2020-10-27
4204	Schedule L	2020-12-15
4234	Schedule C	2020-07-27
4248	Schedules B, C & G	2020-10-26

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Schedule "A"

**GENERAL AND ADMINISTRATION
FEES & CHARGES**

Item	Fee	Comments
Apportionment of Property per folio created	\$25.00	
Business Licence Reports	\$25.00	
Contract Documents (City Tender)	\$50.00	
Fee to have non-certified cheque certified or prepare bank draft	\$25.00	
Interest on Overdue Accounts Receivable	Bank of Canada Prime Rate + 4%	
LAND TITLE COSTS:		
Title Search	\$15.00	
Plan Copies	\$20.00	
Imaged Records	\$20.00	
Listing of all properties with tax levies by roll number	\$300.00	
Microfilm Prints – Land Registry plans, as constructed drawings	\$20.00	per sheet (max \$160)
Overtime or fast-track requests for copying	\$50.00	per hour
Photocopies Letter Size (8 1/2" X 11")	\$0.35	per page
Photocopies Legal Size (8 1/2" X 14")	\$0.35	per page
Photocopies of Bound Reports	\$1.00	per page
Printed Material: A-3 (11" x 17") pre-made map or copies	\$10.00	
Printed Material: A-1 (22" x 34") standard pre-made map	\$25.00	
Printed Material: A-1 (22" x 34") custom map, \$25.00 + estimate staff time @ \$90/hr	Varies	
Property listing of outstanding taxes for mortgage companies (charged to financial institutions)	\$12.00	
Property roll refund fee for property tax/utility overpayment per folio (no charge for 1st refund)	\$25.00	
Property tax notices – prior years	\$5.00	
Returned cheques/N.S.F. payment	\$30.00	
Statement of taxes outstanding for the current year per parcel issued over the counter, by fax or by mail	\$45.00	
Statement of taxes outstanding for the current year per parcel by BC Online	\$40.00	
Surveys or small drawings up to 11 x 17")	\$16.00 for 1 st copy	plus \$4 per additional sheet
Surveys or large drawings (>11 x 17")	\$35.00 for 1 st copy	plus \$4 per additional sheet
Tax and or utility information prior to current year	\$75.00	per hour

Notes:

1. All fees are exclusive of tax, which will be added, if applicable.
2. Additionally, a 15% administration fee may be added.

Schedule "B"
ENGINEERING AND PUBLIC WORKS
FEES & CHARGES

Item	Fee	Comments
Address Change for Existing Building	\$300	
Address Change for New Buildings	\$300	
Address Change for New Buildings (after 1 st 4)	\$50	
Arterial Road Service Connection	\$750	
Barge Ramp Use Permit	\$200	
Bear lock – third arm for 240 L cart	\$12	replacement cost
Bear lock – third arm for 360 L cart	\$14	replacement cost
Bear lock for 240 L (includes hasp)	\$48	replacement cost
Bear lock for 360 L (includes hasp)	\$50	replacement cost
Blasting Permit	\$100	
Communications Infrastructure Installation	\$150	
Communications Infrastructure Rental	\$200/yr	
Curb and Gutter Restoration	\$400	per cut
Curb Stencil Fee	\$50	
Ditch Crossing Inspection	\$150	
Ditch Crossing Permit	\$200	
Fish Stencil Deposit	\$500	
Highway Use (Monitoring Well) Permit Application or Renewal Fee	\$300	\$100 per addt'l lane closure
Highway Use Permit Application Fee	\$50	
Highway Use Permit Inspection Fee	\$100	
Highway Use – Construction Trailer/Bin, etc.	\$250	per month
Highway Encroachment Permit – Annual Fee	5% of land value multiplied the sq ft of the encroachment area (provided that the min. annual is \$100	annually
Highway Use – Soil Anchor Deposit	\$1500 deposit per anchor (typical)	
Hydrant Use Permit	\$100	
Hydrant Use Permit Overtime Rate (per hour)	\$175	
Hydrant Use (daily)	\$100	flat rate/unit
Hydrant Use (weekly)	\$250	flat rate/unit
Hydrant Use OT (daily)	\$175	flat rate/unit
Hydrant Use OT (weekly)	\$400	flat rate/unit
Inspection Fee for Security Release	\$100	
Lane Closure	\$100	

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Newspaper Box Deposit (per Box)	\$50	
Newspaper Box Fee (per Box)	\$40	
Overload/Overweight Vehicle Permit	\$50/day	
Road Closures	\$100	
Sanitary Sewer Connection Permanent Cap-off	\$1180	
Sanitary Sewer Connection Re-use	\$2000	Includes temp. plug and insp. chamber
Sanitary Sewer Connection (100mm)	\$3710	see notes 2&3
Sanitary Sewer Connection (100mm) – extra length	\$350	see note 6
Sidewalk Restoration	\$1000	per cut

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**Schedule "B" Cont'd
ENGINEERING AND PUBLIC WORKS
FEES & CHARGES**

Sign – Street Name - 1 sign	\$125	
Sign – Street Name – 2 signs	\$165	
Sign – Stop, Cul-de-sac, Speed, and School Crossing	\$175	
Sprinkling Permit	\$30	(valid 21 days)
Sprinkling Permit Renewal	\$10	
Storm Sewer Connection (150mm)	\$3000	See Notes 2&3
Storm Sewer Connection (150mm) – extra length	\$350	See Note 6
Storm Sewer Connection Permanent Cap-off	\$1180	
Storm Sewer Connection Re-use	\$2000	Incl. insp. chamber
Traffic Data	\$50/hr	(1 hr min)
Tree cutting permit	\$100 per cut tree	
Tree culling permit for a tree deemed hazardous	n/c	Requires approval from the Parks Section Manager
Water Connection (38mm) including metre box & setter	\$4000	See Notes 2&3
Water Connection (38mm) – extra length	\$350	See Note 6
Water Connection Permanent Cap-off	\$2060	
Water Flow Analysis	\$75	
Water Metre Testing ½ - 1 inch	\$100	
Water Metre Testing 2 inch	\$325	
Water Shut Off or Opening (business hours)	\$100	
Water Shut off or Opening (outside business hours)	\$175	
Water Tie-in Straight or Tee (200 mm diameter and smaller)	\$3,495	See Note 4
Water Valve Shut off or opening (outside business hours)	\$175	
Water-Special Metre Reading	\$100	

Notes:

1. Fees and Charges do not include applicable taxes.
2. The standard fees are applicable for detached residential service connections that require an excavation depth of no greater than 2.1 metres and the utility main is located within 8 metres of the property being serviced. Standard fees exclude sidewalk, curb and gutter restoration. Service connections that do not meet the noted criteria will be quoted on a fixed cost basis.
3. Water, sanitary & storm sewer service connections located on an arterial road will be charged the Arterial Road Service Connection fee.
4. The depth of the excavation must be no greater than 2.1 metres and the main to be tied in must be closer than 6.0 metres to the City water main. The contractor is to supply all required materials for the tie-in.
5. All other engineering works and services not identified in the Schedule B – Fees and Charges will be carried out on a quoted fixed cost basis.
6. Installation of utility per metre length or portion thereof greater than 8 metres.

Schedule "C"
PARKS & RECREATION
-FEES & CHARGES

Effective: September 1, 2021

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Schedule "C"
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FACILITY RENTAL PRICING

Customer Types

General Public - Residents: Individuals residing in Port Coquitlam.

General Public - Non-Residents: Individuals residing outside of Port Coquitlam.

Local Non-Profit Group - Youth/Schools: Registered non-profit groups or charitable status organizations that are primarily youth and at least 75% Port Coquitlam residents. This customer type includes School District #43 schools or any school with a Port Coquitlam address. Sport groups must be a member of Port Coquitlam Sports Alliance Society (PCSA).

Local Non-Profit Group - Adult: Registered non-profit groups or charitable status organizations that are primarily adult and at least 75% Port Coquitlam residents. Sport groups must be a member of PCSA.

Local Private Group: Organizations that do not have non-profit or charitable status documentation but are at least 75% Port Coquitlam residents. Includes sport groups that are not members of PCSA.

Commercial/Non-Resident/Political: Organizations that do not have at least 75% Port Coquitlam residents. Includes sport groups that are not members of PCSA.

Special Incentives

Community Serving: Local non-profit or charitable status organizations can book a small meeting room at "no charge" for a maximum of two hours, once a week.

Special Event Discount: Facilities reserved tournaments, championships, or City supported events, are eligible to receive a 15% discount from the regular hourly rate for full day rentals (8+ hours). This discount will not be applicable to extra/miscellaneous fees.

Fundraising Events: An event benefiting a local non-profit community organization or charity that provides community benefit and contributes to a feeling of community identity and spirit, can request a rental fee reduction or fee waiver. The Recreation Director is authorized to waive or reduce fees for rentals identified in the Fees and Charges Schedule on a case by case basis. Any discount will not apply to extra/miscellaneous fees.

General Notes

Damage Deposit: Any rentals may be subject to a damage deposit up to \$500.

Extra Charge: Rentals requiring staffing (wages as specified in the Collective Agreement with CUPE Local 498) and/or waste or resource management are subject to additional charges.

Taxes: All listed prices exclude relevant taxes, which are calculated at the point of sale.

Rental Duration: All rentals are reserved for at least 1-hour.

Schedule "C"
PARKS & RECREATION
FEES & CHARGES

Multi-Purpose Rooms - Small (1-50 Capacity)

Facilities:

Aggie Park: Meeting Room. Gates Park: Meeting Room. Gathering Place: Community Room. Hyde Creek Recreation Centre: Community Room 2, Community Room 3, Conference Room, Lecture Room, Lobby, Sports Hall, Youth Centre. Leigh Square: Bandshell. Outlet: Artist in Residence. Port Coquitlam Community Centre: Fitness Studio, Games Room, Small Multi-Purpose Room, Spin Studio, Main Lobby Arena Lobby, Concession Landing, Corridor West, Corridor Middle, Corridor East, Arena Meeting Room, Aquatic Activity Room.

Note:

Local non-profit or charitable status organizations can book a small meeting room at "no charge" for a maximum of two hours, once a week.

