

**PREPARED FOR:** Council  
**FROM:** Brian Green, Deputy Director of Community Building and Planning Services  
**MEETING DATE:** April 22, 2024  
**SUBJECT:** Housing Target Order - Period 1.1 Report

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## **RECOMMENDATION(S)**

THAT the report titled "Housing Target Order - Period 1.1 Reporting", authored by Brian Green, Deputy Director of Community Building and Planning Services, dated April 22, 2024 be received as required by the Provincial Housing Target Order.

Alternatively, staff await another direction from Council.

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## **EXECUTIVE SUMMARY OF REPORT**

The purpose of this report is to provide Council with the Period 1 Reporting regarding the Housing Target Order (Attachment 1) that the District received from the Provincial Ministry of Housing in September 2023.

The Housing Target Order sets out the total five-year housing target of 664 units to be met by September 30, 2028 and annual cumulative housing targets, housing targets performance indicators and progress reporting dates.

The Housing Target Order requires the District to submit a 6 month report for Period 1 from October 1, 2023 to March 31, 2024 that must be received by Council within 45 days of the end of the period i.e., by May 15, 2024. The completed Period 1.1 report can be found in attachment 3.

## **BACKGROUND/HISTORIC CONTEXT**

On November 24, 2022, Bill 43 – 2022 the *Housing Supply Act* received Royal Assent and came into force by regulation on May 31, 2023. This legislation enables the Province to set housing targets for individual municipalities, and to take certain actions if those targets are not met.

On May 31, 2023 the Province announced the first cohort of 10 municipalities selected for housing targets. The Province notified the District that it had been selected as part of the first cohort of municipalities.

On June 12, 2023 at a Regular Council meeting, Council received a staff report titled "*Housing Supply Act* – Notice of Housing Target Assessment.

On August 16, 2023 the District received its draft Housing Target Order and was provided with 30 days to respond to the draft order. The District formally responded to the draft order on September 14, 2023.

On September 26, 2023 the District received its Housing Target Order from the Ministry of Housing. (Attachment 1 and 2).

On March 27, 2024 the District received the Housing Target Progress Report form from the Ministry of Housing.

## ANALYSIS

The Housing Target Order that the District received in September 2023 has been set at 75% of the Province's total estimated housing need which equates to a total of 664 units (Attachment 1). These housing targets are the minimum number of net new dwelling units to be completed to occupancy in the municipality within 5 years of the date of the Target Order. The Province has provided annual targets for the net new number of completed housing units will be measured annually and cumulatively for a gradual increase in housing production. The 75% target of completed housing units for the period 2023 - 2028 are as follows:

- Year 1: 56
- Year 2: 138
- Year 3: 258
- Year 4: 429
- Year 5: 664

The Housing Target Order was also accompanied by a letter from the Minister of Housing (Attachment 2) that includes guidelines that speak to the number of units by tenure (owned, rented), by size (studio/one bedroom, two bedroom, three bedroom), affordability (below market and market) and the number of supportive housing units. Although not currently a requirement, the Province is recommending municipalities consider these specific targets. The housing targets are also broken down by size, tenure, affordability and number of supportive units as follows:

UNITS BY SIZE	
SIZE	TOTAL
Studio/One bedroom	446 (1 bedroom Minimum 183)
Two bedroom	100
Three or More Bedroom	118

UNITS BY TENURE	
TENURE	TOTAL
Rental Units	246
Owned Units	418

RENTAL UNITS BY AFFORDABILITY	
	TOTAL
Below Market	141
Market	104

SUPPORTIVE RENTAL UNITS	

SUPPORTIVE RENTAL UNITS	
	<b>TOTAL</b>
With On-site Supports	20

### *Evaluation and Reporting*

In addition to the proposed housing targets, the Housing Target Order also requires progress reporting, timing and performance indicators. The reporting cycle started on the date of the Order. Housing Progress reports must be received by Council resolution within 45 days after the end of each reporting period as set out in as follows and in Schedule C of the Order (Attachment 2).

