

# ATTACHMENT B



## 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](mailto: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 Nanaimo
Housing Target Order Date	June 25, 2024
Reporting Period	July 1, 2024 – 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	
Contractor Contact Info	<input checked="" type="checkbox"/> N/A (name, position/title, email, phone)

Section 2: NUMBER OF NET NEW UNITS				
<p>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></p> <p style="text-align: center;"><b>Section 8 must be completed if a housing target has not been met for the reporting period.</b></p>				
	Completions (Reporting Period)	Demolitions (Reporting Period)	Net New Units (Reporting Period)	Net New Units (Since HTO Effective Date)
<b>Total</b>	582	43	539	539

Section 3: NUMBER OF HOUSING UNITS BY CATEGORY AND TYPE (Unit Breakdown Guidelines)				
<p>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.</p>				
	Completions (Reporting Period)	Demolitions (Reporting Period)	Net New Units (Reporting Period)	Net New Units (Since Effective HTO Date)
<b>Units by Size</b>				
Studio	77	0	77	77
One Bedroom	173	1	172	172
Two Bedroom	212	28	184	184
Three Bedroom	85	13	72	72
Four or More Bedroom <sup>1</sup>	35	1	34	34
<b>Units by Tenure</b>				
Rental Units <sup>2</sup> – Total	-	-	-	-
Rental – Purpose Built	-	-	-	-

Rental – Secondary Suite	-	-	-	-
Rental – Accessory Dwelling	-	-	-	-
Rental – Co-op	-	-	-	-
Owned Units	-	-	-	-
<b>Units by Rental Affordability</b>				
Market	400	11	389	389
Below Market <sup>3</sup> - Total	40	0	40	40
Below Market - Rental Units with On-Site Supports <sup>4</sup>	40	0	40	40

**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. **Infrastructure Investments to Support Housing:** The City builds, maintains, operates and renews critical infrastructure that supports housing, including: transportation, water supply and distribution, sewer collection, fire protection and policing services. Over 2024 the City invested over \$45 million in these capital works. Many projects are driven by a combination of growth and renewal need; for 2024 approximately 40% of the overall investment was directly related to supporting growth.
2. **Small Scale Multi-Unit Housing and Transit-Oriented Areas:** The City's Zoning Bylaw was amended in June 2024 to allow four housing units per lot on more than 22,000 residential lots in the City, as required by Provincial Bill 44, related to Small Scale Multi-Unit Housing. Also, in June 2024 the City passed *Transit-Oriented Area Designation Bylaw No. 7382* which identifies three bus exchange areas in Nanaimo that are designated as Transit-Oriented Areas: Woodgrove, Country Club, and Vancouver Island University (VIU). Lands within a 400-meter radius of these bus exchanges are permitted to have higher density and greater building heights to allow for more housing. More information can be found at this [link](#).
3. **Pre-Zoning of Parcels in the ‘Corridor’ Designation:** The Zoning Bylaw was amended in June 2024 such that more than 1000 single family zoned parcels in areas designated “Corridor” in the Official Community Plan (“City Plan”) were pre-zoned to allow higher residential densities (up to 1.75 FAR). The

updated Corridor zoning provides incentive to consolidate and redevelop single family parcels where higher densities are supported by City Plan.

4. **Short Term Rental Review:** A review of the City's Short-Term Rental Program was completed in 2024, including amendments to the Zoning Bylaw, to help increase compliance such that the supply of residential units continues to be available for long-term rental. The tools in *Provincial Bill 35 - Short-Term Rental Accommodation Act* were utilized and will continue to assist the City with protecting the supply of rental units. More information can be found at this [link](#).
5. **Interim Housing Needs Report 2024:** City of Nanaimo Council received a new 'Interim Housing Needs Report 2024' at their meeting on December 16, 2024. The Interim Housing Needs Report outlines the 5-, 10-, and 20-year housing needs for the City of Nanaimo, including detailed information regarding rental housing, market housing, non-market housing, and bedroom need estimates. In addition, the report explains the difference between the Provincial Housing Target Order for Nanaimo, and housing need estimates. More information can be found at this [link](#).
6. **Development Approval Process Review:** In July 2024 Council endorsed the 'Development Approval Process Review' that provided recommendations to expedite the City's processing of development applications, including amendments to the Official Community Plan (City Plan), amendments to the City's Zoning Bylaw, development permit and development variance permit applications. The City is in the process of implementing the recommendations. The Development Approval Process Review can be found at this [link](#).
7. **Building Permit Function Review:** The City of Nanaimo's Building Permit Function Review, initiated in October 2020, aimed to enhance the efficiency and effectiveness of the permitting process. In collaboration with the development community, the city established an Advisory Working Group. This group introduced a fast-track permit process for small renovations and leasehold permits, developed a fillable Building Code Analysis form with a companion guide, and published sample Occupancy, Code, and Safety Drawing plans. In 2024 improvements focused on ensuring applicants receive completion letters earlier in the process. These initiatives support housing development by ensuring code-compliant building permit applications, resulting in faster processing times and standardized compliance demonstrations.
8. **Certified Professional Program:** In December 2023 Council approved the Certified Professional (CP) Program as an alternative to the traditional building permit and construction monitoring process, and the Building Department implemented the program in 2024. The CP Program supports housing development by streamlining the permitting process and offering a more efficient and reliable method for ensuring building safety and compliance. This program, jointly administered by the Engineers and Geoscientists of BC (EGBC) and the Architectural Institute of BC (AIBC), allows certified engineers and architects with advanced training and certification to provide professional assurances that their projects comply with the BC Building Code and other safety regulations.
9. **CMHC Housing Accelerator Fund (HAF) Application – Round 2:** The City submitted an application to the round one and round two CMHC-HAF fund. The round two application was submitted in September 2024. The round one application was not successful, and the City is currently waiting to hear from CHMC if the round two application was successful. Information about the HAF round two application can be found in the staff report presented to Council on September 9, 2024, at this [link](#).
10. **Property Management Strategy:** In February 2024 Council adopted the Nanaimo Property Management Strategy, which provides a framework for managing, acquiring, and disposing of the City's land assets. The goal of the Strategy is to align the City's land resources with City Plan and includes a list of potential dispositions and acquisitions for affordable and non-market housing developments in collaboration with

