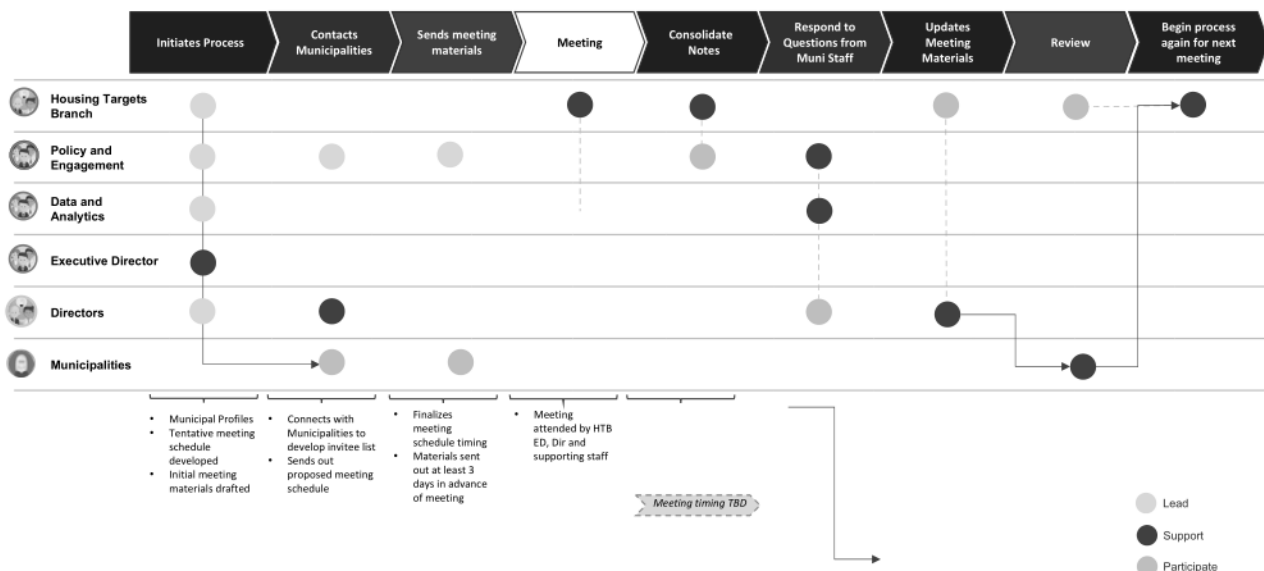


# Housing Target Orders Workflow

Process and timing for Municipal Engagement on Housing Supply Act / Housing Target Orders



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## Meeting Purpose & Approach

**Purpose:** Begin our work together to support our governments' shared goals of addressing the housing crisis.

**Today is about providing some baseline information:**

1. How we propose to work together over the next few weeks
2. Providing an overview of three key methodologies in the housing target process
3. The approach to Indigenous consultation relating to targets

**And, learning from you:**

- About key context in your municipality
- Housing priorities, opportunities and challenges
- Other?

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# Municipal Consultation Timing



You will receive the Proposed Housing Target Order mid-August between Meetings 2 and 3:  
30-Days for Municipal Response or Request Extension

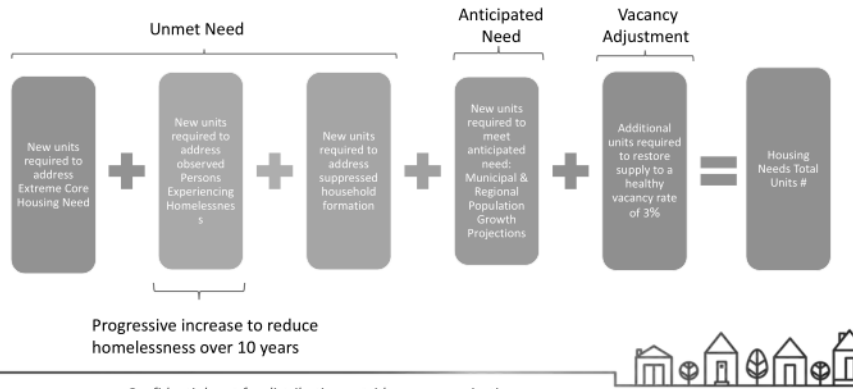
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## How Was Your Municipality Chosen?

<b>INDEX</b>  <i>10 indicators across 4 dimensions of housing need</i>	Dimension of Housing Need	Indicator
	<b>Availability</b>	Dwellings to Population Ratio
		Dwellings per Residential Land
		Ground-oriented to Multi-Storey Ratio
		Renter-to-Ownership Ratio
	<b>Affordability</b>	Density to reach Affordability
		Housing for Workers & Families
		Proximity to Amenities
	<b>Urgent Housing Needs</b>	Homeless
		Social Housing Units, Waitlists
	<b>Location</b>	Rural/Urban

*Confidential: not for distribution outside your organization*

## How is the Province Measuring Housing Needs?



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## How do the Methodologies Compare?

### Selection Index

Compares and **rank**s municipalities for targets assessment.

Signals **accumulated** housing pressures and unrealized housing potential (i.e.):

1. Availability of Housing: housing stock, diversity and potential supply via density
2. Affordability of Housing; Density to reach affordability, Housing for Workers & Families;
3. Urgent Housing Need (i.e., homelessness); social and supported housing.

### Housing Needs

Quantifies the total number of units required to address the housing needs of current and growing population and **alleviate** housing pressures


Includes a breakdown of the type of housing that needs to be built to ensure:

1. The right sized housing is available to meet household needs.
2. Rental units are created and at price levels households can afford.
3. The supply of low-cost rental housing is available so persons who are experiencing homelessness can find permanent housing.



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Housing Target Metrics



Total Estimated Need

TOTAL UNITS (#)

Units by size (#)

- Studio
- One bedroom
- Two bedroom
- Three bedroom
- Four bedroom

Units by tenure (#)

- Rented units
- Owned units

Rental units by affordability (% total units)

- Below market
- Market

Supportive below-market rental units (#)

- With on-site supports

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## What are the Targets?

**Housing Target:** minimum number of new units to meet estimated housing need (by category)

Targets will be the higher of the following:

- 75% of total municipal estimated need in Housing Needs Report, or
- 75% of total provincial estimated need of municipal housing need

**Why 75%?** This is a middling approach that will ensure meaningful progress on delivering much-needed housing throughout BC, while allowing municipalities that are at varying stages of meeting housing need time to catch-up.

This is a minimum threshold that won't restrict municipalities from more fully delivering on their community's housing needs.



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## What About Things Outside Municipal Control?

**We heard that:** Municipalities should only be held to account for things they can control in the housing development process.

While the targets will be on completed housing units, which is the ultimate goal we share, a range of factors will be captured in progress reports, like:

- Municipal factors: number of development approvals and processing times
- External factors: market conditions and development constraints

We will explore the full range of what is included in the reporting and monitoring in a later meeting.



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## Parallel Consultation

Guided by the *Declaration Act*, we will be consulting with First Nations who have land interests in your municipality as we do our work together in the coming months.

- Kwantlen First Nation
- Musqueam Indian Band
- Squamish Nation
- Tsawwassen First Nation
- Tsleil-Waututh Nation

Are there any pre-existing relationships or tables that we should be aware of for coordination of these discussions?



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## Discussion

- You are probably wondering what the actual targets are for your municipality, and what it will mean...
- Are there any parts of the process that you have questions about?

### Next Steps:

- **Meeting 2: Friday, July 21, 10:30 a.m.**
- Proposed Housing Target Order for response: Mid-August
- Meeting 3: Mid-August
- Meeting 4: Late August/Early September



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THANK YOU



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# Housing Supply Act

## Municipal Consultation Plan on Municipal Housing Targets June 6, 2023

### Acknowledgements

These Guidelines were developed by the Housing Targets Branch and contain confidential information. Access to this information is intended solely for use by the Ministry of Housing.

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Updated 23 May 2023

2023 Housing Targets Program Branch, Ministry of Housing  
**Confidential. Not for Distribution.**

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## Document Purpose

This document sets out the principles, process, roles and timelines for consulting municipalities prescribed in the Housing Supply Regulation and that have been selected for housing target assessment. Through the implementation of the *Housing Supply Act* (Act), the Province will consult municipalities on the target-setting process, measuring progress on housing supply, and taking corrective measures as needed if targets are not met.

This is an internal process guide for use by Ministry of Housing (HOUS) staff. It aligns with the instructions in the Housing Targets Procedural Manual, and complements the steps outlined in the Indigenous Consultation Plan for Municipal Housing Targets.

## I. Background

The *Housing Supply Act* (HSA) was passed in the BC Legislature on November 24, 2022 and brought into force by Regulation on May 31, 2023. The Act enables BC to establish housing targets for municipalities with the greatest need and highest projected growth. The Province of BC is committed to working with municipalities to increase the supply of housing.

### Housing Targets

The introduction of Housing Needs Report requirements under the *Local Government Act* and *Vancouver Charter* in April 2019 obliges local governments to complete Housing Needs Reports (HNRs) for their communities by April 2022 and no later than five years after the date that the most recent housing needs report was prepared. Under the authorities of the HSA, the Province will validate specified municipal governments' estimates of housing need as articulated within their HNRs and consider other information as set out in the HSA and regulations, to set housing targets for specified municipalities and monitor actions and progress toward meeting those targets.

### Overview of the Housing Need Validation and Target Setting Process

The multi-step process for the validation and housing targets process is clear and predictable for Ministry staff, municipalities, and Indigenous Peoples and supports defensible recommendations on the issuance of housing target orders, progress monitoring, and any justification for compliance actions by the Province.

### Engagement Requirements

Throughout the validation and target setting process, the Province maintains ongoing engagement with a specified municipality. The Act prescribes consultation on the contents of the Order with the municipality prior to the issuance of a Housing Target Order, including the housing targets established, the performance indicators and timeline, and the reporting period.

Treaty Nations and First Nations, as well as with Métis Nation British Columbia (MNBC) will be consulted concurrently with the municipality to ensure Indigenous rights, interests, and housing needs are



understood, documented, and considered as part of the Housing Targets process and prior to a recommendation for or issuance of a Housing Target Order. Engagement will include First Nations whose territory is within the specified municipality.

### Key Considerations: Municipal Perspectives

Authority for land use planning and development approvals is delegated to local governments through the Local Government Act. Up until the introduction of HNRs and the HSA, local governments have not been required to set specific and measurable goals around housing units and tenure. The HSA represents a fundamental shift in the Province's relationship with local governments to monitor land use planning, development, and efforts to address housing supply.

While many municipalities are seeking support and partnership from the Province and others to deliver more housing, others will feel that their autonomy, authority and/or local knowledge are being challenged. Others may not agree that they have a responsibility to deliver more housing in their communities.

Consultation with municipalities will be responsive and collaborative with those municipalities willing and committed to a partnership approach. Where municipalities are unsupportive and resistant to the housing targets program, consultation will focus on the process laid out in the legislation.

## II. Consultation Approach

### Consultation Purpose and Intended Outcomes

The Province aims to collaborate with and empower municipalities to take meaningful and measured action towards increasing housing supply. The purpose of consultation is to establish positive working relationships and strengthen partnerships with municipalities selected for housing target assessment. The process will be collaborative and responsive through the collection and sharing of current and accurate housing data, establishment of housing targets, and monitoring and progress towards achieving those housing targets. The process will be designed to be supportive, flexible and responsive, while meeting the obligations of the Housing Supply Act and Regulation.

Municipal consultation will result in the delivery of much needed housing supply in BC by:

- providing a forum for municipalities to provide input, feedback, and recommendations on decisions or actions that may affect them;
- allowing for the sharing of information and data about housing needs to establish housing targets; and
- strengthening relationships between the Province and municipalities to work together on achieving housing targets.
- Program Alignment: Housing Targets Branch will coordinate with other branches working on Homes for People initiatives and other Ministries and partners (BC Housing, CMHC) to ensure alignment of consultation processes, funding opportunities and new housing policy initiatives.

## Consultation Principles & Strategies

Meaningful engagement with municipalities is intended to foster stronger relationships, mutual respect and trust that will support a smoother process and better outcomes with HTOs and the delivery of housing in BC. This will be achieved through transparent, consistent and responsive communication.

Strategies to achieve this include:

- maintaining ongoing communication, including providing clear, concise, and transparent communication materials and timely, accurate information;
- being open, responsive and adaptive, and acknowledging and incorporating feedback on process and solutions;
- implementing policies, procedures, and approaches consistently and using evidence-based methodology across all municipalities;

Who will be consulted?

Consultation will be undertaken with staff identified by municipalities selected for HTOs. Municipal staff will be responsible for reporting back to their Councils on the establishment of and reporting on housing targets. Housing Targets Branch (HTB) staff will support these efforts as required with communication material.

## III. Consultation Timing

### Program Phases & Timing

The process for housing targets is set out in Figure 1.

**Figure 1 – Housing Target Process**



The Province and select specified municipalities will work collaboratively throughout the multi-stage process. The first cohort of municipalities will be selected in May 2023. Consultation with each municipality will be initiated at the time the cohort is announced. To ensure Indigenous interests and Aboriginal rights are understood, documented, and considered during the housing targets process, consultation with First Nations will take place concurrently with municipal consultation. Municipal and consultation will continue through the program cycle: housing need analysis, target setting, progress reporting, and evaluation and compliance.

A second cohort of eight to ten municipalities will be selected in Fall 2023. A new cohort of municipalities will enter the housing targets process approximately every six months, with the municipal and Indigenous consultation phase occurring in the spring and fall of each year. Figure 2 outlines the consultation timing for the first and second cohort of housing targets.

**Figure 2 – Consultation Timing**



### Legislated Timelines

The regulations set out the minimum timelines for consultation with the municipality as follows:

- **For target setting** – Municipal government will have 30 days to respond to a proposed housing target order, or they may ask for an extension before the end of the 30 days.
- **For progress reports** – Municipal Council will have 45 days after the end of a reporting period to receive the Housing Target Progress Report at an open meeting by way of resolution. The municipality may request to extend the 45-day timeframe, but that request must be made within 30 days of the report period ending.
- **For compliance actions** – The Municipal government will have 30 days to provide comments to the Province when a compliance action, such as appointing an advisor or issuing a directive, is proposed by the Minister.

The timelines may need to be adjusted respond to the interests of First Nations.

## IV. Municipal Consultation Process

Table 1 sets out the general steps in the municipal consultation process, but the approach is intended to be flexible and responsive to support municipalities to succeed in delivering on the housing targets.

**Table 1 – Consultation Activities**

Stage	What to Expect	Municipal Submission/Response	Date
Municipal Selection	Initial Notification – Letter to CAO	Respond within 3 days with contact info	May 31
Consultation Process & Target Setting	<b>Meeting 1: Consultation Process &amp; Targets</b> <ul style="list-style-type: none"><li>Overview of consultation process</li><li>Overview of target methodologies, and range of targets</li><li>Overview of draft Housing Target Order</li><li>Identify information needed for municipal approvals &amp; other funding partners</li></ul>	Upon receipt of proposed HTO prior to meeting: <ul style="list-style-type: none"><li>Municipality has 30 days to respond to contents OR;</li><li>Request extension before end of 30 days</li></ul>	Jun 12 – 16
	<b>Meeting 2: Target Considerations and Alignment</b> <ul style="list-style-type: none"><li>Municipal actions to date, challenges, opportunities</li><li>Confirm funding partners’ support of targets</li></ul>		Jun 19 – 23
	<b>Meeting 3: Target Adjustments and Reporting</b> <ul style="list-style-type: none"><li>Municipal staff response to draft HTO – noting key adjustments to be made</li><li>Progress reporting discussion (metrics, performance indicators, and evaluation)</li></ul>		Jun 26 – 30
	<b>Meeting 4: Finalizing Targets</b> <ul style="list-style-type: none"><li>Confirm targets and timelines</li><li>Note any remaining challenges</li></ul>		Jul 4 - 7
	<b>Issuance of Housing Target Order</b> 5-year timeframe	HAS requires that municipality publish housing target order on municipal website	Jul 10 – 14
Progress Reporting	<b>Meeting 5, 6, 7...</b> – check-in every 2 months to discuss progress		Sept, Nov, Jan for 6-month report...
	<b>Interim Progress Report:</b> 6 months	HAS regs require that Council receive Progress Reports by resolution within 45 days of end of reporting period. Can request an extension: within 30 days of end of reporting period.	
	<b>Annual Report</b> (anniversary of HTO)		
Assessment & Compliance	Province to review progress and notify municipality of its assessment and any potential compliance measures.	30 days to provide input on any compliance action	

## Staffing Assignments

Two teams of staff will lead consultation with the first cohort municipalities. The staffing plan is designed to ensure adequate expertise on planning and analytics while building capacity and expertise across the Housing Targets Branch to deliver future municipal consultation. Each team will have a lead, a senior economist, a meeting coordinator and a planning specialist. Table 2 sets out the staffing assignments for consulting the first cohort of municipalities.

**Table 2 – Staffing Plan**

Team	Municipalities	Roles
Team 1	Abbotsford Kamloops Oak Bay Saanich Victoria	Lead – Rebecca Penz Senior Economist – Sandra Pittroff Planning Specialist – Katelyn McDougall Analytics Lead – Candice Gartner Meeting Coordinator – Ava Receveur (alternate: Sidney Tham)
Team 2	Delta North Vancouver (District) Port Moody Vancouver West Vancouver	Lead – Cimarron Corpe Senior Economist – Stanley Zhu Planning Specialist – Alexander Hallbom Analytics Lead – Candice Gartner Meeting Coordinator – Susan Karim (alternate: Sidney Tham)

The Indigenous and Municipal Consultation Guide provides further details for staff about each action. This includes information on the tools, timelines, participants, as well as roles and responsibilities.

## V. Key Messages for Municipal Staff

- The *Housing Supply Act* is designed to support your municipality to increase the supply and affordability of housing.
- We want to work together to identify challenges and develop solutions that result in more housing getting built, as well as better data and metrics.
- Housing targets are determined using an evidence-based methodology based on current and accurate data to mitigate the risk of errors and miscalculation of housing need.
- Municipalities will determine how best to achieve the targets through a review of their development policies and practices.

- Consultation with Indigenous Peoples is happening concurrently to ensure the HTO aligns with their housing needs and to ensure Aboriginal rights are not infringed upon.
- Progress will be assessed using a series of quantitative and qualitative performance indicators, including new units completed and rezoning approvals that support new housing construction and municipal efforts toward meeting targets.
- If a municipality is unable to make the necessary progress to meeting the targets, the minister can appoint advisor(s) to gain a fuller understanding of the opportunities and barriers that the municipality faces.
- An Order-in-Council changing a local government decision is a last resort option. We do not expect to be using this power except in rare circumstances.

## VI. Evaluation & Lessons Learned

Managing and monitoring each municipal relationship is critical to success. Each municipality will respond and act upon their housing targets differently. A Municipal Engagement Assessment Matrix (MEAM) has been developed to plan, monitor and assess the efficacy of the consultation approach and delivery. This will be used to both adjust the approach to engagement with each individual municipality and to evaluate the overall success of the consultation plan.

## Appendix A – Summary of Key Housing Supply Act Consultation Themes

The key themes from participants during the UBCM engagement sessions included:

- taking a regional approach to setting targets;
- taking infrastructure capacity into consideration;
- aligning social and affordable housing targets with senior government level programs and funding;
- including municipalities outside Speculation and Vacancy Tax (SVT) areas;
- ensuring appropriate ways of setting / measuring targets and accounting for factors outside municipal control; and
- aligning targets with policy changes to the land use planning framework.

**Regionality and Infrastructure:** The process to set targets includes consideration of Regional Growth Strategies, transportation and other infrastructure investments that support regional growth, regional economic trends and other factors. The Ministry of Housing will also collaborate with cross-ministry partners (e.g., Ministry of Transportation and Infrastructure and Ministry of Municipal Affairs) as part of the process to set housing targets.

Additionally, Statistics Canada censuses, BC Stats, BC Housing and the Integrated Data Project that capture regional data for bedroom size, housing units for homelessness by level of support needed and the regional growth rate for each municipality will be applied when setting housing targets.

**Alignment of Social and Affordable Housing Targets:** The Ministry collaborates with BC Housing, the Canada Mortgage and Housing Corporation and BC Housing to support alignment of affordable and supportive housing funding to support municipalities on delivering the full range of housing needed in their communities.

**Geography of Municipalities Selected for Housing Targets:** To determine the first cohort of municipalities to receive housing targets, the Province applied a composite ranking Index to SVT area municipalities as well as municipalities across the province with populations of 80,000 or more people. As a result, the City of Kamloops is part of the first cohort and the City of Prince George is listed in the schedule to the Regulation.

**Setting Targets Within Municipal Control:** The goal of housing targets is to be achievable and informed by local context. Macro factors such as economic and labour constraints to construction and project completion, as well as the business decisions of land developers and builders directly influence when and where new housing is built.

Participants expressed concern with using building permits and occupancy permits as performance indicators and instead expressed a preference to other decision points like third reading of a zoning bylaw amendment (approval in principle and the last step within council's control).

The ministry is developing the targets progress reporting framework and it will consider multiple indicators throughout the development continuum, both quantitative (e.g., number of new units by size, tenure and affordability) and qualitative (e.g., council decisions, zoning bylaw amendments and efforts to streamline processes) to measure progress and identify any barriers including factors outside of municipal control that impede delivering housing supply. The Ministry will seek input from municipalities on the format and content of progress reports during the consultation process to ensure that the best indicators are used and that municipalities are able to provide the information needed to assess progress.

**Land Use Policy Changes and Housing Targets:** Ministry of Housing staff collaborate closely on intersecting provincial land use and housing policies. Work is underway to ensure initiatives focused on improving the efficiency and effectiveness of development approval processes align with the housing targets program to support municipalities to deliver housing supply.



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## FW: Notification of Selection for Housing Targets Assessment

---

From: Penz, Rebecca HOUS:EX <Rebecca.Penz@gov.bc.ca>  
To: Housing Targets Branch HOUS:EX <Housing.Targets@gov.bc.ca>  
Sent: May 31, 2023 2:55:13 PM PDT

---

**From:** David Trawin  
**Sent:** Wednesday, May 31, 2023 2:34 PM  
**To:** Penz, Rebecca HOUS:EX  
**Subject:** Re: Notification of Selection for Housing Targets Assessment

**[EXTERNAL] This email came from an external source. Only open attachments or links that you are expecting from a known sender.**

Good afternoon Rebecca. Thank you for the correspondence. I will have the names of the city team and the general contact for you within the three days required.

David Trawin, MURP, BA  
Chief Administrative Officer  
City of Kamloops  
250-828-3497

---

**From:** Penz, Rebecca HOUS:EX <Rebecca.Penz@gov.bc.ca>  
**Sent:** Wednesday, May 31, 2023 12:55:46 PM  
**To:** David Trawin <dtrawin@kamloops.ca>  
**Subject:** Notification of Selection for Housing Targets Assessment

**CAUTION:** This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

You don't often get email from [rebecca.penz@gov.bc.ca](mailto:rebecca.penz@gov.bc.ca). [Learn why this is important](#)

*Sent on behalf of Bindi Sawchuk, Assistant Deputy Minister, Housing and Land Use Policy, B.C. Ministry of Housing:*

Good day David Trawin,

**Please see the attached letter notifying you that your municipality has been selected by the Province for a housing target assessment per the Housing Supply Regulation.**

Read more:

News Release May 31, 2023: <https://news.gov.bc.ca/releases/2023HOUS0059-000851>

Housing Supply Regulation: [https://www.bclaws.gov.bc.ca/civix/document/id/oic/oic\\_cur/0328\\_2023](https://www.bclaws.gov.bc.ca/civix/document/id/oic/oic_cur/0328_2023)

We look forward to working with your staff.

Best regards,

**Rebecca Penz (She/Her)**

a/Director, Policy and Engagement

Housing Targets Branch | Ministry of Housing

Main: 236.478.3630

Mobile: 250.880.2269

Grateful to live and work on the territories of the lək̓ʷəŋən and W̱SÁNEĆ Peoples .

## RE: (External Email) Notification of Selection for Housing Targets Assessment

From: Penz, Rebecca HOUS:EX <Rebecca.Penz@gov.bc.ca>  
To: Brent Reems <Brent.Reems@saanich.ca>  
Cc: Lindsay Chase <Lindsay.Chase@saanich.ca>, Housing Targets Branch HOUS:EX <Housing.Targets@gov.bc.ca>  
Sent: May 31, 2023 3:13:11 PM PDT

Much appreciated Brent. Lindsay, we will be in touch in the next couple of days to schedule a first meeting.  
Best regards,  
Rebecca

---

**From:** Brent Reems  
**Sent:** Wednesday, May 31, 2023 2:57 PM  
**To:** Penz, Rebecca HOUS:EX  
**Cc:** Lindsay Chase  
**Subject:** Re: (External Email) Notification of Selection for Housing Targets Assessment

**[EXTERNAL] This email came from an external source. Only open attachments or links that you are expecting from a known sender.**

Good afternoon Rebecca and thanks for the email and letter.

I've cc'd Saanich's Director of Planning, Lindsay Chase, who is the senior staff person at the District that will be lead on this file.

Please let me know if you need anything else from me at this point. Thanks.

Brent

---

Sent from Workspace ONE Boxer

On May 31, 2023 at 1:11:08 PM PDT, Penz, Rebecca HOUS:EX <Rebecca.Penz@gov.bc.ca> wrote:

**This email sent from outside the District of Saanich. Use caution if message is unexpected or sender is not known to you.**

*Sent on behalf of Bindi Sawchuk, Assistant Deputy Minister, Housing and Land Use Policy, B.C. Ministry of Housing:*

Good day Brent Reems,

**Please see the attached letter notifying you that your municipality has been selected by the Province for a housing target assessment per the Housing Supply Regulation.**

Read more:

News Release May 31, 2023: <https://news.gov.bc.ca/releases/2023HOUS0059-000851>

Housing Supply Regulation: [https://www.bclaws.gov.bc.ca/civix/document/id/oic/oic\\_cur/0328\\_2023](https://www.bclaws.gov.bc.ca/civix/document/id/oic/oic_cur/0328_2023)

We look forward to working with your staff.

Best regards,

**Rebecca Penz (She/Her)**

a/Director, Policy and Engagement

Housing Targets Branch | Ministry of Housing

Main: 236.478.3630

Mobile: 250.880.2269

Grateful to live and work on the territories of the ləkʷəŋən and W̱SÁNEĆ Peoples .

---

We acknowledge that the District of Saanich lies within the territories of the ləkʷəŋən peoples represented by the Songhees and Esquimalt Nations and the W̱SÁNEĆ peoples represented by the W̱JOLELP (Tsartlip), BOKEĆEN (Pauquachin), STÁUTW (Tsaowout), W̱SIKEM (Tseycum) and MÁLEXEL (Malahat) Nations.

We are committed to celebrating the rich diversity of people in our community. We are guided by the principle that embracing diversity enriches the lives of all people. We all share the responsibility for creating an equitable and inclusive community and for addressing discrimination in all forms.

This email and any attachments are for the sole use of the intended recipient and must not be distributed or disclosed to anyone else. The content of this email and any attachments may be confidential, privileged and/or subject to the Freedom of Information and Protection of Privacy Act. If you have received this message in error, please delete it and contact the sender. Please consider the environment before printing this email.

Sign up to receive our Saanich Spotlight quarterly newsletter at [saanich.ca/spotlight](https://saanich.ca/spotlight).

June 1, 2023

Ref: 59200

Gary MacIsaac, Executive Director  
Union of BC Municipalities  
[gmacisaac@ubcm.ca](mailto:gmacisaac@ubcm.ca)

RE: Notification of First Cohort of Municipalities Selected for Housing Target Assessment

Dear Gary,

I am writing to notify you that the Province has selected the first cohort of municipalities for housing target assessments (see list below).

Cohort 1: Municipalities Selected for Housing Target Assessments

- District of Oak Bay
- District of West Vancouver
- City of Port Moody
- City of Delta
- District of North Vancouver
- District of Saanich
- City of Victoria
- City of Abbotsford
- City of Kamloops
- City of Vancouver

The Province will work with municipalities prioritized for housing targets to identify opportunities and challenges to develop solutions to get more housing built. Engagement between the Ministry and selected municipalities will be frequent and responsive to their needs throughout each stage of process.

We will be consulting with Indigenous Peoples concurrently to understand their interests in the selected municipalities.

About the *Housing Supply Act* (Act)

The Act was passed by the BC Legislative Assembly on November 24, 2022 and brought into force by Regulation on May 31, 2023. The Act facilitates the delivery of housing supply by giving the Province the authority to set housing targets in consultation with specified municipalities prescribed in Regulation and to monitor municipalities' actions and progress toward meeting those targets.

The Act is being implemented through a phased approach to ensure that the Province and select municipalities can work collaboratively through the process of validating housing needs, setting targets, and reporting on progress. The first cohort of ten municipalities has been selected based on an empirical Index comprised of 10 indicators ranking housing availability, affordability, urgent housing need and location (urban/rural). A second cohort of eight to ten municipalities will be selected and notified later this year.

## Engagement

Thank you coordinating participation of UBCM staff and municipal elected officials and staff during the development of the Act and Regulations. We appreciate the insight and advice on a range of considerations in developing this new program. Please see the Appendix for a summary of what we heard and how this information has and/or will be incorporated in the program.

To take effective action on housing solutions, we need everyone working together and doing their part to provide homes for people. Through the Housing Supply Act, the Province will work with municipal partners to speed up housing developments and increase supply in the fastest growing communities with the greatest need to ensure the right type of housing is built in the right places.

If you have any questions, please contact Cimarron Corpé at 250-208-0242 or [cimarron.corpe@gov.bc.ca](mailto:cimarron.corpe@gov.bc.ca).

Yours truly,



Bindi Sawchuk  
Assistant Deputy Minister  
Housing and Land Use Policy

Enclosure/Attachment

pc:

Links:

*B.C. Housing Supply Act:*

<https://www.bclaws.gov.bc.ca/civix/document/id/bills/billsprevious/3rd42nd:gov43-1>

*Housing Supply Regulation Order In Council*

[https://www.bclaws.gov.bc.ca/civix/document/id/oic/oic\\_cur/0328\\_2023](https://www.bclaws.gov.bc.ca/civix/document/id/oic/oic_cur/0328_2023)

*News Release*

<https://news.gov.bc.ca/releases/2023HOUS0059-000851>

## Appendix – Summary of Key Consultation Themes

The key themes from participants during the UBCM engagement sessions included:

- taking a regional approach to setting targets;
- taking infrastructure capacity into consideration;
- aligning social and affordable housing targets with senior government level programs and funding;
- including municipalities outside Speculation and Vacancy Tax (SVT) areas;
- ensuring appropriate ways of setting / measuring targets and accounting for factors outside municipal control; and
- aligning targets with policy changes to the land use planning framework.

**Regionality and Infrastructure:** The process to set targets includes consideration of Regional Growth Strategies, transportation and other infrastructure investments that support regional growth, regional economic trends and other factors. The Ministry of Housing will also collaborate with cross-ministry partners (e.g., Ministry of Transportation and Infrastructure and Ministry of Municipal Affairs) as part of the process to set housing targets.

Additionally, Statistics Canada censuses, BC Stats, BC Housing and the Integrated Data Project that capture regional data for bedroom size, housing units for homelessness by level of support needed and the regional growth rate for each municipality will be applied when setting housing targets.

**Alignment of Social and Affordable Housing Targets:** The Ministry collaborates with BC Housing, the Canada Mortgage and Housing Corporation and BC Housing to support alignment of affordable and supportive housing funding to support municipalities on delivering the full range of housing needed in their communities.

**Geography of Municipalities Selected for Housing Targets:** To determine the first cohort of municipalities to receive housing targets, the Province applied a composite ranking Index to SVT area municipalities as well as municipalities across the province with populations of 80,000 or more people. As a result, the City of Kamloops is part of the first cohort and the City of Prince George is listed in the schedule to the Regulation.

**Setting Targets Within Municipal Control:** The goal of housing targets is to be achievable and informed by local context. Macro factors such as economic and labour constraints to construction and project completion, as well as the business decisions of land developers and builders directly influence when and where new housing is built.

Participants expressed concern with using building permits and occupancy permits as performance indicators and instead expressed a preference to other decision points like third reading of a zoning bylaw amendment (approval in principle and the last step within council's control).

The ministry is developing the targets progress reporting framework and it will consider multiple indicators throughout the development continuum, both quantitative (e.g., number of new units

by size, tenure and affordability) and qualitative (e.g., council decisions, zoning bylaw amendments and efforts to streamline processes) to measure progress and identify any barriers including factors outside of municipal control that impede delivering housing supply. The Ministry will seek input from municipalities on the format and content of progress reports during the consultation process to ensure that the best indicators are used and that municipalities are able to provide the information needed to assess progress.

**Land Use Policy Changes and Housing Targets:** Ministry of Housing staff collaborate closely on intersecting provincial land use and housing policies. Work is underway to ensure initiatives focused on improving the efficiency and effectiveness of development approval processes align with the housing targets program to support municipalities to deliver housing supply.



Team	Municipality	Cohort 2 Announcement	Meeting 1		Meeting 2		Draft Targets Provided	Meeting 3		Meeting 4		Municipal Response Due	With Two Week Extension
		Option 1 WEEKS	November 6-10	Nov 27-Dec 1	Dec 4-8	Jan 2-5	Jan 15-19	Jan 15-19	Jan 22-26	Jan 29-Feb 2	Feb 5-9	Feb 14-18	Feb 28-March 3
		Option 2 WEEKS		Nov 20-24	Nov 27-Dec 1	Jan 8-12	Jan 22-26	Jan 22-26	Jan 29-Feb 2	Feb 5-9	Feb 12-16	Feb 21-25	March 6-10
Blue	Municipality 1												
Blue	Municipality 2												
Blue	Municipality 3												
Blue	Municipality 4												
Blue	Municipality 5												
Green	Municipality 6												
Green	Municipality 7												
Green	Municipality 8												
Green	Municipality 9												
Green	Municipality 10												

## CONSULTATION #1

	<b>Mondays</b>	<b>Tuesdays</b>	<b>Wednesdays</b>	<b>Thursdays</b>	<b>Fridays</b>
9	<b>Vancouver - First meeting only/ Victoria</b>	<b>Victoria Confirmed</b>		<b>Kamloops Confirmed</b>	
930					
10					
1030	<b>Port Moody Confirmed</b>		<b>Oak Bay Confirmed</b>	<b>West Van Confirmed</b>	
11					
1130					
12					
1	<b>Vancouver confirmed</b>	<b>Saanich Confirmed</b>		<b>Abbotsford Confirmed</b>	
130					
2					
230		<b>North Van Confirmed</b>		<b>Delta - Confirmed (Starting July 27)</b>	
3					
330					
4					

**Council meeting** Saanich  
 Abbotsford  
 Oak Bay  
 Delta  
 NorthVan  
 West Van

Kamloops  
 Port Moody  
 Vancouver

Victoria

<b>Municipality</b>	<b>Meeting 1</b>	<b>Meeting 2</b>	<b>Meeting 3</b>	<b>Meeting 4</b>
<b>City of Abbotsford</b>	Thu, Jul 20, 1 - 2:30	Wed, Aug 9, 1 - 2:30	Aug 31, 1 - 2:30	Sep 7, 1 - 2:30
<b>City of Kamloops</b>	Thu, Jul 27, 9 - 10:30	Thu, Aug 10, 9 - 10:30	Thu, Aug 24, 9 - 10:30	Thu, Sep 7, 9 - 10:30
<b>City of Victoria</b>	Tue, Jul 18, 9 - 10:30	Tue, Aug 1, 10 - 11:30	Tue, Aug 22, 10 - 11:30	Tue, Sep 5, 10 - 11:30
<b>District of Oak Bay</b>	Wed, Jul 26, 10:30 - 12	Mon, Aug 14, 10:30 - 12	Wed, Aug 23, 10 - 11:30	Wed, Sep 6, 10:30 - 12
<b>District of Saanich</b>	Tue, Jul 25, 1 - 2:30	Tue, Aug 8, 1 - 2:30	Tue, Aug 22, 1 - 2:30	Tues, Sep 5, 1 - 2:30
<b>City of Delta</b>	Thu, Jul 27, 2:30 - 4	Thu, Aug 10, 2:30 - 4	Aug 24, 2:30 - 4	Sep 7, 2:30 - 4
<b>City of Port Moody</b>	Mon, Jul 31, 10:30 - 12	Wed, Aug 9, 10:30 - 12	Aug 28, 10:30 - 12	Sep 11, 10:30 - 12
<b>City of Vancouver</b>	Mon, Jul 17, 9 - 10:30	Fri, Jul 21, 10:30 - 12	Aug 14, 1 - 2:30	Aug 21, 1 - 2:30
<b>District of West Vancouver</b>	Thu, Jul 20, 9 - 10:30	Tue, Aug 8, 9 - 10:30	Aug 17, 10:30 - 12	Aug 31, 10:30 - 12
<b>District of North Vancouver</b>	Tue, Jul 18, 2:30 - 4	Tue, Aug 8, 2:30 - 4	Tues, Aug 15, 2:30 - 4	Tues, Aug 29, 2:30 - 4
			Unconfirmed	
			Proposed	

Team	Municipality	Meeting 1		Meeting 2		Meeting 3		Meeting 4	
		WEEK	Jul 17 - 21	Jul 24 - 28	Jul 31 - Aug 4	Aug 8 - 11	Aug 14 - 18	Aug 21 - 25	Aug 28 - Sep 1    Sep 5 - 8
Blue	City of Abbotsford		Thu, Jul 20, 1 - 2:30		Thu, Aug 3, 1 - 2:30		Aug 17 or 24, 1 - 2:30		Aug 31 or Sep 7, 1 - 2:30
Blue	City of Kamloops			Thu, Jul 27, 9 - 10:30		Thu, Aug 10, 9 - 10:30	Aug 17 or 24, 9 - 10:30		Aug 31 or Sep 7, 9 - 10:30
Blue	City of Victoria		Tue, Jul 18, 9 - 10:30		Tue, Aug 1, 10 - 11:30		Tue, Aug 22, 10 - 11:30		Aug 29 or Sep 5, 10 - 11:30
Blue	District of Oak Bay			Wed, Jul 26, 10:30 - 12	Wed, Aug 2, 10:30 - 12		Aug 16 or 23, 10:30 - 12		Aug 30 or Sep 6, 10:30 - 12
Blue	District of Saanich			Tue, Jul 25, 1 - 2:30		Tue, Aug 8, 1 - 2:30	Aug 15 or 22, 1 - 2:30		Aug 29 or Sep 5, 1 - 2:30
Green	City of Delta			Thu, Jul 27, 2:30 - 4		Thu, Aug 10, 2:30 - 4	Aug 17 or 24, 2:30 - 4		Aug 31 or Sep 7, 2:30 - 4
Green	City of Port Moody				Mon, Jul 31, 10:30 - 12	Wed, Aug 9, 10:30 - 12	Aug 14 or 21, 10:30 - 12		Aug 28, 10:30 - 12
Green	City of Vancouver		Mon, Jul 17, 9 - 10:30	Fri, Jul 21, 10:30 - 12			Aug 14 or 21, 1 - 2:30		Aug 28, 1 - 2:30
Green	District of West Vancouver		Thu, Jul 20, 9- 10:30		Thu, Aug 3, 10:30 - 12		Aug 17 or 24, 10:30 - 12		Aug 31 or Sep 6, 10:30 - 12
Green	District of North Vancouver		Tue, Jul 18, 2:30 - 4			Tue, Aug 8, 2:30 - 4	Aug 15 or 22, 2:30 - 4		Aug 29 or Sep 5, 2:30 - 4

Confirmed

\*Note: only 1-week between meetings due to Aug long

Oak Bay                      No meetings on Monday

Vancouver                      "Vancouver City Council takes a summer break August to mid-September. So keeping in mind the 30 clock, it won't be possible to get Council action during this period"

Saanich                      Director of Planning (Lindsay) "away June 26-July 8 and will be back in the office on July 10. I'd appreciate scheduling the first meeting when I'm here"

D North Van                      Not available week of Jul 31 - Aug 4

## FW: Notification of Selection for Housing Targets Assessment

From: McDougall, Katelyn HOUS:EX <Katelyn.McDougall@gov.bc.ca>  
To: Housing Targets Branch HOUS:EX <housing.targets@gov.bc.ca>  
Sent: June 2, 2023 9:20:30 AM PDT

**From:** Penz, Rebecca HOUS:EX  
**Sent:** Thursday, June 1, 2023 3:25 PM  
**To:** McDougall, Katelyn HOUS:EX  
**Subject:** FW: Notification of Selection for Housing Targets Assessment

**From:** Robert Bartlett <[rbartlett@westvancouver.ca](mailto:rbartlett@westvancouver.ca)>  
**Sent:** Wednesday, May 31, 2023 3:20 PM  
**To:** Penz, Rebecca HOUS:EX <[Rebecca.Penz@gov.bc.ca](mailto:Rebecca.Penz@gov.bc.ca)>  
**Cc:** Jim Bailey <[jbailey@westvancouver.ca](mailto:jbailey@westvancouver.ca)>; Leah Arthur <[larthur@westvancouver.ca](mailto:larthur@westvancouver.ca)>  
**Subject:** RE: Notification of Selection for Housing Targets Assessment

**[EXTERNAL] This email came from an external source. Only open attachments or links that you are expecting from a known sender.**

Hi Rebecca,  
Thank you for the letter this afternoon, I saw the announcement in the media this morning.  
Per your request,  
Jim Bailey is Director of Planning at District of West Vancouver.  
Please copy me on correspondence regarding this file.  
Regards,  
Robert  
**Robert Bartlett**  
Chief Administrative Officer | District of West Vancouver  
t: 604-925-7002 | c: 604-313-6152 | [westvancouver.ca](http://westvancouver.ca)

We acknowledge that we are on the traditional, ancestral and unceded territory of the Squamish Nation, Tsleil-Waututh Nation and Musqueam Nation. We recognize and respect them as nations in this territory, as well as their historic connection to the lands and waters around us since time immemorial.

This email and any files transmitted with it are considered confidential and are intended solely for the use of the individual or entity to whom they are intended. If you are not the intended recipient or the person responsible for delivering the email to the intended recipient, be advised that you have received this email in error and that any use, dissemination, forwarding, printing or copying of this email is strictly prohibited. If you have received this email in error, please notify the sender immediately and delete all copies of this email and attachment(s). Thank you.

**From:** Penz, Rebecca HOUS:EX <[Rebecca.Penz@gov.bc.ca](mailto:Rebecca.Penz@gov.bc.ca)>  
**Sent:** Wednesday, May 31, 2023 1:01 PM  
**To:** Robert Bartlett <[rbartlett@westvancouver.ca](mailto:rbartlett@westvancouver.ca)>  
**Subject:** Notification of Selection for Housing Targets Assessment

**CAUTION:** This email originated from outside the organization from email address [Rebecca.Penz@gov.bc.ca](mailto:Rebecca.Penz@gov.bc.ca). Do not click links or open attachments unless you validate the sender and know the content is safe. If you believe this e-mail is suspicious, please report it to IT by marking it as SPAM.

*Sent on behalf of Bindi Sawchuk, Assistant Deputy Minister, Housing and Land Use Policy, B.C. Ministry of Housing:*  
Good day Robert Bartlett,  
**Please see the attached letter notifying you that your municipality has been selected by the Province for a housing target assessment per the Housing Supply Regulation.**

Read more:  
News Release May 31, 2023: <https://news.gov.bc.ca/releases/2023HOUS0059-000851>  
Housing Supply Regulation: [https://www.bclaws.gov.bc.ca/civix/document/id/oic/oic\\_cur/0328\\_2023](https://www.bclaws.gov.bc.ca/civix/document/id/oic/oic_cur/0328_2023)  
We look forward to working with your staff.

Best regards,  
**Rebecca Penz (She/Her)**  
[a/Director, Policy and Engagement](#)  
Housing Targets Branch | Ministry of Housing  
Main: 236.478.3630  
Mobile: 250.880.2269

Grateful to live and work on the territories of the ɫəᑭʷəŋən and W̱SÁNEĆ Peoples .

## FW: Notification of Selection for Housing Targets Assessment

---

From: McDougall, Katelyn HOUS:EX <Katelyn.McDougall@gov.bc.ca>  
To: Housing Targets Branch HOUS:EX <housing.targets@gov.bc.ca>  
Sent: June 2, 2023 9:20:38 AM PDT  
Attachments: Letter to ADM Bindi Sawchuck RE Notification of the City of Vancouver Selection for Housing Targets Assessment.pdf

---

**From:** Penz, Rebecca HOUS:EX  
**Sent:** Thursday, June 1, 2023 3:25 PM  
**To:** McDougall, Katelyn HOUS:EX  
**Subject:** FW: Notification of Selection for Housing Targets Assessment  
**Importance:** High

---

**From:** Mochrie, Paul <Paul.Mochrie@vancouver.ca>  
**Sent:** Thursday, June 1, 2023 1:21 PM  
**To:** [bindi.sawchuck@gov.bc.ca](mailto:bindi.sawchuck@gov.bc.ca)  
**Cc:** O'Donnell, Theresa ; Law, Andrea <[andrea.law@vancouver.ca](mailto:andrea.law@vancouver.ca)>; Penz, Rebecca HOUS:EX <[Rebecca.Penz@gov.bc.ca](mailto:Rebecca.Penz@gov.bc.ca)>  
**Subject:** RE: Notification of Selection for Housing Targets Assessment  
**Importance:** High

**[EXTERNAL] This email came from an external source. Only open attachments or links that you are expecting from a known sender.**

Good afternoon Bindi,

As requested, please see the attached letter which outlines the following:

- Receipt of your letter dated May 31, 2023
- The name and contact information of the Senior Planning Staff Member at the City of Vancouver

We look forward to working with you and your staff.

Best,

Paul

**Paul Mochrie** (he/him)

City Manager

City of Vancouver

[paul.mochrie@vancouver.ca](mailto:paul.mochrie@vancouver.ca)

604.873.7666



The City of Vancouver acknowledges that it is situated on the unceded traditional territories of the xʷməθkʷəy̓əm (Musqueam), Skwxwú7mesh (Squamish), and səliłwətał (Tsleil-Waututh) Nations.

June 1, 2023

Assistant Deputy Minister Bindi Sawchuck  
Housing and Land Use Policy, Ministry of Housing  
Via email: [bindi.sawchuck@gov.bc.ca](mailto:bindi.sawchuck@gov.bc.ca)

Dear Bindi,

**RE: Notification of the City of Vancouver Selection for Housing Targets Assessment**

As requested, I am writing to acknowledge receipt of your letter dated May 31, 2023, notifying the City of Vancouver that they have been selected to be part of the first cohort for housing targets.

The name and contact information for the senior planning staff member is as follows:

**NAME:** Theresa O'Donnell  
**POSITION:** General Manager, Planning, Urban Design and Sustainability  
**EMAIL:** [Theresa.o'donnell@vancouver.ca](mailto:Theresa.o'donnell@vancouver.ca)  
**PHONE:** 604.673.8434

Thank you for this opportunity, and we look forward to working with you and your staff on the Housing Targets Program.

Yours truly,



Paul Mochrie  
City Manager  
604.873.7666 | [paul.mochrie@vancouver.ca](mailto:paul.mochrie@vancouver.ca)

cc: Theresa O'Donnell, General Manager, Planning, Urban Design and Sustainability  
Andrea Law, General Manager, Development, Buildings and Licensing  
Rebecca Penz, a/Director, Policy and Engagement, Housing Targets Branch,  
Ministry of Housing



## FW: Port Moody Contact Information - Housing Supply Act.pdf

---

From: McDougall, Katelyn HOUS:EX <Katelyn.McDougall@gov.bc.ca>  
To: Housing Targets Branch HOUS:EX <housing.targets@gov.bc.ca>  
Sent: June 2, 2023 9:20:50 AM PDT  
Attachments: Ltr to Ministry of Housing - Housing Supply Act.pdf

---

**From:** Penz, Rebecca HOUS:EX  
**Sent:** Thursday, June 1, 2023 3:24 PM  
**To:** McDougall, Katelyn HOUS:EX  
**Subject:** FW: Port Moody Contact Information - Housing Supply Act.pdf

---

**From:** Jill Cochran <JCochran@portmoody.ca>  
**Sent:** Wednesday, May 31, 2023 4:02 PM  
**To:** Penz, Rebecca HOUS:EX <Rebecca.Penz@gov.bc.ca>  
**Cc:** Kate Zanon <kzanon@portmoody.ca>  
**Subject:** Port Moody Contact Information - Housing Supply Act.pdf

**[EXTERNAL] This email came from an external source. Only open attachments or links that you are expecting from a known sender.**

Good afternoon,

On behalf of Tim Savoie, City Manager, Port Moody, please find attached a letter providing the contact information requested in your letter dated March 31, 2023.

Thank you.

Jill Cochran

Executive Assistant to the City Manager, City of Port Moody

604-469-4521

[jcochran@portmoody.ca](mailto:jcochran@portmoody.ca) | [www.portmoody.ca](http://www.portmoody.ca)

*We carry out our business on the ancestral and unceded homelands of thekwikwəłəm (Kwkwetlem), səliwətał (Tsleil-Waututh), xʷməθkʷəyəm (Musqueam), Skwxwú7mesh (Squamish), qícəy (Katzie), qʷa:n ɬən (Kwantlen), qiqéyt (Qayqayt), and Stó:lō (Sto:lo) Peoples, and extend appreciation for the opportunity to work on this territory.*

---

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May 31, 2023

File No. 01-0410-10-Housing

Bindi Sawchuk  
Assistant Deputy Minister  
Housing and Land Use Policy  
PO Box 9844 Stn Prov Govt  
Victoria BC V8W 9T2

Sent by email: [Rebecca.penz@gov.bc.ca](mailto:Rebecca.penz@gov.bc.ca)

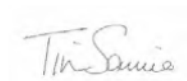
Dear Bindi Sawchuk:

**Re: Notification of the City of Port Moody Selection for Housing Targets Assessment**

As requested, in accordance with Section 3 of the Housing Supply Act the senior planning contact for the City of Port Moody is:

Ms. Kate Zanon  
General Manager, Community Development  
Office: 604-469-4542  
Cell: 604-365-8912  
[kzanon@portmoody.ca](mailto:kzanon@portmoody.ca)

Sincerely



Tim Savoie, MCIP, RPP  
City Manager

Copy: Kate Zanon, General Manager Community Development

## FW: District of North Vancouver Housing Targets Assessment Senior Planning Staff Member Contact Information

---

From: McDougall, Katelyn HOUS:EX <Katelyn.McDougall@gov.bc.ca>  
To: Housing Targets Branch HOUS:EX <housing.targets@gov.bc.ca>  
Sent: June 2, 2023 9:20:55 AM PDT  
Attachments: CDNV\_DISTRICT\_HALL-#6026372-v1-District\_of\_North\_Vancouver\_Housing\_Targets\_Assessment\_Senior\_Planning\_Staff\_Member\_Contact\_Information

**From:** Penz, Rebecca HOUS:EX  
**Sent:** Thursday, June 1, 2023 3:22 PM  
**To:** McDougall, Katelyn HOUS:EX  
**Subject:** FW: District of North Vancouver Housing Targets Assessment Senior Planning Staff Member Contact Information

**From:** David Stuart <StuartD@dnv.org>  
**Sent:** Thursday, June 1, 2023 11:51 AM  
**To:** Penz, Rebecca HOUS:EX <Rebecca.Penz@gov.bc.ca>  
**Cc:** Dan Milburn <milburnd@dnv.org>  
**Subject:** District of North Vancouver Housing Targets Assessment Senior Planning Staff Member Contact Information

**[EXTERNAL] This email came from an external source. Only open attachments or links that you are expecting from a known sender.**

Dear Rebecca,  
Please see the attached letter from David Stuart, Chief Administrative Officer at the District of North Vancouver.

Kind regards,  
**Tracie Finnigan**  
*Executive Assistant to the Chief Administrative Officer  
& Corporate Services*



355 West Queens Road  
North Vancouver, BC V7N 4N5  
finnigan@dnv.org  
Direct: 604-990-2209



We respectfully acknowledge the original peoples of these lands and waters, specifically the səliłwətał (Tsleil-Waututh), Skwxwú7mesh Úxwumixw (Squamish), and xʷməθkʷəy̓əm (Musqueam), on whose unceded ancestral lands the District of North Vancouver is located. We value the opportunity to learn, share, and serve our community on these unceded lands.

355 West Queens Road  
North Vancouver BC  
V7N 4N5

www.dnv.org



**David Stuart**  
**Chief Administrative Officer**  
Phone: 604 990 2206  
Fax: 604 984 9637  
stuardt@dnv.org

June 1, 2023  
File:

Rebecca Penz  
Director, Policy and Engagement  
Government of British Columbia  
PO BOX 9100  
STN PROV GOVT  
Victoria, BC V8W 9B1  
Canada

Sent via email: rebecca.penz@gov.bc.ca

Dear Rebecca:

**Re: District of North Vancouver Housing Targets Assessment Senior Planning Staff  
Member Contact Information**

We are in receipt of your letter notifying the District of North Vancouver of our selection for the Housing Targets Assessment.

We have assigned Dan Milburn, General Manager, Planning, Properties and Permits as the designated contact person for your inquiry. You can reach out to Dan using the following contact information:

**Name:** Dan Milburn  
**Title:** General Manager  
**Department:** Planning, Properties and Permits  
**Email:** milburnd@dnv.org  
**Phone:** (604) 990-2317

Please feel free to contact Dan directly to initiate coordination and schedule your initial meeting.

If you have any additional questions or require further assistance, please don't hesitate to let us know.

Sincerely,

David Stuart  
Chief Administrative Officer

Cc: Dan Milburn, General Manager, Planning, Properties and Permits

## FW: District of Oak Bay - Next Steps

---

From: Penz, Rebecca HOUS:EX <Rebecca.Penz@gov.bc.ca>  
To: McDougall, Katelyn HOUS:EX <Katelyn.McDougall@gov.bc.ca>  
Sent: June 2, 2023 9:24:30 AM PDT

---

**From:** Selina Williams  
**Sent:** Thursday, June 1, 2023 5:29 PM  
**To:** Penz, Rebecca HOUS:EX  
**Cc:** Andre Boel  
**Subject:** District of Oak Bay - Next Steps

**[EXTERNAL] This email came from an external source. Only open attachments or links that you are expecting from a known sender.**

Good Afternoon Rebecca,

Thank you for your May 31, 2023 correspondence, sent on behalf of Bindi Sawchuk, ADM, Housing and Land Use Policy, regarding Oak Bay's status as a municipality selected to participate in the Housing Target Assessment project. As requested, I am following up to share out our Director of Community Building and Planning's contact information. We have a small team assembled to navigate the additional work around Housing in the coming months and our Director, Andre Boel, will be the District's key point of contact on this project. Andre, and our full team, look forward to working with the Ministry's team to explore ways to advance housing initiatives in Oak Bay. Andre can be reached at [aboel@oakbay.ca](mailto:aboel@oakbay.ca) | 250-598-3311 ext. 7427

Rebecca, I understand the modelling, referenced by Minister Kahlon on Tuesday and Wednesday, will be shared with the selected municipalities, can I ask for a copy of the modelling by return email? We are interested in understanding the opportunities for Oak Bay that have been raised through this data driven process. We are hopeful that information will support our better understanding of the discussion on targets as that conversation progresses. Thank you, much appreciated.

All the Best,

Selina

Selina Williams (she/her)  
Chief Administrative Officer  
District of Oak Bay  
250-598-3311 ext. 7414  
[Facebook](#) | [Twitter](#) | [Instagram](#) | [LinkedIn](#)

## FW: Notification of Selection for Housing Targets Assessment

---

From: Penz, Rebecca HOUS:EX <Rebecca.Penz@gov.bc.ca>  
To: McDougall, Katelyn HOUS:EX <Katelyn.McDougall@gov.bc.ca>  
Sent: June 2, 2023 11:44:43 AM PDT

---

**From:** Sean McGill  
**Sent:** Friday, June 2, 2023 11:14 AM  
**To:** Penz, Rebecca HOUS:EX  
**Cc:** Marcy Sangret  
**Subject:** RE: Notification of Selection for Housing Targets Assessment

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Rebecca,  
Thanks for the email and information. We look forward to continuing discussions on this exciting opportunity. Can you please have Marcy Sangret, Deputy City Manager as the primary contact for Delta. Marcy can be reached at [msangret@delta.ca](mailto:msangret@delta.ca) or at 604-946-3219.  
Thanks  
Sean

---



**Sean McGill, CPA**  
City Manager | City of Delta  
Cell: 778.835.7942 | Office: 604.946.3212

---

**From:** Penz, Rebecca HOUS:EX <Rebecca.Penz@gov.bc.ca>  
**Sent:** Wednesday, May 31, 2023 12:55 PM  
**To:** Sean McGill <[SMcGill@delta.ca](mailto:SMcGill@delta.ca)>  
**Subject:** Notification of Selection for Housing Targets Assessment

**Warning:** This email came from outside the City of Delta. If the sender is not known, please do not open links or attachments. Contact the Service Desk (3215) if unsure of this email.

*Sent on behalf of Bindi Sawchuk, Assistant Deputy Minister, Housing and Land Use Policy, B.C. Ministry of Housing:*

Good day Sean McGill,

**Please see the attached letter notifying you that your municipality has been selected by the Province for a housing target assessment per the Housing Supply Regulation.**

Read more:

News Release May 31, 2023: <https://news.gov.bc.ca/releases/2023HOUS0059-000851>

Housing Supply Regulation: [https://www.bclaws.gov.bc.ca/civix/document/id/oic/oic\\_cur/0328\\_2023](https://www.bclaws.gov.bc.ca/civix/document/id/oic/oic_cur/0328_2023)

We look forward to working with your staff.

Best regards,

**Rebecca Penz (She/Her)**

a/Director, Policy and Engagement

Housing Targets Branch | Ministry of Housing

Main: 236.478.3630

Mobile: 250.880.2269

Grateful to live and work on the territories of the ləkʷəŋən and W̱SÁNEĆ Peoples .

June 2, 2023

Cimarron Corpé  
a/Executive Director, Housing Targets Branch  
Ministry of Housing  
Via e-mail: [Cimarron.Corpe@gov.bc.ca](mailto:Cimarron.Corpe@gov.bc.ca)

Dear Cimarron,

**Re: Notification of First Cohort of Municipalities Selected for Housing Target Assessment**

Thank you for conveying the letter from Bindi Sawchuk dated June 1, 2023 regarding the selection of the first cohort of municipalities for targets under the *Housing Supply Act*.

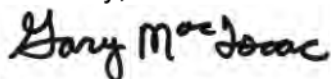
We appreciate the acknowledgment of wide ranging themes raised by local governments during the consultation, including the need to: take a regional approach to setting targets, account for infrastructure capacity, ensure alignment with senior government funding, and account for factors outside of municipal control.

And while we welcome the commitment towards addressing these issues, we would emphasize that transparency and close engagement with the targeted municipalities will be critical because as a result of their procedural focus, neither the legislation nor regulation address the substantive issues salient to target setting in a meaningful manner.

We would also ask that you provide clarification on the status of specified municipalities listed in the schedule of the regulation, and communicate expectations to those municipalities. In particular, should all specified municipalities expect that at some date in the future, they will have targets assigned? And will details be shared with them on when they might have targets assigned within a phased approach?

Thank you for your consideration.

Sincerely,



Gary MacIsaac  
Executive Director

## RE: Notification of Selection for Housing Targets Assessment

---

From: Penz, Rebecca HOUS:EX <Rebecca.Penz@gov.bc.ca>  
To: Jocelyn Jenkyns <JJenkyns@victoria.ca>  
Cc: Colleen Mycroft <cmycroft@victoria.ca>, Karen Hoesse <KHoesse@victoria.ca>, Receveur, Ava HOUS:EX <Ava.Receveur@gov.bc.ca>, Housing Targets Branch HOUS:EX <Housing.Targets@gov.bc.ca>  
Sent: June 5, 2023 3:36:22 PM PDT

Thanks Jocelyn. Glad you were able to connect with the ADM. One of my team will be in touch shortly to set-up a time for a first meeting.

Best regards,  
Rebecca

---

**From:** Jocelyn Jenkyns  
**Sent:** Monday, June 5, 2023 3:09 PM  
**To:** Penz, Rebecca HOUS:EX  
**Cc:** Colleen Mycroft ; Karen Hoesse  
**Subject:** FW: Notification of Selection for Housing Targets Assessment

**[EXTERNAL] This email came from an external source. Only open attachments or links that you are expecting from a known sender.**

Rebecca – thanks for the communique. As you can see, I have been in contact with ADM Sawchuk, and she kindly laid out the process for me last week.

Karen Hoesse and I will be the contacts for this file for your records.

Many thanks and I look forward to seeing you soon!

Regards,

Jocelyn

Jocelyn Jenkyns

Pronouns: She, her, hers

City Manager

City of Victoria

1 Centennial Square, Victoria BC V8W 1P6

T 250.361.0563 F 250.361.0248



The City of Victoria is located on the homelands of the Songhees and Esquimalt People.

---

**From:** Jocelyn Jenkyns <JJenkyns@victoria.ca>  
**Sent:** Thursday, June 1, 2023 9:24 AM  
**To:** Directors <Directors@victoria.ca>  
**Subject:** Fwd: Notification of Selection for Housing Targets Assessment  
FYI

ADM Sawchuk and I chatted on Monday evening about the roll out of this program. I don't have a lot of details as the Province is still working through this, but I thought I would share what I have at this point.

Per the attached, Victoria is one of the first tranche of communities selected for a Housing Targets Assessment. There will be 48 specified communities in the program when completed. The Province envisions three meetings with staff starting the week of June 12. The first meeting will be to outline the process and to validate housing needs. The second will be the Province presenting the range on housing targets. The third meeting will involve the Province reaching out to First Nations with land interests.

Targets will be set to be achieved over 5 years. The Province will be doing some qualitative reporting 6 months after the targets have been set.

I will keep you apprised on further details as I have them.

Regards,

Jocelyn

Jocelyn Jenkyns

Pronouns: She, her, hers

City Manager

City of Victoria

1 Centennial Square, Victoria BC V8W 1P6

T 250.361.0563 F 250.361.0248



The City of Victoria is located on the homelands of the Songhees and Esquimalt People.

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**From:** Penz, Rebecca HOUS:EX <[Rebecca.Penz@gov.bc.ca](mailto:Rebecca.Penz@gov.bc.ca)>

**Sent:** Wednesday, May 31, 2023, 1:02 PM

**To:** Jocelyn Jenkyns <[JJenkyns@victoria.ca](mailto:JJenkyns@victoria.ca)>

**Subject:** Notification of Selection for Housing Targets Assessment

*Sent on behalf of Bindi Sawchuk, Assistant Deputy Minister, Housing and Land Use Policy, B.C. Ministry of Housing:*

Good day Jocelyn Jenkyns,

**Please see the attached letter notifying you that your municipality has been selected by the Province for a housing target assessment per the Housing Supply Regulation.**

Read more:

News Release May 31, 2023: <https://news.gov.bc.ca/releases/2023HOUS0059-000851>

Housing Supply Regulation: [https://www.bclaws.gov.bc.ca/civix/document/id/oic/oic\\_cur/0328\\_2023](https://www.bclaws.gov.bc.ca/civix/document/id/oic/oic_cur/0328_2023)

We look forward to working with your staff.

Best regards,

**Rebecca Penz (She/Her)**

a/Director, Policy and Engagement

Housing Targets Branch | Ministry of Housing

Main: 236.478.3630

Mobile: 250.880.2269

Grateful to live and work on the territories of the lək̓ʷəŋən and W̱SÁNEĆ Peoples .

# Municipal Consultation Coordination Meeting

## Agenda

June 6, 9 a.m.

- 
1. Meeting 1 scheduling
  2. Meeting 1 Slide Deck
  3. Meeting 2 Scheduling
  4. Meeting 2 Slide Deck
  5. ~~Meeting Notes~~
  6. Municipal Assessments
    - a. Status
    - b. Reviews
  7. What else?



## FW: Notification of Selection for Housing Targets Assessment

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From: Penz, Rebecca HOUS:EX <Rebecca.Penz@gov.bc.ca>  
To: McDougall, Katelyn HOUS:EX <Katelyn.McDougall@gov.bc.ca>  
Sent: June 6, 2023 9:16:30 AM PDT  
Attachments: Notification\_Abbotsford.pdf

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**From:** Mark Neill  
**Sent:** Monday, June 5, 2023 2:03 PM  
**To:** Penz, Rebecca HOUS:EX  
**Cc:** Heather Kauer  
**Subject:** RE: Notification of Selection for Housing Targets Assessment

**[EXTERNAL] This email came from an external source. Only open attachments or links that you are expecting from a known sender.**

Hi Rebecca,

I'm following up on Peter's email to arrange a meeting to discuss the housing targets assessment process. We are available tomorrow at 11am, Wednesday at 1:30, or Thursday at 10am. Do any of these times work for you? I look forward to connecting with you.

-Mark

**Mark Neill, MCIP, RPP**

GM, Planning & Development Services  
Tel: 604-864-5513 Fax: 604-853-4981  
Fax: mneill@abbotsford.ca



32315 South Fraser Way  
Abbotsford, BC V2T 1W7  
www.abbotsford.ca

---

**From:** Penz, Rebecca HOUS:EX <Rebecca.Penz@gov.bc.ca>  
**Sent:** Thursday, June 1, 2023 9:41 AM  
**To:** Peter Sparanese <PSparanese@abbotsford.ca>  
**Cc:** Mark Neill <mneill@abbotsford.ca>; Manjoo Clark <MClark@abbotsford.ca>; Housing Targets Branch HOUS:EX <Housing.Targets@gov.bc.ca>  
**Subject:** RE: Notification of Selection for Housing Targets Assessment

Much appreciated Peter. Mark we will be in touch in the next couple of days to schedule the first meeting.

Best regards,  
Rebecca

---

**From:** Peter Sparanese <PSparanese@abbotsford.ca>  
**Sent:** Thursday, June 1, 2023 9:23 AM  
**To:** Penz, Rebecca HOUS:EX <Rebecca.Penz@gov.bc.ca>  
**Cc:** Mark Neill <mneill@abbotsford.ca>; Manjoo Clark <MClark@abbotsford.ca>  
**Subject:** RE: Notification of Selection for Housing Targets Assessment

**[EXTERNAL] This email came from an external source. Only open attachments or links that you are expecting from a known sender.**

Dear Rebecca Penz,

Thank you for your email and official notification of the City's selection for housing targets assessment in accordance to the Housing Supply Regulation and Act.

As requested, the contact person for this initiative is Mark Neill, General Manager of Planning and Development Services. His contact information is: [mneill@abbotsford.ca](mailto:mneill@abbotsford.ca) or 604.864.5513.

We look forward to meeting with your staff to discuss the next steps and establishing the housing targets for the City of Abbotsford.

If you have any further questions, please don't hesitate to contact myself and/or Mr. Neill.

