




Appendix A: **Implementation + Monitoring Framework**

Implementation Process

The Housing Action Plan is action-oriented and provides clear direction for implementation. Actions have been prioritized by analyzing their level of complexity, resources required, and level of impact on addressing housing challenges. The prioritization framework is outlined below:

Phase	Priority Level	Implementation Timeline
Phase 1	High	2022 – 2025
Phase 2	Medium	2025 – 2028
Phase 3	Low	2028 +

It is intended that all actions identified in this document will be initiated within a 10-year timeframe. Additionally, it is intended that Phase 1 be completed within three years of the Plan's adoption, with actions being undertaken concurrently where feasible. The actual pace of implementation is largely determined by resources available through Council for additional staff positions and other consultant studies.

 Scaling up organizational capacity is required for the timely implementation of Phase 1 actions (See Action 27).

Action Phasing



Action Number	Action
★ 27	Scale up City of Port Moody’s organizational capacity to meet growing demand.
4	Review and update the Affordable Housing Reserve Fund (AHRF) to optimize impact.
8	Develop a Secure Market Rental Housing Policy to encourage the expansion of Port Moody’s purpose-built rental stock.
9	Review and update Tenant Relocation Policy.
16	Encourage townhouse development.
19	Establish minimum unit sizes in multi-unit developments to improve livability.
20	Explore options to improve housing accessibility for all ages and abilities.
24	Advocate to the Union of British Columbia’s Municipalities (UBCM) for BC Assessment to support affordability through its treatment of bonus density and pre-zoning, and to explore land value taxation.
25	Advocate to UBCM for the Provincial government to allow for variable property taxation rates.
26	Advocate to UBCM for the Provincial government to increase renter protections and supports.
29	Establish policy expectations and adhere to them to ensure clarity, fairness, and consistency between development projects.
32	Support with the implementation of the Aboriginal Housing Management Association (AHMA) Indigenous Housing Strategy.



Action Number	Action
1	Expedite the creation of non-market housing built and funded by senior governments and non-profit housing partners.
2	Offer clear and consistent incentives for developments with non-market housing.
3	Create guidelines and policies for the strategic use of city-owned land for affordable housing.
5	Support new co-operative and community land trust housing models in Port Moody.
6	Evaluate impacts of Affordable Homeownership programs and establish policy priorities.
11	Explore a rental retrofit pilot program to encourage renewal of existing purpose-built rental.
12	Reduce the experiences of energy poverty in Port Moody.
14	Develop a Standards of Maintenance Bylaw to ensure that rental accommodations are maintained to basic and minimum standards including being free from hazard and are property maintained in conformity with accepted health, fire, and building requirements.
15	Develop a Missing Middle Housing Policy, with accompanying Zoning Amendments and Design Guidelines.
23	Consider opportunities to expand public areas and open space in densifying areas.
28	Facilitate streamlining the development approvals process by undertaking city-wide analyses to reduce the need for repetitive individual site assessments (such as floodplain or seismic assessments).
30	Undertake public engagement and communications campaign to improve understanding of a healthy housing continuum.
31	Convene and collaborate with the Affordable Housing sector.



Action Number	Action
7	Focus on homelessness prevention and understanding level of risk.
10	Update Rental Replacement policy.
13	Explore the creation of a Short-Term Rental Business Licensing Bylaw.
17	Develop Neighbourhood Level Family Friendly and Livability Policies.
18	Enhance Family Friendly Units Policy outcomes and develop accompanying Design Guidelines.
21	Update the Detached Accessory Dwelling Unit policy to expand opportunities for new laneway homes.
22	Consider allowing lock off suites or flexible housing forms in houseplexes, and townhomes where layout of units can change depending on family needs.

Monitoring + Evaluation Process

The following process will ensure the City of Port Moody maintains a clear understanding of the local housing context, by monitoring trends, identifying emerging issues, and collecting and reporting up to date information:

- Housing Strategy Biannual Progress Reports; and
- Housing Needs Report Updates.

HOUSING ACTION PLAN REPORT UPDATE

The report will be prepared for Council every two years, outlining progress on specific actions, presenting housing data to demonstrate how many units have been completed in comparison to the targets, as well as reporting progress made towards outcomes-based indicators. The reports are intended to be concise, and to identify opportunities for Council's consideration of how to support implementation through direction, advocacy, and additional resources.

In addition to the Housing Targets, key indicators will be included in this report:

- Non-market housing waitlist numbers (available through BC Housing);
- Geographic distribution of new units; and
- Market trends, including vacancy rates, benchmark sales prices, and inventory levels.

HOUSING NEEDS REPORT UPDATES

The City of Port Moody's Housing Needs Report was completed in 2021 and outlined key housing needs and gaps which are addressed by this Housing Action Plan. Provincial legislation requires Housing Needs Reports to be updated every five years. The Census of population data for the year of 2021 is being released throughout 2022 and was not available to inform the Housing Action Plan. It is recommended that the Housing Needs Report be updated in 2023, and 2027, in order to comply with legislation and keep the Plan relevant with the most up to date information.