Individuals	<u>2021</u> <u>Rate2020</u> <u>Rate</u>	<u>2022</u> <u>Rate2024</u> <u>Rate</u>
General Public - Residents	\$21.30/hour	\$21.30/hour
General Public - Non-Residents	\$25.60/hour	\$25.60/hour

Organizations	<u>2021</u> <u>Rate2020</u> <u>Rate</u>	<u>2022</u> <u>Rate2024</u> <u>Rate</u>
Local Non-Profit - Youth/Schools	\$8.55/hour	\$8.55/hour
Local Non-Profit - Adult	\$17.05/hour	\$17.05/hour
Local Private	\$21.30/hour	\$21.30/hour
Commercial/Non-Resident/Political	\$25.60/hour	\$25.60/hour

Schedule "C"
PARKS & RECREATION
FEES & CHARGES

Multi-Purpose Rooms - Medium (51-100 Capacity)

Facilities:

- **City Hall: Council Chambers. Gathering Place: Michael Wright Art Gallery. Hyde Creek Recreation Centre: Aerobics Studio. Outlet: Work Room. Port Coquitlam Community Centre: Laking Room, J.B. Young Room, Wilson Lounge.**

Note:

- **After hours rentals may be subject to additional charges for facility supervision.**

Individuals	<u>2021 Rate</u> 2020 Rate	<u>2022 Rate</u> 2021 Rate
General Public - Residents	\$57.75/hour	\$57.75/hour
General Public - Non-Residents	\$69.30/hour	\$69.30/hour

Organizations	<u>2021 Rate</u> 2020 Rate	<u>2022 Rate</u> 2021 Rate
Local Non-Profit - Youth/Schools	\$23.10/hour	\$23.10/hour
Local Non-Profit - Adult	\$46.20/hour	\$46.20/hour
Local Private	\$57.75/hour	\$57.75/hour
Commercial/Non-Resident/Political	\$69.30/hour	\$69.30/hour

Schedule "C"
PARKS & RECREATION
FEES & CHARGES

Multi-Purpose Rooms - Large (101+ Capacity)

Facilities:

- *Hyde Creek Recreation Centre: Gymnasium. Port Coquitlam Community Centre: Gymnasium, Mabbett Hall.*

Note:

- *Certain PCCC rooms may be divided into halves for approved rentals; each side is rented out at half the price of the entire room.*

Individuals	<u>2021</u> <u>Rate2020</u> Rate	<u>2022</u> <u>Rate2024</u> Rate
General Public - Residents	\$70.90/hour	\$70.90/hour
General Public - Non-Residents	\$85.05/hour	\$85.05/hour

Organizations	<u>2021</u> <u>Rate2020</u> Rate	<u>2022</u> <u>Rate2024</u> Rate
Local Non-Profit - Youth/Schools	\$28.35/hour	\$28.35/hour
Local Non-Profit - Adult	\$56.70/hour	\$56.70/hour
Local Private	\$70.90/hour	\$70.90/hour
Commercial/Non-Resident/Political	\$85.05/hour	\$85.05/hour

Schedule "C"
PARKS & RECREATION
FEES & CHARGES

Park Shelters

Facilities:

- *Castle Park: Park Shelter. Lions Park: Park Shelter. Peace Park: Gazebo. Settlers Park: Park Shelter.*

Note:

- *Park shelters are rented in 4-hour blocks per day. Exceptions may be made for department supported/approved special events.*

Individuals	<u>2021</u> <u>Rate2020</u> <u>Rate</u>	<u>2022</u> <u>Rate2021</u> <u>Rate</u>
General Public - Residents	\$70/event	\$70/event
General Public - Non-Residents	\$85/event	\$84/event

Organizations	<u>2021</u> <u>Rate2020</u> <u>Rate</u>	<u>2022</u> <u>Rate2021</u> <u>Rate</u>
Local Non-Profit - Youth/Schools	\$70/event	\$28/event
Local Non-Profit - Adult	\$70/event	\$56/event
Local Private	\$70/event	\$70/event
Commercial/Non-Resident/Political	\$85/event	\$84/event

Schedule "C"
PARKS & RECREATION
FEES & CHARGES

Arenas - Ice

Facilities:

- Port Coquitlam Community Centre: Arena 1 (Blue/Spectator), Arena 2 (Green), Arena 3 (Purple)

Notes:

- ~~In August~~In August, ice rentals are lowered to the Local Non-Profit - Youth/Schools rate for all user groups.
- In addition to the base rental rate, Arena Attendants and/or Skating Instructors are billable for required rentals.

Individuals	<u>2021</u> <u>Rate2020</u> <u>Rate</u>	<u>2022</u> <u>Rate2021</u> <u>Rate</u>
General Public - Residents	\$275.00/hour	\$275.00/hour
General Public - Non-Residents	\$330.00/hour	\$330.00/hour

Organizations	<u>2021</u> <u>Rate2020</u> <u>Rate</u>	<u>2022</u> <u>Rate2021</u> <u>Rate</u>
Local Non-Profit - Youth/Schools	\$110.00/hour	\$110.00/hour
Local Non-Profit - Adult	\$220.00/hour	\$220.00/hour
Local Private	\$275.00/hour	\$275.00/hour
Commercial/Non-Resident/Political	\$330.00/hour	\$330.00/hour

Schedule "C"
PARKS & RECREATION
FEES & CHARGES

Arenas - Dry Floor

Facilities:

- *Port Coquitlam Community Centre: Arena 1 (Blue/Spectator), Arena 2 (Green), Arena 3 (Purple)*

Individuals	<u>2021</u> <u>Rate2020</u> <u>Rate</u>	<u>2022</u> <u>Rate2021</u> <u>Rate</u>
General Public - Residents	\$104.55/hour	\$104.55/hour
General Public - Non-Residents	\$125.50/hour	\$125.50/hour

Organizations	<u>2021</u> <u>Rate2020</u> <u>Rate</u>	<u>2022</u> <u>Rate2021</u> <u>Rate</u>
Local Non-Profit - Youth/Schools	\$41.85/hour	\$41.85/hour
Local Non-Profit - Adult	\$83.65/hour	\$83.65/hour
Local Private	\$104.55/hour	\$104.55/hour
Commercial/Non-Resident/Political	\$125.50/hour	\$125.50/hour

Schedule "C"
PARKS & RECREATION
FEES & CHARGES

Fields - Artificial Turf

Facilities:

- *Gates Park: Artificial Turf 1, Artificial Turf 2*

Notes:

- *In July/August, turf rentals are lowered to the Local Non-Profit - Youth/Schools rate for all user groups*
- *Turf fields may be divided into halves; each side is rented out at half the price of an entire turf field.*

Individuals	<u>2021</u> Rate2020 Rate	<u>2022</u> Rate2021 Rate
General Public - Residents	\$58.75/hour	\$58.75/hour
General Public - Non-Residents	\$70.50/hour	\$70.50/hour

Organizations	<u>2021</u> Rate2020 Rate	<u>2022</u> Rate2021 Rate
Local Non-Profit - Youth/Schools	\$23.50/hour	\$23.50/hour
Local Non-Profit - Adult	\$47.00/hour	\$47.00/hour
Local Private	\$58.75/hour	\$58.75/hour
Commercial/Non-Resident/Political	\$70.50/hour	\$70.50/hour

Schedule "C"
PARKS & RECREATION
FEES & CHARGES

Fields - Artificial Turf Warm-up

Facility:

- **Gates Park: Artificial Turf Warm-up.**

Individuals	<u>2021</u> Rate2020 Rate	<u>2022</u> Rate2024 Rate
General Public - Residents	\$17.05/hour	\$17.05/hour
General Public - Non-Residents	\$20.50/hour	\$20.50/hour

Organizations	<u>2021</u> Rate2020 Rate	<u>2022</u> Rate2024 Rate
Local Non-Profit - Youth/Schools	\$6.85/hour	\$6.85/hour
Local Non-Profit - Adult	\$13.65/hour	\$13.65/hour
Local Private	\$17.05/hour	\$17.05/hour
Commercial/Non-Resident/Political	\$20.50/hour	\$20.50/hour

Schedule "C"
PARKS & RECREATION
FEES & CHARGES

Fields - A-Level Grass

Facilities:

- *Aggie Park: 1 Softball Diamond, 1 Soccer Field. Cedar Park: 1 Softball Diamond, 1 Baseball Diamond, 1 Soccer Field. Citadel Middle School: 1 Baseball Diamond, 1 Softball Diamond, 1 Soccer Field. E'cole des Pionniers: 1 Soccer Field. Evergreen Park: 1 Softball Diamond, 1 Soccer Field. Gates Park: 1 Baseball Diamond, 3 Softball Diamonds, 3 Soccer Fields. McLean Park: 4 Softball Diamonds, 1 Soccer Field. Minnehada Middle School: 1 Soccer Field. Terry Fox Park: 1 Softball Diamond, 1 Soccer Field. Thompson Park: 3 Baseball Diamonds.*

Individuals	<u>2021</u> <u>Rate2020</u> <u>Rate</u>	<u>2022</u> <u>Rate2024</u> <u>Rate</u>
General Public - Residents	\$21.45/hour	\$21.45/hour
General Public - Non-Residents	\$25.70/hour	\$25.70/hour

Organizations	<u>2021</u> <u>Rate2020</u> <u>Rate</u>	<u>2022</u> <u>Rate2024</u> <u>Rate</u>
Local Non-Profit - Youth/Schools	\$8.55/hour	\$8.55/hour
Local Non-Profit - Adult	\$17.15/hour	\$17.15/hour
Local Private	\$21.45/hour	\$21.45/hour
Commercial/Non-Resident/Political	\$25.70/hour	\$25.70/hour

Schedule "C"
PARKS & RECREATION
FEES & CHARGES

Fields - B-Level Grass

Facility:

- *Pitt River Middle School: 1 Soccer Field.*

Individuals	<u>2021</u> <u>Rate2020</u> Rate	<u>2022</u> <u>Rate2024</u> Rate
General Public - Residents	\$16.05/hour	\$16.05/hour
General Public - Non-Residents	\$19.30/hour	\$19.30/hour

Organizations	<u>2021</u> <u>Rate2020</u> Rate	<u>2022</u> <u>Rate2024</u> Rate
Local Non-Profit - Youth/Schools	\$6.45/hour	\$6.45/hour
Local Non-Profit - Adult	\$12.85/hour	\$12.85/hour
Local Private	\$16.05/hour	\$16.05/hour
Commercial/Non-Resident/Political	\$19.30/hour	\$19.30/hour

Schedule "C"
PARKS & RECREATION
FEES & CHARGES

Fields - C-Level Grass

Facilities:

- **Central Elementary School: 2 Baseball Diamonds. Central Park: 1 Baseball Diamond. Sun Valley Park: 1 Baseball Diamond.**

Individuals	<u>2021</u> <u>Rate2020</u> <u>Rate</u>	<u>2022</u> <u>Rate2021</u> <u>Rate</u>
General Public - Residents	\$9.20/hour	\$9.20/hour
General Public - Non-Residents	\$11.05/hour	\$11.05/hour

Organizations	<u>2021</u> <u>Rate2020</u> <u>Rate</u>	<u>2022</u> <u>Rate2021</u> <u>Rate</u>
Local Non-Profit - Youth/Schools	\$3.70/hour	\$3.70/hour
Local Non-Profit - Adult	\$7.35/hour	\$7.35/hour
Local Private	\$9.20/hour	\$9.20/hour
Commercial/Non-Resident/Political	\$11.05/hour	\$11.05/hour

Schedule "C"
PARKS & RECREATION
FEES & CHARGES

Indoor Pools – Lap (25m)

Facility:

- Hyde Creek Recreation Centre: Lap Pool.