- Reporting Period 1.1: October 1, 2023 – March 31, 2024
- Reporting Period 1.2: October 1, 2023 – September 30, 2024
- Reporting Period 2: October 1, 2024 – September 30, 2025
- Reporting Period 3: October 1, 2025 – September 30, 2026
- Reporting Period 4: October 1, 2026 – September 30, 2027
- Reporting Period 5: October 1, 2027 – September 30, 2028

Staff have compiled the statistics and numbers for Period 1.1 (Q4 2023 and Q1 2024) and completed the reporting form provided by the Ministry of Housing and which can be found in attachment 3. The compilation shows the following highlights:

- in the first 6 months of the Housing Target Order, 7 net new units have been completed (occupancy granted)
- the net new units have all been new secondary suites, with a rental tenure, and a typical 1 bedroom size
- there are also 16 projects that are under approval for rezoning, development permit or building permit. The gross new unit number in the development pipeline is 48 new dwelling units.

The District is currently not on track to meeting the year 1 target of 56 completed units.

Oak Bay is not at the same starting point as larger, faster growing communities with development-enabling policies, systems, staffing and resourcing already in place to deliver much needed new housing units. The District currently has not the volume of redevelopment applications in the pipeline that would produce the results required in the Housing Target Order. Therefore, the District anticipates it will be very challenging to meet the target, even with our upcoming Infill Housing program in place later this year and other changes to the regulatory framework that are planned in the next two years. The District will continue to monitor progress on a regular basis to identify and remove barriers to enabling new housing development and consider next steps when more information about Infill Housing uptake becomes available in the future

### **OPTIONS**

1. Council receive the report for information. **(Staff Recommended)**.
2. Council refer the report to the Advisory Planning Commission for their information
3. Council provide alternate direction to staff.

**ADVISORY BODY RECOMMENDATIONS WITH MINUTES EXCERPT (IF APPLICABLE)**

None associated with this report

**COUNCIL PRIORITY SUPPORTED**

Housing

**FINANCIAL IMPACT**

Staff time has been put into creating new quarterly monitoring reports of development activity as part of Council Priority Project (CPP#77 - Prepare Tracking Program) that GCF funds have been allocated to.

**IAP2 FRAMEWORK ENGAGEMENT**

**INFORM**       **CONSULT**       **INVOLVE**       **COLLABORATE**

A copy of the Period 1.1 Housing Target Order report will be placed on the District's webpage in the Housing Action Program page as required by the Housing Target Order.

**TIMELINE/PROCESS/NEXT STEPS**

Staff will continue to monitor progress on a quarterly basis relating to housing development activity and will formally report back to Council at the end of Period 1.2, after September 30, 2024.

Respectfully submitted,

Brian Green, Deputy Director of Community Building and Planning Services

With respect to the Financial Impact described in this report, I concur with the staff recommendation.

Christopher Paine

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Christopher Paine, Director of Financial Services

Reviewed and approved by the Director of Corporate Services.

Dianna Plouffe

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Dianna Plouffe, Director of Corporate Services

I have read and consider staff's recommendation to be supportable for Council's consideration.

Selina Williams

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Selina Williams, Chief Administrative Officer

**ATTACHMENTS(S):**

[Attachment 1 - Housing Target Order](#)

[Attachment 2 - Letter Minister of Housing](#)

[Attachment 3 Interim Progress Report Form 20240327](#)

PROVINCE OF BRITISH COLUMBIA  
Ministerial Order No. M282

ORDER OF THE MINISTER RESPONSIBLE FOR THE  
*Housing Supply Act*

WHEREAS

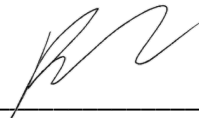
- A. The minister has, prior to making this Housing Target Order, considered the information set out in section 3 (1) *Housing Supply Act*, SBC 2022, c.38, in relation to the Corporation of the District of Oak Bay (District of Oak Bay).
- B. In accordance with section 3(2) and (3), *Housing Supply Act*, SBC 2022, c. 38, the minister has consulted with the District of Oak Bay regarding this housing target order.
- C. The minister has:
  - I. provided a description of the proposed Housing Target Order to the District of Oak Bay; and.
  - II. in accordance with section 4(1), Housing Supply Regulation, B.C. Reg. 133/2023, provided the District of Oak Bay an opportunity to provide written comments to the minister.
- D. An extension to the consultation period, if any, granted by the minister to the District of Oak Bay, pursuant to section 4(2), Housing Supply Regulation, B.C. Reg. 133/2023, has elapsed.

