



**DISTRICT OF WEST VANCOUVER**  
750 17TH STREET, WEST VANCOUVER BC V7V 3T3

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## COUNCIL REPORT

Date:	April 22, 2024
From:	Winnie Yip, Senior Community Planner Hanna Demyk, Planning Technician Tom Kwok, Assistant Planner
Subject:	Housing Target Progress Report – Six-Month Report
File:	13.2515.02/05.2024

### RECOMMENDATION

THAT the District of West Vancouver’s Six-Month Housing Target Progress Report, attached as Appendix A to the report dated April 22, 2024, be received, published on the District’s website, and submitted to the BC Minister of Housing as per legislative requirements.

#### 1.0 Purpose

To present and publish the District’s Six-Month Housing Target Progress Report.

#### 2.0 Legislation/Bylaw/Policy

The District of West Vancouver is required to complete, publish and submit its first Housing Target Progress Report by May 15, 2024, in accordance with the *Housing Supply Act, S.B.C. 2022, c.38*, the *Housing Supply Regulation, B.C. Reg. 133/2023*, and the *Order of the Minister Responsible for the Housing Supply Act, Ministerial Order No. M287*.

#### 3.0 Council Strategic Objective(s)/Official Community Plan

##### *Council Strategic Plan*

Objective 2.1 of Council’s Strategic Plan is to “work towards new targets and deliverables mandated by the Province under the Housing Supply Act”, including Deliverable 2.1.2 “Annual targets met”.

##### *Official Community Plan*

Chapter 2 of the 2018 Official Community Plan (OCP) includes a broad suite of policies to enable the development of new housing to meet the community’s present and future needs.

## 4.0 Financial Implications

The ongoing requirements for Housing Target Progress Reports to fulfill legislative requirements necessitate staff time and resources that would otherwise have been directed to other West Vancouver projects.

## 5.0 Background

The Province of British Columbia passed the *Housing Supply Act, S.B.C. 2022, c.38* on November 24, 2022 and the *Housing Supply Regulation, B.C. Reg. 133/2023* on May 31, 2023, which gave BC government new authorities to set housing targets in municipalities through the issuance of Housing Target Orders. The District of West Vancouver subsequently received its Housing Target Order (*Ministerial Order No. M287*) on September 23, 2023, which sets out a five-year housing target and associated reporting requirements for the District.

The District’s five-year housing target of 1,432 is the minimum number of net new completed housing units required to comply with the Housing Target Order. The reporting requirements are as follows:

Cumulative Target		Reporting Period	Due Date
Year 1	220	Oct 1, 2023 – Mar 31, 2024	May 15, 2024
		Oct 1, 2023 – Sept 30, 2024	Nov 14, 2024
Year 2	462	Oct 1, 2024 – Sept 30, 2025	Nov 14, 2025
Year 3	738	Oct 1, 2025 – Sept 30, 2026	Nov 14, 2026
Year 4	1,057	Oct 1, 2026 – Sept 30, 2027	Nov 14, 2027
Year 5	1,432	Oct 1, 2027 – Sept 30, 2028	Nov 14, 2028

The Housing Target Progress Reports must be received by Council by their respective due dates, and subsequently be published on the District’s website and submitted to the Minister of Housing.

## 6.0 Analysis

### 6.1 Discussion

#### Six-Months Housing Progress

Staff have prepared the District’s Six-Months Housing Target Progress Report, spanning from October 1, 2023, to March 31, 2024 (**Appendix A**). The Province requires the District to track net new units, defined as completed units with occupancy permits (OP) received minus demolished units in the same period. The reporting requirements also include tracking net new units that are “in stream” within the reporting period (October 1, 2023 to March 31, 2024) by application status – those with issued building permits (BP) and those with issued development permits (DP).

The table below summarizes key statistics from the Six-Month Report.