Notes:

- *In addition to the base rental rate:*
 - two Aquatic Leaders are required for attendance levels of 1-40
 - three Aquatic Leaders are required for attendance levels of 41-80
 - four Aquatic Leaders are required for attendance levels of 81-120
 - five Aquatic Leaders are required for attendance levels of 121-300.
- *Swim clubs that provide National Lifeguard certified supervision may not require Aquatic Leaders.*
- *The Lap Pool can be divided into six lanes during operating hours; each lane may be rented out at 1/6 the price of the entire six lane 25m pool.*

Individuals	<u>2021</u> <u>Rate2020</u> <u>Rate</u>	<u>2022</u> <u>Rate2024</u> <u>Rate</u>
General Public - Residents	\$109.40/hour	\$109.40/hour
General Public - Non-Residents	\$131.25/hour	\$131.25/hour

Organizations	<u>2021</u> <u>Rate2020</u> <u>Rate</u>	<u>2022</u> <u>Rate2024</u> <u>Rate</u>
Local Non-Profit - Youth/Schools	\$43.75/hour	\$43.75/hour
Local Non-Profit - Adult	\$87.50/hour	\$87.50/hour
Local Private	\$109.40/hour	\$109.40/hour
Commercial/Non-Resident/Political	\$131.25/hour	\$131.25/hour

Schedule "C"
PARKS & RECREATION
FEES & CHARGES

Pools – Lap (20m)

Facility:

- Port Coquitlam Community Centre: Lap Pool (Lanes 1 and 2).

Notes:

- *In addition to the base rental rate:*
 - two Aquatic Leaders are required for attendance levels of 1-40
 - three Aquatic Leaders are required for attendance levels of 41-80
 - four Aquatic Leaders are required for attendance levels of 81-120
 - five Aquatic Leaders are required for attendance levels of 121-300.
- *Swim clubs that provide National Lifeguard certified supervision may not require Aquatic Leaders.*
- *The PCCC Lap Pool can be divided into two lanes during operating hours; each lane may be rented out at 1/2 the price of the entire two lane 20m lap pool.*

Individuals	<u>2021</u> <u>Rate2020</u> Rate	<u>2022</u> <u>Rate2021</u> Rate
General Public - Residents	N/A	\$29.20/hour
General Public - Non-Residents	N/A	\$35.00/hour

Organizations	<u>2021</u> <u>Rate2020</u> Rate	<u>2022</u> <u>Rate2021</u> Rate
Local Non-Profit - Youth/Schools	N/A	\$ 11.70/hour
Local Non-Profit - Adult	N/A	\$23.35/hour
Local Private	N/A	\$29.20/hour
Commercial/Non-Resident/Political	N/A	\$35.00/hour

Schedule "C"
PARKS & RECREATION
FEES & CHARGES

Indoor Pools - Leisure

Facilities:

Hyde Creek Recreation Centre: Leisure Pool. Port Coquitlam Community Centre: Leisure Pool.

Notes:

- *In addition to the base rental rate:*
 - *two Aquatic Leaders are required for attendance levels of 1-40*
 - *three Aquatic Leaders are required for attendance levels of 41-80*
 - *four Aquatic Leaders are required for attendance levels of 81-120*
 - *five Aquatic Leaders are required for attendance levels of 121-300.*

- *Swim clubs that provide National Lifeguard certified supervision may not require Aquatic Leaders.*

Individuals	<u>2021</u> <u>Rate2020</u> <u>Rate</u>	<u>2022</u> <u>Rate2024</u> <u>Rate</u>
General Public - Residents	\$94.90/hour	\$94.90/hour
General Public - Non-Residents	\$113.85/hour	\$113.85/hour

Organizations	<u>2021</u> <u>Rate2020</u> <u>Rate</u>	<u>2022</u> <u>Rate2024</u> <u>Rate</u>
Local Non-Profit - Youth/Schools	\$37.95/hour	\$37.95/hour
Local Non-Profit - Adult	\$75.90/hour	\$75.90/hour
Local Private	\$94.90/hour	\$94.90/hour
Commercial/Non-Resident/Political	\$113.85/hour	\$113.85/hour

Schedule "C"
PARKS & RECREATION
FEES & CHARGES

Outdoor Pools

Facilities:

- *Aggie Park: Centennial Pool. Robert Hope Park: Outdoor Pool.*

Notes:

- *In addition to the base rental rate:

 - *two Aquatic Leaders are required for attendance levels of 1-40*
 - *three Aquatic Leaders are required for attendance levels of 41-80*
 - *four Aquatic Leaders are required for attendance levels of 81-120*
 - *five Aquatic Leaders are required for attendance levels of 121-300.**
- *Swim clubs that provide National Lifeguard certified supervision may not require Aquatic Leaders.*
- *Rentals outside of regular hours may be subject to extra fees for opening/closing the outdoor pool.*
- *Centennial Pool can be divided into six lanes during operating hours; each lane may be rented out at 1/6 the price of the entire pool.*

Individuals	<u>2021</u> <u>Rate2020</u> <u>Rate</u>	<u>2022</u> <u>Rate2021</u> <u>Rate</u>
General Public - Residents	\$45.50/hour	\$45.50/hour
General Public - Non-Residents	\$54.60/hour	\$54.60/hour

Organizations	<u>2021</u> <u>Rate2020</u> <u>Rate</u>	<u>2022</u> <u>Rate2021</u> <u>Rate</u>
Local Non-Profit - Youth/Schools	\$18.20/hour	\$18.20/hour
Local Non-Profit - Adult	\$36.40/hour	\$36.40/hour
Local Private	\$45.50/hour	\$45.50/hour
Commercial/Non-Resident/Political	\$54.60/hour	\$54.60/hour

Schedule "C"
PARKS & RECREATION
FEES & CHARGES

Outdoor Pools - Wading

Facilities:

- *Routley Pool: Wading Pool. Sun Valley Park: Wading Pool.*

Note:

- *In addition to the base rental rate below, one Aquatic Leader is required.*

Individuals	<u>2021</u> Rate2020 Rate	<u>2022</u> Rate2024 Rate
General Public - Residents	\$44.25/hour	\$44.25/hour
General Public - Non-Residents	\$53.10/hour	\$53.10/hour

Organizations	<u>2021</u> Rate2020 Rate	<u>2022</u> Rate2024 Rate
Local Non-Profit - Youth/Schools	\$17.70/hour	\$17.70/hour
Local Non-Profit - Adult	\$35.40/hour	\$35.40/hour
Local Private	\$44.25/hour	\$44.25/hour
Commercial/Non-Resident/Political	\$53.10/hour	\$53.10/hour

Schedule "C"
PARKS & RECREATION
FEES & CHARGES

Outdoor Lacrosse Boxes

Facilities:

- *Minnehada School: Lacrosse Box. Rowland Park: Lacrosse Box. Terry Fox Park: Lacrosse Box.*

Individuals	<u>2021</u> <u>Rate2020</u> Rate	<u>2022</u> <u>Rate2021</u> Rate
General Public - Residents	\$19.75/hour	\$19.75/hour
General Public - Non-Residents	\$23.70/hour	\$23.70/hour

Organizations	<u>2021</u> <u>Rate2020</u> Rate	<u>2022</u> <u>Rate2021</u> Rate
Local Non-Profit - Youth/Schools	\$7.90/hour	\$7.90/hour
Local Non-Profit - Adult	\$15.80/hour	\$15.80/hour
Local Private	\$19.75/hour	\$19.75/hour
Commercial/Non-Resident/Political	\$23.70/hour	\$23.70/hour

Schedule "C"
PARKS & RECREATION
FEES & CHARGES

Sport Courts

Facilities:

- **Gates Park: Tennis Courts 1-6. Terry Fox Park: Tennis Courts 1-4. Port Coquitlam Community Centre: Basketball Court, Pickleball Courts 1-4.**

Individuals	<u>2021</u> <u>Rate2020</u> <u>Rate</u>	<u>2022</u> <u>Rate2021</u> <u>Rate</u>
General Public - Residents	\$6.40/hour	\$6.40/hour
General Public - Non-Residents	\$7.65/hour	\$7.65/hour

Organizations	<u>2021</u> <u>Rate2020</u> <u>Rate</u>	<u>2022</u> <u>Rate2021</u> <u>Rate</u>
Local Non-Profit - Youth/Schools	\$2.55/hour	\$2.55/hour
Local Non-Profit - Adult	\$5.10/hour	\$5.10/hour
Local Private	\$6.40/hour	\$6.40/hour
Commercial/Non-Resident/Political	\$7.65/hour	\$7.65/hour

Schedule "C"
PARKS & RECREATION
FEES & CHARGES

Miscellaneous Items

Notes:

- The following fees may apply to rentals as needed.

Extra Fees	<u>2021 Rate</u> 2020 Rate	<u>2022 Rate</u> 2021 Rate
Outdoor Event with Alcohol	\$157.75/day	\$157.75/day
Banners on Underpass - Local Non-Profit Groups	\$57.85/week	\$57.85/week
Banners on Underpass - Other Customer Types	\$113.40/week	\$113.40/week
Kitchen Rental (Gathering Place)	\$34.70/event	\$34.70/event
Commercial Kitchen Rental (Port Coquitlam Community Centre PCCC)	\$90.85/event	\$90.85/event
* Pre-Approval Required		
Clean-up Charge	\$68.15/event	\$37.90/hour \$68.15/event
Damage Deposit	\$500.00/event	\$500.00/event
Set-Up Charge - Tables & Chairs for 1-100 people	\$68.15/event	\$68.15/event
Set-Up Charge - Tables & Chairs for 101-199 people	\$136.30/event	\$136.30/event
Set-Up Charge - Tables & Chairs for 200-300 people	\$181.70/event	\$181.70/event
Set-Up Charge - City Owned Stage	\$90.85/event	\$90.85/event
* Pre-Approval Required		

Schedule "C"
PARKS & RECREATION
FEES & CHARGES

ADMISSIONS PRICING

ONE CITY: includes access (excluding registered programs) to drop-in programs, indoor and outdoor swimming pools, fitness areas, and arenas.

