

Priority Review Policy for Non-Profit Housing

1. Purpose

To support the timely and efficient delivery of non-market housing by establishing a process for prioritizing eligible development and building permit applications. This will increase project viability and affordability, and help applicants secure external funding by aligning approval processes with funding timelines.

2. Policy

The City of Coquitlam will apply facilitated application review measures to provide priority processing and permit issuance for eligible non-profit housing projects. This policy outlines eligibility criteria and the mechanisms staff will use to prioritize and streamline non-market housing applications from pre-application through to occupancy.

3. Scope

This policy applies to development applications and building permit applications for eligible non-profit housing projects.

4. Definitions

- *Non-Profit Housing Society* – Means an organization whose mandate is to operate and/or develop affordable accommodation for households with low to moderate incomes.
- *Non-Market Housing* – As defined in the *Zoning Bylaw*.
- *Private Developer* – Means a property owner whose primary business is developing market-rate housing.
- *Public Housing Body* – Means the Provincial Rental Housing Corporation or BC Housing, Metro Vancouver Housing Corporation, Fraser Health Authority, Canada Mortgage and Housing Corporation, and any future federal or provincial entity whose mandate includes affordable housing delivery.
- *Registered Charity* – Means an organization that is a registered charity under the *Income Tax Act*.

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5. Project Eligibility

Applications eligible for this policy are applications where:

- a) The property owner or lessee is a non-profit housing society, registered charity or public housing body proposing non-market housing; or
- b) The proposed project is a partnership between a non-profit housing society, registered charity or public housing body, and a private developer where less than 50% of gross floor area is owned/operated by the private developer.

6. General Components and Procedures

Initial Intake and Confirming Eligibility

- 6.1 Applicant initiates inquiry to confirm eligibility with staff.
- 6.2 Development Planning and Development Servicing provides guidance to the inquirer, in consultation with utility and transportation groups, on high-level off-site servicing aspects of their concept.
- 6.3 Staff confirms preliminary support for priority processing and provides a Priority Review Applicant Commitment Letter. The Letter outlines the City's expectations and necessary response times the applicant needs to adhere to in order to support the successful expediting of the application.
- 6.4 An application will receive priority processing in accordance with this policy after a complete pre-application is submitted, inclusive of a signed Priority Review Applicant Commitment Letter.

Project Facilitator and Enhanced Applicant Support

- 6.5 A designated Project Facilitator will be assigned to the project. The Project Facilitator will:
 - i) Be a manager-level staff person who will provide continuous project support, enabling expedited processing and issue resolution.
 - ii) Assist with facilitation across all phases of the application process, from inquiry through to receipt of occupancy certificate.
 - iii) Supervise and support the File Manager responsible for day to day administration and processing of the development application.
 - iv) Chair regular meetings between the applicant and relevant City departments.
 - v) Exercise judgement and discretion to resolve conflict between City policies or, where necessary, escalate issues to senior leadership groups for resolution.

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- 6.6 Applicants will receive enhanced staff support through increased touchpoints and troubleshooting throughout the application process, such as:
- i) Fast response times, with non-market projects designated for priority response.
 - ii) Regular meetings with representatives from relevant City groups.
 - iii) Rapid issue escalation to department leadership groups where required.

Pre-Application and Development Application Phase Support

- 6.7 Where development application intake queues exists, the application will be prioritized ahead of other applications not considered priority projects.
- 6.8 The File Manager will liaise with other departments and confirm who the designated senior representatives are from relevant referral groups, including but not limited to, development servicing, transportation, urban design and utilities. Designated representatives should:
- i) Have experience with projects involving non-profit housing.
 - ii) Be empowered to make decisions necessary to effectively prioritize and expedite the development application process.
- 6.9 Early and detailed review of engineering requirements will be undertaken by staff to identify potential high impact requirements.
- 6.10 The File Manager will pro-actively communicate potential design, legal, zoning and/or engineering issues as they emerge rather than waiting to issue a finalized review letter.
- 6.11 Where appropriate and deemed necessary, and to enhance project readiness for funding deadlines, staff can consider deferring certain requirements to the building permit stage, subject to necessary legal agreements.
- 6.12 Where queues exist for Council meeting agendas, the application will receive priority scheduling.
- 6.13 Increased flexibility in non-essential design requirements provided livability and safety are maintained.

Building Permit Review

- 6.14 Permit early or parallel Building Permit submission to reduce project timelines.

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6.15 Priority review timelines once a completed application is received and maintain priority status through all permit review phases.

Fee Waivers

6.16 The following City fees will be waived for projects that meet the eligibility type outlined in 5 (a):

- i) Enquiry meetings related to a development application or building permit submission.
- ii) Pre-Application Review.

7. Authority

Authority for this Policy was granted by the City of Coquitlam Council on [Insert Date].

8. Effective Date

January 1st 2026.

9. Review

This policy shall be reviewed as required in response to changes in housing policy, development approval processes, or senior government program alignment.

10. Approval History

Date Approved/Revised	Approved By	Resolution Number
<i>October 20, 2025</i>	<i>Council</i>	<i>NA</i>

11. Other Related Policies or Procedures

- Development Application Procedures Bylaw
- Fees and Charges Bylaw
- Zoning Bylaw

12. Policy Status

This policy is:

X Available on request to the public

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