



## 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 Saanich
<b>Housing Target Order Date</b>	October 1, 2023
<b>Reporting Period</b>	Reporting Period 1.2: October 1, 2023 – September 30, 2024
<b>Date Received by Council Resolution</b>	October 28, 2024
<b>Date Submitted to Ministry</b>	October 30, 2024
<b>Municipal Website of Published Report</b>	www.saanich.ca/housing
<b>Report Prepared By</b>	<input checked="" type="checkbox"/> Municipal Staff <input type="checkbox"/> Contractor/External
<b>Municipal Contact Info</b>	Carley Friesen, Acting Manager, Housing Planning and Policy <a href="mailto:Carley.friesen@saanich.ca">Carley.friesen@saanich.ca</a> 250-475-5494 ext. 3411
<b>Contractor Contact Info</b>	<input checked="" type="checkbox"/> N/A

<b>Section 2: NUMBER OF NET NEW UNITS</b>				
<p>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.</p> <p><b><u>If a municipality has not met the housing target for the reporting period</u></b>, 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 (<i>see section 8 for summary of planned actions</i>).</p>				
	<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>	381	43	338	338

**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	4			
One Bedroom	204			
Two Bedroom	108			
Three Bedroom	65			
Four or More Bedroom <sup>1</sup>	Included above			
<b>Units by Tenure</b>				
Rental Units <sup>2</sup> – Total	149	0	149	149
Rental – Purpose Built	97	0	97	97
Rental – Secondary Suite	26	0	26	26
Rental – Accessory Dwelling	26	0	26	26
Rental – Co-op	0	0	0	0
Owned Units	232	43	189	189
<b>Units by Rental Affordability</b>				
Market	52	0	52	52
Below Market <sup>3</sup>	97	0	97	97
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.

**Permissive Tax Exemption Policy**

- Completed: June 2023
- Link: [COUNCIL POLICY \(saanich.ca\)](#)
- A new Permissive Tax Exemption Policy for Supportive and Affordable Rental Housing was adopted in June 2023. In 2024, the policy provided tax exemptions to housing providers representing 17 affordable rental housing properties. In 2025, the policy will provide two new housing projects with permissive tax exemptions.

**Strategic Plan Update**

- Completed: November 2023
- Link: [Council Strategic Plan 2023-2027 Revision May06-2024.pdf \(saanich.ca\)](#)
- Council's Strategic Plan 2023-2027 was updated in November 2023, to incorporate action items related to meeting the Provincial Housing Targets.

**Strategic Housing Advisor**

- A Strategic Housing Advisor was hired in 2023 for a term position. Their focus is to review and provide policy advice to increase the housing supply in Saanich. This includes advice on all types of policy and proposed regulations, the development review and approval process, organizational structure and alignment and project management and governance. A key focus in 2024 has been advancing projects on Saanich owned lands and potential partnerships.

**Development Cost Charge Exemptions**

- Completed: January 2024
- Link: [DEVELOPMENT COST CHARGE REDUCTION BYLAW, 2020, NO. 9607](#)
- Updated the DCC exemption bylaw to give non-profit housing providers 100% exemption and broadened the category of available projects.

**Saanich Land Capacity Study**

- Completed: February 2024
- A Land Capacity Analysis was conducted to ensure sufficient residential, commercial, and industrial land-use capacity within the new Official Community Plan based on future projections.

**Priority for Non-Market Housing Development Approvals**

- Completed: March 2024
- Link: [COUNCIL POLICY \(saanich.ca\)](#)
- A new Non-market Housing Policy was adopted to expedite eligible development applications through all stages of the development review and permitting processes.

**Official Community Plan Update**

- Completed: May 2024
- Link: [Official Community Plan \(OCP\) | District of Saanich](#)
- An updated Official Community Plan (OCP) was adopted on May 7, 2024. The purpose of this strategic update was to modernize the land use framework and align with other recently adopted plans including the Housing Strategy, Climate Plan, and Active Transportation Plan. The new 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. A new section focuses on developing and strengthening relationships with housing partners, including non-profit agencies and Indigenous organizations.

**Transit Oriented Development Areas**

- Completed: May 2024 (update September 2024)
- Link: [TRANSIT-ORIENTED AREA BYLAW, 2024, NO. 10015.doc \(saanich.ca\)](#)
- Zoning Bylaw Amendments to comply with Transit Oriented Development Area legislation were completed in May 2024. Additional amendment to add Victoria General Hospital TOA to Bylaw given three readings on September 9, 2024 (no change to development potential as impacted Saanich properties are exempt due to Agricultural Land Reserve status).