	<b>Net New Units Completed (received OP)</b>	<b>Net New Units with Issued BP (under construction)</b>	<b>Net New Units with Issued DP (pending BP<sup>1</sup>)</b>
<b>Total</b>	<b>40</b>	<b>276</b>	<b>40</b>
<b>Tenure</b>			
Owned	25	91	35
Rental	15	185	5
<b># of Bedrooms per Unit</b>			
Studio	0	21	0
1-bed	7	92	2
2-bed	6	104	3
3-bed	15	42	14
4-bed+	12	17	21

A total of 40 net new housing units have been completed in the first six-months. This represents approximately 18% of the required Year 1 Housing Target (220 units) – significantly less than a 50% mid-year “interim target” of 110 units.

A total of 276 net new units have been issued BPs and are currently in the construction phase. 32 of these units are single-family, attached and detached secondary suite dwellings which may complete within Year 1 (on or prior to September 30, 2024)<sup>2</sup>, while 244 units are apartment dwellings that typically require multiple years to complete. A further 40 net new units have been issued DPs, but are yet to receive BPs and so are unlikely to be completed within the nearer-term upcoming reporting periods.

*Applications Outside of Report Timeframe*

As the Province’s report template only requires tracking units from permits issued between October 1, 2023 and March 31, 2024, the Progress Report excludes units with permits issued before October 1, 2023. Staff have included summary data on these projects within the “Other Information” section of the report template, because they are more likely to be built and occupied within the five-year horizon of the *Housing Supply Act*. Staff have also included applications currently under review; however, these proposals still require either Council approval or delegated staff

<sup>1</sup> These units are either in the BP application review process or have yet to apply for their BPs.

<sup>2</sup> The completion of these estimated and proposed units will depend on many factors including, but not limited to, market forces, the review and approval process, and construction time.

approval, so any associated net new units are “uncertain” at time of writing:

- Issued BPs: 311 applications, estimated 195 net new units
- BPs under review: 124 applications, estimated 70 net new units
- Issued DPs: six applications, estimated 283 net new units
- DPs under review: 42 applications, estimated 183 net new units

#### Future Housing Supply Considerations

The Province’s report template also includes a section on housing supply “Actions Taken by Municipality” in the last 12 months. Most notably, these include the preparation of the Cypress Village Areas Development Plan and the Ambleside LAP – two initiatives which should, pending Council’s decisions, contribute to new, longer-term housing supply in future years.

A separate but related Provincial Bill, the *Housing Statutes Act*, came into effect in December 2023. Among other things, this *Act* will require the District to update its *Housing Needs Report* with a 20-year growth figure by December 2024 (with the methodology yet to be provided by the Province). Given the “growth focus” of recent Provincial housing legislation, it is reasonable to expect that the successful completion of the ongoing Cypress Village and Ambleside initiatives, in addition to future projects (such as the Taylor Way LAP, including Park Royal North), will be required to meet existing and anticipated Provincial housing requirements. These projects will be the primary means to create net new housing units (in contrast to replacing existing housing under current zoning).

#### Compliance to the Housing Supply Act

The *Housing Supply Act* provides the Minister of Housing powers to determine if the District has met its housing target, or if the District has made satisfactory progress toward meeting its target. If the Minister determines that the District has neither met nor made satisfactory progress toward meeting its target, the Minister may:

1. Appoint one or more advisor(s) to conduct a review of the District’s policies, practices and processes with relation to housing development;
2. Issue a directive for the District to enact or amend bylaws, and/or to accept or reject permits to help meet its targets; and
3. Recommend to the Lieutenant Governor in Council to complete the terms of the directive if the District fails to comply.

## 6.2 Climate Change & Sustainability

Diverse housing types that meet our community’s needs contribute to the District’s long-term social, economic, and environmental sustainability.

Date: April 22, 2024  
From: Winnie Yip, Senior Community Planner  
Hanna Demyk, Planning Technician  
Tom Kwok, Assistant Planner  
Subject: Housing Target Progress Report – Six-Month Report

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### 6.3 Public Engagement and Outreach

The Six-Months Housing Target Progress Report will be published on the District's website, in compliance with the *Housing Supply Act*.