Sincerely,

Peter

**Peter Sparanese**

City Manager  
Tel: 604-864-5501 Fax: 604-864-5601  
Email: [psparanese@abbotsford.ca](mailto:psparanese@abbotsford.ca)



32315 South Fraser Way  
Abbotsford, BC V2T 1W7  
[www.abbotsford.ca](http://www.abbotsford.ca)

---

**From:** Penz, Rebecca HOUS:EX <[Rebecca.Penz@gov.bc.ca](mailto:Rebecca.Penz@gov.bc.ca)>

**Sent:** Wednesday, May 31, 2023 12:48 PM

**To:** Peter Sparanese <[PSparanese@abbotsford.ca](mailto:PSparanese@abbotsford.ca)>

**Subject:** Notification of Selection for Housing Targets Assessment

*Sent on behalf of Bindi Sawchuk, Assistant Deputy Minister, Housing and Land Use Policy, B.C. Ministry of Housing:*

Good day Peter Sparanese,

**Please see the attached letter notifying you that your municipality has been selected by the Province for a housing target assessment per the Housing Supply Regulation.**

Read more:

News Release May 31, 2023: <https://news.gov.bc.ca/releases/2023HOUS0059-000851>

Housing Supply Regulation: [https://www.bclaws.gov.bc.ca/civix/document/id/oic/oic\\_cur/0328\\_2023](https://www.bclaws.gov.bc.ca/civix/document/id/oic/oic_cur/0328_2023)

We look forward to working with your staff.

Best regards,

**Rebecca Penz (She/Her)**

a/Director, Policy and Engagement

Housing Targets Branch | Ministry of Housing

Main: 236.478.3630

Mobile: 250.880.2269

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May 31, 2023

Ref: 59176

Peter Sparanese  
City Manager  
City of Abbotsford  
psparanese@abbotsford.ca

RE: Notification of the City of Abbotsford Selection for Housing Targets Assessment

Dear Peter Sparanese,

I am writing to notify you that the City of Abbotsford has been selected to be part of the first cohort for housing targets.

About the *Housing Supply Act* (Act)

The Act was passed by the BC Legislative Assembly on November 24, 2022, and brought into force by Regulation on May 31, 2023. The Act facilitates more housing supply by giving the Province authority to set housing targets in consultation with specified municipalities (which are identified in Regulation) and to monitor municipalities' actions and progress toward meeting those targets.

The Act is being implemented in a phased approach, with cohorts of 8-10 municipalities establishing targets every six to eight months. The first cohort of ten municipalities has been selected based on an independent assessment using an empirical Index ranking of housing availability, affordability, and urgent housing need.

About Municipal Consultation

The Housing Target Program is designed to support your municipality to increase housing supply. There will be frequent opportunities for engagement throughout each stage of the program. We anticipate holding three to four meetings in the next six to eight weeks to validate the housing needs, review housing targets and reporting requirements, and discuss how we can best support your government to achieve the targets.

We will consult with Indigenous Peoples concurrently to understand their interests in relation to these housing targets.

Once you receive the draft Housing Target Order (anticipated for the second meeting), the City of Abbotsford will have 30 days to respond and provide written comments before the Order comes into effect.

Next Steps

Please provide the name and contact information of a senior planning staff member (or designate) within three days of receipt of this letter. Housing Targets Branch staff will coordinate with this contact and schedule an initial meeting.

Contact information and questions can be sent to Rebecca Penz at [rebecca.penz@gov.bc.ca](mailto:rebecca.penz@gov.bc.ca) or 236.478.3630.

We look forward to working with the City of Abbotsford on our shared interests in building more much needed housing in the months and years ahead.

Yours truly,



Bindi Sawchuk  
Assistant Deputy Minister  
Housing and Land Use Policy

Enclosure/Attachment

pc:

Link:

*B.C. Housing Supply Act:*

<https://www.bclaws.gov.bc.ca/civix/document/id/bills/billsprevious/3rd42nd:gov43-1>

## Revised Meeting Schedule



Stream 1: Vancouver, Victoria, Saanich, Abbotsford, Port Moody

Stream 2: Delta, Oak Bay, North Van, West Van, Kamloops

s.13

## Meeting Materials

Advance of Meeting 1: Agenda, Primer, Technical Guide

Advance of Meeting 2: Agenda, Targets Range & Median, Reporting Requirements

Advance of Meeting 3: Agenda, Draft Order in Council

## Housing Targets Meeting Rescheduling

---

From: Housing.Targets@gov.bc.ca  
To: Lindsay.Chase@saanich.ca  
Sent: June 9, 2023 9:04:28 AM PDT

*Sent on behalf of Bindi Sawchuk, Assistant Deputy Minister, Housing and Land Use Policy, B.C. Ministry of Housing:*

Dear Lindsay,

I am writing to let you know that due to logistical and staffing reasons, we need to reschedule the series of meetings to discuss the housing targets assessments. We anticipate scheduling the first meeting in early July with a total of four meetings over July and mid-August. I apologize for needing to schedule meetings over the summer months.

We appreciate your understanding and look forward to working collaboratively through the housing targets assessment process. Housing Targets Branch staff will be in touch shortly to reschedule meetings and discuss the process.

Best regards,

Bindi Sawchuk

ADM, Housing and Land Use Policy

Ministry of Housing



## Housing Targets Meeting Rescheduling

---

From: Housing.Targets@gov.bc.ca  
To: Andre Boel <ABoel@oakbay.ca>  
Sent: June 9, 2023 9:05:58 AM PDT

*Sent on behalf of Bindi Sawchuk, Assistant Deputy Minister, Housing and Land Use Policy, B.C. Ministry of Housing:*

Dear André,

I am writing to let you know that due to logistical and staffing reasons, we need to reschedule the series of meetings to discuss the housing targets assessments. We anticipate scheduling the first meeting in early July with a total of four meetings over July and mid-August. I apologize for needing to schedule meetings over the summer months. We appreciate your understanding and look forward to working collaboratively through the housing targets assessment process. Housing Targets Branch staff will be in touch shortly to reschedule meetings and discuss the process.

Best regards,

Bindi Sawchuk

ADM, Housing and Land Use Policy

Ministry of Housing

## Housing Targets Meeting Rescheduling

---

From: Housing.Targets@gov.bc.ca  
To: milburnd@dnv.org  
Sent: June 9, 2023 9:07:06 AM PDT

*Sent on behalf of Bindi Sawchuk, Assistant Deputy Minister, Housing and Land Use Policy, B.C. Ministry of Housing:*

Dear Dan,

I am writing to let you know that due to logistical and staffing reasons, we need to reschedule the series of meetings to discuss the housing targets assessments. We anticipate scheduling the first meeting in early July with a total of four meetings over July and mid-August. I apologize for needing to schedule meetings over the summer months.

We appreciate your understanding and look forward to working collaboratively through the housing targets assessment process. Housing Targets Branch staff will be in touch shortly to reschedule meetings and discuss the process.

Best regards,

Bindi Sawchuk

ADM, Housing and Land Use Policy

Ministry of Housing

## Housing Targets Meeting Rescheduling

---

From: Housing.Targets@gov.bc.ca  
To: jbailey@westvancouver.ca  
Sent: June 9, 2023 9:07:58 AM PDT

*Sent on behalf of Bindi Sawchuk, Assistant Deputy Minister, Housing and Land Use Policy, B.C. Ministry of Housing:*

Dear Jim,

I am writing to let you know that due to logistical and staffing reasons, we need to reschedule the series of meetings to discuss the housing targets assessments. We anticipate scheduling the first meeting in early July with a total of four meetings over July and mid-August. I apologize for needing to schedule meetings over the summer months. We appreciate your understanding and look forward to working collaboratively through the housing targets assessment process. Housing Targets Branch staff will be in touch shortly to reschedule meetings and discuss the process.

Best regards,

Bindi Sawchuk

ADM, Housing and Land Use Policy

Ministry of Housing

## Housing Targets Meeting Rescheduling

---

From: Housing.Targets@gov.bc.ca  
To: khoese@victoria.ca, JJenkyns@victoria.ca  
Sent: June 9, 2023 9:09:16 AM PDT

*Sent on behalf of Bindi Sawchuk, Assistant Deputy Minister, Housing and Land Use Policy, B.C. Ministry of Housing:*

Dear Jocelyn and Karen ,

I am writing to let you know that due to logistical and staffing reasons, we need to reschedule the series of meetings to discuss the housing targets assessments. We anticipate scheduling the first meeting in early July with a total of four meetings over July and mid-August. I apologize for needing to schedule meetings over the summer months.

We appreciate your understanding and look forward to working collaboratively through the housing targets assessment process. Housing Targets Branch staff will be in touch shortly to reschedule meetings and discuss the process.

Best regards,

Bindi Sawchuk

ADM, Housing and Land Use Policy

Ministry of Housing

## Housing Targets Meeting Rescheduling

---

From: Housing.Targets@gov.bc.ca  
To: O'Donnell, Theresa <Theresa.O'Donnell@vancouver.ca>  
Cc: Thomas, Robin <robin.thomas@vancouver.ca>, Garrison, Dan (COV) <Dan.Garrison@vancouver.ca>  
Sent: June 9, 2023 9:10:32 AM PDT

*Sent on behalf of Bindi Sawchuk, Assistant Deputy Minister, Housing and Land Use Policy, B.C. Ministry of Housing:*

Dear Theresa,

I am writing to let you know that due to logistical and staffing reasons, we need to reschedule the series of meetings to discuss the housing targets assessments. We anticipate scheduling the first meeting in early July with a total of four meetings over July and mid-August. I apologize for needing to schedule meetings over the summer months.

We appreciate your understanding and look forward to working collaboratively through the housing targets assessment process. Housing Targets Branch staff will be in touch shortly to reschedule meetings and discuss the process.

Best regards,

Bindi Sawchuk

ADM, Housing and Land Use Policy

Ministry of Housing

## Housing Targets Meeting Rescheduling

---

From: Housing.Targets@gov.bc.ca  
To: Kate Zanon <kzanon@portmoody.ca>  
Sent: June 9, 2023 9:11:20 AM PDT

*Sent on behalf of Bindi Sawchuk, Assistant Deputy Minister, Housing and Land Use Policy, B.C. Ministry of Housing:*

Dear Kate,

I am writing to let you know that due to logistical and staffing reasons, we need to reschedule the series of meetings to discuss the housing targets assessments. We anticipate scheduling the first meeting in early July with a total of four meetings over July and mid-August. I apologize for needing to schedule meetings over the summer months. We appreciate your understanding and look forward to working collaboratively through the housing targets assessment process. Housing Targets Branch staff will be in touch shortly to reschedule meetings and discuss the process.

Best regards,

Bindi Sawchuk

ADM, Housing and Land Use Policy

Ministry of Housing

## Housing Targets Meeting Rescheduling

---

From: Housing.Targets@gov.bc.ca  
To: Marvin Kwiatkowski <mkwiatkowski@kamloops.ca>  
Cc: Emily Nelson <enelson@kamloops.ca>  
Sent: June 9, 2023 9:12:24 AM PDT

*Sent on behalf of Bindi Sawchuk, Assistant Deputy Minister, Housing and Land Use Policy, B.C. Ministry of Housing:*

Dear Marvin,

I am writing to let you know that due to logistical and staffing reasons, we need to reschedule the series of meetings to discuss the housing targets assessments. We anticipate scheduling the first meeting in early July with a total of four meetings over July and mid-August. I apologize for needing to schedule meetings over the summer months.

We appreciate your understanding and look forward to working collaboratively through the housing targets assessment process. Housing Targets Branch staff will be in touch shortly to reschedule meetings and discuss the process.

Best regards,

Bindi Sawchuk

ADM, Housing and Land Use Policy

Ministry of Housing

## Housing Targets Meeting Rescheduling

---

From: Housing.Targets@gov.bc.ca  
To: Marcy Sangret <MSangret@delta.ca>  
Sent: June 9, 2023 9:13:07 AM PDT

*Sent on behalf of Bindi Sawchuk, Assistant Deputy Minister, Housing and Land Use Policy, B.C. Ministry of Housing:*

Dear Marcy,

I am writing to let you know that due to logistical and staffing reasons, we need to reschedule the series of meetings to discuss the housing targets assessments. We anticipate scheduling the first meeting in early July with a total of four meetings over July and mid-August. I apologize for needing to schedule meetings over the summer months. We appreciate your understanding and look forward to working collaboratively through the housing targets assessment process. Housing Targets Branch staff will be in touch shortly to reschedule meetings and discuss the process.

Best regards,

Bindi Sawchuk

ADM, Housing and Land Use Policy

Ministry of Housing



## RE: Housing Targets Meeting Rescheduling

---

From: O'Donnell, Theresa <Theresa.O'Donnell@vancouver.ca>  
To: Housing Targets Branch HOUS:EX <Housing.Targets@gov.bc.ca>  
Cc: Thomas, Robin <robin.thomas@vancouver.ca>, Garrison, Dan (COV) <Dan.Garrison@vancouver.ca>  
Sent: June 9, 2023 9:45:22 AM PDT

**[EXTERNAL] This email came from an external source. Only open attachments or links that you are expecting from a known sender.**

Good morning Bindi

Thanks for letting us know, we appreciate the head's up. Just want to flag one thing for you, the Vancouver City Council takes a summer break August to mid-September. So keeping in mind the 30 clock, it won't be possible to get Council action during this period. Please let me know if you have any questions about this. Look forward to working with you all on this.

Thanks,  
theresa

---

**From:** Housing Targets Branch HOUS:EX

**Sent:** Friday, June 9, 2023 9:11 AM

**To:** O'Donnell, Theresa

**Cc:** Thomas, Robin ; Garrison, Dan (COV)

**Subject:** [EXT] Housing Targets Meeting Rescheduling

**City of Vancouver security warning:** Do not click on links or open attachments unless you were expecting the email and know the content is safe.

---

*Sent on behalf of Bindi Sawchuk, Assistant Deputy Minister, Housing and Land Use Policy, B.C. Ministry of Housing:*

Dear Theresa,

I am writing to let you know that due to logistical and staffing reasons, we need to reschedule the series of meetings to discuss the housing targets assessments. We anticipate scheduling the first meeting in early July with a total of four meetings over July and mid-August. I apologize for needing to schedule meetings over the summer months.

We appreciate your understanding and look forward to working collaboratively through the housing targets assessment process. Housing Targets Branch staff will be in touch shortly to reschedule meetings and discuss the process.

Best regards,

Bindi Sawchuk

ADM, Housing and Land Use Policy

Ministry of Housing

## RE: Housing Targets Meeting Rescheduling

---

From: Jocelyn Jenkyns <JJenkyns@victoria.ca>  
To: Housing Targets Branch HOUS:EX <Housing.Targets@gov.bc.ca>, Karen Hoese <KHoese@victoria.ca>  
Sent: June 9, 2023 4:04:08 PM PDT

**[EXTERNAL] This email came from an external source. Only open attachments or links that you are expecting from a known sender.**

Thanks very much Bindi. We completely understand and look forward to meeting when convenient.

Have a great weekend!

Regard,

Jocelyn

Jocelyn Jenkyns

Pronouns: She, her, hers

City Manager

City of Victoria

1 Centennial Square, Victoria BC V8W 1P6

T 250.361.0563 F 250.361.0248



The City of Victoria is located on the homelands of the Songhees and Esquimalt People.

**From:** Housing Targets Branch HOUS:EX

**Sent:** Friday, June 9, 2023 9:09 AM

**To:** Karen Hoese ; Jocelyn Jenkyns

**Subject:** Housing Targets Meeting Rescheduling

*Sent on behalf of Bindi Sawchuk, Assistant Deputy Minister, Housing and Land Use Policy, B.C. Ministry of Housing:*

Dear Jocelyn and Karen ,

I am writing to let you know that due to logistical and staffing reasons, we need to reschedule the series of meetings to discuss the housing targets assessments. We anticipate scheduling the first meeting in early July with a total of four meetings over July and mid-August. I apologize for needing to schedule meetings over the summer months.

We appreciate your understanding and look forward to working collaboratively through the housing targets assessment process. Housing Targets Branch staff will be in touch shortly to reschedule meetings and discuss the process.

Best regards,

Bindi Sawchuk

ADM, Housing and Land Use Policy

Ministry of Housing

## RE: Housing Targets Meeting Rescheduling

---

From: Marvin Kwiatkowski <mkwiatkowski@kamloops.ca>  
To: Housing Targets Branch HOUS:EX <Housing.Targets@gov.bc.ca>  
Cc: Emily Nelson <enelson@kamloops.ca>  
Sent: June 11, 2023 8:41:26 PM PDT

**[EXTERNAL] This email came from an external source. Only open attachments or links that you are expecting from a known sender.**

Thanks Bindi for the update and we look forward to meeting over the summer. While we were hoping that the housing targets that we set for the late July CMHC HAF submission would be in alignment with the housing targets we will set with the Ministry of Housing I am confident it will all work out as all levels of government are highly motivated to work collaboratively to achieve success.

Regards,

**Marvin Kwiatkowski, P.Eng** | P: 250-828-3473

Development, Engineering & Sustainability Director | City of Kamloops

---

**From:** Housing Targets Branch HOUS:EX

**Sent:** Friday, June 9, 2023 9:12 AM

**To:** Marvin Kwiatkowski

**Cc:** Emily Nelson

**Subject:** Housing Targets Meeting Rescheduling

**CAUTION:** This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

*Sent on behalf of Bindi Sawchuk, Assistant Deputy Minister, Housing and Land Use Policy, B.C. Ministry of Housing:*

Dear Marvin,

I am writing to let you know that due to logistical and staffing reasons, we need to reschedule the series of meetings to discuss the housing targets assessments. We anticipate scheduling the first meeting in early July with a total of four meetings over July and mid-August. I apologize for needing to schedule meetings over the summer months.

We appreciate your understanding and look forward to working collaboratively through the housing targets assessment process. Housing Targets Branch staff will be in touch shortly to reschedule meetings and discuss the process.

Best regards,

Bindi Sawchuk

ADM, Housing and Land Use Policy

Ministry of Housing

## FW: District to North Vancouver/Provincial Meeting

From: McDougall, Katelyn HOUS:EX <Katelyn.McDougall@gov.bc.ca>  
To: Receveur, Ava HOUS:EX <Ava.Receveur@gov.bc.ca>, Penz, Rebecca HOUS:EX <Rebecca.Penz@gov.bc.ca>, Karim, Susan HOUS:EX <Susan.Karim@gov.bc.ca>  
Sent: June 12, 2023 11:10:27 AM PDT  
Attachments: image001.png  
FYI on comments about consultation timing.

**From:** Jody Chartier  
**Sent:** Monday, June 12, 2023 11:07 AM  
**To:** McDougall, Katelyn HOUS:EX  
**Subject:** RE: District to North Vancouver/Provincial Meeting

**[EXTERNAL] This email came from an external source. Only open attachments or links that you are expecting from a known sender.**

Thank you very much for the response.  
I understand staffing challenges. Will all of the communities be on this summer timeline? I ask because our Council breaks for the month of August, therefore it is many staff members only option for time off. These are difficult months for meeting attendance. We are very keen to meet with the province and collaborate ideas. I will await meeting invitations and do our very best to make it work.

Thank you again,  
Jody

**From:** McDougall, Katelyn HOUS:EX <Katelyn.McDougall@gov.bc.ca>  
**Sent:** Monday, June 12, 2023 10:54 AM  
**To:** Jody Chartier <ChartierJ@dnv.org>  
**Subject:** RE: District to North Vancouver/Provincial Meeting

**CAUTION:** This email originated from outside of the DNV. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Hi Jody,

One of my colleagues had reached out to Dan and must not have copied you on the e-mail – I am sorry about that!

Due to logistical and staffing reasons, we have rescheduled the series of meetings. We anticipate scheduling the first meeting in early July with a total of four meetings over July and mid-August.  
Again, my apologies for this communication missing you and for any inconvenience caused by the meeting rescheduling.

All the best,  
Katelyn McDougall, MURB  
Senior Planning Analyst

Housing Targets Branch | Ministry of Housing  
Mobile: 778.405.6124  
Email: [Katelyn.mcdougall@gov.bc.ca](mailto:Katelyn.mcdougall@gov.bc.ca)  
(she/her)

**From:** Jody Chartier <ChartierJ@dnv.org>  
**Sent:** Friday, June 9, 2023 1:39 PM  
**To:** McDougall, Katelyn HOUS:EX <Katelyn.McDougall@gov.bc.ca>  
**Subject:** District to North Vancouver/Provincial Meeting

**[EXTERNAL] This email came from an external source. Only open attachments or links that you are expecting from a known sender.**

Hello,  
I noticed the meeting on June 13 was cancelled and I am curious if there was going to be a re-scheduled meeting to follow?  
Thank you,  
**Jody Chartier** (she/her/hers)  
**Administrative Assistant for**  
**Dan Milburn, General Manager, Planning, Properties & Permits**



355 West Queens Road  
North Vancouver, BC V7N 4N5  
[chartierj@dnv.org](mailto:chartierj@dnv.org)  
604-990-2343



We respectfully acknowledge the original peoples of these lands and waters, specifically the səliłwətał (Tsleil-Waututh), Skwxwú7mesh Úxwumixw (Squamish), and xʷməθkʷəy̓əm (Musqueam), on whose unceded ancestral lands the District of North Vancouver is located. We value the opportunity to learn, share, and serve our community on these unceded lands.

# Revised HTO & Consultation Plan



## First Cohort Municipal Council Meeting Schedule

	Council Meeting	Day of Week				
City of Kamloops	Tuesday	25-Jul	15-Aug	29-Aug	12-Sep	
District of Saanich	Monday	24-Jul		21-Aug	11-Sep	
City of Abbotsford	Monday	24-Jul		28-Aug	11-Sep	
City of Victoria	Thursday	27-Jul			7-Sep	14-Sep
District of Oak Bay	Monday	24-Jul			11-Sep	
City of Delta	Monday	24-Jul			11-Sep	
District North Vancouver	Monday	24-Jul			11-Sep	
District of West Vancouver	Monday	24-Jul			11-Sep	
City of Port Moody	Tuesday	25-Jul			12-Sep	
City of Vancouver	Tuesday	25-Jul			12-Sep	

**Team 1:** Abbotsford, Kamloops, Oak Bay, Saanich, Victoria

Rebecca

Sandra

Katelyn

Ava

Alternate: Sidney

**Team 2:** Delta, North Van, Port Moody, Vancouver, West Van

Cim

Stanley

Susan

Alex

Alternate: Sidney



## RE: List of Questions for the Province

---

From: Corpe, Cimarron HOUS:EX <Cimarron.Corpe@gov.bc.ca>  
To: Garrison, Dan (COV) <Dan.Garrison@vancouver.ca>, Penz, Rebecca HOUS:EX <Rebecca.Penz@gov.bc.ca>  
Cc: O'Donnell, Theresa <Theresa.O'Donnell@vancouver.ca>, Cho, Edna <edna.cho@vancouver.ca>  
Sent: June 12, 2023 1:01:25 PM PDT  
Attachments: image001.png

Hi Dan,

My apologies for the delayed reply. As you are aware, we've had to reschedule the series of meetings. We'll be in touch with a new series of meetings; however, it may be a week or two before we are able to lock down schedules for 10 municipalities.

You are correct, components of the housing target order, progress reporting and consultation process are being finalized. We plan to share materials and meeting outlines in advance of the first meeting that respond to most of your questions below. Once these pieces are in place, we'll be able to connect with your technical staff.

We appreciate that meeting over the summer is not ideal, especially in August. We are keenly aware of the constraints and will endeavour to take this into consideration and adapt as needed throughout the process.

Please don't hesitate to get in touch or have a call at your convenience.

Cheers!

**Cimarron Corpé**

a/Executive Director

Housing Targets Branch | Ministry of Housing  
Main: 778.974.3902  
Mobile: 250.208.0242  
Email: [Cimarron.Corpe@gov.bc.ca](mailto:Cimarron.Corpe@gov.bc.ca)

---

**From:** Garrison, Dan (COV)

**Sent:** Wednesday, June 7, 2023 3:08 PM

**To:** Corpe, Cimarron HOUS:EX ; Penz, Rebecca HOUS:EX

**Cc:** O'Donnell, Theresa ; Cho, Edna

**[EXTERNAL] This email came from an external source. Only open attachments or links that you are expecting from a known sender.**

Hi Rebecca and Cim,

My team has a few questions as we start to get our head around the work over the next month or so. We have our kick off meeting on the books for next Thursday (June 15<sup>th</sup>), which is great. The questions below are intended to help us get started in advance of that meeting if possible, and to coordinate with Council's agenda for a briefing on our response to the draft order. I appreciate some of this will come out during our series of meetings, but I think it would be particularly helpful to understand the data points you are using to draft the order so that we can start to pull the data on our end as well.

We're aware this process is being generated as we speak, so any guidance you can give is us greatly appreciated, and happy to discuss. I would also be happy to take you up on the notion of connecting our technical staff as soon as possible.

Thanks,

Dan

**Questions for the Province**

- When will the draft target order be issued (actual date – so we know exactly where the 30 days lands)?
- Will the targets be based on completions, building permits (or starts), or approvals?
- Are you able to tell us what the categories are so that we can start to look at the data?
  - Income (we don't have census 2020 yet)
  - Housing types/form?
  - Net vs. gross?
  - Homelessness?
    - net new housing – we only track this for rental/social; not currently tracked for ownership
  - Tenure?
  - Transit oriented? – do we need to map areas well served by transit?
- What is the methodology? What data sets are you using?
- Is there any approval formally needed from our Council, either on the response to the draft order or adoption of the final order?
- Progress Reporting – 5 years or annually or ???
- Can you provide more details about the information required in the Housing Supply Order (Section 7 – Provision of Housing Information to Minister) – when do we need to provide all this data as part of the 30 days or later? Or on an as requested basis?

-----  
Edna Cho  
Senior Housing Planner  
Planning, Urban Design & Sustainability  
City of Vancouver

## RE: District to North Vancouver/Provincial Meeting

---

From: Penz, Rebecca HOUS:EX <Rebecca.Penz@gov.bc.ca>  
To: Karim, Susan HOUS:EX <Susan.Karim@gov.bc.ca>, McDougall, Katelyn HOUS:EX <Katelyn.McDougall@gov.bc.ca>, Receveur, Ava HOUS:EX <Ava.Receveur@gov.bc.ca>  
Sent: June 12, 2023 3:15:57 PM PDT  
Attachments: image001.png

Hi Susan,

I have flagged some of the comments/concerns for Cim. We're meeting with Bindi tomorrow morning and will then have more info to develop response.

Best,  
RP

---

**From:** Karim, Susan HOUS:EX

**Sent:** Monday, June 12, 2023 3:14 PM

**To:** McDougall, Katelyn HOUS:EX ; Receveur, Ava HOUS:EX ; Penz, Rebecca HOUS:EX

**Subject:** RE: District to North Vancouver/Provincial Meeting

Thanks – I see this came to you – are you copying the in-box on your replies so we have the record?

*Susan*

Upcoming out of office dates: June 20-26, 2023

---

**From:** McDougall, Katelyn HOUS:EX <Katelyn.McDougall@gov.bc.ca>

**Sent:** Monday, June 12, 2023 11:10 AM

**To:** Receveur, Ava HOUS:EX <Ava.Receveur@gov.bc.ca>; Penz, Rebecca HOUS:EX <Rebecca.Penz@gov.bc.ca>; Karim, Susan HOUS:EX <Susan.Karim@gov.bc.ca>

**Subject:** FW: District to North Vancouver/Provincial Meeting

FYI on comments about consultation timing.

---

**From:** Jody Chartier <ChartierJ@dnv.org>

**Sent:** Monday, June 12, 2023 11:07 AM

**To:** McDougall, Katelyn HOUS:EX <Katelyn.McDougall@gov.bc.ca>

**Subject:** RE: District to North Vancouver/Provincial Meeting

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Thank you again,  
Jody

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**From:** McDougall, Katelyn HOUS:EX <Katelyn.McDougall@gov.bc.ca>

**Sent:** Monday, June 12, 2023 10:54 AM

**To:** Jody Chartier <ChartierJ@dnv.org>

**Subject:** RE: District to North Vancouver/Provincial Meeting

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Hi Jody,

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Again, my apologies for this communication missing you and for any inconvenience caused by the meeting rescheduling.

All the best,  
Katelyn McDougall, MURB  
Senior Planning Analyst

---

Housing Targets Branch | Ministry of Housing  
Mobile: 778.405.6124  
Email: [Katelyn.mcdougall@gov.bc.ca](mailto:Katelyn.mcdougall@gov.bc.ca)  
(she/her)

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**From:** Jody Chartier <[ChartierJ@dnv.org](mailto:ChartierJ@dnv.org)>  
**Sent:** Friday, June 9, 2023 1:39 PM  
**To:** McDougall, Katelyn HOUS:EX <[Katelyn.McDougall@gov.bc.ca](mailto:Katelyn.McDougall@gov.bc.ca)>  
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Thank you,  
**Jody Chartier** (she/her/hers)  
**Administrative Assistant for**  
**Dan Milburn, General Manager, Planning, Properties & Permits**



355 West Queens Road  
North Vancouver, BC V7N 4N5  
[chartierj@dnv.org](mailto:chartierj@dnv.org)  
604-990-2343



We respectfully acknowledge the original peoples of these lands and waters, specifically the səlilwətał (Tsleil-Waututh), Skwxwú7mesh Úxwumixw (Squamish), and xʷməθkʷəy̓əm (Musqueam), on whose unceded ancestral lands the District of North Vancouver is located. We value the opportunity to learn, share, and serve our community on these unceded lands.

## Request for Geospatial Data

---

From: Housing.Targets@gov.bc.ca  
To: Lindsay.Chase@saanich.ca  
Sent: June 13, 2023 10:15:50 AM PDT

Good day, Lindsay.

As you are aware, the District of Saanich is currently being assessed for housing targets. For the Ministry of Housing, Housing Targets Branch to complete our assessment, we request a copy of your municipality's zoning and Official Community Plan geospatial data. We kindly ask that the zoning and OCP layers be provided in ESRI Geodatabase format, however if this format is not available, an ESRI Shapefile format will suffice. The data will be used to inform the proposed housing targets that will be shared during consultation.

Please note this information is being requested under the *Housing Supply Act*:

- Section 13: Subject to the regulations, a municipality must, on request of the minister, collect and provide to the minister any of the following information in relation to the demand for and supply of housing within the municipality that is required by the minister;
- Subsection 13(e): any other prescribed information.

Information prescribed under section 7 items of the *Housing Supply Regulation* includes:

- a. the area and location of land in the municipality that is zoned for residential, commercial, industrial or any other use;
- b. the current use of land referred to in paragraph (a);
- c. the planned residential density of subdivided vacant and undeveloped land;
- d. the number of residential lots in the municipality that have not been built upon; and
- j. copies of municipal zoning maps, including, without limitation maps that identify any housing overlays and transit corridors.

Please send the data to this email address by Thursday, June 15<sup>th</sup>. Thank you in advance for your cooperation and feel free to contact me should you have questions related to this request.

Candice Gartner

Director, Data Analytics & Performance | Housing Targets Branch | Housing and Land Use Policy | Ministry of Housing  
Main: 778 974 4963 | Mobile: 250 818 2158 | Email: [Candice.Gartner@gov.bc.ca](mailto:Candice.Gartner@gov.bc.ca)

## RE: Request for Geospatial Data

From: Ryan Perry <RPerry@abbotsford.ca>  
To: Housing.Targets@gov.bc.ca, Housing Targets Branch HOUS:EX <Housing.Targets@gov.bc.ca>  
Cc: Heather Kauer <hkauer@abbotsford.ca>, Mark Neill <mneill@abbotsford.ca>, Mehran Malek <MMalek@abbotsford.ca>  
Sent: June 13, 2023 3:06:25 PM PDT  
Attachments: City of Abbotsford - Data Request Form & Agreement.pdf, Neighbourhood Plans.gdb.zip

**[EXTERNAL] This email came from an external source. Only open attachments or links that you are expecting from a known sender.**

Hello Candice,

On behalf of Mark, please find the requested information attached. The package includes OCP land use and Zoning for the identified geographies:

- City Centre Neighbourhood Plan “Map 3 – Parcel Map” with land use designations (see [Plan Part II, page 31](#))
  - Existing [zoning](#) within City Centre Neighbourhood Plan boundaries
- Historic Downtown Neighbourhood Plan “Map 3 - Parcel Map” with land use designations (see [Plan Part II, page 31](#))
  - Existing [zoning](#) within Historic Downtown Neighbourhood Plan boundaries
- UDistrict Neighbourhood Plan “Figure 15- Land Use Map” (see [Plan Part II, page 20](#))
  - Existing [zoning](#) within UDistrict Neighbourhood Plan boundaries
- Parcel layer cut to a 200 m buffer beyond the neighbourhood plan boundaries

Citywide OCP, Zoning, parcel, and other information is also publicly available through the [City's WebMap](#), and via the City of Abbotsford [Open Data Hub](#).

Could you please complete and return the attached “CoA -Data Request and Agreement” form, which is standard practice maintaining City data sharing records.

Regards,

**Ryan Perry, MCIP, RPP**

Senior Planner | Community Planning  
604-864-5620 | [rperry@abbotsford.ca](mailto:rperry@abbotsford.ca)



32315 South Fraser Way  
Abbotsford, BC V2T 1W7  
[www.abbotsford.ca](http://www.abbotsford.ca)

---

**From:** Housing Targets Branch HOUS:EX <[Housing.Targets@gov.bc.ca](mailto:Housing.Targets@gov.bc.ca)>

**Sent:** Tuesday, June 13, 2023 10:28 AM

**To:** Mark Neill <[mneill@abbotsford.ca](mailto:mneill@abbotsford.ca)>

**Subject:** Request for Geospatial Data

Good day, Mark.

As you are aware, the City of Abbotsford is currently being assessed for housing targets. For the Ministry of Housing, Housing Targets Branch to complete our assessment, we request GIS data for the: City Centre Neighbourhood Plan, the Historic Downtown Neighbourhood Plan; and the UDistrict Neighbourhood Plan.

We kindly ask that the layers be provided in ESRI Geodatabase format, however if this format is not available, an ESRI Shapefile format will suffice. The data will be used to inform the proposed housing targets that will be shared during consultation.

Please note this information is being requested under the *Housing Supply Act*:

- Section 13: Subject to the regulations, a municipality must, on request of the minister, collect and provide to the minister any of the following information in relation to the demand for and supply of housing within the municipality that is required by the minister;
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Information prescribed under section 7 items of the *Housing Supply Regulation* includes:

- (a) the area and location of land in the municipality that is zoned for residential, commercial, industrial or any other use;
- (b) the current use of land referred to in paragraph (a);
- (c) the planned residential density of subdivided vacant and undeveloped land;

- (d) the number of residential lots in the municipality that have not been built upon; and
- (j) copies of municipal zoning maps, including, without limitation maps that identify any housing overlays and transit corridors.

Please send the data to this email address by Thursday, June 15<sup>th</sup>. Thank you in advance for your cooperation and feel free to contact me should you have questions related to this request.

Candice Gartner

Director, Data Analytics & Performance | Housing Targets Branch | Housing and Land Use Policy | Ministry of Housing  
Main: 778 974 4963 | Mobile: 250 818 2158 | Email: [Candice.Gartner@gov.bc.ca](mailto:Candice.Gartner@gov.bc.ca)





## DATA REQUEST FORM

Name of data request:	
Date:	

### Contact Information

Name of Requester:	Phone:	Email:
Job Title/Position:	Organization:	

### Project Information

Please describe the project/initiative that requires data. If you have a document that describes your project (a project charter or protocol), please submit it along with this form.

What type of project/initiative/request is this?

FOI	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> NOT SURE
Request for information	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> NOT SURE
Quality assurance/quality improvement	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> NOT SURE
Research	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> NOT SURE
Other (please explain)	

Special Instructions:

### Data Requested

Please provide details of the data required e.g. data source, data elements, timeframe, etc.

### Outputs

What are the intended outputs from the data? e.g. report containing statistical outputs, presentation containing statistical outputs, etc.

### Security, Storage and Disposition

How will the data be transferred to the requester, and in what form? e.g. password protected excel spreadsheet.

Where will the data be stored and kept secure?

When will the data be deleted, who deletes the data, and how will you ensure it's deleted securely and completely?

**Submit the completed Data Request Form to the person who asked you to complete it.**



## City of Abbotsford

32315 South Fraser Way, Abbotsford, B.C. V2T1W7

### *DATA DISTRIBUTION AGREEMENT TERMS AND CONDITIONS*

The data requested will be provided by the City of Abbotsford given the following conditions are agreed upon.

1. The data be used solely for the project described in your request for data.
2. The data is not to be used for any purposes other than what is stated above and once this purpose is satisfied copies of the data must be deleted from all systems.
3. The data is not to be redistributed to any individual or agency.
4. The City of Abbotsford makes no claim to the correctness or accuracy of the data provided and will not be liable for any deficiencies.
5. In consideration of the provision of this data, a copy of all digital information compiled in conjunction with this project will be made available to the City of Abbotsford.

**Special Note: This data is of a highly confidential and sensitive nature. The data must not be shared with anyone other than the requester.**

*Please sign to acknowledge acceptance of these terms.*

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Title /Position

\_\_\_\_\_  
Company Name

\_\_\_\_\_  
Phone Number

Office Use Only

Data Request details:

## RE: Request for Geospatial Data

---

From: Andrea Hudson <AHudson@victoria.ca>  
To: Housing.Targets@gov.bc.ca, Candice.Gartner@gov.bc.ca, Gartner, Candice HOUS:EX <Candice.Gartner@gov.bc.ca>, Housing Targets Branch HOUS:EX <Housing.Targets@gov.bc.ca>  
Cc: Karen Hoese <KHoese@victoria.ca>, Lauren Klose <lklose@victoria.ca>, Ross Soward <rsoward@victoria.ca>  
Sent: June 14, 2023 9:20:10 AM PDT  
Attachments: Urban\_Place\_Designation\_(OCP).zip, Zoning\_Map\_Labels.geojson, Zoning\_Boundary (1).zip, Zoning\_Boundary.geojson, Zoning\_Map\_Labels (1).zip, Urban\_Place\_Designation\_(OCP).geojson

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Hello Candice,

Please find attached the requested data.

We would like to flag that there are policy and regulatory nuances that may not show up in these map layers, that Victoria staff would be happy help interpret and explain.

If that is needed while your team is examining this, please feel free to reach out and we would be happy to provide further information to supplement this.

Thanks, Andrea

**Andrea Hudson**, MCIP RPP

Pronouns: she/her

Assistant Director, Community Planning

Sustainable Planning and Community Development

City of Victoria

1 Centennial Square, Victoria BC V8W 1P6

T 250.361.0555



The City of Victoria is located on the homelands of the Songhees and Esquimalt People.

**From:** Housing Targets Branch HOUS:EX <Housing.Targets@gov.bc.ca>

**Sent:** Tuesday, June 13, 2023 10:12 AM

**To:** Karen Hoese <KHoese@victoria.ca>

**Subject:** Request for Geospatial Data

Good day, Karen.

As you are aware, the City of Victoria is currently being assessed for housing targets. For the Ministry of Housing, Housing Targets Branch to complete our assessment, we request a copy of your municipality's zoning and Official Community Plan geospatial data. We kindly ask that the zoning and OCP layers be provided in ESRI Geodatabase format, however if this format is not available, an ESRI Shapefile format will suffice. The data will be used to inform the proposed housing targets that will be shared during consultation.

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j. copies of municipal zoning maps, including, without limitation maps that identify any housing overlays and transit corridors.

Please send the data to this email address by Thursday, June 15<sup>th</sup>. Thank you in advance for your cooperation and feel free to contact me should you have questions related to this request.

Candice Gartner

Director, Data Analytics & Performance | Housing Targets Branch | Housing and Land Use Policy | Ministry of Housing

Main: 778 974 4963 | Mobile: 250 818 2158 | Email: [Candice.Gartner@gov.bc.ca](mailto:Candice.Gartner@gov.bc.ca)

## RE: Request for Geospatial Data

---

From: Housing Targets Branch HOUS:EX <Housing.Targets@gov.bc.ca>  
To: Andrea Hudson <AHudson@victoria.ca>  
Cc: Karen Hoese <KHoese@victoria.ca>, Lauren Klose <lklose@victoria.ca>, Ross Soward <rsoward@victoria.ca>, Housing Targets Branch HOUS:EX <Housing.Targets@gov.bc.ca>  
Sent: June 14, 2023 3:38:16 PM PDT

Hi Andrea,

Many thanks for sending along the data and I appreciate your offering of staff expertise to assist us in understanding the layers. Indeed, we will reach out if we have further questions.

Thank you,

Candice Gartner

Director, Data Analytics & Performance | Housing Targets Branch | Housing and Land Use Policy | Ministry of Housing  
Main: 778 974 4963 | Mobile: 250 818 2158 | Email: [Candice.Gartner@gov.bc.ca](mailto:Candice.Gartner@gov.bc.ca)

---

**From:** Andrea Hudson

**Sent:** Wednesday, June 14, 2023 9:20 AM

**To:** Housing Targets Branch HOUS:EX ; Gartner, Candice HOUS:EX

**Cc:** Karen Hoese ; Lauren Klose ; Ross Soward

**Subject:** RE: Request for Geospatial Data

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Hello Candice,

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If that is needed while your team is examining this, please feel free to reach out and we would be happy to provide further information to supplement this.

Thanks, Andrea

**Andrea Hudson**, MCIP RPP

Pronouns: she/her

Assistant Director, Community Planning

Sustainable Planning and Community Development

City of Victoria

1 Centennial Square, Victoria BC V8W 1P6

T 250.361.0555



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Please send the data to this email address by Thursday, June 15<sup>th</sup>. Thank you in advance for your cooperation and feel free to contact me should you have questions related to this request.

Candice Gartner

Director, Data Analytics & Performance | Housing Targets Branch | Housing and Land Use Policy | Ministry of Housing  
Main: 778 974 4963 | Mobile: 250 818 2158 | Email: [Candice.Gartner@gov.bc.ca](mailto:Candice.Gartner@gov.bc.ca)

## RE: District to North Vancouver/Provincial Meeting

---

From: Jody Chartier <ChartierJ@dnv.org>  
To: McDougall, Katelyn HOUS:EX <Katelyn.McDougall@gov.bc.ca>  
Cc: Housing Targets Branch HOUS:EX <Housing.Targets@gov.bc.ca>  
Sent: June 14, 2023 3:48:39 PM PDT  
Attachments: image001.png

**[EXTERNAL] This email came from an external source. Only open attachments or links that you are expecting from a known sender.**

Thank you very much for the response.

Will a cancellation email be sent for the June 20<sup>th</sup> meeting? As of now it is still in our staff's calendars.

Thank you,

Jody

---

**From:** McDougall, Katelyn HOUS:EX  
**Sent:** Wednesday, June 14, 2023 3:40 PM  
**To:** Jody Chartier  
**Cc:** Housing Targets Branch HOUS:EX  
**Subject:** RE: District to North Vancouver/Provincial Meeting  
Hi Jody,

My apologies for the delay, I am still waiting on some more details about next steps.

What I can confirm is that all meetings have been cancelled for now. Consultation with the 10 municipalities will start in early July, with a total of four meetings over July and mid-August, and then like some additional consultation meetings in the fall.

We are aware of Council's break over the summer and are keeping that in mind as we structure the process. We will be in touch very soon (hopefully next week) with more information and details for you.

Thanks so much for your patience and help!

Best,  
**Katelyn McDougall, MURB**  
Senior Planning Analyst

---

Housing Targets Branch | Ministry of Housing  
Mobile: 778.405.6124  
Email: [Katelyn.mcdougall@gov.bc.ca](mailto:Katelyn.mcdougall@gov.bc.ca)  
(she/her)

---

**From:** Jody Chartier <ChartierJ@dnv.org>  
**Sent:** Wednesday, June 14, 2023 8:56 AM  
**To:** McDougall, Katelyn HOUS:EX <Katelyn.McDougall@gov.bc.ca>  
**Subject:** RE: District to North Vancouver/Provincial Meeting

**[EXTERNAL] This email came from an external source. Only open attachments or links that you are expecting from a known sender.**

Hi Katelyn,

Next Tuesdays meeting, June 20<sup>th</sup> at 1pm; wondering if that will be rescheduled or not? I am sorry to bug, I just have staff members inquiring.

Thank you,

Jody

---

**From:** McDougall, Katelyn HOUS:EX <Katelyn.McDougall@gov.bc.ca>  
**Sent:** Monday, June 12, 2023 10:54 AM

**To:** Jody Chartier <[ChartierJ@dnv.org](mailto:ChartierJ@dnv.org)>

**Subject:** RE: District to North Vancouver/Provincial Meeting

CAUTION: This email originated from outside of the DNV. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Hi Jody,

One of my colleagues had reached out to Dan and must not have copied you on the e-mail – I am sorry about that!

Due to logistical and staffing reasons, we have rescheduled the series of meetings. We anticipate scheduling the first meeting in early July with a total of four meetings over July and mid-August.

Again, my apologies for this communication missing you and for any inconvenience caused by the meeting rescheduling.

All the best,

**Katelyn McDougall, MURB**

Senior Planning Analyst

Housing Targets Branch | Ministry of Housing

Mobile: 778.405.6124

Email: [Katelyn.mcdougall@gov.bc.ca](mailto:Katelyn.mcdougall@gov.bc.ca)

(she/her)

**From:** Jody Chartier <[ChartierJ@dnv.org](mailto:ChartierJ@dnv.org)>

**Sent:** Friday, June 9, 2023 1:39 PM

**To:** McDougall, Katelyn HOUS:EX <[Katelyn.McDougall@gov.bc.ca](mailto:Katelyn.McDougall@gov.bc.ca)>

**Subject:** District to North Vancouver/Provincial Meeting

**[EXTERNAL] This email came from an external source. Only open attachments or links that you are expecting from a known sender.**

Hello,

I noticed the meeting on June 13 was cancelled and I am curious if there was going to be a re-scheduled meeting to follow?

Thank you,

**Jody Chartier** (she/her/hers)

*Administrative Assistant for*

*Dan Milburn, General Manager, Planning, Properties & Permits*



355 West Queens Road

North Vancouver, BC V7N 4N5

[chartierj@dnv.org](mailto:chartierj@dnv.org)

604-990-2343



We respectfully acknowledge the original peoples of these lands and waters, specifically the səliłwətał (Tsleil-Waututh), Skwxwú7mesh Úxwumixw (Squamish), and xʷməθkʷəy̓əm (Musqueam), on whose unceded ancestral lands the District of North Vancouver is located. We value the opportunity to learn, share, and serve our community on these unceded lands.



## RE: Request for Geospatial Data

From: Andre Boel <ABoel@oakbay.ca>  
To: Housing Targets Branch HOUS:EX <Housing.Targets@gov.bc.ca>  
Sent: June 14, 2023 4:52:49 PM PDT  
Attachments: Oak Bay Zoning Consolidated to Jan 23 2023.pdf, transportation.gdb.zip, cadastral.gdb.zip, misc.gdb.zip, ocp.gdb.zip

**[EXTERNAL] This email came from an external source. Only open attachments or links that you are expecting from a known sender.**

Hello Candice,

Please find attached the requested information regarding Zoning Bylaw and Official Community Plan.

Zoning map - .pdf

Zoning – misc.gdb – Zoning layer

Lots - Cadastral.gdb – Parcels layer

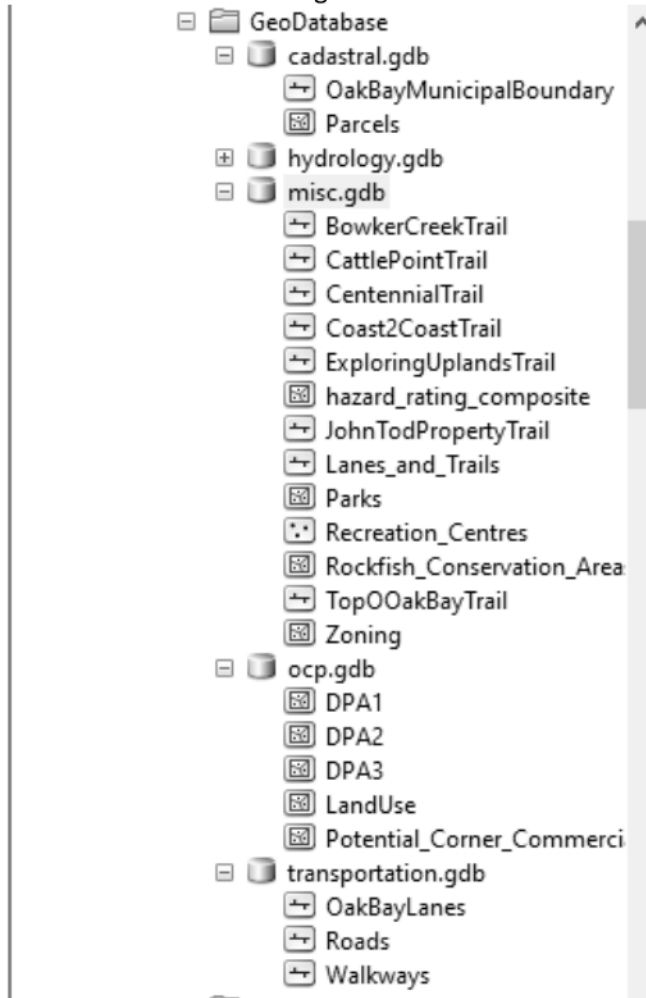
Schedule B – Land Use ocp.gdb - LandUse

Schedule C - Road network transportation.gdb - Roads

Schedule G – Multi unit Residential ocp.gdb - DPA

Schedule H – Commercial and Mixed Use ocp.gdb - DPA

Here is what it is in those geodatabases:



With regards to the specific Section 7 Housing Supply Act items listed below:

- Is included (but not compiled in an overview) through the attachments. When running spatial analysis on the data please note that zoning designations extend to the centre line of adjacent roads.
- b. c) and d) are not available for the District. We do not maintain data sets with that information.
- j) the Zoning map is included but we do not have any of the suggested overlays.

Please let me know if there are any follow up questions to this data.

Regards, Andre

**André Boel, RPP, MCIP** (he, him)

Director of Community Building and Planning Services, District of Oak Bay

Office: 250-598-3311 ext. 7424

Cell: 778-679-4965

---

**From:** Housing Targets Branch HOUS:EX

**Sent:** Tuesday, June 13, 2023 10:06 AM

**To:** Andre Boel

**Subject:** Request for Geospatial Data

Good day, Andre.

As you are aware, the District of Oak Bay is currently being assessed for housing targets. For the Ministry of Housing, Housing Targets Branch to complete our assessment, we request a copy of your municipality's zoning and Official Community Plan geospatial data. We kindly ask that the zoning and OCP layers be provided in ESRI Geodatabase format, however if this format is not available, an ESRI Shapefile format will suffice. The data will be used to inform the proposed housing targets that will be shared during consultation.

Please note this information is being requested under the *Housing Supply Act*:

- Section 13: Subject to the regulations, a municipality must, on request of the minister, collect and provide to the minister any of the following information in relation to the demand for and supply of housing within the municipality that is required by the minister;
- Subsection 13(e): any other prescribed information.

Information prescribed under section 7 items of the *Housing Supply Regulation* includes:

- a. the area and location of land in the municipality that is zoned for residential, commercial, industrial or any other use;
- b. the current use of land referred to in paragraph (a);
- c. the planned residential density of subdivided vacant and undeveloped land;
- d. the number of residential lots in the municipality that have not been built upon; and
- j. copies of municipal zoning maps, including, without limitation maps that identify any housing overlays and transit corridors.

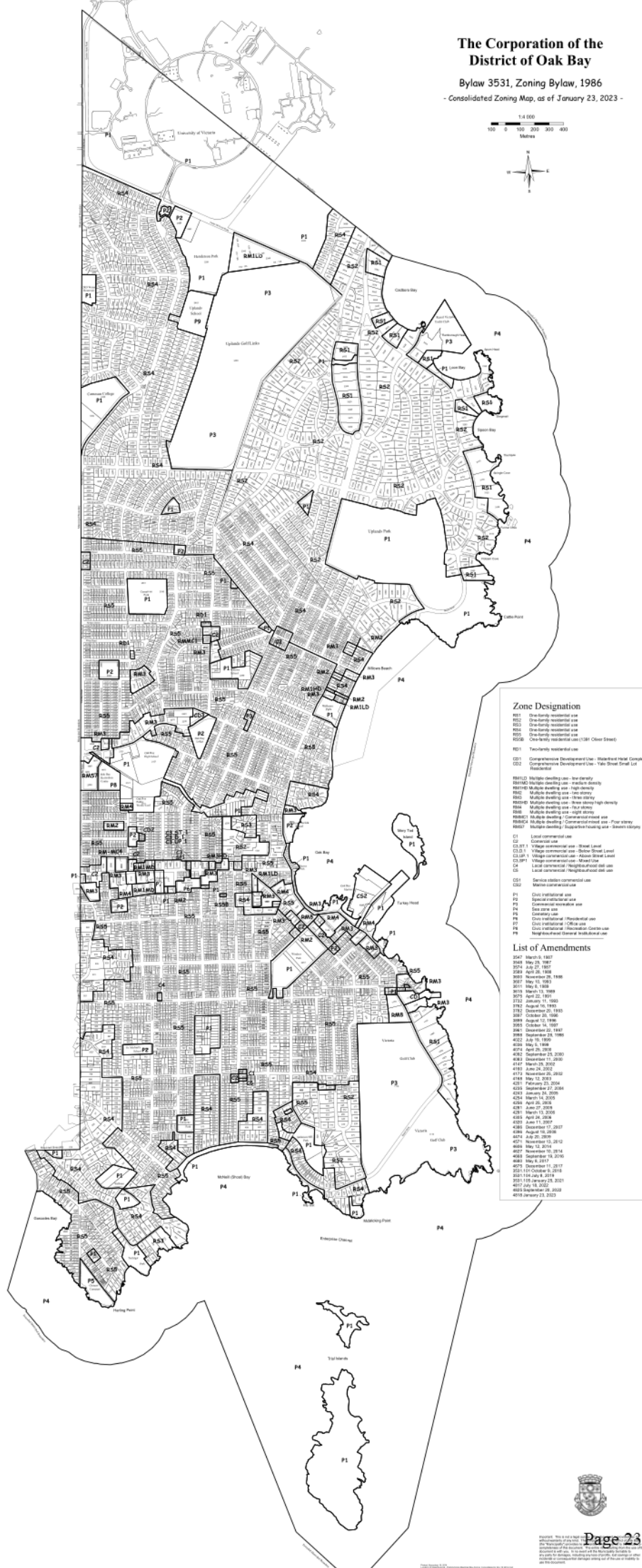
Please send the data to this email address by Thursday, June 15<sup>th</sup>. Thank you in advance for your cooperation and feel free to contact me should you have questions related to this request.

Candice Gartner

Director, Data Analytics & Performance | Housing Targets Branch | Housing and Land Use Policy | Ministry of Housing

Main: 778 974 4963 | Mobile: 250 818 2158 | Email: [Candice.Gartner@gov.bc.ca](mailto:Candice.Gartner@gov.bc.ca)

- Consolidated Zoning Map, as of January 23, 2023 -



R011	One-family residential	0.50
R022	One-family residential	0.50
R033	One-family residential	0.50
R044	One-family residential	0.50
R055	One-family residential	0.50
R020B	One-family residential use (1381 Oliver Street)	

- [illegible]

5647 March 5, 1937  
 5648 April 2, 1937  
 5649 April 12, 1937  
 5650 November 20, 1938  
 5651 May 1, 1939  
 5652 May 11, 1939  
 5653 March 13, 1939  
 5654 April 13, 1939  
 5655 October 14, 1940  
 5656 December 20, 1940  
 5657 December 20, 1940  
 5658 August 10, 1941  
 5659 October 14, 1941  
 5660 December 24, 1941  
 5661 September 28, 1949  
 5662 April 24, 1950  
 5663 May 1, 1950  
 5664 April 20, 1950  
 5665 April 20, 1950  
 5666 April 20, 1950  
 5667 April 20, 1950  
 5668 April 20, 1950  
 5669 April 20, 1950  
 5670 April 20, 1950  
 5671 March 13, 2006  
 5672 April 13, 2006  
 5673 April 13, 2006  
 5674 April 13, 2006  
 5675 April 13, 2006  
 5676 April 13, 2006  
 5677 November 15, 2012  
 5678 May 1, 2014  
 5679 November 15, 2014  
 5680 May 1, 2015  
 5681 May 1, 2015  
 5682 May 1, 2015  
 5683 May 1, 2015  
 5684 May 1, 2015  
 5685 May 1, 2015  
 5686 May 1, 2015  
 5687 May 1, 2015  
 5688 May 1, 2015  
 5689 May 1, 2015  
 5690 May 1, 2015



## RE: Request for Geospatial Data

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From: Mehran Malek <MMalek@abbotsford.ca>  
To: Ryan Perry <RPerry@abbotsford.ca>, Housing Targets Branch HOUS:EX <Housing.Targets@gov.bc.ca>  
Cc: Heather Kauer <hkauer@abbotsford.ca>  
Sent: June 15, 2023 11:41:03 AM PDT

**[EXTERNAL] This email came from an external source. Only open attachments or links that you are expecting from a known sender.**

Hi Candice and Ryan,  
Thank you for your email. As long as you completed the form and mentioned this data would be used by whom for what purpose, that would be sufficient.  
Best Regards,  
Mehran  
**Mehran Malek** | GIS Manager  
City of Abbotsford | Information Technology  
Innovation, Strategy & Intergovernmental Relations  
Tel: 604 864-5555 | Cell: 604-607-3521 | Email: MMalek@abbotsford.ca

---

**From:** Ryan Perry  
**Sent:** Wednesday, June 14, 2023 4:14 PM  
**To:** Housing Targets Branch HOUS:EX  
**Cc:** Mehran Malek ; Heather Kauer  
**Subject:** RE: Request for Geospatial Data  
Hi Candice (and Mehran),  
I'm looping in Mehran Malek, our GIS Manager (copied) to clarify your permissions question.  
Mehran – can you please advise on this circumstance.  
Regards,  
Ryan

---

**From:** Housing Targets Branch HOUS:EX <Housing.Targets@gov.bc.ca>  
**Sent:** Wednesday, June 14, 2023 3:46 PM  
**To:** Ryan Perry <RPerry@abbotsford.ca>  
**Cc:** Heather Kauer <hkauer@abbotsford.ca>; Mark Neill <mneill@abbotsford.ca>; Mehran Malek <MMalek@abbotsford.ca>; Housing Targets Branch HOUS:EX <Housing.Targets@gov.bc.ca>  
**Subject:** RE: Request for Geospatial Data  
Hi Ryan, Thank you for sending the requested files. Regarding the Data Request Form, we are currently working with a third-party consultant in developing the targets methodology and municipality-specific results, with whom we would like to share the files. Do I have your permission to share the file with our consultant, and if so, would you prefer that we both complete the form?  
Best,  
Candice Gartner  
Director, Data Analytics & Performance | Housing Targets Branch | Housing and Land Use Policy | Ministry of Housing  
Main: 778 974 4963 | Mobile: 250 818 2158 | Email: Candice.Gartner@gov.bc.ca

---

**From:** Ryan Perry <RPerry@abbotsford.ca>  
**Sent:** Tuesday, June 13, 2023 3:06 PM  
**To:** Housing Targets Branch HOUS:EX <Housing.Targets@gov.bc.ca>  
**Cc:** Heather Kauer <hkauer@abbotsford.ca>; Mark Neill <mneill@abbotsford.ca>; Mehran Malek <MMalek@abbotsford.ca>  
**Subject:** RE: Request for Geospatial Data

**[EXTERNAL] This email came from an external source. Only open attachments or links that you are expecting from a known sender.**

Hello Candice,  
On behalf of Mark, please find the requested information attached. The package includes OCP land use and Zoning for the identified geographies:

- City Centre Neighbourhood Plan “Map 3 – Parcel Map” with land use designations (see [Plan Part II, page 31](#))

- Existing zoning within City Centre Neighbourhood Plan boundaries
- Historic Downtown Neighbourhood Plan “Map 3 - Parcel Map” with land use designations (see Plan Part II, page 31)
  - Existing zoning within Historic Downtown Neighbourhood Plan boundaries
- UDistrict Neighbourhood Plan “Figure 15- Land Use Map” (see Plan Part II, page 20)
  - Existing zoning within UDistrict Neighbourhood Plan boundaries
- Parcel layer cut to a 200 m buffer beyond the neighbourhood plan boundaries

Citywide OCP, Zoning, parcel, and other information is also publicly available through the City’s WebMap, and via the City of Abbotsford Open Data Hub.

Could you please complete and return the attached “CoA -Data Request and Agreement” form, which is standard practice maintaining City data sharing records.

Regards,

**Ryan Perry, MCIP, RPP**

Senior Planner | Community Planning  
604-864-5620 | [rperry@abbotsford.ca](mailto:rperry@abbotsford.ca)



32315 South Fraser Way  
Abbotsford, BC V2T 1W7  
[www.abbotsford.ca](http://www.abbotsford.ca)

---

**From:** Housing Targets Branch HOUS:EX <[Housing.Targets@gov.bc.ca](mailto:Housing.Targets@gov.bc.ca)>

**Sent:** Tuesday, June 13, 2023 10:28 AM

**To:** Mark Neill <[mneill@abbotsford.ca](mailto:mneill@abbotsford.ca)>

**Subject:** Request for Geospatial Data

Good day, Mark.

As you are aware, the City of Abbotsford is currently being assessed for housing targets. For the Ministry of Housing, Housing Targets Branch to complete our assessment, we request GIS data for the: City Centre Neighbourhood Plan, the Historic Downtown Neighbourhood Plan; and the UDistrict Neighbourhood Plan.

We kindly ask that the layers be provided in ESRI Geodatabase format, however if this format is not available, an ESRI Shapefile format will suffice. The data will be used to inform the proposed housing targets that will be shared during consultation.

Please note this information is being requested under the *Housing Supply Act*:

- Section 13: Subject to the regulations, a municipality must, on request of the minister, collect and provide to the minister any of the following information in relation to the demand for and supply of housing within the municipality that is required by the minister;
- Subsection 13(e): any other prescribed information.

Information prescribed under section 7 items of the *Housing Supply Regulation* includes:

- (a) the area and location of land in the municipality that is zoned for residential, commercial, industrial or any other use;
- (b) the current use of land referred to in paragraph (a);
- (c) the planned residential density of subdivided vacant and undeveloped land;
- (d) the number of residential lots in the municipality that have not been built upon; and
- (j) copies of municipal zoning maps, including, without limitation maps that identify any housing overlays and transit corridors.

Please send the data to this email address by Thursday, June 15<sup>th</sup>. Thank you in advance for your cooperation and feel free to contact me should you have questions related to this request.

Candice Gartner

Director, Data Analytics & Performance | Housing Targets Branch | Housing and Land Use Policy | Ministry of Housing  
Main: 778 974 4963 | Mobile: 250 818 2158 | Email: [Candice.Gartner@gov.bc.ca](mailto:Candice.Gartner@gov.bc.ca)

## RE: (External Email) Request for Geospatial Data

---

From: David IZard <David.IZard@saanich.ca>  
To: Housing.Targets@gov.bc.ca, Housing Targets Branch HOUS:EX  
<Housing.Targets@gov.bc.ca>  
Cc: Lindsay Chase <Lindsay.Chase@saanich.ca>  
Sent: June 15, 2023 4:41:36 PM PDT  
Attachments: OCP LayerFiles for Reference.zip, PDF\_ReferenceMaps.zip, OCP\_PrimaryGrowthAreas.zip

**[EXTERNAL] This email came from an external source. Only open attachments or links that you are expecting from a known sender.**

Hello,  
Lindsay Chase forwarded your Candice's email-request for District of Saanich OCP, parcel, and zoning geospatial data.  
Our draft OCP incorporates preliminary stakeholder engagement to date. We are midway through Phase 2 engagement on the draft plan; and are currently targeting council adoption in the fall, pending the outcomes from the engagement.

Please find attached the following:

1. Primary Growth Areas (PGA) –Draft  
Spatial data provided is from our current Draft Official Community Plan (May 2023) and includes OCP Map 02 (General Land Use) / Map 03 Primary Growth Areas (Centres / Villages / and Corridors).  
Please find attached ARCGIS Pro Layer files --provided for additional reference.
2. Zoning and Parcel data is available to download through our Open Data Catalogue.  
Please use the following link (below).

Data Catalogue | District of Saanich  
<https://www.saanich.ca/EN/main/local-government/data-catalogue-1.html>

- Zoning (Polygon)
- Parcels

Our GIS Coordinate System is NAD 1983 CSRS UTM Zone 10N (WKID: 3157)

Best Regards

David IZard

Senior Planning Tech / Community Planning

District of Saanich

770 Vernon Avenue

Victoria, BC V8X 2W7

---

**From:** Lindsay Chase

**Sent:** Thursday, June 15, 2023 4:31 PM

**To:** David IZard

**Subject:** FW: (External Email) Request for Geospatial Data

Lindsay Chase, RPP, MCIP

Director of Planning

District of Saanich

770 Vernon Avenue

Victoria, BC V8X 2W7

We acknowledge that the District of Saanich lies within the territories of the lək'wəŋən peoples represented by the Songhees and Esquimalt Nations and the W̱SÁNEĆ peoples represented by the W̱JOLELP (Tsartlip), BÓKEĆEN (Pauquachin), S̱TÁUTW (Tsawout), W̱SIKEM (Tseycum) and MÁLEXEL (Malahat) Nations.

We are committed to celebrating the rich diversity of people in our community. We are guided by the principle that embracing diversity enriches the lives of all people. We all share the responsibility for creating an equitable and inclusive community and for addressing discrimination in all forms.

This email and any attachments are for the sole use of the intended recipient and must not be distributed or disclosed to anyone else. The content of this email and any attachments may be confidential, privileged and/or subject to the Freedom of Information and Protection of Privacy Act. If you have received this message in error, please delete it and contact the sender. Please consider the environment before printing this email.

Sign up to receive our Saanich Spotlight quarterly newsletter at [saanich.ca/spotlight](https://saanich.ca/spotlight).

---

**From:** Housing Targets Branch HOUS:EX <[Housing.Targets@gov.bc.ca](mailto:Housing.Targets@gov.bc.ca)>

**Sent:** Tuesday, June 13, 2023 10:16 AM

**To:** Lindsay Chase <[Lindsay.Chase@saanich.ca](mailto:Lindsay.Chase@saanich.ca)>

**Subject:** (External Email) Request for Geospatial Data

**This email sent from outside the District of Saanich. Use caution if message is unexpected or sender is not known to you.**

Good day, Lindsay.

As you are aware, the District of Saanich is currently being assessed for housing targets. For the Ministry of Housing, Housing Targets Branch to complete our assessment, we request a copy of your municipality's zoning and Official Community Plan geospatial data. We kindly ask that the zoning and OCP layers be provided in ESRI Geodatabase format, however if this format is not available, an ESRI Shapefile format will suffice. The data will be used to inform the proposed housing targets that will be shared during consultation.

Please note this information is being requested under the *Housing Supply Act*:

- Section 13: Subject to the regulations, a municipality must, on request of the minister, collect and provide to the minister any of the following information in relation to the demand for and supply of housing within the municipality that is required by the minister;
- Subsection 13(e): any other prescribed information.