**Rezoning for Non-Market Housing on Saanich-owned land**

- Completed: June 2024
- Link: [Nellie McClung Library Redevelopment | District of Saanich](#)
- The rezoning of the site for the future Nellie McClung Library and Capital Regional Housing Corporation (CRHC) housing project was approved. This is an exemplary project which co-locates municipal facilities with affordable housing. Funding was secured to support the incorporation of a new library and 200 units of affordable rental housing in partnership with CRHC.

**Neighbourhood Homes Study**

- Completed: June 2024
- Link: [Small-Scale Multi-Unit Housing | District of Saanich](#)
- Zoning Bylaw amendments to comply with small-scale multi-unit housing legislation were completed in June 2024. The amendments allow 3, 4, or 6 units on residential lots within the Urban Containment Boundary (UCB) and provide permissive zoning regulations to support a variety of typologies on the lot. Parcels with 4 units or fewer are exempt from requiring a

Development Permit. Within the UCB, each lot in applicable zones is now allowed both a secondary suite and a garden suite and may have more than one secondary suite. Outside the UCB, secondary suites are now permitted.

**Rapid Deployment of Non-Market Housing**

- Completed: June 2024
- Link: [Support for Non-Market Housing | District of Saanich](#)
- In July 2024, Council approved zoning bylaw amendments to allow non-market housing providers to build to the upper limits in the Official Community Plan without the need for rezoning, and to delegate Development Permit approvals for non-market housing to staff. The amendments include removing parking requirements for non-market providers, and allow alternate forms of bonding for off-site works.

**Saanich Affordable Housing Reserve Fund**

- Completed: August 2024
- Link: [Support for Non-Market Housing | District of Saanich](#)
- In August 2024, a new Saanich Affordable Housing Reserve Fund was established, with more clearly defined eligibility criteria and funding amounts. The new fund provides two grant streams, Pre-Development and Capital, which will provide municipal funding both early in the development process and during construction. The pre-existing Housing Fund has supported non-market housing projects since 2008 – notably the District committed \$333,200 to a CRHC project on 2249 McCoy Rd which received rezoning and development permit approvals in 2024.

**Building Permit Digitization Pilot Project**

- Completed: August 2024
- Link: [Residential Permits | District of Saanich](#)
- Saanich was the fourth local government to participate in the Ministry of Housing's pilot project for building permit digitization. The Provincial BC Permit Hub online portal was live in August 2024, and applicants can currently submit any building permits for up to 4 dwelling units. Continuing in 2024, the District is expanding its digital submission capability for building permits related to residential and commercial development through other pre-existing channels (e.g. Sharepoint and eApply).

**Implementing new parking standards**

- Completed: September 2024
- Link: [Support for Non-Market Housing | District of Saanich](#)
- Proposed Interim Zoning Bylaw Amendments were endorsed by Council in September 2024. These will reduce off-street parking minimums for residential projects with 12 or fewer units and establish parking maximums, TDM plan requirements and on-site loading space requirements for residential projects with more than 12 units. The amendments are focused on residential use, with future work proposed to comprehensively update all parking-related elements of the Zoning Bylaw, 2003.

**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.

The District of Saanich has no initiatives to report related to delivery of housing on First Nation land.

**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>	1	20	120	141
<b>New Units</b>	210	239	1081	1530
<b>Unit Breakdown</b> (Supplemental Information as per Guidelines)				
<b>Units by Size</b>				
Studio	NA	17	317	334
One Bedroom	NA	103	337	440
Two Bedroom	NA	27	308	335
Three Bedroom	NA	92	119	211
Four or More Bedroom <sup>1</sup>	NA	Included above	Included above	Included above
<b>Units by Tenure</b>				
Rental Units <sup>2</sup> – Total <sup>2</sup>	210	133	661	1004
Rental – Purpose Built	210	119	581	910
Rental – Secondary Suite	0	0	55	55
Rental – Accessory Dwelling	0	14	25	39
Rental – Co-op	0	0	0	0
Owned Units	0	106	420	526
<b>Units by Rental Affordability</b>				
Market	0	14	661	675



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Below Market <sup>33</sup>	210	119	0	329
Below Market Rental Units with On-Site Supports <sup>44</sup>	0	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>	16	0
<b>Proposed Units</b>	192	0

**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.

- A total of 16 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. Rezone from Single Family to Site Specific Zone for 71-unit development, with variances – replaced by a new application received May 2024 for 85-unit development.
  7. Rezone from Single Family to allow a duplex – cancelled by applicant.
  8. 9 Garden Suite Development Permit files were cancelled within the reporting period, all of which were withdrawn by applicants. As of June 24th, 2024, garden suites no longer require development permit approval.

