



HOUSING TARGET PROGRESS REPORT FORM

Housing Targets Branch

BC Ministry of Housing and Municipal Affairs

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.



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Section 1: MUNICIPAL INFORMATION	
Municipality	City of Colwood
Housing Target Order Date	August 1, 2024
Reporting Period	1.1: August 1, 2024 – January 31, 2025
Date Received by Council Resolution	February 24, 2025
Date Submitted to Ministry	February 25, 2025
Municipal Website of Published Report	www.colwood.ca
Report Prepared By	<input checked="" type="checkbox"/> Municipal Staff <input type="checkbox"/> Contractor/External
Municipal Contact Info	Kaitlyn Suzuki Planning Technician, Development Services ksuzuki@colwood.ca 250-478-5053 ext.150
Contractor Contact Info	<input checked="" 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. <u>Legalizing existing unpermitted secondary suites or other housing types does not count toward completions.</u>				
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	99*	3	96	96

*99 units received occupancy. 53 buildings received occupancy.

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	2	0	2	2
One Bedroom	16	1	15	15
Two Bedroom	28	1	27	27
Three Bedroom	44	1	43	43

Four or More Bedroom ¹	9	0	9	9
Units by Tenure				
Rental Units ² – Total	26	2	24	24
Rental – Purpose Built	0	0	0	0
Rental – Secondary Suite	26	2	24	24
Rental – Accessory Dwelling	0	0	0	0
Rental – Co-op	0	0	0	0
Owned Units	73	1	72	72
Units by Rental Affordability				
Market	26	2	24	24
Below Market ³ - Total	0	0	0	0
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.

Bylaw No. 1700-12 Official Community Plan (Transit-Oriented Areas Designation) – June 10, 2024
[Bylaw No. 1700-12](#) was adopted by [Council on June 10, 2024](#). It designated Transit-Oriented Areas in the Official Community Plan, defining minimum height and density. These amendments were required to comply with Transit Oriented Development Area legislation.

Bylaw No. 2026 Land Use Bylaw Amendment No. 213 (Infill Housing) – June 10, 2024
[Bylaw No. 2026](#) was adopted by [Council on June 10, 2024](#). It removed zone specific language limiting accessory dwelling unit and secondary suite use on single family lots. These amendments were required to comply with Small Scale Multi-Unit Housing Legislation and increased the potential for infill housing

Bylaw No. 1909-1 Off-Street Parking Regulations (Transit-Orientated Areas Designation) – June 10, 2024

[Bylaw No. 1909-1](#) was adopted by [Council on June 10, 2024](#). It updated parking requirements for residential uses in Transit-Oriented Areas, removed requirements for additional stall width when abutting a column in structured parking, and reduced the required drive aisle width. The amendments for the Transit Oriented Areas were required to comply with the Transit Oriented Development Area legislation. The amendments to the stall width when abutting a column in structured parking and the drive aisle width allows for smaller parking areas, reducing development costs particularly for underground parking.

Bylaw No. 1909-2 Off Street Parking Regulations (Electric Vehicle Ready Parking & Omnibus Amendments) – July 8, 2024

[Bylaw No. 1909-2](#) was adopted by [Council on July 8, 2024](#). It reduced parking stall dimensions and added electric vehicle requirements. The amendments to reduce the required stall width and length allow for smaller parking areas, reducing development costs.

Updated Application Forms – October 2024

City staff updated the City's application forms including the [Building Permit application](#) and [Development and Land Use application](#) to make them easier for applicants to complete and remove the requirement for hardcopies to be submitted with applications. These easier-to-use online applications streamline the application process, making it easier for developers and homeowners to apply and for staff to collect the required application information. Removing the requirements for paper copies also streamlines the application process by allowing all documents to be submitted digitally at once.

Improved Housing Target Data Collection – October 2024

City staff reviewed and updated internal systems and procedures to facilitate housing data collection and reporting. Previously, data was not collected on tenure and affordability of housing. While this process started earlier in the year, measures were implemented by October 2024. These updates have allowed more data to be easily collected, reviewed throughout the application process, and reported as needed. The increased data available also allows for better understanding of housing in Colwood.

2024 City of Colwood Housing Needs Report – December 9, 2024

The [2024 City of Colwood Housing Needs Report](#) was endorsed by [Council on December 9, 2024](#) for master planning purposes. Staff collaborated with consultants to integrate the updated provincial methodology and develop a new Housing Needs Report that meets the requirements of a regular housing needs report, in advance of the December 31, 2028 deadline. The Housing Needs Report contains valuable information, including the existing and projected gaps in housing supply, which will be critical to future policy development for the City. The report was posted to the [City website](#) as directed by Council.

CMHC Housing Accelerator Fund

The City of Colwood submitted an application to the Phase 1 Housing accelerator Fund but were not successful.

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.

Relationship Agreement signed by Songhees Nation Council and City of Colwood Council –
October 2, 2024

The Relationship Agreement represents an ongoing commitment to collaboration and provides a framework for communication between the two Councils. ([News Release](#))

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*	0	3	61	64
New Units	0	265	329	594
Unit Breakdown				
Units by Size				
Studio	0	40	1	41
One Bedroom	0	72	127	199
Two Bedroom	0	100	110	210
Three Bedroom	0	23	89	112
Four or More Bedroom ¹	0	30	2	32
Units by Tenure				
Rental Units ² – Total ²	0	152	61	213
Rental – Purpose Built	0	149	0	149
Rental – Secondary Suite	0	3	55	58
Rental – Accessory Dwelling	0	0	6	6
Rental – Co-op	0	0	0	0
Owned Units	0	113	268	381

Units by Rental Affordability				
Market	0	152	61	213
Below Market ³ - Total	0	0	0	0
Below Market - Rental Units with On-Site Supports ⁴	0	0	0	0

*Only included applications adding housing units in application totals.

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	2
Proposed Units	N/A	59

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.

One rezoning application, RZ000011 517 Latoria Way, was denied by Council on [September 23, 2024](#). This application proposed an amendment to the existing CD8 (Comprehensive Development 8) zone to permit duplex and townhouse use and increase the permitted density from 59 units to 77 units. This rezoning would have allowed 44 duplex and townhouse units on the subject property.

One development permit application, DP000023 376/394 Royal Bay Drive and 3479 Wishart Road was withdrawn by the applicant. This application proposed a 15-unit townhouse development.

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.

Gateway and Triangle Lands Vision and Action Plan – Ongoing

The [Gateway & Triangle Lands Vision and Action Plan](#) was endorsed by [Council on May 23, 2023](#). This plan includes increases to future density and height in the area. Staff have continued to work on the implementation of this plan. Phase 2 of the project (Gateway and Triangle Lands Phase 2 – Defining the Public Realm) and is currently scheduled to start in April 2025 and be completed in March/April (Q1) 2026. The project will focus on defining land dedications, rights-of-way and street design, transportation network analysis, proforma and economic analysis, and urban design and placemaking strategies related to the defining the public realm in this important Colwood area.

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.

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

**Copy/Paste above description tables as needed*

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.