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** as soon as practicable after Council resolution.

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

Section 1: MUNICIPAL INFORMATION	
Municipality	North Saanich
Housing Target Order Date	July 24, 2024
Reporting Period	Reporting Period 1.1: August 1, 2024 – January 31, 2025
Date Received by Council Resolution	March 10, 2025
Date Submitted to Ministry	March 16, 2025
Municipal Website of Published Report	March 18, 2025
Report Prepared By	☒ Municipal Staff ☐ Contractor/External
Municipal Contact Info	Mary Storzer, Manager of Planning, mary.storzer@northsaanich.ca, 250-655-5473
Contractor Contact Info	☐ N/A *(name, position/title, email, phone)*

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. Legalizing existing unpermitted secondary suites or other housing types does not count toward completions.

DISTRICT'S NOTE ON SECTION - *Unknown, we are developing our internal tracking systems to be able to report in future*

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	12	6	6	6

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.

DISTRICT'S NOTE ON SECTION - *Unknown, we are developing our internal tracking systems to be able to report in future*

	Completions (Reporting Period)	**Demolitions** (Reporting Period)	**Net New Units** (Reporting Period)	**Net New Units** (Since Effective HTO Date)
Units by Size				
Studio				

One Bedroom	3			
Two Bedroom	5			
Three Bedroom	4			
Four or More Bedroom[1]				
Units by Tenure				
Rental Units[2] – Total				
Rental – Purpose Built				
Rental – Secondary Suite	4	-	4	4
Rental – Accessory Dwelling	2	-	2	2
Rental – Co-op				
Owned Units				
Units by Rental Affordability - *Unknown - we are developing our internal tracking systems to be able to report in future*				
Market	12	6	6	6
Below Market[3] - Total				
Below Market - Rental Units with On-Site Supports[4]				

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.

The District is nearing the end of its Official Community Plan update and will be undertaking an update of its Zoning Bylaw before the end of 2025.

An Interim Housing Needs Report, 2025 was updated and approved by Dec 31, 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

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.

	Rezoning	Development Permit	Building Permit	Total
Applications			10	10
New Units				
Unit Breakdown				
Units by Size				
Studio				
One Bedroom				
Two Bedroom				
Three Bedroom				
Four or More Bedroom[1]				
Units by Tenure – *Presumed but unknown we are developing our internal tracking systems to be able to report in future*				
Rental Units[2] – Total[2]			4	
Rental – Purpose Built				
Rental – Secondary Suite			4	
Rental – Accessory Dwelling				
Rental – Co-op				
Owned Units			6	
Units by Rental Affordability *-Presumed but unknown we are developing our internal tracking systems to be able to report in future*				

Market			10	
Below Market[3] - Total				
Below Market - Rental Units with On-Site Supports[4]				

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.

DISTRICT'S NOTE ON SECTION - *Unknown, we are developing our internal tracking systems to be able to report in future*

	Applications Withdrawn	**Applications Not Approved**
Applications		
Proposed Units		

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.

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.

An additional planner has been approved by the Budget Committee in 2025 Budget. This position is posted at the time of this progress report and, once filled, will contribute to the processing of development and rezoning applications.

The District has prioritized the update of its OCP and Zoning Bylaw in Council's 2023-26 Strategic Plan and is utilizing the provincial capacity grant funding to resource its planning department to undertake this work, in addition to processing applications.

In addition, the District has added the development of a Development Cost Charge (DCC) Bylaw to its Strategic Plan in 2026, to better plan for investment in new and expanded infrastructure for new 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 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:	
Description of Action:	
Completion/Milestone Date:	
Link:	**Number of Units:**

Name of Action:	
Description of Action:	
Completion/Milestone Date:	
Link:	**Number of Units:**

Name of Action:	
Description of Action:	
Completion/Milestone Date:	
Link:	**Number of Units:**

**Copy/Paste above description tables as needed*

[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.