VISIT PASS: 10 and 20 visit passes are redeemed as one admission per scan (e.g. if a customer scans a pass at Hyde Creek Recreation Centre to swim and then visits the Port Coquitlam Community Centre to skate, the member would redeem two visits).

- 10-visit pass is based on the cost of 9 single admissions (10% discount).
- 20-visit pass is based on the cost of 16 single admissions (20% discount).

MONTHLY PASS: monthly commitment, auto-renews until deactivation is requested.

- Based on the cost of 9 single admissions (10% discount).

ANNUAL PASS: commitment of one year.

- Price is calculated at 9x the monthly rate (25% discount).

FAMILY: Price is calculated at the rate of one adult and two children, with the exception of the Family Outdoor Summer Pool Pass, which is calculated as one adult and one child.

PERSONAL ASSISTANT: an individual who is attending an activity as a personal assistant to provide support for a recreation patron and does not pay a fee. This practice ensures equitable access for patrons of all abilities and it is not subject to financial need.

Passes & Admissions

<u>Tot (0-4)</u>	<u>2021 Rate</u>	<u>2022 Rate</u>
<u>Single Admission - HC, PCCC</u>	<u>\$0.00</u>	<u>\$0.00</u>
<u>Single Admission - Outdoor Pools (CE, RH)</u>	<u>\$0.00</u>	<u>\$0.00</u>
<u>One City Monthly Pass</u>	<u>\$0.00</u>	<u>\$0.00</u>

Schedule "C"
PARKS & RECREATION
FEES & CHARGES

Child (5-12)	<u>2021</u> <u>Rate</u> 2020 <u>Rate</u>	<u>2022</u> <u>Rate</u> 2021 <u>Rate</u>
Single Admission - HC, PCCC	\$3.10	\$3.10
Single Admission - Outdoor Pools (CE, RH)	\$1.90	\$1.90
Outdoor Summer Pool Pass	\$19.05	\$19.05
10-Visit Pass	\$27.90	\$27.90
20-Visit Pass	\$49.60	\$49.60
One City Monthly Pass	\$27.90	\$27.90
One City Annual Pass	\$251.10	\$251.10

**Preschool-age children 0-4 Free Admission*

Schedule "C"
PARKS & RECREATION
FEES & CHARGES

Youth/Young Adult (13-24)	<u>2021</u> <u>Rate2020</u> <u>Rate</u>	<u>2022</u> <u>Rate2021</u> <u>Rate</u>
Single Admission - HC, PCCC	\$4.65	\$4.65
Single Admission - Outdoor Pools (CE, RH)	\$1.90	\$1.90
Outdoor Summer Pool Pass	\$19.05	\$19.05
Youth Access Annual Membership	\$15.30	\$15.30
10-Visit Pass	\$41.85	\$41.85
20-Visit Pass	\$74.40	\$74.40
One City Monthly Pass	\$41.85	\$41.85
One City Annual Pass	\$376.65	\$376.65

Adult (25-59)	<u>2021</u> <u>Rate2020</u> <u>Rate</u>	<u>2022</u> <u>Rate2021</u> <u>Rate</u>
Single Admission - HC, PCCC	\$6.20	\$6.20
Single Admission - Outdoor Pools (CE, RH)	\$1.90	\$1.90
10-Visit Pass	\$55.80	\$55.80
20-Visit Pass	\$99.20	\$99.20
One City Monthly Pass	\$55.80	\$55.80
One City Annual Pass	\$502.20	\$502.20

Schedule "C"
PARKS & RECREATION
FEES & CHARGES

Senior (60-79)	<u>2021 Rate</u> 2020 Rate	<u>2022</u> <u>Rate</u> 2021 Rate
Single Admission - HC, PCCC	\$4.65	\$4.65
Single Admission - Outdoor Pools (CE, RH)	\$1.90	\$1.90
Wilson Centre Annual Membership	\$19.15	\$19.15
10-Visit Pass	\$41.85	\$41.85
20-Visit Pass	\$74.40	\$74.40
One City Monthly Pass	\$41.85	\$41.85
One City Annual Pass	\$376.65 <u>\$372.42</u>	\$376.65

Schedule "C"
PARKS & RECREATION
FEES & CHARGES

Effective: September 1, 2021

Super Senior (80+)	<u>2021</u> <u>Rate2020</u> <u>Rate</u>	<u>2022</u> <u>Rate2021</u> <u>Rate</u>
Single Admission - HC, PCCC	\$0.00 \$3.10	\$0.00
Single Admission - Outdoor Pools (CE, RH)	\$0.00 \$1.00	\$0.00
Wilson Centre Annual Membership	\$0.00 \$19.15	\$19.15
10-Visit Pass	\$0.00 \$27.00	\$0.00
20-Visit Pass	\$0.00 \$49.60	\$0.00
One City Monthly Pass	\$0.00 \$27.00	\$0.00
One City Annual Pass	\$0.00 \$251.10	\$0.00

Family	<u>2021</u> <u>Rate2020</u> <u>Rate</u>	<u>2022</u> <u>Rate2021</u> <u>Rate</u>
Single Admission - HC, PCCC	\$12.40	\$12.40
Single Admission - Outdoor Pools (CE, RH)	\$5.70	\$5.70
Outdoor Summer Pool Pass	\$38.10	\$38.10
10-Visit Pass	\$111.60	\$111.60
20-Visit Pass	\$198.40	\$198.40
One City Monthly Pass	\$111.60	\$111.60
One City Annual Pass	\$1,004.40	\$1,004.40

Schedule "C"
PARKS & RECREATION
FEES & CHARGES

Sports Equipment Rentals

	<u>2021</u> Rate2020 Rate	<u>2022</u> Rate2021 Rate
Skate Rental	\$3.10	\$3.10
Helmet Rental	\$2.10	\$2.10
Skate Sharpening	\$5.75 \$6.74	\$5.75
Skate Sharpening – 10 Pass	\$51.40 \$51.39	\$51.40

Schedule "C"
PARKS & RECREATION
FEES & CHARGES

Parking Fees at Facilities and Parks

	2021 Rate	<u>2022 Rate</u>
Electric Vehicle Charging Station – initial 2-hour period	\$1.00/hr.	<u>\$1.00/hr.</u>
Electric Vehicle Charging Station – after 2-hour period	\$5.00/hr.	<u>\$5.00/hr.</u>

Schedule “D”
DEVELOPMENT ~~APPLICATION SERVICES~~ FEES & CHARGES

This Schedule implements fees and charges pursuant to the requirements of the current Development Procedures Bylaw

1. The fees and charges as set out in the tables of this Schedule shall apply.
2. Application fees are calculated at the time of application.
3. Additional fees incurred by the City will be charged to the applicant prior to a decision on an application where:
 - a. in the opinion of the Director of Development Services, a qualified professional must be retained for the purpose of assessing application information, and
 - b. legal fees are incurred by the City which, in the opinion of the Director, are necessary in order to obtain legal advice in the processing or implementation of an application approval including drafting or review of legal documents.
4. The required fee is the higher of the Calculated Fee or Minimum Fee.
5. The Refundable Fee of \$1200 is held for the purposes of municipal costs associated with holding a Public Hearing, Public Meeting or public consideration of a resolution and will be refunded if the application does not proceed to such consideration.
6. The Refundable Document Fee of \$100 or \$300 is held for the purposes of municipal costs associated with records management and will be refunded if the Permit is not approved or if the Permit application is withdrawn prior to registration.
- ~~7. A DP application for a building with a Green Roof may be exempt from the application fee applies if the application:

 - a. complies with the Green Roof provisions of the Development Procedures Bylaw,
 - b. complies with the Official Community Plan DP area design guidelines, and
 - c. complies with the Zoning Bylaw regulations.~~

~~8.7.~~ The following acronyms apply:

ALR	Agricultural Land Reserve	RRh	Residential Rowhouse Zone
CD	Comprehensive Development Zone	RS4	Residential Single Dwelling Zone 4
DP	Development Permit	RT	Duplex Zone
DVP	Development Variance Permit	RTh	Residential Townhouse Zone
OCP	Official Community Plan	Committee SGC	Smart Growth Committee of Council
RCS	Regional Context Statement in the OCP (pertains to Regional Growth Strategy)	Unit	Dwelling unit

Schedule "D" Cont'd
DEVELOPMENT ~~APPLICATION-SERVICES~~ FEES & CHARGES

Table 1 Application Fees: Single Residential, Duplex and Agricultural Zones

	Zoning Amend	OCP Amendment		DP – RTRD Zone	DP - RS4 Zone		DP – Coach House	
		With rezoning	Without rezoning		Conform to Zone	Varies Zone	<u>Conform to Zone</u>	<u>Varies Zone</u>
Minimum Fee	\$2500	\$2000	\$2000	\$ 1500 500 per Unit	\$ 1000 charge	\$1500	\$1000	\$ <u>1500</u>
Calculated Fee:								
First 20 lots, per proposed lot	\$200		\$200					
Next 21-60 lots, per proposed lot	\$150		\$150					
Remaining lots, per proposed lot	\$75		\$75					
Refundable Fee	\$1200	\$1200	\$1200	\$300	\$100	\$100	\$100	\$ <u>100</u>

Notes to Table 1:

1. Applications for OCP or DP amendments will be determined to have been made at the same time as ("with") the rezoning application or to have been made at a different time ("without") by the Director of Development Services.
2. The Calculated Fee applies to residential developments involving subdivision and is the total of the number of proposed lots multiplied by the applicable fee per lot.