Information prescribed under section 7 items of the *Housing Supply Regulation* includes:

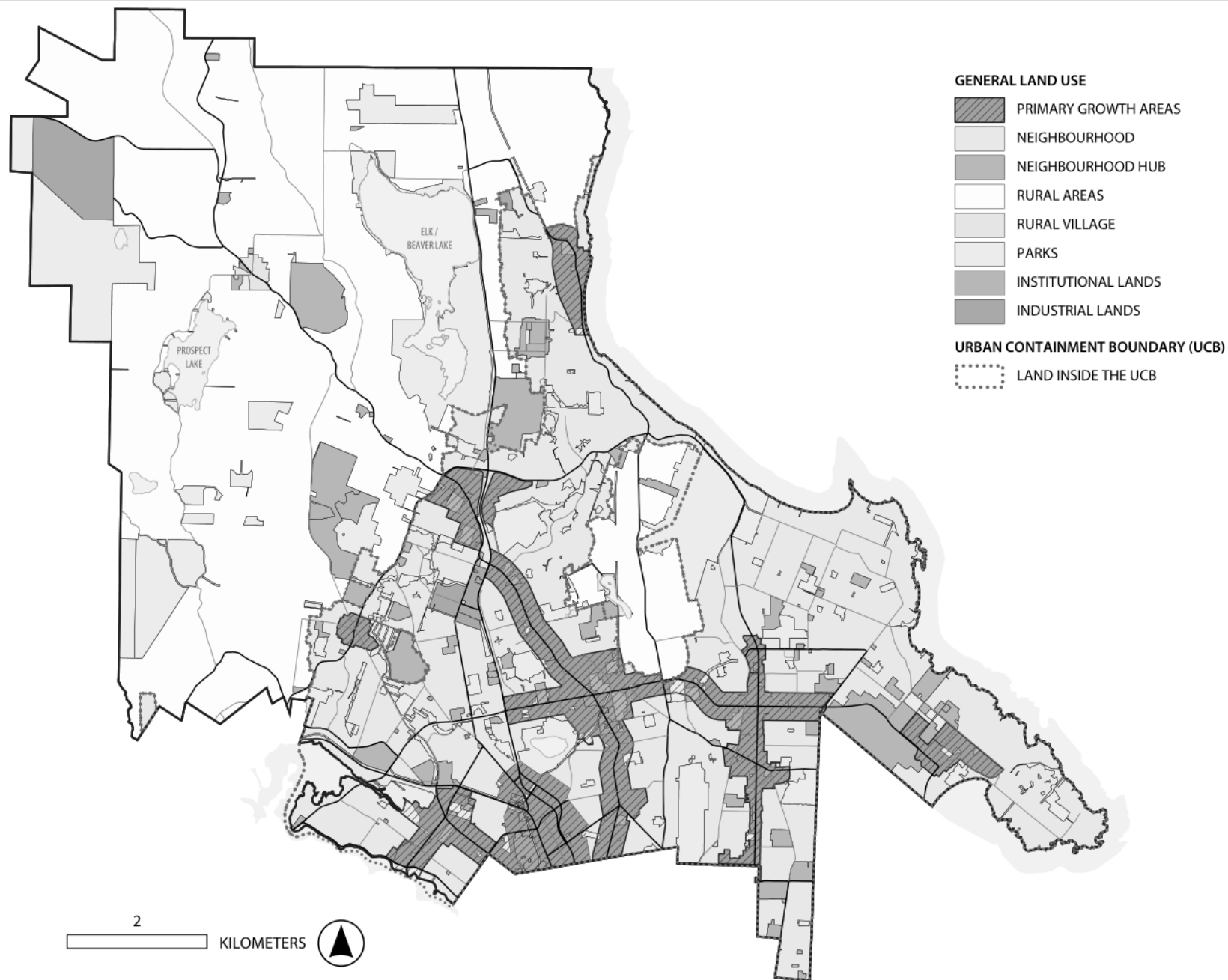
- a. the area and location of land in the municipality that is zoned for residential, commercial, industrial or any other use;
- b. the current use of land referred to in paragraph (a);
- c. the planned residential density of subdivided vacant and undeveloped land;
- d. the number of residential lots in the municipality that have not been built upon; and
- j. copies of municipal zoning maps, including, without limitation maps that identify any housing overlays and transit corridors.

Please send the data to this email address by Thursday, June 15<sup>th</sup>. Thank you in advance for your cooperation and feel free to contact me should you have questions related to this request.

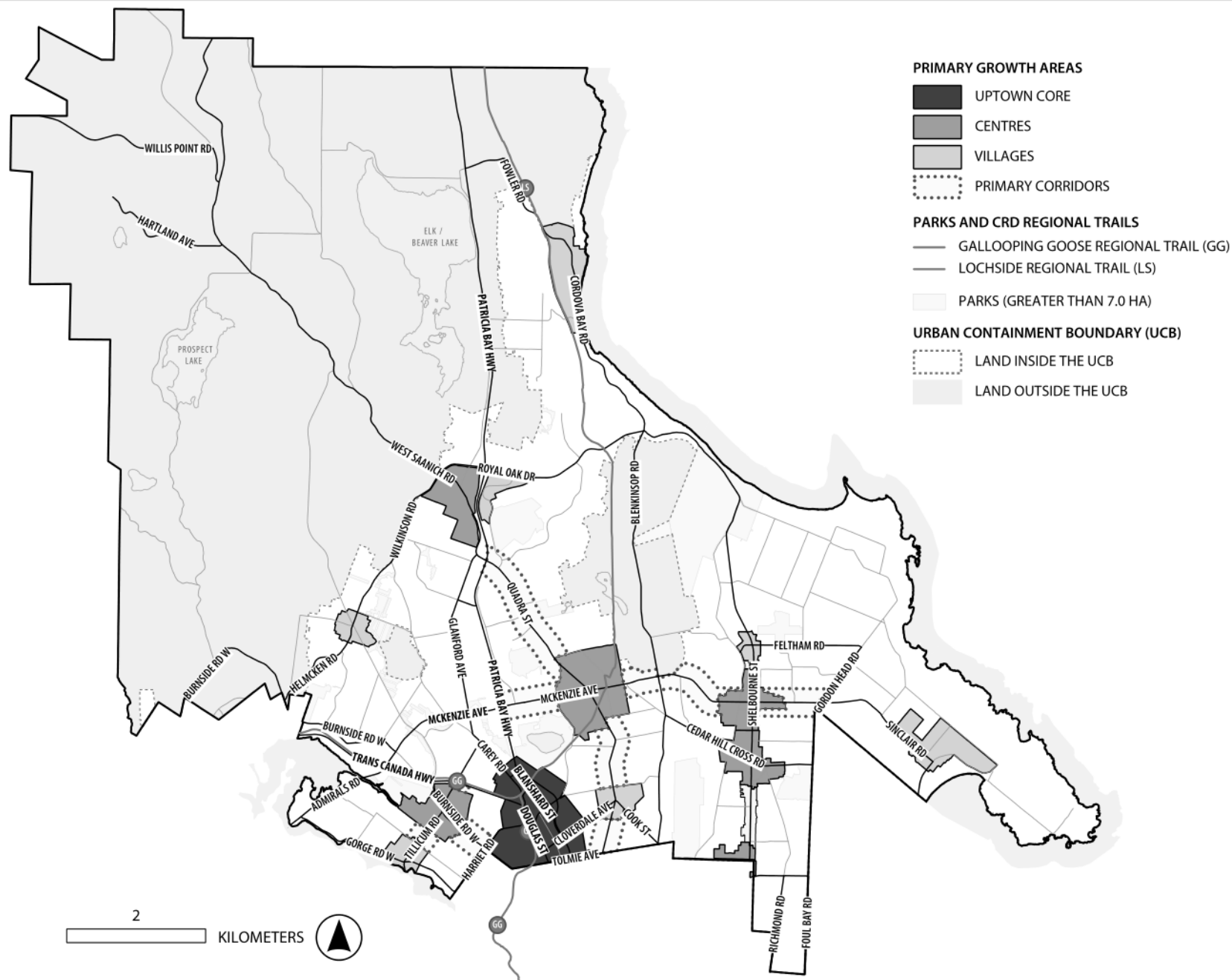
Candice Gartner

Director, Data Analytics & Performance | Housing Targets Branch | Housing and Land Use Policy | Ministry of Housing

Main: 778 974 4963 | Mobile: 250 818 2158 | Email: [Candice.Gartner@gov.bc.ca](mailto:Candice.Gartner@gov.bc.ca)







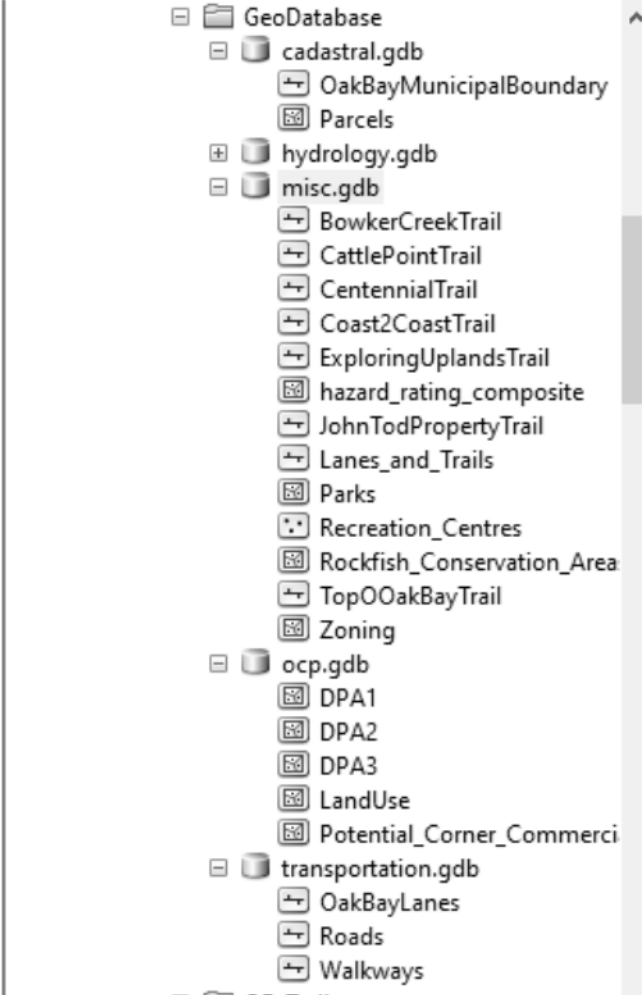
RE: Request for Geospatial Data

From: Housing Targets Branch HOUS:EX <Housing.Targets@gov.bc.ca>  
To: Andre Boel <ABoel@oakbay.ca>  
Cc: Housing Targets Branch HOUS:EX <Housing.Targets@gov.bc.ca>  
Sent: June 15, 2023 5:12:24 PM PDT  
Thank you, Andre. I acknowledge receipt of the requested information. Our team will be in touch should we have further questions.  
With appreciation,  
Candice Gartner  
Director, Data Analytics & Performance | Housing Targets Branch | Housing and Land Use Policy | Ministry of Housing  
Main: 778 974 4963 | Mobile: 250 818 2158 | Email: [Candice.Gartner@gov.bc.ca](mailto:Candice.Gartner@gov.bc.ca)

From: Andre Boel  
Sent: Wednesday, June 14, 2023 4:53 PM  
To: Housing Targets Branch HOUS:EX  
Subject: RE: Request for Geospatial Data

**[EXTERNAL] This email came from an external source. Only open attachments or links that you are expecting from a known sender.**

Hello Candice,  
Please find attached the requested information regarding Zoning Bylaw and Official Community Plan.  
Zoning map - .pdf  
Zoning – misc.gdb – Zoning layer  
Lots - Cadastral.gdb – Parcels layer  
Schedule B – Land Use ocp.gdb - LandUse  
Schedule C - Road network transportation.gdb - Roads  
Schedule G – Multi unit Residential ocp.gdb - DPA  
Schedule H – Commercial and Mixed Use ocp.gdb - DPA  
Here is what it is in those geodatabases:



With regards to the specific Section 7 Housing Supply Act items listed below:

- a. Is included (but not compiled in an overview) through the attachments. When running spatial analysis on the data please note that zoning designations extend to the centre line of adjacent roads.
- b. c) and d) are not available for the District. We do not maintain data sets with that information.
- j) the Zoning map is included but we do not have any of the suggested overlays.

Please let me know if there are any follow up questions to this data.

Regards, Andre

**André Boel, RPP, MCIP** (he, him)

Director of Community Building and Planning Services, District of Oak Bay

Office: 250-598-3311 ext. 7424

Cell: 778-679-4965

---

**From:** Housing Targets Branch HOUS:EX <[Housing.Targets@gov.bc.ca](mailto:Housing.Targets@gov.bc.ca)>

**Sent:** Tuesday, June 13, 2023 10:06 AM

**To:** Andre Boel <[ABoel@oakbay.ca](mailto:ABoel@oakbay.ca)>

**Subject:** Request for Geospatial Data

Good day, Andre.

As you are aware, the District of Oak Bay is currently being assessed for housing targets. For the Ministry of Housing, Housing Targets Branch to complete our assessment, we request a copy of your municipality's zoning and Official Community Plan geospatial data. We kindly ask that the zoning and OCP layers be provided in ESRI Geodatabase format, however if this format is not available, an ESRI Shapefile format will suffice. The data will be used to inform the proposed housing targets that will be shared during consultation.

Please note this information is being requested under the *Housing Supply Act*:

- Section 13: Subject to the regulations, a municipality must, on request of the minister, collect and provide to the minister any of the following information in relation to the demand for and supply of housing within the municipality that is required by the minister;
- Subsection 13(e): any other prescribed information.

Information prescribed under section 7 items of the *Housing Supply Regulation* includes:

- a. the area and location of land in the municipality that is zoned for residential, commercial, industrial or any other use;
- b. the current use of land referred to in paragraph (a);
- c. the planned residential density of subdivided vacant and undeveloped land;
- d. the number of residential lots in the municipality that have not been built upon; and
- j. copies of municipal zoning maps, including, without limitation maps that identify any housing overlays and transit corridors.

Please send the data to this email address by Thursday, June 15<sup>th</sup>. Thank you in advance for your cooperation and feel free to contact me should you have questions related to this request.

Candice Gartner

Director, Data Analytics & Performance | Housing Targets Branch | Housing and Land Use Policy | Ministry of Housing

Main: 778 974 4963 | Mobile: 250 818 2158 | Email: [Candice.Gartner@gov.bc.ca](mailto:Candice.Gartner@gov.bc.ca)

## RE: Request for Geospatial Data

---

From: Housing Targets Branch HOUS:EX <Housing.Targets@gov.bc.ca>  
To: Marcy Sangret <MSangret@delta.ca>  
Cc: Housing Targets Branch HOUS:EX <Housing.Targets@gov.bc.ca>  
Sent: June 15, 2023 5:20:26 PM PDT

Hello Marcy,

Thank you for informing me the status of the request. To confirm, we are only requesting the zoning and OCP layers at this time, and tomorrow would fine for us to receive the files.

Candice Gartner

Director, Data Analytics & Performance | Housing Targets Branch | Housing and Land Use Policy | Ministry of Housing  
Main: 778 974 4963 | Mobile: 250 818 2158 | Email: [Candice.Gartner@gov.bc.ca](mailto:Candice.Gartner@gov.bc.ca)

---

**From:** Marcy Sangret  
**Sent:** Thursday, June 15, 2023 4:11 PM  
**To:** Housing Targets Branch HOUS:EX  
**Subject:** RE: Request for Geospatial Data

**[EXTERNAL] This email came from an external source. Only open attachments or links that you are expecting from a known sender.**

Hi Candice,

I wanted to follow up to let you know that we have some of the data ready but need a bit more time on the zoning to ensure accuracy where some properties have split zoning. We hope to having the data to you tomorrow.

Please confirm that at this time you are only seeking the the zoning and OCP layers as opposed to the other items listed under the Act sections c, d and e (e.g., items relating to undeveloped land or vacant lands and transit overlays). If you require that latter data this would take additional time to prepare.

Marcy

---

**From:** Marcy Sangret  
**Sent:** Tuesday, June 13, 2023 5:45 PM  
**To:** 'Housing Targets Branch HOUS:EX' <[Housing.Targets@gov.bc.ca](mailto:Housing.Targets@gov.bc.ca)>  
**Subject:** RE: Request for Geospatial Data

Hello Candice,

Thanks for your email. We are working on assembling these data for you in the requested format and you should receive them by the 15<sup>th</sup>.

Marcy

**Marcy Sangret**

Deputy City Manager

City of Delta

e. [msangret@delta.ca](mailto:msangret@delta.ca) | t. 604-946-3219

4500 Clarence Taylor Crescent | Delta, BC | V4K 3E2

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**From:** Housing Targets Branch HOUS:EX <[Housing.Targets@gov.bc.ca](mailto:Housing.Targets@gov.bc.ca)>  
**Sent:** Tuesday, June 13, 2023 10:02 AM  
**To:** Marcy Sangret <[MSangret@delta.ca](mailto:MSangret@delta.ca)>  
**Subject:** Request for Geospatial Data

**Warning:** This email came from outside the City of Delta. If the sender is not known, please do not open links or attachments. Contact the Service Desk (3215) if unsure of this email.

Good day, Marcy.

As you are aware, the City of Delta is currently being assessed for housing targets. For the Ministry of Housing, Housing Targets Branch to complete our assessment, we request a copy of your municipality's zoning and Official Community Plan geospatial data. We kindly ask that the zoning and OCP layers be provided in ESRI Geodatabase format, however if this format is not available, an ESRI Shapefile format will suffice. The data will be used to inform the proposed housing targets that will be shared during consultation.

Please note this information is being requested under the *Housing Supply Act*:

- Section 13: Subject to the regulations, a municipality must, on request of the minister, collect and provide to the minister any of the following information in relation to the demand for and supply of housing within the municipality that is required by the minister;
- Subsection 13(e): any other prescribed information.

Information prescribed under section 7 items of the *Housing Supply Regulation* includes:

- a. the area and location of land in the municipality that is zoned for residential, commercial, industrial or any other use;
- b. the current use of land referred to in paragraph (a);
- c. the planned residential density of subdivided vacant and undeveloped land;
- d. the number of residential lots in the municipality that have not been built upon; and
- j. copies of municipal zoning maps, including, without limitation maps that identify any housing overlays and transit corridors.

Please send the data to this email address by Thursday, June 15<sup>th</sup>. Thank you in advance for your cooperation and feel free to contact me should you have further questions related to this request.

Candice Gartner

Director, Data Analytics & Performance | Housing Targets Branch | Housing and Land Use Policy | Ministry of Housing  
Main: 778 974 4963 | Mobile: 250 818 2158 | Email: [Candice.Gartner@gov.bc.ca](mailto:Candice.Gartner@gov.bc.ca)

## RE: (External Email) Request for Geospatial Data

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From: Housing Targets Branch HOUS:EX <Housing.Targets@gov.bc.ca>  
To: David Izard <David.Izard@saanich.ca>  
Cc: Lindsay Chase <Lindsay.Chase@saanich.ca>, Housing Targets Branch HOUS:EX <Housing.Targets@gov.bc.ca>  
Sent: June 15, 2023 5:24:14 PM PDT

Thank you David and Lindsay. I acknowledge that we have received the data. Our team will be in touch should we have further questions.

With appreciation,  
Candice Gartner

Director, Data Analytics & Performance | Housing Targets Branch | Housing and Land Use Policy | Ministry of Housing  
Main: 778 974 4963 | Mobile: 250 818 2158 | Email: [Candice.Gartner@gov.bc.ca](mailto:Candice.Gartner@gov.bc.ca)

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**From:** David Izard  
**Sent:** Thursday, June 15, 2023 4:42 PM  
**To:** Housing Targets Branch HOUS:EX  
**Cc:** Lindsay Chase  
**Subject:** RE: (External Email) Request for Geospatial Data

**[EXTERNAL] This email came from an external source. Only open attachments or links that you are expecting from a known sender.**

Hello,  
Lindsay Chase forwarded your Candice's email-request for District of Saanich OCP, parcel, and zoning geospatial data.  
Our draft OCP incorporates preliminary stakeholder engagement to date. We are midway through Phase 2 engagement on the draft plan; and are currently targeting council adoption in the fall, pending the outcomes from the engagement.

Please find attached the following:

1. Primary Growth Areas (PGA) –Draft  
Spatial data provided is from our current Draft Official Community Plan (May 2023) and includes OCP Map 02 (General Land Use) / Map 03 Primary Growth Areas (Centres / Villages / and Corridors).  
Please find attached ARCGIS Pro Layer files --provided for additional reference.
2. Zoning and Parcel data is available to download through our Open Data Catalogue.  
Please use the following link (below).

Data Catalogue | District of Saanich  
<https://www.saanich.ca/EN/main/local-government/data-catalogue-1.html>

- Zoning (Polygon)
- Parcels

Our GIS Coordinate System is NAD 1983 CSRS UTM Zone 10N (WKID: 3157)  
Best Regards  
David Izard  
Senior Planning Tech / Community Planning  
District of Saanich  
770 Vernon Avenue  
Victoria, BC V8X 2W7

---

**From:** Lindsay Chase <Lindsay.Chase@saanich.ca>  
**Sent:** Thursday, June 15, 2023 4:31 PM  
**To:** David Izard <David.Izard@saanich.ca>  
**Subject:** FW: (External Email) Request for Geospatial Data  
Lindsay Chase, RPP, MCIP  
Director of Planning  
District of Saanich  
770 Vernon Avenue  
Victoria, BC V8X 2W7

We acknowledge that the District of Saanich lies within the territories of the ləkʷəŋən peoples represented by the Songhees and Esquimalt Nations and the W̱SÁNEĆ peoples represented by the W̱JOLELP (Tsartlip), BOKEĆEN (Pauquachin), S̱ÁUTW̱ (Tsawout), W̱SIKEM (Tseycum) and MÁLEXEL (Malahat) Nations.

We are committed to celebrating the rich diversity of people in our community. We are guided by the principle that embracing diversity enriches the lives of all people. We all share the responsibility for creating an equitable and inclusive community and for addressing discrimination in all forms.

This email and any attachments are for the sole use of the intended recipient and must not be distributed or disclosed to anyone else. The content of this email and any attachments may be confidential, privileged and/or subject to the Freedom of Information and Protection of Privacy Act. If you have received this message in error, please delete it and contact the sender. Please consider the environment before printing this email.

Sign up to receive our Saanich Spotlight quarterly newsletter at [saanich.ca/spotlight](https://saanich.ca/spotlight).

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**From:** Housing Targets Branch HOUS:EX <[Housing.Targets@gov.bc.ca](mailto:Housing.Targets@gov.bc.ca)>

**Sent:** Tuesday, June 13, 2023 10:16 AM

**To:** Lindsay Chase <[Lindsay.Chase@saanich.ca](mailto:Lindsay.Chase@saanich.ca)>

**Subject:** (External Email) Request for Geospatial Data

**This email sent from outside the District of Saanich. Use caution if message is unexpected or sender is not known to you.**

Good day, Lindsay.

As you are aware, the District of Saanich is currently being assessed for housing targets. For the Ministry of Housing, Housing Targets Branch to complete our assessment, we request a copy of your municipality's zoning and Official Community Plan geospatial data. We kindly ask that the zoning and OCP layers be provided in ESRI Geodatabase format, however if this format is not available, an ESRI Shapefile format will suffice. The data will be used to inform the proposed housing targets that will be shared during consultation.

Please note this information is being requested under the *Housing Supply Act*:

- Section 13: Subject to the regulations, a municipality must, on request of the minister, collect and provide to the minister any of the following information in relation to the demand for and supply of housing within the municipality that is required by the minister;
- Subsection 13(e): any other prescribed information.

Information prescribed under section 7 items of the *Housing Supply Regulation* includes:

- a. the area and location of land in the municipality that is zoned for residential, commercial, industrial or any other use;
- b. the current use of land referred to in paragraph (a);
- c. the planned residential density of subdivided vacant and undeveloped land;
- d. the number of residential lots in the municipality that have not been built upon; and
- j. copies of municipal zoning maps, including, without limitation maps that identify any housing overlays and transit corridors.

Please send the data to this email address by Thursday, June 15<sup>th</sup>. Thank you in advance for your cooperation and feel free to contact me should you have questions related to this request.

Candice Gartner

Director, Data Analytics & Performance | Housing Targets Branch | Housing and Land Use Policy | Ministry of Housing  
Main: 778 974 4963 | Mobile: 250 818 2158 | Email: [Candice.Gartner@gov.bc.ca](mailto:Candice.Gartner@gov.bc.ca)

## RE: Request for Geospatial Data

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From: Gartner, Candice HOUS:EX <Candice.Gartner@gov.bc.ca>  
To: Kathleen Chan <KChan@delta.ca>  
Cc: Marcy Sangret <MSangret@delta.ca>, Alisha Threlfall <AThrelfall@delta.ca>, Housing Targets Branch HOUS:EX <Housing.Targets@gov.bc.ca>  
Sent: June 16, 2023 2:10:42 PM PDT

Thank you, Kathleen. I acknowledge receipt of the files. Our team will be in touch over the next few weeks if we have further questions.

With appreciation,  
Candice Gartner

Director, Data Analytics & Performance | Housing Targets Branch | Housing and Land Use Policy | Ministry of Housing  
Main: 778 974 4963 | Mobile: 250 818 2158 | Email: [Candice.Gartner@gov.bc.ca](mailto:Candice.Gartner@gov.bc.ca)

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**From:** Kathleen Chan  
**Sent:** Friday, June 16, 2023 2:04 PM  
**To:** Gartner, Candice HOUS:EX  
**Cc:** Marcy Sangret ; Alisha Threlfall  
**Subject:** Request for Geospatial Data  
**Importance:** High

**[EXTERNAL] This email came from an external source. Only open attachments or links that you are expecting from a known sender.**

Hi Candice,

Please find attached Geospatial Data for Delta as requested. We have a number of split designated parcels, so I have provided separate shapefiles splitting these parcels into their separate OCP and Zoning designations. If you need anything else with respect to these files, please let me know.

Regards,  
Kathleen

---



Kathleen Chan (she, her) | Cartographer  
Development Department | City of Delta  
Office: 604-946-3288 | Email: [kchan@delta.ca](mailto:kchan@delta.ca)  
4500 Clarence Taylor Crescent | Delta BC | V4K 3E2

---

**From:** Housing Targets Branch HOUS:EX <[Housing.Targets@gov.bc.ca](mailto:Housing.Targets@gov.bc.ca)>  
**Sent:** Tuesday, June 13, 2023 10:02 AM  
**To:** Marcy Sangret <[MSangret@delta.ca](mailto:MSangret@delta.ca)>  
**Subject:** Request for Geospatial Data

**Warning:** This email came from outside the City of Delta. If the sender is not known, please do not open links or attachments. Contact the Service Desk (3215) if unsure of this email.

Good day, Marcy.

As you are aware, the City of Delta is currently being assessed for housing targets. For the Ministry of Housing, Housing Targets Branch to complete our assessment, we request a copy of your municipality's zoning and Official Community Plan geospatial data. We kindly ask that the zoning and OCP layers be provided in ESRI Geodatabase format, however if this format is not available, an ESRI Shapefile format will suffice. The data will be used to inform the proposed housing targets that will be shared during consultation.

Please note this information is being requested under the *Housing Supply Act*:

- Section 13: Subject to the regulations, a municipality must, on request of the minister, collect and provide to the minister any of the following information in relation to the demand for and supply of housing within the municipality that is required by the minister;
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- b. the current use of land referred to in paragraph (a);
- c. the planned residential density of subdivided vacant and undeveloped land;



- d. the number of residential lots in the municipality that have not been built upon; and
- j. copies of municipal zoning maps, including, without limitation maps that identify any housing overlays and transit corridors.

Please send the data to this email address by Thursday, June 15<sup>th</sup>. Thank you in advance for your cooperation and feel free to contact me should you have further questions related to this request.

Candice Gartner

Director, Data Analytics & Performance | Housing Targets Branch | Housing and Land Use Policy | Ministry of Housing  
Main: 778 974 4963 | Mobile: 250 818 2158 | Email: [Candice.Gartner@gov.bc.ca](mailto:Candice.Gartner@gov.bc.ca)

## RE: Housing Accelerator Fund and Housing Target Order

---

From: Penz, Rebecca HOUS:EX <Rebecca.Penz@gov.bc.ca>  
To: Andre Boel <ABoel@oakbay.ca>  
Cc: Housing Targets Branch HOUS:EX <Housing.Targets@gov.bc.ca>  
Sent: June 21, 2023 8:14:33 AM PDT

Good morning Andre,

Thanks for your questions about targets for the HAF application. We anticipate launching consultation with Oak Bay in early to mid-July and will be able to share information and analysis that may assist with the preparation of your application. However, we will not have completed the Housing Target Order consultation by the HAF deadline, therefore, there is no expectation from the Province that your HAF application targets will be the same as the targets in the B.C. Housing Target Order.

Best regards,

Housing Targets Branch | Ministry of Housing

Email: [housing.targets@gov.bc.ca](mailto:housing.targets@gov.bc.ca)

---

**From:** Andre Boel  
**Sent:** Tuesday, June 20, 2023 4:57 PM  
**To:** Penz, Rebecca HOUS:EX  
**Subject:** Housing Accelerator Fund and Housing Target Order

**[EXTERNAL] This email came from an external source. Only open attachments or links that you are expecting from a known sender.**

Hello Rebecca,

The District of Oak Bay is in the process of developing an application to the Housing Accelerator Fund (HAF). As part of that application, the District needs to develop an action plan (outlining seven initiatives to grow the local housing supply) and establish a related housing supply growth target.

The action plan and housing supply growth targets must be approved by Council. The HAF application portal is expected to open next week, with a 45-day window to submit applications. District staff are therefore looking to take this matter to Council for consideration as soon as possible. Before doing so, however, we wanted to confirm whether there is an expectation from the Ministry that the District will be using the Provincial housing targets for our HAF application? This information will help us to communicate timing and next steps to Council, and potentially avoid causing confusion in the community.

I look forward to hearing from you. If you have any other information related to the HAF program that the District should be aware of for our submission, please let me know.

Regards, Andre

**André Boel, RPP, MCIP** (he, him)

Director of Community Building and Planning Services, District of Oak Bay

Office: 250-598-3311 ext. 7424

Cell: 778-679-4965

## RE: District of North Vancouver: Housing Supply Act - Housing Targets, Meeting No. 1 June 27, 2023

---

From: Corpe, Cimarron HOUS:EX <Cimarron.Corpe@gov.bc.ca>  
To: Dan Milburn <milburnd@dnv.org>, Penz, Rebecca HOUS:EX <Rebecca.Penz@gov.bc.ca>  
Sent: July 5, 2023 12:25:18 PM PDT  
Attachments: image002.png

Hi Dan,

It was a pleasure meeting you as well.

Thank you for the detailed email – it is an accurate summary of the planned sessions. I note that the August 1<sup>st</sup> meeting has been cancelled as requested.

As requested, here is a link to the Housing Supply Act:

<https://www.bclaws.gov.bc.ca/civix/document/id/bills/billsprevious/3rd42nd:gov43-1> Details of the contents of a Housing Target Order (HTO) will be made available prior to the meeting on the topic; however, we anticipate it consisting of: number of units, tenure (own/rent), size (0-4 bedroom), market/below market housing and supportive housing. This information as well as municipal actions such as OCP and bylaw changes, building permits etc. will be captured through progress reporting.

Regarding your Additional Thoughts and Questions, once approved by DNV Council, it will be important for us to receive the updated HNR as soon as it is available as it is key information that informs housing targets analysis. Other information may be requested during the sessions while other information set out in the Regulations may be captured through progress reporting.

Unfortunately, the program does not include any incentive or support funding. However, we are open to discussions regarding infrastructure and services as these relate to housing in the initial sessions and throughout the process. As you know, the Province has provided related support funding through the Development Approvals Process Review and the \$1 billion Growing Communities Fund. Budget 2023 included \$50 million to help local governments implement zoning changes related to small-scale, multi-unit homes and secondary suites. Details to be announced.

I hope this information helps answer your questions.

We look forward to working together over the coming weeks!

Cheers,

**Cimarron Corpe**

a/Executive Director

Housing Targets Branch | Ministry of Housing  
Main: 778.974.3902  
Mobile: 250.208.0242  
Email: [Cimarron.Corpe@gov.bc.ca](mailto:Cimarron.Corpe@gov.bc.ca)

---

**From:** Dan Milburn

**Sent:** Thursday, June 29, 2023 3:25 PM

**To:** Corpe, Cimarron HOUS:EX ; Penz, Rebecca HOUS:EX

**Subject:** District of North Vancouver: Housing Supply Act - Housing Targets, Meeting No. 1 June 27, 2023

**[EXTERNAL] This email came from an external source. Only open attachments or links that you are expecting from a known sender.**

Hello Cimarron and Rebecca,

It was a pleasure meeting both of you last Tuesday, and I wanted to send this email to thank you for reaching-out. I look forward to working with you and your team. We are most eager to understand the provincial housing targets and how we may collaboratively work with the province to achieve our community's vision for housing and overall community development.

**Summary**

From our brief conversation I understand the following:

1. Provincial staff have proposed nine potential meeting dates which have been scheduled between the appropriate provincial staff and District of North Vancouver (DNV) staff to discuss the preparation of housing targets and a housing target order for the DNV pursuant to the *Housing Supply Act* and Housing Supply Regulation. As proposed, these meetings are scheduled for each Tuesday from 2:30pm to 4pm from July 18, 2023, until September 12, 2023. Of these nine potential meeting dates only approximately four actual meetings are anticipated; however, nine dates have been scheduled to help secure staff availability and allow for flexibility given that summer is typically a very challenging time for the province to organize consultation - and an equally challenging time for the DNV to respond.  
Note: Assigned DNV staff (or their alternates) will endeavor to be available for these meetings. As I noted in our call, the proposed August 1<sup>st</sup> meeting date is particularly problematic for most DNV staff. I understand your team can likely accommodate this exception.
2. The first meeting - currently scheduled for July 18, 2023 - will include a discussion of

the provincial process and methodology to determine housing targets and the anticipated housing target order for the DNV.

3. At either the second or third meeting (in later July or early August) provincial staff will provide the DNV with the minister's description of the proposed housing target order pursuant to Sec. 4(1) of the Housing Supply Regulation, after which the DNV will have 30 days to provide written comments to the minister. Unless an extension is requested by the DNV within 30 days of the DNV receiving the minister's description of the proposed housing target order, and the minister subsequently granting an extension, provincial staff anticipate that the minister's housing target order for the DNV will be issued by early to mid-September before the UBCM Convention (Sept. 18 – 22, 2023).
4. Provincial staff anticipate the first DNV housing target order will include a requirement for an interim progress report and subsequent annual progress reports for five years.
5. Provincial staff intend to consult with local indigenous communities over the summer months.

s.16

7. The province will provide more detailed agendas for the upcoming meetings in the coming two weeks. Please let me know if there is anything I have missed or misunderstood with respect to the above summary of our conversation.

#### **Additional Thoughts and Questions**

As noted in our call - if requested - the DNV will provide the province with statistical information regarding the DNV's historical pace of development and any applicable housing policies including the DNV OCP, DNV Rental and Affordable housing Strategy, other DNV related plans, and other information regarding transportation investments and servicing capacity. Also as I noted during our call, we anticipate providing the province with a new DNV Housing Needs Report in July (as per the Schedule to the Housing Needs Report Regulation). We understand this new Housing Needs Report, if approved by DNV Council, along with other information referenced above will be considered by the province in the development of a DNV housing target order.

s.16

At the end of our call you noted that you are available to respond to any additional questions. Therefore, I have prepared the following questions, and I'm sure we will have others once we meet again in July.

- i) Can the province please provide a copy of the *Housing Supply Act* in force by regulation of the Lieutenant Governor in Council? I was not able to obtain a digital copy from [BC Laws](#).
- ii) Between now and the anticipated issuance of the minister's housing target order in early to mid-September 2023, do you anticipate the minister issuing a request for information from the DNV as described in Sec. 13 of the *Housing Supply Act* and Sec. 7 of the Housing Supply Regulation? If so, we would appreciate receiving such request as soon as possible given our limited staff availability over the summer months.
- iii) We are not clear on the anticipated content of the housing target order. Specifically, is the housing target order anticipated to include targets for the DNV's approval of official community plan amendment bylaws, Zoning Bylaw amendment bylaws, development permits, building permits, one of these, all of these, or other approvals? We are also very curious to understand what qualitative documentation will be required of the DNV, or qualitative direction given to the DNV, under the Housing Target Order regarding DNV development review processes.
- iv) Will any developments approved by the DNV between today and mid-September (i.e. the anticipated implementation date for the DNV housing target order) count towards the DNV's housing targets identified in the anticipated DNV housing target order?

We understand these are early days and you may not have complete answers to the above questions at this time; however, we also understand that the housing target order will have immediate consequences for the DNV starting in September of this year, which leaves very little time for us to plan or react. Thank you in advance for your consideration of our concerns and the above-noted questions. We look forward to hearing from you soon.

Kind Regards,

**Dan Milburn**, MCIP, RPP, RI

*General Manager, Planning, Properties & Permits  
Approving Officer*



355 West Queens Road  
North Vancouver, BC V7N 4N5  
[milburnd@dnv.org](mailto:milburnd@dnv.org)  
604-990-2423



We respectfully acknowledge the original peoples of these lands and waters, specifically the səilwətał (Tsleil-Waututh), Skwxwú7mesh Úxwumixw (Squamish), and xʷməθkʷəy̓əm (Musqueam), on whose unceded ancestral lands the District of North Vancouver is located. We value the opportunity to learn, share, and serve our community on these unceded lands.



# Housing Targets Consultation

## City of Victoria

Meeting 1  
July 18, 2023



# Meeting Purpose & Approach

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**Purpose:** Begin our work together to support our governments' shared goals of addressing the housing crisis.

**Today is about providing some baseline information:**

1. How we propose to work together over the next few weeks
2. Providing an overview of three key methodologies in the housing target process
3. The approach to Indigenous consultation relating to targets

**And, learning from you:**

- About key context in your municipality
- Housing priorities, opportunities and challenges
- Other?

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*Confidential: not for distribution outside your organization*





# Municipal Consultation Timing

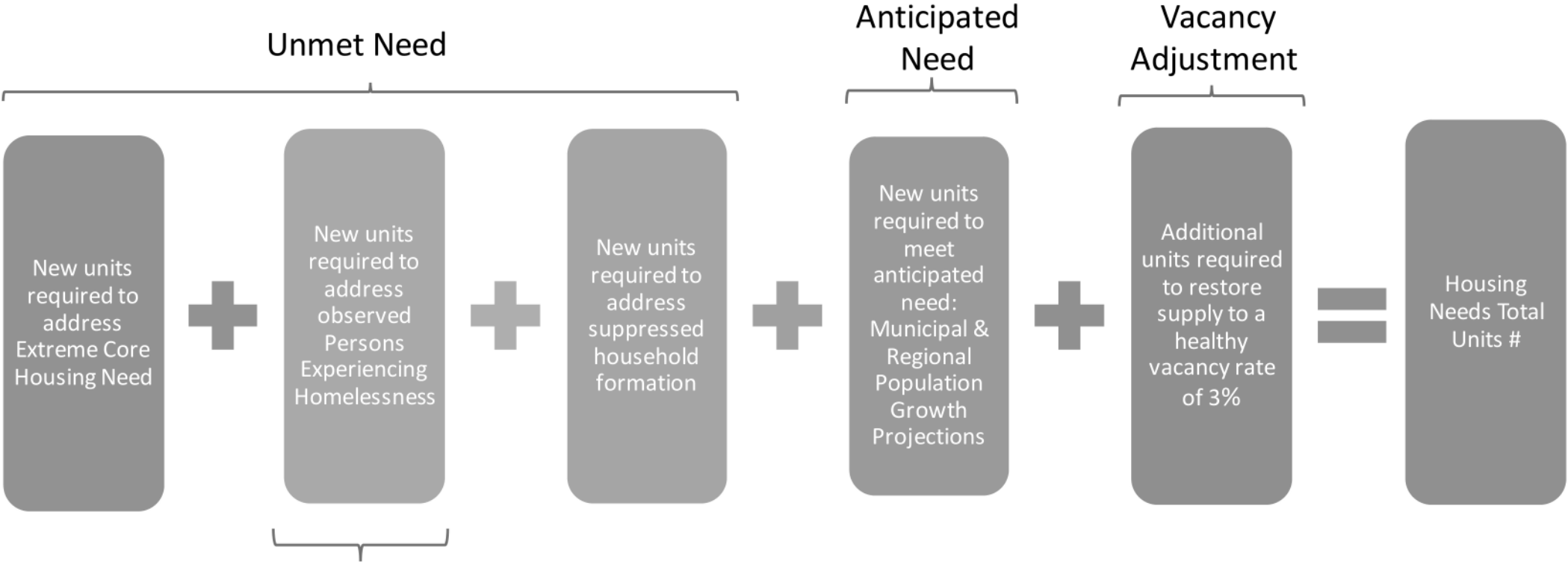


You will receive the Proposed Housing Target Order mid-August  
between Meetings 2 and 3:  
30-Days for Municipal Response or Request Extension

# How Was Your Municipality Chosen?

<b>INDEX</b>  <i>10 indicators within 4 dimensions of housing need</i>	Dimension of Housing Need	Indicator
	Availability	Dwellings to Population Ratio
		Dwellings per Residential Land
		Ground-oriented to Multi-Storey Ratio
		Renter-to-Ownership Ratio
	Affordability	Density to reach Affordability
		Housing for Workers & Families
		Proximity to Amenities
	Urgent Housing Needs	Homeless
		Social Housing Units, Waitlists
	Location	Rural/Urban

# How is the Province Measuring Housing Needs?



# How do the Methodologies Compare?

## Selection Index

Compares and **ranks** municipalities for targets assessment.

Signals **accumulated** housing pressures and unrealized housing potential (i.e.):

1. Availability of Housing: housing stock, diversity and potential supply via density
2. Affordability of Housing; Density to reach affordability, Housing for Workers & Families;
3. Urgent Housing Need (i.e., homelessness); social and supported housing.

## Housing Needs

Quantifies the total number of units required to address the housing needs of current and growing population and **alleviate** housing pressures

Includes a breakdown of the type of housing that needs to be built to ensure:

1. The right sized housing is available to meet household needs.
2. Rental units are created and at price levels households can afford.
3. The supply of low-cost rental housing is available so persons who are experiencing homelessness can find permanent housing.



# Housing Target Metrics



Total  
Estimated  
Need

TOTAL UNITS (#)

Units by size (#)

- Studio
- One bedroom
- Two bedroom
- Three bedroom
- Four bedroom

Units by tenure (#)

- Rented units
- Owned units

Rental units by affordability (% total units)

- Below market
- Market

Supportive below-market rental units (#)

- With on-site supports

# What are the Targets?

**Housing Target:** minimum number of new units to meet estimated housing need (by category)

Targets will be set using the higher of the following:

- 75% of total municipal estimated need in Housing Needs Report
- 75% of total provincial estimated need of municipal housing need

**Why 75%?** This is a middling approach that will ensure meaningful progress on delivering much-needed housing throughout BC, while allowing municipalities that are at varying stages of meeting housing need time to catch-up.

This is a minimum threshold that won't restrict municipalities from more fully delivering on their community's housing needs.



# What About Things Outside Municipal Control?

**We heard that:** Municipalities should only be held to account for things they can control in the housing development process.

While the targets will be on completed housing units, which is the ultimate goal we share, a range of factors will be captured in progress reports, like:

- Municipal factors: number of development approvals and processing times
- External factors: market conditions and development constraints

We will explore the full range of what is included in the reporting and monitoring in a later meeting.



# Parallel Consultation

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Guided by the *Declaration Act*, we will be consulting with First Nations who have land interests in your municipality as we do our work together in the coming months.

- Esquimalt First Nation
- Pauquachin First Nation
- Songhees Nation
- Tsartlip First Nation
- Tsawout First Nation
- Tseycum First Nation

Are there any pre-existing relationships or tables that we should be aware of for coordination of these discussions?





# Discussion

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- You are probably wondering what the actual targets are for your municipality, and what it will mean...
- Are there any parts of the process that you have questions about?

## **Next Steps:**

- **Meeting 2: Tuesday, August 1, 9:00 a.m.**
- Proposed Housing Target Order for response: Mid-August
- Meeting 3: Mid-August
- Meeting 4: Late August/Early September



# THANK YOU



## RE: Housing Targets Victoria Context

---

From: Housing.Targets@gov.bc.ca  
To: Karen Hoese <KHoese@victoria.ca>  
Cc: Andrea Hudson <AHudson@victoria.ca>, Housing Targets Branch HOUS:EX <Housing.Targets@gov.bc.ca>, Gartner, Candice HOUS:EX <Candice.Gartner@gov.bc.ca>, Ross Soward <rsoward@victoria.ca>  
Sent: July 18, 2023 4:36:07 PM PDT  
Attachments: Victoria Meeting 1 Housing Targets July 18 2023.pdf  
Great, I'll send updated meeting invites. By the way, here's the presentation from today's meeting. Feel free to reach out any time with questions.  
Best,  
Rebecca

---

**From:** Karen Hoese  
**Sent:** Tuesday, July 18, 2023 4:06 PM  
**To:** Penz, Rebecca HOUS:EX  
**Cc:** Andrea Hudson ; Ross Soward ; Housing Targets Branch HOUS:EX ; Gartner, Candice HOUS:EX  
**Subject:** RE: Housing Targets Victoria Context

**[EXTERNAL] This email came from an external source. Only open attachments or links that you are expecting from a known sender.**

Hi Rebecca – the alternate time works for Andrea, Ross and me.

**Karen Hoese** (she/her)

Director

Sustainable Planning & Community Development

City of Victoria

1 Centennial Square, Victoria BC V8W 1P6

Direct: 250.361.0576 Main: 250.361.0382



The City of Victoria is located on the homelands of the Songhees and Esquimalt People.

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**From:** Penz, Rebecca HOUS:EX <Rebecca.Penz@gov.bc.ca>  
**Sent:** Tuesday, July 18, 2023 3:56 PM  
**To:** Ross Soward <rsoward@victoria.ca>; Gartner, Candice HOUS:EX <Candice.Gartner@gov.bc.ca>  
**Cc:** Karen Hoese <KHoese@victoria.ca>; Andrea Hudson <AHudson@victoria.ca>; Housing Targets Branch HOUS:EX <Housing.Targets@gov.bc.ca>  
**Subject:** RE: Housing Targets Victoria Context

Hi Ross and Team,

Thanks for sharing these reports. They will help inform our discussions.

Can we shift the meetings on August 1 and August 22 to 10 – 11:30? The meeting room we were in today is booked both days from 9 – 10. Alternatively, we can come to you or go with a virtual meeting.

Thanks,

Rebecca

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**From:** Ross Soward <rsoward@victoria.ca>  
**Sent:** Tuesday, July 18, 2023 1:32 PM  
**To:** Penz, Rebecca HOUS:EX <Rebecca.Penz@gov.bc.ca>; Gartner, Candice HOUS:EX <Candice.Gartner@gov.bc.ca>  
**Cc:** Karen Hoese <KHoese@victoria.ca>; Andrea Hudson <AHudson@victoria.ca>; Housing Targets Branch HOUS:EX <Housing.Targets@gov.bc.ca>  
**Subject:** Housing Targets Victoria Context

**[EXTERNAL] This email came from an external source. Only open attachments or links that you are expecting from a known sender.**

Hello Candace and Rebecca,

Good to meet you both today. Following up from the meeting this morning we wanted to be sure that your team was aware of the various work that the City has undertaken to better understand the City's housing needs. I have provided several links and a brief description to ensure you are aware of the key reports. We wanted to share these so we can make the most of our upcoming meetings as we discuss the Proposed Provincial Housing Targets.

Victoria's Housing Needs Assessment Report: This report was developed in October 2020 in accordance with Section 585.31 (1) of the Local Government Act. The report was developed in collaboration with the CRD. Through this work a target of 2,900 units was identified (on pg. 68) for 2020-2025 which equates to an annual target of roughly 580 units over the five years.

Victoria's Housing Future Report: In late 2020 the City built upon the City's Housing Needs Assessment and investigated the City's latent housing demand recognizing the existing unmet need for housing in the community. Through this work which is based on 2016 Census data the City with the support of Urban Systems estimated our latent demand to be from 4,500 to 6,300 units (pg. 15-16) using various indicators. The latent demand data was then used to update the targets in the City's Housing Strategy (see below).

Victoria's Housing Strategy: This strategy is the City's roadmap for future Housing actions. Also, the City's housing targets (pg. 46-48) are embedded within this report and were updated in December 2020 (see image below from pg. 48) to account for both the Victoria Housing Needs Assessment Report and the Victoria's Housing Future Report that accounts for latent demand. Through this work the City established a target of 6,000 units from 2019-2024 or approximately 1,000 / units per year. These targets (graphic below) are looking to keep up with the growing population and address the current shortage.

Housing Targets, City of Victoria 2019–2024

Housing Type	Income Bracket					Minimum 6-Year Target Totals
	Very Low	Low	Median	Moderate	Above Moderate	
Affordable and Below-Market Rental	700	700	700			2,100
Market Rental				1,900		1,900
Condominium					1,000	1,000
Missing Middle Housing					1,000	1,000
Minimum Total Homes	2,100			1,900	2,000	6,000 (Including 1,600 homes for families)

The City provides an annual report to monitor progress on the housing strategy and our most recent report on the 2022 actions went to Council on July 6<sup>th</sup> (report available [here](#)) and provides a good breakdown of the actions the City has undertaken to encourage housing supply across the continuum.

Please let me know if you have any questions about these reports and the associated targets.

Regards,

Ross Soward, MCIP RPP

Pronouns: He,Him,His

Senior Planner, Housing Development

Sustainable Planning and Community Development Department

City of Victoria

T 778.746.6523

(working remotely most days)

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**From:** Housing Targets Branch HOUS:EX

<[Housing.Targets@gov.bc.ca](mailto:Housing.Targets@gov.bc.ca)>

**Sent:** Monday, July 17, 2023 12:49 PM

**To:** Penz, Rebecca HOUS:EX <[Rebecca.Penz@gov.bc.ca](mailto:Rebecca.Penz@gov.bc.ca)>; Gartner, Candice HOUS:EX <[Candice.Gartner@gov.bc.ca](mailto:Candice.Gartner@gov.bc.ca)>; Pittroff, Sandra HOUS:EX <[Sandra.Pittroff@gov.bc.ca](mailto:Sandra.Pittroff@gov.bc.ca)>; McDougall, Katelyn HOUS:EX <[Katelyn.McDougall@gov.bc.ca](mailto:Katelyn.McDougall@gov.bc.ca)>; Receveur, Ava HOUS:EX <[Ava.Receveur@gov.bc.ca](mailto:Ava.Receveur@gov.bc.ca)>; Jocelyn Jenkyns <[JJenkyns@victoria.ca](mailto:JJenkyns@victoria.ca)>;

Karen Hoeser <[KHoeser@victoria.ca](mailto:KHoeser@victoria.ca)>; Andrea Hudson <[AHudson@victoria.ca](mailto:AHudson@victoria.ca)>; Ross Soward <[rsoward@victoria.ca](mailto:rsoward@victoria.ca)>; Corpe, Cimarron HOUS:EX <[Cimarron.Corpe@gov.bc.ca](mailto:Cimarron.Corpe@gov.bc.ca)>

**Subject:** Housing Targets Primer & Meeting 1

Happy Monday all,

Please find attached a primer with some information about the process for housing targets assessment to support tomorrow's discussion. We're looking forward to seeing some of you in person at 614 Humboldt Street. One of us will greet you downstairs in the lobby (the entrance to the Commons Restaurant) shortly before 9am. We will have some light snacks and water on offer. Feel free to bring your own morning beverage of choice.

Best regards,

Housing Targets Branch | Ministry of Housing  
Email: [housing.targets@gov.bc.ca](mailto:housing.targets@gov.bc.ca)

## Meeting 1 presentation

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From: Penz, Rebecca HOUS:EX <Rebecca.Penz@gov.bc.ca>  
To: Theresa.O'Donnell@vancouver.ca, Garrison, Dan (COV) <Dan.Garrison@vancouver.ca>, Cho, Edna <edna.cho@vancouver.ca>, Cheng, Aaron <Aaron.Cheng@vancouver.ca>  
Cc: Corpe, Cimarron HOUS:EX <Cimarron.Corpe@gov.bc.ca>, Housing Targets Branch HOUS:EX <Housing.Targets@gov.bc.ca>  
Sent: July 18, 2023 4:50:42 PM PDT

Attachments: Vancouver Meeting 1 Housing Targets Final.pdf, image001.png

Thanks again for the meeting on Monday. Please find attached the presentation for internal circulation only.

We feel confident about and should be able to confirm Friday's meeting tomorrow.

Best regards,

**Rebecca Penz (She/Her)**

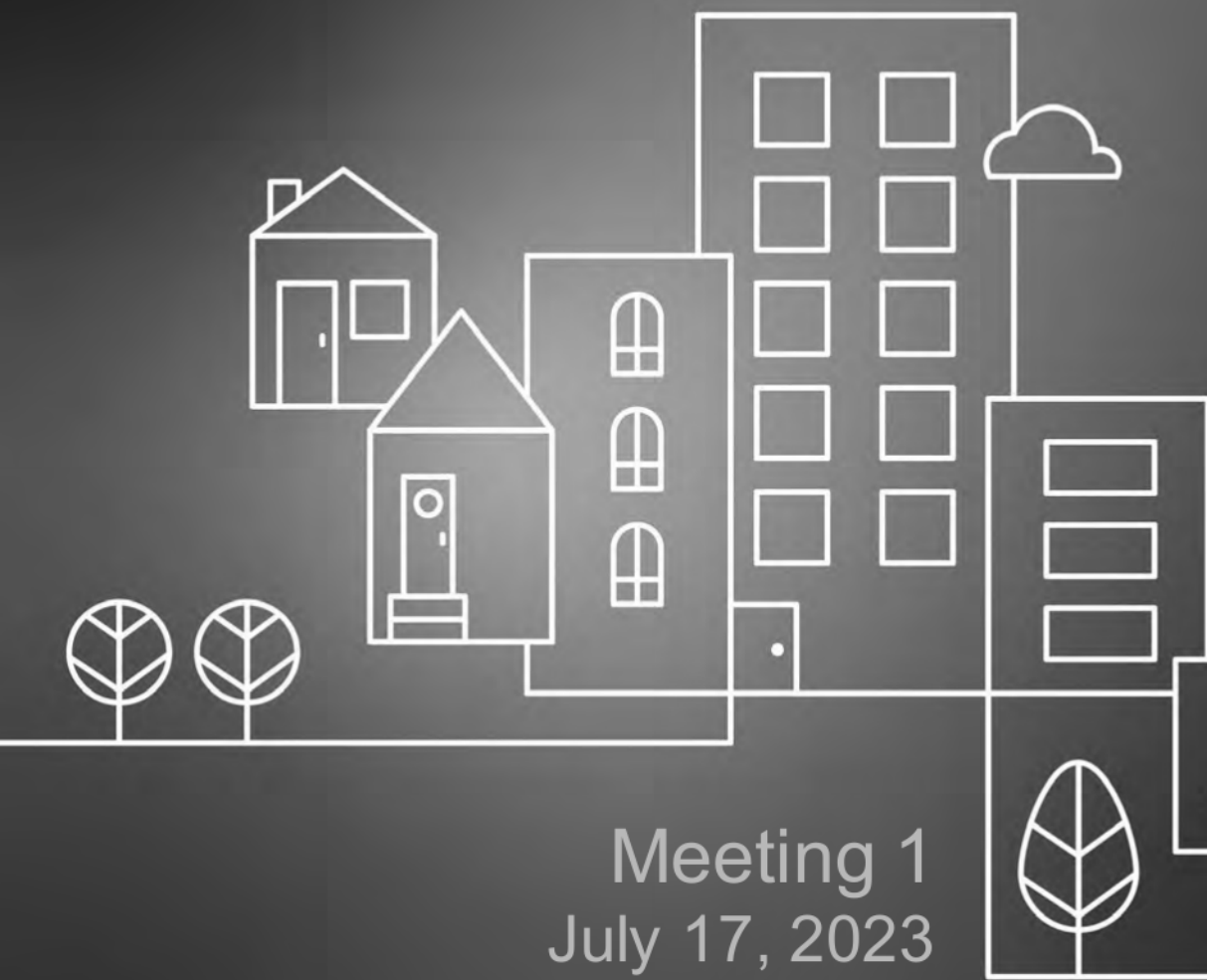
a/Director, Policy and Engagement

Housing Targets Branch | Ministry of Housing

Main: 236.478.3630

Mobile: 250.880.2269

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# Housing Targets Consultation

## City of Vancouver

Meeting 1  
July 17, 2023



# Meeting Purpose & Approach

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**Purpose:** Begin our work together to support our governments' shared goals of addressing the housing crisis.

## **Today is about providing some baseline information:**

1. How we propose to work together over the next few weeks
2. Providing an overview of three key methodologies in the housing target process
3. The approach to Indigenous consultation relating to targets

## **And, learning from you:**

- About key context in your municipality
- Housing priorities, opportunities and challenges
- Other?

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# Municipal Consultation Timing

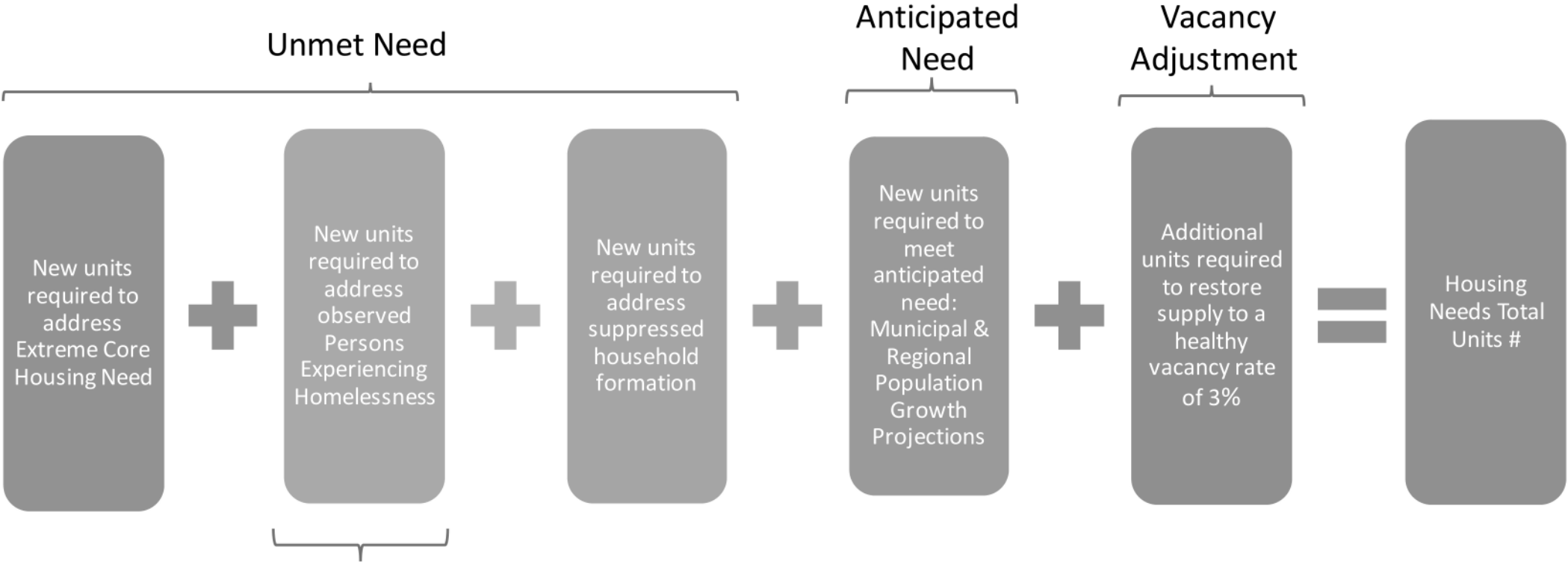


You will receive the Proposed Housing Target Order mid-August  
between Meetings 2 and 3:  
30-Days for Municipal Response or Request Extension

# How Was Your Municipality Chosen?

<b>INDEX</b>  <i>10 indicators across 4 dimensions of housing need</i>	Dimension of Housing Need	Indicator
	<b>Availability</b>	Dwellings to Population Ratio
		Dwellings per Residential Land
		Ground-oriented to Multi-Storey Ratio
		Renter-to-Ownership Ratio
	<b>Affordability</b>	Density to reach Affordability
		Housing for Workers & Families
		Proximity to Amenities
	<b>Urgent Housing Needs</b>	Homeless
		Social Housing Units, Waitlists
	<b>Location</b>	Rural/Urban

# How is the Province Measuring Housing Needs?



# How do the Methodologies Compare?

## Selection Index

Compares and **ranks** municipalities for targets assessment.

Signals **accumulated** housing pressures and unrealized housing potential (i.e.):

1. Availability of Housing: housing stock, diversity and potential supply via density
2. Affordability of Housing; Density to reach affordability, Housing for Workers & Families;
3. Urgent Housing Need (i.e., homelessness); social and supported housing.

## Housing Needs

Quantifies the total number of units required to address the housing needs of current and growing population and **alleviate** housing pressures

Includes a breakdown of the type of housing that needs to be built to ensure:

1. The right sized housing is available to meet household needs.
2. Rental units are created and at price levels households can afford.
3. The supply of low-cost rental housing is available so persons who are experiencing homelessness can find permanent housing.



# Housing Target Metrics



Total  
Estimated  
Need

TOTAL UNITS (#)

Units by size (#)

- Studio
- One bedroom
- Two bedroom
- Three bedroom
- Four bedroom

Units by tenure (#)

- Rented units
- Owned units

Rental units by affordability (% total units)

- Below market
- Market

Supportive below-market rental units (#)

- With on-site supports

# What are the Targets?

**Housing Target:** minimum number of new units to meet estimated housing need (by category)

Targets will be the higher of the following:

- 75% of total municipal estimated need in Housing Needs Report, or
- 75% of total provincial estimated need of municipal housing need

**Why 75%?** This is a middling approach that will ensure meaningful progress on delivering much-needed housing throughout BC, while allowing municipalities that are at varying stages of meeting housing need time to catch-up.

This is a minimum threshold that won't restrict municipalities from more fully delivering on their community's housing needs.



# What About Things Outside Municipal Control?

**We heard that:** Municipalities should only be held to account for things they can control in the housing development process.

While the targets will be on completed housing units, which is the ultimate goal we share, a range of factors will be captured in progress reports, like:

- Municipal factors: number of development approvals and processing times
- External factors: market conditions and development constraints

We will explore the full range of what is included in the reporting and monitoring in a later meeting.



# Parallel Consultation

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Guided by the *Declaration Act*, we will be consulting with First Nations who have land interests in your municipality as we do our work together in the coming months.

- Kwantlen First Nation
- Musqueam Indian Band
- Squamish Nation
- Tsawwassen First Nation
- Tsleil-Waututh Nation

Are there any pre-existing relationships or tables that we should be aware of for coordination of these discussions?





# Discussion

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- You are probably wondering what the actual targets are for your municipality, and what it will mean...
- Are there any parts of the process that you have questions about?

## **Next Steps:**

- **Meeting 2: Friday, July 21, 10:30 a.m.**
- Proposed Housing Target Order for response: Mid-August
- Meeting 3: Mid-August
- Meeting 4: Late August/Early September



# THANK YOU



## RE: Meeting 1 presentation

---

From: Garrison, Dan (COV) <Dan.Garrison@vancouver.ca>  
To: Penz, Rebecca HOUS:EX <Rebecca.Penz@gov.bc.ca>, O'Donnell, Theresa <Theresa.O'Donnell@vancouver.ca>, Cho, Edna <edna.cho@vancouver.ca>, Cheng, Aaron <Aaron.Cheng@vancouver.ca>  
Cc: Corpe, Cimarron HOUS:EX <Cimarron.Corpe@gov.bc.ca>, Housing Targets Branch HOUS:EX <Housing.Targets@gov.bc.ca>  
Sent: July 19, 2023 9:41:06 AM PDT

**[EXTERNAL] This email came from an external source. Only open attachments or links that you are expecting from a known sender.**

Thanks Rebecca, very helpful.  
Talk soon,  
Dan

---

**From:** Penz, Rebecca HOUS:EX  
**Sent:** Tuesday, July 18, 2023 4:51 PM  
**To:** O'Donnell, Theresa ; Garrison, Dan (COV) ; Cho, Edna ; Cheng, Aaron  
**Cc:** Corpe, Cimarron HOUS:EX ; Housing Targets Branch HOUS:EX  
**Subject:** [EXT] Meeting 1 presentation

**City of Vancouver security warning:** Do not click on links or open attachments unless you were expecting the email and know the content is safe.

---

Thanks again for the meeting on Monday. Please find attached the presentation for internal circulation only. We feel confident about and should be able to confirm Friday's meeting tomorrow.  
Best regards,  
**Rebecca Penz (She/Her)**  
a/Director, Policy and Engagement  
Housing Targets Branch | Ministry of Housing  
Main: 236.478.3630  
Mobile: 250.880.2269  
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# Housing Targets Consultation

City of Vancouver



Meeting 2  
Friday, July 21

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# Meeting Purpose & Approach

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**Purpose:** Provide the Provincial estimate of housing needs and explore alignment with the municipal estimate.

## **Today is about discussing:**

1. Review what we heard in Meeting 1
2. Overview and comparison of municipal & provincial housing needs estimates
3. Getting your initial thoughts on the draft targets
4. Understanding & factoring your unique constraints in setting housing targets

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Page 0289 of 1405 to/à Page 0290 of 1405

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s.16

Page 0291 of 1405 to/à Page 0293 of 1405

Withheld pursuant to/removed as

s.13 ; s.16

# Discussion

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- Do you have more questions or require more information about the province's assessment of municipal housing needs and/or draft targets?
- Any other considerations?

## **Next Steps:**

- Proposed Housing Target Order: August 14 (Extension?)
- Meeting 3 (proposed): August 14, 1 – 2:30
- Meeting 4 (proposed): August 28, 1 – 2:30



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# THANK YOU



## RE: Meeting 1 Follow-up Questions

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From: Corpe, Cimarron HOUS:EX <Cimarron.Corpe@gov.bc.ca>  
To: Cho, Edna <edna.cho@vancouver.ca>, Penz, Rebecca HOUS:EX <Rebecca.Penz@gov.bc.ca>  
Cc: Housing Targets Branch HOUS:EX <Housing.Targets@gov.bc.ca>, O'Donnell, Theresa <Theresa.O'Donnell@vancouver.ca>, Garrison, Dan (COV) <Dan.Garrison@vancouver.ca>, Cheng, Aaron <Aaron.Cheng@vancouver.ca>, Montuelle, Clementine <Clementine.Montuelle@vancouver.ca>, Gartner, Candice HOUS:EX <Candice.Gartner@gov.bc.ca>  
Sent: July 21, 2023 10:04:43 AM PDT  
Attachments: Vancouver Follow-up Questions.docx, image002.png

Hi Edna,

Apologies for the short turnaround before this morning's meeting. Please see the attached with responses to your questions. We can discuss further in the meeting or schedule a separate follow up meeting.