### 6.4 Other Communication, Consultation, and Research

Upon receipt by Council, the Six-Months Housing Target Progress Report will be forwarded to the Minister of Housing as mandated by the *Housing Supply Act*. Additionally, the Ministry of Housing is anticipated to publish the District's Report on the Provincial website in accordance with the *Act*.

## 7.0 Options

### 7.1 Recommended Option

At the time of receipt of this report, Council must:

- a) Receive, publish and submit the Six-Month Progress Report to the Minister of Housing, as required by Provincial legislation.

### 7.2 Considered Options

- b) Not applicable.

## 8.0 Conclusion

The District's first Housing Progress Report has been prepared per Provincial requirements (**Appendix A**), and must now be received, published and submitted to the Minister of Housing.

Author:



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Winnie Yip, Senior Community Planner



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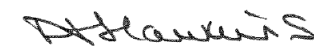
Hanna Demyk, Planning Technician



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Tom Kwok, Assistant Planner

Concurrence



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David Hawkins, Senior Manager of Community Planning and Sustainability

Appendices:

APPENDIX A: West Vancouver Six-Month Housing Target Progress Report

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**PURPOSE**

This reporting template presents the required and supplemental information that a municipality needs to provide to the Province under the [Housing Supply Act](#) (Act).

**BACKGROUND**

The objectives of the Act are to increase the supply of housing in communities with the greatest housing need and deliver more housing options for individuals and families in B.C. The Act allows the Province to set housing targets, establish progress reporting requirements, and undertake compliance measures for specified municipalities in the [Housing Supply Regulation](#).

Part 3 – Section 4 of the Act states that municipalities which have been issued a Housing Target Order (HTO) must prepare a housing target progress report, in the form required by the minister, for each period specified in the order. The housing target progress report must contain information about the progress and actions taken by the specified municipality toward meeting each housing target established in the HTO. Completing and submitting this progress report satisfies that requirement.

**REPORT REQUIREMENTS**

Part 3 – Section 4 of the Act and Section 5 of the Regulation requires that the progress report must be received in a meeting that is open to the public and by Council resolution 45 days after the end of the reporting period to which the report applies. If a municipality has not met the housing target for the reporting period, it must provide information about any actions that it intends to take toward meeting the housing target within the 2-year period with the progress report.

Please submit this report to the minister and post it to your municipal website as soon as practicable after Council receives it.

**ASSESSMENT**

Part 3 – Section 5 of the Act requires the Minister of Housing to review the progress report to assess if housing targets have been met and, if not, whether the municipality has made satisfactory progress toward meeting the housing targets.

Progress reports will be evaluated against the performance indicators described in Schedule B of the HTO. If satisfactory progress has not been made, compliance action may be taken in accordance with Part 4 of the Act.

**INSTRUCTIONS**

Please complete the attached housing target progress report for your municipality and ensure it is received by Council resolution within 45 days of the end of the reporting period and submit to the Minister of Housing [Housing.Targets@gov.bc.ca](mailto:Housing.Targets@gov.bc.ca)



## HOUSING TARGET PROGRESS REPORT FORM

Housing Targets Branch  
BC Ministry of Housing

Section 1: MUNICIPAL INFORMATION	
<b>Municipality:</b>	District of West Vancouver
<b>Housing Target Order Date:</b>	October 1, 2023
<b>Reporting Period:</b>	October 1, 2023 – March 31, 2024
<b>Date Received by Council Resolution:</b>	May 6, 2024 (pending Council meeting)
<b>Date Submitted to Ministry:</b>	May 13, 2024 (pending Council meeting)
<b>Municipal Website of Published Report:</b>	May 10, 2024 (pending Council meeting)
<b>Report Prepared By:</b>	<input checked="" type="checkbox"/> Municipal Staff <input type="checkbox"/> Contractor/External
<b>Municipal Contact Info:</b>	Winnie Yip, Senior Community Planner wyip@westvancouver.ca, 604-925-7238
<b>Contractor Contact Info</b>	<input checked="" type="checkbox"/> N/A