NOW THEREFORE Pursuant to section 2, *Housing Supply Act*, SBC 2022, c. 38, the Minister of Housing orders as follows:

- 1. A housing target order is made for the District of Oak Bay, effective October 1, 2023 (the “**Effective Date**”).
- 2. The housing targets for the District of Oak Bay under this housing target order are set out in the attached **Schedule A** (*Housing Targets*).

September 23, 2023

Date



Minister of Housing

*(This part is for administrative purposes only and is not part of the Order)*

**Authority under which Order is made:**

Act and section: *Housing Supply Act*, S.B.C. 2022, c. 38, s 2

Other: Housing Supply Regulation, B.C. Reg. 133/2023

3. The performance indicators by which progress by the District of Oak Bay toward meeting each housing target is to be assessed are described in the attached **Schedule B** (*Performance Indicators*).
4. This Housing Target Order begins on the Effective Date and ends on September 30, 2028 (the “**End Date**”).
5. The District of Oak Bay must prepare and submit a housing target progress report at the intervals set out in the attached **Schedule C** (*Housing Targets Progress Reporting*).

**SCHEDULE A**  
**Housing Targets**

1. The five-year housing target for the District of Oak Bay is **664 Units**, which is the total minimum number of net new completed housing units required to comply with this Provincial Housing Target Order.
2. The above housing targets reflect 75% of the total Provincial Housing Needs Estimate for the District of Oak Bay.
3. For each Progress Reporting Period as set out in Schedule C, the net new number of completed housing units will be measured annually and cumulatively, as follows:
  - a. Year 1: 56
  - b. Year 2: 138
  - c. Year 3: 258
  - d. Year 4: 429
  - e. Year 5: 664



**SCHEDULE B**  
**Performance Indicators**

1. The performance indicators to measure annual progress toward achieving the housing target are set out in Table 1 and are based on:
  - a. Progress toward achieving the annual cumulative housing target; and
  - b. Actions taken by municipality toward meeting the annual housing target.

**Table 1 - Performance Indicators**

<b>Category</b>	<b>Performance Indicator</b>	<b>Data to Measure</b>
<b>Annual cumulative housing target</b>	Satisfactory progress to meet annual cumulative housing target, measured by completed net new housing units.	Total number of new completed housing units (minus demolitions) during the reporting period.
<b>Actions taken by the municipality toward meeting the annual cumulative housing target</b>	<p>Satisfactory progress demonstrated by:</p> <ol style="list-style-type: none"> <li>1. update of land use planning documents to align with housing targets;</li> <li>2. adoption of policies and initiatives to meet housing targets; and</li> <li>3. residential approvals complete and/or in progress that met or will meet housing targets.</li> </ol>	<ol style="list-style-type: none"> <li>1. Relevant information about updates to land use planning documents such as the Official Community Plan, Zoning Bylaw, Housing Needs Report, Housing Action Plan/Strategy (other documents, e.g., Strategic Plan) including date of last update, and related polices that align with achieving annual housing targets.</li> <li>2. Description of new/amended bylaws &amp; policies adopted to achieve housing targets.</li> <li>3. The number of applications received and permits issued in relation to residential development such as development, building and rezonings.</li> </ol>

**SCHEDULE C**  
**Housing Targets Progress Reporting**

The District of Oak Bay must receive the progress report by resolution within 45 days of the end of the reporting period:

Reporting Period 1.1: October 1, 2023 – March 31, 2024

Reporting Period 1.2: October 1, 2023 – September 30, 2024

Reporting Period 2: October 1, 2024 – September 30, 2025

Reporting Period 3: October 1, 2025 – September 30, 2026

Reporting Period 4: October 1, 2026 – September 30, 2027

Reporting Period 5: October 1, 2027 – September 30, 2028

Progress Report Forms must be posted to the municipal website and submitted to the Minister as soon as practicable after being received.



BRITISH  
COLUMBIA

VIA EMAIL

Ref. 61441

September 26, 2023

His Worship Kevin Murdoch  
Mayor of the District of Oak Bay  
Email: [mayor@oakbay.ca](mailto:mayor@oakbay.ca)

Dear Mayor Murdoch:

RE: Housing Target Order for the District of Oak Bay

Thank you for your letter of September 14, 2023, in response to the proposed Housing Target Order (Order). Thank you for feedback about the housing targets program. Your suggestions have been directed to Ministry of Housing staff for further consideration.

