

PURPOSE

This reporting template presents the required and supplemental information that a municipality needs to provide to the Province under the [Housing Supply Act](#) (Act).

BACKGROUND

The objectives of the Act are to increase the supply of housing in communities with the greatest housing need and deliver more housing options for individuals and families in B.C. The Act allows the Province to set housing targets, establish progress reporting requirements, and undertake compliance measures for specified municipalities in the [Housing Supply Regulation](#).

Part 3 – Section 4 of the Act states that municipalities which have been issued a Housing Target Order (HTO) must prepare a Housing Target Progress Report, in the form required by the Minister, for each period specified in the order. The Housing Target Progress Report must contain information about the progress and actions taken by the specified municipality toward meeting each housing target established in the HTO. Completing and submitting this Progress Report satisfies that requirement.

REPORT REQUIREMENTS

Part 3 – Section 4 of the Act and Section 5 of the Regulation requires that the Progress Report must be received in a meeting that is open to the public and by Council resolution 45 days after the end of the reporting period to which the Report applies. 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 2-year period with the Progress Report.

Please submit this Report to the Minister and post it to your municipal website as soon as practicable after Council receives it.

ASSESSMENT

Part 3 – Section 5 of the Act requires the Minister of Housing to review the Progress Report to assess if housing targets have been met and, if not, whether the municipality has made satisfactory progress toward meeting the housing targets.

Progress Reports will be evaluated against the performance indicators described in Schedule B of the HTO. If satisfactory progress has not been made, compliance action may be taken in accordance with Part 4 of the Act.

INSTRUCTIONS

Please complete the attached Housing Target Progress Report for your municipality and ensure it is received by Council resolution within 45 days of the end of the reporting period and submit to the Minister of Housing at Housing.Targets@gov.bc.ca



HOUSING TARGET PROGRESS REPORT FORM

Housing Targets Branch
BC Ministry of Housing

Section 1: MUNICIPAL INFORMATION	
Municipality:	District of Saanich
Housing Target Order Date:	October 1, 2023
Reporting Period:	October 1, 2023 – March 31, 2024
Date Received by Council Resolution:	April 29, 2024
Date Submitted to Ministry:	May 10, 2024
Municipal Website of Published Report:	Housing Division District of Saanich
Report Prepared By:	<input checked="" type="checkbox"/> Municipal Staff <input type="checkbox"/> Contractor/External
Municipal Contact Info:	Pam Hartling Housing Planning and Policy Manager pam.hartling@saanich.ca 250-475-7139
Contractor Contact Info	<input checked="" type="checkbox"/> N/A (<i>name, position/title, email, phone</i>)

Section 2: NET NEW UNITS				
This is a count of net new units 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 housing units does not count towards completions.				
	Completions (Reporting Period)	Demolitions (Reporting Period)	Net New Units (Reporting Period)	Net New Units (Since HTO Effective Date)
Total	230	35	195	195

Section 3: UNIT BREAKDOWN (Supplemental Information as per Interim Guidelines)				
Refer to the definitions provided at the end of the report and specify information below for the reporting period and cumulatively since the effective date of the HTO.				
	Completions (Reporting Period)	Demolitions (Reporting Period)	Net New Units (Reporting Period)	Net New Units (Since Effective HTO Date)
Units by Size*				
Studio	4			
One Bedroom	77			
Two Bedroom	81			
Three Bedroom	8			
Four or More Bedroom ¹				

Units by Tenure				
Rental Units ² – Total	29	0	29	29
Rental – Purpose Built	0	0	0	0
Rental – Secondary Suite	15	0	15	15
Rental – Accessory Dwelling	14	0	14	14
Rental – Co-op	0	0	0	0
Owned Units	201	35	166	166
Units by Rental Affordability				
Market	29	0	0	29
Below Market ³	0	0	0	0
Below Market Rental Units with On-Site Supports ⁴	0	0	0	0

***) Units by size are currently only tracked by the District of Saanich at Development Permit approval stage. Hence, only developments that required a Development Permit are reflected in the Units by Size section, and totals are unavailable. Also note that all units with 3 or more bedrooms are captured in the “three bedroom” row.**

Section 4: ACTIONS TAKEN BY MUNICIPALITY

Describe actions in the last 12 months that have been taken to achieve housing targets. This may include updated Official Community Plan bylaws, land use zoning, Housing Needs Report, new housing policies and initiatives, and/or partnerships (e.g., BC Housing, CMHC, First Nations and private and 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.

- Completing a strategic update to the District of Saanich’s Official Community Plan (OCP) to modernize the land use framework and align with other recently adopted plans including the Housing Strategy, Climate Plan, and Active Transportation Plan. The Proposed OCP identifies primary growth areas which support higher levels of housing density linked with transit and other sustainable forms of transportation. The framework also supports greater diversity in housing forms and tenures across all urban land use designations, encourages non-market and rental housing, and aligns with recently adopted Provincial housing legislation. The Proposed OCP has received Second Reading by Council, and a Public Hearing is anticipated to be held this spring.
- Land Capacity Analysis (residential, commercial, industrial) and Retail Modeling (in partnership with neighbouring local governments including Victoria and Oak Bay).
- Staff are currently drafting a Plan for the Quadra McKenzie area. The Quadra McKenzie Plan will offer a greater land use mix along major Corridors and at Centres and Villages by increasing housing units, density, and access to transit services.
- Application made to the Federal Housing Accelerator Fund.