Table 2 Application Fees: Multiple Dwelling Zones

	Zoning Amendment	OCP Amendment		Development Permit	
		With rezoning	Without rezoning	With rezoning	Without rezoning
Minimum Fee	\$2500	\$2000	\$2000	\$2000	\$2000
Calculated Fee					
First 20 units, per proposed unit	\$200		\$200		\$200
Next 21-40 units, per proposed unit	\$150		\$150		\$150
Remaining units, per proposed unit	\$75	n/a	\$75		\$75

	Zoning Amendment	OCP Amendment		Development Permit	
		With rezoning	Without rezoning	With rezoning	Without rezoning
Refundable Fee	\$1200	\$1200	\$1200	\$300	\$300

Notes to Table 2:

1. The Calculated Fee is the total of the number of dwelling units proposed to be created multiplied by the applicable fee per unit.

Schedule "D" Cont'd
DEVELOPMENT ~~APPLICATION-SERVICES~~ FEES & CHARGES

Table 3 Application Fees: Commercial Zones

	Zoning Bylaw Amendment	OCP Amendment		Development Permit	
		With rezoning	Without rezoning	With rezoning	Without rezoning
Minimum Fee	\$2500	\$2000	\$2500	\$2000	\$2500
Calculated Fee:					
Per 100m ² for site area up to 1000 m ²	\$275		\$275		\$275
Per 100m ² for next site area 1001m ² to 20,000m ²	\$100		\$100		\$100
Per 100m ² remaining site area	\$ 50		\$ 50		\$ 50
First 20 units, per unit	\$200		\$200		\$200
Next 21-40 units, per unit	\$150		\$150		\$150
Remaining units, per unit	\$75		\$75		\$75
Refundable Fee	\$1200	\$1200	\$1200	\$300	\$300

Notes to Table 3:

1. The Calculated Fee is the combined total of the proposed commercial site area multiplied by the applicable fee per site area plus the number of proposed dwelling units times the applicable fee per unit.
2. For an addition or renovation to an existing building where no DP is registered for the site, the DP fee shall be calculated for the portion of the site subject to the addition or renovation including the parking required for the additional floor area.

Table 4 Application Fees: Industrial, Institutional and Park Zones

	Zoning Bylaw Amendment	OCP Amendment		Development Permit	
		With rezoning	Without rezoning	With rezoning	Without rezoning
Minimum Fee	\$2500	\$2000	\$1500	\$2000	\$2500
Calculated Fee:					
Per 100m ² for site area of up to 1000 m ²	\$150		\$150		\$150
Per 100m ² for next site area 1001m ² to 20,000m ²	\$ 50		\$ 50		\$ 50
Per 100m ² for remaining site area	\$ 30		\$ 30		\$ 30
Refundable Fee	\$1200	\$1200	\$1200	\$300	\$300

Schedule "D" Cont'd
DEVELOPMENT ~~APPLICATION SERVICES FEES & CHARGES~~

Notes to Table 4:

1. The Calculated Fee is the combined total of the proposed industrial or institutional site area multiplied by the applicable fee per site area.
2. For an addition or renovation to an existing building where no DP is registered for the site, the DP fee shall be calculated for the portion of the site subject to the addition or renovations including the parking required for the additional floor area.

Table 5 Application Fees: Comprehensive Development Zones

	Zoning Amendment	Development Permit
Minimum Fee	\$20,000	\$2000
Calculated Fee:		
Residential Use:		
First 20 units, per proposed unit		\$200
Next 21-40 units, per proposed unit		\$150
Remaining units, per proposed unit		\$75
Commercial Use:		
Per 100m ² for site area up to 1000 m ²		\$200
Per 100m ² for site area 1001m ² to 20,000m ²		\$150
Per 100m ² or portion for remaining site area		\$75
Industrial or Institutional Use:		
Per 100m ² for site area of up to 1000 m ²		\$150
Per 100m ² for site area 1001m ² to 20,000m ²		\$ 50
Per 100m ² or portion for remaining site area		\$ 30
Refundable Fee	\$1200	\$300

Notes to Table 5:

1. For an addition or renovation to an existing building where no DP is registered for the site, the DP fee shall be calculated for the portion of the site subject to the addition or renovations including the parking required for the additional floor area.

Table 6 Fees and Charges for Other Development Applications

APPLICATION TYPE	Non-refundable Fee	Refundable Fee
Development Variance Permit:		
Single Residential and Institutional Zones	\$1000	\$100
Multiple Dwelling, Commercial, Industrial and CD Zones	\$2000	\$100
Heritage Alteration Permit	\$500	\$300
Heritage Revitalization Agreement	\$1500	\$1200
Temporary Use Permit	\$1000	\$1200
Watercourse Development Permit		
Agricultural, Single Residential and Duplex Zones	\$500	\$100
Commercial, Industrial, Multiple Dwelling, Institutional and CD Zones	\$2500	\$300
Environmental Conservation Permit in Institutional Zones	\$1000	\$100

Schedule "D" Cont'd
DEVELOPMENT ~~APPLICATION-SERVICES~~ FEES & CHARGES

Table 7 Additional Charges and Fees

APPLICATION TYPE	Non-refundable Fee	Refundable Fee
Zoning Bylaw Text Amendment		
Applicable to a Residential or Agricultural Zone	\$ 2000	\$1200
Applicable to an Industrial, Commercial, Institutional, or Comprehensive Development Zone	\$ 2500	\$1200
To the Supplementary Regulations of the Zoning Bylaw	\$ 2500	\$1200
OCP Text Amendment	\$ 2500	\$1200
OCP Amendment that includes an RCS Amendment	additional fee of \$5,000	
DP Amendment: minor change to a commercial, multiple residential or industrial building or DP design drawings that does not require Committee consideration	\$ 200	
DP Amendment: minor change to a commercial, multiple residential or industrial building or DP design drawings that requires Committee consideration	\$1000	
DP for a Façade Improvement: to a commercial, multiple residential or industrial building where there is no DP issued for the site	\$1000	\$300
Liquor Licence		
New licence or increase in person capacity	\$1000	\$1200
Amendment to licence	\$300	\$1200
Public Meeting fee if Committee or Council calls a Public Meeting for consideration of an Development Permit application	\$1200	
Release or amendment of a DP , DVP or Restrictive Covenant legal agreement that does not require Committee or Council consideration	\$250	
Release or amendment of a DVP or legal agreement that requires Committee of Council consideration	\$1000	
Renewal Fees:		
Renewal of a Zoning or OCP Amendment Bylaw that is not adopted within one year from date of 3 rd Reading	50% application fee to maximum of \$5000	
Renewal of a DP that was not registered in the Land Title Office within one year from date of issuance	50% application fee to maximum of \$5000	
Temporary Use Permit renewal	\$250	\$1200
Cannabis Retail Licence		
New licence	\$1000	\$1200
Amendment to licence	\$300	\$1200

SCHEDULE "E"
Building Fees and Charges

This Schedule to the Fees and Charges Bylaw implements fees and charges pursuant to the requirements of the current Building and Plumbing Bylaw

1. The building permit application and issuance fee is required as set out in Table 1.

Table 1: Building Permit Fees

	Fee required at time of building permit application	Fee required prior to building permit issuance
Construction Value		
Up to \$5,000	\$90	0
\$5,000.01 - \$50,000	0.7% of construction value plus \$10	0.7% of construction value plus \$10
\$50,000.01 - \$500,000	0.5% of construction value plus \$110	0.5% of construction value plus \$110
Over \$500,000	0.4% of construction value plus \$610	0.4% of construction value plus \$610
Foundation Permit		
Standard building	Not applicable	\$200
Complex building	Not applicable	\$300
Demolition Permit		
Standard building	\$200	\$0
Complex building	\$400	\$0
Chimney - liquid or solid fuel burning	\$120	0
Building Move		
Outside of the City	\$90	0
Within the City	\$200	1.25% of construction value
Into the City	\$500 plus building official charges	1.25% of construction value See note 4

Notes to Table 1:

1. If a Building Permit application is determined to not fit a permitted use, the application fee will be refunded.
2. Construction value may be adjusted based on standard industry estimating values. The does not include the cost of design.
3. Where professional design and field reviews are provided by an architect or professional engineer, the building permit fee shall be reduced by 2.5%, multiplied by that proportion of the value of the work which is subject to professional design and field reviews.
4. Construction value includes building materials but not processing equipment which is not regulated by the City or the BC Building Code. Construction value for a moved building includes building upgrades, foundation, services and other construction works.
5. Building official charges for a moved building are \$100 per hour plus travel costs to and from a site @ \$1 per km.

**SCHEDULE "E" Cont'd
Building Fees and Charges**

Fees required at the time of building permit application will not be refunded. If a refund is requested after the building permit is issued, 45% of the fees paid at application and at permit issuance will be refunded provided that:

- construction has not started;
 - inspections have not been completed for any construction;
 - the building permit is surrendered;
 - the applicant provides written notice to the Building Official to cancel the building permit; and,
 - the amount exceeds \$75.
2. The plumbing and service permit fee is required at the time of permit issuance. The fee is the greater of the minimum permit fee of \$90 or the combined amount calculated per fixture fee as set out in Table 2.

Table 2: Plumbing and Service Permit Fixture Fee

Plumbing fixtures including water closet, washbasin, bathtub, shower, sink, water tank, floor drain, automatic washer, laundry, tub, dish washer, roof drain, bidet, or hose bib	\$ 24 each
For the alteration of plumbing where no fixtures are involved	\$ 24
Septic tank installation, repair or renewal	\$ 75 each
Sanitary sewer installation, repair or renewal	\$ 75 each
Sewer storm installation, repair or renewal	\$ 75 each
Water line installation, repair or renewal	\$ 75 each
Sanitary, storm or water piping within a building where no fixtures are involved	\$ 2.30 per metre

Notes to Table 2: Fees are required for the fixtures in the BC Building Code plus vacuum breaker, hydraulic equipment, sewage sump, oil interceptor, grease interceptor, gasoline interceptor, neutralizer and double check valve assembly.

3. The fire sprinkler permit fee is required at the time of permit issuance. The fee is the greater of the minimum permit fee of \$90 or the combined amount calculated as set out in Table 3.

Table 3: Fire Sprinkler Permit Fees

Fire sprinkler	\$ 75
First sprinkler head	\$ 75
Additional sprinkler head	\$ 2.50 each
Fireline	\$ 2.30 per metre
Hydrant, sprinkler alarm valve, DP valve, Fire Department connection, hose cabinet, hose outlet, standpipe, fire pump	\$ 24 each

4. The on-site service permit fee is required at the time of permit issuance. The fee is the greater of the minimum permit fee of \$90 or the combined amount calculated as set out in Table 4.