I have attached the Order for the District of Oak Bay effective October 1, 2023 (see Appendix A). The Order sets out the total five-year housing target to be met by September 30, 2028 and annual cumulative housing targets (Schedule A), housing target performance indicators (Schedule B), and progress reporting dates (Schedule C). The Order will be published on BC Laws and must also be published on the District of Oak Bay's internet site.

I want to thank your staff for working with the provincial team through the target-setting process and the commitment from the District of Oak Bay to address the housing crisis in your community. To address the housing crisis, strong action is required from all levels of government.

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**Office of the  
Minister of Housing**

Website:  
[www.gov.bc.ca/housing](http://www.gov.bc.ca/housing)

Mailing Address:  
PO Box 9074 Stn Prov Govt  
Victoria BC V8W 9E9  
Phone: 236 478-3970

Location:  
Parliament Buildings  
Victoria BC V8V 1X4  
Email: [HOUS.Minister@gov.bc.ca](mailto:HOUS.Minister@gov.bc.ca)

In February 2023, the Province launched the \$1 billion Growing Communities Fund, providing grants to every local and regional government to deliver infrastructure projects necessary to enable growth in their communities. In addition, the Province recently announced \$61 million to support local governments in meeting new density initiatives, including updating Housing Needs Reports, Official Community Plans, and zoning and development finance bylaws. BC Housing's Community Housing Fund and other funding programs give consideration to non-profits, co-operative and municipal housing providers, and First Nations delivering housing in municipalities where housing need is significant. Together, these funding initiatives provide a foundation for local governments to move forward with the implementation of housing targets within their communities, as well as contribute to the wider goal of addressing the housing crisis in B.C.

### **Housing Targets**

Housing targets set out in the Order reflect 75% of the Province's total estimated housing need for the District of Oak Bay. This is the minimum number of completed net new units to be delivered annually and cumulatively for the five-year period of the Order. The District of Oak Bay should strive to achieve 100% of the estimated housing need over the duration of the Order.

Appendix B includes the unit breakdown (size, tenure, unit affordability and supportive housing) as interim guidance for the District of Oak Bay. I encourage the District of Oak Bay to strive toward meeting and monitoring the unit breakdown to deliver the right type of housing needed in your community. The unit breakdown is currently not required but can be reported as supplemental information.

### **Progress Reporting**

Housing target progress reports must be received by Council resolution within 45 days after the end of each reporting period as set out in Schedule C. As soon as practicable after receiving the housing target progress report, the District of Oak Bay must submit the report to the Minister and publish the report on its municipal website.

In addition to reporting on the net new completed units, the District of Oak Bay must also report on information about actions taken and progress toward meeting the housing target order (see housing target performance indicators in Schedule B). If a housing target has not been met, the District of Oak Bay must also report any planned actions toward meeting the housing target within the 2-year period following the report.

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I appreciate Oak Bay's concerns about completions as the primary metric for measuring progress towards achieving targets. The Province is committed to measuring the targets against move-in ready housing (completions), however building permits will also be considered as part of the evaluation of municipal efforts to meet targets. In addition to assessing progress towards meeting a housing target, the Province may analyze market conditions, and other external factors, concerning housing development.

### **First Nations Engagement**

Municipalities have an important role to play in Reconciliation, particularly with First Nations whose territory includes your municipality and Indigenous peoples living in or near your community. I strongly encourage the District of Oak Bay to frequently and meaningfully engage with First Nations on land use planning to ensure that increased housing supply is responsive to Indigenous housing needs and does not negatively impact on culturally and environmentally sensitive lands.

We appreciate your commitment to working toward our shared housing outcomes.

Sincerely,



Ravi Kahlon  
Minister of Housing

#### Attachments:

Appendix A: Housing Target Order for the District of Oak Bay

Appendix B: Housing Unit Breakdown as Guidance for the District of Oak Bay

pc: Teri Collins, Deputy Minister, Ministry of Housing  
Okenge Yuma Morisho, Deputy Minister, Ministry of Municipal Affairs  
Bindi Sawchuk, Assistant Deputy Minister, Ministry of Housing  
Tara Faganello, Assistant Deputy Minister, Ministry of Municipal Affairs  
Selina Williams, Chief Administrative Officer, District of Oak Bay

## Appendix B – Housing Unit Breakdown as Guidance for the District of Oak Bay

The following guidelines are based on 75% of the Province’s estimated housing need by unit size, tenure, rental affordability, and rental units with on-site supports. Needs are estimated over a five-year timeframe between 2023 and 2028.

