



## HOUSING TARGET PROGRESS REPORT FORM

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Housing Targets Branch  
BC Ministry of Housing

### **PURPOSE**

Municipalities will use this form to complete the requirements for progress reporting under the [Housing Supply Act](#) (Act). The information provided will 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 will review the progress report to assess if a municipality has met its housing target and, if not, whether it has made satisfactory progress toward meeting the housing target. Progress report evaluation is based on the performance indicators described in Schedule B of the HTO. If 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 Oak Bay
<b>Housing Target Order Date</b>	October 1 2023, to September 30, 2024
<b>Reporting Period</b>	Period 1.2
<b>Date Received by Council Resolution</b>	October 28, 2024
<b>Date Submitted to Ministry</b>	October 29, 2024
<b>Municipal Website of Published Report</b>	ww.oakbay.ca
<b>Report Prepared By</b>	<input checked="" type="checkbox"/> Municipal Staff <input type="checkbox"/> Contractor/External
<b>Municipal Contact Info</b>	Brian Green, Deputy Director Community Building and Planning T: 250 598 3311 E: bgreen@oakbay.ca
<b>Contractor Contact Info</b>	<input type="checkbox"/> N/A ( <i>name, position/title, email, phone</i> )

**Section 2: NUMBER OF NET NEW UNITS**

Report a count of net new housing units realized 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. Legalizing existing unpermitted secondary suites or other housing units does not count toward completions.

**If a municipality has not met the housing target for the reporting period**, it must provide information about any actions that it intends to take toward meeting the housing target within the two-year period following the progress report (*see section 8 for summary of planned actions*).

	<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>	32	16	16	16

**Section 3: NUMBER OF HOUSING UNITS BY CATEGORY AND TYPE** (Supplemental Information per Interim Guidelines)

Please 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	0	0	0	0
One Bedroom	16	0	16	16
Two Bedroom	4	3	1	3

Three Bedroom	6	8	-2	1
Four or More Bedroom <sup>1</sup>	6	5	1	1
<b>Units by Tenure</b>				
Rental Units <sup>2</sup> – Total	16	0	16	16
Rental – Purpose Built	0	0	0	0
Rental – Secondary Suite	16	0	16	16
Rental – Accessory Dwelling	0	0	0	0
Rental – Co-op	0	0	0	0
Owned Units	14	16	-2	-2
<b>Units by Rental Affordability</b>				
Market	16	0	16	16
Below Market <sup>3</sup>	0	0	0	0
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 actions in the last 12 months that have been taken to achieve housing targets. For example:

- Updated land use planning documents (e.g., Official Community Plan, Zoning Bylaw);
- Updated Housing Needs Report
- New or amended policies, innovative approaches, pilot projects, or partnerships (e.g., BC Housing, CMHC, or non-profit housing organizations).

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.

The District is taking a number of housing policy actions that should result in a land use planning policy framework that should lead to the delivery of dwelling units being created in the district in the short and long term:

- On June 24, 2024 Council adopted major amendments to the District’s Zoning Bylaw and Parking Facilities Bylaw in order to facilitate infill housing/small scale multi-unit housing (SSMUH) (up to four units per lot) projects without going through a rezoning or Development Permit process. SSMUH projects can go straight to a Building Permit submission.
- New brochures and guides produced to promote the District’s infill housing program
- With funding from the Local Government Development Approvals Program (LGDAP) staff have recently appointed a consultant to undertake a process review of all Development Processes that will make recommendations for speeding up the processing of all types of development applications in the District.

- The District is embarking on a Strategic Update to the OCP and Zoning Bylaw that will identify a 20 year supply of housing sites and prezone these sites for development and a scoping report and project sign off was approved by Council on September 23, 2024

**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.

None

### Section 5: APPROVED HOUSING DEVELOPMENT APPLICATIONS

Provide the number of housing units below to establish the quantity of anticipated new housing based on completed development applications. For each housing project in progress, please report on the most recent development approval which has been issued since the effective date of your Housing Target Order. Each housing project should only be captured once through the **most current** development application type, and units which have received occupancy permits should not be included (*see Section 2 above for occupancy permits*).

	Rezoning	Development Permit	Building Permit	Total
<b>Applications</b>	See DP/BP	3	44	47
<b>New Units</b>	See DP/BP	26	44	70
<b>Unit Breakdown</b> (Supplemental Information as per Guidelines)				
<b>Units by Size</b>				
Studio		0	0	0
One Bedroom		13	22	35
Two Bedroom		7	5	12
Three Bedroom		6	9	15
Four or More Bedroom <sup>1</sup>		0	8	8
<b>Units by Tenure</b>				
Rental Units <sup>2</sup> – Total <sup>2</sup>		5	27	32
Rental – Purpose Built		0	0	0
Rental – Secondary Suite		5	27	32
Rental – Accessory		0	0	0



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Dwelling				
Rental – Co-op		0	0	0
Owned Units		21	17	38
<b>Units by Rental Affordability</b>				
Market		23	25	48
Below Market <sup>33</sup>		0	0	0
Below Market Rental Units with On-Site Supports <sup>44</sup>		0	0	0

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

**A)** Indicate the number of applications and 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.

	<b>Applications Withdrawn</b>	<b>Applications Not Approved</b>
<b>Applications</b>	None	1 OCP/Rezoning Application Denied
<b>Proposed Units</b>	None	Up to 5 net new dwelling units

**B)** For each project that was withdrawn or not approved, provide a summary of relevant information including application type and reasons why each project was withdrawn or not approved. Please include rezoning applications, development permits, and building permits.