Table 4: On Site Service Permit Fees

On site service	\$ 75
Water main, sanitary or storm sewer installations for other than single residential or duplex residential;	\$ 2.30 per metre
Manhole, interceptor, catch basin or lawn drain	\$ 24 each
Fire hydrant	\$ 24 each
Water metre or chamber	\$ 75 each

**SCHEDULE "E" Cont'd
Building Fees and Charges**

5. The energy permit fee is required for radiant and hydronic heating at the time of permit issuance. The fee is the greater of the minimum permit fee of \$90 or \$2.70 per 1000 BTU / hour of appliance input.
6. The charges set out in Table 6 shall be payable where service is provided due to non-compliance with the Bylaw.

Table 6: Enforcement Fees

A notification charge where correspondence is sent to the owner or tenant.	\$25
An inspection charge where an inspection notice is issued to the tenant and owner.	\$60
Stop Work Order charge to notify the contractor and owner where a stop work order is issued by a Building Official.	\$60
Do Not Occupy Notice charge where a notice is posted and the owner is notified by a Building Official.	\$60
Legal notification charge or correspondence sent from a solicitor retained by the City to start legal action.	\$150
File review and building code analysis charge where a Building Official reviews a file and completes a complex building code analysis to determine whether a building is safe.	\$200
Charge when work for which a permit is required is started before the permit has been issued.	Double the application and issuance fee.
Section 57 Notice filing fee for registration at the Land Title Office payable when the City sends the notice to the Land Title Office.	\$500

7. The fees and charges set out in Table 7 are applicable.

Table 7: Other Fees and Charges

Request	Fee/Charge Payment	Charges
Backflow preventers annual test form fee	When form is purchased	\$20 each
Occupant Load Confirmation	At time of request	\$100 minimum plus \$100 per hour, > one hour
After Hours Permit Processing or Inspections	Prior to permit issuance	\$120 per hour.
Voluntary Inspection of existing buildings or plumbing	At time of request	\$100 per hour
Re-inspection Fees	Prior to next inspection	
Third inspection		\$100
Fourth inspection		\$200
Fifth and subsequent inspections		\$400 each
Re-plan Check Fee where more than two plan check letters are sent or revisions are proposed	Prior to permit issuance	\$100 per hour
Permit Transfer Fee	Upon application	\$90
Permit Extension Fee	When requested	\$90

**SCHEDULE "E" Cont'd
Building Fees and Charges**

Table 7: Other Fees and Charges Cont'd

Request	Fee/Charge Payment	Charges
File search/comfort letter		
For single, single and suite or duplex residential building	When requested	\$110 per unit
Per parcel, unit or strata lot for buildings other than single residential	When requested	\$220 each for the first 5, \$100 each remaining
Alternate Solution fee per item	At time of application	\$400
Alternate Solution fee where the time required for review exceeds 4 hours	Prior to building permit issuance	\$100 per hour

Notes to Table 7 :

1. The minimum charge for after-hours permit processing is between one and four hours depending on when the work is scheduled.
2. Any applicable taxes will be required as additional charges.
3. A permit transfer fee applies when a building permit has been issued and is active with respect to a parcel of land and the registered ownership of the land is transferred. The new owner may obtain a revised building permit issued in the name of the owner upon payment of the transfer fee. The transferred building permit shall be deemed to have been issued on the date of the original issuance of the permit and to take effect from that date.
4. A land title search fee is applicable when required by the Building Official to confirm land ownership, legal descriptions, charges or encumbrances

SCHEDULE "F"
FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY
FEEs & CHARGES

Item	Fee	Comments
Freedom of Information and Protection of Privacy – Requests for Information:	Fees payable for requests made under the Freedom of Information and Protection of Privacy Act shall be made in accordance with Regulation 323/93 of the FOIPP Act, Schedule of Maximum Fees.	These fees are not subject to taxes.

Note:

1. The above fees do not apply to records routinely available for release. In the case of routinely released records, the applicable administrative fees apply (as outlined in Schedule A of this Bylaw.)

SCHEDULE "G"
Fire and Emergency Services
Fees & Charges

This Schedule to the Fees and Charges Bylaw implements fees and charges pursuant to the requirements of the current Fire and Emergency Services Bylaw

PERMITS:	Section of Fire Bylaw:	Fee/Charge:
Burning Permit	5.3(b)	\$50.00 non-refundable (per civic address)
Fireworks Permit	6.2	\$30.00
Pyrotechnics Permit	6.5	\$250.00 plus applicable taxes
Fuel Dispensing / Underground Tank Installation or Removal Permit	15.1(b)	\$200.00 plus applicable taxes

FEES AND CHARGES:		
Fire & Emergency Services Bylaw, No. 3880	Section:	Fee/Charge:
Contamination and Replacement of Equipment	3.9	Actual cost of replacement plus applicable taxes (Pricing sheet available from the Fire and Emergency Services Department). An administration fee of 15% will be added to the rates above.
Fire Investigation Fee Cost Recovery (where damage exceeds \$5000)	3.10	\$500.00 per fire investigation invoiced to the owner/insurance company.
Fire Incident Investigation Report (and photos if applicable)	n/a	\$180.00 per incident report
Motor Vehicle Accident/Incident Report	n/a	\$150.00 per incident report
Open Air Burning Prohibition	5.1	Fee for response due to non-compliance with respect to Section 5.1. a) Engine(s) - \$600.00 per hour/unit/Incident b) Quint(s) - \$1315.00 per hour/unit/Incident c) Rescue(s) - \$600.00 per hour/unit/Incident d) Special operation & trailer(s) - \$360.00 per hour/unit/incident e) Duty Chief(s) - \$180.00 per hour/unit/Incident.

		<p>Fee based on time spent for response/investigation by Fire Protective Services Personnel due to non-compliance with respect to Section 5.1.</p> <p>Fire Protective Services Captain(s) \$150.00 per hour/unit/incident.</p> <p>An administration fee of 15% will be added to the rates above.</p>
Fire & Emergency Services Bylaw, No. 3880	Section:	Fee/Charge:
Pyrotechnics - Fire Protection	6.8	<p>Current fire equipment and staffing cost recovery as approved by the Fire Chief.</p> <p>An administration fee of 15% will be added to the rates above.</p>
Premise – Board Up Fee	7.5	<p>Actual cost of service for Bylaw Enforcement, Fire and RCMP members.</p> <p>City will invoice costs for recovery. (Pricing sheet available from the Fire and Emergency Services Department)</p> <p>An administration fee of 15% will be added to the rates above.</p>
Attendance at Vacant or Un-occupied Premise	7.6	<p>Each time the City by its officers, employees, contracted RCMP, contractors, or agents enters on a parcel to inspect, in the exercise of the City's authority to regulate, prohibit or impose requirements under this Bylaw or another enactment or to attend at the parcel under Section 7, the owner must pay the City a fee of:</p> <p>a) \$250.00 per initial inspection (if premise is vacant); b) \$500.00 per initial inspection (if premise is occupied); c) an additional \$500.00 if the owner or occupier has failed to undertake action ordered by the Fire Chief, Council, or a person authorized under the bylaw to order the action; and d) \$500.00 for a special safety inspection.</p>
Failure to Provide Access for Fire Inspection	8.1	<p>\$150.00 for first occurrence; \$300.00 for second occurrence; and \$400.00 for third occurrence.</p>
Inspection / Re-inspection Fees	9.2	<p>\$150.00 for first occurrence; \$300.00 for second occurrence; and \$400.00 for third occurrence.</p>

Failure to Provide Current Contact Information	10.2	Fee for emergency response due to contact person not in compliance with respect to Section 10.3: a) Engine(s) - \$600.00 per hour/unit/incident; b) Quint(s) - \$1315.00 per hour/unit/incident; c) Rescue(s) - \$600.00 per hour/unit/incident; and d) Duty Chief(s) - \$180.00 per hour/unit/incident.
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Fire & Emergency Services Bylaw, No. 3880	Section:	Fee/Charge:
Review of Fire Safety Plan	11.1	\$200.00 plus applicable taxes.
Failure to Notify of Testing, Repair, Maintenance, Adjustment, or Alteration of Alarm System	12.4	\$500.00 per incident.
Failure to Obtain Permit for Underground Storage Tank Installation or Removal	15.1	\$500.00 plus applicable taxes, per day for each occurrence.

Note:

1. Any fees remaining unpaid at December 31st will be added to and form part of the taxes payable on the real property as tax in arrears.

SCHEDULE "H"
Cemetery Services
Fees & Charges

~~Fees Effective: August 1, 2015 February 25, 2022~~

A. PLOT FEES

		Resident	Non-Resident
1 a)	Single adult plot in Sections STA, STB, STE, STF, STG, STK, STL, STM, STN, STP or STQ	\$ 1,525,176 .00	\$ 3,660,231 .00
	Care Fund Contribution	\$ 733,509 73.00	\$ 1,760,402,160 .00
	Expansion Fund Contribution	\$ 675,507 82.00	\$ 1,621,201,875 .00
	License Fee	\$ 363,374 .00	\$ 363,374 .00
	Total	\$ 2,934,389 3.00	\$ 8,640,007,041 .60
b)	Single child plot in Section D	\$ 915,105 8.00	\$ 2,196,541 .00
	Care Fund Contribution	\$ 440,106 35.00	\$ 1,056,243 47.00
	Expansion Fund Contribution	\$ 405,306 9.00	\$ 972,721,124 .00
	License Fee	\$ 363,374 .00	\$ 363,374 .00
	Total	\$ 1,760,402,536 7.00	\$ 4,224,965,386 5.00
c)	Single infant plot in Sections C or CA	\$ 762,508 83.00	\$ 1,830,211 .00
	Care Fund Contribution	\$ 366,755 50.00	\$ 880,201,143 .00
	Expansion Fund Contribution	\$ 337,753 92.00	\$ 810,609 37.00
	License Fee	\$ 363,374 .00	\$ 363,374 .00
	Total	\$ 1,467,219 89.00	\$ 3,520,804 571.00
d)	Single cremation plot in Sections CR1, CR2, CR3, or CR4, or CR5	\$ 714,658 26.00	\$ 826,007 14.65
	Care Fund Contribution	\$ 271,504 39.00	\$ 271,504 39.00
	Expansion Fund Contribution	\$ 99,851 15.00	\$ 99,851 15.00
	License Fee	\$ 363,374 .00	\$ 363,374 .00
	Total	\$ 1,754,508 6.00	\$ 1,754,508 6.00
e)	Single niche in the columbarium niche section	\$ 1,970,277 .00	\$ 1,970,277 .00
	Care Fund Contribution	\$ 224,330 .00	\$ 224,330 .00
	Expansion Fund Contribution	\$ 311,270 .00	\$ 311,270 .00
	License Fee	\$ 363,374 .00	\$ 363,374 .00
	Total	\$ 2,464,329 2.00	\$ 3,292,246 4.00
f)	Care Fund Contribution for cremation ashes placed in a full burial plot	\$ 130,151 .00	\$ 130,151 .00
g)	Pedestal niche in the columbarium niche section	\$ 4,260,926 .00	\$ 4,260,926 .00
	Care Fund Contribution	\$ 520,643 .00	\$ 520,643 .00

