

**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](mailto: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**

<b>Municipality</b>	Township of Esquimalt
<b>Housing Target Order Date</b>	June 25, 2024
<b>Reporting Period</b>	July 1, 2024, until June 30, 2025 (first year)
<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>	Bill Brown, Director of Development Services, <a href="mailto:bill.brown@esquimalt.ca">bill.brown@esquimalt.ca</a> 250-414-7146
<b>Contractor Contact Info</b>	<input type="checkbox"/> 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.**

	<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>	372	3	369	369

**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.

	<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	42	0	42	42
One Bedroom	193	0	193	193
Two Bedroom	97	0	97	97
Three Bedroom	31	3	28	28
Four or More Bedroom <sup>1</sup>	9	0	9	9

Units by Tenure				
Rental Units <sup>2</sup> – Total	352	0	352	352
Rental – Purpose Built	348	0	348	348
Rental – Secondary Suite	2	0	2	2
Rental – Accessory Dwelling	2	0	2	2
Rental – Co-op	0	0	0	0
Owned Units	20	3	17	17
Units by Rental Affordability				
Market	238	0	238	238
Below Market <sup>3</sup> - Total	114	0	114	114
Below Market - Rental Units with On-Site Supports <sup>4</sup>	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.

- 1) Council supported the Regional Household Affordability and Prosperity Project in applying for grant funding through the UBCM Complete Communities Grant. [Legislation Text - 23-614](#)
- 2) Council adopted amendments to the Development Applications Procedures and Fees Bylaw no. 2791, 2012 that delegated approving authority to the Director of Development Services for all development permits up to 6-units. The bylaw also delegated significant variance authority to the Director of Development Services. [View.ashx](#)
- 3) Council gave first reading to the new Parking Bylaw that will reduce parking requirements for residential uses. [Agenda](#)

- 4) Council adopted amendments to the Zoning Bylaw that implemented the Small Scale Multi-Unit Housing legislation. [View.ashx](#)
- 5) Council reviewed the Project Sign-Off for the Development Capacity Study [Legislation Text - 24-349](#)
- 6) Council received the Interim Housing Needs Report [Legislation Text - 24-507](#)
- 7) Council approved the process for amendments to the Official Community Plan to meet the December 31, 2025 statutory requirements.

**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.

### 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
<b>Applications</b>	3	6	12	21
<b>New Units</b>	311	14	264	589
<b>Unit Breakdown</b>				
<b>Units by Size</b>				
Studio	12	0	0	12
One Bedroom	110	1	145	256
Two Bedroom	175	3	100	278
Three Bedroom	14	10	18	42
Four or More Bedroom <sup>1</sup>	0	0	1	1
<b>Units by Tenure</b>				
Rental Units <sup>2</sup> – Total <sup>2</sup>	294	2	249	545
Rental – Purpose Built	294	0	239	533
Rental – Secondary Suite	0	0	9	9
Rental – Accessory	0	2	1	3

Dwelling				
Rental – Co-op	0	0	0	0
Owned Units	17	12	15	44
<b>Units by Rental Affordability</b>				
Market	274	2	249	525
Below Market <sup>3</sup> - Total	20	0	0	20
Below Market - Rental Units with On-Site Supports <sup>4</sup>	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.

	<b>Applications Withdrawn</b>	<b>Applications Not Approved</b>
<b>Applications</b>	1	0
<b>Proposed Units</b>	51	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.

This was a rezoning application that was withdrawn from by the applicant due to uncertainty related to the financial feasibility of the project.

**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.

**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.*

<b>Name of Action:</b>	
<b>Description of Action:</b>	
<b>Completion/Milestone Date:</b>	
<b>Link:</b>	<b>Number of Units:</b>

  

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<b>Name of Action:</b>	
<b>Description of Action:</b>	



## HOUSING TARGET PROGRESS REPORT FORM

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BC Ministry of Housing and Municipal Affairs

<b>Completion/Milestone Date:</b>	
<b>Link:</b>	<b>Number of Units:</b>
*Copy/Paste above description tables as needed	

<sup>1</sup> 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.

<sup>2</sup> **Rental Units** include purpose built rental, certain secondary rentals (secondary suites, accessory dwellings) and co-op.

<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.