Section 2: NET NEW UNITS				
This is a count of net new units 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 housing units does not count towards completions.				
	Completions (Reporting Period)	Demolitions (Reporting Period)	Net New Units (Reporting Period)	Net New Units (Since HTO Effective Date)
<b>Total</b>	56	16	40	40

Section 3: UNIT BREAKDOWN (Supplemental Information as per Interim Guidelines)				
Refer to the definitions provided at the end of the report and specify information below for the reporting period and cumulatively since the effective date of the HTO.				
	Completions (Reporting Period)	Demolitions (Reporting Period)	Net New Units (Reporting Period)	Net New Units (Since Effective HTO Date)
<b>Units by Size</b>				
Studio	0	0	0	0
One Bedroom	7	0	7	7
Two Bedroom	9	3	6	6
Three Bedroom	21	6	15	15
Four or More Bedroom <sup>1</sup>	19	7	12	12



<b>Units by Tenure</b>				
Rental Units <sup>2</sup> – Total	15	0	15	15
Rental – Purpose Built	0	0	0	0
Rental – Secondary Suite	15	0	15	15
Rental – Accessory Dwelling	0	0	0	0
Rental – Co-op	0	0	0	0
Owned Units	41	16	25	25
<b>Units by Rental Affordability</b>				
Market	15	0	0	15
Below Market <sup>3</sup>	0	0	0	0
Below Market Rental Units with On-Site Supports <sup>4</sup>	0	0	0	0

#### **Section 4: ACTIONS TAKEN BY MUNICIPALITY**

Describe actions in the last 12 months that have been taken to achieve housing targets. This may include updated Official Community Plan bylaws, land use zoning, Housing Needs Report, new housing policies and initiatives, and/or partnerships (e.g., BC Housing, CMHC, First Nations and private and non-profit housing organizations). 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.

The District approved 201 market rental apartment units on July 24, 2023 through a concurrent OCP and zoning amendments and DP approval process for [671, 685, 693 Clyde Avenue and 694 Duchess Avenue \(CD30\)](#). The 6-storey market rental apartment building consists of 201 “micro-units” (studios) ranging between 350 and 497 square feet, 27 of which are designed to meet Level 2 Adaptability Standard. The smaller units are expected to provide relative affordability for residents. Rental tenure zoning is secured, while 0.25 FAR bonused density and reduced parking requirements are provided to support the rental development. The BP application for this project has expired, but applicant may reapply for BP again at any time.

The District is undertaking a [local area planning process for the Ambleside Town Centre area](#), to provide capacity for an estimated 1,000 to 1,200 net new units. Zoning and OCP amending bylaws currently under preparation and/or consideration include: the protection and/or replacement of existing purpose-built rental units, and the identification of locations, heights, and densities for new non-market rental, market rental, rent-to-own, seniors, strata apartment, and strata “missing middle” housing units.

The District is undertaking [area-wide planning for Cypress Village](#), a proposed phased development plan of a new mixed-use, sustainable urban community. The Village is planned to contain a maximum of 3,711 housing units, comprising a range of housing types including single-family, duplex, triplex, townhouse, and apartments. At least 737 units of purpose-built market and non-market rental units are also being proposed as part of this comprehensive area-wide development plan.

A Zoning Bylaw amendment process is underway to comply with new Small-Scale Multi-Unit Housing requirements under the Local Government Act (more commonly known as Bill 44). This work is ongoing and is expected to be completed by June 30, 2024 as required by the LGA.

**Section 5: APPROVED DEVELOPMENT APPLICATIONS**

Provide the information below to establish the quantity of new housing currently proposed based on completed development applications. For each housing project in progress, please report on the most recent development approval which has been issued since the effective date of your Housing Target Order. Each housing project should only be captured once through the **most current** development application type, and units which have received occupancy permits should not be included (*see Section 2 above for occupancy permits*).

