

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 Saanich
Housing Target Order Date	October 1, 2023
Reporting Period	Reporting Period 2 October 1, 2024 – September 30, 2025
Date Received by Council Resolution	October 27, 2025
Date Submitted to Ministry	November 4, 2025
Municipal Website of Published Report	November 4, 2025
Report Prepared By	☒ Municipal Staff ☐ Contractor/External
Municipal Contact Info	Pam Hartling, Manager, Housing Planning and Policy Pam.hartling@saanich.ca 250-475-5471
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. <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	515	73	442	810*

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	121	24	97	103
One Bedroom	168	7	161	348
Two Bedroom	103	13	90	221

Three Bedroom	83	26	57	98
Four or More Bedroom ¹	40	Included Above	40	40
Units by Tenure				
Rental Units ² – Total	389	46	343	520
Rental – Purpose Built	292	46	246	371
Rental – Secondary Suite	61	0	61	87
Rental – Accessory Dwelling	36	0	36	62
Rental – Co-op	0	0	0	0
Owned Units	126	27	99	290
Units by Rental Affordability				
Market	330	19	311	391
Below Market ³ - Total	59	27	32	129
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.

Housing Needs Report (HNR) Update

- Completed: November 2024
- Link: [Housing Needs Report | District of Saanich](#)
- A comprehensive update to the Saanich Housing Needs Report (HNR) was undertaken to provide a current assessment of existing and anticipated future housing needs within the District. The 2024 HNR fulfills the Local Government Act requirements for Interim Housing Needs Reports (as per recent amendments to the Act). It identifies the number of housing units needed for 5

and 20 years following the 2021 Census, and additionally presents updated population and dwelling statistics; population and household projections; actions taken by the District since the last HNR; and statements regarding key areas of housing need.

Non-Market Housing Planner Position

- In November 2024 the District created and filled a three-year "Non-Market Housing Planner" position. This is a full-time term position. The role involves managing all development applications from non-profit applicants, implementing the suite of supports for non-market housing providers, and involvement in other programs and policies aimed at increasing the supply of non-market housing.

Implementation Planner Position

- In November 2024 the District created and filled a three-year "Implementation Planner" position. This is a full-time term position. The role involves undertaking the District's pre-zoning initiatives, the first of which is the Uptown Douglas pre-zoning. The dedicated position will accelerate other pre-zoning processes and undertake other implementation activities from CCV plans.

Development Approval Process Improvements

- Following an early pilot project, the pre-application process went live in November 2024. This included improving cross-department collaboration, setting predetermined response times, and improved functionality of Prospero and SharePoint systems. As of May 2025, Saanich has been working with BC Hydro to incorporate them into the Pre-Application process to provide an applicant with additional information to consider. The District has regular meetings with the development industry to further improve upon processes.

Implementation of SSMUH Zoning

- The District continues to monitor the effectiveness of the SSMUH regulations (adopted in June 2024), and update bylaws and policies to remove barriers.
- In November 2024 the District hosted two webinars to introduce the new SSMUH zoning regulations, and the application process.
- In September 2024 the District amended policy to allow the stratification of SSMUH units
- In June 2025 the District added the [Fire Flow Requirements webpage](#). The goal is to help inform developers and their engineers on fire flow requirements prior to preparing the proposal, providing more certainty and transparency in the approvals process

Standing Meeting with BC Housing

- In January 2025 a standing meeting between Saanich and BC Housing was initiated. The monthly meeting between BC Housing executives and Saanich leadership provides an update on current BC Housing funded developments, upcoming projects, and new opportunities. There are over fifteen projects underway or planned for the District. The monthly check-in allows for collaboration and identification of issues, supporting the delivery of BC Housing funded projects.

Grants from the Saanich Affordable Housing Reserve Fund (SAHRF)

- Completed: February 2025/October 2025
- Link: [Staff Report \(25\).pdf](#)
- The SAHRF policy was adopted in 2024. In February, 2025 Council approved four pre-development grants and two capital grants from the SAHRF. In October 2025 Council approved

another four pre-development grants for non-profit housing providers seeking to build affordable housing in the District.

Delegation of DVPs

- Completed: March 2025
- Link: [Delegation Bylaw](#)
- Council approved a delegation bylaw that allows minor development variance permit approvals to be delegated to staff, including for multi-family applications, non-market applications and small-scale multi-unit housing.

Permit and Application Tracker and Executive Dashboard

- In early 2025 several power BI reports were developed, to better measure and report on permitting tasks. This includes average timelines for residential permits, tracking of priority folders, task allocation, the provincial housing report, and the building permit reports. These reports provide transparency and efficiency to housing and permitting, saving many hours of manual reporting processes.

e-Apply Solutions

- The District has been working to implement an online application portal for residential building permits. This ensures that applicants provide the correct information, and fees, reducing staff time handling new submissions. Additional improved alignments have streamlined the process.

Housing Accelerator Fund

- Saanich has committed to 513 HAF-incented housing units over the first three years. As part of the funding agreement, Saanich committed to an Action Plan comprised of eight initiatives. The following three initiatives have been completed in the past 12 months:
 - **Interdepartmental development approval staffing review**
This initiative was completed in October 2025. The District undertook a review of approval processes to identify improvements during the referral process. New positions were recommended and changes to department structure were implemented to improve the process.
 - **Infrastructure and Servicing Planning**
This initiative was completed in July 2025. The resulting mapping and report informs decisions when pre-zoning for infill growth and identifying areas for additional density, while ensuring that municipal servicing is in place, supporting timely and feasible development.
 - **Digitizing the development application process**
As of April 2025, the Planning department now accepts and processes all applications as a fully digital end-to-end process. This includes updating application requirements, increased use of the client portal (MySaanich) to review an application status, pay fees with credit card, and increase use of Bluebeam and Prospero automation to provide a more real-time and collaborative referral process.

