

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	City of Colwood
Housing Target Order Date	Aug 1, 2024
Reporting Period	1.2: August 1, 2024 – July 31, 2025
Date Received by Council Resolution	September 8, 2025
Date Submitted to Ministry	September 9, 2025
Municipal Website of Published Report	www.colwood.ca
Report Prepared By	<input checked="" type="checkbox"/> Municipal Staff <input type="checkbox"/> Contractor/External
Municipal Contact Info	Kaitlyn Suzuki Planning Technician, Development Services ksuzuki@colwood.ca 250-478-5053 ext.150
Contractor Contact Info	<input checked="" type="checkbox"/> 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. 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	400	3	397	397

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	6	0	6	6
One Bedroom	129	1	128	128
Two Bedroom	164	1	163	163
Three Bedroom	89	1	88	88

Four or More Bedroom ¹	12	0	12	12
Units by Tenure				
Rental Units ² – Total	143	2	141	141
Rental – Purpose Built	79	0	79	79
Rental – Secondary Suite	61	2	59	59
Rental – Accessory Dwelling	3	0	3	3
Rental – Co-op	0	0	0	0
Owned Units	257	1	256	256
Units by Rental Affordability				
Market	143	2	141	141
Below Market ³ - Total	0	0	0	0
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.

Updated Application Forms and Checklists – October 2024

City staff updated the City's application forms including the [Building Permit application](#) and [Development and Land Use application](#) to make them easier for applicants to complete and remove the requirement for hardcopies to be submitted with applications. Staff also developed checklists for each application type to clarify the minimum application requirements. These easier-to-use online forms streamline the application process, making it easier for developers and homeowners to apply, and for staff to collect the required application information. Removing the requirements for paper copies also streamlines the application process by allowing all documents to be submitted digitally.

Improved Housing Target Data Collection – October 2024

City staff reviewed and updated internal systems and procedures to facilitate housing data collection and reporting. Previously, data was not collected on tenure and affordability of housing. While this process started earlier in the year, measures were implemented by October 2024. These updates have allowed more data to be easily collected, reviewed throughout the application process, and reported as needed. The increased data available also allows for better understanding of housing in Colwood.

2024 City of Colwood Housing Needs Report – December 9, 2024

The [2024 City of Colwood Housing Needs Report](#) was endorsed by [Council on December 9, 2024](#) for master planning purposes. Staff collaborated with consultants to integrate the updated provincial methodology and develop a new Housing Needs Report that meets the requirements of a regular housing needs report, in advance of the December 31, 2028 deadline. The Housing Needs Report contains valuable information, including the existing and projected gaps in housing supply, which will be critical to future policy development for the City. The report was posted to the [City website](#) as directed by Council.

Environmental DPA Guidelines – May 26, 2025

Official Community Plan (OCP) Amendments to the Environmental Development Permit Area (DPA) guidelines were adopted by [Council on May 26, 2025](#). The amendments included updates to the development permit exemptions, definitions, and securities. These amendments helped to improve clarity and facilitate development in these Development Permit Areas, while still protecting valuable environmental areas.

3698 Metchosin Rd OCP Amendment and Rezoning – March 10, 2025

A staff led OCP amendment and rezoning was adopted by [Council on March 10, 2025](#). These amendments included a 35,227m² property in the Latoria South Local Area Plan, and increased the allowable density of the Comprehensive Development 28 zone by 500 units. The inclusion of these lands and the increase of density supports the continued development of the Latoria South area into a diverse and complete community.

Bill 44 Implementation - Ongoing

City staff are preparing further amendments to the OCP, Land Use Bylaw, and Off-Street Parking Regulations Bylaw to implement Small-Scale Multi-Unit Housing (SSMUH). Staff presented a backgrounder on Bill 44 to [Council on July 14, 2025](#). The mandated amendments are scheduled to be adopted by the end of 2025. The implementation of Bill 44 adds over 6000 potential new SSMUH units. This exceeds the 5,111 total new units projected for the next 20 years, identified in the [2024 City of Colwood Housing Needs Report](#). Staff are also preparing recommendations for amendments beyond what was mandated by the Province to further support the implementation and actualization of SSMUH.

CMHC Housing Accelerator Fund

The City of Colwood submitted an application to the Phase 1 Housing Accelerator Fund but were not successful.

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.

