

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 as soon as practicable after Council resolution.

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

HOUSING TARGET PROGRESS REPORT FORM

Housing Targets Branch

BC Ministry of Housing and Municipal Affairs

Section 1: MUNICIPAL INFORMATION	
Municipality	District of Oak Bay
Housing Target Order Date	October 1, 2023
Reporting Period	Period 2 (October 1, 2024, to September 30, 2025)
Date Received by Council Resolution	October 27, 2025
Date Submitted to Ministry	TBD
Municipal Website of Published Report	Housing Connect Oak Bay https://connect.oakbay.ca/housing-action-program
Report Prepared By	☒ Municipal Staff ☐ Contractor/External
Municipal Contact Info	Brian Green, Deputy Director – Community Building and Planning, bgreen@oakbay.ca , 250-598-3311
Contractor Contact Info	☒ N/A

Section 2: NUMBER OF NET NEW UNITS				
Record the number of net new 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>				
Section 8 must be completed if a housing target has not been met for the reporting period.				
	Completions (Reporting Period)	Demolitions (Reporting Period)	Net New Units (Reporting Period)	Net New Units (Since HTO Effective Date)
Total	43	25	18	36

Section 3: NUMBER OF HOUSING UNITS BY CATEGORY AND TYPE (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.				
	Completions (Reporting Period)	Demolitions (Reporting Period)	Net New Units (Reporting Period)	Net New Units (Since Effective HTO Date)
Units by Size				
Studio	0	0	0	0
One Bedroom	17	0	17	33
Two Bedroom	3	8	-5	-3
Three Bedroom	12	6	6	5
Four or More Bedroom ¹	11	11	0	1

Units by Tenure				
Rental Units ² – Total	18	0	18	34
Rental – Purpose Built	0	0	0	0
Rental – Secondary Suite	17	0	17	33
Rental – Accessory Dwelling	1	0	1	1
Rental – Co-op	0	0	0	0
Owned Units	25	25	0	2
Units by Rental Affordability				
Market	18	0	18	34
Below Market ³ - Total	0	0	0	0
Below Market - Rental Units with On-Site Supports ⁴	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.

Housing Needs Report – Completed – November 2024

- In November 2024, Council received an Interim Housing Needs report from staff
- This Housing Needs Report has been used to inform the update to the OCP and Zoning Bylaw
- The staff report can be found [here](#)

OCP and Zoning Bylaw Update – Ongoing – December 2024 to December 2025

- Strategic Update to the OCP and Zoning Bylaw that will identify a 20-year supply of housing sites and prezone certain sites for development. The current proposal seeks to enable multi-unit and townhouse development in strategic locations and includes a proposal for a contribution to

affordable housing. The current proposal reflects the District's commitment to responding to the Housing Target Order and providing housing diversity and choice.

- The proposal is to provide approximately 4000 additional dwelling units over 20 years.
- The proposal also includes allowing non-market housing on institutional properties, such as university and religious institution sites.
- Staff have undertaken multiple rounds of public engagement in relation to the proposed OCP and Zoning Bylaw amendment and sought feedback and direction from Council over the last year.
- Staff have recently concluded public engagement and are presenting consultation findings and updated draft OCP and Zoning Bylaw Amendments to Council in November 2025
- A public hearing is planned for early December, and this review is expected to be completed by December 31, 2025
- **University of Victoria – Cedar Hill Corner**
 - o The District has been working in collaboration with the University of Victoria to introduce new policies to the OCP that would facilitate and support a new neighbourhood centre on the site known as Cedar Hill Corner. The proposal for Cedar Hill Corner is a large-scale mixed-use development that will include a commercial node with amenities and services.
 - o In spring 2025, UVic participated in the District's OCP public engagement events to gather feedback from the community on the future of Cedar Hill Corner
 - o As of September 2025, the District has proposed a land use designation for 'Cedar Hill Corner' and a policy framework to be included in the OCP that would allow UVic to commence and work with the District on a detailed master plan for the site to help inform future zoning of the site.
- Information on the [OCP and Zoning Bylaw Update](#)