**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.

**Regarding Section 4**  
The actions taken listed under Section 4 have all been initiated and/or completed in the last 12 months. They may not yet have had a direct impact on the number of dwelling units completed within that same period. It is anticipated that cumulatively, all these actions will have significant impacts on the number of net new dwellings completed within the full five years of the Housing Target Order.



Many of these initiatives specifically support the non-market housing sector, to rapidly increase the number of new affordable and supportive housing units in Saanich, as per the Housing Target Guidelines.

**Regarding Section 5**

Note that most development applications noted under “Development Permit” also received rezoning approval at the same time, as applicable.

**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.

**Housing Needs Report**

- Anticipated completion: November 2024
- Link: [Housing Division | District of Saanich](#)
- An updated Housing Needs Report (HNR) is being prepared, which will meet the legislative requirements of the Interim Housing Needs Report as well as incorporate new data and information such as the 2021 Census. The updated HNR is scheduled to be received by Saanich Council in November 2024.

**Implementation of Small-Scale Multi-Unit Housing**

- Anticipated completion: November 2024
- Link: [Small-Scale Multi-Unit Housing | District of Saanich](#)
- Following zoning bylaw amendments to allow small-scale multi-unit housing, staff are working on implementation including updating guidance documents and ensuring accurate information on SaanichMAP. In fall 2024, staff will be holding webinars to inform property owners of the zoning regulations, and the application and approval process.

**Quadra McKenzie Plan**

- Anticipated completion: March 2025
- Link: [Quadra McKenzie Study | District of Saanich](#)
- Staff are currently drafting the Quadra McKenzie Plan and will present a Draft Plan for public review in October 2024. The Quadra McKenzie Plan will build on the Official Community Plan to provide more detailed land use direction within the study area, improving certainty for stakeholders. The Plan will offer a greater land use mix and housing density along Corridors and within Centres and Villages with convenient access to frequent/rapid transit.

**Delegation of Development Variance Permits**

- Anticipated completion: June 2025
- Staff are preparing amendments that would allow minor development variance permit approvals to be delegated to staff. Guidelines would be developed first for application on non-market and small-scale multi-unit housing projects.

**Shelbourne Valley Action Plan Update**

- Anticipated completion: Fall 2025
- Terms of Reference for an update to the Shelbourne Valley Action Plan was endorsed by Council on September 23, 2024. This work will ensure that the SVAP is in alignment with the Official Community Plan and Provincial Housing Targets.

**Housing Needs Assessment and Official Community Plan and Zoning Bylaw Alignment**

- Anticipated completion: December 2025
- Following the completion of the Housing Needs Report in November 2024, staff will work to comply with the legislative requirement of aligning the Official Community Plan and the Zoning Bylaw to the housing needs assessment.

**Housing Accelerator Fund**

- Anticipated completion: All initiatives to be complete by February 15<sup>th</sup>, 2027
- Saanich was awarded \$14,936,100 in funding over a four-year period. The funding plan includes a mix of project funding, staff positions, and parkland acquisition.
- Saanich has committed to 513 HAF incented housing units over the first three years. As part of the funding agreement, Saanich committed to an Action Plan comprised of eight initiatives, of which the following are still *in progress*.
  - **Interdepartmental development approval staffing review**  
Two new 3-year term positions were created within planning - Senior Planner (Non-Market Housing) and Senior Planner (Implementation). Several additional staff positions will be filled in various District departments as HAF work progresses.
  - **Preparation of Saanich-owned land and University of Victoria-owned land for housing**  
The District owns several parcels which are suitable for development as non-market and/or mixed-market housing. This initiative involves technical and development planning work to make these parcels ready for development.
  - **Infrastructure and Servicing Planning**  
This initiative will inform decisions when pre-zoning for infill growth and identifying areas for additional density, while ensuring that municipal servicing is in place, supporting timely and feasible development.
  - **Primary Growth Area/Rapid Transit Corridor Plan Implementation**  
Staff are undertaking 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. Additional pre-zoning projects are anticipated as other Centre, Corridor and Village Plans are completed.

- **Digitizing the development application process**  
Completed a cross-department review of the current Development and Rezoning Application process to decrease application review and processing timelines. Work is underway on improvements continuing throughout 2024 with the completion of a digitized application process anticipated in early 2025.

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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.