Expansion Fund Contribution	\$ 420 487.00	\$420487.00
License Fee	\$ 363 374.00	\$363374.00
Total	\$ 5,200 6430.00	\$5,2006430.00

**SCHEDULE "H" Cont'd
Cemetery Services
Fees & Charges**

Fees Effective: August 1, 2015

A. PLOT FEES CONT'D

		Resident	Non-Resident
h)	Boulder Memorial and Granite Memorials	\$1, 200 388.00	\$1, 200 388.00
	Care Fund Contribution	\$ 145 209.00	\$ 145 209.00
	Expansion Fund Contribution	\$ 105 121.00	\$ 105 121.00
	License Fee	\$ 363 374.00	\$ 363 374.00
	Total	\$ 1,450 2,092.00-00	\$ 1,450 2,092.00

B. SERVICE CHARGES

1.	Opening and Closing for Burial	
a)	Adult Plot	\$1, 255 452.00
b)	Adult Plot with extra depth of grave to 2.4 m (8')	\$2, 510 904.00
c)	Child Plot (6 to 12 years old, inclusive)	\$ 941 1,089.00
d)	Infant Plot (5 years old and younger)	\$ 628 725.00
e)	Cremation Plot	\$ 490 567.00
f)	Cremation Plot with extra depth of grave	\$ 980 1,1354.00
g)	Scatterings	\$ 225 260.00
h)	Mandatory Care Fund Contribution	\$ 90 104.00
i)	Opening and closing for Columbarium between 2:00 pm and 4:00 pm on regular work days	\$ 276 285.00
j)	Opening and closing for Columbarium between on Saturdays, Sundays and Statutory holidays and after 4:00 pm on regular work days	\$ 550 567.00
2.	Opening and Closing for Exhumation	— Extra 100% of rate under B.1
3.	Opening and Closing for Burial between 2:00 pm and 4:00 pm on regular work days	— Extra 50% of rate under B.1
4.	Opening and Closing for Burial on Saturdays, Sundays and statutory holidays and after 4 pm on regular work days	Extra 100% of rate under B.1
5.	Opening and Closing for Exhumation on Saturdays, Sundays and statutory holidays and after 4:00 pm on regular work days	Extra 200% of rate under B.1

**SCHEDULE "H" Cont'd
Cemetery Services
Fees & Charges**

6.	Installation of memorial (incl. care fund contribution of \$ 18,24 .00 except for columbarium, pedestal niche and scattering garden.	\$ 200333 .00
7.	Max 3 line inscription (\$ 247,5087 .00) and installation (\$ 2487.50 0) of memorials for columbarium or pedestal niche (includes care fund contribution of \$ 5564 .00)	\$ 5506378 .00
8.	Max 3 line inscription (\$ 126146 .00) and installation (\$ 1246 .00) of memorials for scattering garden (includes care fund contribution of \$ 2834 .00)	\$ 2803276 .00
9.	Removal and reinstallation of memorials	\$ 20033 .00

C. GOODS

1.	Concrete Grave Liner	\$ 630728 .00
2.	Cremated Remains Liner	\$ 86100 .00
3.	Transfer of License Fee	\$ 10521 .00
4.	Niche Vase	\$ 16087 .00
5.	Columbarium or Pedestal for Niche Marker	\$ 550637 .00
6.	Engraving of second name on columbarium or pedestal niche (maximum 2 lines)	\$ 280322 .00
7.	License Fee	\$ 32574 .00
8.	Engraving of extra line on columbarium, pedestal niche or memorial book	\$ 8170 .00
9.	Marker Base	\$ 12544 .00
10.	Photo Plaque Charge	\$ 30047 .00

SCHEDULE "I"
Soil Deposit
Fees & Charges

Item	Fee	Comments
Application Fee	\$150.00	
Renewal Fee	\$100.00	
Transfer Fee	\$100.00	

Note:

1. All fees are exclusive of tax, which will be added, if applicable.

SCHEDULE "J"
Filming
Fees & Charges

Item	Fee	Comments
Film permit fee	\$750	
Film permit fee (student)	\$10	
Use of City Hall	\$1200/day	Based on 12 hour day
Use of Cemetery	\$1500/day	Regular weekday rate
	\$3000/day	Weekend/statutory holiday rate
Use of City park	\$500/day	
Use of City parking lot	\$500 /day	
Use of City street	\$150/block/day	
Use of City staff services	Billed for actual cost of service	
Road/Lane Closures		
Use of Fire & Emerg. Services Dept. services	Current charge rate billed at cost	
<u>Regular Time</u>	<u>\$77.20 per hour</u>	
<u>1.5 Overtime</u>	<u>\$115.80 per hour</u>	
<u>2.0 Overtime</u>	<u>\$154.40 per hour</u>	
Use of RCMP	Current charge rate billed at cost	
Refundable damage deposit	\$5,000 per facility permitted to be used	

Notes:

1. All fees are exclusive of tax, which will be added, if applicable.
2. An administration fee of 15% will be added to the above rates.

SCHEDULE "K"
Subdivision and Engineering Development
Fees & Charges

Item	Fee	Comments
Site Profile Application	\$100.00	
Strata Title Conversion per strata lot to be created	\$1000.00 plus \$200.00 per lot to maximum \$5000.00	
Strata Title Conversion application renewal	50% of conversion fee to a maximum of \$2500	
Subdivision Application – Phased Strata	\$1000.00	
Subdivision Application – first four lots	\$1000.00	
Subdivision Application – each additional lot	\$250.00	

Note:

1. All fees are exclusive of tax, which will be added, if applicable.

SCHEDULE "L"

Controlled Substance Nuisance Fees & Charges

This Schedule to the Fees and Charges Bylaw implements fees and charges pursuant to the requirements of the current Controlled Substance Nuisance Bylaw

INSPECTION SERVICES	
Safety Inspection	\$6,500.00
Repost Do Not Occupy notice	\$250.00
Disconnect water distribution system	\$500.00
Reconnect water distribution system	\$100.00
Re-inspect and reseal water distribution system after alteration or tampering	\$500.00
Restoration Inspection	\$2,000.00
Each additional Restoration Inspection before removal of Do Not Occupy notice	\$250.00
Extension of time period to complete work	\$100.00
Register section 57 notice against land title	\$300.00

FIRE SERVICES	
Engine	\$600.00 per hour
Quint Device	\$1,315.00 per hour
Rescue vehicle	\$600.00 per hour
Special operations trailer	\$360.00 per hour
Fire Inspection vehicle	\$150.00 per hour
Duty Chief – per member	\$180.00 per hour

POLICE SERVICES	
Police Officer Services	
Dismantling – per member	
• Regular Time	\$77.20 per hour
• 1.5 Overtime	\$115.80 per hour
• 2.0 Overtime	\$154.40 per hour
Drug Disposal – per member	
• Regular Time	\$77.20 per hour
• 1.5 Overtime	\$115.80 per hour
• 2.0 Overtime	\$154.40 per hour
Exhibit Custodian Services	
Drug Disposal	
• Regular Time	\$41.40 per hour
• 2.0 Overtime	\$82.80 per hour

SCHEDULE "L" Cont'd
Controlled Substance Nuisance Fees & Charges

Equipment Disposal	
• Regular Time	\$41.40 per hour
• 2.0 Overtime	\$82.80 per hour

Member cancellation procedures
If a member is cancelled when at the office/or work site, a minimum 3 hours call-out plus private vehicle mileage/meal;
If a member is called at home within 24 hours of the scheduled overtime and cancelled, a 3 hour overtime charge will be applied;
3 hour overtime charge will be applied for the Traffic NCO's time to arrange/cancel scheduled members.

OTHER INSPECTION SERVICES	
Building Inspector	
• Regular Time	\$60.00 per hour
• 1.5 Overtime	\$90.00 per hour
• 2.0 Overtime	\$120.00 per hour
• Call Out	\$500.00 per call out
Bylaw Enforcement Officer	
• Regular Time	\$60.00 per hour
• 1.5 Overtime	\$90.00 per hour
• 2.0 Overtime	\$120.00 per hour
• Call Out	\$400.00 per call out

OTHER SERVICE FEES	
Supplementary services provided under the current Controlled Substance Nuisance Bylaw	Actual costs
Administrative surcharge	15% of total fees

SCHEDULE "M"
Animal Control ~~Bylaw~~Services
Fees & Charges

Dog Licence Fees	Paid by February 1	Paid after February 1
Dog less than six months of age at application	No charge	No charge
Spayed or neutered Dog	\$32.00	\$47.00
Intact Dog	\$80.00	\$95.00
Certified Guide/Assistance Dog	No charge	No charge
Aggressive Dog	\$115.00 95.00	\$115.00 95.00
Dangerous Dog	\$500.00	\$500.00
Kennel Licence	\$100.00	\$100.00
Lost tag replacement	No charge	No charge
Transfer of valid dog licence	No charge	No charge

Note: Early discount rates apply to: a) newly-acquired Dogs if licensed within one month of acquisition; b) newly-arrived Dogs if licensed within one month of arrival; c) Dogs that have attained the age of six months within one month of application.

Impoundment Fees	First	Subsequent
Licensed Dog	\$75.00	\$100.00
Unlicensed Dog	\$150.00	\$200.00
Aggressive Dog	\$250.00	\$500.00
Dangerous Dog	\$500.00	\$1000.00
Cat	\$50.00	\$100.00
Other Animal	\$50.00	\$100.00

Daily Board Fees	
Licensed Dog	\$20.00
Unlicensed Dog	\$25.00
Aggressive Dog	\$30.00
Dangerous Dog	\$30.00
Cat	\$10.00
Other Animal	\$25.00

Adoption Fees	
Mature Dog	\$200.00
Puppy	\$250.00
Senior Dog	\$150.00
Cat	\$110.00
Kitten	\$135.00
Other Animal	\$50.00

Note: Impoundment, and Daily Board, and ~~Adoption Fees~~ are subject to G.S.T.

