

**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)

<b>Section 1: MUNICIPAL INFORMATION</b>	
<b>Municipality:</b>	Victoria
<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>	
<b>Date Submitted to Ministry:</b>	
<b>Municipal Website of Published Report:</b>	
<b>Report Prepared By:</b>	<input checked="" type="checkbox"/> Municipal Staff <input type="checkbox"/> Contractor/External
<b>Municipal Contact Info:</b>	<i>Ross Soward, Manager of Housing rsoward@victoria.ca 250.361.0476</i>
<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>	761	8	753	753

<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	146	0	146	146
One Bedroom	355	5	350	350
Two Bedroom	223	2	221	221
Three Bedroom	27	1	26	26
Four or More Bedroom <sup>1</sup>	10	0	10	10
<b>Units by Tenure</b>				

Rental Units <sup>2</sup> – Total	385	3	382	382
Rental – Purpose Built	364	3	366	366
Rental – Secondary Suite	16	0	16	16
Rental – Accessory Dwelling	5 (Garden Suites)	0	5	5
Rental – Co-op	0	0	0	0
Owned Units	376	5	371	371
<b>Units by Rental Affordability</b>				
Market	377	3	374	374
Below Market <sup>3</sup>	8	0	8	8
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.

1. **Missing Middle Housing Initiative** - Following a six-month review of the Missing Middle regulatory framework, on [December 7, 2023](#), Council approved changes to the [Missing Middle Regulations](#) to make it easier to establish this type of housing. These changes will help to achieve the City's overall housing completion targets as well as guidelines related to family housing options by retaining the requirement for at least two, or 30% of total dwellings, to contain a minimum of three bedrooms while removing other requirements to ensure more of this type of housing is constructed.
2. **Updates to Victoria Housing Reserve Fund Guidelines** - On [October 26, 2023](#), Council directed staff to update the [Victoria Housing Reserve Fund Guidelines](#) to provide additional support to non-market rental housing projects. Updates were completed by October 31<sup>st</sup> and include:
  - introduction of a new grant amount for larger family-friendly units (4+ bedrooms),
  - establishing a below-market funding stream,
  - adjusting the grant payment schedule to provide a greater portion of funds (80%) prior to construction, and
  - removing the \$500,000 cap for the maximum grant to equalize support for larger projects.
These updates will support the delivery of more below-market rentals homes, including those with 4 or more bedrooms.
3. **MOU with BC Housing to address homelessness through HEART and HEARTH programs** – In February 2024 a [Memorandum of Understanding](#) between the Province and the City of Victoria was formalized. The agreement affirms a shared commitment to work together to address homelessness in Victoria through the Homeless Encampment Action Response Teams (HEART) and the Homeless

Encampment Action Response Temporary Housing (HEARTH) programs. The agreement includes a commitment by the province, through BC Housing, to provide oversight and support in the development of permanent housing options for people experiencing homelessness or living in temporary supportive housing, and commits the City to identifying appropriate and feasible land/space and expedite land use decisions necessary for the rapid provision of such housing, among other duties. This agreement aligns with provincial housing target guidelines related to below-market and supportive rental housing for Victoria.

4. **10-year OCP Update and Zoning Modernization** - Through updates to the Official Community Plan, the City is advancing work to enhance housing capacity to meet housing supply needs for next 25 years. The approach emphasizes a meaningful response to the housing crisis through a city-wide lens for long-range policy updates alongside modernization and alignment of the City's zoning regulation bylaw and other implementation tools to realize policy objectives. On [February 8th](#), Council endorsed the draft directions and emerging policy framework, as well as the zoning bylaw modernization approach for the project. The City's proposed land use framework and the 25-year Growth Goal Posts for the OCP update align with the Provincial Housing Targets as well as the proactive planning legislation. Broad [public engagement](#) for these updates is currently underway and will run until fall of 2024, with a Public Hearing for the final product anticipated in Q2 of 2025.
5. **Rental Incentives Project** - Council directed staff to prepare regulations to implement a new Rental Incentives Program on [October 26, 2023](#). The program will incentivize the development of market and non-market purpose-built rental housing and support the inclusion of units affordable to households with median incomes in market rental projects. Eligible rental projects would be exempt from the increase in property taxes arising from redevelopment for a period of 10 years, as long as 10% of units secured as rental homes affordable to median income households. This level of affordability aligns with provincial housing targets for below-market rental units. The Revitalization Tax Exemption (RTE) Bylaw will be presented to Council in Q2 of 2024.
6. **Development Process Review** – Starting in 2023, the City has been engaged in a project to review city development processes and to identify the highest-priority opportunities for short and longer-term improvement. Several key projects have been undertaken as part of this initiative, which focus primarily on:
  - Adding new support systems for applicants
  - Simplifying approvals and internal procedures
  - Introducing new software for application intake, review and processing as well as to facilitate better data collection and analysis
  - Developing staff capacity and knowledge sharing related to development processes
  - Fostering an internal culture of continuous improvement through training and mentorship opportunities

The initial projects identified as part of this initiative are anticipated to complete in November 2024, though additional efforts are expected to be ongoing. Key outcomes associated with this project are anticipated to include improved process efficiency and faster development approvals timelines to help reduce development costs and expedite the delivery of new homes of all types.

