

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.

HOUSING TARGET PROGRESS REPORT FORM

Housing Targets Branch

BC Ministry of Housing and Municipal Affairs

Section 1: MUNICIPAL INFORMATION

Municipality	District of Central Saanich
Housing Target Order Date	July 1, 2024
Reporting Period	July 1, 2024 – June 30, 2025
Date Received by Council Resolution	July 28, 2025
Date Submitted to Ministry	July 30, 2025
Municipal Website of Published Report	July 30, 2025
Report Prepared By	☒ Municipal Staff ☐ Contractor/External
Municipal Contact Info	Jarret Matanowitsch Director of Planning, Building, and Bylaw Services Jarret.Matanowitsch@csaanich.ca 250-544-4214
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.

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	316	2	314	314

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.

	Completions (Reporting Period)	Demolitions (Reporting Period)	Net New Units (Reporting Period)	Net New Units (Since Effective HTO Date)
Units by Size				
Studio	24	0	24	24
One Bedroom	177	0	177	177
Two Bedroom	73	1	72	72
Three Bedroom	38	1	37	37

Four or More Bedroom ¹	4	0	4	4
Units by Tenure				
Rental Units ² – Total	256	0	256	256
Rental – Purpose Built	246	0	246	246
Rental – Secondary Suite	6	0	6	6
Rental – Accessory Dwelling	4	0	4	4
Rental – Co-op	0	0	0	0
Owned Units	60	2	58	58
Units by Rental Affordability				
Market	248	0	248	248
Below Market ³ - Total	8	0	8	8
Below Market - Rental Units with On-Site Supports ⁴	0	0	0	0

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.

Action 1: Interim Housing Need Report – September 9, 2024

Staff have calculated the number of housing units needed in the District, based on the standardized Housing Needs Report (HNR) Method¹ by the Province, and provided a [staff report](#) along with the Interim HNR to Council on September 9, 2024. The Interim Housing Need Report is publicly available, and currently submitted to the Province.

¹ <https://hart.ubc.ca/bc-hnr-calculator/>

Action 2: Application to CMHC Housing Accelerator Fund (HAF) Grant

The District has applied for the CMHC HAF in 2024 (for the second round²). The Action Plan prepared for HAF consists of eight initiatives to increase housing supply over the next 3 years. These initiatives are anticipated to support approximately 599 additional housing units by 2027, collectively. This includes 30 additional units of single-family housing, 239 units of missing middle housing, and 289 of multi-family housing. Additionally, 20% of new units are anticipated to be affordable.

Action 3: Hiring New Temporary Staff through Provincial Funding Dedicated to Housing Projects – October 2024

The District has hired new staff dedicated to housing application reviews and addressing Provincial housing mandates through funding, which has facilitated these processes. Maintaining sustainable funding by the Province would result in staff work continuity which assists the District to continue delivering more housing to the community, and meet the Housing Target Order.

Action 4: Expanding [Accessory Dwelling Units in Agricultural and Rural Areas](#) – November 4, 2024

The District has adopted bylaw amendments regarding expanding the opportunity for accessory dwelling units on agricultural and rural zoned lots, including lots within the Agricultural Land Reserve (ALR). This bylaw [was adopted by Council on January 13, 2025](#), and would permit up to 3 dwelling units on properties 1 ha or larger.

As 61% of the District is designated as the Provincial Agriculture Land Reserve (ALR), this Bylaw would provide the opportunity for additional housing on ALR lands in accordance with Agricultural Land Commission (ALC), District regulations and the proposed development permit guidelines.

Action 5: Developing an Enhanced Housing Data Tracking System – Ongoing

Prior to the BC Bill 44 mandates, the District had a different approach to collecting information for the Occupancy Permits, Building Permits, Development Permits, and Rezoning Applications. Therefore, the District had not intentionally collected the unit size and tenure information before July 1, 2024 (HTO Effective date). Therefore, staff have defined the data tracking system in Tempest, based on the requirements for reporting to the Province to provide the sound accurate information for HTO reporting. An enhanced housing data tracking system will be available to the public on the District's [website](#) in the near future.

