



## HOUSING TARGET PROGRESS REPORT FORM

Housing Targets Branch  
BC Ministry of Housing and Municipal Affairs

### PURPOSE

Municipalities will use this form to complete the requirements for progress reporting under the [Housing Supply Act](#) (Act). The information provided will be evaluated to determine whether targets have been met or satisfactory progress has been made toward meeting targets.

### REPORT REQUIREMENTS

The report must contain information about progress and actions taken by a municipality to meet housing targets as identified in the Housing Target Order (HTO).

The progress report must be received in a meeting that is open to the public and by Council resolution within 45 days after the end of the reporting period.

Municipalities must submit this report to the minister and post it to their municipal website as soon as practicable after it is approved by Council resolution.

### ASSESSMENT

The Housing Targets Branch evaluates information provided in the progress report based on Schedule B - Performance Indicators in the HTO. If targets have not been met and satisfactory progress has not been made, the Minister may initiate compliance action as set out in the Act.

### REPORT SUBMISSION

Please complete the attached housing target progress report form and submit to the Minister of Housing at [Housing.Targets@gov.bc.ca](mailto:Housing.Targets@gov.bc.ca) as soon as practicable after Council resolution.

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



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<b>Section 1: MUNICIPAL INFORMATION</b>	
<b>Municipality</b>	District of Central Saanich
<b>Housing Target Order Date</b>	July 1, 2024
<b>Reporting Period</b>	July 1, 2024 – December 31, 2024
<b>Date Received by Council Resolution</b>	To be added once approved
<b>Date Submitted to Ministry</b>	To be added once submitted
<b>Municipal Website of Published Report</b>	To be added once published
<b>Report Prepared By</b>	<input checked="" type="checkbox"/> Municipal Staff <input type="checkbox"/> Contractor/External
<b>Municipal Contact Info</b>	Jarret Matanowitsch Director of Planning and Building Services <a href="mailto:Jarret.Matanowitsch@csaanich.ca">Jarret.Matanowitsch@csaanich.ca</a> 250-544-4214
<b>Contractor Contact Info</b>	<input checked="" type="checkbox"/> N/A (name, position/title, email, phone)

<b>Section 2: NUMBER OF NET NEW UNITS</b>				
Record the number of new net housing units delivered during the reporting period, and cumulatively since the effective date of the HTO. Net new units are calculated as completions (occupancy permits issued) minus demolitions. <u>Legalizing existing unpermitted secondary suites or other housing types does not count toward completions.</u>				
<b>Section 8 must be completed if a housing target has not been met for the reporting period.</b>				
	<b>Completions</b> (Reporting Period)	<b>Demolitions</b> (Reporting Period)	<b>Net New Units</b> (Reporting Period)	<b>Net New Units</b> (Since HTO Effective Date)
<b>Total</b>	304	0	304	304

<b>Section 3: NUMBER OF HOUSING UNITS BY CATEGORY AND TYPE</b> (Unit Breakdown Guidelines)				
Record the number of housing units in each category below for the reporting period and cumulatively since the effective date of the HTO. Definitions are provided in the endnote.				
	<b>Completions</b> (Reporting Period)	<b>Demolitions</b> (Reporting Period)	<b>Net New Units</b> (Reporting Period)	<b>Net New Units</b> (Since Effective HTO Date)
<b>Units by Size</b>				
Studio	23	0	23	23
One Bedroom	171	0	171	171
Two Bedroom	72	0	72	72

Three Bedroom	37	0	37	37
Four or More Bedroom <sup>1</sup>	1	0	1	1
<b>Units by Tenure</b>				
Rental Units <sup>2</sup> – Total	248	0	248	248
Rental – Purpose Built	246	0	246	246
Rental – Secondary Suite	2	0	2	2
Rental – Accessory Dwelling	0	0	0	0
Rental – Co-op	0	0	0	0
Owned Units	56	0	56	56
<b>Units by Rental Affordability</b>				
Market	296	0	296	296
Below Market <sup>3</sup> - Total	8	0	8	8
Below Market - Rental Units with On-Site Supports <sup>4</sup>	0	0	0	0

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

**A)** Describe applicable actions taken in the last 12 months to achieve housing targets, in line with the Performance Indicators in the HTO. Each entry should include a description of how the action aligns with achieving the housing target, the date of completion, and links to any publicly available information. For example:

- Streamlined development approvals policies, processes or systems.
- Updated land use planning documents (e.g., Official Community Plan, zoning bylaws).
- Updated Housing Needs Report.
- Innovative approaches and/or pilot projects.
- Partnerships (e.g., BC Housing, CMHC, or non-profit housing organizations except First Nations – see Section 4 B).
- Other housing supply related actions.