Primary Growth Area Planning – Centre, Corridor, Village Plans

- The **Quadra McKenzie Plan** envisions vibrant, walkable Centres and Villages linked by Corridors with frequent transit services, and all ages and ability cycling and walking facilities. The Quadra McKenzie Plan will build on the Official Community Plan to provide more detailed land use direction within the study area, improving certainty for stakeholders. Plan adoption is expected in early 2026.
- The **Shelbourne Valley Plan** is currently being updated to align with Saanich's new Official Community Plan (OCP), stay consistent with changing trends in demography, provincial legislation, and community aspirations. Plan adoption is expected in early 2026.
- The **Tillicum Burnside Plan** will guide future changes in the area over the short, medium, and long term (20 years) to build a livable, vibrant, and transit-connected community. The long-term vision for the area will be influenced by the Official Community Plan's direction of One Planet Living and the 15-Minute Community. The Plan is currently underway with adoption expected in spring 2026.
- The **Uptown Douglas pre-zoning** is implementing the Uptown Douglas Plan. Once complete, it will allow for development applications which are consistent to be processed through a Development Permit, greatly reducing the processing times for development applications in the area. As the Uptown Core has policy for the highest intensity of mixed-use development in the District, the expedited approvals process in this area is intended to encourage housing in an area well served by public transportation, commercial and services.

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.

N/A

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 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		33	293	326
New Units		950	1708	2658
Unit Breakdown				
Units by Size				
Studio		127	500	627

One Bedroom		319	452	771
Two Bedroom		250	496	746
Three Bedroom		254	197	451
Four or More Bedroom ¹		Included Above	63	63
Units by Tenure				
Rental Units ² – Total ²		517	1,232	1,749
Rental – Purpose Built		517	1,036	1,553
Rental – Secondary Suite		0	126	126
Rental – Accessory Dwelling		0	70	70
Rental – Co-op		0	0	0
Owned Units		433	476	909
Units by Rental Affordability				
Market		84	1,220	1,304
Below Market ³ - Total		433	12	445
Below Market - Rental Units with On-Site Supports ⁴		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	2	1
Proposed Units	12	110

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.

1. Rezoning from commercial to site-specific zoning to construct four 8-unit townhomes. The application was withdrawn.
2. Rezoning from residential to two-family (duplex) zoning to construct a 2-unit duplex. The application was withdrawn.
3. To rezone from commercial to site-specific zoning to construct a 12-storey mixed-use building with 110 dwelling units. The application was denied by Council, as recommended by Staff, due to policy misalignment and design concerns.

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.

***Improved data capture**

Due to data capture improvements staff noted 30 homes issued by occupancy permit in Reporting Period 1.2 that were not counted. These completions have been added to the net new units in Reporting Period 2. The District of Saanich has been working steadily across departments to improve how data on development applications and approvals is captured and reported on.

Shelter space opening at Victoria Native Friendship Centre

Link: [Victoria Native Friendship Centre doubles shelter capacity - Victoria Times Colonist](#)

An additional 25 new temporary shelter beds were added to the shelter spaces at 231 Regina Ave. Saanich staff worked with the centre on the plan to double the capacity of the shelter, which provides services, meals, shower, laundry service, and transportation.

Cadence Condo development fire

Link: [Fire destroys partially built condo building in Saanich - Victoria Times Colonist](#)

A 6-storey, 77 unit, partially built condominium was destroyed by fire in November 2024. While the developer is seeking to rebuild, the fire caused significant delay to the delivery of these units.

Section 5: Development Permit Application Tenure

No applications for Secondary Suites or Accessory Dwelling Units in the Reporting Period required a Development Permit, resulting in no tenure being listed under "Development Permit" in Section 5.

Section 5: Rezoning

Most Development Permit applications noted under Section 5 also received rezoning approval at the same time.

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: Advancing Nellie McClung Library and Capital Region Housing Corporation (CRHC) Housing Project
Description of Action:

This project receives "priority review" at all points in the development approvals process, according to established Council policy. The project has applied for Building Permit.

Completion/Milestone Date: Summer 2025-2029 – Demolition of current building and construction of new project

Link: [Library and Affordable Housing Project | District of Saanich](#)

Number of Units: 210

Name of Action: Preparing West Saanich lands for sale
Description of Action:

District-owned land on West Saanich Road has been put on the market for sale, and a rezoning is in process to enable significant housing development on this 2.7 acre parcel in a Primary Growth Area. A rezoning application has been submitted to attract a suitable proposal for mixed-use commercial and residential development.

Completion/Milestone Date: May 2026

Link: [West Saanich Road | District of Saanich](#)

Number of Units: 400 through Development Permit

Name of Action: Small-Scale Multi-Unit Housing Regulation Amendments	
Description of Action: The District continues to monitor SSMUH regulations based on the type and amount of applications received. In Fall 2025 some housekeeping changes will be conducted, along with a review and report of the regulations following one year of implementation. The District has received applications for approximately 200 units in the first year, and expects significant occupancies to be approved in the next 2 years.	
Completion/Milestone Date: December 2026 – Two year review of regulations	
Link: Small-Scale Multi-Unit Housing District of Saanich	Number of Units: 150

Name of Action: Advancing Nigel Valley Development	
Description of Action: The District continues to advance applications as a part of the Nigel Valley Development, a comprehensive development comprised of several non-profit housing providers over nine acres of land. These non-profit applications receive the full suite of supports to non-market housing, including priority review by the dedicated non-market housing planner.	
Completion/Milestone Date: September 2027	
Link: Saanich - Nigel Valley Let's Talk Housing BC	Number of Units: 158

**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.