Cheers,

**Cimarron Corpe**

a/Executive Director

Housing Targets Branch | Ministry of Housing  
Main: 778.974.3902  
Mobile: 250.208.0242  
Email: [Cimarron.Corpe@gov.bc.ca](mailto:Cimarron.Corpe@gov.bc.ca)

---

**From:** Corpe, Cimarron HOUS:EX

**Sent:** Thursday, July 20, 2023 8:26 AM

**To:** 'Cho, Edna' ; Penz, Rebecca HOUS:EX

**Cc:** Housing Targets Branch HOUS:EX ; O'Donnell, Theresa ; Garrison, Dan (COV) ; Cheng, Aaron ; Montuelle, Clementine ; Gartner, Candice HOUS:EX

**Subject:** RE: Meeting 1 Follow-up Questions

Hi Edna,

Thank you for your email and follow up questions. I am copying Candice as many of your questions pertain to methodologies, data and analysis.

We'll endeavour to prepare a joint email response before end of day today, otherwise we can discuss during tomorrow's meeting.

Cheers,

**Cimarron Corpe**

a/Executive Director

Housing Targets Branch | Ministry of Housing  
Main: 778.974.3902  
Mobile: 250.208.0242  
Email: [Cimarron.Corpe@gov.bc.ca](mailto:Cimarron.Corpe@gov.bc.ca)

---

**From:** Cho, Edna <edna.cho@vancouver.ca>

**Sent:** Wednesday, July 19, 2023 1:27 PM

**To:** Penz, Rebecca HOUS:EX <Rebecca.Penz@gov.bc.ca>; Corpe, Cimarron HOUS:EX <Cimarron.Corpe@gov.bc.ca>

**Cc:** Housing Targets Branch HOUS:EX <Housing.Targets@gov.bc.ca>; O'Donnell, Theresa ; Garrison, Dan (COV) <Dan.Garrison@vancouver.ca>; Cheng, Aaron <Aaron.Cheng@vancouver.ca>; Montuelle, Clementine <Clementine.Montuelle@vancouver.ca>

**Subject:** Meeting 1 Follow-up Questions

**[EXTERNAL] This email came from an external source. Only open attachments or links that you are expecting from a known sender.**

Hi Rebecca and Cim,

Thank-you for meeting on Monday and for the sending us the presentation deck. We have some follow-up questions (below) for your Staff that we are hoping to discuss at our meeting this Friday.

Thank-you,

Edna

-----  
Edna Cho

Senior Housing Planner

Planning, Urban Design & Sustainability

City of Vancouver

**Follow-up Questions**

Process

- Will the Province be sharing the overall housing target and housing needs range at our meeting this Friday? Does this also include the breakdown of the target metrics as well (units by size, tenure, affordability, etc.), or will this come later when the draft target order is released in mid-August?
- 2. Municipal Selection Criteria
  - What is the density to meet affordability measure? How was this determined?
- 3. Housing Needs Methodology
  - Is extreme housing needs based on a shelter cost to income ratio of 50-99% or 50-100%. The City of Vancouver typically uses 30-99% to exclude retirees, students, and other households who spend 100% or more of their income on shelter.
  - What is the methodology to turn population projections into households and then units? Are you assuming 1 household = 1 unit? What is your per person household assumption? Is this the same regardless of tenure and housing form and municipality?
  - How are regional projections used? What is the connection between the municipal target and regional projections? Is this based on a share of regional population?
  - Can you explain what is meant by “progressive increase to meet needs for homelessness in 10 years”? Does this mean this will be a lower number for the first targets order?
  - Have you factored in the need for SRO replacement/vulnerable tenants in unsuitable single room hotels? SROs are not counted in the census. There are ~6,600 SROs in Vancouver including ~3200 privately-owned, with rents increasing by over 20% in past 3 years. At least 60% of SRO residents paid more than 50% of their income on rent in 2020, and 22 buildings (~1200 rooms) are currently closed or have been demolished (16% of total SRO stock) due to fires, unsafe conditions and renovation needs.
  - Since there is now a standardized approach for housing needs, will this approach become the baseline for the next Housing Needs report (due in 4 years time)? Will there be an updated provincial summary form to reflect the new methodology?
    - For the first round of Housing Needs Reports, custom datasets were provided, including from the Census re: population, households and core housing needs. Will you be providing the same from 2021 Census?
- 4. Housing Target Methodology and Metrics
  - What is meant by below-market? Does this include both non-market (social) and private below-market projects?
  - How was the 75% of the housing need developed as a target? We understand the 75% of housing need is referring to completions. We note that completions may be challenging given the fact that we will be counting many of the projects that are already approved and/or under construction.
- 5. Reporting and Evaluation
  - When will the details of the reporting requirements be available? We note that it is easier to add new metrics to new applications. It is extremely challenging to change/add new data categories to projects already in the system.
  - Will there be an interim report every year, or is it just for the first year? Will the interim and annual reporting requirements be the same?

**From:** Penz, Rebecca HOUS:EX <Rebecca.Penz@gov.bc.ca>

**Sent:** Tuesday, July 18, 2023 4:51 PM

**To:** O'Donnell, Theresa ; Garrison, Dan (COV) <Dan.Garrison@vancouver.ca>; Cho, Edna <edna.cho@vancouver.ca>; Cheng, Aaron <Aaron.Cheng@vancouver.ca>

**Cc:** Corpe, Cimarron HOUS:EX <Cimarron.Corpe@gov.bc.ca>; Housing Targets Branch HOUS:EX <Housing.Targets@gov.bc.ca>

**Subject:** [EXT] Meeting 1 presentation

**City of Vancouver security warning:** Do not click on links or open attachments unless you were expecting the email and know the content is safe.

Thanks again for the meeting on Monday. Please find attached the presentation for internal circulation only. We feel confident about and should be able to confirm Friday's meeting tomorrow.

Best regards,

**Rebecca Penz (She/Her)**

a/Director, Policy and Engagement

Housing Targets Branch | Ministry of Housing

Main: 236.478.3630

Mobile: 250.880.2269

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## Vancouver Follow-up Questions re: Housing Targets – July 21, 2023

### 1. Process

- Will the Province be sharing the overall housing target and housing needs range at our meeting this Friday? Does this also include the breakdown of the target metrics as well (units by size, tenure, affordability, etc.), or will this come later when the draft target order is released in mid-August?
- *A: Deck with info shared Thursday afternoon.*

### 2. Municipal Selection Criteria

- What is the density to meet affordability measure? How was this determined?
- s.13

### 3. Housing Needs Methodology

- Is extreme housing needs based on a shelter cost to income ration of 50-99% or 50-100%. The City of Vancouver typically uses 30-99% to exclude retirees, students, and other households who spend 100% or more of their income on shelter.
- s.13
- What is the methodology to turn population projections into households and then units? Are you assuming 1 household = 1 unit?
- *A: We use BC Stats Household Projection instead of translating people into HH based on some headship rate modelling. BC Stats HH projection is based on their people projection.*
- What is your per person household assumption?
- *A: We use Census data providing HH size by tenure.*
- Is this the same regardless of tenure and housing form and municipality?
- *A: all data except for the PEH and PID data are municipality specific. So HH size, tenure distribution and HH projection are based on the Census Subdivision level.*
- How are regional projections used? What is the connection between the municipal target and regional projections? Is this based on a share of regional population?
- *A: both municipal and regional HH growth are used to arrive at the median between the two growth projections. Both regional and municipal growth projection are used from BC Stats HH projection provided by Census Subdivision and Census Division level.*
- Can you explain what is meant by “progressive increase to meet needs for homelessness in 10 years”? Does this mean this will be a lower number for the first targets order?

- s.13

- Have you factored in the need for SRO replacement/vulnerable tenants in unsuitable single room hotels? SROs are not counted in the census. There are ~6,600 SROs in Vancouver including ~3200 privately-owned, with rents increasing by over 20% in past 3 years. At least 60% of SRO residents paid more than 50% of their income on rent in 2020, and 22 buildings (~1200 rooms) are currently closed or have been demolished (16% of total SRO stock) due to fires, unsafe conditions and renovation needs.

- s.13

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s.13

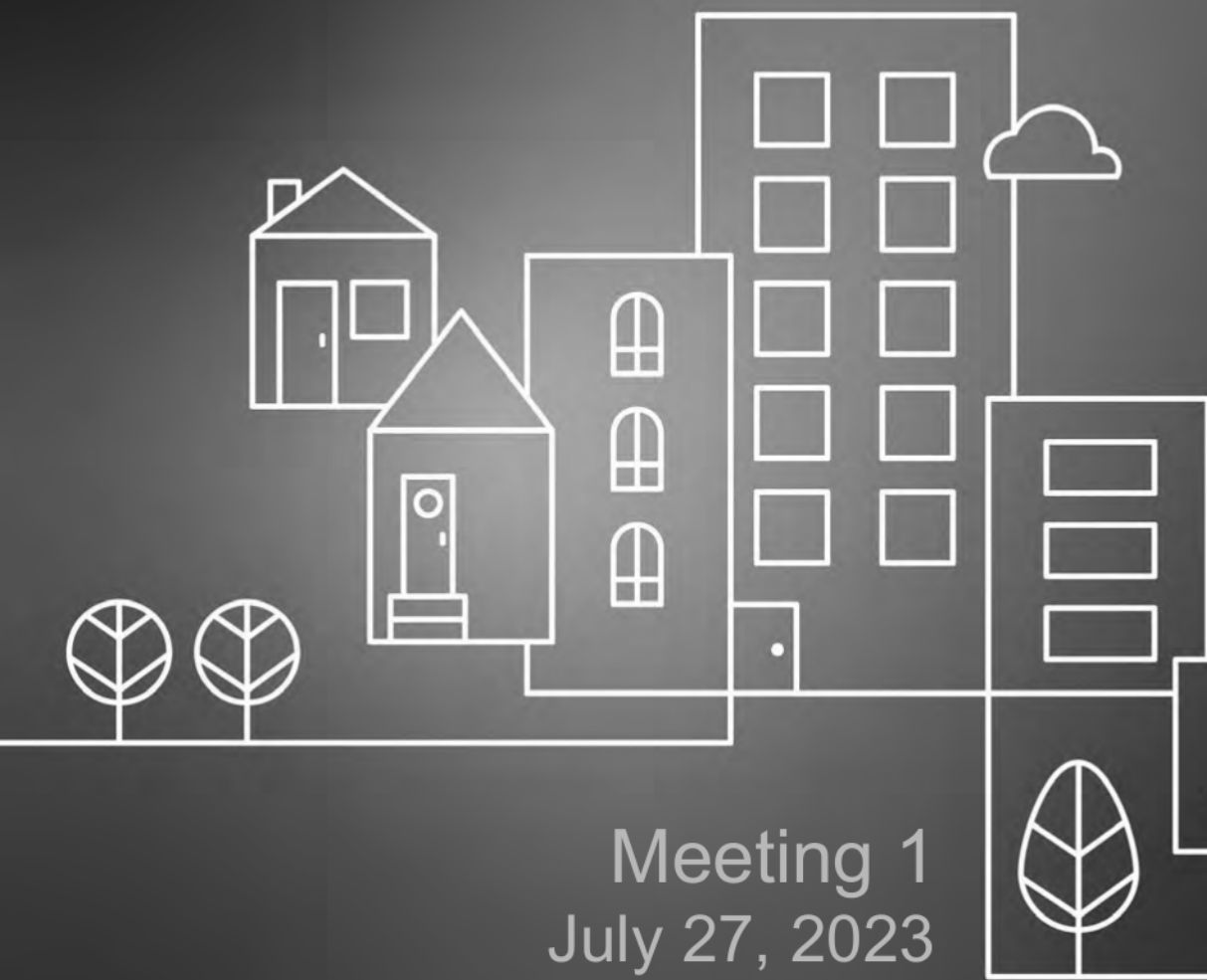
#### 4. Housing Target Methodology and Metrics

- What is meant by below-market? Does this include both non-market (social) and private below-market projects? *This refers to the financial ability of households to access housing at either market rates (less than 30% STIR) or below-market rates (with a STIR 30% or higher).*
- How was the 75% of the housing need developed as a target? We understand the 75% of housing need is referring to completions. We note that completions may be challenging given the fact that we will be counting many of the projects that are already approved and/or under construction.

- s.13

## 5. Reporting and Evaluation

- When will the details of the reporting requirements be available? We note that it is easier to add new metrics to new applications. It is extremely challenging to change/add new data categories to projects already in the system.
- *A: We will discuss in detail in meeting 4;* s.13  
s.13
- Will there be an interim report every year, or is it just for the first year? Will the interim and annual reporting requirements be the same?
- s.13



# Housing Targets Consultation

## City of Delta

Meeting 1  
July 27, 2023



*Confidential: not for distribution outside your organization*



# Meeting Purpose & Approach

---

**Purpose:** Begin our work together to support our governments' shared goals of addressing the housing crisis.

## **Today is about providing some baseline information:**

1. How we propose to work together over the next few weeks
2. Providing an overview of methodologies in the housing target process
3. The approach to Indigenous consultation relating to targets

## **And, learning from you:**

- About key context in your municipality
- Housing priorities, opportunities and challenges
- Other?

---

*Confidential: not for distribution outside your organization*



# Municipal Consultation Timing



You will receive the Proposed Housing Target Order mid-August  
between Meetings 2 and 3:  
30-Days for Municipal Response or Request Extension

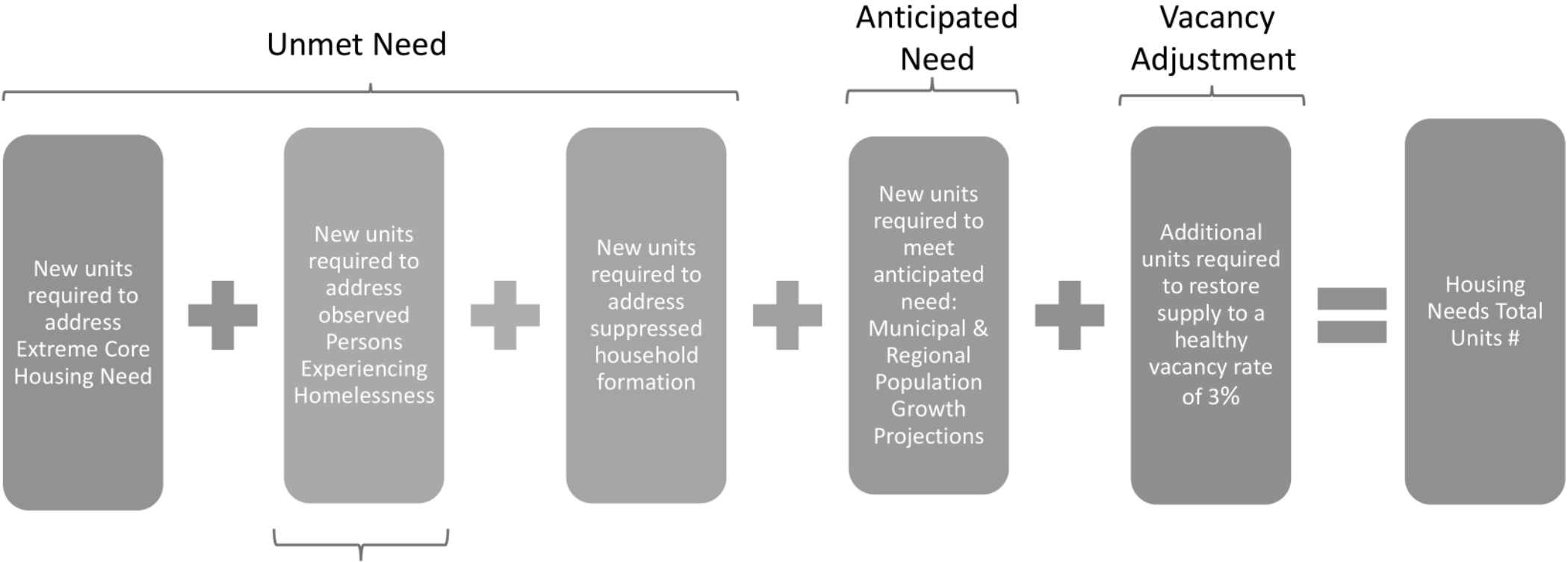
*Confidential: not for distribution outside your organization*

# How Was Your Municipality Chosen?

<b>INDEX</b>  <i>10 indicators across 4 dimensions of housing need</i>	Dimension of Housing Need	Indicator
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		Proximity to Amenities
	<b>Urgent Housing Needs</b>	Homeless
		Social Housing Units, Waitlists
	<b>Location</b>	Rural/Urban

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# How is the Province Measuring Housing Needs?



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# How do the Methodologies Compare?

## Selection Index

Compares and **ranks** municipalities for targets assessment.

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1. Availability of Housing: housing stock, diversity and potential supply via density
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Quantifies the total number of units required to address the housing needs of current and growing population and **alleviate** housing pressures

Includes a breakdown of the type of housing that needs to be built to ensure:

1. The right sized housing is available to meet household needs.
2. Rental units are created and at price levels households can afford.
3. The supply of low-cost rental housing is available so persons who are experiencing homelessness can find permanent housing.



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# Housing Target Metrics



TOTAL UNITS (#)

# What are the Targets?

**Housing Target:** minimum number of new units to meet estimated housing need (by category)

Targets will be the higher of the following:

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**Why 75%?** This is a middling approach that will ensure meaningful progress on delivering much-needed housing throughout BC, while allowing municipalities that are at varying stages of meeting housing need time to catch-up.

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# Parallel Consultation

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- Halalt First Nation
- Katzie First Nation
- Kwantlen First Nation
- Kwikwetlem First Nation
- Lyackson First Nation
- Musqueam Indian Band
- Pauquachin First Nation
- Penelakut Tribe
- Semiahmoo First Nation
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- Tsawout First Nation
- Tsawwassen First Nation
- Tseycum First Nation
- Tsleil-Waututh Nation



---

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- You are probably wondering what the actual targets are for your municipality, and what it will mean...
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## **Next Steps:**

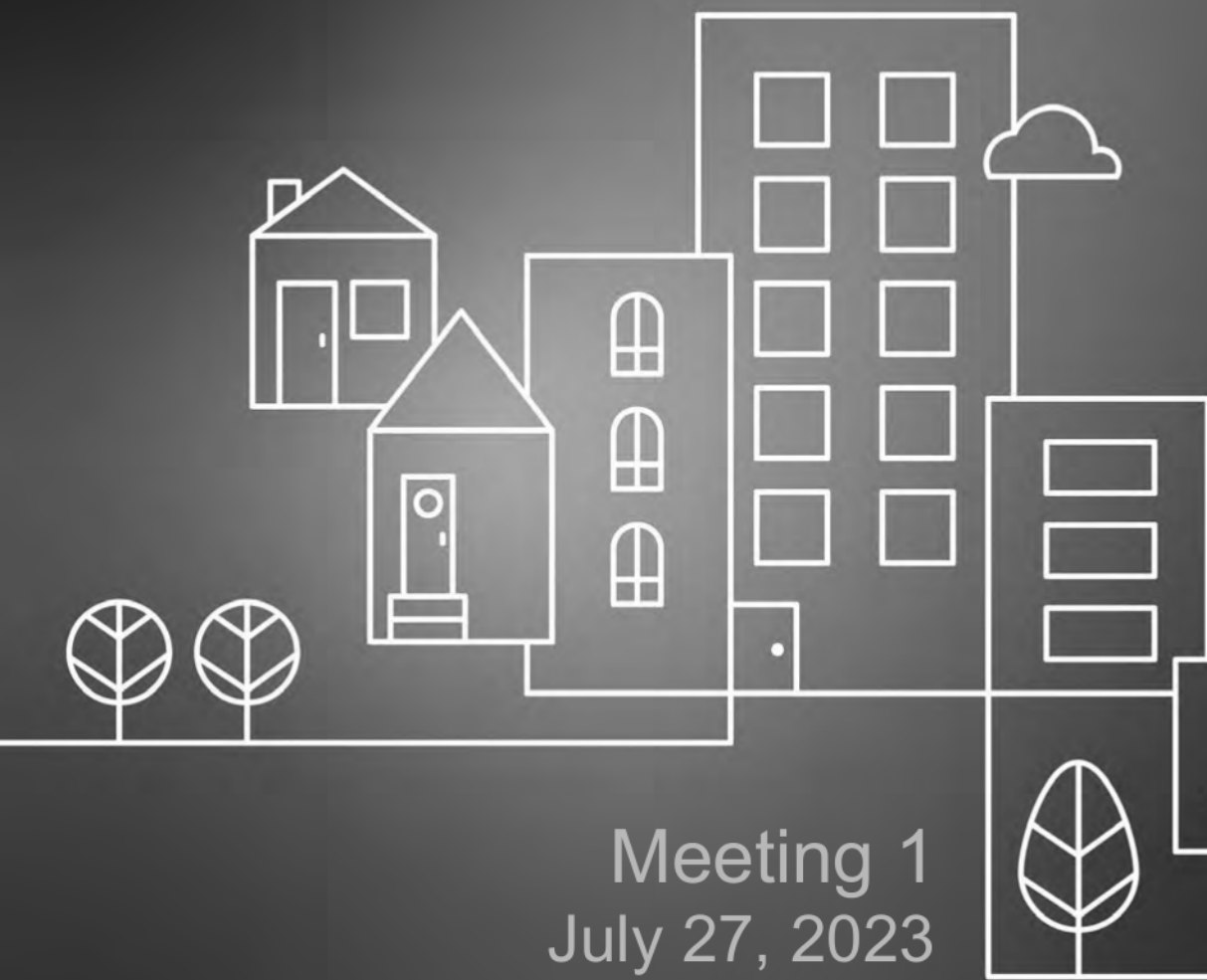
- **Meeting 2: Thursday, August 10, 2:30 p.m.**
- Proposed Housing Target Order for response: Mid-August
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- Meeting 4: Late August/Early September



*Confidential: not for distribution outside your organization*

# THANK YOU





# Housing Targets Consultation

## City of Kamloops

Meeting 1  
July 27, 2023



*Confidential: not for distribution outside your organization*

# Meeting Purpose & Approach

---

**Purpose:** Begin our work together to support our governments' shared goals of addressing the housing crisis.

## **Today is about providing some baseline information:**

1. How we propose to work together over the next few weeks
2. Providing an overview of methodologies in the housing target process
3. The approach to Indigenous consultation relating to targets

## **And, learning from you:**

- About key context in your municipality
- Housing priorities, opportunities and challenges
- Other?

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# Municipal Consultation Timing



You will receive the Proposed Housing Target Order mid-August  
between Meetings 2 and 3:  
30-Days for Municipal Response or Request Extension

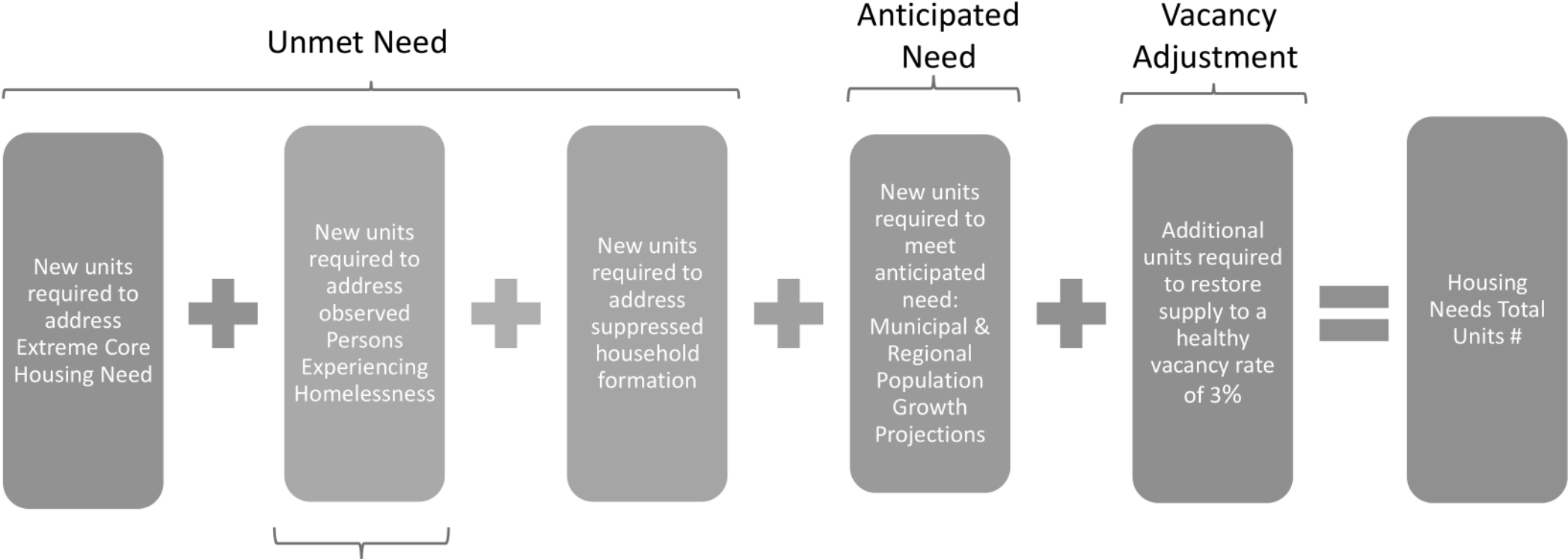
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	<b>Urgent Housing Needs</b>	Homeless
		Social Housing Units, Waitlists
	<b>Location</b>	Rural/Urban

*Confidential: not for distribution outside your organization*

# How is the Province Measuring Housing Needs?



*Confidential: not for distribution outside your organization*





# How do the Methodologies Compare?

## Selection Index

Compares and **ranks** municipalities for targets assessment.

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## Housing Needs

Quantifies the total number of units required to address the housing needs of current and growing population and **alleviate** housing pressures

Includes a breakdown of the type of housing that needs to be built to ensure:

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# Housing Target Metrics



TOTAL UNITS (#)

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- Ashcroft Indian Band
- Boothroyd Indian Band
- Boston Bar First Nation
- Coldwater Indian Band
- Cook's Ferry Indian Band
- Esh-kn-am Cultural Resources Management Services
- Lower Nicola Indian Band
- Lytton First Nation
- Neskonalith Indian Band
- Nicomen Indian Band
- Nlaka'pamux Nation Tribal Council
- Oregon Jack Creek Band
- Scw'exmx Tribal Council
- Shackan Indian Band
- Siska First Nation
- Skeetchestn Indian Band
- Skuppah Indian Band
- Skw'lax te Secwepemcul'ecw
- Spuzzum First Nation
- Stk'emlupsemc te Secwepemc Nation
- Tk'emlups te Secwepemc
- Whispering Pines/Clinton Indian Band



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- You are probably wondering what the actual targets are for your municipality, and what it will mean...
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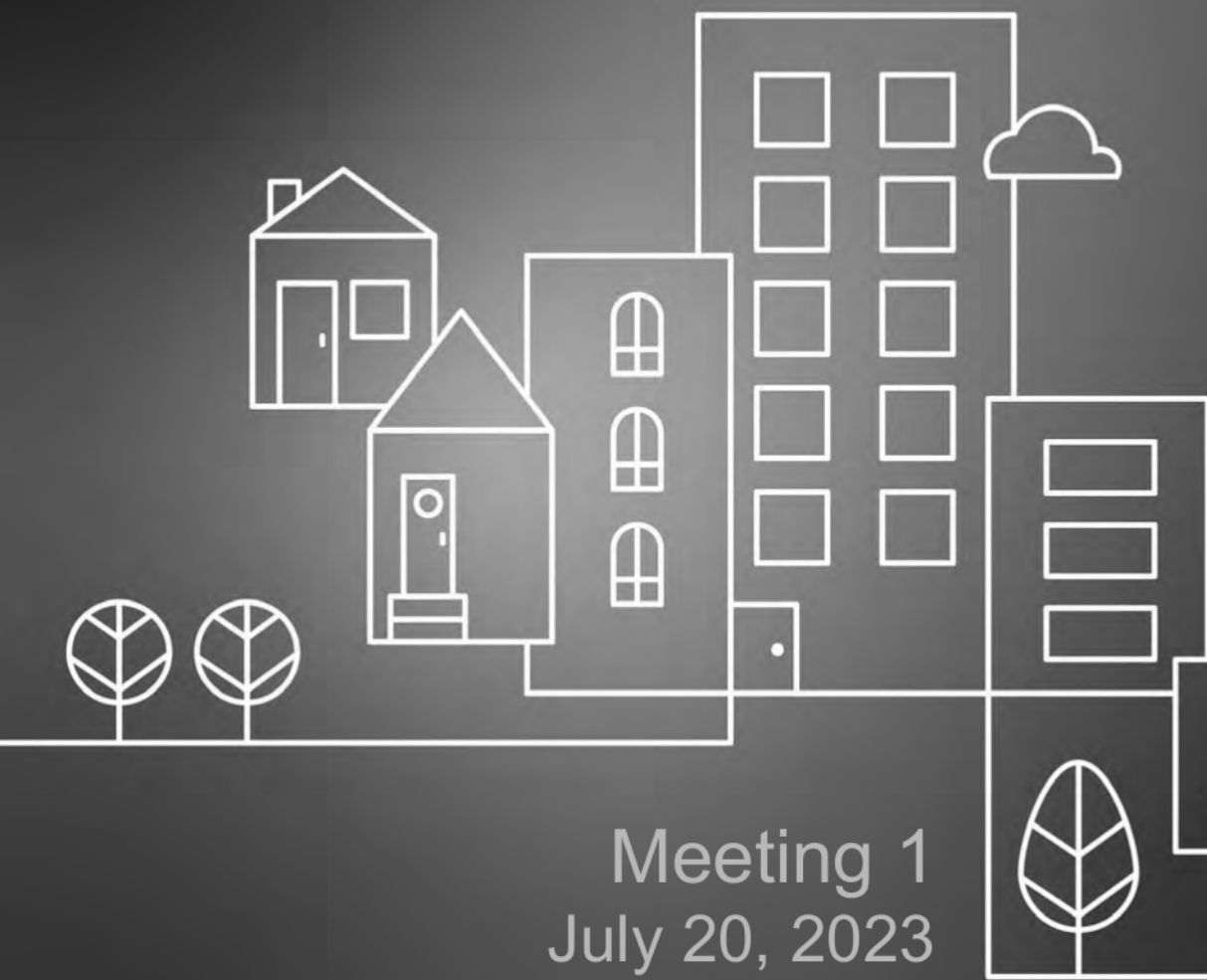
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- Proposed Housing Target Order for response: Mid-August
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*Confidential: not for distribution outside your organization*

# THANK YOU





# Housing Targets Consultation

## City of Abbotsford

Meeting 1  
July 20, 2023



*Confidential: not for distribution outside your organization*



# Meeting Purpose & Approach

---

**Purpose:** Begin our work together to support our governments' shared goals of addressing the housing crisis.

## **Today is about providing some baseline information:**

1. How we propose to work together over the next few weeks
2. Providing an overview of methodologies in the housing target process
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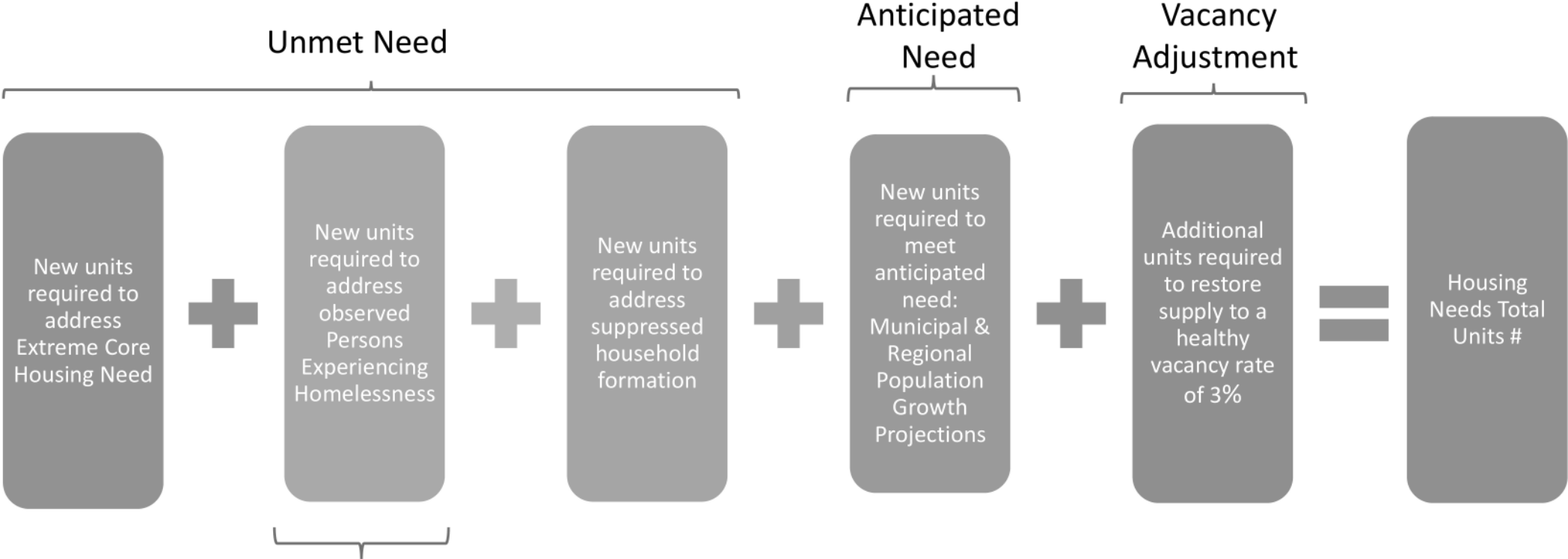
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*Confidential: not for distribution outside your organization*

# How is the Province Measuring Housing Needs?



*Confidential: not for distribution outside your organization*



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*Confidential: not for distribution outside your organization*

# Housing Target Metrics



Total  
Estimated  
Need

TOTAL UNITS (#)

Units by size (#)

- Studio
- One bedroom
- Two bedroom
- Three bedroom
- Four bedroom

Units by tenure (#)

- Rented units
- Owned units

Rental units by affordability (% total units)

- Below market
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Supportive below-market rental units (#)

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- Semiahmoo First Nation
- Shxwh:y Village
- Skowkale First Nation
- Squiala First Nation
- Sumas First Nation
- Tzeachten First Nation
- Yakwekwioose First Nation



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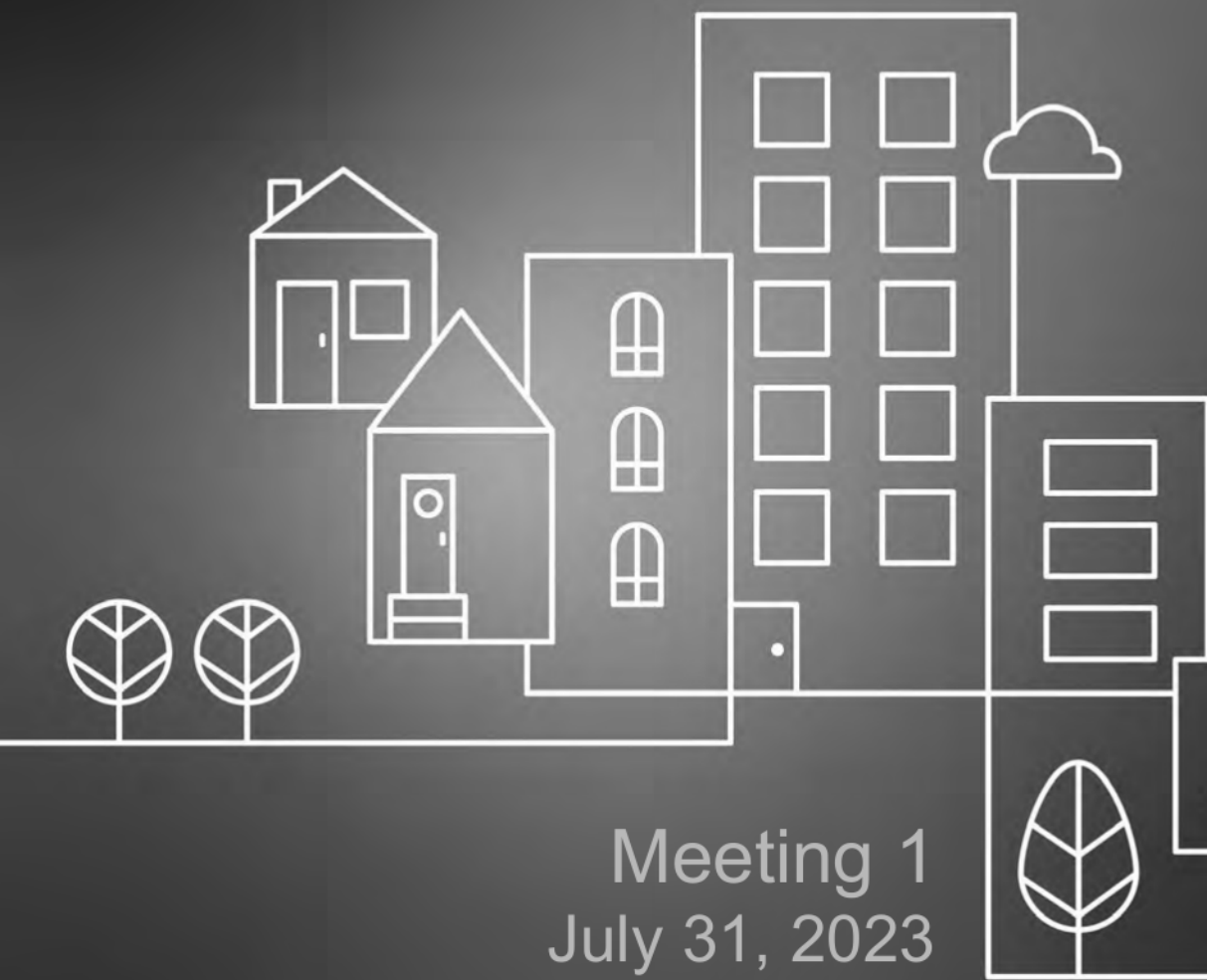
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- Meeting 4: Late August/Early September



*Confidential: not for distribution outside your organization*

# THANK YOU





# Housing Targets Consultation

## City of Port Moody

Meeting 1  
July 31, 2023



*Confidential: not for distribution outside your organization*

# Meeting Purpose & Approach

---

**Purpose:** Begin our work together to support our governments' shared goals of addressing the housing crisis.

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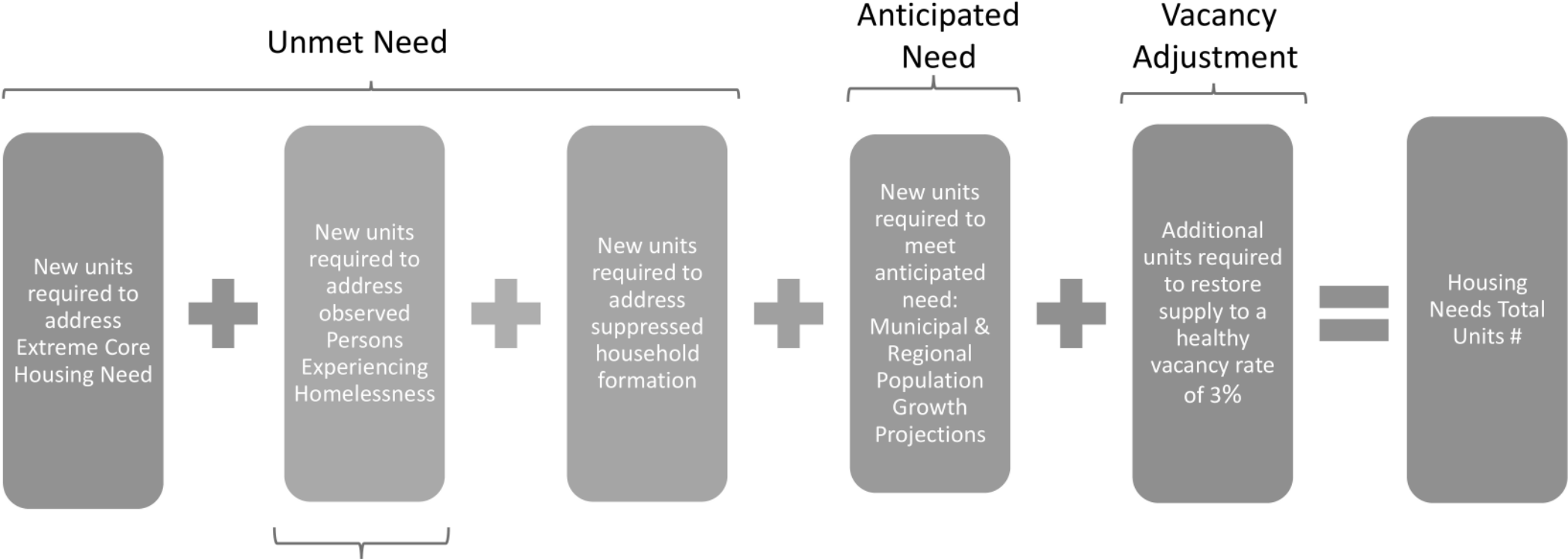
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		Social Housing Units, Waitlists
	<b>Location</b>	Rural/Urban

*Confidential: not for distribution outside your organization*

# How is the Province Measuring Housing Needs?



Progressive increase to reduce homelessness over 10 years



*Confidential: not for distribution outside your organization*



# How do the Methodologies Compare?

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Total  
Estimated  
Need

TOTAL UNITS (#)

Units by size (#)

- Studio
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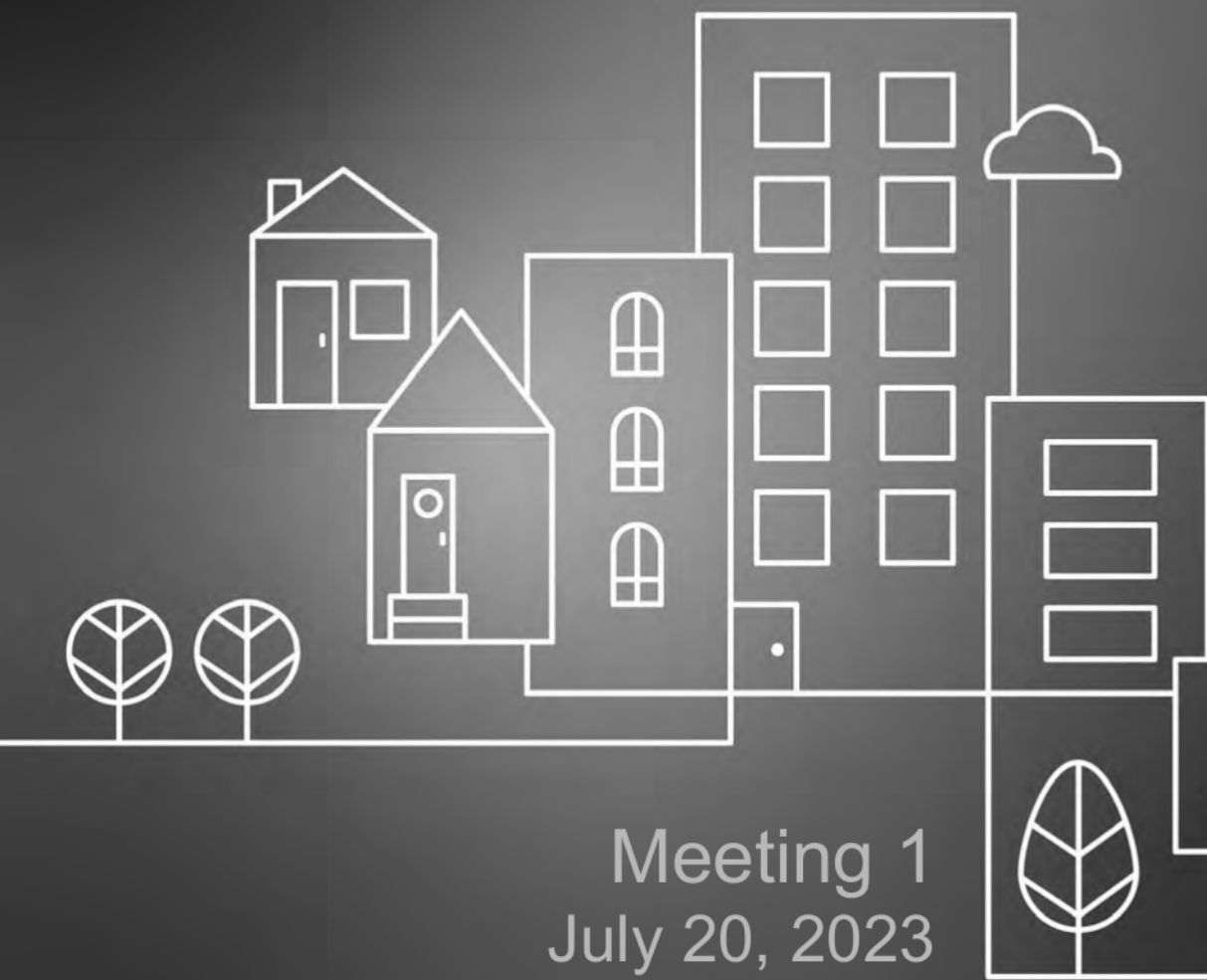
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- Meeting 3: Mid-August
- Meeting 4: Late August/Early September



*Confidential: not for distribution outside your organization*

# THANK YOU





# Housing Targets Consultation

## District of West Vancouver

Meeting 1  
July 20, 2023



*Confidential: not for distribution outside your organization*



# Meeting Purpose & Approach

---

**Purpose:** Begin our work together to support our governments' shared goals of addressing the housing crisis.

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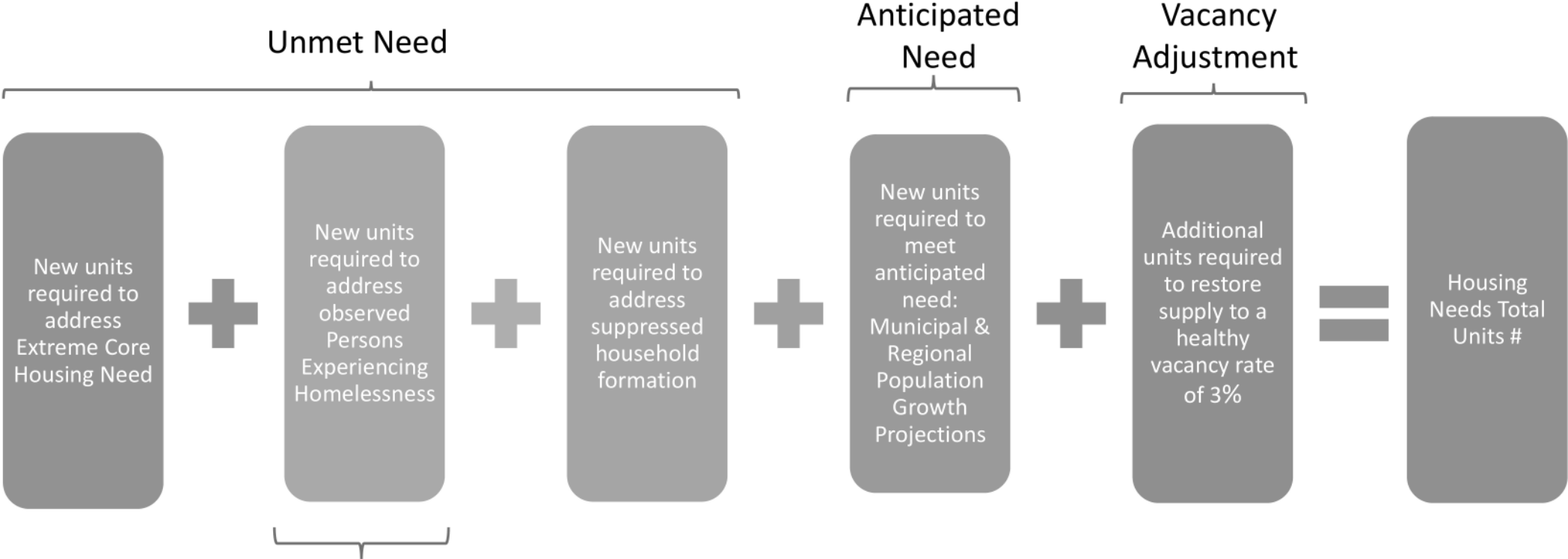
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	<b>Location</b>	Rural/Urban

*Confidential: not for distribution outside your organization*

# How is the Province Measuring Housing Needs?



*Confidential: not for distribution outside your organization*



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## **Next Steps:**

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- Meeting 3: Mid-August
- Meeting 4: Late August/Early September



*Confidential: not for distribution outside your organization*

# THANK YOU



## Meeting 1 presentation & scheduling

---

From: Housing.Targets@gov.bc.ca  
To: Dan Milburn <milburnd@dnv.org>, Tina Atva <AtvaT@dnv.org>, Rick Danyluk <DanylukR@dnv.org>, Peter Cohen <cohenp@dnv.org>, Jody Chartier <ChartierJ@dnv.org>  
Cc: Corpe, Cimarron HOUS:EX <Cimarron.Corpe@gov.bc.ca>  
Sent: July 21, 2023 4:28:07 PM PDT  
Attachments: image003.png, District of North Vancouver Meeting 1 Housing Targets Final.pdf, image001.png

Hi Dan & Team,

Please find attached the presentation from Tuesday's meeting (feel free to share with the other colleagues who attended the meeting). We're looking forward to the next meeting on Tuesday, Aug 8. We are hoping to have material to you in advance of the meeting.

We are also looking to confirm Meetings 3 & 4:

Meeting 3: Tuesday, August 15, 2:30 – 4

Meeting 4: Tuesday, August 29, 2:30 – 4

s.16

Best regards,

**Rebecca Penz (She/Her)**

a/Director, Policy and Engagement

Housing Targets Branch | Ministry of Housing

Main: 236.478.3630

Mobile: 250.880.2269

Grateful to live and work on the territories of the ɫəᕕʷəŋən and W̱SÁNEĆ Peoples .



**Housing Targets Consultation**  
**District of North Vancouver**

Meeting 1  
July 18, 2023



# Meeting Purpose & Approach

---

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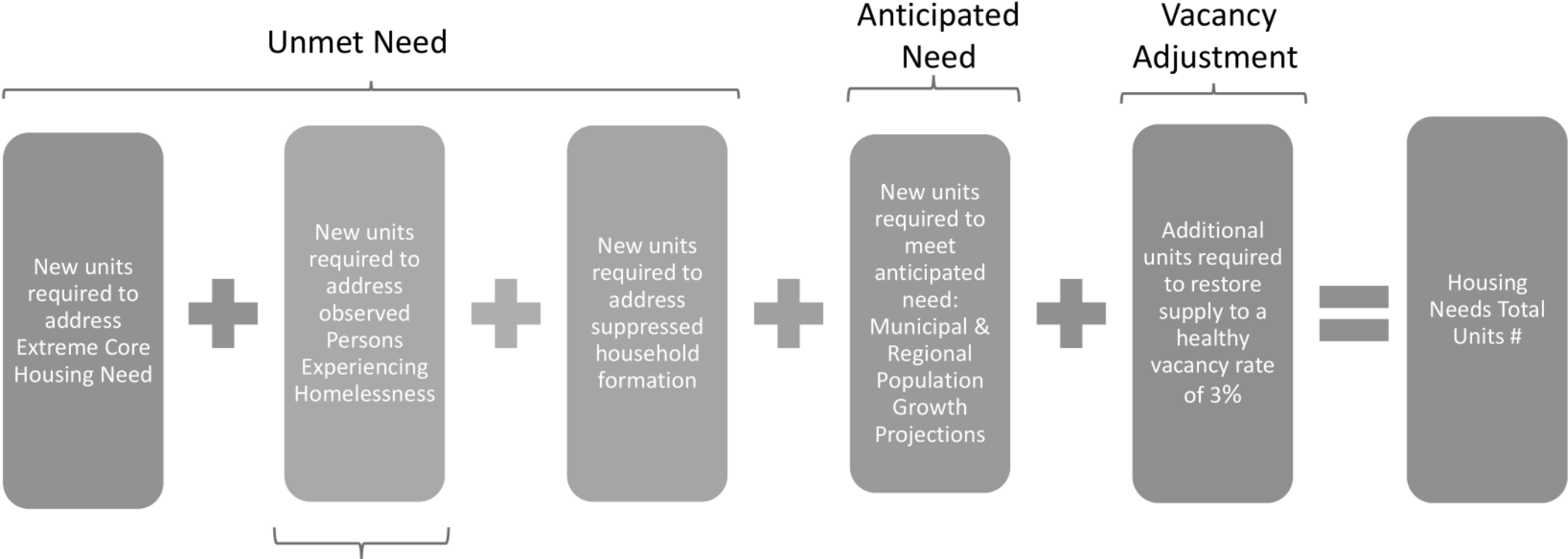
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*Confidential: not for distribution outside your organization*



# How is the Province Measuring Housing Needs?



*Confidential: not for distribution outside your organization*



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Targets will be the higher of the following:

- 75% of total municipal estimated need in Housing Needs Report, or
- 75% of total provincial estimated need of municipal housing need

**Why 75%?** This is a middling approach that will ensure meaningful progress on delivering much-needed housing throughout BC, while allowing municipalities that are at varying stages of meeting housing need time to catch-up.

This is a minimum threshold that won't restrict municipalities from more fully delivering on their community's housing needs.

*Confidential: not for distribution outside your organization*



# What About Things Outside Municipal Control?

**We heard that:** Municipalities should only be held to account for things they can control in the housing development process.

While the targets will be on completed housing units, which is the ultimate goal we share, a range of factors will be captured in progress reports, like:

- Municipal factors: number of development approvals and processing times
- External factors: market conditions and development constraints

We will explore the full range of what is included in the reporting and monitoring in a later meeting.



*Confidential: not for distribution outside your organization*

# Parallel Consultation

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Guided by the *Declaration Act*, we will be consulting with First Nations who have land interests in your municipality as we do our work together in the coming months.

- Musqueam Indian Band
- Squamish Nation
- Tsleil-Waututh Nation

Are there any pre-existing relationships or tables that we should be aware of for coordination of these discussions?



*Confidential: not for distribution outside your organization*

# Discussion

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- You are probably wondering what the actual targets are for your municipality, and what it will mean...
- Are there any parts of the process that you have questions about?

## **Next Steps:**

- **Meeting 2: Tuesday, August 8, 2:30 p.m.**
- Proposed Housing Target Order for response: Mid-August
- Meeting 3: Mid-August
- Meeting 4: Late August/Early September



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*Confidential: not for distribution outside your organization*

# THANK YOU





## RE: Housing Targets Primer

---

From: Marcy Sangret <MSangret@delta.ca>  
To: Housing Targets Branch HOUS:EX <Housing.Targets@gov.bc.ca>, Sean McGill <SMcGill@delta.ca>, James Klukas <JKlukas@delta.ca>, Emily Gray <EGray@delta.ca>, Tyson Schofield <TSchofield@delta.ca>, Param Grewal <pgrewal@delta.ca>  
Sent: July 24, 2023 8:24:19 AM PDT

**[EXTERNAL] This email came from an external source. Only open attachments or links that you are expecting from a known sender.**

Thank-you. We will review this prior to Thursday's meeting.

Marcy

**Marcy Sangret**

Deputy City Manager

City of Delta

e. [msangret@delta.ca](mailto:msangret@delta.ca) | t. 604-946-3219

4500 Clarence Taylor Crescent | Delta, BC | V4K 3E2

---

**From:** Housing Targets Branch HOUS:EX

**Sent:** Thursday, July 20, 2023 4:01 PM

**To:** Sean McGill ; Marcy Sangret ; James Klukas ; Emily Gray ; Tyson Schofield ; Param Grewal

**Subject:** Housing Targets Primer

**Warning:** This email came from outside the City of Delta. If the sender is not known, please do not open links or attachments. Contact the Service Desk (3215) if unsure of this email.

Hi Sean, Marcy & Team,

Please find attached a primer with information about the process for housing targets assessments.

We are looking forward to next Thursday's discussion.

Best regards,

Housing Targets Branch | Ministry of Housing

Email: [housing.targets@gov.bc.ca](mailto:housing.targets@gov.bc.ca)

## Meeting 2 Follow-up Questions and Comments

From: Cho, Edna <edna.cho@vancouver.ca>  
To: Penz, Rebecca HOUS:EX <Rebecca.Penz@gov.bc.ca>, Corpe, Cimarron HOUS:EX <Cimarron.Corpe@gov.bc.ca>  
Cc: Ruscheinski, Bonnie HOUS:EX <Bonnie.Ruscheinski@gov.bc.ca>, Housing Targets Branch HOUS:EX <Housing.Targets@gov.bc.ca>, Gartner, Candice HOUS:EX <Candice.Gartner@gov.bc.ca>, Zhu, Stanley OHCS:EX <Stanley.Zhu@gov.bc.ca>, Karim, Susan HOUS:EX <Susan.Karim@gov.bc.ca>, Hallbom, Alexander HOUS:EX <Alexander.Hallbom@gov.bc.ca>, Cheng, Aaron <Aaron.Cheng@vancouver.ca>, Garrison, Dan (COV) <Dan.Garrison@vancouver.ca>, O'Donnell, Theresa <Theresa.O'Donnell@vancouver.ca>  
Sent: July 24, 2023 3:47:15 PM PDT

**[EXTERNAL] This email came from an external source. Only open attachments or links that you are expecting from a known sender.**

Hi Cim and Rebecca,

Thank-you for the meeting on Friday. It was highly informative and great to be digging into the details with your Staff. We have a couple of high level comments and some technical follow-up questions. We're wondering if we're able to schedule a meeting this week to continue the discussion? We have availability tomorrow – Tuesday, July 25 from 4 to 5 pm or Wednesday, July 26 from 1 to 2 pm.

### High Level Comments

1. Overall, we like the approach of setting targets based on housing needs
  - a. we agree generally with the housing needs approach to include both existing/unmet needs as well as anticipated need from growth
  - b. We agree with the approach to spread out the existing need over a number of years as a way to realistically meet targets; however we think the full unmet need should be presented in the housing needs number so municipalities can understand the full extent of the housing situation more easily
  - c. We agree with a regional approach to determining homelessness. For Vancouver specifically, it is problematic that the SRO piece is not included in the Provincial housing needs and targets
2. There appears to be a misunderstanding about Vancouver's Housing Needs number: City of Vancouver - Housing Needs Report - April 2022 Vancouver's full housing needs number is 116,000 households (86,000 existing households with un-met need + 30,000 anticipated households over the next 5 years). In the absence of a specific methodology or timeline to translate the existing un-met need into a number of units to be built, we used the totality of the 86,000 households with un-met need in the Provincial Housing Needs Form that municipalities are required to fill out (see Appendix A, p.76). This is an issue for Vancouver because we would not be able to achieve a target of 116,000 completions over the next 5 years.
3. We are concerned about using **gross** completions as the target metric. There should be a way to account for demolitions as part of the target. For a built-out city like Vancouver, a significant proportion of projects are redevelopments and include demolitions. The target to meet 75% of housing need (~5,800 completions/year) will be a stretch for Vancouver. Using a hybrid of our internal data for social and rental housing net completions and CMHC data for gross condo and low-density completions, we estimate that our 5 year annual completions average is ~4,500 unit/year from 2018-2022. We estimate approximately 1,800 units that are demolished per year that are not reflected in gross completions reported by CMHC.
4. Distribution of target metrics – we offer the following initial comments:
  - a. Overall – we think the distribution should take into account the new households (anticipated growth) rather than solely looking at existing trends, as these trends may be further baking in problems from the past
  - b. We think the bedroom mix metrics should be rolled-up to fewer categories
  - c. Given market conditions and costs and even with senior government funding, it would be very difficult for Vancouver to complete ~50% of units at below market rates over the next 5 years
5. Reporting – we continue to advocate for reporting to be on a set on a 'Jan 1 to December 31' calendar year vs. anniversary of housing targets. This allow for better comparable data in the long-run as well as ease in understanding the numbers publicly.

### Additional Questions:

- Extreme Core Housing Need – can SRO numbers be included for Vancouver? We also think including owners in this number can be problematic because it doesn't factor in equity received from other sources
- Homelessness – does the number also include shelter spaces funded?
- Regional growth projection – can you share the updated BC Housing Stats projections?
- Is the benchmark 5-year or 14-year completions per CMHC to compare with the target?

- Will you provide the draft order prior to Meeting 3 on August 14?

Thank-you very much in advance,  
Edna

-----  
Edna Cho  
Senior Housing Planner  
Planning, Urban Design & Sustainability  
City of Vancouver

## District of North Vancouver - Housing Needs Report Update - July 24, 2023

From: Dan Milburn <milburnd@dnv.org>  
To: Penz, Rebecca HOUS:EX <Rebecca.Penz@gov.bc.ca>  
Cc: Corpe, Cimarron HOUS:EX <Cimarron.Corpe@gov.bc.ca>  
Sent: July 25, 2023 4:13:30 PM PDT

**[EXTERNAL] This email came from an external source. Only open attachments or links that you are expecting from a known sender.**

Hello Rebecca,  
DNV Council considered an updated Housing Needs Report in a Regular Meeting last night. There was a typo in the version we sent you previously (July 13<sup>th</sup>) which was corrected in the version considered by our Council last night. It was simply an error by the staff member transposing the 2021 Census data and is not a material change to the forecast. Please see the link below to obtain the final version unanimously approved by our Council last night. It has also been posted on our DNV webpage.

Kind Regards,

**Dan Milburn**, MCIP, RPP, RI  
*General Manager, Planning, Properties & Permits  
Approving Officer*



355 West Queens Road  
North Vancouver, BC V7N 4N5  
[milburnd@dnv.org](mailto:milburnd@dnv.org)  
604-990-2423



We respectfully acknowledge the original peoples of these lands and waters, specifically the səliwətaʔ (Tsleil-Waututh), Skwxwú7mesh Úxwumixw (Squamish), and xʷməθkʷəy̓əm (Musqueam), on whose unceded ancestral lands the District of North Vancouver is located. We value the opportunity to learn, share, and serve our community on these unceded lands.

DNV ownCloud

Hey there,

just letting you know that Jody Chartier shared **DNV Housing Needs Report (revised July 24 2023).pdf** with you.  
[View it!](#)

The share will expire on August 24, 2023.

Cheers!

--

DNV ownCloud - Secure file sharing service

s.15

---

**From:** Dan Milburn  
**Sent:** Thursday, July 13, 2023 3:41 PM  
**To:** Penz, Rebecca HOUS:EX  
**Cc:** Corpe, Cimarron HOUS:EX  
**Subject:** RE: Housing Targets Meeting #1

Hello Rebecca,

As noted in my previous message, please follow the Custom Cloud link below to view the draft Housing Needs Report Update including a covering staff report.

Please let me know if you have any challenges viewing or downloading this document.

Kind Regards,

**Dan Milburn**, MCIP, RPP, RI

*General Manager, Planning, Properties & Permits  
Approving Officer*



355 West Queens Road  
North Vancouver, BC V7N 4N5  
[milburnd@dnv.org](mailto:milburnd@dnv.org)  
604-990-2423



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s.15

Hey there,

**Housing Needs Report Update.pdf** shared with you.

[View it!](#)

The share will expire on August 12, 2023.

---

**From:** Dan Milburn <[milburnd@dnv.org](mailto:milburnd@dnv.org)>

**Sent:** Wednesday, July 12, 2023 12:33 PM

**To:** Penz, Rebecca HOUS:EX <[Rebecca.Penz@gov.bc.ca](mailto:Rebecca.Penz@gov.bc.ca)>

**Cc:** Corpe, Cimarron HOUS:EX <[Cimarron.Corpe@gov.bc.ca](mailto:Cimarron.Corpe@gov.bc.ca)>

**Subject:** RE: Housing Targets Meeting #1

Hello Rebecca,

We look forward to the upcoming meetings.

We should have our draft Housing Needs Report Update ready to send to you in the coming days. It will be placed on the July 24<sup>th</sup> Regular Agenda for our Council's consideration and approval. We will advise you of the outcome of Council's consideration. Council will also be considering whether to direct DNV staff to submit a HAF application to CMHC that same night.

Kind Regards,

**Dan Milburn**, MCIP, RPP, RI

*General Manager, Planning, Properties & Permits  
Approving Officer*



355 West Queens Road  
North Vancouver, BC V7N 4N5  
[milburnd@dnv.org](mailto:milburnd@dnv.org)  
604-990-2423



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---

**From:** Penz, Rebecca HOUS:EX <[Rebecca.Penz@gov.bc.ca](mailto:Rebecca.Penz@gov.bc.ca)>

**Sent:** Tuesday, July 11, 2023 8:29 PM

**To:** Dan Milburn <[milburnd@dnv.org](mailto:milburnd@dnv.org)>

**Cc:** Corpe, Cimarron HOUS:EX <Cimarron.Corpe@gov.bc.ca>

**Subject:** Housing Targets Meeting #1

CAUTION: This email originated from outside of the DNV. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Hi Dan,

We would like to proceed with a first meeting next week: Tuesday, July 18 from 2:30 – 4. We've updated the meeting invite to reflect that it's confirmed. Our Assistant Deputy Minister will likely attend the first meeting. We should have meeting materials for you a day or so in advance.

We're thinking the 2<sup>nd</sup> meeting may not be until you're back on Tuesday, August 8. We can confirm when we meet next week.

Best regards,

**Rebecca Penz (She/Her)**

a/Director, Policy and Engagement

Housing Targets Branch | Ministry of Housing

Main: 236.478.3630

Mobile: 250.880.2269

Grateful to live and work on the territories of the ləkʷəŋən and W̱SÁNEĆ Peoples .

## OB Handout

---

From: Corpe, Cimarron HOUS:EX <Cimarron.Corpe@gov.bc.ca>  
To: Housing Targets Branch HOUS:EX <Housing.Targets@gov.bc.ca>  
Sent: July 26, 2023 3:37:45 PM PDT  
Attachments: Oak Bay Handout 2023 07 26.pdf, image001.png

Hi folks,  
Here's the handout from the meeting with Oak Bay this morning.

**Cimarron Corpe**  
a/Executive Director

Housing Targets Branch | Ministry of Housing  
Main: 778.974.3902  
Mobile: 250.208.0242  
Email: [Cimarron.Corpe@gov.bc.ca](mailto:Cimarron.Corpe@gov.bc.ca)

### **Oak Bay Context**

Oak Bay has unique characteristics that set it apart from other communities that are (still) experiencing growth. Given its location and context in the Greater Victoria area, Oak Bay developed in the early days of urban development in the region. By approximately 1960 - 1970 all developable land in the district was developed with the exception of portions of lands currently owned by the University of Victoria straddling the border with the District of Saanich. Part of Oak Bay developed into a mixed-use services village area including a multi-family mid-rise neighbourhood (Oak Bay Avenue and Newport Avenue). Other smaller neighbourhood village-like nodes exist elsewhere in the District (for example Cadboro Bay, Estevan Villages).

Since the 1960's, the district has seen no substantial growth and both the number of households and population have remained stable. BC Stats reports a population number steady at just over 18,000 for the period of 2001 - 2021. The number of youth in the community has been stable while the adult population has been aging over time.

In the period 2018 – 2022 the District received 6 rezoning applications of which 5 have been approved. New development activity has mostly been limited to single family re-development and very few multi-family re-development projects. This in spite of the following supportive Oak Bay context:

- No DCC charges for new development
- Low application fees
- Very modest Community Amenity Contribution requirements
- a high quality of life and considered one of the most desirable areas in the region

Compared to a lot of other BC communities, Oak Bay is not as evolved in terms of having established policies and regulations for new housing growth as for a long time there was no need for it. A lack of larger sites for re-development in the community has also meant that bonus density provisions seen in other communities experiencing re-development pressures have not been a pressing need to date.

