

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	Township of Esquimalt
Housing Target Order Date	June 25, 2024
Reporting Period	July 1, 2024, to December 31, 2024
Date Received by Council Resolution	
Date Submitted to Ministry	
Municipal Website of Published Report	
Report Prepared By	<input checked="" type="checkbox"/> Municipal Staff <input type="checkbox"/> Contractor/External
Municipal Contact Info	<i>Bill Brown, Director of Development Services, bill.brown@esquimalt.ca, 250-414-7146</i>
Contractor Contact Info	<input checked="" type="checkbox"/> N/A

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	224	0	224	224

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	37	0	37	37
One Bedroom	101	0	101	101
Two Bedroom	65	0	65	65
Three Bedroom	13	0	13	13
Four or More Bedroom ¹	6	0	6	6

Units by Tenure				
Rental Units ² – Total	221	0	221	221
Rental – Purpose Built	219	0	219	219
Rental – Secondary Suite	2	0	2	2
Rental – Accessory Dwelling	0	0	0	0
Rental – Co-op	0	0	0	0
Owned Units	1	0	1	1
Units by Rental Affordability				
Market	125	0	125	125
Below Market ³ - Total	96	0	96	96
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.

- 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 reviewed proposed amendments to the Parking Bylaw that would significantly reduce parking requirements for residential uses.



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- 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](#)

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
Applications	1	0	11	12
New Units	17	0	260	277
Unit Breakdown				
Units by Size				
Studio	4	0	0	4
One Bedroom	2	0	145	147
Two Bedroom	10	0	98	108
Three Bedroom	1	0	16	17
Four or More Bedroom ¹	0	0	1	1
Units by Tenure				
Rental Units ² – Total ²	0	0	249	249
Rental – Purpose Built	0	0	239	239
Rental – Secondary Suite	0	0	9	9
Rental – Accessory Dwelling	0	0	1	1



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Rental – Co-op	0	0	0	0
Owned Units	17	0	11	28
Units by Rental Affordability				
Market	0	0	249	249
Below Market ³ - Total	0	0	0	0
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.

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.

On March 27, 2024, occupancy was granted to a 105-unit market-rental building located at 540 West Bay Terrace. The building was fully rented by September 2024.



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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:



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

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.