community partners and BC Housing. The list allows for progress tracking and updates to priorities as needed to support ongoing planning and budgeting. The Strategy can be found at this [link](#).

11. **Rent Bank and Rent Supplement Programs:** Since 2016 the City has provided funding and partnered with local non-profit agencies to deliver these two programs that prevent tenant evictions. In 2024 the City expanded both programs using Online Accommodation Platform MRDT funds. A rent bank is a short term or temporary homelessness prevention tool that helps to provide housing stability for low to moderate income renters who are unable to pay their rent or utilities due to life circumstances. Rent supplements are government-funded payments that bridge the gap between what an individual or family can afford to pay and what the actual cost of housing is. More information can be found at this [link](#).
12. **Housing Legacy Reserve Fund:** The City has had a Housing Legacy Reserve (HLR) Fund since 2005, and the HLR Bylaw was reviewed and updated in March 2024. The accumulated funds in the HLR Fund have been used for: a) The purchase, and acquisition, of land and buildings, as well as land and building improvement costs, related to supportive housing, emergency shelters, and below market housing; b) Development cost charges, as well as works and servicing reductions (i.e. for roads, drainage, sanitary sewer, water, and parkland improvements) directly related to supportive housing, emergency shelters, and below market housing developments; c) Rent Bank programs; d) Rent supplement programs; e) The provision of humanitarian basic needs services to the City's unsheltered population; and f) The development of strategies, plans, and solutions to address and create more affordable housing in the City of Nanaimo. More information can be found at this [link](#).
13. **Permissive Tax Exemptions:** A new 'Permissive Tax Exemption Policy' was adopted by Council in July 2024 that includes criteria for non-market housing. The policy outlines permissive tax exemption eligibility criteria for non-for-profit organizations that provide non-market housing for Temporary and Supportive Housing. The policy can be found at this [link](#).
14. **HEART and HEARTH:** In January 2024 the Ministry of Housing and City of Nanaimo signed an MOU to participate in the Provincial programs Homeless Encampment Action Response Team (HEART) and Homeless Encampment Action Response Temporary Housing (HEARTH). The City has been working cooperatively with the Ministry to deliver more than 200 temporary housing units on four sites in Nanaimo at 250 Terminal Avenue, 1300 Island Highway South, 1030 Old Victoria Road, and 1298 Nelson Street. To support this program in 2024 the City purchased property for one HEARTH site, is providing financial support towards supportive housing at 1298 Nelson Street, and has provided significant staff support to the HEART program. More information can be found at this [link](#).
15. **BC Housing and City of Nanaimo Memorandum of Understanding (2019):** This Memorandum of Understanding (MOU) is an agreement between BC Housing and the City to provide 610 housing units (50% non-market units) on six sites in the City. Supportive housing development at 702 Nicol Street and 285 Prideaux Street is completed. In 2024 Staff worked toward finalizing development approvals for non-market housing at 355 Nicol Street, 250 Terminal Avenue, 1435 Cranberry Avenue and at the Te'tuxwtun development (564 Fifth Street, 502 and 505 Howard Avenue). The City continues to work cooperatively with BC Housing to find new sites for supportive and affordable housing. More information can be found at this [link](#).
16. **Warming Centre Response for the Unsheltered** – The City provided \$474,094 to fund three warming centres with approximately 138 spaces for unsheltered individuals over the 2023/2024 winter season. Warming centre services included access to meals, harm reduction supplies, and support for wound care, mental health and addiction. In addition, the warming centres provided expanded services when extreme cold weather events met the Emergency Management and Climate Readiness thresholds. The warming centres provided Nanaimo's unsheltered population key access points into the health and housing continuum of care.