UNITS BY SIZE	GUIDELINE
Studio/One bedroom*	446* (1 Bedroom Minimum 183)
Two Bedroom	100
Three or More Bedroom	118

UNITS BY TENURE	GUIDELINE
Rental Units	246
Owned Units	418

**Rental units:** Number of new rental units built in prescribed municipality, including purpose built rental and secondary rental (e.g., secondary suites, accessory dwellings, etc.).

RENTAL AFFORDABILITY	GUIDELINE
Below Market	141
Market	104

**Below Market:** Number of rental units which are at or below 30% of the local Housing Income Limits (HIL) per size.

SUPPORTIVE RENTAL UNITS	TOTAL
With On-site Supports	20

**Supportive rental units with On-Site Supports:** Number of below-market rental units with on-site supports to provide permanent housing for people to transition out of homelessness.



## HOUSING TARGET PROGRESS REPORT FORM

Housing Targets Branch  
BC Ministry of Housing

### 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 [Housing.Targets@gov.bc.ca](mailto:Housing.Targets@gov.bc.ca)



**HOUSING TARGET PROGRESS REPORT FORM**

Housing Targets Branch  
BC Ministry of Housing

<b>Section 1: MUNICIPAL INFORMATION</b>	
<b>Municipality:</b>	District of Oak Bay
<b>Housing Target Order Date:</b>	September 23, 2023
<b>Reporting Period:</b>	October 1, 2023 – March 31, 2024
<b>Date Received by Council Resolution:</b>	April 22, 2024
<b>Date Submitted to Ministry:</b>	April 23, 2024
<b>Municipal Website of Published Report:</b>	www.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 E: bgreen@oakbay.ca T: 250 598 3311 ext 7485
<b>Contractor Contact Info</b>	<input checked="" type="checkbox"/> N/A ( <i>name, position/title, email, phone</i> )

<b>Section 2: NET NEW UNITS</b>				
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.				
	<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>	13	6	7	7

<b>Section 3: UNIT BREAKDOWN</b> (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.				
	<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	7	0	7	7
Two Bedroom	1	1	0	0
Three Bedroom	3	2	1	1
Four or More Bedroom <sup>1</sup>	2	3	-1	-1



<b>Units by Tenure</b>				
Rental Units <sup>2</sup> – Total	7	0	7	7
Rental – Purpose Built	0	0	0	0
Rental – Secondary Suite	7	0	7	7
Rental – Accessory Dwelling	0	0	0	0
Rental – Co-op	0	0	0	0
Owned Units	6	6	0	0
<b>Units by Rental Affordability</b>				
Market	7	0	7	7
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: 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.

The District adopted a new Development Application and Procedures Bylaw on September 11, 2023. This new bylaw clarifies and provides certainty on the process for applicants and introduces guidance for public information meetings early in the development process to ensure earlier consultation can take place for certain types of applications e.g., HRA, OCP amendments. The Bylaw also delegates 'giving notice on DVPs and Rezoning applications. We anticipate this would build increased support for new housing development and potentially reduce processing times for development applications.

A new senior Planner (Housing Policy) position was created and filled in September, 2023. This new staff position has increased the District's capacity to initiate and accelerate land use planning policy and regulation changes for new housing.

The District submitted an application to the Housing Accelerator Fund in the summer of 2023 and was notified on February 29, 2024 that the District was unsuccessful with its application.

The District submitted a funding application on March 1, 2024 to the Local Government Development Approvals funding stream. If successful funding would be used to review and streamline internal processes associated with the review and processing of planning and building permit applications.

Two reports to Council on (June 2023 and February 2024) delegating minor Development Variance Permits (DVPs) and Development Permits to staff. Council has directed staff to prepare a bylaw on delegation of minor DVPs to staff. This should help streamline minor DVPs once the bylaw amendment to the Development Application Procedures Bylaw is passed. A further report on delegating Development Permits will be presented to Council later this year.

Changes to the duplex zoning were made as part of a rezoning application for a new duplex in March 2024. The updated regulation removed a limitation on eligible parcels and added the option for secondary suites in duplex units.

The District re-prioritized Council Priority Projects by creating a Housing Action Program to continue District housing initiatives and to respond to provincial requirements. Significant funding of approximately \$2.5million of Growing Communities Funding were allocated and the timing of other District priorities was postponed in favour of the Housing Action Program.