Optimization of Development Processes – Ongoing – February 2025 – April 2027

- Since February 2025, the District has scoped 12 improvement initiatives and created an implementation plan for Development and Building Approval Processes, including:
- Delegation of Approvals to Staff; Right-sizing the Development Approvals and Building Permit processes; Updating Applicant Resources; Pre-application Meeting Formalization; Streamlining Staff Reporting; Updating the Building, Zoning, Council Procedure, and Subdivision and Servicing Bylaws; Digitization (e.g. eApply and MyDistrict); Developing Standard Operating Procedures and Performance Measures
- The District previously was granted LGDAP funding to support the scoping of the project, and intends to seek more funding to support the implementation of the project
- The Optimize Development Processes project will be presented to Council in November 2025
- The program of work is expected to be completed by Q3 2027

Planning Team Recruitment – Complete – May 2025

- In order to respond to support the District, Council priorities and the District's Housing Action Plan, the District has hired 2 new Senior Planners since October 2024, including:
 - o Senior Planner – Housing Policy
 - o Senior Planner – Housing Delivery and Implementation

- The District has also hired a new Planning Technician in August 2025 with the specific responsibility to act as an Intake Planner to improve customer service and the processing of applications.

Further refinements to the Zoning Bylaw in relation to SSMUH Building Regulations – Complete and Ongoing – July 2025

- In July 2025, the District updated the Zoning Bylaw in relation to Impervious Surfaces and Live Landscaping, and Increasing Heights of ADUs to improve flexibility of the provision of infill housing
- This Bylaw amendment was approved on July 14, 2025 – see the [staff report](#) for details.
- Further refinements to be made as the District continues to monitor the performance of building regulations in Residential zones.

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 to report.

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 new housing units to be delivered for each application category.

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

	Rezoning	Development Permit	Building Permit	Total
Applications	5	0	69	74
New Units	22	0	69	91
Unit Breakdown				
Units by Size				
Studio	1	0	0	1
One Bedroom	3	0	18	21
Two Bedroom	6	0	16	22
Three Bedroom	12	0	32	44
Four or More Bedroom ¹	0	0	3	3
Units by Tenure				
Rental Units ² – Total ²	11	0	24	35
Rental – Purpose Built	0	0	0	0

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Rental – Secondary Suite	3	0	16	19
Rental – Accessory Dwelling	2	0	8	10
Rental – Co-op	0	0	0	0
Owned Units	11	0	45	56
Units by Rental Affordability				
Market	11	0	24	35
Below Market ³ - Total	0	0	0	0
Below Market - Rental Units with On-Site Supports ⁴	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
Applications	0	2
Proposed Units	0	14

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.

2 Rezoning Applications Not Approved

- Both applications were to rezone a lot from R-4 to R-5 to permit 2-lot subdivisions
- Both applications were denied based on concern for potential redevelopment opportunities up to 4 dwelling units on each newly created lot, as well as uncertainty regarding upcoming changes to the OCP

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.

Village Area Plans

- The District will be undertaking a Village Area Planning exercise to determine agreed outcomes for commercial and mixed-use areas in Oak Bay. This is anticipated to provide for future OCP and ZB updates, which will include provisions related to the supply of housing and affordable housing. This work is anticipated to begin in 2026.

Application Digitization (MyDistrict and eApply)

- The District is updating its systems to provide for a more streamlined application and review process to improve the user experience and support development reviews. Anticipated to be completed in Q3 2027.

Standard Operating Procedures and Performance Measures

- The District is developing Standard Operating procedures to improve consistency and review processes, as well as further defining performance measures so we are able to track our progress. Anticipated to be completed in Q1 2027.

Pre-application Meetings

- The District is formalizing its pre-application process for more complex applications to ensure applicants are given early feedback to streamline the application review process. The first improvement is anticipated to be complete by Q1 2026.

Applicant Resources

- The District is improving and adding additional applicant resources to support the development application process. Anticipated to be completed in Q1 2027.