### Preparing for new growth

Over the last 10 years, the District has started to develop and implement policies to create new housing options. The 2014 Official Community (OCP) contained a housing strategy, goals for developing new housing policies and regulations, and designated all single family areas as an Infill Housing Development Permit Area for rezoning applications. It was combined with policies calling for the development of more detailed regulations. The OCP, recognizing the built out character of the District, also outlined a modest growth goal of up to 0.5% a year. Currently, permitting for new homes and secondary suites is estimated to reach about 0.3% (30 units) in 2023, which is within the range of the plan.

In 2020, Council approved a Housing Needs report that identifies the need for new housing to address community needs. The estimated housing need for 2019-2024 was 647 new units for a variety of unit sizes or about 130 units (1.6%) per year. Currently,



the District lacks the type of development activity to address the identified housing needs. A number of Council Priority Projects for the 2022 – 2026 term have been identified and are aimed to create the necessary conditions for the type of development needed.

In recent years, projects have been initiated to update regulations which resulted in the inclusion of Secondary Suites as an option for all single detached homes. Also, the Infill Housing Strategy project engaged the community in identifying additional housing types and guiding principles for their development:

- Provide Diverse Housing Options
- Support Ease of Implementation
- Cherish What the Community Loves

The Infill Housing Program will be the District's key mechanism to increase the housing supply. Community input demonstrated high levels of support for creating additional housing options. This work is scheduled to lead to the establishment of an Infill Housing Program in 2024 including the option of pre-zoning for certain housing types.

Another notable opportunity in the district is the Cedar Hill Corners site at 2400 Cedar Hill Cross Road. It is a large vacant site (gross area 16 ha / 40 acres) on the University Lands currently earmarked by UVIC for long term University related development needs. However, the site could be re-visited for general housing needs in the mid term and Council will be exploring a project to change the OCP designation for this site in light of the housing crisis to encourage other parties to consider the future of this site.

#### External factors limiting development activity

Housing development project volumes in the District have remained very low in recent years. Several factors outside the direct control of the District contribute to this:

- Lack of vacant land
- No significant land assembly in terms of ownership
- Lack of industrial lands suitable for redevelopment
- Lack of large commercial properties suitable for more intensive mixed-use redevelopment
- Generally high priced and well-maintained properties which are relatively expensive to re-develop or owners have no desire to redevelop

Some factors applicable not just to Oak Bay, but also more generally to the region and nation-wide have further exacerbated housing supply and affordability, including:

- Construction labour scarcity
- Rapidly increasing construction costs
- Increasing interest rates

## RE: CONFIDENTIAL - District of North Vancouver: Housing Supply Act - Housing Targets, Meeting, July 18, 2023

---

From: Penz, Rebecca HOUS:EX <Rebecca.Penz@gov.bc.ca>  
To: Dan Milburn <milburnd@dnv.org>  
Cc: Housing Targets Branch HOUS:EX <Housing.Targets@gov.bc.ca>, Corpe, Cimarron HOUS:EX <Cimarron.Corpe@gov.bc.ca>  
Sent: July 26, 2023 6:11:57 PM PDT  
Attachments: image001.png

Hi Dan,

Thanks again for sharing your meeting notes and the revised and approved Housing Needs Report. The notes below are a good reflection of the discussion. We are reviewing and considering your feedback and will endeavour to respond at the next consultation meeting.

We're looking forward to tomorrow's discussion about Indigenous interests and housing development.

Best regards,

**Rebecca Penz (She/Her)**

a/Director, Policy and Engagement

Housing Targets Branch | Ministry of Housing  
Main: 236.478.3630

Mobile: 250.880.2269

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**From:** Dan Milburn

**Sent:** Monday, July 24, 2023 6:46 PM

**To:** Corpe, Cimarron HOUS:EX ; Penz, Rebecca HOUS:EX

**Subject:** CONFIDENTIAL - District of North Vancouver: Housing Supply Act - Housing Targets, Meeting, July 18, 2023

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s.16

Page 0385 of 1405

Withheld pursuant to/removed as

s.16

- The District would like to meet to discuss two matters:
  - s.16 Update: I understand this meeting has now been scheduled for July 27, 2023.
  - other local context and consequences. Update: I understand this meeting has now been scheduled for August 28, 2023.
- The province will propose the next meeting dates. Update: Proposed meetings:
  - Meeting 3: Tuesday, August 15, 2:30 – 4
  - Meeting 4: Tuesday, August 29, 2:30 – 4

Kind Regards,

**Dan Milburn**, MCIP, RPP, RI  
*General Manager, Planning, Properties & Permits*  
*Approving Officer*



355 West Queens Road  
 North Vancouver, BC V7N 4N5  
[milburnd@dnv.org](mailto:milburnd@dnv.org)  
 604-990-2423



We respectfully acknowledge the original peoples of these lands and waters, specifically the səliwətał (Tsleil-Waututh), Skwxwú7mesh Úxwumixw (Squamish), and xʷməθkʷəy̓əm (Musqueam), on whose unceded ancestral lands the District of North Vancouver is located. We value the opportunity to learn, share, and serve our community on these unceded lands.

**From:** Corpe, Cimarron HOUS:EX <[Cimarron.Corpe@gov.bc.ca](mailto:Cimarron.Corpe@gov.bc.ca)>

**Sent:** Wednesday, July 5, 2023 12:25 PM

**To:** Dan Milburn <[milburnd@dnv.org](mailto:milburnd@dnv.org)>; Penz, Rebecca HOUS:EX <[Rebecca.Penz@gov.bc.ca](mailto:Rebecca.Penz@gov.bc.ca)>

**Subject:** RE: District of North Vancouver: Housing Supply Act - Housing Targets, Meeting No. 1 June 27, 2023

**CAUTION:** This email originated from outside of the DNV. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Hi Dan,

It was a pleasure meeting you as well.

Thank you for the detailed email – it is an accurate summary of the planned sessions. I note that the August 1<sup>st</sup> meeting has been cancelled as requested.

As requested, here is a link to the Housing Supply Act:

<https://www.bclaws.gov.bc.ca/civix/document/id/bills/billsprevious/3rd42nd:gov43-1> Details of the contents of a Housing Target Order (HTO) will be made available prior to the meeting on the topic; however, we anticipate it consisting of: number of units, tenure (own/rent), size (0-4 bedroom), market/below market housing and supportive

housing. This information as well as municipal actions such as OCP and bylaw changes, building permits etc. will be captured through progress reporting.

Regarding your Additional Thoughts and Questions, once approved by DNV Council, it will be important for us to receive the updated HNR as soon as it is available as it is key information that informs housing targets analysis. Other information may be requested during the sessions while other information set out in the Regulations may be captured through progress reporting.

Unfortunately, the program does not include any incentive or support funding. However, we are open to discussions regarding infrastructure and services as these relate to housing in the initial sessions and throughout the process. As you know, the Province has provided related support funding through the Development Approvals Process Review and the \$1 billion Growing Communities Fund. Budget 2023 included \$50 million to help local governments implement zoning changes related to small-scale, multi-unit homes and secondary suites. Details to be announced.

I hope this information helps answer your questions.

We look forward to working together over the coming weeks!

Cheers,

**Cimarron Corpe**

a/Executive Director

---

Housing Targets Branch | Ministry of Housing

Main: 778.974.3902

Mobile: 250.208.0242

Email: [Cimarron.Corpe@gov.bc.ca](mailto:Cimarron.Corpe@gov.bc.ca)

---

**From:** Dan Milburn <[milburnd@dnv.org](mailto:milburnd@dnv.org)>

**Sent:** Thursday, June 29, 2023 3:25 PM

**To:** Corpe, Cimarron HOUS:EX <[Cimarron.Corpe@gov.bc.ca](mailto:Cimarron.Corpe@gov.bc.ca)>; Penz, Rebecca HOUS:EX <[Rebecca.Penz@gov.bc.ca](mailto:Rebecca.Penz@gov.bc.ca)>

**Subject:** District of North Vancouver: Housing Supply Act - Housing Targets, Meeting No. 1 June 27, 2023

**[EXTERNAL] This email came from an external source. Only open attachments or links that you are expecting from a known sender.**

Hello Cimarron and Rebecca,

It was a pleasure meeting both of you last Tuesday, and I wanted to send this email to thank you for reaching-out. I look forward to working with you and your team. We are most eager to understand the provincial housing targets and how we may collaboratively work with the province to achieve our community's vision for housing and overall community development.

### Summary

From our brief conversation I understand the following:

1. Provincial staff have proposed nine potential meeting dates which have been scheduled between the appropriate provincial staff and District of North Vancouver (DNV) staff to discuss the preparation of housing targets and a housing target order for the DNV pursuant to the *Housing Supply Act* and Housing Supply Regulation. As proposed, these meetings are scheduled for each Tuesday from 2:30pm to 4pm from July 18, 2023, until September 12, 2023. Of these nine potential meeting dates only approximately four actual meetings are anticipated; however, nine dates have been scheduled to help secure staff availability and allow for flexibility given that summer is typically a very challenging time for the province to organize consultation - and an equally challenging time for the DNV to respond.  
Note: Assigned DNV staff (or their alternates) will endeavor to be available for these meetings. As I noted in our call, the proposed August 1<sup>st</sup> meeting date is particularly problematic for most DNV staff. I understand your team can likely accommodate this exception.
2. The first meeting - currently scheduled for July 18, 2023 - will include a discussion of the provincial process and methodology to determine housing targets and the anticipated housing target order for the DNV.
3. At either the second or third meeting (in later July or early August) provincial staff will provide the DNV with the minister's description of the proposed housing target order pursuant to Sec. 4(1) of the Housing Supply Regulation, after which the DNV will have 30 days to provide written comments to the minister. Unless an extension is requested by the DNV within 30 days of the DNV receiving the minister's description of the proposed housing target order, and the minister subsequently granting an extension, provincial staff anticipate that the minister's housing target order for the DNV will be issued by early to mid-September before the UBCM Convention (Sept. 18 – 22, 2023).
4. Provincial staff anticipate the first DNV housing target order will include a requirement for an interim progress report and subsequent annual progress reports for five years.
5. Provincial staff intend to consult with local indigenous communities over the summer months.
6. Provincial staff noted that no financial assistance is being offered by the province to the DNV as part of this process. In response, I noted that there are significant infrastructure implications associated with the

development of housing in the DNV including transportation infrastructure and potentially provincial services such as schools and hospitals etc. You noted that you have received similar feedback from others. Instead of offering funding at this time, the province has instead suggested the DNV could apply to the CMHC Housing Accelerator Fund ([HAF](#)). However, we understand the timing of the HAF application and funding decision is independent of the development and implementation of the provincial housing target order.

7. The province will provide more detailed agendas for the upcoming meetings in the coming two weeks.

Please let me know if there is anything I have missed or misunderstood with respect to the above summary of our conversation.

#### **Additional Thoughts and Questions**

As noted in our call - if requested - the DNV will provide the province with statistical information regarding the DNV's historical pace of development and any applicable housing policies including the DNV OCP, DNV Rental and Affordable housing Strategy, other DNV related plans, and other information regarding transportation investments and servicing capacity. s.16

s.16

At the end of our call you noted that you are available to respond to any additional questions. Therefore, I have prepared the following questions, and I'm sure we will have others once we meet again in July.

- i) Can the province please provide a copy of the *Housing Supply Act* in force by regulation of the Lieutenant Governor in Council? I was not able to obtain a digital copy from [BC Laws](#).
- ii) Between now and the anticipated issuance of the minister's housing target order in early to mid-September 2023, do you anticipate the minister issuing a request for information from the DNV as described in Sec. 13 of the *Housing Supply Act* and Sec. 7 of the *Housing Supply Regulation*? If so, we would appreciate receiving such request as soon as possible given our limited staff availability over the summer months.

s.16

s.16

We look forward to hearing from you soon.

Kind Regards,

**Dan Milburn**, MCIP, RPP, RI

*General Manager, Planning, Properties & Permits*

*Approving Officer*



355 West Queens Road  
North Vancouver, BC V7N 4N5

[milburnd@dnv.org](mailto:milburnd@dnv.org)

604-990-2423



We respectfully acknowledge the original peoples of these lands and waters, specifically the səliłwətał (Tsleil-Waututh), Skwxwú7mesh Úxwumixw (Squamish), and xʷməθkʷəy̓əm (Musqueam), on whose unceded ancestral lands the District of North Vancouver is located. We value the opportunity to learn, share, and serve our community on these unceded lands.

## RE: Follow-up & scheduling

---

From: Andre Boel <ABoel@oakbay.ca>  
To: Penz, Rebecca HOUS:EX <Rebecca.Penz@gov.bc.ca>  
Cc: Brian Green <BGreen@oakbay.ca>, Housing Targets Branch HOUS:EX <Housing.Targets@gov.bc.ca>  
Sent: July 27, 2023 2:22:39 PM PDT  
Attachments: Oak Bay Context Overview.pdf

**[EXTERNAL] This email came from an external source. Only open attachments or links that you are expecting from a known sender.**

Hi Rebecca,

The dates below work for our team. We would also appreciate an opportunity to have a separate follow up meeting regarding further backgrounds to the selection criteria.

I have attached a copy of our backgrounder. Could you forward a copy of the presentation?

Regards, Andre

---

**From:** Penz, Rebecca HOUS:EX  
**Sent:** Wednesday, July 26, 2023 5:33 PM  
**To:** Andre Boel  
**Cc:** Brian Green ; Housing Targets Branch HOUS:EX  
**Subject:** Follow-up & scheduling

Hi Andre,

Thanks to you and your team for the great discussion this morning.

At this point, I think our best option for consultation meetings are:

- Meeting 2: morning of Mon, Aug 14. Does 10:30 a.m. work?
- Meeting 3: Wed, Aug 23 at 10:30 (already a hold in the calendar)
- Meeting 4: Wed, Sep 6 at 10:30

Let me know if that will work for your team.

We heard a lot of interest in the selection index this morning. Our priority right now is analysis on housing needs and targets. We will endeavour to get you a summary on the selection index in the coming weeks. We can determine if a follow-up meeting is required at that time.

Best regards,

**Rebecca Penz (She/Her)**

a/Director, Policy and Engagement

Housing Targets Branch | Ministry of Housing

Main: 236.478.3630

Mobile: 250.880.2269

Grateful to live and work on the territories of the lək'wəŋən and W̱SÁNEĆ Peoples .



## **Oak Bay Context**

Oak Bay has unique characteristics that set it apart from other communities that are (still) experiencing growth. Given its location and context in the Greater Victoria area, Oak Bay developed in the early days of urban development in the region. By approximately 1960 - 1970 all developable land in the district was developed with the exception of portions of lands currently owned by the University of Victoria straddling the border with the District of Saanich. Part of Oak Bay developed into a mixed-use services village area including a multi-family mid-rise neighbourhood (Oak Bay Avenue and Newport Avenue). Other smaller neighbourhood village-like nodes exist elsewhere in the District (for example Cadboro Bay, Estevan Villages).

Since the 1960's, the district has seen no substantial growth and both the number of households and population have remained stable. BC Stats reports a population number steady at just over 18,000 for the period of 2001 - 2021. The number of youth in the community has been stable while the adult population has been aging over time.

In the period 2018 – 2022 the District received 6 rezoning applications of which 5 have been approved. New development activity has mostly been limited to single family re-development and very few multi-family re-development projects. This in spite of the following supportive Oak Bay context:

- No DCC charges for new development
- Low application fees
- Very modest Community Amenity Contribution requirements
- a high quality of life and considered one of the most desirable areas in the region

Compared to a lot of other BC communities, Oak Bay is not as evolved in terms of having established policies and regulations for new housing growth as for a long time there was no need for it. A lack of larger sites for re-development in the community has also meant that bonus density provisions seen in other communities experiencing re-development pressures have not been a pressing need to date.

## Preparing for new growth

Over the last 10 years, the District has started to develop and implement policies to create new housing options. The 2014 Official Community (OCP) contained a housing strategy, goals for developing new housing policies and regulations, and designated all single family areas as an Infill Housing Development Permit Area for rezoning applications. It was combined with policies calling for the development of more detailed regulations. The OCP, recognizing the built out character of the District, also outlined a modest growth goal of up to 0.5% a year. Currently, permitting for new homes and secondary suites is estimated to reach about 0.3% (30 units) in 2023, which is within the range of the plan.

In 2020, Council approved a Housing Needs report that identifies the need for new housing to address community needs. The estimated housing need for 2019-2024 was 647 new units for a variety of unit sizes or about 130 units (1.6%) per year. Currently,

the District lacks the type of development activity to address the identified housing needs. A number of Council Priority Projects for the 2022 – 2026 term have been identified and are aimed to create the necessary conditions for the type of development needed.

In recent years, projects have been initiated to update regulations which resulted in the inclusion of Secondary Suites as an option for all single detached homes. Also, the Infill Housing Strategy project engaged the community in identifying additional housing types and guiding principles for their development:

- Provide Diverse Housing Options
- Support Ease of Implementation
- Cherish What the Community Loves

The Infill Housing Program will be the District's key mechanism to increase the housing supply. Community input demonstrated high levels of support for creating additional housing options. This work is scheduled to lead to the establishment of an Infill Housing Program in 2024 including the option of pre-zoning for certain housing types.

Another notable opportunity in the district is the Cedar Hill Corners site at 2400 Cedar Hill Cross Road. It is a large vacant site (gross area 16 ha / 40 acres) on the University Lands currently earmarked by UVIC for long term University related development needs. However, the site could be re-visited for general housing needs in the mid term and Council will be exploring a project to change the OCP designation for this site in light of the housing crisis to encourage other parties to consider the future of this site.

#### External factors limiting development activity

Housing development project volumes in the District have remained very low in recent years. Several factors outside the direct control of the District contribute to this:

- Lack of vacant land
- No significant land assembly in terms of ownership
- Lack of industrial lands suitable for redevelopment
- Lack of large commercial properties suitable for more intensive mixed-use re-development
- Generally high priced and well-maintained properties which are relatively expensive to re-develop or owners have no desire to redevelop

Some factors applicable not just to Oak Bay, but also more generally to the region and nation-wide have further exacerbated housing supply and affordability, including:

- Construction labour scarcity
- Rapidly increasing construction costs
- Increasing interest rates

AB 20230726

## RE: Follow-up & scheduling

---

From: Penz, Rebecca HOUS:EX <Rebecca.Penz@gov.bc.ca>  
To: Andre Boel <ABoel@oakbay.ca>  
Cc: Brian Green <BGreen@oakbay.ca>, Housing Targets Branch HOUS:EX <Housing.Targets@gov.bc.ca>  
Sent: July 27, 2023 2:59:53 PM PDT  
Attachments: Oak Bay Meeting 1 Housing Targets Final.pdf

Thanks for sharing your paper, Andre. Here's the presentation. We have sent updated meeting invites for the 3 consultation meetings. Let me know if you'd like to have any in-person (your place or ours). We likely won't be able to meet on the selection index for a few weeks because we have a fair bit of pressure to prepare the housing needs and targets. I'm thinking we can meet the week of August 14, but let me consult with Candice and get back to you.

Best regards,  
Rebecca

---

**From:** Andre Boel  
**Sent:** Thursday, July 27, 2023 2:23 PM  
**To:** Penz, Rebecca HOUS:EX  
**Cc:** Brian Green ; Housing Targets Branch HOUS:EX  
**Subject:** RE: Follow-up & scheduling

**[EXTERNAL] This email came from an external source. Only open attachments or links that you are expecting from a known sender.**

Hi Rebecca,  
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---

**From:** Penz, Rebecca HOUS:EX <Rebecca.Penz@gov.bc.ca>  
**Sent:** Wednesday, July 26, 2023 5:33 PM  
**To:** Andre Boel <ABoel@oakbay.ca>  
**Cc:** Brian Green <BGreen@oakbay.ca>; Housing Targets Branch HOUS:EX <Housing.Targets@gov.bc.ca>  
**Subject:** Follow-up & scheduling

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Best regards,  
**Rebecca Penz (She/Her)**  
a/Director, Policy and Engagement

Housing Targets Branch | Ministry of Housing  
Main: 236.478.3630  
Mobile: 250.880.2269

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# Housing Targets Consultation

## District of Oak Bay

Meeting 1  
July 26, 2023



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# Meeting Purpose & Approach

---

**Purpose:** Begin our work together to support our governments' shared goals of addressing the housing crisis.

## **Today is about providing some baseline information:**

1. How we propose to work together over the next few weeks
2. Providing an overview of methodologies in the housing target process
3. The approach to Indigenous consultation relating to targets

## **And, learning from you:**

- About key context in your municipality
- Housing priorities, opportunities and challenges
- Other?

---

*Confidential: not for distribution outside your organization*



# Municipal Consultation Timing



You will receive the Proposed Housing Target Order mid-August  
between Meetings 2 and 3:  
30-Days for Municipal Response or Request Extension

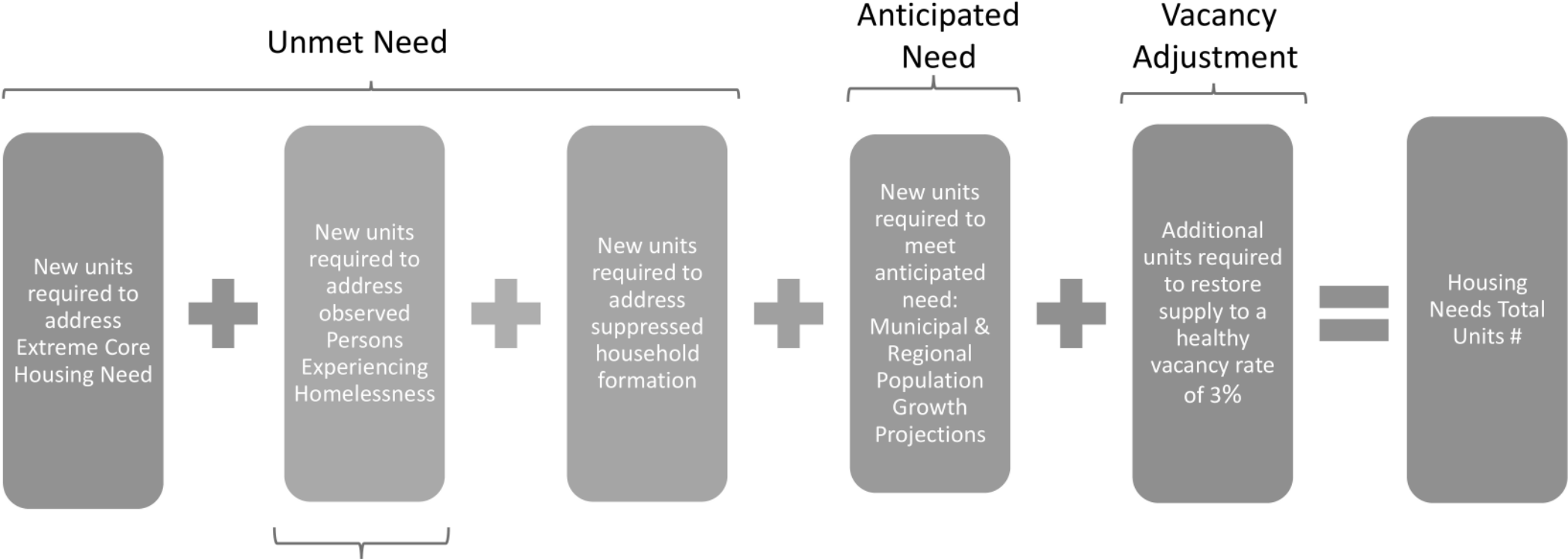
*Confidential: not for distribution outside your organization*

# How Was Your Municipality Chosen?

<b>INDEX</b>  <i>10 indicators across 4 dimensions of housing need</i>	Dimension of Housing Need	Indicator
	<b>Availability</b>	Dwellings to Population Ratio
		Dwellings per Residential Land
		Ground-oriented to Multi-Storey Ratio
		Renter-to-Ownership Ratio
	<b>Affordability</b>	Density to reach Affordability
		Housing for Workers & Families
		Proximity to Amenities
	<b>Urgent Housing Needs</b>	Homeless
		Social Housing Units, Waitlists
	<b>Location</b>	Rural/Urban

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# How is the Province Measuring Housing Needs?



*Confidential: not for distribution outside your organization*





# How do the Methodologies Compare?

## Selection Index

Compares and **ranks** municipalities for targets assessment.

Signals **accumulated** housing pressures and unrealized housing potential (i.e.):

1. Availability of Housing: housing stock, diversity and potential supply via density
2. Affordability of Housing; Density to reach affordability, Housing for Workers & Families;
3. Urgent Housing Need (i.e., homelessness); social and supported housing.

## Housing Needs

Quantifies the total number of units required to address the housing needs of current and growing population and **alleviate** housing pressures

Includes a breakdown of the type of housing that needs to be built to ensure:

1. The right sized housing is available to meet household needs.
2. Rental units are created and at price levels households can afford.
3. The supply of low-cost rental housing is available so persons who are experiencing homelessness can find permanent housing.



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# Housing Target Metrics



Total  
Estimated  
Need

TOTAL UNITS (#)

Units by size (#)

- Studio
- One bedroom
- Two bedroom
- Three bedroom
- Four bedroom

Units by tenure (#)

- Rented units
- Owned units

Rental units by affordability (% total units)

- Below market
- Market

Supportive below-market rental units (#)

- With on-site supports

*Confidential: not for distribution outside your organization*

# What are the Targets?

**Housing Target:** minimum number of new units to meet estimated housing need (by category)

Targets will be the higher of the following:

- 75% of total municipal estimated need in Housing Needs Report, or
- 75% of total provincial estimated need of municipal housing need

**Why 75%?** This is a middling approach that will ensure meaningful progress on delivering much-needed housing throughout BC, while allowing municipalities that are at varying stages of meeting housing need time to catch-up.

This is a minimum threshold that won't restrict municipalities from more fully delivering on their community's housing needs.

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# What About Things Outside Municipal Control?

**We heard that:** Municipalities should only be held to account for things they can control in the housing development process.

While the targets will be on completed housing units, which is the ultimate goal we share, a range of factors will be captured in progress reports, like:

- Municipal factors: number of development approvals and processing times
- External factors: market conditions and development constraints

We will explore the full range of what is included in the reporting and monitoring in a later meeting.



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# Parallel Consultation

---

Guided by the *Declaration Act*, we will be consulting with First Nations who have land interests in your municipality as we do our work together in the coming months.

- Esquimalt First Nation
- Pauquachin First Nation
- Songhees Nation
- Tsartlip First Nation
- Tsawout First Nation
- Tseycum First Nation

Are there any pre-existing relationships or tables that we should be aware of for coordination of these discussions?



*Confidential: not for distribution outside your organization*

---

# Discussion

---

- You are probably wondering what the actual targets are for your municipality, and what it will mean...
- Are there any parts of the process that you have questions about?

## **Next Steps:**

- **Meeting 2: Wednesday, August 2, 10:30 a.m.**
- Proposed Housing Target Order for response: Mid-August
- Meeting 3: Mid-August
- Meeting 4: Late August/Early September



*Confidential: not for distribution outside your organization*

# THANK YOU



## Presentation & meetings 3 & 4

---

From: Penz, Rebecca HOUS:EX <Rebecca.Penz@gov.bc.ca>  
To: Brent Reems <Brent.Reems@saanich.ca>, Lindsay Chase <Lindsay.Chase@saanich.ca>, Pam.Hartling@saanich.ca  
Cc: Housing Targets Branch HOUS:EX <Housing.Targets@gov.bc.ca>  
Sent: July 27, 2023 3:23:09 PM PDT  
Attachments: image001.png, Saanich Meeting 1 Housing Targets Final.pdf

Hi Brent, Lindsay & Pam,

Thanks for the great discussion earlier this week. We really appreciated all the planning insight and local context you provided. I have attached the presentation to be shared internally only. We will follow-up with further info on the selection index in the coming weeks.

We are looking forward to the follow-up meeting on Tuesday, Aug 8 from 1 – 2:30. Unfortunately, we're in back-to-back meetings so we can't meet in-person unless you'd like to come to our office (Government & Humboldt). Let us know.

We'd like to propose the following dates for Meetings 3 & 4 working off the holds in our calendars:

Meeting 3: Tuesday, Aug 22, 1 – 2:30

Meeting 4: Tuesday, Sep 5, 1 – 2:30

Please let me know those dates will work.

Thanks,

**Rebecca Penz (She/Her)**

a/Director, Policy and Engagement

Housing Targets Branch | Ministry of Housing

Main: 236.478.3630

Mobile: 250.880.2269

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# Housing Targets Consultation

## District of Saanich

Meeting 1  
July 25, 2023



*Confidential: not for distribution outside your organization*

# Meeting Purpose & Approach

---

**Purpose:** Begin our work together to support our governments' shared goals of addressing the housing crisis.

## **Today is about providing some baseline information:**

1. How we propose to work together over the next few weeks
2. Providing an overview of methodologies in the housing target process
3. The approach to Indigenous consultation relating to targets

## **And, learning from you:**

- About key context in your municipality
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---

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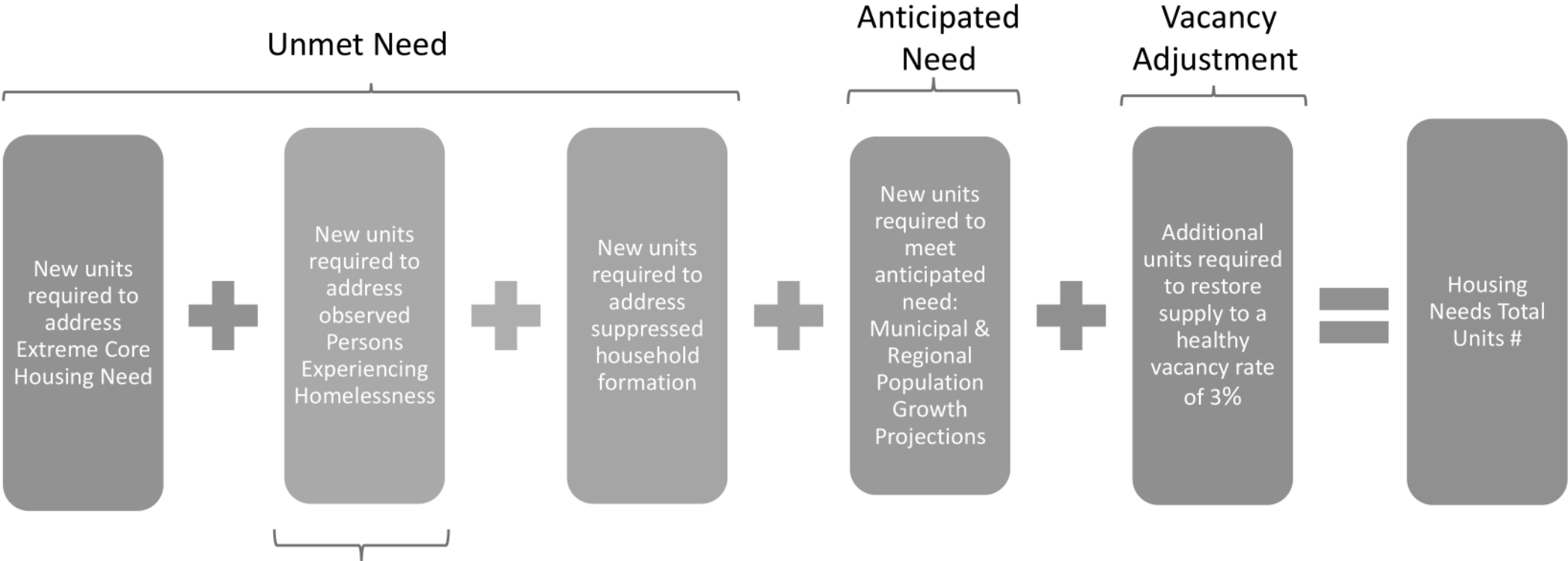
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	<b>Urgent Housing Needs</b>	Homeless
		Social Housing Units, Waitlists
	<b>Location</b>	Rural/Urban

*Confidential: not for distribution outside your organization*

# How is the Province Measuring Housing Needs?



Progressive increase to reduce homelessness over 10 years

*Confidential: not for distribution outside your organization*



# How do the Methodologies Compare?

## Selection Index

Compares and **ranks** municipalities for targets assessment.

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Are there any pre-existing relationships or tables that we should be aware of for coordination of these discussions?



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# Discussion

---

- You are probably wondering what the actual targets are for your municipality, and what it will mean...
- Are there any parts of the process that you have questions about?

## **Next Steps:**

- **Meeting 2: Tuesday, August 8, 1:00 p.m.**
- Proposed Housing Target Order for response: Mid-August
- Meeting 3: Mid-August
- Meeting 4: Late August/Early September



*Confidential: not for distribution outside your organization*

# THANK YOU



## Presentation and meeting scheduling

---

From: Housing.Targets@gov.bc.ca  
To: Marcy Sangret <MSangret@delta.ca>  
Cc: Sean McGill <SMcGill@delta.ca>, Emily Gray <EGray@delta.ca>, Param Grewal <pgrewal@delta.ca>, Tyson Schofield <TSchofield@delta.ca>, James Klukas <JKlukas@delta.ca>  
Sent: July 27, 2023 5:32:12 PM PDT  
Attachments: Delta Meeting 1 Housing Targets Final.pdf, image001.png

Hi Marcy & Team,

Thanks for the great discussion today. We really appreciated the local context and insight that you shared with us. Please find attached the presentation for internal circulation. We are looking forward to Meeting 2 on Thursday, Aug 10 at 2:30. I would like to firm up Meetings 3 & 4. Can you please confirm if the following works for you.

Meeting 3: Thu, Aug 24, 2:30 - 4

Meeting 4: Thu, Sep 7, 2:30 - 4

Best regards,

**Rebecca Penz (She/Her)**

a/Director, Policy and Engagement

Housing Targets Branch | Ministry of Housing  
Main: 236.478.3630

Mobile: 250.880.2269

Grateful to live and work on the territories of the ɫəᑭʷəŋən and W̱SÁNEĆ Peoples .

## FW: Quick call

---

From: Corpe, Cimarron HOUS:EX <Cimarron.Corpe@gov.bc.ca>  
To: Housing Targets Branch HOUS:EX <Housing.Targets@gov.bc.ca>  
Cc: Penz, Rebecca HOUS:EX <Rebecca.Penz@gov.bc.ca>  
Sent: July 28, 2023 1:16:47 PM PDT  
Attachments: image001.png, West Vancouver Meeting 1 Housing Targets Final.pdf  
**Cimarron Corpe**  
a/Executive Director

Housing Targets Branch | Ministry of Housing  
Main: 778.974.3902  
Mobile: 250.208.0242

Email: [Cimarron.Corpe@gov.bc.ca](mailto:Cimarron.Corpe@gov.bc.ca)

---

**From:** Penz, Rebecca HOUS:EX  
**Sent:** Thursday, July 27, 2023 8:45 AM  
**To:** Corpe, Cimarron HOUS:EX ; Jim Bailey  
**Subject:** RE: Quick call  
Hi Jim,  
Sorry for the delay, here's the presentation.  
Best regards,  
**Rebecca Penz (She/Her)**  
a/Director, Policy and Engagement

Housing Targets Branch | Ministry of Housing  
Main: 236.478.3630  
Mobile: 250.880.2269

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---

**From:** Corpe, Cimarron HOUS:EX <Cimarron.Corpe@gov.bc.ca>  
**Sent:** Thursday, July 27, 2023 8:40 AM  
**To:** Jim Bailey <jbailey@westvancouver.ca>  
**Cc:** Penz, Rebecca HOUS:EX <Rebecca.Penz@gov.bc.ca>  
**Subject:** RE: Quick call

Hi Jim,  
We're in meetings all day until 4. I'll send an invite for 4:15 for a quick touch base.  
We've had issues with Smart Art when converting PPT to PDF, but we have done a work around that has taken longer than planned. Rebecca will send you the PDF later today. I'll touch base today with Candice re: indicator rankings and provide an update this afternoon.  
Cheers!  
**Cimarron Corpe**  
a/Executive Director

Housing Targets Branch | Ministry of Housing  
Main: 778.974.3902  
Mobile: 250.208.0242  
Email: [Cimarron.Corpe@gov.bc.ca](mailto:Cimarron.Corpe@gov.bc.ca)

---

**From:** Jim Bailey <[jbailey@westvancouver.ca](mailto:jbailey@westvancouver.ca)>

**Sent:** Thursday, July 27, 2023 8:11 AM

**To:** Corpe, Cimarron HOUS:EX  
<[Cimarron.Corpe@gov.bc.ca](mailto:Cimarron.Corpe@gov.bc.ca)>

**Subject:** Quick call

**[EXTERNAL] This email came from an  
or links that you are expecting from a  
known sender.**

Hi Cim,

Thanks for the recent meeting and looking forward to connecting soon. Wondering if you have time for a quick call? My Council is asking for updates and I'd like to be able to share some of the materials we reviewed (PowerPoint) and things we discussed (including the rankings).

Appreciate the sensitivity around some of this, so I thought a call would be best.

LMK what works for you.

I'm generally available by cell - s.22

Thanks.

Jim

**Jim Bailey** (he, him)

Director of Planning & Development Services

District of West Vancouver

604-925-7058

We acknowledge that we are on the traditional, ancestral and unceded territory of the Squamish Nation, Tsleil-Waututh Nation and Musqueam Nation. We recognize and respect them as nations in this territory, as well as their historic connection to the lands and waters around us since time immemorial.

This email and any files transmitted with it are considered confidential and are intended solely for the use of the individual or entity to whom they are intended. If you are not the intended recipient or the person responsible for delivering the email to the intended recipient, be advised that you have received this email in error and that any use, dissemination, forwarding, printing or copying of this email is strictly prohibited. If you have received this email in error, please notify the sender immediately and delete all copies of this email and attachment(s). Thank you.



## RE: Follow-up from last meeting

---

From: Corpe, Cimarron HOUS:EX <Cimarron.Corpe@gov.bc.ca>  
To: Lasocha, Allison <Allison.Lasocha@vancouver.ca>, Cho, Edna <edna.cho@vancouver.ca>, Penz, Rebecca HOUS:EX <Rebecca.Penz@gov.bc.ca>  
Cc: Cheng, Aaron <Aaron.Cheng@vancouver.ca>, Montuelle, Clementine <Clementine.Montuelle@vancouver.ca>  
Sent: July 31, 2023 5:15:59 PM PDT  
Attachments: image001.png

Hi Allison,

The Regulation (excerpt below) doesn't prescribe the format or other requirements for an extension request other than it must be in writing. Being that this is a request to the Minister, it might be worth drafting a letter outlining the reason for the request and the estimated amount of time. Per sub-section 1 below, requests must be received before the 30-day expiry timeframe; however, we would appreciate a request before then.

Before preparing a request, I am happy to arrange a call to discuss. Wednesday between 10-11 AM and Thursday between 9-10 AM or 1-2 PM work for Rebecca and me. Let me know your preference and I'll send an invite.

### **Consultation with specified municipality – housing target order**

- 4 (1) For the purposes of sections 3 (3) (b) of the Act, the minister must, on providing a description of a proposed housing target order to a specified municipality, provide the specified municipality a period of 30 days in which to provide written comments to the minister.
- (2) On written request of the specified municipality before the expiry of the period referred to in subsection (1), the minister may extend the period for the length of time specified by the minister.

### **References**

Act: <https://www.bclaws.gov.bc.ca/civix/document/id/bills/billsprevious/3rd42nd:gov43-1>

Regulation: [https://www.bclaws.gov.bc.ca/civix/document/id/oic/oic\\_cur/0328\\_2023](https://www.bclaws.gov.bc.ca/civix/document/id/oic/oic_cur/0328_2023)

**Cimarron Corpé**

a/Executive Director

Housing Targets Branch | Ministry of Housing  
Main: 778.974.3902  
Mobile: 250.208.0242  
Email: [Cimarron.Corpe@gov.bc.ca](mailto:Cimarron.Corpe@gov.bc.ca)

---

**From:** Lasocha, Allison

**Sent:** Monday, July 31, 2023 1:37 PM

**To:** Corpe, Cimarron HOUS:EX ; Cho, Edna ; Penz, Rebecca HOUS:EX

**Cc:** Cheng, Aaron ; Montuelle, Clementine

**Subject:** RE: Follow-up from last meeting

**[EXTERNAL] This email came from an external source. Only open attachments or links that you are expecting from a known sender.**

Hi Cim,

Thanks for the email. We are looking for more information about the process for requesting a formal extension (e.g. is a letter needed, is there a form?) and when that would need to be sent in by.

If this would be easier to discuss in a meeting rather than email, I'm available Thursday morning or afternoon, or even Wednesday if you have the information by then. Just let me know what works best for you.

Best,

Allison

---

**From:** Corpe, Cimarron HOUS:EX <[Cimarron.Corpe@gov.bc.ca](mailto:Cimarron.Corpe@gov.bc.ca)>

**Sent:** Saturday, July 29, 2023 1:20 PM

**To:** Cho, Edna <[edna.cho@vancouver.ca](mailto:edna.cho@vancouver.ca)>; Penz, Rebecca HOUS:EX <[Rebecca.Penz@gov.bc.ca](mailto:Rebecca.Penz@gov.bc.ca)>

**Cc:** Lasocha, Allison <[Allison.Lasocha@vancouver.ca](mailto:Allison.Lasocha@vancouver.ca)>; Cheng, Aaron <[Aaron.Cheng@vancouver.ca](mailto:Aaron.Cheng@vancouver.ca)>; Montuelle, Clementine <[Clementine.Montuelle@vancouver.ca](mailto:Clementine.Montuelle@vancouver.ca)>

**Subject:** [EXT] RE: Follow-up from last meeting

**City of Vancouver security warning:** Do not click on links or open attachments unless you were expecting the email and know the content is safe.

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Hi Edna,

Thanks for your email and introduction.

Allison, feel free to reach out anytime or let us know if you would like to arrange a quick touch base call this week.

**Cimarron Corpé**

a/Executive Director

Housing Targets Branch | Ministry of Housing  
Main: 778.974.3902  
Mobile: 250.208.0242  
Email: [Cimarron.Corpe@gov.bc.ca](mailto:Cimarron.Corpe@gov.bc.ca)

---

**From:** Cho, Edna <[edna.cho@vancouver.ca](mailto:edna.cho@vancouver.ca)>  
**Sent:** Friday, July 28, 2023 5:16 PM  
**To:** Penz, Rebecca HOUS:EX  
<[Rebecca.Penz@gov.bc.ca](mailto:Rebecca.Penz@gov.bc.ca)>; Corpe, Cimarron  
HOUS:EX <[Cimarron.Corpe@gov.bc.ca](mailto:Cimarron.Corpe@gov.bc.ca)>  
**Cc:** Lasocha, Allison  
<[Allison.Lasocha@vancouver.ca](mailto:Allison.Lasocha@vancouver.ca)>; Cheng, Aaron  
<[Aaron.Cheng@vancouver.ca](mailto:Aaron.Cheng@vancouver.ca)>; Montuelle,  
Clementine <[Clementine.Montuelle@vancouver.ca](mailto:Clementine.Montuelle@vancouver.ca)>  
**Subject:** Follow-up from last meeting

**[EXTERNAL] This email came from an external source. Only open attachments or links that you are expecting from a known sender.**

Hi Rebecca and Cim,  
I'm just writing to let you know that both Dan and I are away for a couple of weeks. I'll be back on August 14 - in time for our 3<sup>rd</sup> meeting. In our absence, can you liaise with Allison Lasocha (cc'd) on this email? She may follow-up with you next week regarding the process for a formal extension.  
If there are any data requests that you have for us re: our targets or needs methodology, you can also reach out to Aaron and Clementine.  
Thank-you,  
Edna

-----  
Edna Cho  
Senior Housing Planner  
Planning, Urban Design & Sustainability  
City of Vancouver

## Meeting 1 deck and scheduling

---

From: Housing.Targets@gov.bc.ca  
To: Kate Zanon <kzanon@portmoody.ca>  
Cc: Mary De Paoli <mdepaoli@portmoody.ca>, Wesley Woo <wwoo@portmoody.ca>, Corpe, Cimarron HOUS:EX <Cimarron.Corpe@gov.bc.ca>, Jeff Moi <jmoi@portmoody.ca>, Paul Rockwood <PRockwood@portmoody.ca>, Liam McLellan <lmclellan@portmoody.ca>  
Sent: August 2, 2023 12:37:14 PM PDT  
Attachments: Port Moody Meeting 1 Housing Targets Final.pdf, image001.png

Hi Kate & Team,

I understand you had a very productive meeting on Monday. Sorry that I couldn't join you. Please find attached the presentation. I understand that there will be more information provided in the coming weeks about the selection index.

We are confirmed for Meeting 2 on Wed, Aug 9 from 10:30 – 12.

I would like to firm up Meetings 3 & 4. Can you please confirm if the following dates will work for you:

Meeting 3: Monday, August 21, 10:30 – 12

Meeting 4: Monday, August 28, 10:30 – 12

Best regards,

**Rebecca Penz (She/Her)**

a/Director, Policy and Engagement

Housing Targets Branch | Ministry of Housing

Main: 236.478.3630

Mobile: 250.880.2269

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# Housing Targets Consultation

## City of Victoria



Meeting 2  
August 4, 2023

*Confidential: not for distribution outside your organization*

# Meeting Purpose & Approach

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**Purpose:** Provide the Provincial estimate of housing needs and explore alignment with the municipal estimate.

## **Today is about discussing:**

1. Review what we heard in Meeting 1
2. Overview and comparison of municipal & provincial housing needs estimates
3. Getting your initial thoughts on the draft targets
4. Understanding & factoring your unique constraints in setting housing targets

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# Discussion

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- Do you have more questions or require more information about the province's assessment of municipal housing needs and/or draft targets?
- Any other considerations?

## **Next Steps:**

- Proposed Housing Target Order (August 14, 2023) \*Extension request?
- Meeting 3: August 22, 10 – 11:30
- Meeting 4: September 5, 10 – 11:30



*Confidential: not for distribution outside your organization*

# THANK YOU



## Housing Targets Meeting 2: Victoria

---

From: Housing.Targets@gov.bc.ca  
To: Karen Hoese <KHoese@victoria.ca>, Ross Soward <rsoward@victoria.ca>, Andrea Hudson <AHudson@victoria.ca>, Jocelyn Jenkyns <JJenkyns@victoria.ca>  
Cc: Housing Targets Branch HOUS:EX <Housing.Targets@gov.bc.ca>  
Sent: August 3, 2023 6:08:40 PM PDT  
Attachments: Victoria Housing Targets Meeting 2.pdf, image001.png

Hi Victoria Team,

Please find attached the presentation for our meeting tomorrow. This is a confidential document and not for circulation outside your organization.

Best regards,

**Rebecca Penz (She/Her)**

a/Director, Policy and Engagement

Housing Targets Branch | Ministry of Housing

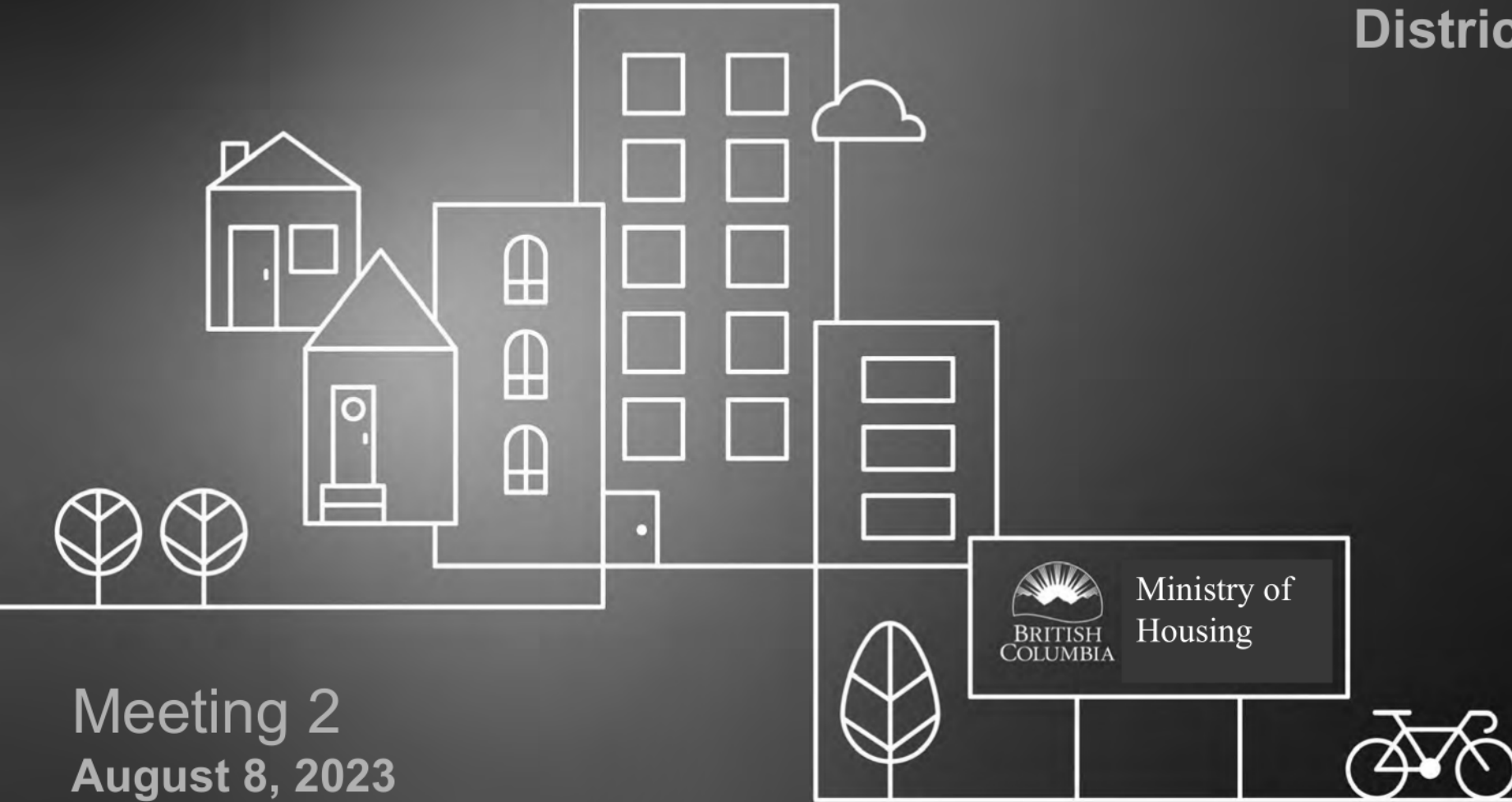
Main: 236.478.3630

Mobile: 250.880.2269

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# Housing Targets Consultation

## District of Saanich



Meeting 2  
August 8, 2023

*Confidential: not for distribution outside your organization*

# Meeting Purpose & Approach

---

**Purpose:** Provide the Provincial estimate of housing needs and explore alignment with the municipal estimate.

## **Today is about discussing:**

1. Review what we heard in Meeting 1
2. Overview and comparison of municipal & provincial housing needs estimates
3. Getting your initial thoughts on the draft targets
4. Understanding & factoring your unique constraints in setting housing targets

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# Discussion

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- Do you have more questions or require more information about the province's assessment of municipal housing needs and/or draft targets?
- Any other considerations?

## **Next Steps:**

- Proposed Housing Target Order: August 14 (\*Extension request?)
- Meeting 3: Tues, Aug 22, 1 to 2:30
- Meeting 4: Tues, Sep 5, 1 - 2:30



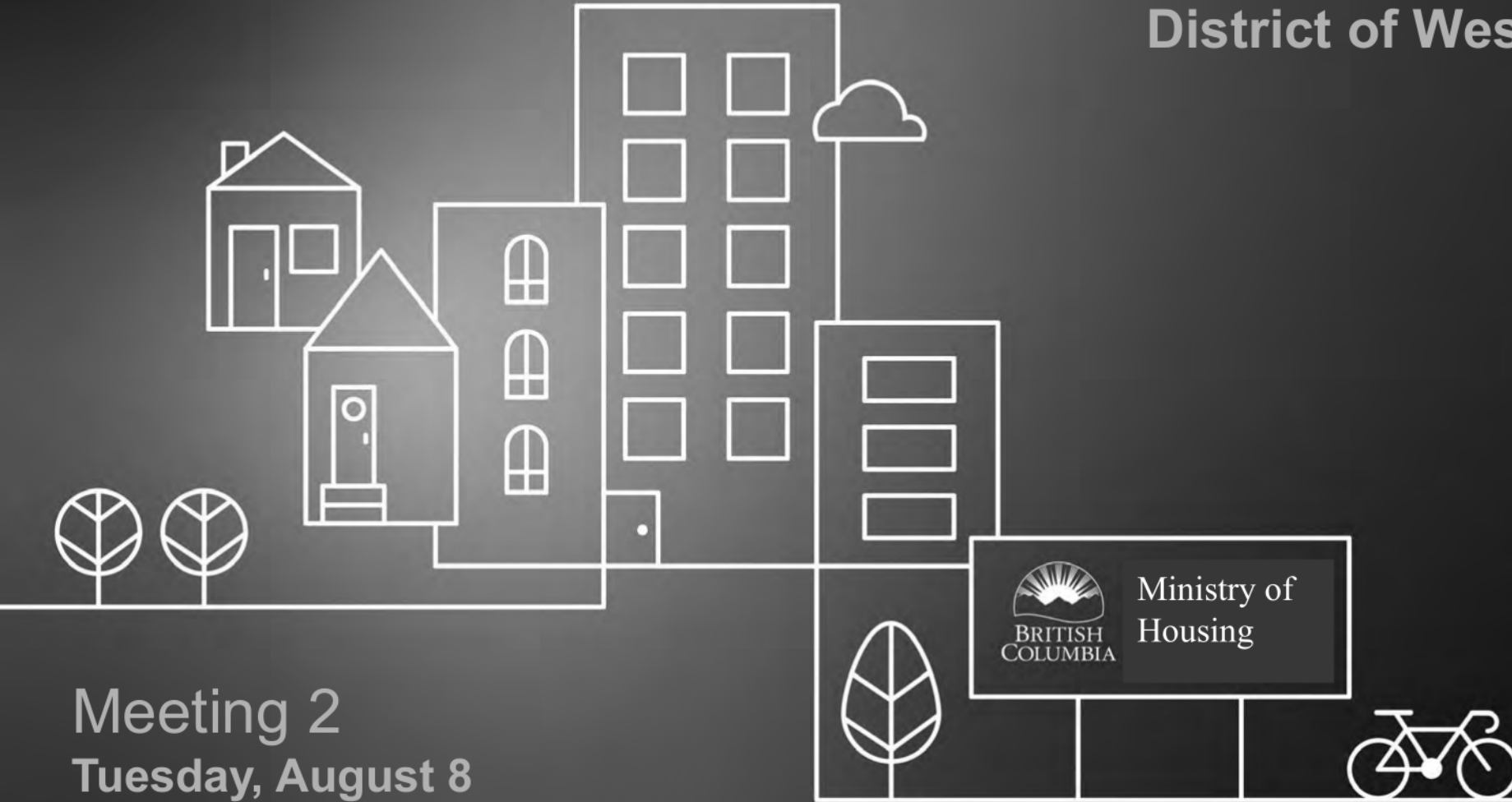
*Confidential: not for distribution outside your organization*

# THANK YOU



# Housing Targets Consultation

## District of West Vancouver



Meeting 2  
Tuesday, August 8

*Confidential: not for distribution outside your organization*

# Meeting Purpose & Approach

---

**Purpose:** Provide the Provincial estimate of housing needs and explore alignment with the municipal estimate.

## **Today is about discussing:**

1. Review what we heard in Meeting 1
2. Overview and comparison of municipal & provincial housing needs estimates
3. Getting your initial thoughts on the draft targets
4. Understanding & factoring your unique constraints in setting housing targets

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# Discussion

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- Do you have more questions or require more information about the province's assessment of municipal housing needs and/or draft targets?
- Any other considerations?

## **Next Steps:**

- Proposed Housing Target Order: August 14 (\*Extension request?)
- Meeting 3: Aug 17, 10:30 – 12
- Meeting 4: Aug 31, 10:30 – 12



*Confidential: not for distribution outside your organization*

# THANK YOU





## Meeting 2 Presentation & Handout

---

From: Housing.Targets@gov.bc.ca  
To: jbailey@westvancouver.ca, dhawkins@westvancouver.ca  
Sent: August 4, 2023 6:12:19 PM PDT  
Attachments: West Vancouver Meeting 2 Housing Targets.pdf, Housing Needs Estimates Methodology - Handout Meeting 2.pdf, image001.png

Hi Jim and David,

Sorry for the late hour on this. Here's the presentation and some background information for Tuesday morning's discussion. Please only share this information within your organization.

Hope you both enjoy the weekend. Jim, no chasing bears on the mtb trails.

Best,

**Rebecca Penz (She/Her)**

a/Director, Policy and Engagement

Housing Targets Branch | Ministry of Housing

Main: 236.478.3630

Mobile: 250.880.2269

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## Housing Targets Meeting 2 presentation & handout

---

From: Housing.Targets@gov.bc.ca  
To: Lindsay Chase <Lindsay.Chase@saanich.ca>, Pam.Hartling@saanich.ca, Brent Reems <Brent.Reems@saanich.ca>  
Sent: August 4, 2023 6:16:17 PM PDT  
Attachments: Saanich Meeting 2 Housing Targets.pdf, image001.png, Housing Needs Estimates Methodology - Handout Meeting 2.pdf

Hi Brent, Lindsay, and Pam,

Sorry for the late hour on this. Here's the presentation and some background information for Tuesday's discussion.

Please only share this information within your organization.

We're looking forward to hosting you at our office on Tuesday. I will send someone down to meet you in the lobby. You can also text me if you arrive early: 250-880-2269. We have another meeting right after yours so will have to rush off.

Best regards,

**Rebecca Penz (She/Her)**

a/Director, Policy and Engagement

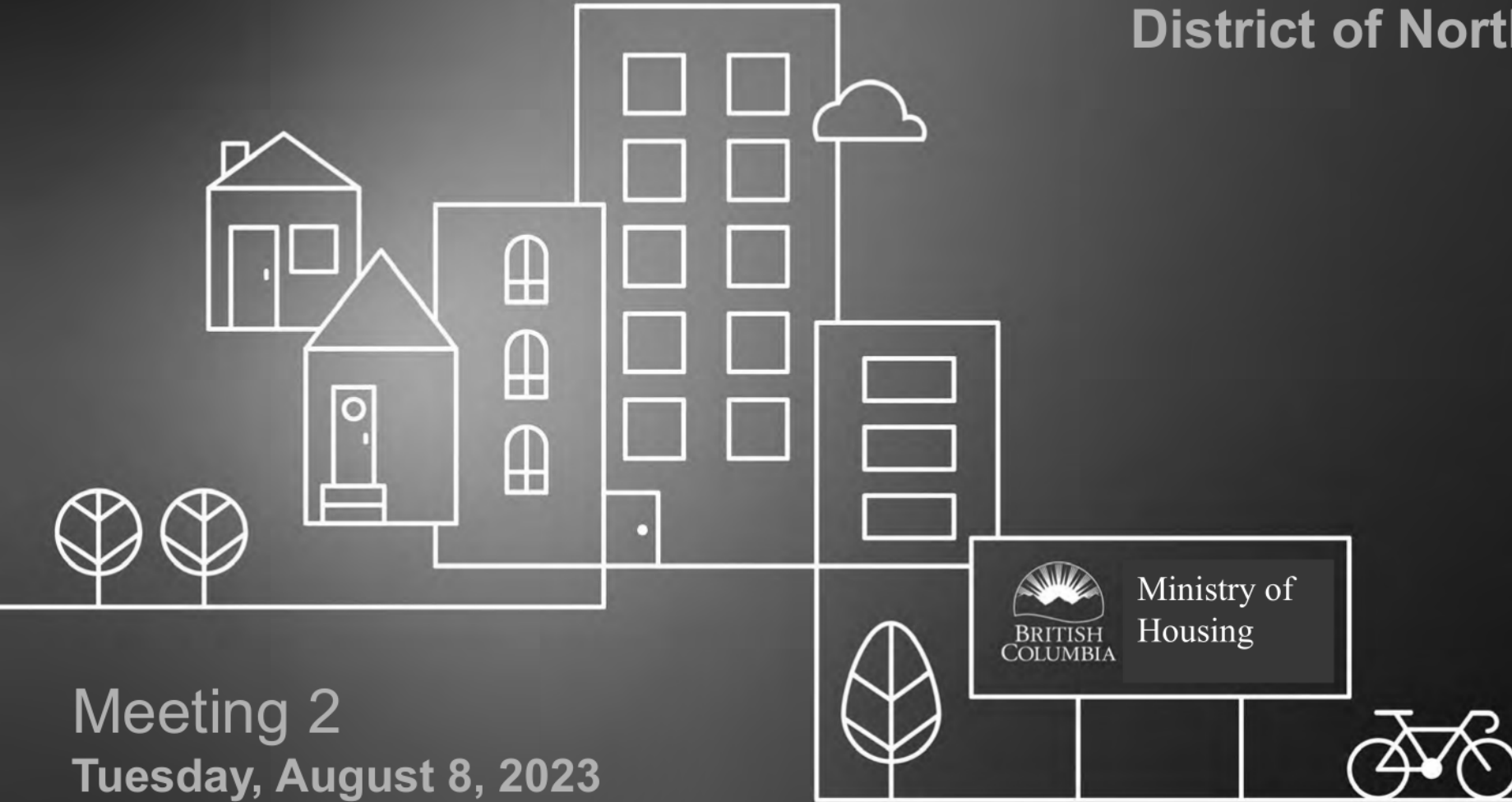
Housing Targets Branch | Ministry of Housing  
Main: 236.478.3630

Mobile: 250.880.2269

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# Housing Targets Consultation

## District of North Vancouver



Meeting 2  
Tuesday, August 8, 2023

*Confidential: not for distribution outside your organization*

# Meeting Purpose & Approach

---

**Purpose:** Provide the Provincial estimate of housing needs and explore alignment with the municipal estimate.

## **Today is about discussing:**

1. Review what we heard in Meeting 1
2. Overview and comparison of municipal & provincial housing needs estimates
3. Getting your initial thoughts on the draft targets
4. Understanding & factoring your unique constraints in setting housing targets

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# Discussion

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- Do you have more questions or require more information about the province's assessment of municipal housing needs and/or draft targets?
- Any other considerations?

## **Next Steps:**

- Proposed Housing Target Order: August 14 (\*Extension request?)
- Meeting 3: Tues, Aug 15, 2:30 – 4
- Meeting 4: Tues, Aug 29, 2:30 – 4



*Confidential: not for distribution outside your organization*

# THANK YOU





## Housing Targets Meeting 2: District of North Vancouver

---

From: Housing.Targets@gov.bc.ca  
To: Dan Milburn <milburnd@dnv.org>  
Cc: Rick Danyluk <DanylukR@dnv.org>, Gavin Joyce <JoyceG@dnv.org>, Jody Chartier <ChartierJ@dnv.org>, Peter Cohen <cohenp@dnv.org>, Carolyn Grafton <GraftonC@dnv.org>, Tina Atva <AtvaT@dnv.org>  
Sent: August 6, 2023 5:16:51 PM PDT  
Attachments: District of North Vancouver Meeting 2 Housing Targets.pdf, image001.png, Housing Needs Estimates Methodology - Handout Meeting 2.pdf

Hi Dan & Team,

Please find attached the presentation for Tuesday's meeting, as well as some background information about the housing needs methodology. Sorry we couldn't get it to you any further in advance.

Enjoy the weekend,

**Rebecca Penz (She/Her)**

a/Director, Policy and Engagement

Housing Targets Branch | Ministry of Housing

Main: ~~236.478.3630~~

Mobile: 250.880.2269

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## RE: Follow-up & scheduling

---

From: Penz, Rebecca HOUS:EX <Rebecca.Penz@gov.bc.ca>  
To: Andre Boel <ABoel@oakbay.ca>  
Cc: Brian Green <BGreen@oakbay.ca>, Housing Targets Branch HOUS:EX <Housing.Targets@gov.bc.ca>  
Sent: August 6, 2023 6:15:37 PM PDT

Hi Andre,  
s.22

Thanks for offering to host on August 14. Some of our team are available to join you in person in Council Chambers, including Cimarron. Unfortunately, I'll have to join remotely so we'll need the mics set-up.  
We can shift to Monday, August 21 at 10 a.m. and can host you for Meetings 3 & 4. Meeting invitations will be updated. When you come to our office, we will have someone meet you in the lobby 5 minutes prior to the start.  
We would be happy to discuss feedback from other municipalities in general terms (not specific attribution) but I don't think we'll have time until Meeting 3. Meeting 2 will be very focused on provincial assessment of housing needs and draft targets. Does that work for you?  
The data analytics team is working on a 2-pager about the selection index to help frame a follow-up conversation.  
Best regards,  
Rebecca

---

**From:** Andre Boel  
**Sent:** Wednesday, August 2, 2023 4:30 PM  
**To:** Penz, Rebecca HOUS:EX  
**Cc:** Brian Green ; Housing Targets Branch HOUS:EX  
**Subject:** RE: Follow-up & scheduling

**[EXTERNAL] This email came from an external source. Only open attachments or links that you are expecting from a known sender.**

Thanks Rebecca,  
For the next meeting on the 14th, we'd like to extend an invitation to meet in person again in our Council Chambers. And perhaps meeting #3 and #4 could take place at your office if that is possible?  
Would it be possible to receive and contribute to an agenda ahead of the meeting? We are also interested to hear more about key themes from other communities you have met with.  
For the meeting on the 23<sup>rd</sup>, would it be possible to meet on Monday the 21<sup>st</sup> instead? One of our colleagues could join that day but not the 23<sup>rd</sup>. Please let me know if your team has availability that day rather than the Wednesday.  
Hopefully we can still have that follow up conversation on the selection index sometime later this month.  
Regards, Andre

---

**From:** Penz, Rebecca HOUS:EX <Rebecca.Penz@gov.bc.ca>  
**Sent:** Thursday, July 27, 2023 3:00 PM  
**To:** Andre Boel <ABoel@oakbay.ca>  
**Cc:** Brian Green <BGreen@oakbay.ca>; Housing Targets Branch HOUS:EX <Housing.Targets@gov.bc.ca>  
**Subject:** RE: Follow-up & scheduling

Thanks for sharing your paper, Andre. Here's the presentation. We have sent updated meeting invites for the 3 consultation meetings. Let me know if you'd like to have any in-person (your place or ours).  
We likely won't be able to meet on the selection index for a few weeks because we have a fair bit of pressure to prepare the housing needs and targets. I'm thinking we can meet the week of August 14, but let me consult with Candice and get back to you.  
Best regards,  
Rebecca

---

**From:** Andre Boel <ABoel@oakbay.ca>  
**Sent:** Thursday, July 27, 2023 2:23 PM  
**To:** Penz, Rebecca HOUS:EX <Rebecca.Penz@gov.bc.ca>  
**Cc:** Brian Green <BGreen@oakbay.ca>; Housing Targets Branch HOUS:EX <Housing.Targets@gov.bc.ca>  
**Subject:** RE: Follow-up & scheduling

**[EXTERNAL] This email came from an external source. Only open attachments or links that you are expecting from a known sender.**

Hi Rebecca,

The dates below work for our team. We would also appreciate an opportunity to have a separate follow up meeting regarding further backgrounds to the selection criteria.