7. **Family Housing Policy** - A study examining the feasibility of securing more 2 and 3-bedroom units in new multifamily housing in Victoria through land use policy has been completed, and the results will be presented to Council in Q2 2024.
8. **City-owned Sites for Affordable Housing** - In partnership with BC Housing and the Capital Region Housing Corporation, a 205-unit affordable housing development proposed for City-owned land at 926-930 Pandora Ave was approved for rezoning and a development permit in Q4 2023. This

project was exempted from rezoning and council approvals and instead approved by staff through a delegated development permit review. This was the first submission and approval under the City's [Fast Track for Affordable Housing Process](#) – designed to reduce risk and improve timelines for non-market proposals.

9. **Land Delivery Strategy** – On March 7<sup>th</sup>, through its [public purchasing portal](#), the City issued a Request for Proposals from qualified consultants to complete a feasibility and conceptual design study exploring opportunities to utilize City-owned sites to achieve a variety of strategic goals and public benefits, including affordable housing. This project is part of the City's Housing Accelerator Fund Action Plan and aligns with provincial housing targets for overall housing supply, rental housing, and below-market rental housing.

### 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>	0 (all approved Rezoning in this reporting period had an associated DP)	21	22	43
<b>New Units</b>	0	1,628	316	1,942
<b>Unit Breakdown</b> (Supplemental Information as per Guidelines)				
<b>Units by Size</b>				
Studio	-	-	-	-
One Bedroom	-	-	-	-
Two Bedroom	-	-	-	-
Three Bedroom	-	-	-	-
Four or More Bedroom <sup>1</sup>	-	-	-	-
<b>Units by Tenure</b>				
Rental Units <sup>2</sup> – Total <sup>2</sup>	-	-	-	-
Rental – Purpose Built	-	-	-	-
Rental – Secondary Suite	-	-	-	-

Rental – Accessory Dwelling	-	-	-	-
Rental – Co-op	-	-	-	-
Owned Units	-	-	-	-
<b>Units by Rental Affordability</b>				
Market	-	-	-	-
Below Market <sup>33</sup>	-	-	-	-
Below Market Rental Units with On-Site Supports <sup>44</sup>	-	-	-	-

### 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>	7	0
<b>Proposed Units</b>	41	n/a

**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.

- DDP00589 for 1048 Richmond Avenue** - Delegated Development Permit to convert existing accessory building to a garden suite (1 unit). File closed due to over 6 months of inactivity.
- DVP00253 for 1171 Rockland Avenue** - Development Variance Permit application to allow for multiple dwelling units in an existing heritage building with a variance (8 units). File closed due to over 12 months of inactivity.
- REZ00788/HAP00247 for 149 Rendall Street** - Rezoning and Heritage Alteration Permit application to allow for a triplex and addition at the rear of the heritage-designated building (1 unit). File closed due to over 12 months of inactivity.
- REZ00594 for 1663 Oakland Avenue** - Rezoning application for two new small lots while retaining the existing building on one of the lots (1 unit). File closed due to over 12 months of inactivity.
- REZ00760/HD000198 for 1734 Hollywood Crescent** - Rezoning application to convert a SFD to multiple dwellings (4 units) and Heritage Designation of the existing building. Applicant withdrew application to pursue Missing Middle application instead (7 units).
- REZ00587/DPV00041 for 1802 Chambers Street & 1147-1163 North Park Street** - Rezoning and Development Permit applications to construct a multiple dwelling and duplex on the subject property, as well as retain and convert the existing teacherage into dwelling units (25 units). Applicant withdrew application to explore alternate building forms (apartment instead of townhouses - no application received yet).

7. **DDP00680 for 431 Stannard Avenue** - Delegated Development Permit application to convert the existing garage to a garden suite (1 unit). File closed due to over 6 months of inactivity.

### 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.

**Re: unit breakdown information for Section 5:** In the City's experience the unit mix, total number of units as well as tenure for development applications may change between development permit issuance and completion due to market demand fluctuations, shifts in financing or investment strategies, and unforeseen construction challenges or delays impacting project delivery. As a result, these characteristics have not been a part of the city's formal rezoning and development permit tracking system to date and the figures provided are estimated by staff based on available information. Further to this, and in order to meet the reporting deadline, staff have focused on providing the requested supplemental information based on completed units over the past six months.

**Re: performance on Units by Affordability:** As noted in Section 4, the City of Victoria has taken significant steps to support the delivery of below-market and supportive housing. However, as the City of Victoria does not build housing, urgent and on-going investments in the form of capital grants and operating subsidies for non-market housing from senior levels of government will be essential to ensure that these efforts translate into completed homes in the next four years.

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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.