Blasting Regulations

- Blasting Regulations Update consultation took place in the fall of 2023 and in the fall of 2024. Industry input was sought through interviews with blasters and developers. Also, input from the insurance industry was sought to respond to resident concerns.
- The current draft blasting regulation has been updated and simplified in response to residents and industry input.
- Next steps include referral of the proposed changes to two advisory bodies and reporting back with the bylaws in the near future for Council's consideration.

Housing Delivery Progress to Date

- The Progress Report demonstrates that the increase in housing supply has been predominantly due to the secondary suites changes introduced in 2022. This means the recent growth in net new dwellings (from near zero levels prior to 2023) is continuing. Growth is anticipated to increase further with the upcoming completion of new SSMUH infill housing projects (introduced in 2024) that are under construction. This is demonstrated by 69 dwelling units for which Building Permits have been issued. Further progress is demonstrated by an approximate 333 dwelling units in the pipeline.

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 planned and future actions in line with the Performance Indicators that the municipality intends to take to meet housing targets during the two-year period following this report. For each action, provide:

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

NOTE: THIS SECTION IS NOT APPLICABLE FOR INITIAL SIX-MONTH REPORTING.

Name of Action: OCP / Zoning Bylaw Update

Description of Action:

- See Section 4 of this report

Completion/Milestone Date: December 2025

Link: [OCP and Zoning Bylaw Update](#)

Number of Units: Approx. 4000

Name of Action: Camosun College Student Housing Facility

Description of Action:

- The District undertook pre-application meetings and facilitated an application for an OCP and Zoning Bylaw amendment for a 429-bed student housing facility at the Lansdowne Campus. The proposal includes 118 dwelling units that will count towards the Housing Target Order.
- To respond to provincial funding timeframes for the delivery of the project, the District has worked closely with the applicant to facilitate an efficient and timely processing of this major development application including, including:
 - o Application submitted – May 6, 2025
 - o Advisory Planning Commission – July 30, 2025
 - o 1st and second reading – September 8, 2025
 - o Public Hearing – October 8, 2025
 - o 3rd Reading and Adopted – Planned for Q4 2025

Completion/Milestone Date: December 2025

Link: [Council Agenda for September 8, 2025](#); [Public Hearing Agenda for October 8, 2025](#)

Number of Units: 118

Name of Action: Delegation of Minor DVPs

Description of Action: The District is preparing an amendment to the Development Application Procedures bylaw to delegate approvals of minor DVPs to staff. An amendment bylaw has been given 1st and 2nd reading and approval is planned for October 2025. This was previously underway prior to Ministerial direction but also responds to Ministerial directions to complete this work by the end of 2025.

Completion/Milestone Date: Q4 2025

Link: N/A

Number of Units: N/A

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Name of Action: Updating the Parking Facilities Bylaw	
Description of Action: The District is updating the Parking facilities bylaw to reduce the # of parking spots required to 1/dwelling unit. This was given 1 st and 2 nd reading on October 6, 2025	
Completion/Milestone Date: Q4 2025	
Link: N/A	Number of Units: N/A

Name of Action: Updating Subdivision and Services Bylaw	
Description of Action: The District intends to update the Subdivision and Services Bylaw to apply a regulatory framework to the new local government powers under Bill 16, which supports pre-zoning and the supply of housing.	
Completion/Milestone Date: Q3 2026	
Link: N/A	Number of Units: N/A

Name of Action: Delegated Approvals	
Description of Action: The District is analyzing potential delegations of certain development approvals to staff, further and beyond the proposed delegation of minor DVPs as discussed above.	
Completion/Milestone Date: Q2 2026	
Link: N/A	Number of Units: N/A

Name of Action: Development Approvals and Building Permit Right-sizing	
Description of Action: The District is analyzing our development and building approval processes and creating more streamlined options to support faster supply of housing, including a streamlined pathway for less complex applications.	
Completion/Milestone Date: Q4 2026	
Link: N/A	Number of Units: N/A

¹ 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.

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

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

⁴ **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.