



## HOUSING TARGET PROGRESS REPORT FORM

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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 – September 30, 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>				
<p>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.</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>	1536	59	1477	1477

<b>Section 3: UNIT BREAKDOWN</b> (Supplemental Information as per Interim Guidelines)				
<p>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.</p>				
	<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	278	0	278	278
One Bedroom	666	25	641	641
Two Bedroom	511	25	486	486
Three Bedroom	67	8	59	59
Four or More Bedroom <sup>1</sup>	14	1	13	13
<b>Units by Tenure</b>				
Rental Units <sup>2</sup> – Total	930	24	906	906

Rental – Purpose Built	893	24	869	869
Rental – Secondary Suite	31	0	31	31
Rental – Accessory Dwelling	6 (Garden Suites)	0	6	6
Rental – Co-op	0	0	0	0
Owned Units	550	35	515	515
<b>Units by Rental Affordability</b>				
Market	747	9	739	738
Below Market <sup>3</sup>	183	15	168	168
Below Market Rental Units with On-Site Supports <sup>4</sup>	56	0	56	56

#### 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.

##### Updates on Previously Reported Actions:

1. **Missing Middle Housing Initiative** – In late 2023, as part of a six-month review, Council approved changes to simplify the [Missing Middle Regulations](#) in the hopes of increasing applications. A 30% requirement for three-bedroom units was retained to support the delivery of housing options for families.
2. **Updates to Victoria Housing Reserve Fund Guidelines** - Also in late 2023, updates to the [Victoria Housing Reserve Fund Guidelines](#) provided additional financial support to non-market rental housing projects.
3. **MOU with BC Housing to address homelessness through HEART and HEARTH programs** – In early 2024 a [Memorandum of Understanding](#) between the Province and the City of Victoria affirmed a commitment to address homelessness in Victoria through the Homeless Encampment Action Response Teams (HEART) and the Homeless Encampment Action Response Temporary Housing (HEARTH) programs. The Province committed, through BC Housing, to provide support in the development of housing options for people experiencing homelessness or living in temporary supportive housing, and the City committed to identifying land and expedite land use decisions necessary for the rapid provision of such housing.
4. **10-year OCP Update and Zoning Modernization** – Work on updating Victoria’s Official Community Plan to meet housing supply needs for next 25 years has continued through 2024. The approach has focused on responding to the housing crisis while simultaneously aligning the City’s zoning regulation bylaw and other tools to help realize policy objectives. [Public engagement](#) for the

OCP update was completed in September 2024 and an interim report to Council is scheduled for the new year.

5. **Rental Incentives Project** – In June of 2024, Council approved the [Revitalization Tax Exemption \(RTE\) Bylaw](#) to incentivize the development of non-market rental housing and support the inclusion of affordable units in market rental projects. Eligible projects are exempted from increased property taxes arising from redevelopment for a period of 10 years, in exchange for 10% of the rental units secured as affordable to median income households – in alignment with provincial housing targets for below-market rental units. To date, two non-market rental projects have enrolled in the program.
6. **Development Process Review** – In 2023, the City undertook to review development processes and identify opportunities to reduce development approval times. The work is focuses on:
  - Adding new support systems for applicants
  - Simplifying approvals and procedures
  - Introducing new application software
  - Developing staff capacity
  - Fostering a culture of continuous improvement through training and mentorship
7. **Family Housing Policy** – In June 2024, the City introduced the Victoria [Family Housing Policy](#) and associated [Advisory Design Guidelines for Family Friendly Homes and Spaces](#). The policy requires a minimum percentage of two and three-bedroom units in all new multi-unit residential buildings. As part of the OCP update and zoning modernization work, the City is also looking at integrating these requirements into zoning regulations and updating the General Urban Design Guidelines to incorporate family friendly considerations.
8. **Fast Track for Affordable Housing** – In late 2023, the City approved its first affordable housing development through a delegated development permit review as part of the [Fast Track for Affordable Housing Process](#). Under this program, eligible projects have an average approval time of seven months.
9. **City-owned Sites for Affordable Housing** - The City is exploring opportunities to use City-owned land to support the delivery of affordable housing. This project is part of the City’s Housing Accelerator Fund Action Plan and aligns with provincial housing targets.

