

**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
<b>Date Submitted to Ministry:</b>	May 9, 2024
<b>Municipal Website of Published Report:</b>	May 7, 2024
<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 <a href="mailto:wyip@westvancouver.ca">wyip@westvancouver.ca</a> , 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.				
	<b>Completions</b> (Reporting Period)	<b>Demolitions</b> (Reporting Period)	<b>Net New Units</b> (Reporting Period)	<b>Net New Units</b> (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.				
	<b>Completions</b> (Reporting Period)	<b>Demolitions</b> (Reporting Period)	<b>Net New Units</b> (Reporting Period)	<b>Net New Units</b> (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



**HOUSING TARGET PROGRESS REPORT FORM**

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BC Ministry of Housing

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.