I have attached a copy of our backgrounder. Could you forward a copy of the presentation?

Regards, Andre

---

**From:** Penz, Rebecca HOUS:EX <[Rebecca.Penz@gov.bc.ca](mailto:Rebecca.Penz@gov.bc.ca)>

**Sent:** Wednesday, July 26, 2023 5:33 PM

**To:** Andre Boel <[ABoel@oakbay.ca](mailto:ABoel@oakbay.ca)>

**Cc:** Brian Green <[BGGreen@oakbay.ca](mailto:BGGreen@oakbay.ca)>; Housing Targets Branch HOUS:EX <[Housing.Targets@gov.bc.ca](mailto:Housing.Targets@gov.bc.ca)>

**Subject:** Follow-up & scheduling

Hi Andre,

Thanks to you and your team for the great discussion this morning.

At this point, I think our best option for consultation meetings are:

- Meeting 2: morning of Mon, Aug 14. Does 10:30 a.m. work?
- Meeting 3: Wed, Aug 23 at 10:30 (already a hold in the calendar)
- Meeting 4: Wed, Sep 6 at 10:30

Let me know if that will work for your team.

We heard a lot of interest in the selection index this morning. Our priority right now is analysis on housing needs and targets. We will endeavour to get you a summary on the selection index in the coming weeks. We can determine if a follow-up meeting is required at that time.

Best regards,

**Rebecca Penz (She/Her)**

a/Director, Policy and Engagement

Housing Targets Branch | Ministry of Housing

Main: 236.478.3630

Mobile: 250.880.2269

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# Housing Targets Consultation

## City of Port Moody



Meeting 2  
Wednesday, August 9, 2023

*Confidential: not for distribution outside your organization*

# Meeting Purpose & Approach

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**Purpose:** Provide the Provincial estimate of housing needs and explore alignment with the municipal estimate.

## **Today is about discussing:**

1. Review what we heard in Meeting 1
2. Overview and comparison of municipal & provincial housing needs estimates
3. Getting your initial thoughts on the draft targets
4. Understanding & factoring your unique constraints in setting housing targets

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# Discussion

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- Do you have more questions or require more information about the province's assessment of municipal housing needs and/or draft targets?
- Any other considerations?

## **Next Steps:**

- Proposed Housing Target Order: August 14 (Extension Request?)
- Meeting 3: August 28, 10:30 – 12
- Meeting 4: September 11, 10:30 – 12



*Confidential: not for distribution outside your organization*



# THANK YOU



## Housing Targets Meeting 2 Presentation

---

From: Housing.Targets@gov.bc.ca  
To: Mary De Paoli <mdepaoli@portmoody.ca>, Wesley Woo <wwoo@portmoody.ca>, Jeff Moi <jmoi@portmoody.ca>, Paul Rockwood <PRockwood@portmoody.ca>, Liam McLellan <lmclellan@portmoody.ca>, Kate Zanon <kzanon@portmoody.ca>  
Sent: August 9, 2023 8:53:25 AM PDT  
Attachments: Port Moody Meeting 2 Housing Targets.pdf, Housing Needs Estimates Methodology - Handout Meeting 2.pdf, image001.png

Good morning Kate & Team,

Please find attached the presentation and background information for today's meeting at 10:30. Apologies that we couldn't send this out any earlier.

Best regards,

**Rebecca Penz (She/Her)**

a/Director, Policy and Engagement

Housing Targets Branch | Ministry of Housing

Main: 236.478.3630

Mobile: 250.880.2269

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## Housing Targets Meeting 2 Presentation

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From: Housing.Targets@gov.bc.ca  
To: Heather Kauer <hkauer@abbotsford.ca>, Cyril Tomlinson <CTomlinson@abbotsford.ca>, Mark Neill <mneill@abbotsford.ca>  
Sent: August 9, 2023 9:28:11 AM PDT  
Attachments: image001.png, Abbotsford Meeting 2 Housing Targets.pdf, Housing Needs Estimates Methodology - Handout Meeting 2.pdf

Good morning Mark, Heather & Cyril,

Please find attached the presentation and background information for today's meeting at 1 p.m. Apologies that we couldn't send this out any earlier.

Best regards,

**Rebecca Penz (She/Her)**

a/Director, Policy and Engagement

Housing Targets Branch | Ministry of Housing

Main: 236.478.3630

Mobile: 250.880.2269

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# Housing Targets Consultation

## City of Abbotsford



Meeting 2  
August 9, 2023

*Confidential: not for distribution outside your organization*

# Meeting Purpose & Approach

---

**Purpose:** Provide the Provincial estimate of housing needs and explore alignment with the municipal estimate.

## **Today is about discussing:**

1. Review what we heard in Meeting 1
2. Overview and comparison of municipal & provincial housing needs estimates
3. Getting your initial thoughts on the draft targets
4. Understanding & factoring your unique constraints in setting housing targets

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# Discussion

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- Do you have more questions or require more information about the province's assessment of municipal housing needs and/or draft targets?
- Any other considerations?

## **Next Steps:**

- Proposed Housing Target Order (August 14, 2023)\*Extension Request?
- Meeting 3: August 31, 1 – 2:30
- Meeting 4: September 7, 1 – 2:30



*Confidential: not for distribution outside your organization*

# THANK YOU



# Housing Targets Consultation

## City of Kamloops



Meeting 2  
August 10, 2023

*Confidential: not for distribution outside your organization*

# Meeting Purpose & Approach

---

**Purpose:** Provide the Provincial estimate of housing needs and explore alignment with the municipal estimate.

## **Today is about discussing:**

1. Review what we heard in Meeting 1
2. Overview and comparison of municipal & provincial housing needs estimates
3. Getting your initial thoughts on the draft targets
4. Understanding & factoring your unique constraints in setting housing targets

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# Discussion

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- Do you have more questions or require more information about the province's assessment of municipal housing needs and/or draft targets?
- Any other considerations?

## **Next Steps:**

- Proposed Housing Target Order (August 14, 2023)\*Extension Request?
- Meeting 3: August 24, 9 – 10:30
- Meeting 4: September 7, 9 – 10:30



*Confidential: not for distribution outside your organization*

# THANK YOU





## RE: Tomorrow's meeting

---

From: Housing.Targets@gov.bc.ca  
To: Eric Beach <ebeach@kamloops.ca>, Jason Dixon <jdixon@kamloops.ca>  
Cc: David Freeman <dfreeman@kamloops.ca>, Marvin Kwiatkowski <mkwiatkowski@kamloops.ca>, David Trawin <dtrawin@kamloops.ca>  
Sent: August 9, 2023 6:50:39 PM PDT  
Attachments: image001.png, Kamloops Meeting 2 Housing Targets.pdf, Housing Needs Estimates Methodology - Handout Meeting 2.pdf

Hi all,  
Please find attached the presentation and some background information for tomorrow's discussion. Sorry that we couldn't get this to you any earlier.  
Best regards,  
**Rebecca Penz (She/Her)**  
a/Director, Policy and Engagement

---

Housing Targets Branch | Ministry of Housing

Main: 236.478.3630

Mobile: 250.880.2269

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## Housing Targets Meeting 2 Presentation

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From: Housing.Targets@gov.bc.ca  
To: Emily Gray <EGray@delta.ca>, Tyson Schofield <TSchofield@delta.ca>, Param Grewal <pgrewal@delta.ca>, Sean McGill <SMcGill@delta.ca>, Marcy Sangret <MSangret@delta.ca>  
Sent: August 9, 2023 6:55:24 PM PDT  
Attachments: image001.png, Delta Meeting 2 Housing Targets.pdf, Housing Needs Estimates Methodology - Handout Meeting 2.pdf

Hi Delta Team,

Please find attached the presentation and some background information for tomorrow's discussion.

Best regards,

**Rebecca Penz (She/Her)**

a/Director, Policy and Engagement

Housing Targets Branch | Ministry of Housing

Main: 236.478.3630

Mobile: 250.880.2269

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# Housing Targets Consultation

## CITY OF DELTA



Meeting 2  
Thursday, August 10, 2023

*Confidential: not for distribution outside your organization*

# Meeting Purpose & Approach

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**Purpose:** Provide the Provincial estimate of housing needs and explore alignment with the municipal estimate.

## **Today is about discussing:**

1. Review what we heard in Meeting 1
2. Overview and comparison of municipal & provincial housing needs estimates
3. Getting your initial thoughts on the draft targets
4. Understanding & factoring your unique constraints in setting housing targets

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*Confidential: not for distribution outside your organization*



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Withheld pursuant to/removal as

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Page 0533 of 1405 to/à Page 0540 of 1405

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# Discussion

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- Do you have more questions or require more information about the province's assessment of municipal housing needs and/or draft targets?
- Any other considerations?

## **Next Steps:**

- Proposed Housing Target Order: August 14 (Extension Request?)
- Meeting 3: Aug 24, 2:30 – 4pm
- Meeting 4: Sep 7, 2:30 – 4pm



*Confidential: not for distribution outside your organization*

# THANK YOU





RE: Housing Targets Meeting 2 Presentation

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From: Housing.Targets@gov.bc.ca  
To: Emily Gray <EGray@delta.ca>, Tyson Schofield <TSchofield@delta.ca>, Param Grewal <pgrewal@delta.ca>, Sean McGill <SMcGill@delta.ca>, Marcy Sangret <MSangret@delta.ca>  
Sent: August 10, 2023 4:57:25 PM PDT  
Attachments: image001.png, Delta Meeting 2 Housing Targets Corrected.pdf

Hi Marcy and Team,  
Thanks for another great discussion today. There was an error in the PDF that I sent you yesterday. Here is the revised presentation with the corrected Slide 7.  
Best,  
Rebecca

---

**From:** s.15  
s.15 PENZ, REBECCA HOU

**Sent:** Wednesday, August 9, 2023 6:55 PM  
**To:** 'Marcy Sangret' ; Emily Gray ; Sean McGill ; Tyson Schofield ; Param Grewal  
**Subject:** Housing Targets Meeting 2 Presentation

Hi Delta Team,  
Please find attached the presentation and some background information for tomorrow's discussion.  
Best regards,  
**Rebecca Penz (She/Her)**  
a/Director, Policy and Engagement

Housing Targets Branch | Ministry of Housing  
Main: 236.478.3630  
Mobile: 250.880.2269  
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# Housing Targets Consultation

## CITY OF DELTA



Meeting 2  
Thursday, August 10, 2023

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# Meeting Purpose & Approach

---

**Purpose:** Provide the Provincial estimate of housing needs and explore alignment with the municipal estimate.

## **Today is about discussing:**

1. Review what we heard in Meeting 1
2. Overview and comparison of municipal & provincial housing needs estimates
3. Getting your initial thoughts on the draft targets
4. Understanding & factoring your unique constraints in setting housing targets

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s.16

Page 0547 of 1405 to/à Page 0554 of 1405

Withheld pursuant to/removed as

s.13 ; s.16

# Discussion

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- Do you have more questions or require more information about the province's assessment of municipal housing needs and/or draft targets?
- Any other considerations?

## **Next Steps:**

- Proposed Housing Target Order: August 14 (Extension Request?)
- Meeting 3: Aug 24, 2:30 – 4pm
- Meeting 4: Sep 7, 2:30 – 4pm



*Confidential: not for distribution outside your organization*

# THANK YOU



## RE: Follow-up from last meeting

---

From: Gartner, Candice HOUS:EX <Candice.Gartner@gov.bc.ca>  
To: Montuelle, Clementine <Clementine.Montuelle@vancouver.ca>, Corpe, Cimarron HOUS:EX <Cimarron.Corpe@gov.bc.ca>, Penz, Rebecca HOUS:EX <Rebecca.Penz@gov.bc.ca>  
Cc: Cheng, Aaron <Aaron.Cheng@vancouver.ca>, Lasocha, Allison <Allison.Lasocha@vancouver.ca>, Cho, Edna <edna.cho@vancouver.ca>  
Sent: August 11, 2023 7:42:51 AM PDT  
Attachments: Vancouver Draft Targets 20230811.pdf, image001.png

Hi Clementine,

Please see the updated draft targets, attached for your review.

Regarding our next meeting, we confirm it will be held Monday, from 1pm to 2:30pm.

Best,

Candice Gartner

Director, Data Analytics & Performance | Housing Targets Branch | Housing and Land Use Policy | Ministry of Housing

Main: 778 974 4963 | Mobile: 250 818 2158 | Email: [Candice.Gartner@gov.bc.ca](mailto:Candice.Gartner@gov.bc.ca)

---

**From:** Montuelle, Clementine

**Sent:** Thursday, August 10, 2023 2:57 PM

**To:** Corpe, Cimarron HOUS:EX ; Penz, Rebecca HOUS:EX ; Gartner, Candice HOUS:EX

**Cc:** Cheng, Aaron ; Lasocha, Allison ; Cho, Edna

**Subject:** RE: Follow-up from last meeting

**[EXTERNAL] This email came from an external source. Only open attachments or links that you are expecting from a known sender.**

Hi all,

At our last meeting a couple weeks ago you had mentioned that there might be a chance that you could share our draft target a couple days in advance of our meeting on the 14<sup>th</sup>. We were wondering if you'd maybe be able to do so, if it's ready to be shared with us?

Would you also be able to confirm that our meeting on Monday will be from 1pm to 2:30 pm?

Thank you!

Clementine

---

**From:** Corpe, Cimarron HOUS:EX <[Cimarron.Corpe@gov.bc.ca](mailto:Cimarron.Corpe@gov.bc.ca)>

**Sent:** Tuesday, August 1, 2023 4:54 PM

**To:** Lasocha, Allison <[Allison.Lasocha@vancouver.ca](mailto:Allison.Lasocha@vancouver.ca)>; Cho, Edna <[edna.cho@vancouver.ca](mailto:edna.cho@vancouver.ca)>; Penz, Rebecca HOUS:EX <[Rebecca.Penz@gov.bc.ca](mailto:Rebecca.Penz@gov.bc.ca)>

**Cc:** Cheng, Aaron <[Aaron.Cheng@vancouver.ca](mailto:Aaron.Cheng@vancouver.ca)>; Montuelle, Clementine <[Clementine.Montuelle@vancouver.ca](mailto:Clementine.Montuelle@vancouver.ca)>

**Subject:** [EXT] RE: Follow-up from last meeting

**City of Vancouver security warning:** Do not click on links or open attachments unless you were expecting the email and know the content is safe.

---

Hi Allison,

Sorry, I've been in meetings all day today. My schedule tomorrow has shifted, and I am only available for 30 minutes. I'll decline your invite and send an invite for 10:30-11 – we won't need an entire hour to discuss.

Cimarron Corpe

a/Executive Director

---

Housing Targets Branch | Ministry of Housing

Main: 778.974.3902

Mobile: 250.208.0242

Email: [Cimarron.Corpe@gov.bc.ca](mailto:Cimarron.Corpe@gov.bc.ca)

---

**From:** Lasocha, Allison <[Allison.Lasocha@vancouver.ca](mailto:Allison.Lasocha@vancouver.ca)>

**Sent:** Tuesday, August 1, 2023 10:21 AM

**To:** Corpe, Cimarron HOUS:EX <[Cimarron.Corpe@gov.bc.ca](mailto:Cimarron.Corpe@gov.bc.ca)>; Cho, Edna <[edna.cho@vancouver.ca](mailto:edna.cho@vancouver.ca)>; Penz, Rebecca HOUS:EX <[Rebecca.Penz@gov.bc.ca](mailto:Rebecca.Penz@gov.bc.ca)>

**Cc:** Cheng, Aaron <[Aaron.Cheng@vancouver.ca](mailto:Aaron.Cheng@vancouver.ca)>; Montuelle, Clementine <[Clementine.Montuelle@vancouver.ca](mailto:Clementine.Montuelle@vancouver.ca)>

**Subject:** RE: Follow-up from last meeting



**[EXTERNAL] This email came from an external source. Only open attachments or links that you are expecting from a known sender.**

Hi Cim,

Thank you for the information. A call to discuss would be helpful. Wednesday 10-11am should work well for all of us on the City side.

Thanks,

Allison

---

**From:** Corpe, Cimarron HOUS:EX <Cimarron.Corpe@gov.bc.ca>

**Sent:** Monday, July 31, 2023 5:16 PM

**To:** Lasocha, Allison <Allison.Lasocha@vancouver.ca>; Cho, Edna <edna.cho@vancouver.ca>; Penz, Rebecca HOUS:EX <Rebecca.Penz@gov.bc.ca>

**Cc:** Cheng, Aaron <Aaron.Cheng@vancouver.ca>; Montuelle, Clementine <Clementine.Montuelle@vancouver.ca>

**Subject:** [EXT] RE: Follow-up from last meeting

**City of Vancouver security warning:** Do not click on links or open attachments unless you were expecting the email and know the content is safe.

---

Hi Allison,

The Regulation (excerpt below) doesn't prescribe the format or other requirements for an extension request other than it must be in writing. Being that this is a request to the Minister, it might be worth drafting a letter outlining the reason for the request and the estimated amount of time. Per sub-section 1 below, requests must be received before the 30-day expiry timeframe; however, we would appreciate a request before then.

Before preparing a request, I am happy to arrange a call to discuss. Wednesday between 10-11 AM and Thursday between 9-10 AM or 1-2 PM work for Rebecca and me. Let me know your preference and I'll send an invite.

**Consultation with specified municipality – housing target order**

4 (1) For the purposes of sections 3 (3) (b) of the Act, the minister must, on providing a description of a proposed housing target order to a specified municipality, provide the specified municipality a period of 30 days in which to provide written comments to the minister.

(2) On written request of the specified municipality before the expiry of the period referred to in subsection (1), the minister may extend the period for the length of time specified by the minister.

**References**

Act: <https://www.bclaws.gov.bc.ca/civix/document/id/bills/billsprevious/3rd42nd:gov43-1> [bclaws.gov.bc.ca]

Regulation: [https://www.bclaws.gov.bc.ca/civix/document/id/oic/oic\\_cur/0328\\_2023](https://www.bclaws.gov.bc.ca/civix/document/id/oic/oic_cur/0328_2023) [bclaws.gov.bc.ca]

**Cimarron Corpe**

a/Executive Director

Housing Targets Branch | Ministry of Housing

Main: 778.974.3902

Mobile: 250.208.0242

Email: [Cimarron.Corpe@gov.bc.ca](mailto:Cimarron.Corpe@gov.bc.ca)

---

**From:** Lasocha, Allison <Allison.Lasocha@vancouver.ca>

**Sent:** Monday, July 31, 2023 1:37 PM

**To:** Corpe, Cimarron HOUS:EX <Cimarron.Corpe@gov.bc.ca>; Cho, Edna <edna.cho@vancouver.ca>; Penz, Rebecca HOUS:EX <Rebecca.Penz@gov.bc.ca>

**Cc:** Cheng, Aaron <Aaron.Cheng@vancouver.ca>; Montuelle, Clementine <Clementine.Montuelle@vancouver.ca>

**Subject:** RE: Follow-up from last meeting

**[EXTERNAL] This email came from an external source. Only open attachments or links that you are expecting from a known sender.**

Hi Cim,

Thanks for the email. We are looking for more information about the process for requesting a formal extension (e.g. is a letter needed, is there a form?) and when that would need to be sent in by.

If this would be easier to discuss in a meeting rather than email, I'm available Thursday morning or afternoon, or even Wednesday if you have the information by then. Just let me know what works best for you.

Best,

Allison

---

**From:** Corpe, Cimarron HOUS:EX <Cimarron.Corpe@gov.bc.ca>

**Sent:** Saturday, July 29, 2023 1:20 PM

**To:** Cho, Edna <edna.cho@vancouver.ca>; Penz, Rebecca HOUS:EX <Rebecca.Penz@gov.bc.ca>

**Cc:** Lasocha, Allison <Allison.Lasocha@vancouver.ca>; Cheng, Aaron <Aaron.Cheng@vancouver.ca>; Montuelle, Clementine <Clementine.Montuelle@vancouver.ca>

**Subject:** [EXT] RE: Follow-up from last meeting

**City of Vancouver security warning:** Do not click on links or open attachments unless you were expecting the email and know the content is safe.

---

Hi Edna,

Thanks for your email and introduction.

Allison, feel free to reach out anytime or let us know if you would like to arrange a quick touch base call this week.

**Cimarron Corpe**

a/Executive Director

Housing Targets Branch | Ministry of Housing

Main: 778.974.3902

Mobile: 250.208.0242

Email: [Cimarron.Corpe@gov.bc.ca](mailto:Cimarron.Corpe@gov.bc.ca)

---

**From:** Cho, Edna <[edna.cho@vancouver.ca](mailto:edna.cho@vancouver.ca)>

**Sent:** Friday, July 28, 2023 5:16 PM

**To:** Penz, Rebecca HOUS:EX <[Rebecca.Penz@gov.bc.ca](mailto:Rebecca.Penz@gov.bc.ca)>; Corpe, Cimarron HOUS:EX <[Cimarron.Corpe@gov.bc.ca](mailto:Cimarron.Corpe@gov.bc.ca)>

**Cc:** Lasocha, Allison <[Allison.Lasocha@vancouver.ca](mailto:Allison.Lasocha@vancouver.ca)>; Cheng, Aaron <[Aaron.Cheng@vancouver.ca](mailto:Aaron.Cheng@vancouver.ca)>; Montuelle, Clementine <[Clementine.Montuelle@vancouver.ca](mailto:Clementine.Montuelle@vancouver.ca)>

**Subject:** Follow-up from last meeting

**[EXTERNAL] This email came from an external source. Only open attachments or links that you are expecting from a known sender.**

Hi Rebecca and Cim,

I'm just writing to let you know that both Dan and I are away for a couple of weeks. I'll be back on August 14 - in time for our 3<sup>rd</sup> meeting. In our absence, can you liaise with Allison Lasocha (cc'd) on this email? She may follow-up with you next week regarding the process for a formal extension.

If there are any data requests that you have for us re: our targets or needs methodology, you can also reach out to Aaron and Clementine.

Thank-you,

Edna

-----  
Edna Cho

Senior Housing Planner

Planning, Urban Design & Sustainability

City of Vancouver

# 5 Year Housing Estimates → 5 Year Draft Targets

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s.13; s.16

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# Housing Targets Consultation

## District of Oak Bay



Meeting 2  
August 14, 2023

*Confidential: not for distribution outside your organization*

# Meeting Purpose & Approach

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**Purpose:** Provide the Provincial estimate of housing needs and explore alignment with the municipal estimate.

## **Today is about discussing:**

1. Review what we heard in Meeting 1
2. Overview and comparison of municipal & provincial housing needs estimates
3. Getting your initial thoughts on the draft targets
4. Understanding & factoring your unique constraints in setting housing targets

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s.13 ; s.16

# Discussion

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- Do you have more questions or require more information about the province's assessment of municipal housing needs and/or draft targets?
- Any other considerations?

## **Next Steps:**

- Proposed Housing Target Order (August 15, 2023)\*Extension Request?
- Meeting 3: August 21, 10 – 11:30
- Meeting 4: September 6, 10:30 – 12



*Confidential: not for distribution outside your organization*



# THANK YOU



## Housing Targets Meeting 2 Presentation

---

From: Housing.Targets@gov.bc.ca  
To: Andre Boel <ABoel@oakbay.ca>  
Cc: Signe Bagh <SBagh@oakbay.ca>, Selina Williams <SWilliams@oakbay.ca>, Chris Coates <CCoates@oakbay.ca>, Brian Green <BGreen@oakbay.ca>  
Sent: August 11, 2023 3:55:40 PM PDT  
Attachments: image001.png, Oak Bay Meeting 2 Housing Targets.pdf, Housing Needs Estimates Methodology - Handout Meeting 2.pdf

Hi Andre & Team,  
Please find attached the presentation and background information on the methodology for Monday's meeting.  
Best regards,  
**Rebecca Penz (She/Her)**  
a/Director, Policy and Engagement

---

Housing Targets Branch | Ministry of Housing

Main: 236.478.3630

Mobile: 250.880.2269

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## Meeting 3 Deck

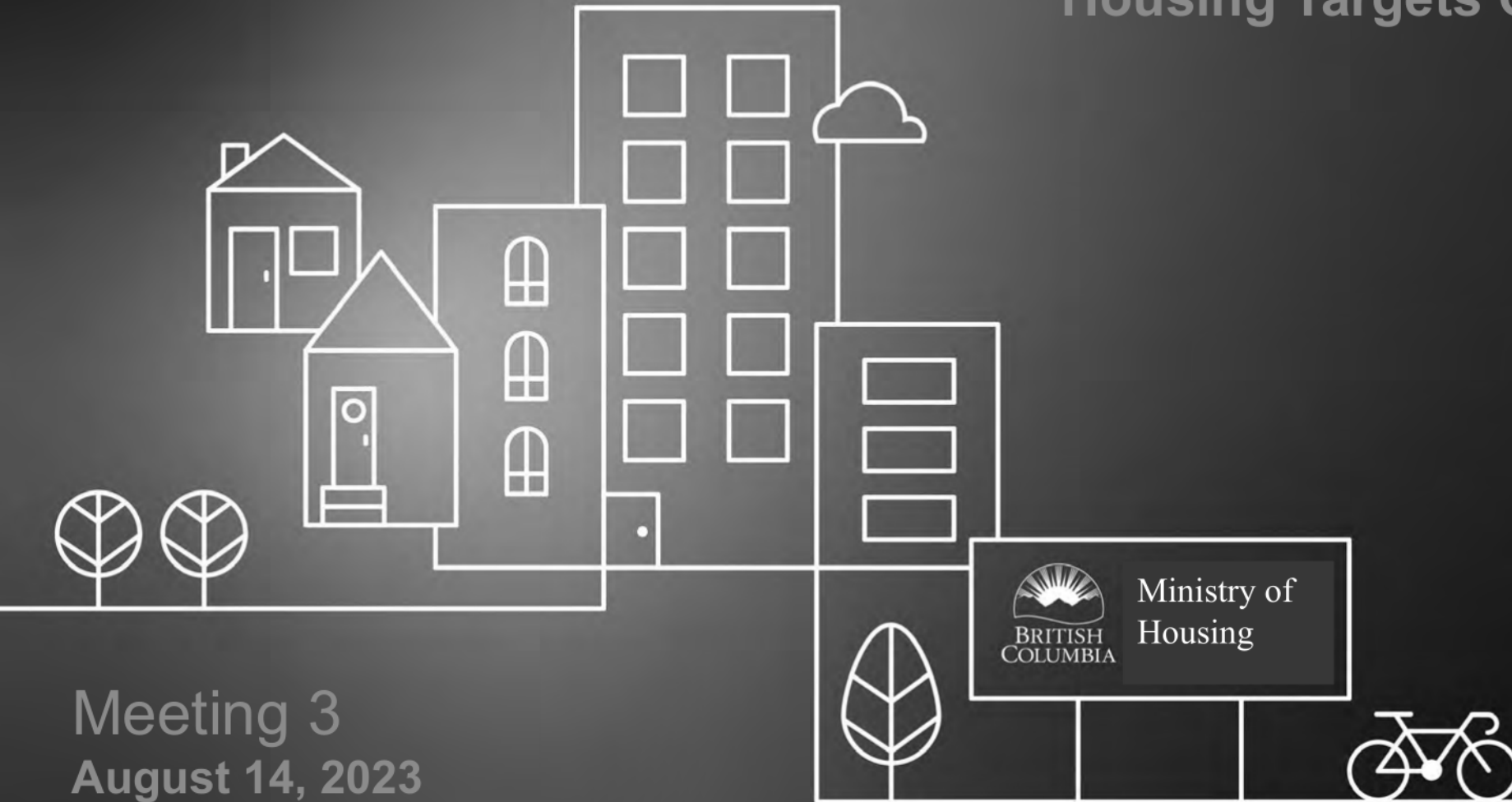
---

From: Corpe, Cimarron HOUS:EX <Cimarron.Corpe@gov.bc.ca>  
To: Theresa.O'Donnell@vancouver.ca, Garrison, Dan (COV) <Dan.Garrison@vancouver.ca>, Cho, Edna <edna.cho@vancouver.ca>, Montuelle, Clementine <Clementine.Montuelle@vancouver.ca>, Cheng, Aaron <Aaron.Cheng@vancouver.ca>, Lasocha, Allison <Allison.Lasocha@vancouver.ca>  
Cc: Penz, Rebecca HOUS:EX <Rebecca.Penz@gov.bc.ca>, Gartner, Candice HOUS:EX <Candice.Gartner@gov.bc.ca>  
Sent: August 14, 2023 8:27:09 AM PDT  
Attachments: Vancouver Meeting 3 Housing Target.pdf, image001.png  
Good morning,  
A PDF of the Meeting 3 deck is attached. We look forward to this afternoon's discussion.  
Cheers,  
**Cimarron Corpe**  
a/Executive Director

Housing Targets Branch | Ministry of Housing  
Main: 778.974.3902  
Mobile: 250.208.0242  
Email: [Cimarron.Corpe@gov.bc.ca](mailto:Cimarron.Corpe@gov.bc.ca)

# Housing Targets Consultation

Vancouver



Meeting 3  
August 14, 2023

*Confidential: not for distribution outside your organization*

# Meeting Purpose & Approach

---

**Purpose:** Provincial team to gain a better understanding of the opportunities and challenges for Vancouver in meeting proposed housing targets.

**Today's topics:**

1. Review what we heard in Meetings 1 & 2
2. Overview of 1<sup>st</sup> cohort consultation themes so far
3. Follow-up on methodology and targets
4. Discuss local opportunities and challenges
5. Anything else?

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s.13 ; s.16

# For Discussion

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- **Methodology** - estimating total housing need, determining units by size, tenure, affordability, or on-site supports, rate of increase to establish annual thresholds
- **Local context** - opportunities and challenges
- **Extensions** – the need for extension mitigated by adjusting timeline to accommodate September Council meeting.

## Next Steps

- Meeting 4: Monday August 21, 2023 – 1-2:30 PM
- Municipal response due September 14, 2023

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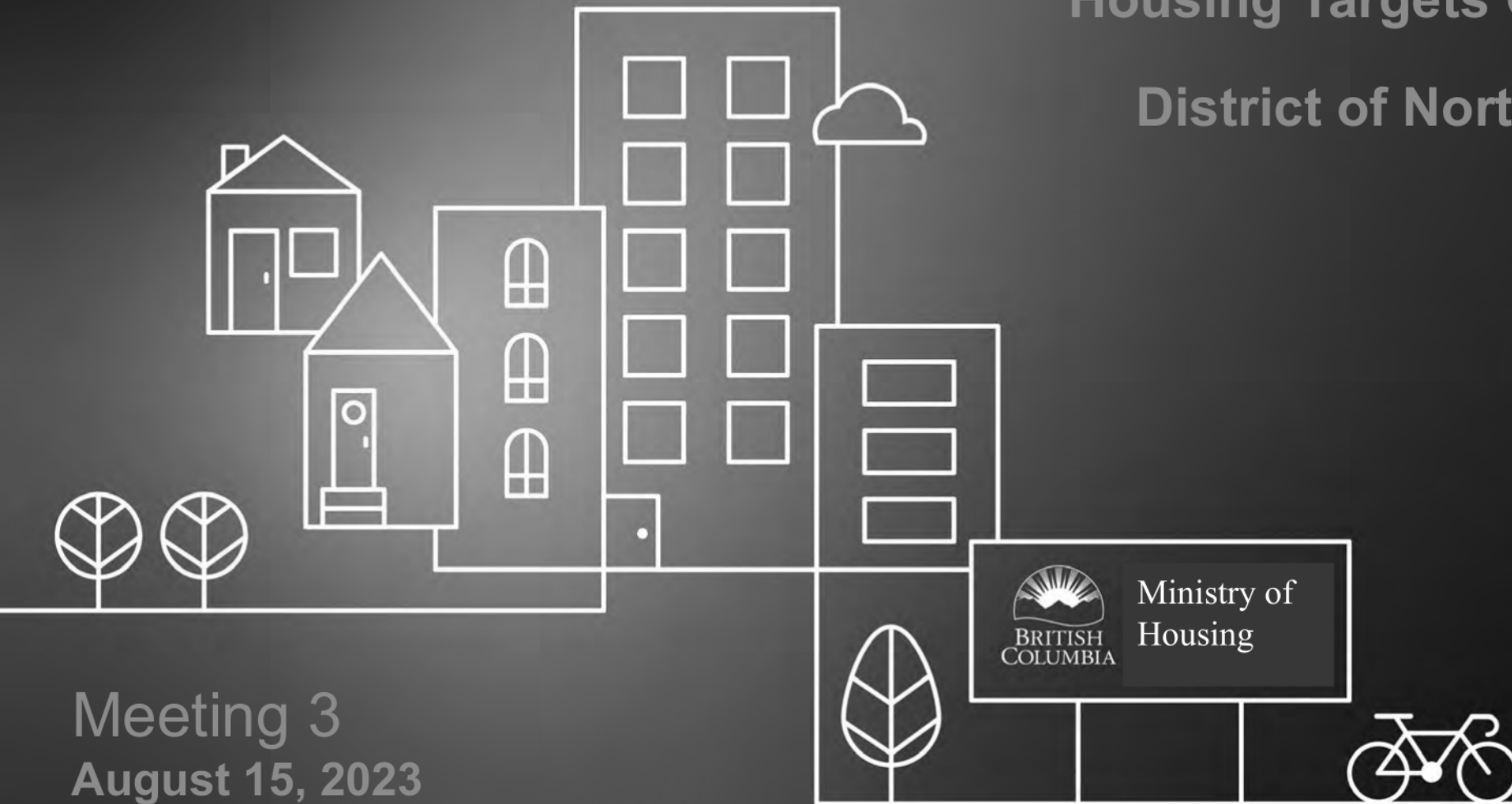


# THANK YOU



# Housing Targets Consultation

## District of North Vancouver



Meeting 3  
August 15, 2023

*Confidential: not for distribution outside your organization*

# Meeting Purpose & Approach

---

**Purpose:** Provincial team to gain a better understanding of the opportunities and challenges for DNV in meeting proposed housing targets.

**Today's topics:**

1. Review what we heard in Meetings 1 & 2
2. Overview of 1<sup>st</sup> cohort consultation themes so far
3. Follow-up on methodology and targets
4. Discuss local opportunities and challenges
5. Anything else?

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# For Discussion

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- **Methodology** - estimating total housing need, determining units by size, tenure, affordability, or on-site supports, rate of increase to establish annual thresholds
- **Local context** - opportunities and challenges
- **Extensions** – the need for extension mitigated by adjusting timeline to accommodate September Council meeting.

## Next Steps

- Meeting 4: Aug 29, 2:30 – 4
- Municipal response due September 14, 2023

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# THANK YOU



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s.13 ; s.16

## Meeting 3 presentation

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From: Housing.Targets@gov.bc.ca  
To: Dan Milburn <milburnd@dnv.org>, Peter Cohen <cohenp@dnv.org>, Rick Danyluk <DanylukR@dnv.org>, Carolyn Grafton <GraftonC@dnv.org>, Ruscheinski, Bonnie HOUS:EX <Bonnie.Ruscheinski@gov.bc.ca>, Tina Atva <AtvaT@dnv.org>, Jennifer Paton <paton@dnv.org>, Yan Zeng <zengy@dnv.org>, Gavin Joyce <JoyceG@dnv.org>, Jody Chartier <ChartierJ@dnv.org>  
Sent: August 14, 2023 5:50:52 PM PDT  
Attachments: image001.png, District of North Vancouver Meeting 3 Housing Targets.pdf  
Hi Dan & Team,  
Please find attached the presentation for tomorrow's meeting.  
Best regards,  
**Rebecca Penz (She/Her)**  
a/Director, Policy and Engagement

Housing Targets Branch | Ministry of Housing

Main: 236.478.3630

Mobile: 250.880.2269

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s.13 ; s.16

## Proposed Housing Targets: District of North Vancouver

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From: Penz, Rebecca HOUS:EX <Rebecca.Penz@gov.bc.ca>  
To: David Stuart <StuartD@dnv.org>  
Cc: Housing Targets Branch HOUS:EX <Housing.Targets@gov.bc.ca>, Dan Milburn <milburnd@dnv.org>  
Sent: August 15, 2023 2:24:08 PM PDT  
Attachments: Appendix A - District of North Vancouver Proposed Housing Targets.pdf, Appendix B - District of North Vancouver Provincial Housing Needs Assessment.pdf, District of North Vancouver Proposed Housing Targets Cover Letter.pdf, image001.png

*Sent on behalf of Bindi Sawchuk, Assistant Deputy Minister, Housing and Land Use Policy, B.C. Ministry of Housing:*

Good day David Stuart,

Please see the attached letter notifying you of the proposed Housing Targets for your municipality.

We look forward to receiving your written comments by **September 14, 2023**.

For additional information about the Housing Supply Act please see:

Legislation: [Bill 43 – 2022: Housing Supply Act \(gov.bc.ca\)](#)

Regulation: [Housing Supply Regulation \(gov.bc.ca\)](#)

Best regards,

**Rebecca Penz (She/Her)**

a/Director, Policy and Engagement

Housing Targets Branch | Ministry of Housing

Main: 236.478.3630

Mobile: 250.880.2269

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s.13 ; s.16

## Proposed Housing Targets: City of Abbotsford

---

From: Housing.Targets@gov.bc.ca  
To: Peter Sparanese <PSparanese@abbotsford.ca>  
Cc: Mark Neill <mneill@abbotsford.ca>, Heather Kauer <hkauer@abbotsford.ca>  
Sent: August 15, 2023 2:36:22 PM PDT  
Attachments: image001.png, Abbotsford Proposed Housing Targets Cover Letter.pdf, Appendix A - Abbotsford Proposed Housing Targets.pdf, Appendix B - Abbotsford Provincial Housing Needs Assessment.pdf

*Sent on behalf of Bindi Sawchuk, Assistant Deputy Minister, Housing and Land Use Policy, B.C. Ministry of Housing:*

Good day Peter Sparanese,

Please see the attached letter notifying you of the proposed Housing Targets for your municipality.

We look forward to receiving your written comments by **September 14, 2023**.

For additional information about the Housing Supply Act please see:

Legislation: [Bill 43 – 2022: Housing Supply Act \(gov.bc.ca\)](#)

Regulation: [Housing Supply Regulation \(gov.bc.ca\)](#)

Best regards,

**Rebecca Penz (She/Her)**

a/Director, Policy and Engagement

Housing Targets Branch | Ministry of Housing

Main: 236.478.3630

Mobile: 250.880.2269

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s.13 ; s.16

## Proposed Housing Targets: City of Delta

---

From: Penz, Rebecca HOUS:EX <Rebecca.Penz@gov.bc.ca>  
To: Sean McGill <SMcGill@delta.ca>  
Cc: Housing Targets Branch HOUS:EX <Housing.Targets@gov.bc.ca>, Marcy Sangret <MSangret@delta.ca>  
Sent: August 15, 2023 2:44:53 PM PDT  
Attachments: Appendix A - Delta Proposed Housing Targets.pdf, Appendix B - Delta Provincial Housing Needs Assessment.pdf, Delta Proposed Housing Targets Cover Letter.pdf, image001.png

*Sent on behalf of Bindi Sawchuk, Assistant Deputy Minister, Housing and Land Use Policy, B.C. Ministry of Housing:*

Good day Sean McGill,

Please see the attached letter notifying you of the proposed Housing Targets for your municipality.

We look forward to receiving your written comments by **September 14, 2023**.

For additional information about the Housing Supply Act please see:

Legislation: [Bill 43 – 2022: Housing Supply Act \(gov.bc.ca\)](#)

Regulation: [Housing Supply Regulation \(gov.bc.ca\)](#)

Best regards,

**Rebecca Penz (She/Her)**

a/Director, Policy and Engagement

Housing Targets Branch | Ministry of Housing

Main: 236.478.3630

Mobile: 250.880.2269

Grateful to live and work on the territories of the ləkʷəŋən and W̱SÁNEĆ Peoples .

## Proposed Housing Targets: City of Kamloops

---

From: Penz, Rebecca HOUS:EX <Rebecca.Penz@gov.bc.ca>  
To: David Trawin <dtrawin@kamloops.ca>  
Cc: Marvin Kwiatkowski <mkwiatkowski@kamloops.ca>, Housing Targets Branch HOUS:EX <Housing.Targets@gov.bc.ca>  
Sent: August 15, 2023 2:47:59 PM PDT  
Attachments: Appendix A - Kamloops Proposed Housing Targets.pdf, Appendix B - Kamloops Provincial Housing Needs Assessment.pdf, Kamloops Proposed Housing Targets Cover Letter (1).pdf, image001.png

*Sent on behalf of Bindi Sawchuk, Assistant Deputy Minister, Housing and Land Use Policy, B.C. Ministry of Housing:*

Good day David Trawin,

Please see the attached letter notifying you of the proposed Housing Targets for your municipality.

We look forward to receiving your written comments by **September 14, 2023**.

For additional information about the Housing Supply Act please see:

Legislation: [Bill 43 – 2022: Housing Supply Act \(gov.bc.ca\)](#)

Regulation: [Housing Supply Regulation \(gov.bc.ca\)](#)

Best regards,

**Rebecca Penz (She/Her)**

a/Director, Policy and Engagement

Housing Targets Branch | Ministry of Housing

Main: 236.478.3630

Mobile: 250.880.2269

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## Proposed Housing Targets: District of Oak Bay

---

From: Penz, Rebecca HOUS:EX <Rebecca.Penz@gov.bc.ca>  
To: Selina Williams <SWilliams@oakbay.ca>  
Cc: Andre Boel <ABoel@oakbay.ca>, Brian Green <BGreen@oakbay.ca>, Housing Targets Branch HOUS:EX <Housing.Targets@gov.bc.ca>  
Sent: August 15, 2023 2:51:25 PM PDT  
Attachments: image001.png, Oak Bay Proposed Housing Targets Cover Letter.pdf, Appendix B - Oak Bay Provincial Housing Needs Assessment.pdf, Appendix A - Oak Bay Proposed Housing Targets.pdf

*Sent on behalf of Bindi Sawchuk, Assistant Deputy Minister, Housing and Land Use Policy, B.C. Ministry of Housing:*

Good day Selina Williams,

Please see the attached letter notifying you of the proposed Housing Targets for your municipality.

We look forward to receiving your written comments by **September 14, 2023**.

For additional information about the Housing Supply Act please see:

Legislation: [Bill 43 – 2022: Housing Supply Act \(gov.bc.ca\)](#)

Regulation: [Housing Supply Regulation \(gov.bc.ca\)](#)

Best regards,

**Rebecca Penz (She/Her)**

a/Director, Policy and Engagement

Housing Targets Branch | Ministry of Housing

Main: 236.478.3630

Mobile: 250.880.2269

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## Proposed Housing Targets: City of Port Moody

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From: Penz, Rebecca HOUS:EX <Rebecca.Penz@gov.bc.ca>  
To: tsavoie@portmoody.ca  
Cc: Housing Targets Branch HOUS:EX <Housing.Targets@gov.bc.ca>, Kate Zanon <kzanon@portmoody.ca>  
Sent: August 15, 2023 2:54:37 PM PDT  
Attachments: Appendix A - Port Moody Proposed Housing Targets.pdf, Appendix B - Port Moody Provincial Housing Needs Assessment.pdf, Port Moody Proposed Housing Targets Cover Letter.pdf, image001.png

*Sent on behalf of Bindi Sawchuk, Assistant Deputy Minister, Housing and Land Use Policy, B.C. Ministry of Housing:*

Good day Tim Savoie,

Please see the attached letter notifying you of the proposed Housing Targets for your municipality.

We look forward to receiving your written comments by **September 14, 2023**.

For additional information about the Housing Supply Act please see:

Legislation: [Bill 43 – 2022: Housing Supply Act \(gov.bc.ca\)](#)

Regulation: [Housing Supply Regulation \(gov.bc.ca\)](#)

Best regards,

**Rebecca Penz (She/Her)**

a/Director, Policy and Engagement

Housing Targets Branch | Ministry of Housing

Main: 236.478.3630

Mobile: 250.880.2269

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## Proposed Housing Targets: District of Saanich

---

From: Penz, Rebecca HOUS:EX <Rebecca.Penz@gov.bc.ca>  
To: Brent Reems <Brent.Reems@saanich.ca>  
Cc: Lindsay Chase <Lindsay.Chase@saanich.ca>, Housing Targets Branch HOUS:EX <Housing.Targets@gov.bc.ca>  
Sent: August 15, 2023 2:58:04 PM PDT  
Attachments: Appendix A - Saanich Proposed Housing Targets.pdf, Appendix B - Saanich Provincial Housing Needs Assessment.pdf, Saanich Proposed Housing Targets Cover Letter.pdf, image001.png

*Sent on behalf of Bindi Sawchuk, Assistant Deputy Minister, Housing and Land Use Policy, B.C. Ministry of Housing:*

Good day Brent Reems,

Please see the attached letter notifying you of the proposed Housing Targets for your municipality.

We look forward to receiving your written comments by **September 14, 2023**.

For additional information about the Housing Supply Act please see:

Legislation: [Bill 43 – 2022: Housing Supply Act \(gov.bc.ca\)](#)

Regulation: [Housing Supply Regulation \(gov.bc.ca\)](#)

Best regards,

**Rebecca Penz (She/Her)**

a/Director, Policy and Engagement

Housing Targets Branch | Ministry of Housing

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Withheld pursuant to/removed as

s.13 ; s.16

## Proposed Housing Targets: City of Vancouver

---

From: Penz, Rebecca HOUS:EX <Rebecca.Penz@gov.bc.ca>  
To: Mochrie, Paul <Paul.Mochrie@vancouver.ca>  
Cc: Housing Targets Branch HOUS:EX <Housing.Targets@gov.bc.ca>, Theresa.O'Donnell@vancouver.ca, Garrison, Dan (COV) <Dan.Garrison@vancouver.ca>, Cho, Edna <edna.cho@vancouver.ca>  
Sent: August 15, 2023 3:00:23 PM PDT  
Attachments: Appendix A - Vancouver Proposed Housing Targets.pdf, image001.png, Appendix B - Vancouver Provincial Housing Needs Assessment.pdf, Vancouver Proposed Housing Targets Cover Letter.pdf

*Sent on behalf of Bindi Sawchuk, Assistant Deputy Minister, Housing and Land Use Policy, B.C. Ministry of Housing:*

Good day Paul Mochrie,

Please see the attached letter notifying you of the proposed Housing Targets for your municipality.

We look forward to receiving your written comments by **September 14, 2023**.

For additional information about the Housing Supply Act please see:

Legislation: [Bill 43 – 2022: Housing Supply Act \(gov.bc.ca\)](#)

Regulation: [Housing Supply Regulation \(gov.bc.ca\)](#)

Best regards,

**Rebecca Penz (She/Her)**

a/Director, Policy and Engagement

Housing Targets Branch | Ministry of Housing

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Mobile: 250.880.2269

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Page 0638 of 1405

Withheld pursuant to/removed as

s.13 ; s.16

## Proposed Housing Targets: City of Victoria

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From: Penz, Rebecca HOUS:EX <Rebecca.Penz@gov.bc.ca>  
To: Jocelyn Jenkyns <JJenkyns@victoria.ca>  
Cc: Karen Hoese <KHoese@victoria.ca>, Andrea Hudson <AHudson@victoria.ca>, Housing Targets Branch HOUS:EX <Housing.Targets@gov.bc.ca>  
Sent: August 15, 2023 3:04:51 PM PDT  
Attachments: image001.png, Victoria Proposed Housing Targets Cover Letter.pdf, Appendix A - Victoria Proposed Housing Targets (1).pdf, Appendix B - Victoria Provincial Housing Needs Assessment.pdf

*Sent on behalf of Bindi Sawchuk, Assistant Deputy Minister, Housing and Land Use Policy, B.C. Ministry of Housing:*

Good day Jocelyn Jenkyns,

Please see the attached letter notifying you of the proposed Housing Targets for your municipality.

We look forward to receiving your written comments by **September 14, 2023**.

For additional information about the Housing Supply Act please see:

Legislation: [Bill 43 – 2022: Housing Supply Act \(gov.bc.ca\)](#)

Regulation: [Housing Supply Regulation \(gov.bc.ca\)](#)

Best regards,

**Rebecca Penz (She/Her)**

a/Director, Policy and Engagement

Housing Targets Branch | Ministry of Housing

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Page 0640 of 1405

Withheld pursuant to/removed as

s.13 ; s.16



## Proposed Housing Targets: District of West Vancouver

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From: Penz, Rebecca HOUS:EX <Rebecca.Penz@gov.bc.ca>  
To: sfindlay@westvancouver.ca  
Cc: jbailey@westvancouver.ca, Housing Targets Branch HOUS:EX  
<Housing.Targets@gov.bc.ca>, dhawkins@westvancouver.ca  
Sent: August 15, 2023 3:07:46 PM PDT  
Attachments: image001.png, West Vancouver Proposed Housing Targets Cover Letter.pdf, Appendix A -  
West Vancouver Proposed Housing Targets.pdf, Appendix B - West Vancouver Provincial  
Housing Needs Assessment.pdf

*Sent on behalf of Bindi Sawchuk, Assistant Deputy Minister, Housing and Land Use Policy, B.C. Ministry of Housing:*

Good day Scott Findlay,

Please see the attached letter notifying you of the proposed Housing Targets for your municipality.

We look forward to receiving your written comments by **September 14, 2023**.

For additional information about the Housing Supply Act please see:

Legislation: [Bill 43 – 2022: Housing Supply Act \(gov.bc.ca\)](#)

Regulation: [Housing Supply Regulation \(gov.bc.ca\)](#)

Best regards,

**Rebecca Penz (She/Her)**

a/Director, Policy and Engagement

Housing Targets Branch | Ministry of Housing

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Mobile: 250.880.2269

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Page 0642 of 1405 to/à Page 0644 of 1405

Withheld pursuant to/removed as

s.13 ; s.16

## RE: Proposed Housing Targets: City of Vancouver

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From: Mochrie, Paul <Paul.Mochrie@vancouver.ca>  
To: Penz, Rebecca HOUS:EX <Rebecca.Penz@gov.bc.ca>  
Cc: Housing Targets Branch HOUS:EX <Housing.Targets@gov.bc.ca>, O'Donnell, Theresa <Theresa.O'Donnell@vancouver.ca>, Garrison, Dan (COV) <Dan.Garrison@vancouver.ca>, Cho, Edna <edna.cho@vancouver.ca>  
Sent: August 15, 2023 5:56:03 PM PDT

**[EXTERNAL] This email came from an external source. Only open attachments or links that you are expecting from a known sender.**

Hello Rebecca,  
Thanks for your letter. I confirm that we have received and acknowledge the deadline for comments.  
Best,  
Paul

---

**From:** Penz, Rebecca HOUS:EX  
**Sent:** Tuesday, August 15, 2023 3:00 PM  
**To:** Mochrie, Paul  
**Cc:** Housing Targets Branch HOUS:EX ; O'Donnell, Theresa ; Garrison, Dan (COV) ; Cho, Edna  
**Subject:** [EXT] Proposed Housing Targets: City of Vancouver  
**City of Vancouver security warning:** Do not click on links or open attachments unless you were expecting the email and know the content is safe.

---

*Sent on behalf of Bindi Sawchuk, Assistant Deputy Minister, Housing and Land Use Policy, B.C. Ministry of Housing:*  
Good day Paul Mochrie,  
Please see the attached letter notifying you of the proposed Housing Targets for your municipality.

We look forward to receiving your written comments by **September 14, 2023**.  
For additional information about the Housing Supply Act please see:  
Legislation: [Bill 43 – 2022: Housing Supply Act \(gov.bc.ca\) \[bclaws.gov.bc.ca\]](#)  
Regulation: [Housing Supply Regulation \(gov.bc.ca\) \[bclaws.gov.bc.ca\]](#)  
Best regards,  
**Rebecca Penz (She/Her)**  
[a/Director, Policy and Engagement](#)  
Housing Targets Branch | Ministry of Housing  
Main: 236.478.3630  
Mobile: 250.880.2269  
Grateful to live and work on the territories of the ɫəᑭʷəŋən and W̱SÁNEĆ Peoples .

## Follow-up from Meeting 3

---

From: Cho, Edna <edna.cho@vancouver.ca>  
To: Corpe, Cimarron HOUS:EX <Cimarron.Corpe@gov.bc.ca>, Gartner, Candice HOUS:EX <Candice.Gartner@gov.bc.ca>, Penz, Rebecca HOUS:EX <Rebecca.Penz@gov.bc.ca>  
Cc: O'Donnell, Theresa <Theresa.O'Donnell@vancouver.ca>, Garrison, Dan (COV) <Dan.Garrison@vancouver.ca>, Cheng, Aaron <Aaron.Cheng@vancouver.ca>, Montuelle, Clementine <Clementine.Montuelle@vancouver.ca>  
Sent: August 16, 2023 12:15:31 PM PDT

**[EXTERNAL] This email came from an external source. Only open attachments or links that you are expecting from a known sender.**

Hi Cim, Rebecca, and Candice,

Thank-you for sending us the Draft Target order yesterday. We have a couple of questions and thoughts following up from our meeting on Monday.

1. Would you be able to share the BC stats households projection numbers please? They are not yet available on the website and we'd like to compare these numbers to Metro Vancouver's and to our own projections. This will help us provide important context to our Council. We would also be interested to see the details of the adjustment you made for the purpose of the housing need calculation.
2. We remain concerned with the target breakdowns being based on past trends, particularly the tenure split. We understand the need to use data that is accessible to all municipalities, and we know there is no easy way of anticipating the exact housing needs of new immigrants. However, we believe that this approach would bake-in problems of the past: municipalities that have historically not delivered rental housing would still not be required to do so. We also know from analysing census data that the vast majority of newcomers to the city, immigrants and temporary residents in particular, rent their homes. At the meeting on Monday, you asked for ideas on other data that could be used besides tenure split in the general household population. Here are some indicators for consideration:
  - tenure split among net new households between census periods (census data)
  - tenure split among households who recently moved to the municipality (census data on 5-year mobility)
  - adjustment of the tenure split to boost the rental share for municipalities with a rental vacancy rate below 1.5% (CMHC rental market survey)
  - region-wide tenure split as minimum threshold
3. Would you be able to confirm what is considered to be below-market? For background context:
  - In our Housing Vancouver Strategy, we have a target for "low-income and non-market housing targets", which includes all non-profit housing: social, supportive and co-ops, regardless of rent ranges.
  - The City defines "social housing" as non-profit buildings where at least 30% of the units are affordable to incomes below HILs. The remainder can be rented at low end of market rates (typically these we don't see the price jump in these low end of market units at turnover that we see in market units, so they become below-market overtime. Affordability can also deepen overtime, when owners have repaid their mortgages.
  - We also have policies in place to foster the delivery of privately-owned below-market rental. These units have starting rents set in a housing agreement at 10 to 20% below CMHC's city-wide average rent, followed by annual increases as allowed by the RTA. At turnover, these units can reset to 10-20% below the new city-wide average.
  - Since 2017, Vancouver has had an overall target of ~50% of the total units serving incomes below \$80K. We have been consistently falling short of this target because this type of housing is highly dependent on government funding and partnerships.
  - The target you proposed was set by using HILs as a benchmark. However, if you were to consider only units below HILs, we (and other municipalities) would not be able to meet the target, as this type of housing is dependent on funding. We would encourage you to take a wider approach and include all non-profit operated and privately-owned below-market rental in this category
4. Regarding the discussion on the rate of increase and annual thresholds – we took a look again at our pipeline of projects in application/construction. We think it would be reasonable to set the threshold at 5,000/year for both 2023 and 2024 and the distribute the remainder evenly over 2025 – 2027.

5. For the upcoming meeting on reporting metrics, we'd like to receive clarification on the reporting timeline. Will it be changed to align to calendar years? In addition, we'd like some guidance on whether we should include Senawk in our reporting. We haven't talked about this in our meetings but MST is intending to complete the project within a 5-year timeframe. The City's role in this project is limited to site servicing and connection to adjacent areas, but it is located at the heart of the city and will bring thousands of rental units to the Vancouver market.

Lastly, we will likely be briefing some of our political staff during the next few weeks – we will be advising them that the draft targets are confidential. There is a likelihood that they may reach out to their political counterparts at the Province and we anticipate that this would be done privately.

We look forward to the next meeting and continuing our discussions.

Thank-you,

Edna

-----  
Edna Cho  
Senior Housing Planner  
Planning, Urban Design & Sustainability  
City of Vancouver

## Meeting 3 Presentation: West Vancouver

---

From: Penz, Rebecca HOUS:EX <Rebecca.Penz@gov.bc.ca>  
To: jbailey@westvancouver.ca, dhawkins@westvancouver.ca  
Cc: Housing Targets Branch HOUS:EX <Housing.Targets@gov.bc.ca>  
Sent: August 16, 2023 2:37:02 PM PDT  
Attachments: West Vancouver Meeting 3 Housing Targets Draft.pdf, image001.png

Hi Jim & David,

Please find attached the presentation for tomorrow's meeting. I won't be attending but look forward to catching up at Meeting 4.

Best,

**Rebecca Penz (She/Her)**

a/Director, Policy and Engagement

Housing Targets Branch | Ministry of Housing

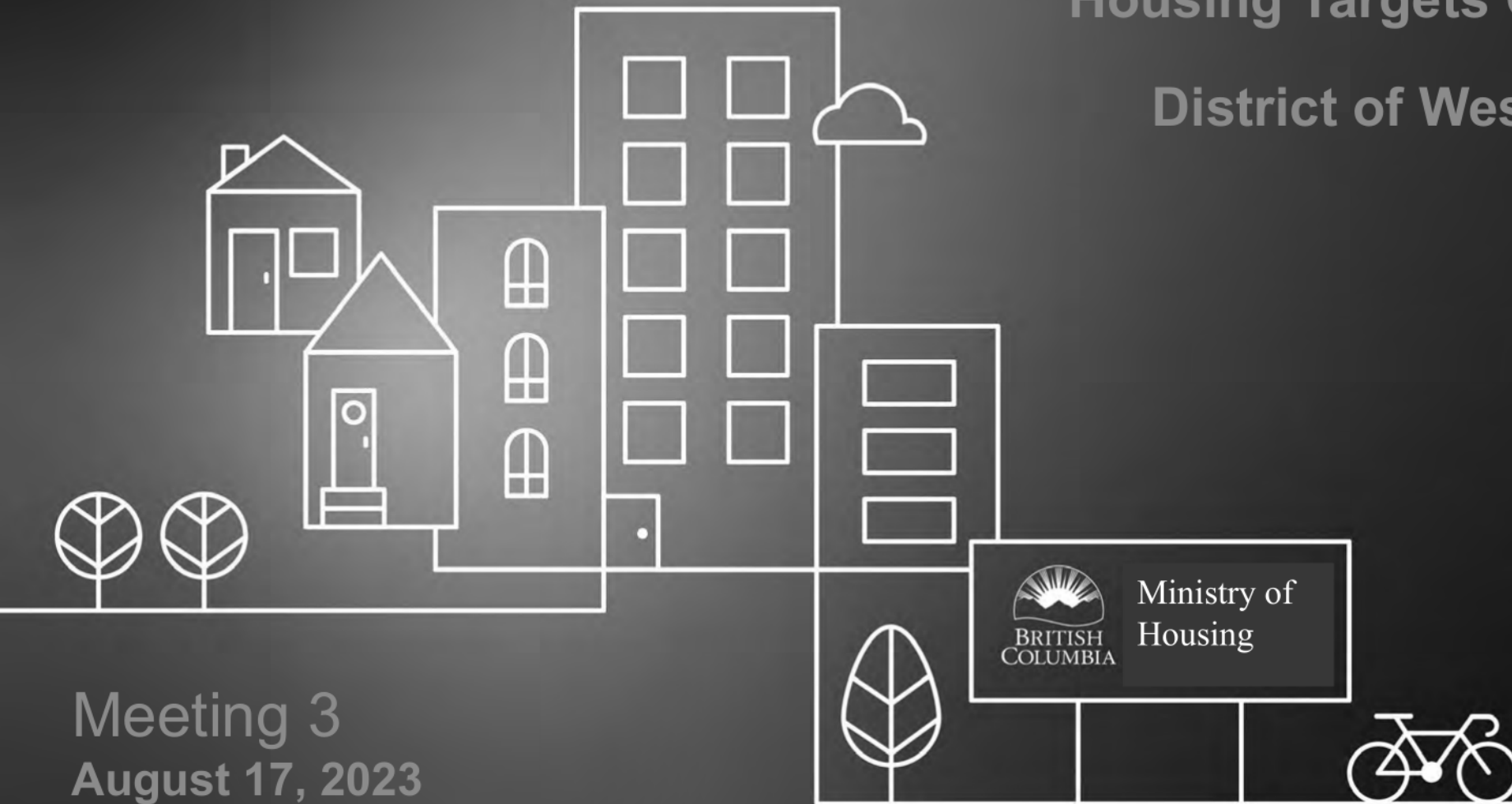
Main: 236.478.3630

Mobile: 250.880.2269

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# Housing Targets Consultation

## District of West Vancouver



Meeting 3  
August 17, 2023

*Confidential: not for distribution outside your organization*

# Meeting Purpose & Approach

---

**Purpose:** Provincial team to gain a better understanding of the opportunities and challenges for West Vancouver in meeting proposed housing targets.

**Today's topics:**

1. Review what we heard in Meetings 1 & 2
2. Overview of 1<sup>st</sup> cohort consultation themes so far
3. Follow-up on methodology and targets
4. Discuss local opportunities and challenges
5. Anything else?

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s.13 ; s.16

# For Discussion

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- **Methodology** - estimating total housing need, determining units by size, tenure, affordability, or on-site supports, rate of increase to establish annual thresholds
- **Local context** - opportunities and challenges
- **Extensions** – the need for extension mitigated by adjusting timeline to accommodate September Council meeting.

## Next Steps

- Meeting 4: Aug 31, 10:30 – 12
- Municipal response due September 14, 2023

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# THANK YOU



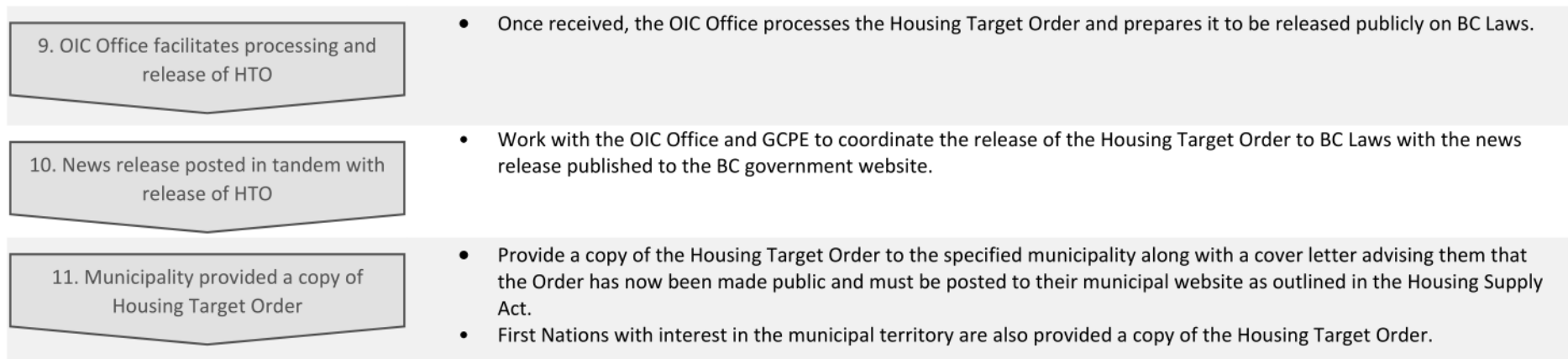
Page 0656 of 1405 to/à Page 0660 of 1405

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s.13 ; s.16

## Ministerial Order Work Flow

1. Draft Proposed HTO	<ul style="list-style-type: none"> <li>Customize the Proposed Housing Target Order for a specified municipality using the approved template.</li> <li>Use the proposed housing targets data provided by the analytics team to complete the template.</li> </ul>
2. Provide Proposed HTO to municipality	<ul style="list-style-type: none"> <li>Each specified municipality receives a <b>confidential</b> copy of their proposed Housing Target Order sent via email to the Chief Administrative Officer.</li> <li>The package includes a cover letter as well as the proposed Housing Target Order.</li> <li>This is provided to the specified municipality <b>between consultation meeting #2 and #3</b>.</li> <li>This <b>triggers the 30 days for municipal response</b> as outlined in the Housing Supply Act.</li> </ul>
3. Receive response to proposed HTO within 30 days	<ul style="list-style-type: none"> <li>Responses to the proposed Housing Target Order must be received within 30 days.</li> <li>Extension requests for the period to respond must be received at <b>least 15 days</b> prior to the deadline to submit a response.</li> </ul>
4. Conduct Analysis of response and Finalize HTO	<ul style="list-style-type: none"> <li>Based on the municipal response, assessment is conducted to recommend amending the housing target to the Minister.</li> <li>Additional meetings are held with the specified municipality as needed to discuss their response to the proposed targets in more detail.</li> </ul>
5. Prepare and submit decision briefing note for signature	<ul style="list-style-type: none"> <li>Customize the Housing Target Order Decision Briefing Note for the specified municipality or municipalities using the approved template.</li> <li>Recommend that the Deputy Minister and Minister approve option 1 to Establish a Housing Target Order for the specified municipality.</li> <li>Attach the Housing Target Order as Appendix A.</li> </ul>
6. Send HTO to Legislative Coordinator	<ul style="list-style-type: none"> <li>Once the Deputy Minister and Minister have approved and signed the decision briefing note, the Housing Target Order can be deposited to the Legislative (OIC) Coordinator at the Attorney General Deputy Ministers Office.</li> <li>The full package must be submitted for the Legislative Coordinator to proceed, including the Housing Target Order and a copy of the signed decision briefing note.</li> </ul>
7. Legislative Coordinator facilitates Minister signature of HTO	<ul style="list-style-type: none"> <li>The Legislative Coordinator facilitates signing of the Housing Target Order by the Minister.</li> <li>For the Legislative Coordinator to proceed, the full housing targets package must be received.</li> </ul>
8. Legislative Coordinator sends HTO to OIC Office for processing	<ul style="list-style-type: none"> <li>The Legislative Coordinator sends the signed Housing Target Order to the Order in Council (OIC) Office to be processed and released.</li> </ul>



## RE: Follow-up from Meeting 3

---

From: Corpe, Cimarron HOUS:EX <Cimarron.Corpe@gov.bc.ca>  
To: O'Donnell, Theresa <Theresa.O'Donnell@vancouver.ca>, Penz, Rebecca HOUS:EX <Rebecca.Penz@gov.bc.ca>  
Cc: Garrison, Dan (COV) <Dan.Garrison@vancouver.ca>, Mochrie, Paul <Paul.Mochrie@vancouver.ca>, Cho, Edna <edna.cho@vancouver.ca>, Tsang-Trinaistich, Templar <Templar.Tsang-Trinaistich@vancouver.ca>  
Sent: August 17, 2023 1:41:42 PM PDT  
Attachments: image001.png

Hi Theresa,

Yes, the letter, proposed housing targets, meeting materials and nature of our discussions can be shared with the City of Vancouver elected officials and their staff noting that these discussions and materials have been conducted and shared within the context of confidential intergovernmental relations. Sharing the materials are important for briefing your elected officials to inform the municipality's written response to the minister.