**New Actions:**

10. **Development Cost Charge Grants** – In Q4 2024, as part of the City’s Development Cost Charge (DCC) Bylaw review, staff will present Council with a grant program for paying DCCs for non-market rental housing projects. The Grants will cover the residential DCCs owed to the City of Victoria for affordable housing providers thereby supporting construction of new non-profit non-government affordable 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
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<b>Applications</b>	2 (all approved Rezoning in this timeframe had an associated DP)	31	79	112
<b>New Units</b>	19 units (gross)	1694 units (gross)	805 (net)	2518

**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>	15 Rezoning & DP applications	0 Rezoning & DP applications
<b>Proposed Units</b>	281 units (gross)	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.

Reporting Period 1.1
<ol style="list-style-type: none"> <li><b>DDP00589 for 1048 Richmond Avenue:</b> Delegated Development Permit to convert existing accessory building to a garden suite (net +1 unit). File closed due to over 6 months of inactivity.</li> <li><b>DVP00253 for 1171 Rockland Avenue</b> - Development Variance Permit application to allow for multiple dwelling units in an existing heritage building with a variance (net +8 units). File closed due to over 12 months of inactivity.</li> <li><b>REZ00788/HAP00247 for 149 Rendall Street</b> - Rezoning and Heritage Alteration Permit application to allow for a triplex and addition at the rear of the heritage-designated building (net +1 unit). File closed due to over 12 months of inactivity.</li> <li><b>REZ00594 for 1663 Oakland Avenue</b> - Rezoning application for two new small lots while retaining the existing building on one of the lots (net +1 unit). File closed due to over 12 months of inactivity.</li> <li><b>REZ00760/HD000198 for 1734 Hollywood Crescent</b> - Rezoning application to convert a SFD to multiple dwellings and Heritage Designation of the existing building (net +3 units / gross +4 units). Applicant withdrew application to pursue Missing Middle application instead (net +7 units).</li> <li><b>REZ00587/DPV00041 for 1802 Chambers Street &amp; 1147-1163 North Park Street</b> - 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 (net +25 units). Applicant withdrew application to explore alternate building forms (apartment instead of townhouses - no application received yet).</li> <li><b>DDP00680 for 431 Stannard Avenue</b> - Delegated Development Permit application to convert the existing garage to a garden suite (net +1 unit). File closed due to over 6 months of inactivity.</li> </ol>

#### Reporting Period 1.2

1. **REZ00793/DPV00182 for 1030-1036 Fort Street** – Rezoning and Development Permit with Variance application for a new six-storey building containing rental residential units and commercial use at grade (30 units). Applicant withdrew application due to unfavorable financial conditions.
2. **REZ00800/DPV00188 for 1160 Oxford Street** – Rezoning and Development Permit with Variance application for a duplex with secondary suites (4 units). File closed due to over two years of inactivity.
3. **DDP00701 for 1228 Chapman Street** – Delegated Development Permit application to construct a garden suite in conjunction with a new dwelling (1 unit). File closed due to over two years of inactivity.
4. **DPV00203 for 1333 Pandora Avenue** – Development Permit with Variance application to facilitate the addition of approximately two storeys and 11 rental dwelling units onto the existing three-storey, 15 rental dwelling unit building (26 units). File closed due to over a year of inactivity.
5. **REZ00733/DPV00143 for 2580 & 2582 Vancouver Street** – Rezoning and Development Permit with Variance application for eight new townhouses (8 units). Applicant withdrew application to explore alternate building forms.
6. **REZ00853/DPV00242 for 2615 to 2629 Douglas Street** – Rezoning and Development Permit with Variance application to construct a 12-storey rental residential building with ground floor commercial units and a public courtyard (120 units). File closed due to over a year of inactivity.
7. **REZ00878/DP000644 for 2931 & 2937 Shelbourne Street** - Rezoning and Development Permit application for a new multifamily dwelling (10 units). Application cannot proceed before mandatory community meeting has taken place.
8. **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 six 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 twelve 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. For the units counted as below-market the City has included all units secured as affordable or below-market and owned and operated by a public housing body.

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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 or units where a legal agreement is securing that the housing will be owned and operated by a public housing body.

<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.