Relationship Agreement signed by Songhees Nation Council and City of Colwood Council –
October 2, 2024

The Relationship Agreement represents an ongoing commitment to collaboration and provides a framework for communication between the two Councils. ([News Release](#))

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	13	77	91
New Units	11	671	532	1214
Unit Breakdown				
Units by Size				
Studio	0	93	32	125
One Bedroom	0	212	218	430
Two Bedroom	0	245	173	418
Three Bedroom	11	96	92	199
Four or More Bedroom ¹	0	25	17	42
Units by Tenure				
Rental Units ² – Total ²	0	440	164	604
Rental – Purpose Built	0	440	94	534
Rental – Secondary Suite	0	0	63	63
Rental – Accessory Dwelling	0	0	7	7
Rental – Co-op	0	0	0	0
Owned Units	11	231	368	610
Units by Rental Affordability				

Market	0	420	164	584
Below Market ³ - Total	0	20	0	20
Below Market - Rental Units with On-Site Supports ⁴	0	0	0	0

*Only included application adding housing units in application totals.

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	1	1
Proposed Units	15	44

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.

One rezoning application, RZ000011 517 Latoria Way, was denied by Council on [September 23, 2024](#). This application proposed an amendment to the existing CD8 (Comprehensive Development 8) zone to permit duplex and townhouse use and increase the permitted density from 59 units to 77 units. This rezoning would have allowed 44 duplex and townhouse units on the subject property.

One development permit application, DP000023 376/394 Royal Bay Drive and 3479 Wishart Road was withdrawn by the applicant. This application proposed a 15-unit townhouse development.

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.

Gateway and Triangle Lands Vision and Action Plan – Ongoing

The [Gateway & Triangle Lands Vision and Action Plan](#) was endorsed by [Council on May 23, 2023](#). This plan includes increases to future density and height in the area. Staff have continued to work on the implementation of this plan. Staff have prepared recommendations for OCP amendments to implement key items of the Gateway and Triangle Lands Vision and Action Plan in alignment with the Provincial Transit Oriented Areas (TOA) identified by Bill 47. These amendments are scheduled for Council consideration on September 8, 2025. The proposed amendments include increases to density and heights in Colwood's TOA, in close proximity to frequent transit, services, and infrastructure that is better able to support higher densities. Additional amendments include objectives to promote the creation of a complete, vibrant, and walkable downtown, balancing residential use and local job creation.

North Latoria Area Plan – Ongoing

The North Latoria Area Plan covers an area of approximately 7.5 hectares and is mainly zoned Rural 1 (A1). Due to its proximity to commercial and recreational amenities, it was determined to be an area that could support future development. The North Latoria Area Plan adds increased density to the areas, supportive of 1,000-1,300 additional units. It also has policies supporting key areas of housing need including housing for families, rental housing, and affordable housing. On [July 7, 2025, the Planning and Land Use Committee](#) recommended that the North Latoria Area Plan be considered by Council for endorsement and incorporation in the OCP.

Pre-determined SPEAs – Ongoing

Council directed staff to work towards designating pre-determined SPEAs (Streamside Protection and Enhancement Areas) throughout Colwood on [January 13, 2025](#). If these pre-determined SPEAs are approved by the Province, individual developments would not need to receive separate RAPR (Riparian Area Protection Regulation) approvals from the Province if all proposed works are outside the pre-determined SPEA. This could facilitate development in riparian areas, by reducing application timelines, and costs associated with receiving individual RAPR approvals.

Affordable Housing Reserve Fund – Ongoing

The [Interim Community Amenity Contributions Policy](#), adopted February 14, 2022, guides contributions to the Affordable Housing Reserve Fund for each additional dwelling unit permitted by rezoning. Since the start of Reporting Period 1.2 (August 1, 2024), over \$250,000 has been collected for the Affordable Housing Reserve Fund on issued permits.

Rezoning Applications with Readings

While only one rezoning application was approved in reporting period 1.2, four other rezoning applications received readings during the reporting period. These four applications, if adopted, would add a further 236 units.

- RZ000014 2420, 2426, 2428 Sooke Rd received 1st, 2nd and 3rd reading by [Council on May 1, 2025](#). This application proposes a 6-storey apartment with 171 units.
- RZ000018 3145 Metchosin Rd received 1st reading by [Council on June 23, 2025](#). This application proposes a 23-unit townhouse development.
- RZ000020 546 Windthrop Rd received 2nd and 3rd reading by [Council on July 14, 2025](#). This application proposes a 34-unit townhouse development.
- RZ000025 221 Goldfinch Rd received 1st, 2nd, and 3rd reading by [Council on July 14, 2025](#). This application proposes two duplexes with secondary suites with eight total units.

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:	
Description of Action:	
Completion/Milestone Date:	
Link:	Number of Units:

**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.