SCHEDULE "N"

Property Standards and Nuisance Abatement Fees & Charges

This Schedule to the Fees and Charges Bylaw implements costs referred to in Section 7 and 10 of the Property Standards and Nuisance Abatement Bylaw No. 4190 and are determined in part by a flat fee for each separate attendance, time spent and equipment used by individuals involved in the abatement of a nuisance. They are calculated in part by multiplying average hourly rates and vehicle costs.

	INSPECTION FEES
Bylaw Enforcement Officer	\$300.00
RCMP	\$300.00
Fire Inspector	\$300.00
Building Inspector	\$300.00
** An administrative fee of 15% will be added to the rates above	

FOR OFFICE USE ONLY: DATE:

PERMIT #:

APPLICATION FOR HIGHWAY ENCROACHMENT PERMIT

The [Port Coquitlam Highway Use Bylaw 2018, No. 4033](#), wishes to ensure the safe and orderly use of highways within the boundaries of the City. As per section 124 of the *Motor Vehicle Act* and section 36 of the *Community Charter*, the City of Port Coquitlam is authorized to regulate traffic and use of the highways.

A Highway Encroachment Permit is needed for the use of a highway for private uses, including sidewalk cafes, newspaper boxes, temporary storage containers, construction trailers, and street furniture for up to 5 years; and other such forms of permits as determined by the Engineer.

For more information, visit www.portcoquitlam.ca/business .

TO BE COMPLETED BY APPLICANT

I/ We hereby make application for a Highway Encroachment Permit. In consideration of the acceptance of my application, I/We hereby agree as follows:

1. **TO WAIVE ANY AND ALL CLAIMS** that I/we have or may in the future have against the City of Port Coquitlam and its elected officials, directors, employees, officers, agents, representatives, contractors, successors, assigns and volunteers (collectively, the "CITY"), and **TO RELEASE THE CITY** from any and all liability for any loss, damage, expense or injury including death that I/we may suffer arising out of a Permit, if issued, whether foreseen or unforeseen, **DUE TO ANY CAUSE WHATSOEVER, INCLUDING NEGLIGENCE, BREACH OF CONTRACT, OR BREACH OF ANY STATUTORY OR OTHER DUTY OF CARE, INCLUDING ANY DUTY OF CARE OWED UNDER THE OCCUPIERS LIABILITY ACT ON THE PART OF THE CITY. I/WE UNDERSTAND THAT NEGLIGENCE INCLUDES THE FAILURE ON PART OF THE CITY TO TAKE REASONABLE STEPS TO SAFEGUARD OR PROTECT ME/US FROM THE RISKS, DANGERS AND HAZARDS REFERRED TO ABOVE;**

2. **TO HOLD HARMLESS AND INDEMNIFY THE CITY** against all claims, liabilities, judgments, costs (including legal fees on a solicitor/client basis), and expenses of whatever kind, which may in any way accrue against the City in consequence of, and incidental to, the granting of this Permit, if issued; and

3. *This Release and Indemnity survives the expiration of the Permit, if issued, and shall be effective and binding upon my heirs, next of kin, executors, administrators, assigns and representatives, in the event of my death or incapacity.*

Applicant Name: _____ Application Date: _____

Applicant Address: _____

Applicant Phone: _____ Applicant Email: _____

SITE INFORMATION

Civic Address(es) of Encroachment Site: _____

Partial Legal Description: Lot # _____ Plan # _____

Describe the work to be done: _____

Dates from: _____ To: _____ Or Duration: _____ months

ENCROACHMENT PURPOSE

Construction Related	Other
<input type="checkbox"/> Construction Trailer/Garbage Bin <input type="checkbox"/> Construction Work/Excavation <input type="checkbox"/> Crane <input type="checkbox"/> ESC Equipment <input type="checkbox"/> Soil Anchors <input type="checkbox"/> Temporary Storage Containers	<input type="checkbox"/> Aerial <input type="checkbox"/> Awning/Canopy/Balconies <input type="checkbox"/> Newspaper Box <input type="checkbox"/> Patio Table(s) and Chair(s) <input type="checkbox"/> Sign <input type="checkbox"/> Structure (building, retaining wall, fencing etc.) <input type="checkbox"/> Other: _____

APPLICATION REQUIREMENTS

- Completed Application form
- Application Fee [Fees and Charges Bylaw Schedule B](#)
- Scaled drawing(s) illustrating the property lines and encroachment area

Note: For excavation, the drawing must show top and bottom of cuts in plan and cross-sectional view; support to property encroaching pavement, utilities, (City & private) and access point. Submit a detailed methodology of working and supporting ground to ensure stability during construction & after backfill. All documents are to be stamped and certified by a Professional Engineer.

The application will be reviewed and potential impact on the City’s highway(s) and boulevard(s) will be determined. The City will provide the applicant with an assessment of the fees, deposits, insurance requirements and an agreement to sign. A Highway Use Permit including the associated fees and security deposit is required before an encroachment agreement is issued.

APPLICANT ACKNOWLEDGEMENT

I declare that the above and attached information is correct and that I am aware of the terms and conditions of the [Highway Use Bylaw, 2018, No. 4033](#), and will abide by the regulations and requirements imposed by the said bylaw and any permit issued to me in connection with the proposed highway use operation.

I have fulfilled the complete application requirements, and agree to pay any additional costs incurred by the City for services in processing the application.

Authorized Signature: _____ Date: _____

Print Name: _____

Note: Personal information entered on this form is collected under the authority of the Local Government Act and will only be used for Encroachment Permit purposes. Records and information collected as part of the Encroachment Application process is a public record and is subject to the Freedom of Information and Protection of Privacy Act (FOIPPA). If you have any questions or concerns about how your information will be used, contact the Corporate Office at 604.927.5212 or corporateoffice@portcoquitlam.ca

Encroachment Procedures

The application will be reviewed and potential impact on the City's highways and boulevards will be determined. Consideration will only be given to encroachments that do not pose potential health and safety hazards and there is not physical area remaining on private property. Sales trailers are not permitted on the City's highways and boulevards. Upon approval from the Director of Engineering and Public Works or designate, the applicant is to enter into an authorizing agreement with the City in accordance with the Highway Use Bylaw, 2018, No. 4033.

ANNUAL FEE(s):

1. For excavation work, no annual fee is required.
2. For the placement of a construction trailer/garbage bin, etc., the fee is \$250.00 per month (pro-rated).
3. For use of City land, the fee will be based on the per square foot value of the Land(s), as follows:
 - a. The per square foot value of the Land(s) will be calculated based on the square footage and the annual assessment for the Land(s), as determined in the most recent assessment pursuant to the BC Assessment Act.
 - b. The per square foot value of the Land(s) calculated in (a) will then be multiplied by the square footage of the encroachment area.
 - c. The annual fee will be the amount equal to 5% of the amount calculated in (b), provided that the minimum annual in case shall be \$100.00

DEPOSIT:

The Licensee shall deposit as security, the amount sufficient to repair and maintain the encroachment area, as approved by the Director of Engineering & Public Works or designate.

For soil anchors, the deposit is calculated based typically on \$1,500 per anchor.

INSURANCE:

The Licensee shall maintain at its' sole expense comprehensive general liability insurance of no less than \$5,000,000 per occurrence and shall name the City as an additional insured as outlined in the Encroachment Agreement. The City certificate of insurance (COI) template shall be used.

OTHER CITY POSSIBLE REQUIREMENTS MAY INCLUDE:

- Video utilities before and after excavation work
- Temporary sidewalk
- Other: _____

Additionally:

1. The Encroachment area must be kept in a clean and graffiti-free state, any accumulation of filth, mildew, dust, dirt or graffiti is to be removed promptly within 72 hours or within a time agreed to with the City.
2. Confirm location of existing utilities and ensure a minimum 2.0 m separation is maintained between existing utilities and excavation.
3. All anchor material within 3.0 m of finished grade MUST be removed. Any anchor material below 3.0m of finish grade may be left in the ground and the security is completely refunded provided that:
 - a. The anchor is not within a radius of 2.0m from the outside edge of ANY existing utility (this may include Metro Vancouver, City of Port Coquitlam, Hydro, Tel-Com, gas) and;
 - b. The anchor is not above ANY existing utility (this may include Metro Vancouver, City of Port Coquitlam, Hydro Tel-Com, gas). "Above" is defined as a vertical line drawn at a 1.0m horizontal distance from the outside edge of any existing utility.
4. Any remaining shotcrete within the City's road allowances and ROW's must be at least 1.5m below finish grade. In addition, the shotcrete must be at least 1.0m away from any utilities (either existing or proposed connections, etc.) and cannot be above any utilities (either existing or proposed)
5. Removal of encroachment to be witnessed by a City of Port Coquitlam inspector and work to be certified by a professional engineer as determined by the Director of Engineering and Public Works or designate.
6. All restoration work shall be according to the City's latest subdivision servicing bylaw. Certification by a professional engineer as directed by the Director of Engineering and Public Works or designate.

Dog Licence Comparison Fees

Municipality	Paid by Early Deadline		Paid after Early Deadline		Aggressive	Dangerous	License at Age (months)
	Intact	Spayed or Neutered	Intact	Spayed or Neutered			
City of Port Coquitlam	\$80.00	\$32.00	\$95.00	\$47.00	\$115.00	\$500.00	6
City of Coquitlam	\$57.00	\$28.00	\$74.00	\$45.00	Aggressive Intact-\$85.00 Spayed/Neutered-\$40.00 Vicious Intact-\$120.00 Vicious S/N \$75.00	-	6
City of Langley	\$70.00	\$35.00	\$90.00	\$45.00	\$225.00	\$450.00	4
City of Maple Ridge	\$52.00	\$25.00	\$68.00	\$41.00	\$200 \$270 (after early deadline)	-	4
City of New West	\$65.00	\$25.00	\$85.00	\$35.00	-	-	-
City of Pitt Meadows	\$50.00	\$20.00	\$65.00	\$35.00	\$ 150.00	\$300.00	6
City of Port Moody	\$70.00	\$45.00	\$78.00	\$50.00	Aggressive \$258 Vicious \$530	\$515.00	6
City of Surrey	\$80.00	\$50.00	\$80.00	\$50.00	Aggressive \$150 Vicious \$227	\$567.00	3