	Rezoning	Development Permit	Building Permit	Total
<b>Applications</b>	0	14	27	41
<b>New Units</b>	0	40	276	316
<b>Unit Breakdown</b> (Supplemental Information as per Guidelines)				
<b>Units by Size</b>				
Studio	0	0	21	21
One Bedroom	0	2	92	94
Two Bedroom	0	3	104	107
Three Bedroom	0	14	42	56
Four or More Bedroom <sup>1</sup>	0	21	17	38
<b>Units by Tenure</b>				
Rental Units <sup>2</sup> – Total <sup>2</sup>	0	5	185	190
Rental – Purpose Built	0	0	177	177
Rental – Secondary Suite	0	1	6	7
Rental – Accessory Dwelling	0	4	2	6

Rental – Co-op	0	0	0	0
Owned Units	0	35	91	126
<b>Units by Rental Affordability</b>				
Market	0	5	185	185
Below Market <sup>3</sup>	0	0	0	0
Below Market Rental Units with On-Site Supports <sup>44</sup>	0	0	0	0

**Section 6: WITHDRAWN OR NOT APPROVED DEVELOPMENT APPLICATIONS**

**A)** Indicate the number of applications (and associated proposed units) that have been withdrawn by applicants, and the same information for applications not approved by staff or Council during this reporting period. Please capture rezoning applications, development permits, and building permits.

	<b>Applications Withdrawn</b>	<b>Applications Not Approved</b>
<b>Applications</b>	30	0
<b>Proposed Units</b>	234	0

**B)** For each project that was withdrawn or not approved, provide a summary of relevant project information, including application type and reasons why each project was withdrawn or not approved. Please capture rezoning applications, development permits, and building permits.

Rezoning Applications Withdrawn:

- 1 application was cancelled by applicant. No new housing units were proposed as the application proposed the conversion of 16 existing units into short-term rental accommodations.

Development Permit Applications Withdrawn:

- 5 applications were cancelled by applicant, amounting to 2 single-family dwelling and 1 accessory detached unit (ADU, coach house). 2 cancelled applications relate to environmental development permits and proposed no new dwelling units.

Building Permits Applications Withdrawn:

- 13 expired applications as a result of applicants not providing required information nor extending their applications before expiry. These expired applications proposed 219 units, including 201 apartments, 10 single-family dwellings, 7 secondary suites, and 1 coach house.
- 11 cancelled applications, including 6 single-family dwellings, 5 secondary suites and 1 ADU (coach house) applications. Four cancelled applications have previously been approved and issued but cancelled by applicant prior to completion.

**Section 7: OTHER INFORMATION**

Provide any other information not presented above that may be relevant to your municipality's effort and progress toward achieving the housing target.

In addition to the approved development and building permit applications since the Housing Target Order date (October 1, 2023) outlined in Section 5, the District also has 317 approved applications issued prior to October 1, 2023, comprising an estimated 478 net new units that may be built in the coming years. These include:

- Issued Building Permits: 311 applications issued and under construction comprising an estimated 195 net new units. These applications will create new housing in West Vancouver, unless cancelled by the applicant.
- Issued Development Permits: 6 applications issued but have not yet had their BPs issued, comprising an estimated 283 net new units. This total estimated unit is subject to change due to a number of reasons, such as:
  - Applicant may not proceed through to BP, construction, or completion process,
  - Applicant may choose to apply to amend their DPs, and
  - Applicant may add secondary suites to single-family houses with approved DPs, at the BP stage; as secondary suites are not subject to a DP review, adding a secondary suite at the BP stage would rarely conflict with any condition of an issued DP.

Additionally, there are currently 166 "in-stream" applications under review as of April 1, 2024 that are excluded from the above counts, comprising an estimated 253 net new proposed units. These include:

- 70 estimated net new units from 124 BP applications under review, and
- 183 estimated net new units from 42 DP applications under review, including
  - 1 OCP amendment application,
  - 12 rezoning applications, and
  - 29 development permit applications (including environmental DPs).

These projects are currently under the review processes, many still require Council approval or delegated staff approval, and as such the estimated proposed units may change.

<sup>1</sup> If needed due to data gaps, you may 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 and secondary rental (e.g., secondary suites, accessory dwellings, etc.). □

<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.