**Action 1: Modernized [Online Application Permitting](#) – January 2024**

The District has transitioned to an online permit application (eApply), which allows the submission of digital applications, documents, and plans. This web-based tracker offers a more efficient and streamlined building permit application process to the community and developers and assists staff to collect application information directly from the internal tracker.

This online portal is connected with the District's permit database (Tempest) so that applicants can directly submit the building permit applications online. The eApply online services have enhanced communication and collaboration both internally and externally to improve permit review time, transparency and up-to-date information for the applicant and community. Currently, all Building and Plumbing Permits are available for online submissions, and all Building Inspections can be booked online, and the District is currently in the process of launching online planning application services in the near future.

**Action 2: [Development Approval Process and Efficiencies](#) – January 22, 2024**

The District has updated the [Development Applications Procedures Bylaw](#) and the Council Policy – Development Applications Process, amended the [Delegation of Authority Bylaw](#), and established an updated [Public Notice Bylaw](#), with the purpose of addressing Phase 1 of the District's "Provincial Housing Legislation Summary and Implementation Plan" for development approval process efficiency and alignment with the provincial legislation.

**Action 3: Introducing the [Priority Application Policy](#) – January 22, 2024**

A Draft Priority Application Policy has been introduced to Council, with the purpose of prioritizing the processing of development applications that would result in more non-market housing or applications increasing the supply of housing that specifically address housing gaps as identified in the most recent Housing Needs Assessment report (2020). Consideration of the [Draft Priority Application Policy](#) is deferred to June of 2025.

**Action 4: Zoning Amendments: [Small-Scale Multi Unit Housing \(SSMUH\) Bylaws and Regulations](#) – June 24, 2024**

As of June 24, 2024, the zoning bylaw was amended for residential lots [inside](#) and [outside](#) the Urban Containment Boundary.

According to the [Bylaw inside the Urban Containment Boundary](#), single-family or duplex lots are permitted to build three or four dwelling units in most areas, in line with Provincial requirements. Certain properties along main corridors in the District are permitted four, six, or eight units depending on lot size, exceeding Provincial requirements. To achieve the requirements outlined by Bill 44, the current residential zones have been replaced with two new [Residential Neighbourhood](#) and [Residential Corridor](#) zones.

To meet the Provincial mandate Outside the Urban Containment Boundary, Secondary Suites or Detached Accessory Dwellings are permitted on Rural and Agricultural zoned lots.

**Action 5: [Interim Housing Need Report](#) – September 9, 2024**

Staff have calculated the number of housing units needed in the District, based on the standardized Housing Needs Report (HNR) Method<sup>1</sup> by the Province, and provided a [staff report](#) along with the Interim HNR to Council on September 9, 2024. The Interim Housing Need Report is publicly available, and currently submitted to the Province.

<sup>1</sup> <https://hart.ubc.ca/bc-hnr-calculator/>

**Action 6: Application to CMHC Housing Accelerator Fund (HAF) Grant**

The District has applied for the CMHC HAF in 2024 (for the second round<sup>2</sup>). The Action Plan prepared for HAF consists of eight initiatives to increase housing supply over the next 3 years. These initiatives are anticipated to support approximately 599 additional housing units by 2027, collectively. This includes 30 additional units of single-family housing, 239 units of missing middle housing, and 289 of multi-family housing. Additionally, 20% of new units are anticipated to be affordable.

**Action 7: Expanding [Accessory Dwelling Units in Agricultural and Rural Areas](#) – November 4, 2024**

The District is considering draft bylaws and recommendations regarding expanding the opportunity for accessory dwelling units on agricultural and rural zoned lots, including lots within the Agricultural Land Reserve (ALR). This bylaw [was adopted by Council on January 13, 2025](#), and would permit up to 3 dwelling units on properties 1 ha or larger.

As 61% of the District is designated as the Provincial Agriculture Land Reserve (ALR), this Bylaw would provide the opportunity for additional housing on ALR lands in accordance with Agricultural Land Commission (ALC), District regulations and the proposed development permit guidelines.

**Action 8: [Official Community Planning \(OCP\) Land Use Designations Capacity Analysis \(Bill 44 Alignment\)](#) – December 2024 – Ongoing**

The District's OCP was updated in 2023, prior to the BC Bill 44 mandates for the local government being established, however, increasing and diversifying the housing stock through [infill housing](#) and densification policies were already included in the District's housing strategy, at the time.

The District is reviewing the current OCP (2023), including policies that address a wide range of housing types, e.g., affordable housing, rental housing, housing for families, multi-unit families, etc. Additionally, staff are analyzing the capacity of the current land use designations to ensure that the OCP (2023) identifies areas for residential development to meet anticipated housing needs within the next 5 years and 20 years. The staff report is underway and will be presented to Council in Q1, 2025.