17. **Drop-in Hub:** In partnership with the United Way BC and the Federally funded Reaching Home Program, the City is providing \$584,257 to fund a year-round daytime drop-in hub at 55 Victoria Road that provides warming and cooling services for individuals living unsheltered. The drop-in hub provides an access point for individuals to be placed on BC Housing’s Housing Registry allowing them the ability to access supportive housing when available. Island Crisis Care Society operates the drop-in hub in partnership with Nanaimo Family Life Association. The drop-in hub opened January 2, 2025, and operates seven days a week, 11 am to 6 pm. To date approximately 90 people per day are using the services. Key services include access to basic needs such as food, hygiene supplies and clothing. Other services provided include connections to broader supports for emergency shelter and housing, health care, mental health resources and more. In addition, work is underway with BC Housing to fund twenty temporary winter shelter beds at the drop-in hub from January 6 to March 31, 2025.
18. **Systems Planning Organization** – In 2024, the City of Nanaimo continued to fund the Systems Planning Organization whose purpose is to enable coordinated action to address an end to homelessness in Nanaimo. More information can be found at this [link](#).

**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.

**Te’tuxwtun:** The Te’tuxwtun development project is a proposed large-scale development on a 5.8-acre site that spans the Fifth Street Corridor (564 Fifth Street, 502 and 505 Howard Avenue) in the Harewood neighbourhood of Nanaimo. The Te’tuxwtun development project is a unique collaboration between Snuneymuxw First Nation, BC Housing, the City of Nanaimo and Nanaimo Ladysmith Public Schools (known as the Knowledge Partners). The Te’tuxwtun development includes 360 housing units (potentially 24% non-market and 76% market units), with a mix of commercial, institutional and parks/recreation/culture uses. The rezoning amending bylaw process is at third reading, and the development permit application was submitted to the City in the fall of 2024. More information can be found [here](#).

**Snuneymuxw Temporary Housing Units:** With Provincial ‘Strengthening Communities’ funding the City partnered with Snuneymuxw First Nation (SFN) to fund the purchase of three fourplex modular housing units that were located on SFN lands in 2022 and 2023. Twelve individual units were placed on site, each with their own bathroom, shower, and mini kitchenette. The units are managed by SFN and continue to be used by SFN to house community members experiencing homelessness. In addition, Strengthening Communities funding was used for RV trailer scattered site housing benefitting 31 individuals, with culturally safe, trauma informed, wrap around services.

### 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>	2	25	61	88
<b>New Units</b>	248	797	237	1,282

#### Unit Breakdown

#### Units by Size

Studio	-	-	-	-
One Bedroom	-	-	-	-
Two Bedroom	-	-	-	-
Three Bedroom	-	-	-	-
Four or More Bedroom <sup>1</sup>	-	-	-	-
<b>Units by Tenure</b>				
Rental Units <sup>2</sup> – Total <sup>2</sup>	-	-	-	-
Rental – Purpose Built	-	-	-	-
Rental – Secondary Suite	-	-	-	-
Rental – Accessory Dwelling	-	-	-	-
Rental – Co-op	-	-	-	-
Owned Units	-	-	-	-
<b>Units by Rental Affordability</b>				
Market	-	-	-	-
Below Market <sup>3</sup> - Total	-	-	-	-
Below Market - Rental Units with On-Site Supports <sup>4</sup>	-	-	-	-

**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>	0 planning applications withdrawn. 36 building permit applications withdrawn.	0 planning applications denied.
<b>Proposed Units</b>	Approximately 155 housing units were within the 36 building permit applications that were withdrawn, denied, or expired in the reporting period.	-

**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.



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- The City denied no rezoning or development permit applications from July to December 2024.
- The process for building permit applications is such that they can be incomplete and therefore not accepted, or they can be cancelled or expired due to inaction from the applicant. There are many reasons that an applicant may choose to withdraw a building permit application including project financing challenges, increased cost of materials, increased cost of contractors, and changes in market conditions impacting profit margins on 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.

**RE unit breakdown supplemental information in Section 5:** In the City’s experience the unit mix, total number of units, and tenure for development applications may change between rezoning, development permit and the building permit applications for a variety of reasons outside of the City’s control. Also, it has not been the City’s practice to gather unit breakdown data at the time of building permit application, however we will strive to gather this data for the next five reporting periods.

With regard to the provision of below market units and below market units with on-site supports, the City works cooperatively with BC Housing and non-profit organizations that provide below market housing. However, the City of Nanaimo does not build housing, so urgent and ongoing investments from senior levels of government will be essential to ensure that the targets for below market units are achieved.

**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> n/a	
<b>Description of Action:</b>	
<b>Completion/Milestone Date:</b>	
<b>Link:</b>	<b>Number of Units:</b>

<b>Name of Action:</b> n/a	
<b>Description of Action:</b>	
<b>Completion/Milestone Date:</b>	





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

<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.