I hope this helps to answer your question. I am in a meeting until 4 PM today, but happy to chat afterward if you have any follow up questions.

Cim

PS Edna, we will respond to your email shortly.

**Cimarron Corpé**

a/Executive Director

Housing Targets Branch | Ministry of Housing  
Main: 778.974.3902  
Mobile: 250.208.0242  
Email: [Cimarron.Corpe@gov.bc.ca](mailto:Cimarron.Corpe@gov.bc.ca)

---

**From:** O'Donnell, Theresa

**Sent:** Thursday, August 17, 2023 1:31 PM

**To:** Corpe, Cimarron HOUS:EX ; Penz, Rebecca HOUS:EX

**Cc:** Garrison, Dan (COV) ; Mochrie, Paul ; Cho, Edna ; Tsang-Trinaistich, Templar

**Subject:** RE: Follow-up from Meeting 3

**[EXTERNAL] This email came from an external source. Only open attachments or links that you are expecting from a known sender.**

Good Afternoon Cim and Rebecca

Apologize for the multiple emails, but I do have one additional question regarding the Proposed Housing Targets Letter you all sent on Tuesday.

Staff are diligently reviewing this material and preparing written and in-person briefing materials for both the staff leadership and our elected officials. In this regard, your



letter includes a **Confidentiality Note** that states that this information should not be distributed outside your organization. We understand this to mean that the information contained in the Letter may also be shared with Mayor and Council, as well as staff supporting the Mayor and Councillors, whom are all part of our organization.

It would be most helpful if you would provide written confirmation that we are able to communicate the contents of this letter, and perhaps the letter in its entirety, to the

Mayor and members of City Council as we seek direction and approval of the City's official response to the Housing Order.

Thanking you in advance,  
theresa

---

**From:** Cho, Edna <edna.cho@vancouver.ca>

**Sent:** Wednesday, August 16, 2023 12:16 PM

**To:** Corpe, Cimarron HOUS:EX <Cimarron.Corpe@gov.bc.ca>; Gartner, Candice HOUS:EX <Candice.Gartner@gov.bc.ca>; Penz, Rebecca HOUS:EX <Rebecca.Penz@gov.bc.ca>

**Cc:** O'Donnell, Theresa ; Garrison, Dan (COV) <Dan.Garrison@vancouver.ca>; Cheng, Aaron <Aaron.Cheng@vancouver.ca>; Montuelle, Clementine <Clementine.Montuelle@vancouver.ca>

**Subject:** Follow-up from Meeting 3

Hi Cim, Rebecca, and Candice,

Thank you for sending us the Draft Target order yesterday. We have a couple of questions and thoughts following up from our meeting on Monday.

1. Would you be able to share the BC stats households projection numbers please? They are not yet available on the website and we'd like to compare these numbers to Metro Vancouver's and to our own projections. This will help us provide important context to our Council. We would also be interested to see the details of the adjustment you made for the purpose of the housing need calculation.
2. We remain concerned with the target breakdowns being based on past trends, particularly the tenure split. We understand the need to use data that is accessible to all municipalities, and we know there is no easy way of anticipating the exact housing needs of new immigrants. However, we believe that this approach would bake-in problems of the past: municipalities that have historically not delivered rental housing would still not be required to do so. We also know from analysing census data that the vast majority of newcomers to the city, immigrants and temporary residents in particular, rent their homes. At the meeting on Monday, you asked for ideas on other data that could be used besides tenure split in the general household population. Here are some indicators for consideration:
  - tenure split among net new households between census periods (census data)
  - tenure split among households who recently moved to the municipality (census data on 5-year mobility)
  - adjustment of the tenure split to boost the rental share for municipalities with a rental vacancy rate below 1.5% (CMHC rental market survey)
  - region-wide tenure split as minimum threshold
3. Would you be able to confirm what is considered to be below-market? For background context:
  - In our Housing Vancouver Strategy, we have a target for "low-income and non-market housing targets", which includes all non-profit housing: social, supportive and co-ops, regardless of rent ranges.
  - The City defines "social housing" as non-profit buildings where at least 30% of the units are affordable to incomes below HILs. The remainder can be rented at low end of market rates (typically these we don't see the price jump in these low end of market units at turnover that we see in market units, so they become below-market overtime. Affordability can also deepen overtime, when owners have repaid their mortgages.
  - We also have policies in place to foster the delivery of privately-owned below-market rental. These units have starting rents set in a housing agreement at 10 to 20% below CMHC's city-wide average rent, followed by annual increases as allowed by the RTA. At turnover, these units can reset to 10-20% below the new city-wide average.
  - Since 2017, Vancouver has had an overall target of ~50% of the total units serving incomes below \$80K. We have been consistently falling short of this target because this type of housing is highly dependent on government funding and partnerships.
  - The target you proposed was set by using HILs as a benchmark. However, if you were to consider only units below HILs, we (and other municipalities) would not be able to meet the target, as this type of housing is dependent on funding. We would encourage you to take a wider approach and include all non-profit operated and privately-owned below-market rental in this category
4. Regarding the discussion on the rate of increase and annual thresholds – we took a look again at our pipeline of projects in application/construction. We think it would be reasonable to set the threshold at 5,000/year for both 2023 and 2024 and the distribute the remainder evenly over 2025 – 2027.

5. For the upcoming meeting on reporting metrics, we'd like to receive clarification on the reporting timeline. Will it be changed to align to calendar years? In addition, we'd like some guidance on whether we should include Senawk in our reporting. We haven't talked about this in our meetings but MST is intending to complete the project within a 5-year timeframe. The City's role in this project is limited to site servicing and connection to adjacent areas, but it is located at the heart of the city and will bring thousands of rental units to the Vancouver market.

Lastly, we will likely be briefing some of our political staff during the next few weeks – we will be advising them that the draft targets are confidential. There is a likelihood that they may reach out to their political counterparts at the Province and we anticipate that this would be done privately.

We look forward to the next meeting and continuing our discussions.

Thank-you,

Edna

-----  
Edna Cho  
Senior Housing Planner  
Planning, Urban Design & Sustainability  
City of Vancouver

# Housing Targets Consultation

## Oak Bay



Meeting 3  
August 21, 2023

*Confidential: not for distribution outside your organization*

# Meeting Purpose & Approach

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**Purpose:** Provincial team to gain a better understanding of the opportunities and challenges for Oak Bay in meeting proposed housing targets.

**Today's topics:**

1. Review what we heard in Meetings 1 & 2
2. Overview of 1<sup>st</sup> cohort consultation themes so far
3. Follow-up on methodology and targets
4. Discuss local opportunities and challenges
5. Anything else?

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s.13 ; s.16

# For Discussion

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- **Methodology** - estimating total housing need, determining units by size, tenure, affordability, or on-site supports, rate of increase to establish annual thresholds
- **Local context** - opportunities and challenges
- **Extensions** – the need for extension mitigated by adjusting timeline to accommodate September Council meeting.

## Next Steps

- Meeting 4: Monday September 6, 2023 – 10:30 AM -12:00 PM
- Municipal response due September 14, 2023

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# THANK YOU





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s.13 ; s.16

## Housing Targets Meeting 3 Presentation

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From: Housing.Targets@gov.bc.ca  
To: Signe Bagh <SBagh@oakbay.ca>, Selina Williams <SWilliams@oakbay.ca>, Brian Green <BGreen@oakbay.ca>, Andre Boel <ABoel@oakbay.ca>  
Sent: August 18, 2023 3:35:43 PM PDT  
Attachments: Oak Bay Meeting 3 Housing Targets.pdf, image001.png

Hi Oak Bay Team,

Please find attached the presentation for Monday's meeting at 10 a.m. We're looking forward to hosting you at our office at 614 Humboldt Street. Someone will meet you in the lobby (same entrance as the Commons restaurant) at 9:55. If you arrive early, please feel free to call/text me at s.17

Best regards,

**Rebecca Penz (She/Her)**

a/Director, Policy and Engagement

Housing Targets Branch | Ministry of Housing

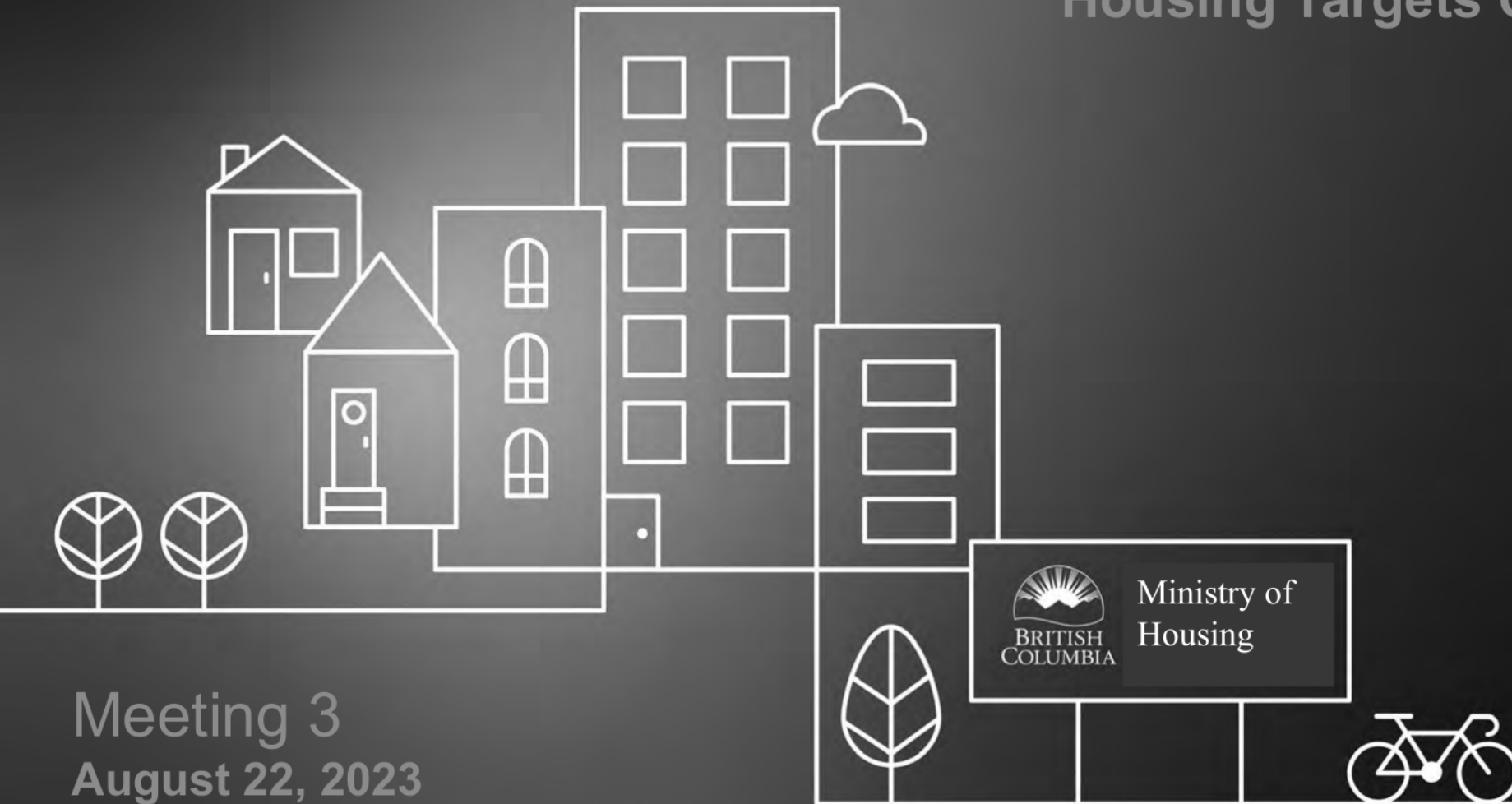
Main: 236.478.3630

Mobile: 250.880.2269

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# Housing Targets Consultation

Victoria



Meeting 3  
August 22, 2023

*Confidential: not for distribution outside your organization*

# Meeting Purpose & Approach

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**Purpose:** Provincial team to gain a better understanding of the opportunities and challenges for Victoria in meeting proposed housing targets.

**Today's topics:**

1. Review what we heard in Meetings 1 & 2
2. Overview of 1<sup>st</sup> cohort consultation themes so far
3. Follow-up on methodology and targets
4. Discuss local opportunities and challenges
5. Anything else?

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*Confidential: not for distribution outside your organization*



Page 0681 of 1405 to/à Page 0682 of 1405

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s.16

Page 0683 of 1405

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s.13 ; s.16

# For Discussion

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- **Methodology** - estimating total housing need, determining units by size, tenure, affordability, or on-site supports, rate of increase to establish annual thresholds
- **Local context** - opportunities and challenges
- **Extensions** – the need for extension mitigated by adjusting timeline to accommodate September Council meeting.

## Next Steps

- Meeting 4: Monday September 5, 2023 – 10:30 AM -12:00 PM
- Municipal response due September 14, 2023

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*Confidential: not for distribution outside your organization*



# THANK YOU





Page 0686 of 1405 to/à Page 0690 of 1405

Withheld pursuant to/removed as

s.13 ; s.16

## Housing Targets Meeting 3 Presentation

---

From: Housing.Targets@gov.bc.ca  
To: Andrea Hudson <AHudson@victoria.ca>, Ross Soward <rsoward@victoria.ca>, Jocelyn Jenkyns <JJenkyns@victoria.ca>, Karen Hoese <KHoese@victoria.ca>  
Sent: August 21, 2023 8:37:10 AM PDT  
Attachments: image001.png, Victoria Meeting 3 Housing Targets.pdf

Good morning Victoria Team,

Please find attached the presentation for tomorrow's meeting. We're looking forward to hosting you at our office.

Best regards,

**Rebecca Penz (She/Her)**

a/Director, Policy and Engagement

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Housing Targets Branch | Ministry of Housing

Main: 236.478.3630

Mobile: 250.880.2269

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## Housing Targets Meeting 3 presentation

---

From: Housing.Targets@gov.bc.ca  
To: Brent Reems <Brent.Reems@saanich.ca>  
Cc: Pam.Hartling@saanich.ca, Lindsay Chase <Lindsay.Chase@saanich.ca>  
Sent: August 21, 2023 8:42:10 AM PDT  
Attachments: Saanich Meeting 3 Housing Targets.pdf, image001.png

Good morning Brent,

Please find attached the presentation for tomorrow's meeting. Do you want to meet virtually? We wouldn't be able to come to municipal hall tomorrow but could host you if you wanted to come to our office again.

Best,

**Rebecca Penz (She/Her)**

a/Director, Policy and Engagement

Housing Targets Branch | Ministry of Housing

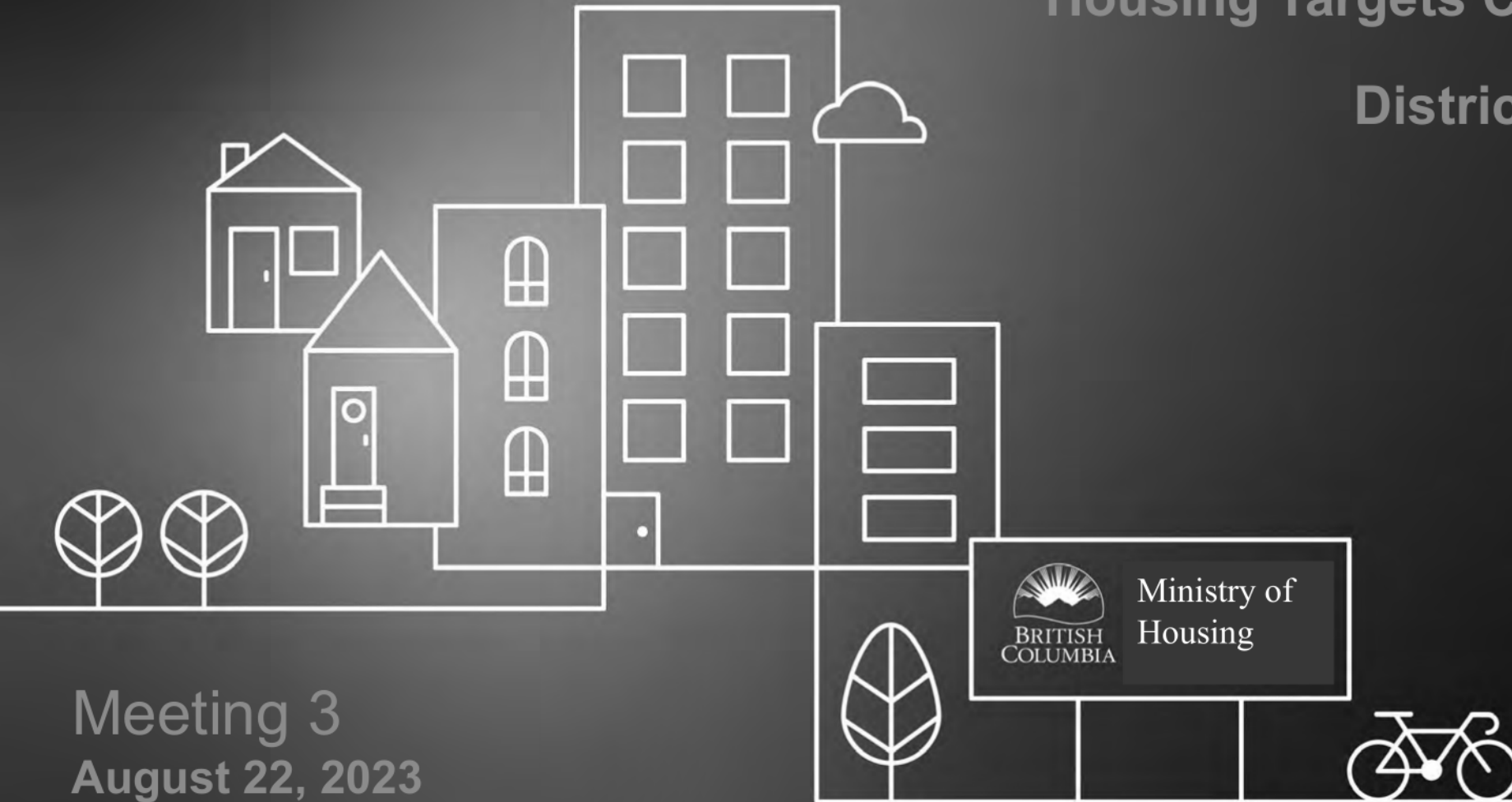
Main: 236.478.3630

Mobile: 250.880.2269

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# Housing Targets Consultation

## District of Saanich



Meeting 3  
August 22, 2023

*Confidential: not for distribution outside your organization*

# Meeting Purpose & Approach

---

**Purpose:** Provincial team to gain a better understanding of the opportunities and challenges for Saanich in meeting proposed housing targets.

**Today's topics:**

1. Review what we heard in Meetings 1 & 2
2. Overview of 1<sup>st</sup> cohort consultation themes so far
3. Follow-up on methodology and targets
4. Discuss local opportunities and challenges
5. Anything else?

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Page 0695 of 1405 to/à Page 0696 of 1405

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s.16

Page 0697 of 1405

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s.13 ; s.16

# For Discussion

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- **Methodology** - estimating total housing need, determining units by size, tenure, affordability, or on-site supports, rate of increase to establish annual thresholds
- **Local context** - opportunities and challenges
- **Extensions** – the need for extension mitigated by adjusting timeline to accommodate September Council meeting.

## Next Steps

- Meeting 4: September 5, 2023 – 1-2:30 PM
- Municipal response due September 14, 2023

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*Confidential: not for distribution outside your organization*





# THANK YOU



Page 0700 of 1405 to/à Page 0704 of 1405

Withheld pursuant to/removed as

s.13 ; s.16

Good morning David,

The proposed housing targets for the District of North Vancouver were recently sent to you for review. I am following up with you regarding the process for submitting written comments to the Minister of Housing. As noted in the cover letter, your written response is due on or before September 14, 2023. Responses received prior to the due date are greatly appreciated.

Please prepare your written response in letter format addressed to the Honourable Minister Ravi Kahlon and sent by email to HOUS.minister@gov.bc.ca. The District of North Vancouver can determine the municipal signatory. Please copy the following ministry staff:

Bindi Sawchuk, Assistant Deputy Minister: Bindi.Sawchuk@gov.bc.ca

Cimarron Corpé, A/Executive Director: Cimarron.Corpe@gov.bc.ca

Rebecca Penz, A/Director, Policy & Engagement: Rebecca.Penz@gov.bc.ca

We appreciate your ongoing collaboration throughout the housing targets process. Please reach out if you have any questions.

Best regards,

Rebecca Penz (She/Her)

a/Director, Policy and Engagement

Housing Targets Branch | Ministry of Housing

Main: 236.478.3630

Mobile: 250.880.2269

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## Response to Proposed Housing Targets

---

From: Penz, Rebecca HOUS:EX <Rebecca.Penz@gov.bc.ca>  
To: Sean McGill <SMcGill@delta.ca>  
Cc: Housing Targets Branch HOUS:EX <Housing.Targets@gov.bc.ca>, Marcy Sangret <MSangret@delta.ca>  
Sent: August 21, 2023 9:00:40 AM PDT  
Attachments: image001.png

Good morning Sean,

The proposed housing targets for the City of Delta were recently sent to you for review. I am following up with you regarding the process for submitting written comments to the Minister of Housing. As noted in the cover letter, your written response is due on or before September 14, 2023. Responses received prior to the due date are greatly appreciated.

Please prepare your written response in letter format addressed to the Honourable Minister Ravi Kahlon and sent by email to [HOUS.minister@gov.bc.ca](mailto:HOUS.minister@gov.bc.ca). The City of Delta can determine the municipal signatory. Please copy the following ministry staff:

Bindi Sawchuk, Assistant Deputy Minister: [Bindi.Sawchuk@gov.bc.ca](mailto:Bindi.Sawchuk@gov.bc.ca)

Cimarron Corpé, A/Executive Director: [Cimarron.Corpe@gov.bc.ca](mailto:Cimarron.Corpe@gov.bc.ca)

Rebecca Penz, A/Director, Policy & Engagement: [Rebecca.Penz@gov.bc.ca](mailto:Rebecca.Penz@gov.bc.ca)

We appreciate your ongoing collaboration throughout the housing targets process. Please reach out if you have any questions.

Best regards,

**Rebecca Penz (She/Her)**

a/Director, Policy and Engagement

Housing Targets Branch | Ministry of Housing

Main: 236.478.3630

Mobile: 250.880.2269

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## Response to Proposed Housing Targets

---

From: Penz, Rebecca HOUS:EX <Rebecca.Penz@gov.bc.ca>  
To: Peter Sparanese <PSparanese@abbotsford.ca>  
Cc: Mark Neill <mneill@abbotsford.ca>, Heather Kauer <hkauer@abbotsford.ca>, Housing Targets Branch HOUS:EX <Housing.Targets@gov.bc.ca>  
Sent: August 21, 2023 9:00:40 AM PDT  
Attachments: image001.png

Dear Peter,

The proposed housing targets for the City of Abbotsford were recently sent to you for review. I am following up with you regarding the process for submitting written comments to the Minister of Housing. As noted in the cover letter, your written response is due on or before September 14, 2023. Responses received prior to the due date are greatly appreciated.

Please prepare your written response in letter format addressed to the Honourable Minister Ravi Kahlon and sent by email to [HOUS.minister@gov.bc.ca](mailto:HOUS.minister@gov.bc.ca). The City of Abbotsford can determine the municipal signatory. Please copy the following ministry staff:

Bindi Sawchuk, Assistant Deputy Minister: [Bindi.Sawchuk@gov.bc.ca](mailto:Bindi.Sawchuk@gov.bc.ca)

Cimarron Corpé, A/Executive Director: [Cimarron.Corpe@gov.bc.ca](mailto:Cimarron.Corpe@gov.bc.ca)

Rebecca Penz, A/Director, Policy & Engagement: [Rebecca.Penz@gov.bc.ca](mailto:Rebecca.Penz@gov.bc.ca)

We appreciate your ongoing collaboration throughout the housing targets process. Please reach out if you have any questions.

Best regards,

**Rebecca Penz (She/Her)**

a/Director, Policy and Engagement

Housing Targets Branch | Ministry of Housing

Main: 236.478.3630

Mobile: 250.880.2269

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## Response to Proposed Housing Targets

---

From: Penz, Rebecca HOUS:EX <Rebecca.Penz@gov.bc.ca>  
To: David Trawin <dtrawin@kamloops.ca>  
Cc: Marvin Kwiatkowski <mkwiatkowski@kamloops.ca>, Housing Targets Branch HOUS:EX <Housing.Targets@gov.bc.ca>  
Sent: August 21, 2023 9:00:40 AM PDT  
Attachments: image001.png

Dear David,

The proposed housing targets for the City of Kamloops were recently sent to you for review. I am following up with you regarding the process for submitting written comments to the Minister of Housing. As noted in the cover letter, your written response is due on or before September 14, 2023. Responses received prior to the due date are greatly appreciated.

Please prepare your written response in letter format addressed to the Honourable Minister Ravi Kahlon and sent by email to [HOUS.minister@gov.bc.ca](mailto:HOUS.minister@gov.bc.ca). The City of Kamloops can determine the municipal signatory. Please copy the following ministry staff:

Bindi Sawchuk, Assistant Deputy Minister: [Bindi.Sawchuk@gov.bc.ca](mailto:Bindi.Sawchuk@gov.bc.ca)

Cimarron Corpé, A/Executive Director: [Cimarron.Corpe@gov.bc.ca](mailto:Cimarron.Corpe@gov.bc.ca)

Rebecca Penz, A/Director, Policy & Engagement: [Rebecca.Penz@gov.bc.ca](mailto:Rebecca.Penz@gov.bc.ca)

We appreciate your ongoing collaboration throughout the housing targets process. Please reach out if you have any questions.

Best regards,

**Rebecca Penz (She/Her)**

a/Director, Policy and Engagement

Housing Targets Branch | Ministry of Housing

Main: 236.478.3630

Mobile: 250.880.2269

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## Response to Proposed Housing Targets

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From: Penz, Rebecca HOUS:EX <Rebecca.Penz@gov.bc.ca>  
To: tsavoie@portmoody.ca  
Cc: Housing Targets Branch HOUS:EX <Housing.Targets@gov.bc.ca>, Kate Zanon <kzanon@portmoody.ca>  
Sent: August 21, 2023 9:00:41 AM PDT  
Attachments: image001.png

Good morning Tim,

The proposed housing targets the City of Port Moody were recently sent to you for review. I am following up with you regarding the process for submitting written comments to the Minister of Housing. As noted in the cover letter, your written response is due on or before September 14, 2023. Responses received prior to the due date are greatly appreciated.

Please prepare your written response in letter format addressed to the Honourable Minister Ravi Kahlon and sent by email to [HOUS.minister@gov.bc.ca](mailto:HOUS.minister@gov.bc.ca). The City of Port Moody can determine the municipal signatory. Please copy the following ministry staff:

Bindi Sawchuk, Assistant Deputy Minister: [Bindi.Sawchuk@gov.bc.ca](mailto:Bindi.Sawchuk@gov.bc.ca)

Cimarron Corpé, A/Executive Director: [Cimarron.Corpe@gov.bc.ca](mailto:Cimarron.Corpe@gov.bc.ca)

Rebecca Penz, A/Director, Policy & Engagement: [Rebecca.Penz@gov.bc.ca](mailto:Rebecca.Penz@gov.bc.ca)

We appreciate your ongoing collaboration throughout the housing targets process. Please reach out if you have any questions.

Best regards,

**Rebecca Penz (She/Her)**

a/Director, Policy and Engagement

Housing Targets Branch | Ministry of Housing

Main: 236.478.3630

Mobile: 250.880.2269

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## Response to Proposed Housing Targets

---

From: Penz, Rebecca HOUS:EX <Rebecca.Penz@gov.bc.ca>  
To: Brent Reems <Brent.Reems@saanich.ca>  
Cc: Lindsay Chase <Lindsay.Chase@saanich.ca>, Housing Targets Branch HOUS:EX <Housing.Targets@gov.bc.ca>  
Sent: August 21, 2023 9:00:41 AM PDT  
Attachments: image001.png

Good morning Brent,

The proposed housing targets for the District of Saanich were recently sent to you for review. I am following up with you regarding the process for submitting written comments to the Minister of Housing. As noted in the cover letter, your written response is due on or before September 14, 2023. Responses received prior to the due date are greatly appreciated.

Please prepare your written response in letter format addressed to the Honourable Minister Ravi Kahlon and sent by email to [HOUS.minister@gov.bc.ca](mailto:HOUS.minister@gov.bc.ca). The District of Saanich can determine the municipal signatory. Please copy the following ministry staff:

Bindi Sawchuk, Assistant Deputy Minister: [Bindi.Sawchuk@gov.bc.ca](mailto:Bindi.Sawchuk@gov.bc.ca)

Cimarron Corpé, A/Executive Director: [Cimarron.Corpe@gov.bc.ca](mailto:Cimarron.Corpe@gov.bc.ca)

Rebecca Penz, A/Director, Policy & Engagement: [Rebecca.Penz@gov.bc.ca](mailto:Rebecca.Penz@gov.bc.ca)

We appreciate your ongoing collaboration throughout the housing targets process. Please reach out if you have any questions.

Best regards,

**Rebecca Penz (She/Her)**

a/Director, Policy and Engagement

Housing Targets Branch | Ministry of Housing

Main: 236.478.3630

Mobile: 250.880.2269

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## Response to Proposed Housing Targets

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From: Penz, Rebecca HOUS:EX <Rebecca.Penz@gov.bc.ca>  
To: Jocelyn Jenkyns <JJenkyns@victoria.ca>  
Cc: Karen Hoesse <KHoesse@victoria.ca>, Andrea Hudson <AHudson@victoria.ca>, Housing Targets Branch HOUS:EX <Housing.Targets@gov.bc.ca>  
Sent: August 21, 2023 9:00:41 AM PDT  
Attachments: image001.png

Good morning Jocelyn,

The proposed housing targets for the City of Victoria were recently sent to you for review. I am following up with you regarding the process for submitting written comments to the Minister of Housing. As noted in the cover letter, your written response is due on or before September 14, 2023. Responses received prior to the due date are greatly appreciated.

Please prepare your written response in letter format addressed to the Honourable Minister Ravi Kahlon and sent by email to [HOUS.minister@gov.bc.ca](mailto:HOUS.minister@gov.bc.ca). The City of Victoria can determine the municipal signatory. Please copy the following ministry staff:

Bindi Sawchuk, Assistant Deputy Minister: [Bindi.Sawchuk@gov.bc.ca](mailto:Bindi.Sawchuk@gov.bc.ca)

Cimarron Corpé, A/Executive Director: [Cimarron.Corpe@gov.bc.ca](mailto:Cimarron.Corpe@gov.bc.ca)

Rebecca Penz, A/Director, Policy & Engagement: [Rebecca.Penz@gov.bc.ca](mailto:Rebecca.Penz@gov.bc.ca)

We appreciate your ongoing collaboration throughout the housing targets process. Please reach out if you have any questions.

Best regards,

**Rebecca Penz (She/Her)**

a/Director, Policy and Engagement

Housing Targets Branch | Ministry of Housing

Main: 236.478.3630

Mobile: 250.880.2269

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## Response to Proposed Housing Targets

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From: Penz, Rebecca HOUS:EX <Rebecca.Penz@gov.bc.ca>  
To: Selina Williams <SWilliams@oakbay.ca>  
Cc: Andre Boel <ABoel@oakbay.ca>, Brian Green <BGreen@oakbay.ca>, Housing Targets Branch HOUS:EX <Housing.Targets@gov.bc.ca>  
Sent: August 21, 2023 9:00:41 AM PDT  
Attachments: image001.png

Dear Selina,

The proposed housing targets for the District of Oak Bay were recently sent to you for review. I am following up with you regarding the process for submitting written comments to the Minister of Housing. As noted in the cover letter, your written response is due on or before September 14, 2023. Responses received prior to the due date are greatly appreciated.

Please prepare your written response in letter format addressed to the Honourable Minister Ravi Kahlon and sent by email to [HOUS.minister@gov.bc.ca](mailto:HOUS.minister@gov.bc.ca). The District of Oak Bay can determine the municipal signatory. Please copy the following ministry staff:

Bindi Sawchuk, Assistant Deputy Minister: [Bindi.Sawchuk@gov.bc.ca](mailto:Bindi.Sawchuk@gov.bc.ca)

Cimarron Corpé, A/Executive Director: [Cimarron.Corpe@gov.bc.ca](mailto:Cimarron.Corpe@gov.bc.ca)

Rebecca Penz, A/Director, Policy & Engagement: [Rebecca.Penz@gov.bc.ca](mailto:Rebecca.Penz@gov.bc.ca)

We appreciate your ongoing collaboration throughout the housing targets process. Please reach out if you have any questions.

Best regards,

**Rebecca Penz (She/Her)**

a/Director, Policy and Engagement

Housing Targets Branch | Ministry of Housing

Main: 236.478.3630

Mobile: 250.880.2269

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## Response to Proposed Housing Targets

---

From: Penz, Rebecca HOUS:EX <Rebecca.Penz@gov.bc.ca>  
To: Mochrie, Paul <Paul.Mochrie@vancouver.ca>  
Cc: Housing Targets Branch HOUS:EX <Housing.Targets@gov.bc.ca>, Theresa.O'Donnell@vancouver.ca, Garrison, Dan (COV) <Dan.Garrison@vancouver.ca>, Cho, Edna <edna.cho@vancouver.ca>  
Sent: August 21, 2023 9:00:41 AM PDT  
Attachments: image001.png

Good morning Paul,

The proposed housing targets for the City of Vancouver were recently sent to you for review. Thanks for confirming receipt. I am following up with you regarding the process for submitting written comments to the Minister of Housing. As noted in the cover letter, your written response is due on or before September 14, 2023. Responses received prior to the due date are greatly appreciated.

Please prepare your written response in letter format addressed to the Honourable Minister Ravi Kahlon and sent by email to [HOUS.minister@gov.bc.ca](mailto:HOUS.minister@gov.bc.ca). The City of Vancouver can determine the municipal signatory. Please copy the following ministry staff:

Bindi Sawchuk, Assistant Deputy Minister: [Bindi.Sawchuk@gov.bc.ca](mailto:Bindi.Sawchuk@gov.bc.ca)

Cimarron Corpé, A/Executive Director: [Cimarron.Corpe@gov.bc.ca](mailto:Cimarron.Corpe@gov.bc.ca)

Rebecca Penz, A/Director, Policy & Engagement: [Rebecca.Penz@gov.bc.ca](mailto:Rebecca.Penz@gov.bc.ca)

We appreciate your ongoing collaboration throughout the housing targets process. Please reach out if you have any questions.

Best regards,

**Rebecca Penz (She/Her)**

a/Director, Policy and Engagement

Housing Targets Branch | Ministry of Housing

Main: 236.478.3630

Mobile: 250.880.2269

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## Response to Proposed Housing Targets

---

From: Penz, Rebecca HOUS:EX <Rebecca.Penz@gov.bc.ca>  
To: sfindlay@westvancouver.ca  
Cc: jbailey@westvancouver.ca, Housing Targets Branch HOUS:EX <Housing.Targets@gov.bc.ca>, dhawkins@westvancouver.ca  
Sent: August 21, 2023 9:00:42 AM PDT  
Attachments: image001.png

Good morning Scott,

The proposed housing targets for the District of West Vancouver were recently sent to you for review. I am following up with you regarding the process for submitting written comments to the Minister of Housing. As noted in the cover letter, your written response is due on or before September 14, 2023. Responses received prior to the due date are greatly appreciated.

Please prepare your written response in letter format addressed to the Honourable Minister Ravi Kahlon and sent by email to [HOUS.minister@gov.bc.ca](mailto:HOUS.minister@gov.bc.ca). The District of West Vancouver can determine the municipal signatory. Please copy the following ministry staff:

Bindi Sawchuk, Assistant Deputy Minister: [Bindi.Sawchuk@gov.bc.ca](mailto:Bindi.Sawchuk@gov.bc.ca)

Cimarron Corpé, A/Executive Director: [Cimarron.Corpe@gov.bc.ca](mailto:Cimarron.Corpe@gov.bc.ca)

Rebecca Penz, A/Director, Policy & Engagement: [Rebecca.Penz@gov.bc.ca](mailto:Rebecca.Penz@gov.bc.ca)

We appreciate your ongoing collaboration throughout the housing targets process. Please reach out if you have any questions.

Best regards,

**Rebecca Penz (She/Her)**

a/Director, Policy and Engagement

Housing Targets Branch | Ministry of Housing

Main: 236.478.3630

Mobile: 250.880.2269

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## Re: Response to Proposed Housing Targets

---

From: David Trawin <dtrawin@kamloops.ca>  
To: Penz, Rebecca HOUS:EX <Rebecca.Penz@gov.bc.ca>  
Cc: Marvin Kwiatkowski <mkwiatkowski@kamloops.ca>, Housing Targets Branch HOUS:EX <Housing.Targets@gov.bc.ca>  
Sent: August 21, 2023 12:30:10 PM PDT

**[EXTERNAL]** This email came from an external source. Only open attachments or links that you are expecting from a known sender.

As usual thank you Rebecca for your diligence in this and keeping me up-to-date and providing useful information on timelines and procedure

David Trawin, MURP, BA  
Chief Administrative Officer  
City of Kamloops  
250-828-3497

---

**From:** Penz, Rebecca HOUS:EX  
**Sent:** Monday, August 21, 2023 9:00:40 AM  
**To:** David Trawin  
**Cc:** Marvin Kwiatkowski ; Housing Targets Branch HOUS:EX  
**Subject:** Response to Proposed Housing Targets

**CAUTION:** This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Dear David,

The proposed housing targets for the City of Kamloops were recently sent to you for review. I am following up with you regarding the process for submitting written comments to the Minister of Housing. As noted in the cover letter, your written response is due on or before September 14, 2023. Responses received prior to the due date are greatly appreciated.

Please prepare your written response in letter format addressed to the Honourable Minister Ravi Kahlon and sent by email to [HOUS.minister@gov.bc.ca](mailto:HOUS.minister@gov.bc.ca). The City of Kamloops can determine the municipal signatory. Please copy the following ministry staff:

Bindi Sawchuk, Assistant Deputy Minister: [Bindi.Sawchuk@gov.bc.ca](mailto:Bindi.Sawchuk@gov.bc.ca)

Cimarron Corpé, A/Executive Director: [Cimarron.Corpe@gov.bc.ca](mailto:Cimarron.Corpe@gov.bc.ca)

Rebecca Penz, A/Director, Policy & Engagement: [Rebecca.Penz@gov.bc.ca](mailto:Rebecca.Penz@gov.bc.ca)

We appreciate your ongoing collaboration throughout the housing targets process. Please reach out if you have any questions.

Best regards,

**Rebecca Penz (She/Her)**

a/Director, Policy and Engagement

Housing Targets Branch | Ministry of Housing

Main: 236.478.3630

Mobile: 250.880.2269

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## RE: (External Email) Response to Proposed Housing Targets

---

From: Housing.Targets@gov.bc.ca  
To: Brent Reems <Brent.Reems@saanich.ca>  
Sent: August 21, 2023 4:03:23 PM PDT

Hi Brent,

Yes, the Minister would receive that correspondence as confidential information. We have had a discussion with another municipality about release of confidential information after the target orders are announced (i.e. the potential for Council to Rise and Report). I will need to take this back to my executive for further direction. We can chat more about it tomorrow.

Best,  
Rebecca

---

**From:** Brent Reems  
**Sent:** Monday, August 21, 2023 3:57 PM  
**To:** Penz, Rebecca HOUS:EX  
**Subject:** RE: (External Email) Response to Proposed Housing Targets  
**Importance:** High

**[EXTERNAL] This email came from an external source. Only open attachments or links that you are expecting from a known sender.**

Thanks Rebecca – For clarity, is it the provincial intent that any response by the District to the Minister also be confidential?

---

**From:** Penz, Rebecca HOUS:EX <Rebecca.Penz@gov.bc.ca>  
**Sent:** Monday, August 21, 2023 9:01 AM  
**To:** Brent Reems <Brent.Reems@saanich.ca>  
**Cc:** Lindsay Chase <Lindsay.Chase@saanich.ca>; Housing Targets Branch HOUS:EX <Housing.Targets@gov.bc.ca>  
**Subject:** (External Email) Response to Proposed Housing Targets

**This email sent from outside the District of Saanich. Use caution if message is unexpected or sender is not known to you.**

Good morning Brent,

The proposed housing targets for the District of Saanich were recently sent to you for review. I am following up with you regarding the process for submitting written comments to the Minister of Housing. As noted in the cover letter, your written response is due on or before September 14, 2023. Responses received prior to the due date are greatly appreciated.

Please prepare your written response in letter format addressed to the Honourable Minister Ravi Kahlon and sent by email to [HOUS.minister@gov.bc.ca](mailto:HOUS.minister@gov.bc.ca). The District of Saanich can determine the municipal signatory. Please copy the following ministry staff:

Bindi Sawchuk, Assistant Deputy Minister: [Bindi.Sawchuk@gov.bc.ca](mailto:Bindi.Sawchuk@gov.bc.ca)

Cimarron Corpe, A/Executive Director: [Cimarron.Corpe@gov.bc.ca](mailto:Cimarron.Corpe@gov.bc.ca)

Rebecca Penz, A/Director, Policy & Engagement: [Rebecca.Penz@gov.bc.ca](mailto:Rebecca.Penz@gov.bc.ca)

We appreciate your ongoing collaboration throughout the housing targets process. Please reach out if you have any questions.

Best regards,

**Rebecca Penz (She/Her)**

a/Director, Policy and Engagement

Housing Targets Branch | Ministry of Housing

Main: 236.478.3630

Mobile: 250.880.2269

Grateful to live and work on the territories of the ləkʷəŋən and W̱SÁNEĆ Peoples .

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We acknowledge that the District of Saanich lies within the territories of the ləkʷəŋən peoples represented by the Songhees and Esquimalt Nations and the W̱SÁNEĆ peoples represented by the W̱JOLELP (Tsartlip), BOKEĆEN (Pauquachin), S̱TÁUTW̱ (Tsawout), W̱SIKEM (Tseycum) and MÁLEXEL (Malahat) Nations.

We are committed to celebrating the rich diversity of people in our community. We are guided by the principle that embracing diversity enriches the lives of all people. We all share the responsibility for creating an equitable and inclusive community and for addressing discrimination in all forms.

This email and any attachments are for the sole use of the intended recipient and must not be distributed or disclosed to anyone else. The content of this email and any attachments may be confidential, privileged and/or subject to the Freedom of Information and Protection of Privacy Act. If you have received this message in error, please delete it and contact the sender. Please consider the environment before printing this email.

Sign up to receive our Saanich Spotlight quarterly newsletter at [saanich.ca/spotlight](https://saanich.ca/spotlight).

## Building permit streamlining & digitization

---

From: Housing.Targets@gov.bc.ca  
To: Thomson, John HOUS:EX <John.Thomson@gov.bc.ca>, Andre Boel <ABoel@oakbay.ca>  
Sent: August 22, 2023 12:50:39 PM PDT  
Attachments: image001.png

Hi Andre & John,

This email is a virtual introduction to connect Andre, Director of Planning, District of Oak Bay and John, Executive Lead, Housing Innovations. Andre is interested in connecting the digitization project and other opportunities for streamlining building permitting and inspections.

I'll leave it with the two of you to follow-up.

Best,

**Rebecca Penz (She/Her)**

a/Director, Policy and Engagement

Housing Targets Branch | Ministry of Housing  
Main: 236.478.3630

Mobile: 250.880.2269

Grateful to live and work on the territories of the ɫəᕕʷəŋən and W̱SÁNEĆ Peoples .



## RE: Response to Proposed Housing Targets

---

From: Brian Green <BGreen@oakbay.ca>  
To: Penz, Rebecca HOUS:EX <Rebecca.Penz@gov.bc.ca>  
Cc: Andre Boel <ABoel@oakbay.ca>  
Sent: August 22, 2023 4:22:57 PM PDT

**[EXTERNAL] This email came from an external source. Only open attachments or links that you are expecting from a known sender.**

Hi Rebecca,

As promised yesterday here's a link to the staff report regarding the District's HAF application.

<https://oakbay.civicweb.net/document/102405/Housing%20Accelerator%20Fund%20Program%20-%20grant%20applic.pdf?handle=34564F2132F04118AFC4E22AF5FF3930>

Cheers,

Brian

Brian Green, RPP, MCIP, MRTPI (he, him)

Deputy Director of Community Building and Planning Services

District of Oak Bay

T: 250.598.3311 ext 7485

E: [bgreen@oakbay.ca](mailto:bgreen@oakbay.ca)

[Facebook](#) | [Twitter](#) | [Instagram](#) | [LinkedIn](#)



*We acknowledge that the land on which we gather is the traditional territory of the Coast and Straits Salish Peoples. Specifically, we recognize the Lekwungen-speaking Peoples, known today as the Songhees and Esquimalt Nations, and that their historic connections to these lands continue to this day*

---

**From:** Penz, Rebecca HOUS:EX

**Sent:** Monday, August 21, 2023 9:01 AM

**To:** Selina Williams

**Cc:** Andre Boel ; Brian Green ; Housing Targets Branch HOUS:EX

**Subject:** Response to Proposed Housing Targets

Dear Selina,

The proposed housing targets for the District of Oak Bay were recently sent to you for review. I am following up with you regarding the process for submitting written comments to the Minister of Housing. As noted in the cover letter, your written response is due on or before September 14, 2023. Responses received prior to the due date are greatly appreciated.

Please prepare your written response in letter format addressed to the Honourable Minister Ravi Kahlon and sent by email to [HOUS.minister@gov.bc.ca](mailto:HOUS.minister@gov.bc.ca). The District of Oak Bay can determine the municipal signatory. Please copy the following ministry staff:

Bindi Sawchuk, Assistant Deputy Minister: [Bindi.Sawchuk@gov.bc.ca](mailto:Bindi.Sawchuk@gov.bc.ca)

Cimarron Corpé, A/Executive Director: [Cimarron.Corpe@gov.bc.ca](mailto:Cimarron.Corpe@gov.bc.ca)

Rebecca Penz, A/Director, Policy & Engagement: [Rebecca.Penz@gov.bc.ca](mailto:Rebecca.Penz@gov.bc.ca)

We appreciate your ongoing collaboration throughout the housing targets process. Please reach out if you have any questions.

Best regards,

**Rebecca Penz (She/Her)**

a/Director, Policy and Engagement

Housing Targets Branch | Ministry of Housing

Main: 236.478.3630

Mobile: 250.880.2269

Grateful to live and work on the territories of the ləkʷəŋən and W̱SÁNEĆ Peoples .

## FW: Follow-up from Meeting 3

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**From:** Penz, Rebecca HOUS:EX <Rebecca.Penz@gov.bc.ca>  
**To:** Housing Targets Branch HOUS:EX <Housing.Targets@gov.bc.ca>  
**Sent:** August 22, 2023 5:02:24 PM PDT  
**Attachments:** 2\_Vancouver\_Data.xlsx, image001.png

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**From:** Gartner, Candice HOUS:EX  
**Sent:** Tuesday, August 22, 2023 5:01 PM  
**To:** Penz, Rebecca HOUS:EX ; Corpe, Cimarron HOUS:EX ; Cho, Edna  
**Cc:** O'Donnell, Theresa ; Garrison, Dan (COV) ; Cheng, Aaron ; Montuelle, Clementine  
**Subject:** RE: Follow-up from Meeting 3

Hi Edna,

Thanks for your questions, and for your patience. I have provided our responses in italicized blue font below. Attached is the requested data on household projections and estimate adjustments. We are also preparing a handout with detailed description on the Selection Index and Targets Methodology that we will send later this week.

Please let us know if you require anything further.

Best,

Candice Gartner

Director, Data Analytics & Performance | Housing Targets Branch | Housing and Land Use Policy | Ministry of Housing  
Main: 778 974 4963 | Mobile: 250 818 2158 | Email: [Candice.Gartner@gov.bc.ca](mailto:Candice.Gartner@gov.bc.ca)

---

**From:** Penz, Rebecca HOUS:EX <Rebecca.Penz@gov.bc.ca>  
**Sent:** Monday, August 21, 2023 3:48 PM  
**To:** Corpe, Cimarron HOUS:EX <[Cimarron.Corpe@gov.bc.ca](mailto:Cimarron.Corpe@gov.bc.ca)>; Cho, Edna <[edna.cho@vancouver.ca](mailto:edna.cho@vancouver.ca)>; Gartner, Candice HOUS:EX <[Candice.Gartner@gov.bc.ca](mailto:Candice.Gartner@gov.bc.ca)>  
**Cc:** O'Donnell, Theresa ; Garrison, Dan (COV) <[Dan.Garrison@vancouver.ca](mailto:Dan.Garrison@vancouver.ca)>; Cheng, Aaron <[Aaron.Cheng@vancouver.ca](mailto:Aaron.Cheng@vancouver.ca)>; Montuelle, Clementine <[Clementine.Montuelle@vancouver.ca](mailto:Clementine.Montuelle@vancouver.ca)>  
**Subject:** RE: Follow-up from Meeting 3

Hi Edna,

We will have responses to you tomorrow morning. Thanks for your patience.

Rebecca

---

**From:** Corpe, Cimarron HOUS:EX <[Cimarron.Corpe@gov.bc.ca](mailto:Cimarron.Corpe@gov.bc.ca)>  
**Sent:** Friday, August 18, 2023 3:39 PM  
**To:** Cho, Edna <[edna.cho@vancouver.ca](mailto:edna.cho@vancouver.ca)>; Gartner, Candice HOUS:EX <[Candice.Gartner@gov.bc.ca](mailto:Candice.Gartner@gov.bc.ca)>; Penz, Rebecca HOUS:EX <[Rebecca.Penz@gov.bc.ca](mailto:Rebecca.Penz@gov.bc.ca)>  
**Cc:** O'Donnell, Theresa ; Garrison, Dan (COV) <[Dan.Garrison@vancouver.ca](mailto:Dan.Garrison@vancouver.ca)>; Cheng, Aaron <[Aaron.Cheng@vancouver.ca](mailto:Aaron.Cheng@vancouver.ca)>; Montuelle, Clementine <[Clementine.Montuelle@vancouver.ca](mailto:Clementine.Montuelle@vancouver.ca)>  
**Subject:** RE: Follow-up from Meeting 3

Hi Edna,

Thank you for your email. The team is preparing a coordinated response and will get back to you know later than Monday.

Have a great weekend!

Cimarron Corpé

a/Executive Director

Housing Targets Branch | Ministry of Housing  
Main: 778.974.3902  
Mobile: 250.208.0242  
Email: [Cimarron.Corpe@gov.bc.ca](mailto:Cimarron.Corpe@gov.bc.ca)

---

**From:** Cho, Edna <edna.cho@vancouver.ca>

**Sent:** Wednesday, August 16, 2023 12:16 PM

**To:** Corpe, Cimarron HOUS:EX <Cimarron.Corpe@gov.bc.ca>; Gartner, Candice HOUS:EX <Candice.Gartner@gov.bc.ca>; Penz, Rebecca HOUS:EX <Rebecca.Penz@gov.bc.ca>

**Cc:** O'Donnell, Theresa ; Garrison, Dan (COV) <Dan.Garrison@vancouver.ca>; Cheng, Aaron <Aaron.Cheng@vancouver.ca>; Montuelle, Clementine <Clementine.Montuelle@vancouver.ca>

**Subject:** Follow-up from Meeting 3

**[EXTERNAL] This email came from an external source. Only open attachments or links that you are expecting from a known sender.**

Hi Cim, Rebecca, and Candice,

Thank-you for sending us the Draft Target order yesterday. We have a couple of questions and thoughts following up from our meeting on Monday.

1. Would you be able to share the BC stats households projection numbers please? They are not yet available on the website and we'd like to compare these numbers to Metro Vancouver's and to our own projections. This will help us provide important context to our Council. We would also be interested to see the details of the adjustment you made for the purpose of the housing need calculation.s.13

s.13

2. We remain concerned with the target breakdowns being based on past trends, particularly the tenure split. We understand the need to use data that is accessible to all municipalities, and we know there is no easy way of anticipating the exact housing needs of new immigrants. However, we believe that this approach would bake-in problems of the past: municipalities that have historically not delivered rental housing would still not be required to do so. We also know from analysing census data that the vast majority of newcomers to the city, immigrants and temporary residents in particular, rent their homes. At the meeting on Monday, you asked for ideas on other data that could be used besides tenure split in the general household population. Here are some indicators for consideration:

- tenure split among net new households between census periods (census data)
- tenure split among households who recently moved to the municipality (census data on 5-year mobility)
- adjustment of the tenure split to boost the rental share for municipalities with a rental vacancy rate below 1.5% (CMHC rental market survey)
- region-wide tenure split as minimum threshold

s.13

3. Would you be able to confirm what is considered to be below-market? For background context:
  - In our Housing Vancouver Strategy, we have a target for "low-income and non-market housing targets", which includes all non-profit housing: social, supportive and co-ops, regardless of rent ranges.
  - The City defines "social housing" as non-profit buildings where at least 30% of the units are affordable to incomes below HILs. The remainder can be rented at low end of market rates (typically these we don't see the price jump in these low end of market units at turnover that we see in market units, so they become below-market overtime. Affordability can also deepen overtime, when owners have repaid their mortgages.
  - We also have policies in place to foster the delivery of privately-owned below-market rental. These units have starting rents set in a housing agreement at 10 to 20% below CMHC's city-wide average rent, followed by annual increases as allowed by the RTA. At turnover, these units can reset to 10-20% below the new city-wide average.
  - Since 2017, Vancouver has had an overall target of ~50% of the total units serving incomes below \$80K. We have been consistently falling short of this target because this type of housing is highly dependent on government funding and partnerships.

- The target you proposed was set by using HILs as a benchmark. However, if you were to consider only units below HILs, we (and other municipalities) would not be able to meet the target, as this type of housing is dependent on funding. We would encourage you to take a wider approach and include all non-profit operated and privately-owned below-market rental in this category. s.13

s.13

4. Regarding the discussion on the rate of increase and annual thresholds – we took a look again at our pipeline of projects in application/construction. We think it would be reasonable to set the threshold at 5,000/year for both 2023 and 2024 and the distribute the remainder evenly over 2025 – 2027. *Thank you for this feedback, we will incorporate into our setting of annual thresholds for monitoring purposes.*
5. For the upcoming meeting on reporting metrics, we'd like to receive clarification on the reporting timeline. Will it be changed to align to calendar years? In addition, we'd like some guidance on whether we should include Senawk in our reporting. We haven't talked about this in our meetings but MST is intending to complete the project within a 5-year timeframe. The City's role in this project is limited to site servicing and connection to adjacent areas, but it is located at the heart of the city and will bring thousands of rental units to the Vancouver market. s.13

s.13

Lastly, we will likely be briefing some of our political staff during the next few weeks – we will be advising them that the draft targets are confidential. There is a likelihood that they may reach out to their political counterparts at the Province and we anticipate that this would be done privately.

We look forward to the next meeting and continuing our discussions.

Thank-you,

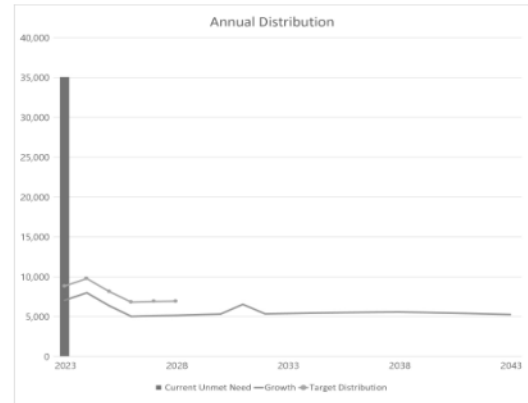
Edna

-----  
Edna Cho  
Senior Housing Planner  
Planning, Urban Design & Sustainability  
City of Vancouver

	Global Housing Need	Housing Need for new units
<b>Current Unmet Need</b>		
Core Housing Need	63,650	26,737
Population Share on Regional PEH	2,822	2,822
Suppressed HH	1,734	1,734
Rental Vacancy Rate Adjustment		3,767
<b>Total</b>	<b>68,206</b>	<b>35,060</b>
<b>HH Growth 2023-2043</b>		
Baseline	99,190	99,190
Regional	124,698	124,698
Median	111,944	111,944

-> extreme CHN for renters and owners w mortgage

Calculation to 5-year Target	Baseline - 20 year	first 5-year	75% Target
<b>Current Unmet Need</b>			
extreme CHN	24,533	6,133	
Population Share on Regional PEH	2,822	1,411	
Suppressed HH	1,734	434	
Rental Vacancy Rate Adjustment	3,767	942	
<b>Total</b>	<b>32,856</b>	<b>8,920</b>	
<b>HH Growth 2023-2028</b>			
Baseline	23,900	23,900	
Regional	35,327	35,327	
Median	29,614	29,614	
<b>Total Estimated Need</b>	<b>62,470</b>	<b>38,533</b>	<b>29,900</b>



#### Annual Distribution

	Current Unmet Need	Growth	Target Distribution		Municipal	Regional	Municipal (Regional GrMedian)
2023	35,060		7,039	2021	303,969	303,969	
2024			7,980	2022	309,174	309,174	5,205
2025			6,366	2023	316,213	316,213	7,039
2026			5,015	2024	322,975	325,411	6,762
2027			5,105	2025	328,198	332,920	5,223
2028			5,148	2026	332,096	339,052	3,898
2029			5,237	2027	336,091	345,267	3,995
2030			5,316	2028	340,113	351,540	4,022
2031			5,531	2029	344,308	357,818	4,195
2032			5,340	2030	348,672	364,085	4,364
2033			5,388	2031	354,385	371,433	5,713
2034			5,439	2032	358,936	377,561	4,551
2035			5,482	2033	363,627	383,646	4,691
2036			5,517	2034	368,467	389,684	4,840
2037			5,549	2035	373,448	395,666	4,981
2038			5,568	2036	378,572	401,575	5,124
2039			5,523	2037	383,842	407,403	5,270
2040			5,462	2038	389,243	413,137	5,401
2041			5,401	2039	394,603	418,822	5,360
2042			5,328	2040	399,901	424,448	5,298
2043			5,259	2041	405,141	430,009	5,240
				2042	410,308	435,497	5,167
				2043	415,412	440,911	5,104

## BC Stats HH projection - raw data

## Ministry's Calculations

Year	TYPE	REGION	HHs	Annual Growth Rate	Year	Baseline Scenario with Municipal Growth Rate (vancouver's)	Regional Scenario with Regional Growth Rate (Greater Vancouver's)	Housing Need from HH growth
2011	Census Subdivision	Vancouver	274,121		2021	303,969	303,969	
2012	Census Subdivision	Vancouver	277,167		2022	309,174	309,174	
2013	Census Subdivision	Vancouver	280,728		2023	316,213	316,213	
2014	Census Subdivision	Vancouver	284,050		2024	322,975	325,411	
2015	Census Subdivision	Vancouver	286,034		2025	328,198	332,921	
2016	Census Subdivision	Vancouver	287,380		2026	332,096	339,053	
2017	Census Subdivision	Vancouver	290,453		2027	336,091	345,268	
2018	Census Subdivision	Vancouver	294,867		2028	340,113	351,541	29,614
2019	Census Subdivision	Vancouver	301,942		2029	344,308	357,819	
2020	Census Subdivision	Vancouver	305,398		2030	348,672	364,086	
2021	Census Subdivision	Vancouver	303,969		2031	354,385	371,434	
2022	Census Subdivision	Vancouver	309,174	1.7%	2032	358,936	377,562	
2023	Census Subdivision	Vancouver	316,213	2.3%	2033	363,627	383,647	27,810
2024	Census Subdivision	Vancouver	322,975	2.1%	2034	368,467	389,685	
2025	Census Subdivision	Vancouver	328,198	1.6%	2035	373,448	395,667	
2026	Census Subdivision	Vancouver	332,096	1.2%	2036	378,572	401,577	
2027	Census Subdivision	Vancouver	336,091	1.2%	2037	383,842	407,404	
2028	Census Subdivision	Vancouver	340,113	1.2%	2038	389,243	413,138	
2029	Census Subdivision	Vancouver	344,308	1.2%	2039	394,603	418,823	
2030	Census Subdivision	Vancouver	348,672	1.3%	2040	399,901	424,449	
2031	Census Subdivision	Vancouver	354,385	1.6%	2041	405,141	430,011	
2032	Census Subdivision	Vancouver	358,936	1.3%	2042	410,308	435,498	
2033	Census Subdivision	Vancouver	363,627	1.3%	2043	415,412	440,912	54,525
2034	Census Subdivision	Vancouver	368,467	1.3%				
2035	Census Subdivision	Vancouver	373,448	1.4%				
2036	Census Subdivision	Vancouver	378,572	1.4%				
2037	Census Subdivision	Vancouver	383,842	1.4%				
2038	Census Subdivision	Vancouver	389,243	1.4%				
2039	Census Subdivision	Vancouver	394,603	1.4%				
2040	Census Subdivision	Vancouver	399,901	1.3%				
2041	Census Subdivision	Vancouver	405,141	1.3%				
2042	Census Subdivision	Vancouver	410,308	1.3%				
2043	Census Subdivision	Vancouver	415,412	1.2%				
2044	Census Subdivision	Vancouver	420,448	1.2%				
2045	Census Subdivision	Vancouver	425,413	1.2%				
2046	Census Subdivision	Vancouver	430,258	1.1%				
2011	Census Division	Greater Vancouver	904,486					
2012	Census Division	Greater Vancouver	917,956					
2013	Census Division	Greater Vancouver	929,991					
2014	Census Division	Greater Vancouver	944,813					
2015	Census Division	Greater Vancouver	955,341					
2016	Census Division	Greater Vancouver	965,945					
2017	Census Division	Greater Vancouver	980,381					
2018	Census Division	Greater Vancouver	997,707					
2019	Census Division	Greater Vancouver	1,018,622					
2020	Census Division	Greater Vancouver	1,033,304					
2021	Census Division	Greater Vancouver	1,042,508					
2022	Census Division	Greater Vancouver	1,071,493	2.8%				
2023	Census Division	Greater Vancouver	1,105,733	3.2%				
2024	Census Division	Greater Vancouver	1,137,897	2.9%				
2025	Census Division	Greater Vancouver	1,164,156	2.3%				
2026	Census Division	Greater Vancouver	1,185,600	1.8%				
2027	Census Division	Greater Vancouver	1,207,334	1.8%				
2028	Census Division	Greater Vancouver	1,229,268	1.8%				
2029	Census Division	Greater Vancouver	1,251,221	1.8%				
2030	Census Division	Greater Vancouver	1,273,135	1.8%				
2031	Census Division	Greater Vancouver	1,298,829	2.0%				
2032	Census Division	Greater Vancouver	1,320,259	1.6%				
2033	Census Division	Greater Vancouver	1,341,537	1.6%				
2034	Census Division	Greater Vancouver	1,362,651	1.6%				
2035	Census Division	Greater Vancouver	1,383,568	1.5%				
2036	Census Division	Greater Vancouver	1,404,232	1.5%				
2037	Census Division	Greater Vancouver	1,424,611	1.5%				
2038	Census Division	Greater Vancouver	1,444,661	1.4%				
2039	Census Division	Greater Vancouver	1,464,541	1.4%				
2040	Census Division	Greater Vancouver	1,484,213	1.3%				
2041	Census Division	Greater Vancouver	1,503,660	1.3%				
2042	Census Division	Greater Vancouver	1,522,850	1.3%				
2043	Census Division	Greater Vancouver	1,541,780	1.2%				
2044	Census Division	Greater Vancouver	1,560,468	1.2%				
2045	Census Division	Greater Vancouver	1,578,895	1.2%				
2046	Census Division	Greater Vancouver	1,596,882	1.1%				

## Methodology Handout and Summary of HSA measures

---

From: Gartner, Candice HOUS:EX <Candice.Gartner@gov.bc.ca>  
To: dtrawin@kamloops.ca, mkwiatkowski@kamloops.ca  
Cc: Penz, Rebecca HOUS:EX <Rebecca.Penz@gov.bc.ca>, Corpe, Cimarron HOUS:EX <Cimarron.Corpe@gov.bc.ca>, Housing Targets Branch HOUS:EX <Housing.Targets@gov.bc.ca>  
Sent: August 23, 2023 9:06:00 AM PDT  
Attachments: Methodology Handout for Municipalities Kamloops.pdf

Hello David and Marvin,

Following up on your call with Cimarron last week, please see the attached handout which explains the Selection Index and Housing Needs Methodology.

I understand that you had also asked for a summary of what happens if satisfactory progress is not made. To begin, it is important to note that the Housing Targets Program is committed to evaluating municipality performance based on factors that are within their control. Where municipalities are not meeting the annual thresholds (proposed in Meeting 2), this will result in a comprehensive review of both internal and external factors, and Ministry staff will make a recommendation to the Minister on whether enhanced measures outlined in the *Housing Supply Act* may be required. At that point, the *Housing Supply Act* authorizes the minister to appoint an advisor, review the report of an advisor, collect additional information from the municipality, and/or issue a directive requiring a specified municipality to enact or amend a bylaw and/or approve or reject a permit. Under the Act, the minister must consult (the municipality) on appointing an advisor and/or issuing a directive.

If a municipality fails to comply with a directive, under the Act, the Lieutenant Governor in Council, on the recommendation of the minister, may, by order override, enact, or amend zoning bylaws referred to in s. 584 of the Local Government Act when it is in the public interest to do so. However, this measure would only be enacted as a last resort.

Please let us know if you have further questions. Our team is also preparing an excel file to compare our household projections, which we will send along later this morning.

Candice Gartner

a/Director, Data Analytics & Performance | Housing Targets Branch | Housing and Land Use Policy | Ministry of Housing  
Main: 778 974 4963 | Mobile: 250 818 2158 | Email: [Candice.Gartner@gov.bc.ca](mailto:Candice.Gartner@gov.bc.ca)

*With respect and acknowledgement of the traditional territories of the W̱SÁNEĆ and Lekwungen-speaking peoples, their lands upon which, I am grateful to live, work, learn and play.*

Page 0726 of 1405 to/à Page 0729 of 1405

Withheld pursuant to/removed as

s.13



## RE: Methodology Handout and Summary of HSA measures

From: Marvin Kwiatkowski <mkwiatkowski@kamloops.ca>  
To: Gartner, Candice HOUS:EX <Candice.Gartner@gov.bc.ca>, David Trawin <dtrawin@kamloops.ca>  
Cc: Penz, Rebecca HOUS:EX <Rebecca.Penz@gov.bc.ca>, Corpe, Cimarron HOUS:EX <Cimarron.Corpe@gov.bc.ca>, Housing Targets Branch HOUS:EX <Housing.Targets@gov.bc.ca>  
Sent: August 23, 2023 10:05:21 AM PDT

**[EXTERNAL]** This email came from an external source. Only open attachments or links that you are expecting from a known sender.