Action 6: [1183 Verdier Avenue Affordable Housing Project](#) – Collaboration between the District and Capital Region Housing Corporation (CRHC) – Building Permit in Progress

The District Council directed staff to commence a District-initiated rezoning process to expedite the consideration of 1183 Verdier Avenue affordable housing project. Therefore, the District has been

² The second round of the Housing Accelerator Fund (HAF) is designed to provide \$400 million in additional funding for municipalities that were not successful in the initial 2023 application process.

collaborating with the CRHC on 1183 Verdier Avenue – 110 Units Affordable Housing Project for Rezoning and Development Permit. This [affordable housing project was introduced to Council on June 24, 2024](#).

On September 23, 2024, the [Zoning Bylaw Amendment and Housing Agreement](#) were given third reading, which enables the CRHC to construct and maintain a multi-unit rental housing development on the Lands for affordable rental housing. The Development Permit/Rezoning application for this development has been approved and staff are currently reviewing the Building Permit application.

Action 7: [Official Community Planning \(OCP\)](#) Land Use Designations and Zoning Capacity Analysis (Bill 44 Alignment) – December 2024 – Ongoing

The District's OCP was updated in 2023, prior to the BC Bill 44 mandates for the local government being established, however, increasing and diversifying the housing stock through [infill housing](#) and densification policies were already included in the District's housing strategy, at the time.

The District is reviewing the current OCP (2023), including policies that address a wide range of housing types, e.g., affordable housing, rental housing, housing for families, multi-unit families, etc. Additionally, staff are analyzing the capacity of the current land use designations to ensure that the OCP (2023) identifies areas for residential development to meet anticipated housing needs within the next 5 years and 20 years.

Using the land use capacity analysis from the OCP, the District is reviewing current zoning capacity to better identify the changes needed for the Comprehensive Zoning Bylaw update.

Action 8: Comprehensive [Zoning Bylaw](#) Update – December 2024 – Ongoing

The District is in the process of a comprehensive Zoning Bylaw update. This update is driven by BC Bill 44 to meet provincial 20-year housing needs, as well as the implementation of the District's OCP (2023). The updated zoning bylaw will aim to support diverse housing options, sustainable land use, and environmental resilience. This proactive approach will help Central Saanich address housing demand and environmental goals while meeting legislative requirements.

Action 9: [Official Community Planning \(OCP\)](#) Bill 44 Alignment – Ongoing

The District is currently reviewing the OCP to ensure that the policies are aligned with Bill 44 pro-active planning requirements.

Action 10: Initial planning for the Development Cost Charges (DCC) and Amenity Cost Charges (ACC) Review – Ongoing

The District is currently exploring implementation options and initiating the planning process for updating its Development Cost Charges (DCC) and Amenity Cost Charges (ACC). The DCC update will equip the District with the financial tools needed to collect charges from new developments to fund critical infrastructure such as water, sewer, drainage, and roads. Meanwhile, the ACC update will support the provision of community amenities – like recreation centres, libraries, daycares, and community centres – in areas experiencing population growth. Together, these updates aim to support the creation of complete, livable communities.

Action 11: Population Growth Projections and Distribution Analyses – Ongoing

The District has advanced population growth projection studies, and assessed how this growth is expected to be distributed across the community. These findings inform the DCS's planning for future infrastructure needs and updates to key documents such as the Water and Sewer Master Plan, Development Cost Charges (DCC), and Amenity Cost Charges (ACC).

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.

- Servicing Agreement between the District and the STÁUTW_ (Tsawout) and WJOŁŁP (Tsartlip) First Nations for Servicing & Infrastructure
- Regular monthly meeting between the District's and First Nations' senior staff
- Reviewing housing development applications for Fire and Servicing purposes

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	1	7	28	36
New Units	5	126	127	258
Unit Breakdown				
Units by Size				
Studio	0	6	8	14
One Bedroom	2	40	46	88
Two Bedroom	2	57	44	103
Three Bedroom	1	21	26	48
Four or More Bedroom ¹	0	2	3	5
Units by Tenure				
Rental Units ² – Total ²	2	112	70	184
Rental – Purpose Built	0	110	61	171

Rental – Secondary Suite	2	1	6	9
Rental – Accessory Dwelling	0	1	3	4
Rental – Co-op	0	0	0	0
Owned Units	3	14	57	74
Units by Rental Affordability				
Market	2	2	61	65
Below Market ³ - Total	0	110	9	119
Below Market - Rental Units with On-Site Supports ⁴	0	0	0	0

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.

	Applications Withdrawn	Applications Not Approved
Applications	0	0
Proposed Units	0	0

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.

Not Applicable

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.

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.