- Funding was secured to support the redevelopment of the Nellie McClung library to include a new regional library and 200 units of rental affordable housing in partnership with the Capital Region Housing Corporation.
- The Saanich Affordable Housing Fund is currently under review, in order to clarify eligibility, to make it easier to apply, and to broaden the scope of funding uses.
- Completed a cross-department review of the current Development and Rezoning Application process to decrease application review and processing timelines. Implementation Plan has been developed to initiate Pre-Application reviews and a fully digitized Development Permit application process. Work is underway on improvements continuing throughout 2024 with the completion of a digitized application process anticipated in early 2025.
- Staff are currently preparing Zoning Bylaw Amendments to comply with Small-Scale-Multi-Unit Housing legislation by June 30, 2024.
- Staff are currently preparing Zoning Bylaw Amendments to comply with Transit Oriented Development Area legislation by June 30, 2024.
- Staff have prepared Terms of Reference for the Uptown Douglas Pre-Zoning and Network Design Project to implement the long-term vision of the Uptown Douglas Plan, catalyze development, and deliver targeted density and housing supply.
- An updated Housing Needs Report is being prepared, to incorporate new data and information such as the 2021 Census. This work is currently on hold, awaiting further information from Province regarding prescribed methodology.
- Rapid Deployment of Non-Market Housing: As directed by Council, staff are currently preparing proposed regulatory and policy changes to 1) permit non-market housing providers to build to the upper limit in Saanich's Official Community Plan without applying for rezoning, and 2) delegate Development Permit approval for non-market housing projects to staff. The proposed changes are scheduled to go to Council later in 2024.
- A new Non-market Housing Policy was adopted to expedite eligible development applications through all stages of the development review and permitting processes (March 2024).
- A new Permissive Tax Exemption Policy for Supportive and Affordable Rental Housing was adopted in June 2023. In 2024 the policy will provide tax exemptions to housing providers representing 17 affordable rental housing properties.
- A new Tenant Assistance Policy was adopted to require developers to provide support to tenants who are being displaced as part of redevelopment (effective June 2023).
- A Strategic Housing Advisor was hired in 2023 for a term position.
- Updated the DCC exemption bylaw to give non-profit housing providers 100% exemption and broadened the category of available projects.
- Incorporated action items related to meeting the Provincial Housing Targets into Council's Strategic Plan.
- Participant in the Ministry of Housing's pilot project on building permit digitization.

Section 5: APPROVED DEVELOPMENT APPLICATIONS

Provide the information below to establish the quantity of new housing currently proposed 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
Applications	4**	14	62	80
New Units	93	14	230	337
Unit Breakdown (Supplemental Information as per Guidelines)				
Units by Size*				
Studio	32			
One Bedroom	13	8		
Two Bedroom	2	6		
Three Bedroom	46			
Four or More Bedroom ¹				
Units by Tenure				
Rental Units ² – Total ²	0	14	133	147
Rental – Purpose Built	0	0	88	88
Rental – Secondary Suite	0	0	29	29
Rental – Accessory Dwelling	0	14	16	30
Rental – Co-op	0	0	0	0
Owned Units	93	0	97	190
Units by Rental Affordability				
Market	0	14	133	147
Below Market ³³	0	0	0	0
Below Market Rental Units with On-Site Supports ⁴⁴	0	0	0	0



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***) Units by size are currently only tracked by the District of Saanich at Development Permit approval stage. Hence, only developments that required a Development Permit are reflected in the Units by Size section, and totals are unavailable. Also note that all units with 3 or more bedrooms are captured in the “three bedroom” row.**

****) Please note that all development applications which received Rezoning approval within this period ALSO received the necessary Development Permit approvals at the same time. They are captured at Rezoning stage here to distinguish them from Accessory Dwellings, which do not require Rezoning.**

Section 6: WITHDRAWN OR NOT APPROVED DEVELOPMENT APPLICATIONS

A) Indicate the number of applications (and associated proposed units) that have been withdrawn by applicants, and the same information for applications not approved by staff or Council during this reporting period. Please capture rezoning applications, development permits, and building permits.

	Applications Withdrawn	Applications Not Approved
Applications	10	0
Proposed Units	115	0

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

- A total of 10 applications for Development Permit or Rezoning were cancelled:
1. Rezone from Single Family to Two Family (duplex) zone, withdrawn by applicant.
 2. Rezone from Single Family to Two Family (duplex) zone, inactive application - file closed.
 3. Rezone from Single Family to Site Specific Zone for 11 townhouse units + 7 rental units (heritage conversion), withdrawn by applicant to submit new revised application with additional building.
 4. Rezone from Single Family to Site Specific Zone for 4 townhouse units, withdrawn by applicant in the light of upcoming SSMUH zoning permissions.
 5. Rezone from Single Family to Apartment Zone for 84-unit multi-family building, cancelled and replaced with a new Rezoning and Development Permit application to build 113 apartment units.
 6. 5 Garden Suite Development Permit files were cancelled within the reporting period, all of which were withdrawn by the respective applicants.

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.

- In addition to the housing projects included in Section 5 above, Saanich Council considered on February 13, 2024, a 119-unit non-market rental project led by the Capital Regional Housing Corporation (to be operated by BC Housing). The necessary OCP Amendment, Rezoning and Development Permit were all approved and are currently pending registration of a Covenant and

a Housing Agreement. The project is funded through the Regional Housing First Program and will also receive \$333,200 from Saanich's Affordable Housing Fund.

¹ If needed due to data gaps, you may report "Three Bedroom" and "Four or More Bedroom" as one figure in the "Three Bedroom" row.

² **Rental Units** include purpose built rental and secondary rental (e.g., secondary suites, accessory dwellings, etc.).

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.