An OCP/Rezoning application at 3275 Upper Terrace to create a new lot in the Uplands neighbourhood was denied by Council on July 22, 2024.

**Section 7: OTHER INFORMATION**

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

The District’s [Housing Action Program](#) (HAP) combines Council Priority Projects (CPP) related to housing and while also responding to the Provincial housing initiatives which have become the District’s top priorities since Council approved significant GCF funding (\$2.5 million) for the program in December 2023. Collectively the CPP listed below form the District’s Housing Action Program.

- CPP #72 Update Zoning Bylaw for Small Scale Multi Unit Housing (SSMUH)/District Infill Housing Program. Period 1.2 update: Council adopted amendments to the District’s Zoning Bylaw on

- June 24, 2024 that now allows SSMUH and up to four units on all residential (formerly single family zoned) lots. SSMUH Infill proposals do not require a Development Permit
- CPP #73 Update the OCP for Small Scale Multi-Unit Housing Program. Period 1.2 update: Council directed staff not have a DPA for SSMUH/Infill Housing and as such no OCP amendment was required
  - CPP #74 Interim Housing Needs Report  
Period 1.2 update: The District has prepared an update to its Housing Needs Report and this was received by Council on November 12, 2024. This information will now be used to help inform a 20 year supply of housing sites in the upcoming OCP update
  - CPP #77 Prepare Tracking Program  
Period 1.2 Update: Monitoring framework established in internal systems to align with the reporting template
  - CPP #79 Responding to Increased Development Interest  
Period 1 Update: Workforce planning has now identified the need for additional internal capacity in the Community Building and Planning Department and funding allocated for new staffing within the Department to assist with Planning application processing and development enquiries. The District is currently in receipt of 7 rezoning and Heritage Revitalization Agreement applications that are under review and which could potentially deliver 53 net new dwelling units. The District has also received 3 SSMUH/Infill Building Permits since the District adopted amendments to the Zoning Bylaw on June 24, 2024 (one four plex and two ADU projects equating to 5 new dwelling units)
  - CPP #80 Prepare Amenity Cost Charge Bylaw and Development Cost Charge Bylaw.  
Period 1.2 Update: Draft Bylaws and Program are expected to be presented to Council in Q4, 2024

The Housing Action Program aims to increase housing supply, create more diverse housing choice and over time contribute to more affordable housing. This project will result in the development of a new regulatory land use framework with a focus on housing policy and associated bylaw changes required to meet Provincial legislation changes. This includes but is not limited to population and housing projections over a 20 year horizon, a more robust and updated housing needs report, and implementation and monitoring framework. Technical analysis and assessments will be undertaken to ensure infrastructure including servicing and community amenities aligns with planned growth and change in the community. An [update to the Housing Action Program](#) was presented Council on July 22, 2024.

The District anticipates it will be very challenging to meet the yearly housing targets until such time as further changes to the regulatory land use planning framework that are planned in the next two years have been implemented particularly rezoning multi-residential unit developments and increased staffing capacity realised. However, the District will continue to monitor progress on a regular basis and continue to identify and remove barriers to enable new housing development.

**Section 8: SUMMARY OF PLANNED ACTIONS TO MEET TARGETS**

**If the housing target has not been met for the reporting period**, please provide a summary of actions the municipality intends to take during the two-year period following this report to meet its housing targets. For each action, provide:

- a description of how the action aligns with achieving the housing target;
- the number of units anticipated by completing the action;
- dates of completion or other major project milestones; and
- links to any publicly available information.

As part of the District's Housing Action Program that was discussed in Section 7 above two projects are now underway that will be fundamental to increasing the supply and delivery of new dwelling units in the district over the next 5 and 20 year horizons. These are as follows:

- CPP #75 Complete Mandated Five-Year Review of OCP  
Period 1.2 Update: Council approved a scope for this project on September 23, 2024 and a RFP was posted on October 10, 2024. The District is also waiting to receive receipt of the Provincial guidance
- CPP #76 Complete Mandated Pre-Zoning to implement updated OCP  
Period 1.2 Update: Council approved a scope for [this project](#) on September 23, 2024 and a RFP was posted on October 10, 2024
- CPP #78 Optimize Development Processes  
Period 1.2 Update: District was successful in its grant application to the LGDAP funding and awarded \$105,000. Council approved a [project sign off](#) for this project on September 23, 2024 and a consultant has now been appointed to undertake a process review of all development applications. Council deferred a report on an amendment to its Development Application Procedures Bylaw to delegate minor variances to staff on October 15, 2024 in order to receive further information

A staff report and project sign off for the OCP Review and Zoning Bylaw Update Projects was approved by [Council on September 23, 2024](#). The OCP review will provide an opportunity to plan and identify sites to meet the district's 20 year supply of housing need and prezone lands for these sites to enable the delivery of these sites without the need for a rezoning application. The OCP and Zoning Bylaw review will be completed by December 31, 2025. As part of this scope a number of key sites will be explored for new housing including the University of Victoria's Cedar Hill Corners site, Camosun College, other institutional sites as well as District owned sites.

The District has recently appointed a roster of Land Use Planning Consultants that can be appointed relatively quickly to assist with three service areas as follows:

1. Development Applications
2. Strategic Land Use Policy Work
3. Process and/or Systems Review and Updates



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<sup>1</sup> If needed due to data gaps, you may 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.