**Action 9: Comprehensive Zoning Bylaw Update – December 2024 – Ongoing**

The District is in the process of a comprehensive Zoning Bylaw update. The District has issued an RFP (December 2024) to hire a consultant in early 2025. This update is driven by BC Bill 44 to meet provincial 20-year housing needs, as well as the implementation of the District's OCP (2023). The updated zoning bylaw will aim to support diverse housing options, sustainable land use, and environmental resilience. This

<sup>2</sup> The second round of the Housing Accelerator Fund (HAF) is designed to provide \$400 million in additional funding for municipalities that were not successful in the initial 2023 application process.

proactive approach will help Central Saanich address housing demand and environmental goals while meeting legislative requirements.

**Action 10: Developing an Enhanced Housing Data Tracking System – Ongoing**

Prior to the BC Bill 44 mandates, the District had a different approach to collecting information for the Occupancy Permits, Building Permits, Development Permits, and Rezoning Applications. Therefore, the District had not intentionally collected the unit size and tenure information before July 1, 2024 (HTO Effective date). Therefore, staff have defined the data tracking system in Tempest, based on the requirements for reporting to the Province to provide the sound accurate information for HTO reporting. An enhanced housing data tracking system will be available to the public on the District’s [website](#) in the near future.

**Action 11: [1183 Verdier Avenue Affordable Housing Project](#) – Collaboration between the District and Capital Region Housing Corporation (CRHC) – Ongoing**

The District Council directed staff to commence a District initiated rezoning process to expedite the consideration of 1183 Verdier Avenue affordable housing project. Therefore, the District has been collaborating with the CRHC on 1183 Verdier Avenue – 110 Units Affordable Housing Project for Rezoning and Development Permit. This [affordable housing project was introduced to Council on June 24, 2024](#).

On September 23, 2024, the [Zoning Bylaw Amendment and Housing Agreement](#) were given third reading, which to enables the CRHC to construct and maintain a multi-unit rental housing development on the Lands for affordable rental housing. Staff are currently working with the CRHC to facilitate the Building Permit in 2025.

**B)** Please provide any information about First Nation partnerships and/or agreements including planning, servicing and infrastructure that support delivery of housing on First Nation land including delivered and/or projected housing units.

- Servicing Agreement between the District and the S̓ÁUTW̓ (Tsawout) and W̓JOL̓EP (Tsartlip) First Nations for Servicing & Infrastructure
- Regular monthly meeting between the District’s and First Nations’ senior staff
- Reviewing housing development applications for Fire and Servicing purposes

**Section 5: APPROVED HOUSING DEVELOPMENT APPLICATIONS**

Report the number of approved applications issued by type since the effective date of the HTO. Each project should only be recorded once for the **most current** application type. Provide the estimated number of net new housing units to be delivered for each application category.

NOTE: units issued occupancy permits should be recorded in Section 2.



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	Rezoning	Development Permit	Building Permit	Total
<b>Applications</b>	1	6	9	16
<b>New Units</b>	5	25	71	101
<b>Unit Breakdown</b>				
<b>Units by Size</b>				
Studio	0	0	7	7
One Bedroom	2	1	32	35
Two Bedroom	2	9	17	28
Three Bedroom	1	14	14	29
Four or More Bedroom <sup>1</sup>	0	1	1	2
<b>Units by Tenure</b>				
Rental Units <sup>2</sup> – Total <sup>2</sup>	5	1	66	69
Rental – Purpose Built	0	0	62	62
Rental – Secondary Suite	2	1	3	6
Rental – Accessory Dwelling	0	0	1	1
Rental – Co-op	0	0	0	0
Owned Units	3	24	5	32
<b>Units by Rental Affordability</b>				
Market	5	25	71	105
Below Market <sup>3</sup> - Total	0	0	0	0
Below Market - Rental Units with On-Site Supports <sup>4</sup>	0	0	0	0

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

**A)** Indicate the number of applications and the estimated number of proposed units withdrawn by applicants, and /or not approved by staff or Council during this reporting period. Please include rezoning applications, development permits, and building permits.

	Applications Withdrawn	Applications Not Approved
<b>Applications</b>	0	0



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<b>Proposed Units</b>	0	0
<b>B) Provide a description of each application (e.g., rezoning, development permit, building permit) and brief summary of why each project was withdrawn or not approved.</b>		
Not Applicable		

**Section 7: OTHER INFORMATION**

Provide any other information not presented above that may be relevant to the municipality's effort and progress toward achieving the housing target.

The District has hired new staff dedicated to housing application reviews and addressing Provincial housing mandates through funding, which has facilitated these processes. Maintaining sustainable funding by the Province would result in staff work continuity which assists the District to continue delivering more housing to the community, and meet the Housing Target Order. The District request that the Province continue grant funding to enable municipalities to achieve our housing targets and needs.

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

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

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

<sup>4</sup> **Below Market Rental Units with On-Site Supports** are units rented at the Income Assistance Shelter rate providing permanent housing and on-site supports for people to transition out of homelessness.