**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
<b>Applications</b>	2	1	13	16
<b>New Units</b>	20	15	13	48
<b>Unit Breakdown</b> (Supplemental Information as per Guidelines)				
<b>Units by Size</b>				
Studio	0	0	0	0
One Bedroom	8	8	8	24
Two Bedroom	5	5	2	12
Three Bedroom	2	2	1	5
Four or More Bedroom <sup>1</sup>	0	0	2	2
<b>Units by Tenure</b>				
Rental Units <sup>2</sup> – Total <sup>2</sup>	2	2	7	11
Rental – Purpose Built	0	0	0	0
Rental – Secondary Suite	2	2	7	11
Rental – Accessory Dwelling	0	0	0	0
Rental – Co-op	0	0	0	0
Owned Units	16	16	0	16
<b>Units by Rental Affordability</b>				
Market	2	2	7	11
Below Market <sup>33</sup>	0	0	0	0
Below Market Rental Units with On-Site Supports <sup>44</sup>	0	0	0	0

**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.

	<b>Applications Withdrawn</b>	<b>Applications Not Approved</b>
<b>Applications</b>	0	0
<b>Proposed Units</b>		

**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.

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**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 update: Scoped and posted an RFP, awarded, onloaded consultant, initiated project. Technical land use capacity analysis underway to support baseline information for SSMUH recommendations. Community consultation is planned for May 2024.
- CPP #73 Update the OCP for Small Scale Multi Unit Housing Program  
 Period 1 updates: Scoped and posted an RFP, awarded, onloaded consultant, initiated project. Technical land use commercial and retail analysis underway to support baseline information for OCP land use framework to work to signal or identify areas for higher density multi-unit residential, village areas and commercial areas.
- CPP #74 Interim Housing Needs Report

Period 1 updates: Conversations with the Capital Regional District on opportunities for collaboration to manage the contract and consultants for multiple municipalities including the District of Oak Bay.

- CPP #75 Complete Mandated Five-Year Review of OCP – This will commence following receipt of the Provincial guidance and once the SSMUH zoning bylaw changes have been approved.
- CPP #76 Complete Mandated Pre-Zoning to implement updated OCP
- CPP #77 Prepare Tracking Program

Period 1 Update: Establishing monitoring framework in internal systems to align with the reporting template

- CPP #78 Optimize Development Processes

Period 1 Update: Report to Council on options for delegating minor Development Variance Permits Development Permits and Heritage Alteration Permits.

- CPP #79 Responding to Increased Development Interest

Period 1 Update: Workforce planning underway to look at internal capacity in the Community Building and Planning Department and funding allocated for new staffing within the Planning and Building Department

- CPP #80 Prepare Amenity Cost Charge Bylaw and Development Cost Charge Bylaw.

Currently the District does not have a Development Cost Charges program as there was no growth for a long time. With the new housing programs providing new housing development opportunities the DCC and ACC program are important tools to prepare for the infrastructure needed for the anticipated net new housing units. The programs will help ensure new housing is provided with adequate infrastructure and community amenities.

Period 1 Update: Scope and issued and RFQ for ACC and DCC Program and Bylaw development, awarded, onloaded consultant, initiated project. Technical community and infrastructure analysis underway to support baseline information for program and bylaw development.

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.

The District is not at the same starting point as larger, faster growing communities with development-enabling policies, systems, staffing and resourcing already in place to deliver much needed new housing units. The District currently has not the volume of redevelopment applications in the pipeline that would produce the results required in the Housing Target Order. Therefore, the District anticipates it will be very challenging to meet the target, even with our upcoming Infill Housing program in place later this year and other changes to the regulatory framework that are planned in the next two years. However, the District will continue to monitor progress on a regular basis and continue to identify and remove barriers to enabling new housing development and consider next steps when more information e.g., Infill Housing uptake becomes available in the future.



## HOUSING TARGET PROGRESS REPORT FORM

Housing Targets Branch

BC Ministry of Housing

The District would also welcome any data that the Province may have with regards to below market rental units that may be created using the Homes for People Plan secondary suite grants in order to provide more accurate data on below market rental units that are outside of the District's purview.

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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 and secondary rental (e.g., secondary suites, accessory dwellings, etc.).

<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.