Thanks Candice for this information<sup>s.16</sup>

Regards,

**Marvin Kwiatkowski** | P: 250-828-3473

Development, Engineering & Sustainability Director | City of Kamloops

**From:** Gartner, Candice HOUS:EX

**Sent:** Wednesday, August 23, 2023 9:06 AM

**To:** David Trawin ; Marvin Kwiatkowski

**Cc:** Penz, Rebecca HOUS:EX ; Corpe, Cimarron HOUS:EX ; Housing Targets Branch HOUS:EX

**Subject:** Methodology Handout and Summary of HSA measures

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Hello David and Marvin,

Following up on your call with Cimarron last week, please see the attached handout which explains the Selection Index and Housing Needs Methodology.

I understand that you had also asked for a summary of what happens if satisfactory progress is not made. To begin, it is important to note that the Housing Targets Program is committed to evaluating municipality performance based on factors that are within their control. Where municipalities are not meeting the annual thresholds (proposed in Meeting 2), this will result in a comprehensive review of both internal and external factors, and Ministry staff will make a recommendation to the Minister on whether enhanced measures outlined in the *Housing Supply Act* may be required. At that point, the *Housing Supply Act* authorizes the minister to appoint an advisor, review the report of an advisor, collect additional information from the municipality, and/or issue a directive requiring a specified municipality to enact or amend a bylaw and/or approve or reject a permit. Under the Act, the minister must consult (the municipality) on appointing an advisor and/or issuing a directive.

If a municipality fails to comply with a directive, under the Act, the Lieutenant Governor in Council, on the recommendation of the minister, may, by order override, enact, or amend zoning bylaws referred to in s. 584 of the Local Government Act when it is in the public interest to do so. However, this measure would only be enacted as a last resort.

Please let us know if you have further questions. Our team is also preparing an excel file to compare our household projections, which we will send along later this morning.

Candice Gartner

a/Director, Data Analytics & Performance | Housing Targets Branch | Housing and Land Use Policy | Ministry of Housing

Main: 778 974 4963 | Mobile: 250 818 2158 | Email: [Candice.Gartner@gov.bc.ca](mailto:Candice.Gartner@gov.bc.ca)

*With respect and acknowledgement of the traditional territories of the W̱SÁNEĆ and Lekwungen-speaking peoples, their lands upon which, I am grateful to live, work, learn and play.*

## RE: Follow-up from Meeting 3

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From: Gartner, Candice HOUS:EX <Candice.Gartner@gov.bc.ca>  
To: Montuelle, Clementine <Clementine.Montuelle@vancouver.ca>, Penz, Rebecca HOUS:EX <Rebecca.Penz@gov.bc.ca>, Corpe, Cimarron HOUS:EX <Cimarron.Corpe@gov.bc.ca>, Cho, Edna <edna.cho@vancouver.ca>  
Cc: O'Donnell, Theresa <Theresa.O'Donnell@vancouver.ca>, Garrison, Dan (COV) <Dan.Garrison@vancouver.ca>, Cheng, Aaron <Aaron.Cheng@vancouver.ca>, Pittroff, Sandra HOUS:EX <Sandra.Pittroff@gov.bc.ca>  
Sent: August 23, 2023 11:58:22 AM PDT  
Attachments: image001.png, Methodology Handout Vancouver.pdf

Hello Clementine,

Glad to hear the information sent thus far has been useful. Please find the methodology handout, attached. Also, please see responses that Sandra has prepared to your questions below.

Thank you,

Candice Gartner

Director, Data Analytics & Performance | Housing Targets Branch | Housing and Land Use Policy | Ministry of Housing  
Main: 778 974 4963 | Mobile: 250 818 2158 | Email: [Candice.Gartner@gov.bc.ca](mailto:Candice.Gartner@gov.bc.ca)

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**From:** Montuelle, Clementine

**Sent:** Wednesday, August 23, 2023 10:22 AM

**To:** Gartner, Candice HOUS:EX ; Penz, Rebecca HOUS:EX ; Corpe, Cimarron HOUS:EX ; Cho, Edna

**Cc:** O'Donnell, Theresa ; Garrison, Dan (COV) ; Cheng, Aaron

**Subject:** RE: Follow-up from Meeting 3

**[EXTERNAL] This email came from an external source. Only open attachments or links that you are expecting from a known sender.**

Hi Candice,

Thank you for your answers to our questions from last week, and for sending the household projection and housing needs adjustment, it's very helpful. We look forward to the methodology handout as it will help us explain the Targets to our Council and answer questions as much as possible.

As we are quite constrained with time and in the process of writing our council report, would you be able to provide more details for the following in the meantime? We're just looking to make sure we understand the methodology you used in order to explain it to our Council.

- Could you provide more details on the tenure split? How did you calculate that trend, what did you apply it to to carry it forward (household growth, un-met needs, target)?

s.13

- What was the methodology to arrive at the number of supportive housing units? (777 for 100% of the need, 581 for the minimum of 75%)

- Would you have any guidance regarding the share or number of secondary vs primary rental in the overall rental target? We typically track primary rental quite closely (social, supportive, purpose-built rental housing and laneways) but we would need to make assumptions on the secondary rental component in our annual reporting. We can also discuss this at our meeting next week on reporting.

s.13

Looking forward to your answers and to our next meeting,

Thank you,

**Clémentine Montuelle**

Planning Analyst | Housing Policy

Planning, Urban Design and Sustainability | City of Vancouver

T: 604 871 6598 | [clementine.montuelle@vancouver.ca](mailto:clementine.montuelle@vancouver.ca)

---

**From:** Gartner, Candice HOUS:EX <[Candice.Gartner@gov.bc.ca](mailto:Candice.Gartner@gov.bc.ca)>

**Sent:** Tuesday, August 22, 2023 5:01 PM

**To:** Penz, Rebecca HOUS:EX <[Rebecca.Penz@gov.bc.ca](mailto:Rebecca.Penz@gov.bc.ca)>; Corpe, Cimarron HOUS:EX <[Cimarron.Corpe@gov.bc.ca](mailto:Cimarron.Corpe@gov.bc.ca)>; Cho, Edna <[edna.cho@vancouver.ca](mailto:edna.cho@vancouver.ca)>

**Cc:** O'Donnell, Theresa ; Garrison, Dan (COV) <[Dan.Garrison@vancouver.ca](mailto:Dan.Garrison@vancouver.ca)>; Cheng, Aaron <[Aaron.Cheng@vancouver.ca](mailto:Aaron.Cheng@vancouver.ca)>; Montuelle, Clementine <[Clementine.Montuelle@vancouver.ca](mailto:Clementine.Montuelle@vancouver.ca)>

**Subject:** [EXT] RE: Follow-up from Meeting 3

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Hi Edna,

Thanks for your questions, and for your patience. I have provided our responses in italicized blue font below. Attached is the requested data on household projections and estimate adjustments. We are also preparing a handout with detailed description on the Selection Index and Targets Methodology that we will send later this week.

Please let us know if you require anything further.

Best,

Candice Gartner

Director, Data Analytics & Performance | Housing Targets Branch | Housing and Land Use Policy | Ministry of Housing

Main: 778 974 4963 | Mobile: 250 818 2158 | Email: [Candice.Gartner@gov.bc.ca](mailto:Candice.Gartner@gov.bc.ca)

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**From:** Penz, Rebecca HOUS:EX <[Rebecca.Penz@gov.bc.ca](mailto:Rebecca.Penz@gov.bc.ca)>

**Sent:** Monday, August 21, 2023 3:48 PM

**To:** Corpe, Cimarron HOUS:EX <[Cimarron.Corpe@gov.bc.ca](mailto:Cimarron.Corpe@gov.bc.ca)>; Cho, Edna <[edna.cho@vancouver.ca](mailto:edna.cho@vancouver.ca)>; Gartner, Candice HOUS:EX <[Candice.Gartner@gov.bc.ca](mailto:Candice.Gartner@gov.bc.ca)>

**Cc:** O'Donnell, Theresa ; Garrison, Dan (COV) <[Dan.Garrison@vancouver.ca](mailto:Dan.Garrison@vancouver.ca)>; Cheng, Aaron <[Aaron.Cheng@vancouver.ca](mailto:Aaron.Cheng@vancouver.ca)>; Montuelle, Clementine <[Clementine.Montuelle@vancouver.ca](mailto:Clementine.Montuelle@vancouver.ca)>

**Subject:** RE: Follow-up from Meeting 3

Hi Edna,

We will have responses to you tomorrow morning. Thanks for your patience.

Rebecca

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**From:** Corpe, Cimarron HOUS:EX <[Cimarron.Corpe@gov.bc.ca](mailto:Cimarron.Corpe@gov.bc.ca)>

**Sent:** Friday, August 18, 2023 3:39 PM

**To:** Cho, Edna <[edna.cho@vancouver.ca](mailto:edna.cho@vancouver.ca)>; Gartner, Candice HOUS:EX <[Candice.Gartner@gov.bc.ca](mailto:Candice.Gartner@gov.bc.ca)>; Penz, Rebecca HOUS:EX <[Rebecca.Penz@gov.bc.ca](mailto:Rebecca.Penz@gov.bc.ca)>

**Cc:** O'Donnell, Theresa ; Garrison, Dan (COV) <[Dan.Garrison@vancouver.ca](mailto:Dan.Garrison@vancouver.ca)>; Cheng, Aaron <[Aaron.Cheng@vancouver.ca](mailto:Aaron.Cheng@vancouver.ca)>; Montuelle, Clementine <[Clementine.Montuelle@vancouver.ca](mailto:Clementine.Montuelle@vancouver.ca)>

**Subject:** RE: Follow-up from Meeting 3

Hi Edna,

Thank you for your email. The team is preparing a coordinated response and will get back to you know later than Monday.

Have a great weekend!

**Cimarron Corpé**

a/Executive Director

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Housing Targets Branch | Ministry of Housing

Main: 778.974.3902

Mobile: 250.208.0242

Email: [Cimarron.Corpe@gov.bc.ca](mailto:Cimarron.Corpe@gov.bc.ca)

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**From:** Cho, Edna <[edna.cho@vancouver.ca](mailto:edna.cho@vancouver.ca)>

**Sent:** Wednesday, August 16, 2023 12:16 PM

**To:** Corpe, Cimarron HOUS:EX <[Cimarron.Corpe@gov.bc.ca](mailto:Cimarron.Corpe@gov.bc.ca)>; Gartner, Candice HOUS:EX <[Candice.Gartner@gov.bc.ca](mailto:Candice.Gartner@gov.bc.ca)>; Penz, Rebecca HOUS:EX <[Rebecca.Penz@gov.bc.ca](mailto:Rebecca.Penz@gov.bc.ca)>

**Cc:** O'Donnell, Theresa ; Garrison, Dan (COV) <[Dan.Garrison@vancouver.ca](mailto:Dan.Garrison@vancouver.ca)>; Cheng, Aaron <[Aaron.Cheng@vancouver.ca](mailto:Aaron.Cheng@vancouver.ca)>; Montuelle, Clementine <[Clementine.Montuelle@vancouver.ca](mailto:Clementine.Montuelle@vancouver.ca)>

**Subject:** Follow-up from Meeting 3

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Hi Cim, Rebecca, and Candice,

Thank-you for sending us the Draft Target order yesterday. We have a couple of questions and thoughts following up from our meeting on Monday.

1. Would you be able to share the BC stats households projection numbers please? They are not yet available on the website and we'd like to compare these numbers to Metro Vancouver's and to our own projections. This will help us provide important context to our Council. We would also be interested to see the details of the adjustment you made for the purpose of the housing need calculation.<sup>s.13</sup>

s.13

2. We remain concerned with the target breakdowns being based on past trends, particularly the tenure split. We understand the need to use data that is accessible to all municipalities, and we know there is no easy way of anticipating the exact housing needs of new immigrants. However, we believe that this approach would bake-in problems of the past: municipalities that have historically not delivered rental housing would still not be required to do so. We also know from analysing census data that the vast majority of newcomers to the city, immigrants and temporary residents in particular, rent their homes. At the meeting on Monday, you asked for ideas on other data that could be used besides tenure split in the general household population. Here are some indicators for consideration:

- tenure split among net new households between census periods (census data)
- tenure split among households who recently moved to the municipality (census data on 5-year mobility)
- adjustment of the tenure split to boost the rental share for municipalities with a rental vacancy rate below 1.5% (CMHC rental market survey)
- region-wide tenure split as minimum threshold

s.13

3. Would you be able to confirm what is considered to be below-market? For background context:
  - In our Housing Vancouver Strategy, we have a target for "low-income and non-market housing targets", which includes all non-profit housing: social, supportive and co-ops, regardless of rent ranges.
  - The City defines "social housing" as non-profit buildings where at least 30% of the units are affordable to incomes below HILs. The remainder can be rented at low end of market rates (typically these we don't

see the price jump in these low end of market units at turnover that we see in market units, so they become below-market overtime. Affordability can also deepen overtime, when owners have repaid their mortgages.

- We also have policies in place to foster the delivery of privately-owned below-market rental. These units have starting rents set in a housing agreement at 10 to 20% below CMHC's city-wide average rent, followed by annual increases as allowed by the RTA. At turnover, these units can reset to 10-20% below the new city-wide average.
- Since 2017, Vancouver has had an overall target of ~50% of the total units serving incomes below \$80K. We have been consistently falling short of this target because this type of housing is highly dependent on government funding and partnerships.
- The target you proposed was set by using HILs as a benchmark. However, if you were to consider only units below HILs, we (and other municipalities) would not be able to meet the target, as this type of housing is dependent on funding. We would encourage you to take a wider approach and include all non-profit operated and privately-owned below-market rental in this category. s.13

s.13

4. Regarding the discussion on the rate of increase and annual thresholds – we took a look again at our pipeline of projects in application/construction. We think it would be reasonable to set the threshold at 5,000/year for both 2023 and 2024 and the distribute the remainder evenly over 2025 – 2027. *Thank you for this feedback, we will incorporate into our setting of annual thresholds for monitoring purposes.*
5. For the upcoming meeting on reporting metrics, we'd like to receive clarification on the reporting timeline. Will it be changed to align to calendar years? In addition, we'd like some guidance on whether we should include Senawk in our reporting. We haven't talked about this in our meetings but MST is intending to complete the project within a 5-year timeframe. The City's role in this project is limited to site servicing and connection to adjacent areas, but it is located at the heart of the city and will bring thousands of rental units to the Vancouver market. s.13

s.13

Lastly, we will likely be briefing some of our political staff during the next few weeks – we will be advising them that the draft targets are confidential. There is a likelihood that they may reach out to their political counterparts at the Province and we anticipate that this would be done privately.

We look forward to the next meeting and continuing our discussions.

Thank-you,

Edna

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Edna Cho  
Senior Housing Planner  
Planning, Urban Design & Sustainability  
City of Vancouver

Page 0735 of 1405 to/à Page 0738 of 1405

Withheld pursuant to/removed as

s.13 ; s.16

## RE: Methodology Handout and Summary of HSA measures

From: Gartner, Candice HOUS:EX <Candice.Gartner@gov.bc.ca>  
To: Marvin Kwiatkowski <mkwiatkowski@kamloops.ca>, David Trawin <dtrawin@kamloops.ca>  
Cc: Penz, Rebecca HOUS:EX <Rebecca.Penz@gov.bc.ca>, Corpe, Cimarron HOUS:EX <Cimarron.Corpe@gov.bc.ca>, Housing Targets Branch HOUS:EX <Housing.Targets@gov.bc.ca>, Pittroff, Sandra HOUS:EX <Sandra.Pittroff@gov.bc.ca>  
Sent: August 23, 2023 12:17:31 PM PDT  
Attachments: Kamloops\_Projection Data.xlsx, Methodology Handout Kamloops.pdf

Hi Marvin,

As promised, please see attached spreadsheet of the household projection data for Kamloops. Sandra has provided an explanation as to why the BC Stats projection varies from Kamloops' Housing Needs Report.

I am also attaching a revised copy of the handout – as we caught one small but significant typo. It was seven (not six) municipalities that were selected from the 80,000+ group, and three (not four) municipalities that were selected from the 10,000 to 80,000 group.

Many thanks, and please do not hesitate to reach out with any further questions.

Candice Gartner

a/Director, Data Analytics & Performance | Housing Targets Branch | Housing and Land Use Policy | Ministry of Housing  
Main: 778 974 4963 | Mobile: 250 818 2158 | Email: [Candice.Gartner@gov.bc.ca](mailto:Candice.Gartner@gov.bc.ca)

**From:** Marvin Kwiatkowski

**Sent:** Wednesday, August 23, 2023 10:05 AM

**To:** Gartner, Candice HOUS:EX ; David Trawin

**Cc:** Penz, Rebecca HOUS:EX ; Corpe, Cimarron HOUS:EX ; Housing Targets Branch HOUS:EX

**Subject:** RE: Methodology Handout and Summary of HSA measures

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Thanks Candice for this information<sup>s.16</sup>

Regards,

**Marvin Kwiatkowski** | P: 250-828-3473

Development, Engineering & Sustainability Director | City of Kamloops

**From:** Gartner, Candice HOUS:EX <Candice.Gartner@gov.bc.ca>

**Sent:** Wednesday, August 23, 2023 9:06 AM

**To:** David Trawin <dtrawin@kamloops.ca>; Marvin Kwiatkowski <mkwiatkowski@kamloops.ca>

**Cc:** Penz, Rebecca HOUS:EX <Rebecca.Penz@gov.bc.ca>; Corpe, Cimarron HOUS:EX <Cimarron.Corpe@gov.bc.ca>; Housing Targets Branch HOUS:EX <Housing.Targets@gov.bc.ca>

**Subject:** Methodology Handout and Summary of HSA measures

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Candice Gartner

a/Director, Data Analytics & Performance | Housing Targets Branch | Housing and Land Use Policy | Ministry of Housing

Main: 778 974 4963 | Mobile: 250 818 2158 | Email: [Candice.Gartner@gov.bc.ca](mailto:Candice.Gartner@gov.bc.ca)

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## HH Growth Projection 2023 - 2028

Source BC Stats Population app: <https://bcstats.shinyapps.io/popApp/>  
Household app: <https://bcstats.shinyapps.io/hsdProjApp/>

Methodology updates: [a link to the methodology updates.](#)

### Kamloops' HH Projection

	HHs	YoY Growth
2011	34,468	
2012	34,721	0.7%
2013	35,069	1.0%
2014	35,386	0.9%
2015	35,810	1.2%
2016	36,497	1.9%
2017	37,248	2.1%
2018	38,355	3.0%
2019	38,953	1.6%
2020	39,417	1.2%
2021	39,645	0.6%
2022	40,358	1.8%
2023	41,746	3.4%
2024	42,985	3.0%
2025	43,945	2.2%
2026	44,693	1.7%
2027	45,406	1.6%
2028	46,105	1.5%
2029	46,791	1.5%
2030	47,464	1.4%
2031	48,297	1.8%
2032	48,975	1.4%
2033	49,656	1.4%
2034	50,355	1.4%
2035	51,053	1.4%
2036	51,776	1.4%
2037	52,501	1.4%
2038	53,240	1.4%
2039	53,972	1.4%
2040	54,698	1.3%
2041	55,415	1.3%
2042	56,122	1.3%
2043	56,816	1.2%
2044	57,505	1.2%
2045	58,183	1.2%
2046	58,849	1.1%

### Thompson-Nicola HH Projection

	HHs	YoY Growth
2011	52,169	
2012	52,269	0.2%
2013	52,640	0.7%
2014	52,958	0.6%
2015	53,318	0.7%
2016	54,093	1.5%
2017	55,194	2.0%
2018	56,722	2.8%
2019	57,576	1.5%
2020	58,187	1.1%
2021	58,555	0.6%
2022	59,541	1.7%
2023	61,438	3.2%
2024	63,130	2.8%
2025	64,418	2.0%
2026	65,376	1.5%
2027	66,303	1.4%
2028	67,200	1.4%
2029	68,100	1.3%
2030	69,007	1.3%
2031	70,148	1.7%
2032	71,065	1.3%
2033	72,007	1.3%
2034	72,974	1.3%
2035	73,964	1.4%
2036	74,982	1.4%
2037	76,026	1.4%
2038	77,091	1.4%
2039	78,163	1.4%
2040	79,205	1.3%
2041	80,240	1.3%
2042	81,263	1.3%
2043	82,281	1.3%
2044	83,279	1.2%
2045	84,255	1.2%
2046	85,220	1.1%

### Applying Thompson-Nicola's Growth to Kamloops' # HH in 2023

	HHs	YoY Growth
2023	41,746	
2024	42,896	2.8%
2025	43,771	2.0%
2026	44,422	1.5%
2027	45,052	1.4%
2028	45,661	1.4%
2029	46,273	1.3%
2030	46,889	1.3%
2031	47,664	1.7%
2032	48,287	1.3%
2033	48,927	1.3%
2034	49,585	1.3%
2035	50,257	1.4%
2036	50,949	1.4%
2037	51,658	1.4%
2038	52,382	1.4%

Median: 45,883  
5-year growth: 4,137

#### Population Projection City of Kamloops

	City of Kamloops		BC Stats			
	CSD Kamloops		CSD Kamloops		CD Thompson-Nicola	
2019	94,129		99,997		146,077	
2024	101,757	8.1%	107,941	7.9%	156,670	7.3%
2029	108,785	6.9%	116,135	7.6%	167,031	6.6%
2034	114,570	5.3%	123,831	6.6%	177,308	6.2%
2039	121,013	5.6%	132,130	6.7%	189,024	6.6%

\* The HNR refers to the 2020 Development Cost Charges Study as the source for the population project.

\*\* no specific details on which model source was used, but in our conversations it was eluded that Stats Can is the source.

\*\*\* Stats Can provides its population projection at the Census Division level and in at least 10 growth scenarios.

\*\*\*\* As the 2020 Study is not available on the City's website it is unknown which scenario was used.

[Stats Can Methodology](#)

[BC Stats methodology](#)

In general, both models are based on vital statistics (mortality, fertility) and immigration & emigration

Stats Can offers 10 scenarios in which assumptions of high and low growth for each component are used to

reflect the uncertainty associated with the future. Therefore, depending on which scenario was used for Kamloops projection the model assumptions between BC Stat and Stats Can can vary significantly.

BC Stats uses a best-fit model based on historical trends and is closest to Stats Can M1 Scenario, in which for all components a medium growth was used except for international migration which is based on recent trends (2018-2021).

BC Stats also uses the recent immigration trends for international migration, however for the first 3 years of the projection, the immigration levels are matching IRCC's immigration targets.

#### BC STATS Timeseries of Population Projection

Year	Thomson-Nicola		Kamloops	
2019	146,077		99,997	
2020	147,301	0.8%	100,976	1.0%
2021	147,920	0.4%	101,350	0.4%
2022	150,365	1.7%	103,142	1.8%
2023	153,969	2.4%	105,874	2.6%
2024	156,670	1.8%	107,941	2.0%
2025	159,001	1.5%	109,777	1.7%
2026	161,123	1.3%	111,451	1.5%
2027	163,152	1.3%	113,070	1.5%
2028	165,081	1.2%	114,612	1.4%
2029	167,031	1.2%	116,135	1.3%
2030	169,005	1.2%	117,654	1.3%
2031	170,999	1.2%	119,180	1.3%
2032	173,052	1.2%	120,714	1.3%
2033	175,159	1.2%	122,259	1.3%
2034	177,308	1.2%	123,831	1.3%
2035	179,538	1.3%	125,436	1.3%
2036	181,826	1.3%	127,074	1.3%
2037	184,180	1.3%	128,731	1.3%
2038	186,615	1.3%	130,444	1.3%
2039	189,024	1.3%	132,130	1.3%

#### Household Projection City of Kamloops

	City of Kamloops		BC Stats			
	CSD Kamloops		CSD Kamloops		CD Thompson-Nicola	
2019	40,926		38,953		57,576	
2024	44,242	8.1%	42,985	10.4%	63,130	9.6%
2029	47,298	6.9%	46,791	8.9%	68,100	7.9%
2034	49,813	5.3%	50,355	7.6%	72,974	7.2%
2039	52,614	5.6%	53,972	7.2%	78,163	7.1%

\* Constant average of 2.3 persons per households is assumed to turn the pop projection to HH projection

#### BC STATS Timeseries of Population Projection

Year	Thomson-Nicola		Kamloops	
2019	57,576		38,953	
2020	58,187	1.1%	39,417	1.2%
2021	58,555	0.6%	39,645	0.6%
2022	59,541	1.7%	40,358	1.8%
2023	61,438	3.2%	41,746	3.4%
2024	63,130	2.8%	42,985	3.0%
2025	64,418	2.0%	43,945	2.2%
2026	65,376	1.5%	44,693	1.7%
2027	66,303	1.4%	45,406	1.6%
2028	67,200	1.4%	46,105	1.5%
2029	68,100	1.3%	46,791	1.5%
2030	69,007	1.3%	47,464	1.4%
2031	70,148	1.7%	48,297	1.8%
2032	71,065	1.3%	48,975	1.4%
2033	72,007	1.3%	49,656	1.4%
2034	72,974	1.3%	50,355	1.4%
2035	73,964	1.4%	51,053	1.4%
2036	74,982	1.4%	51,776	1.4%
2037	76,026	1.4%	52,501	1.4%
2038	77,091	1.4%	53,240	1.4%
2039	78,163	1.4%	53,972	1.4%

Page 0743 of 1405 to/à Page 0746 of 1405

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s.13 ; s.16

# Housing Targets Consultation

## Kamloops



Meeting 3  
August 24, 2023

*Confidential: not for distribution outside your organization*

# Meeting Purpose & Approach

---

**Purpose:** Provincial team to gain a better understanding of the opportunities and challenges for Kamloops in meeting proposed housing targets.

**Today's topics:**

1. Review what we heard in Meetings 1 & 2
2. Overview of 1<sup>st</sup> cohort consultation themes so far
3. Follow-up on methodology and targets
4. Discuss local opportunities and challenges
5. Anything else?

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s.16

Page 0751 of 1405

Withheld pursuant to/removed as

s.13 ; s.16

# For Discussion

---

- **Methodology** - estimating total housing need, determining units by size, tenure, affordability, or on-site supports, rate of increase to establish annual thresholds
- **Local context** - opportunities and challenges
- **Extensions** – the need for extension mitigated by adjusting timeline to accommodate September Council meeting.

## Next Steps

- Meeting 4: September 7, 2023 – 9:00-10:30 AM
- Municipal response due September 14, 2023

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*Confidential: not for distribution outside your organization*





# THANK YOU



Page 0754 of 1405 to/à Page 0758 of 1405

Withheld pursuant to/removed as

s.13 ; s.16

## Housing Targets Meeting 3 Presentation

---

From: Housing.Targets@gov.bc.ca  
To: Jason Dixon <jdixon@kamloops.ca>, David Trawin <dtrawin@kamloops.ca>, Eric Beach <ebeach@kamloops.ca>, Marvin Kwiatkowski <mkwiatkowski@kamloops.ca>  
Sent: August 23, 2023 4:38:50 PM PDT  
Attachments: Kamloops Meeting 3 Presentation Housing Targets.pdf, image001.png

Hi Kamloops Team,

Please find attached the presentation for tomorrow's meeting. Sorry for the delay in getting this out.

Best,

**Rebecca Penz (She/Her)**

a/Director, Policy and Engagement

---

Housing Targets Branch | Ministry of Housing

Main: 236.478.3630

Mobile: 250.880.2269

Grateful to live and work on the territories of the ɫəᕕʷəŋən and W̱SÁNEĆ Peoples .

## Housing Targets Meeting 3 Presentation

---

From: Housing.Targets@gov.bc.ca  
To: Marcy Sangret <MSangret@delta.ca>  
Cc: Tyson Schofield <TSchofield@delta.ca>, Sean McGill <SMcGill@delta.ca>, Emily Gray <EGray@delta.ca>, James Klukas <JKlukas@delta.ca>, Param Grewal <pgrewal@delta.ca>  
Sent: August 23, 2023 4:44:18 PM PDT  
Attachments: Delta Meeting 3 Presentation Housing Targets.pdf, image001.png

Hi Marcy & Team,  
Please find attached the presentation for tomorrow's meeting.  
Best regards,  
**Rebecca Penz (She/Her)**  
a/Director, Policy and Engagement

Housing Targets Branch | Ministry of Housing

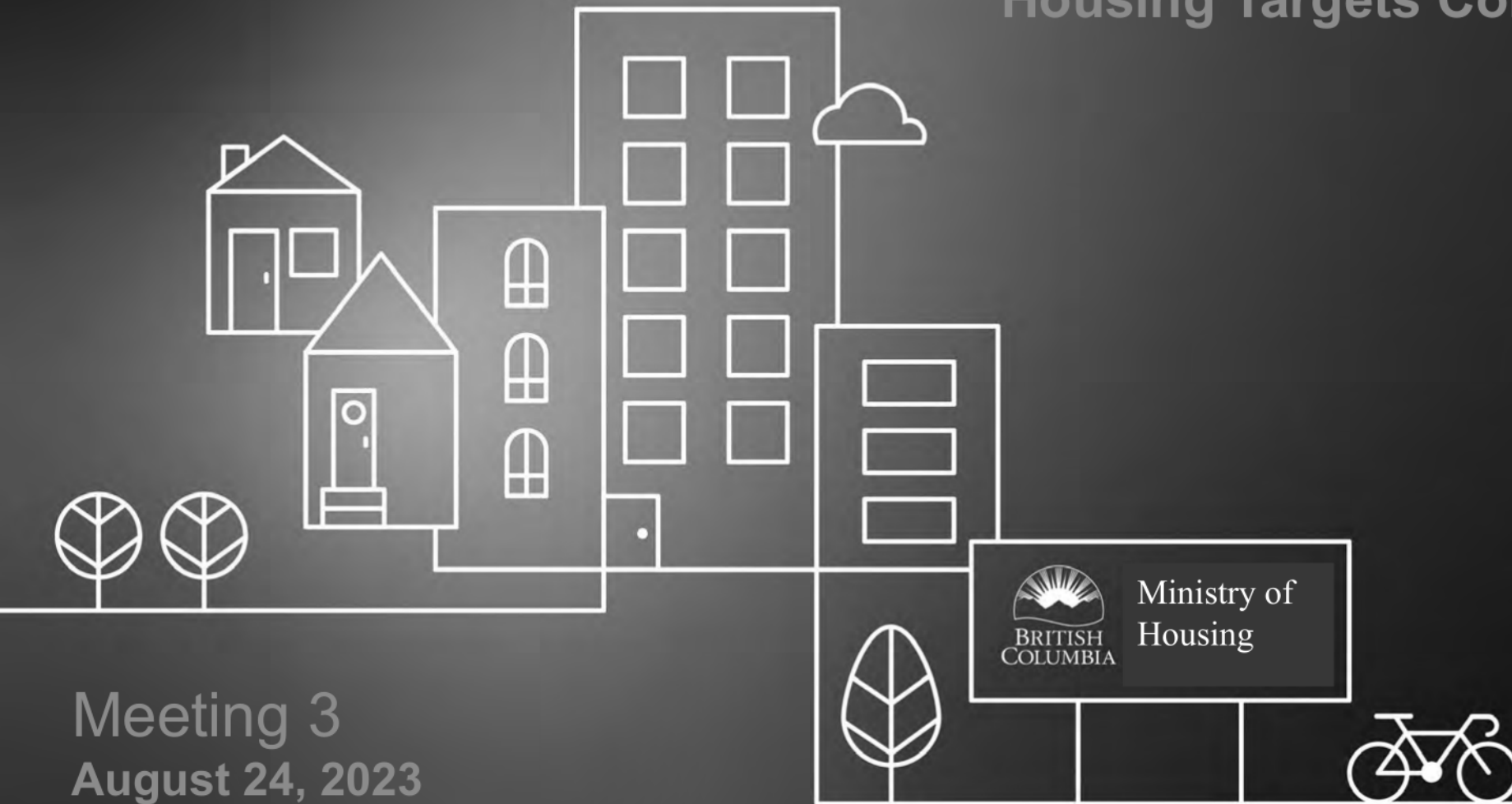
Main: 236.478.3630

Mobile: 250.880.2269

Grateful to live and work on the territories of the lək'wəŋən and W̱SÁNEĆ Peoples .

# Housing Targets Consultation

Delta



Meeting 3  
August 24, 2023

*Confidential: not for distribution outside your organization*

# Meeting Purpose & Approach

---

**Purpose:** Provincial team to gain a better understanding of the opportunities and challenges for Delta in meeting proposed housing targets.

**Today's topics:**

1. Review what we heard in Meetings 1 & 2
2. Overview of 1<sup>st</sup> cohort consultation themes so far
3. Follow-up on methodology and targets
4. Discuss local opportunities and challenges
5. Anything else?

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s.16

Page 0765 of 1405

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s.13 ; s.16



# For Discussion

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- **Methodology** - estimating total housing need, determining units by size, tenure, affordability, or on-site supports, rate of increase to establish annual thresholds
- **Local context** - opportunities and challenges
- **Extensions** – the need for extension mitigated by adjusting timeline to accommodate September Council meeting.

## Next Steps

- Meeting 4: Sep 7, 2:30 – 4pm
- Municipal response due September 14, 2023

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*Confidential: not for distribution outside your organization*



# THANK YOU



Page 0768 of 1405 to/à Page 0772 of 1405

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s.13 ; s.16

Provincial Housing Targets

From: Liam McLellan <lmclellan@portmoody.ca>  
To: rebecca.penz@gov.bc.ca, Candice.Gartner@gov.bc.ca, Gartner, Candice HOUS:EX <Candice.Gartner@gov.bc.ca>, Penz, Rebecca HOUS:EX <Rebecca.Penz@gov.bc.ca>  
Cc: Mary De Paoli <mdepaoli@portmoody.ca>  
Sent: August 23, 2023 4:59:10 PM PDT

[EXTERNAL] This email came from an external source. Only open attachments or links that you are expecting from a known sender.

Hi Rebecca and Candice,  
I'm reaching out as.s.16  
s.16

Kind regards,  
**Liam McLellan**  
**Social Planner II, City of Port Moody**  
604-469-4640 (t) 604-790-0273  
lmclellan@portmoody.ca | www.portmoody.ca  
*We carry out our business on the ancestral and unceded homelands of thekʷikʷəłəm (Kwkwetlem), səliłwətał (Tsleil-Waututh), xʷməθkʷəyəm (Musqueam), Sḵwxwú7mesh (Squamish), qícəy (Katzie), qʷa:ń ł'ən (Kwantlen), qiqéyt (Qayqayt), and Stó:lō (Sto:lo) Peoples, and extend appreciation for the opportunity to work on this territory.*

CONFIDENTIALITY NOTICE: This message, including any attachments, contains information intended for a specific individual and purpose. It is the property of the City of Port Moody and should be treated as confidential. If you are not the intended recipient, or a person responsible for delivering it to the intended recipient, please notify the sender immediately and destroy all copies of this e-mail and any attachments. Please be advised that correspondence with any government body, including City of Port Moody Council and staff, is subject to disclosure under the Freedom of Information and Protection of Privacy Act.

## Housing Target Meeting 3 Presentation

---

From: Housing.Targets@gov.bc.ca  
To: Kate Zanon <kzanon@portmoody.ca>  
Cc: Liam McLellan <lmclellan@portmoody.ca>, Jeff Moi <jmoi@portmoody.ca>, Wesley Woo <wwoo@portmoody.ca>, Paul Rockwood <PRockwood@portmoody.ca>, Mary De Paoli <mdepaoli@portmoody.ca>  
Sent: August 24, 2023 12:17:35 PM PDT  
Attachments: Port Moody Meeting 3 Housing Targets.pdf, image001.png

Hi Kate & Team,

Please find attached presentation for Monday's meeting.

We're looking forward to the conversation.

Best regards,

**Rebecca Penz (She/Her)**

a/Director, Policy and Engagement

Housing Targets Branch | Ministry of Housing

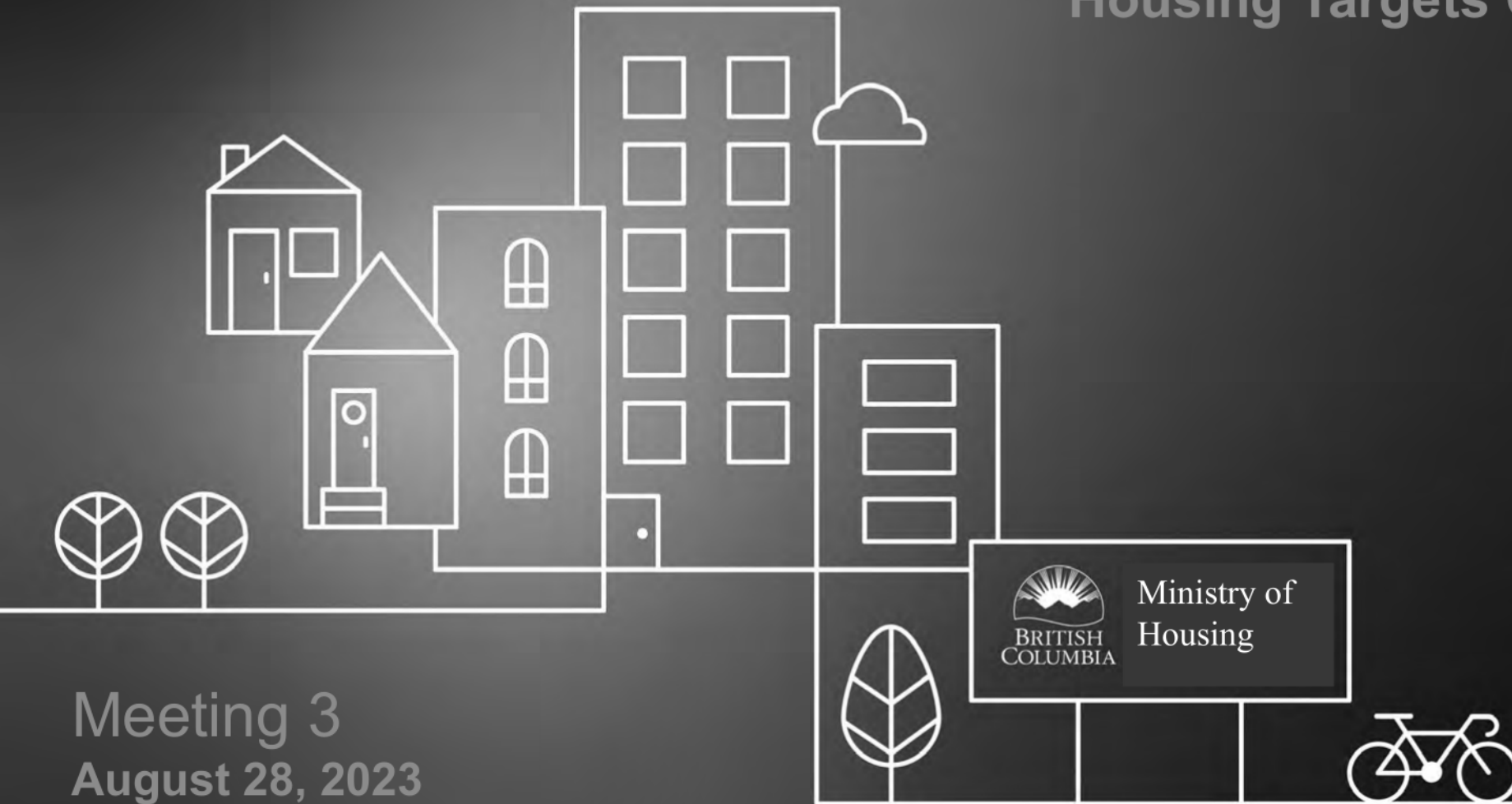
Main: 236.478.3630

Mobile: 250.880.2269

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# Housing Targets Consultation

## Port Moody



Meeting 3  
August 28, 2023

*Confidential: not for distribution outside your organization*

# Meeting Purpose & Approach

---

**Purpose:** Provincial team to gain a better understanding of the opportunities and challenges for Port Moody in meeting proposed housing targets.

**Today's topics:**

1. Review what we heard in Meetings 1 & 2
2. Overview of 1<sup>st</sup> cohort consultation themes so far
3. Follow-up on methodology and targets
4. Discuss local opportunities and challenges
5. Anything else?

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s.13 ; s.16

# For Discussion

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- **Methodology** - estimating total housing need, determining units by size, tenure, affordability, or on-site supports, rate of increase to establish annual thresholds
- **Local context** - opportunities and challenges
- **Extensions** – the need for extension mitigated by adjusting timeline to accommodate September Council meeting.

## Next Steps

- Meeting 4: September 11, 10:30 – 12
- Municipal response due September 14, 2023

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# THANK YOU



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s.13 ; s.16

## Methodology Handout

---

From: Housing.Targets@gov.bc.ca  
To: 'dhawkins@westvancouver.ca', 'jbailey@westvancouver.ca'  
Sent: August 24, 2023 3:07:49 PM PDT  
Attachments: Methodology Handout West Vancouver.pdf, Housing Needs Estimates Methodology - Breakout Reference Guide 20230824.pdf

Hello West Vancouver Team,

Thank you for your collaboration and providing us with insight about your unique municipality context throughout the consultation process.

Please see attached our methodology handout together with an updated reference guide. The handout provides a summary of the selection index and the standardized methodology for estimating housing needs. An updated reference guide is also attached which now includes a description of our approach for estimating units requiring on-site supports. We hope these documents are helpful towards your communications of the proposed targets. Please do not hesitate to reach out with further questions.

Many thanks,

Candice Gartner

a/Director, Data Analytics & Performance | Housing Targets Branch | Housing and Land Use Policy | Ministry of Housing

Main: 778 974 4963 | Mobile: 250 818 2158 | Email: [Candice.Gartner@gov.bc.ca](mailto:Candice.Gartner@gov.bc.ca)

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Withheld pursuant to/removed as

s.13 ; s.16

## Methodology Handout

---

From: Housing.Targets@gov.bc.ca  
To: Kate Zanon <kzanon@portmoody.ca>, Jeff Moi <jmoi@portmoody.ca>, Wesley Woo <wwoo@portmoody.ca>, Paul Rockwood <PRockwood@portmoody.ca>, Liam McLellan <lmclellan@portmoody.ca>, Mary De Paoli <mdepaoli@portmoody.ca>, Tyson Ganske <tganske@portmoody.ca>  
Sent: August 24, 2023 3:07:51 PM PDT  
Attachments: Methodology Handout Port Moody.pdf, Housing Needs Estimates Methodology - Breakout Reference Guide 20230824.pdf

Hello Port Moody Team,

Thank you for your collaboration and providing us with insight about your unique municipality context throughout the consultation process.

Please see attached our methodology handout together with an updated reference guide. The handout provides a summary of the selection index and the standardized methodology for estimating housing needs. An updated reference guide is also attached which now includes a description of our approach for estimating units requiring on-site supports. We hope these documents are helpful towards your communications of the proposed targets. Please do not hesitate to reach out with further questions.

Many thanks,

Candice Gartner

a/Director, Data Analytics & Performance | Housing Targets Branch | Housing and Land Use Policy | Ministry of Housing

Main: 778 974 4963 | Mobile: 250 818 2158 | Email: [Candice.Gartner@gov.bc.ca](mailto:Candice.Gartner@gov.bc.ca)

Page 0793 of 1405 to/à Page 0798 of 1405

Withheld pursuant to/removed as

s.13 ; s.16



## Methodology Handout

---

From: Housing.Targets@gov.bc.ca  
To: Marcy Sangret <MSangret@delta.ca>, Tyson Schofield <TSchofield@delta.ca>, Sean McGill <SMcGill@delta.ca>, James Klukas <JKlukas@delta.ca>, Param Grewal <pgrewal@delta.ca>, Emily Gray <EGray@delta.ca>  
Sent: August 24, 2023 3:07:53 PM PDT  
Attachments: Methodology Handout Delta.pdf, Housing Needs Estimates Methodology - Breakout Reference Guide 20230824.pdf

Hello Delta Team,

Thank you for your collaboration and providing us with insight about your unique municipality context throughout the consultation process.

Please see attached our methodology handout together with an updated reference guide. The handout provides a summary of the selection index and the standardized methodology for estimating housing needs. An updated reference guide is also attached which now includes a description of our approach for estimating units requiring on-site supports. We hope these documents are helpful towards your communications of the proposed targets. Please do not hesitate to reach out with further questions.

Many thanks,

Candice Gartner

a/Director, Data Analytics & Performance | Housing Targets Branch | Housing and Land Use Policy | Ministry of Housing

Main: 778 974 4963 | Mobile: 250 818 2158 | Email: [Candice.Gartner@gov.bc.ca](mailto:Candice.Gartner@gov.bc.ca)

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Withheld pursuant to/removed as

s.13 ; s.16

## Methodology Handout

---

From: Housing.Targets@gov.bc.ca  
To: Mark Neill' <mneill@abbotsford.ca>, Peter Sparanese <psparanese@abbotsford.ca>, Cyril Tomlinson <CTomlinson@abbotsford.ca>, Heather Kauer <hkauer@abbotsford.ca>  
Sent: August 24, 2023 3:07:55 PM PDT  
Attachments: Methodology Handout Abbotsford.pdf, Housing Needs Estimates Methodology - Breakout Reference Guide 20230824.pdf

Hello Abbotsford Team,

Thank you for your collaboration and providing us with insight about your unique municipality context throughout the consultation process.

Please see attached our methodology handout together with an updated reference guide. The handout provides a summary of the selection index and the standardized methodology for estimating housing needs. An updated reference guide is also attached which now includes a description of our approach for estimating units requiring on-site supports. We hope these documents are helpful towards your communications of the proposed targets. Please do not hesitate to reach out with further questions.

Many thanks,

Candice Gartner

a/Director, Data Analytics & Performance | Housing Targets Branch | Housing and Land Use Policy | Ministry of Housing

Main: 778 974 4963 | Mobile: 250 818 2158 | Email: [Candice.Gartner@gov.bc.ca](mailto:Candice.Gartner@gov.bc.ca)

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Withheld pursuant to/removed as

s.13 ; s.16

## Methodology Handout

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From: Housing.Targets@gov.bc.ca  
To: Jody Chartier' <ChartierJ@dnv.org>, Rick Danyluk <DanylukR@dnv.org>, Jennifer Paton <paton@dnv.org>, Carolyn Grafton <GraftonC@dnv.org>, Yan Zeng <zengy@dnv.org>, Gavin Joyce <JoyceG@dnv.org>, Peter Cohen <cohenp@dnv.org>, Tina Atva <AtvaT@dnv.org>, Dan Milburn <milburnd@dnv.org>  
Sent: August 24, 2023 3:07:57 PM PDT  
Attachments: Methodology Handout for DNV.pdf, Housing Needs Estimates Methodology - Breakout Reference Guide 20230824.pdf

Hello District of North Vancouver Team,

Thank you for your collaboration and providing us with insight about your unique municipality context throughout the consultation process.

Please see attached our methodology handout together with an updated reference guide. The handout provides a summary of the selection index and the standardized methodology for estimating housing needs. An updated reference guide is also attached which now includes a description of our approach for estimating units requiring on-site supports. We hope these documents are helpful towards your communications of the proposed targets. Please do not hesitate to reach out with further questions.

Many thanks,

Candice Gartner

a/Director, Data Analytics & Performance | Housing Targets Branch | Housing and Land Use Policy | Ministry of Housing

Main: 778 974 4963 | Mobile: 250 818 2158 | Email: [Candice.Gartner@gov.bc.ca](mailto:Candice.Gartner@gov.bc.ca)

Page 0810 of 1405 to/à Page 0813 of 1405

Withheld pursuant to/removed as

s.13 ; s.16

## Methodology Handout

---

From: Housing.Targets@gov.bc.ca  
To: Lindsay Chase <Lindsay.Chase@saanich.ca>, Brent Reems <Brent.Reems@saanich.ca>, 'Pam.Hartling@saanich.ca', Cameron Scott <Cameron.Scott@saanich.ca>  
Sent: August 24, 2023 3:07:59 PM PDT  
Attachments: Methodology Handout Saanich.pdf, Housing Needs Estimates Methodology - Breakout Reference Guide 20230824.pdf

Hello Saanich Team,

Thank you for your collaboration and providing us with insight about your unique municipality context throughout the consultation process.

Please see attached our methodology handout together with an updated reference guide. The handout provides a summary of the selection index and the standardized methodology for estimating housing needs. An updated reference guide is also attached which now includes a description of our approach for estimating units requiring on-site supports. We hope these documents are helpful towards your communications of the proposed targets. Please do not hesitate to reach out with further questions.

Many thanks,

Candice Gartner

a/Director, Data Analytics & Performance | Housing Targets Branch | Housing and Land Use Policy | Ministry of Housing

Main: 778 974 4963 | Mobile: 250 818 2158 | Email: [Candice.Gartner@gov.bc.ca](mailto:Candice.Gartner@gov.bc.ca)

Page 0815 of 1405 to/à Page 0818 of 1405

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s.13 ; s.16



## Methodology Handout

---

From: Housing.Targets@gov.bc.ca  
To: Jocelyn Jenkyns <JJenkyns@victoria.ca>, Andrea Hudson <AHudson@victoria.ca>, Ross Soward <rsoward@victoria.ca>, Karen Hoese <KHoese@victoria.ca>  
Sent: August 24, 2023 3:08:00 PM PDT  
Attachments: Methodology Handout Victoria.pdf, Housing Needs Estimates Methodology - Breakout Reference Guide 20230824.pdf

Hello Victoria Team,

Thank you for your collaboration and providing us with insight about your unique municipality context throughout the consultation process.

Please see attached our methodology handout together with an updated reference guide. The handout provides a summary of the selection index and the standardized methodology for estimating housing needs. An updated reference guide is also attached which now includes a description of our approach for estimating units requiring on-site supports. We hope these documents are helpful towards your communications of the proposed targets. Please do not hesitate to reach out with further questions.

Many thanks,

Candice Gartner

a/Director, Data Analytics & Performance | Housing Targets Branch | Housing and Land Use Policy | Ministry of Housing

Main: 778 974 4963 | Mobile: 250 818 2158 | Email: [Candice.Gartner@gov.bc.ca](mailto:Candice.Gartner@gov.bc.ca)

Page 0820 of 1405 to/à Page 0823 of 1405

Withheld pursuant to/removed as

s.13 ; s.16

## Methodology Handout

---

From: Housing.Targets@gov.bc.ca  
To: Signe Bagh <SBagh@oakbay.ca>, Selina Williams <SWilliams@oakbay.ca>, Andre Boel <ABoel@oakbay.ca>, Brian Green <BGreen@oakbay.ca>  
Sent: August 24, 2023 3:08:06 PM PDT  
Attachments: Methodology Handout Oak Bay.pdf, Housing Needs Estimates Methodology - Breakout Reference Guide 20230824.pdf

Hello Oak Bay Team,

Thank you for your collaboration and providing us with insight about your unique municipality context throughout the consultation process.

Please see attached our methodology handout together with an updated reference guide. The handout provides a summary of the selection index and the standardized methodology for estimating housing needs. An updated reference guide is also attached which now includes a description of our approach for estimating units requiring on-site supports. We hope these documents are helpful towards your communications of the proposed targets. Please do not hesitate to reach out with further questions.

Many thanks,

Candice Gartner

a/Director, Data Analytics & Performance | Housing Targets Branch | Housing and Land Use Policy | Ministry of Housing

Main: 778 974 4963 | Mobile: 250 818 2158 | Email: [Candice.Gartner@gov.bc.ca](mailto:Candice.Gartner@gov.bc.ca)

Page 0825 of 1405 to/à Page 0828 of 1405

Withheld pursuant to/removed as

s.13 ; s.16

## RE: Methodology Handout

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From: Ross Soward <rsoward@victoria.ca>  
To: Housing Targets Branch HOUS:EX <Housing.Targets@gov.bc.ca>, Jocelyn Jenkyns <JJenkyns@victoria.ca>, Karen Hoese <KHoese@victoria.ca>, Andrea Hudson <AHudson@victoria.ca>  
Sent: August 24, 2023 3:51:26 PM PDT

**[EXTERNAL] This email came from an external source. Only open attachments or links that you are expecting from a known sender.**

Hi Candice,  
Thank you for sending this along it will be a helpful reference as we finalize our Council report.  
Best,  
Rs

---

**From:** Housing Targets Branch HOUS:EX  
**Sent:** Thursday, August 24, 2023 3:08 PM  
**To:** Jocelyn Jenkyns ; Karen Hoese ; Andrea Hudson ; Ross Soward  
**Subject:** Methodology Handout

Hello Victoria Team,  
Thank you for your collaboration and providing us with insight about your unique municipality context throughout the consultation process.  
Please see attached our methodology handout together with an updated reference guide. The handout provides a summary of the selection index and the standardized methodology for estimating housing needs. An updated reference guide is also attached which now includes a description of our approach for estimating units requiring on-site supports. We hope these documents are helpful towards your communications of the proposed targets. Please do not hesitate to reach out with further questions.  
Many thanks,  
Candice Gartner

a/Director, Data Analytics & Performance | Housing Targets Branch | Housing and Land Use Policy | Ministry of Housing  
Main: 778 974 4963 | Mobile: 250 818 2158 | Email: [Candice.Gartner@gov.bc.ca](mailto:Candice.Gartner@gov.bc.ca)

## Concern re: Performance indicators

---

From: Emily Gray <EGray@delta.ca>  
To: rebecca.penz@gov.bc.ca, Penz, Rebecca HOUS:EX <Rebecca.Penz@gov.bc.ca>  
Cc: James Klukas <JKlukas@delta.ca>, Marcy Sangret <MSangret@delta.ca>  
Sent: August 25, 2023 11:16:23 AM PDT  
Attachments: Appendix A - Delta Proposed Housing Targets.pdf

**[EXTERNAL] This email came from an external source. Only open attachments or links that you are expecting from a known sender.**

Hello Rebecca,

Thank you for your time yesterday, it was a helpful meeting. I'm emailing with a concern about the performance indicators in Appendix A (attached). This indicates that "completed net new units by category issued a municipal occupancy permit" will be used to measure progress, among other variables.

Occupancy permits are largely beyond a municipality's control because they can only be issued once construction is complete and the building is safe to occupy. In Delta, occupancy permits are generally issued within 1-2 business days of inspection. So, any delays in getting to occupancy are not within Delta's control; the owner might be having cash flow problems, might be busy with other projects, waiting for better sales prospects, etc. We believe land use applications, building permit approvals, and municipal policies implemented are more appropriate measures because they are reflective of work the municipality is doing.

Could you please clarify why occupancy permits have been included here and how/when, specifically, they will be used to measure progress?

Thanks,

Emily



---

**Emily Gray, RPP, MCIP (She/Her)**

Planner | City of Delta

Office: 604-952-3601 | Email: [egray@delta.ca](mailto:egray@delta.ca)

4500 Clarence Taylor Crescent | Delta, BC | V4K 3E2

*I am grateful to live and work on the shared, traditional, ancestral, and unceded territories of the scəwəθən (Tsawwassen), xʷməθkʷəy̓əm (Musqueam), and other Coast Salish Peoples.*

Page 0831 of 1405

Withheld pursuant to/removed as

s.13 ; s.16

## RE: Concern re: Performance indicators

---

From: Housing.Targets@gov.bc.ca  
To: Emily Gray <EGray@delta.ca>  
Cc: James Klukas <JKlukas@delta.ca>, Pittroff, Sandra HOUS:EX <Sandra.Pittroff@gov.bc.ca>, Corpe, Cimarron HOUS:EX <Cimarron.Corpe@gov.bc.ca>, Marcy Sangret <MSangret@delta.ca>  
Sent: August 25, 2023 11:23:52 AM PDT  
Attachments: image002.png

Thanks for reaching out Emily. The goal of the housing targets program is to get new housing built, which is why the housing targets are measured against completions. We recognize that there are things beyond the control of municipalities. The evaluation process will take into account units in the development pipeline, as well as other municipal efforts, including updating OCPs and zoning bylaws and adopting new housing and supply affordability tools.

We will be having an in-depth conversation about progress reporting and measuring success in Meeting 4.

Best regards,

**Rebecca Penz (She/Her)**  
a/Director, Policy and Engagement

Housing Targets Branch | Ministry of Housing

Main: 236.478.3630

Mobile: 250.880.2269

Grateful to live and work on the territories of the ləkʷəŋən and W̱SÁNEĆ Peoples .

---

**From:** Emily Gray  
**Sent:** Friday, August 25, 2023 11:16 AM  
**To:** Penz, Rebecca HOUS:EX  
**Cc:** James Klukas ; Marcy Sangret  
**Subject:** Concern re: Performance indicators

**[EXTERNAL] This email came from an external source. Only open attachments or links that you are expecting from a known sender.**

Hello Rebecca,

Thank you for your time yesterday, it was a helpful meeting. I'm emailing with a concern about the performance indicators in Appendix A (attached). This indicates that "completed net new units by category issued a municipal occupancy permit" will be used to measure progress, among other variables.

Occupancy permits are largely beyond a municipality's control because they can only be issued once construction is complete and the building is safe to occupy. In Delta, occupancy permits are generally issued within 1-2 business days of inspection. So, any delays in getting to occupancy are not within Delta's control; the owner might be having cash flow problems, might be busy with other projects, waiting for better sales prospects, etc. We believe land use applications, building permit approvals, and municipal policies implemented are more appropriate measures because they are reflective of work the municipality is doing.

Could you please clarify why occupancy permits have been included here and how/when, specifically, they will be used to measure progress?

Thanks,

Emily



---

**Emily Gray, RPP, MCIP (She/Her)**

Planner | City of Delta

Office: 604-952-3601 | Email: [egray@delta.ca](mailto:egray@delta.ca)

4500 Clarence Taylor Crescent | Delta, BC | V4K 3E2

*I am grateful to live and work on the shared, traditional, ancestral, and unceded territories of the scəwəðən (Tsawwassen), xʷməθkʷəy̓əm (Musqueam), and other Coast Salish Peoples.*



## RE: Methodology Handout

---

From: Housing Targets Branch HOUS:EX <Housing.Targets@gov.bc.ca>  
To: Selina Williams <SWilliams@oakbay.ca>, Housing Targets Branch HOUS:EX <Housing.Targets@gov.bc.ca>  
Cc: Signe Bagh <SBagh@oakbay.ca>, Brian Green <BGreen@oakbay.ca>, Andre Boel <ABoel@oakbay.ca>, Sarah Morden <smorden@oakbay.ca>  
Sent: August 25, 2023 4:24:49 PM PDT

Good Afternoon,

Thank you for reaching out, Selina.

Candice is currently on vacation – we forwarded your message to her analytics team to prepare answers to your questions. You will receive a response early next week.

Sincerely,

**Housing Targets Team**

BC Ministry of Housing | Email: [Housing.Targets@gov.bc.ca](mailto:Housing.Targets@gov.bc.ca)

---

**From:** Selina Williams

**Sent:** Friday, August 25, 2023 11:57 AM

**To:** Housing Targets Branch HOUS:EX

**Cc:** Signe Bagh ; Brian Green ; Andre Boel ; Sarah Morden

**Subject:** RE: Methodology Handout

**[EXTERNAL] This email came from an external source. Only open attachments or links that you are expecting from a known sender.**

Good Morning Candace,

Thank you for sharing out the documents, it's really appreciated. Can I get clarification on a few pieces as the content falls short of what we were anticipating?

When we met for our first Housing Targets meeting, we understood that Oak Bay ranked #1 in the Province on six of the criteria (#1 being the worst). That surprised us and our notes indicate we followed up with questions around the ground oriented to multi-story housing ratio and requested access to the assessment work to support our understanding of how the first ten were selected. There were discussions around a potential extra meeting where additional context might be provided and that didn't materialize; we expect that holidays, capacity etc. (for both parties) likely played into that.

The Housing Target Methodologies handout attached indicates Oak Bay's ranking is measured against the other nine of the first cohort only. We also understood that the first ten were ranked at the bottom in the Province and were selected as the first cohort for that reason. Can you share the rankings for all municipalities with us so we can see where Oak Bay measures on each of the criteria when we look at the ranking and scoring for all municipalities in BC; we would like to understand where we are with respect to best to worst performing in the various criteria? It would allow us to reach out to those other municipalities who are seeing success where we are not and perhaps implementing some of the tactics that are supporting that success.

We appreciate if you are concerned with that data creating a negative narrative for Oak Bay but, data is data, and at least it would provide factual support to the narrative that already exists.

Thanks Candace, much appreciated.

Selina

Selina Williams (she/her)

Chief Administrative Officer

District of Oak Bay

250-598-3311 ext. 7414

[Facebook](#) | [Twitter](#) | [Instagram](#) | [LinkedIn](#)

---

**From:** Housing Targets Branch HOUS:EX <Housing.Targets@gov.bc.ca>

**Sent:** Thursday, August 24, 2023 3:08 PM

**To:** Signe Bagh <SBagh@oakbay.ca>; Brian Green <BGreen@oakbay.ca>; Selina Williams <SWilliams@oakbay.ca>; Andre Boel <ABoel@oakbay.ca>

**Subject:** Methodology Handout

Hello Oak Bay Team,

Thank you for your collaboration and providing us with insight about your unique municipality context throughout the consultation process.

Please see attached our methodology handout together with an updated reference guide. The handout provides a summary of the selection index and the standardized methodology for estimating housing needs. An updated reference guide is also attached which now includes a description of our approach for estimating units requiring on-site supports.

We hope these documents are helpful towards your communications of the proposed targets. Please do not hesitate to reach out with further questions.

Many thanks,  
Candice Gartner

a/Director, Data Analytics & Performance | Housing Targets Branch | Housing and Land Use Policy | Ministry of Housing  
Main: 778 974 4963 | Mobile: 250 818 2158 | Email: [Candice.Gartner@gov.bc.ca](mailto:Candice.Gartner@gov.bc.ca)

Page 0835 of 1405 to/à Page 0836 of 1405

Withheld pursuant to/removed as

s.16

## MEETING 4:

### Progress Reporting



District of North Vancouver

August 29, 2023

*Confidential: not for distribution outside your organization*

# Meeting Purpose & Approach

---

**Purpose:** Talk about how we plan to measure progress and opportunities & constraints in reporting data.

## Today's Topics:

1. What we heard in Meeting 3
2. Progress Reporting: What information will you need to provide? How will progress be measured? When to receive, publish & report?
3. Discussion

---

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Page 0839 of 1405 to/à Page 0846 of 1405

Withheld pursuant to/removed as

s.13 ; s.16

# Reporting Timing and Publication

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- Housing Target Orders will be effective the date of issuance, and that is when the reporting period begins.
- Progress reports must be received by resolution with 45 days of the end of reporting period:
  - Interim: 6 months after Housing Targets Order
  - Annual: Anniversary of Order
- Reports must be posted to the municipal website and submitted to the Minister as soon as practicable after being received.

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*Confidential: not for distribution outside your organization*



# Discussion

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## Questions

- What do you think of categories as guidance?
- Are we measuring progress fairly?
- Are we missing anything?
- Are there areas to simplify or streamline?

## Issues & Challenges

- New data collection and reporting
- Resourcing for collection and reporting of data
- Reporting on the development pipeline by unit breakdown

**Next Steps:** Municipal response due September 14, 2023

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# THANK YOU



Page 0850 of 1405 to/à Page 0854 of 1405

Withheld pursuant to/removed as

s.13 ; s.16

# Definitions (1)

---

## **Provincial Housing Needs Estimate**

Number of units needed in specified municipality, as calculated through provincial methodology.

## **Housing Target**

Minimum number of net new units required to comply with Provincial Housing Target Order. Currently set at 75% of Provincial Housing Needs Estimate.

## **Annual Threshold**

Minimum annual number of net new units municipality is required report to indicate progress towards meeting Housing Target.

*Confidential: not for distribution outside your organization*

## Definitions (2)

---

### **Rental**

Number of new rental units built in prescribed municipality, including purpose built, secondary suites and long-term secondary rental units.

### **Below Market**

Number of rental units which are at or below the local Housing Income Limits per size. Units under housing agreement, must have a term of minimum 5 years.

### **Below Market Rental Units with On-Site Support**

Number of rental units at IA Shelter rate to provide permanent housing for people transition out of homelessness. Units provide on-site supports required by people transitioning out of homelessness.

*Confidential: not for distribution outside your organization*

## Housing Targets Meeting 4: District of North Vancouver

---

From: Housing.Targets@gov.bc.ca  
To: Dan Milburn <milburnd@dnv.org>, Jody Chartier <ChartierJ@dnv.org>  
Cc: Carolyn Grafton <GraftonC@dnv.org>, Yan Zeng <zengy@dnv.org>, Gavin Joyce <JoyceG@dnv.org>, Tina Atva <AtvaT@dnv.org>, Rick Danyluk <DanylukR@dnv.org>, Peter Cohen <cohenp@dnv.org>  
Sent: August 28, 2023 4:54:18 PM PDT  
Attachments: District of North Vancouver Meeting 4 Housing Targets Final.pdf, image001.png

Hi Dan,

Thanks for sharing your insights and feedback this morning. Please find attached the presentation for tomorrow's meeting.

Best regards,

**Rebecca Penz (She/Her)**

a/Director, Policy and Engagement

Housing Targets Branch | Ministry of Housing

Main: 236.478.3630

Mobile: 250.880.2269

Grateful to live and work on the territories of the ɫəᕕʷəŋən and W̱SÁNEĆ Peoples .

## FW: Response to Proposed Housing Targets

From: Penz, Rebecca HOUS:EX <Rebecca.Penz@gov.bc.ca>  
To: Housing Targets Branch HOUS:EX <Housing.Targets@gov.bc.ca>  
Sent: August 29, 2023 10:17:32 AM PDT  
Attachments: Proposed\_Housing\_Targets\_Response\_Letter\_-\_Mayor\_Little.pdf

**From:** Jody Chartier

**Sent:** Tuesday, August 29, 2023 10:12 AM

**To:** Minister, HOUS HOUS:EX

**Cc:** Sawchuk, Bindi HOUS:EX ; Corpe, Cimarron HOUS:EX ; Dan Milburn ; Penz, Rebecca HOUS:EX ; David Stuart ; Tina Atva ; Jennifer Paton ; Brett Dwyer ; Yan Zeng ; Rick Danyluk ; Mike Little, Mayor ; Gavin Joyce ; Peter Cohen

**Subject:** RE: Response to Proposed Housing Targets

**[EXTERNAL] This email came from an external source. Only open attachments or links that you are expecting from a known sender.**

Good morning,

On behalf of Mayor Mike Little and the District of North Vancouver staff, please find attached the response letter regarding the Proposed Housing Targets.

Please let me know if you have any questions.

Best regards,

**Jody Chartier** (*she/her/hers*)



355 West Queens Road  
North Vancouver, BC V7N 4N5

[chartierj@dnv.org](mailto:chartierj@dnv.org)

604-990-2343



We respectfully acknowledge the original peoples of these lands and waters, specifically the səliłwətaʔ (Tsleil-Waututh), Sk̓wxwú7mesh Úxwumixw (Squamish), and xʷməθkʷəy̓əm (Musqueam), on whose unceded ancestral lands the District of North Vancouver is located. We value the opportunity to learn, share, and serve our community on these unceded lands.

**From:** Penz, Rebecca HOUS:EX <Rebecca.Penz@gov.bc.ca>

**Sent:** Monday, August 21, 2023 9:01 AM

**To:** David Stuart <StuartD@dnv.org>

**Cc:** Housing Targets Branch HOUS:EX <Housing.Targets@gov.bc.ca>; Dan Milburn <milburnd@dnv.org>

**Subject:** Response to Proposed Housing Targets

**CAUTION:** This email originated from outside of the DNV. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Good morning David,

The proposed housing targets for the District of North Vancouver were recently sent to you for review. I am following up with you regarding the process for submitting written comments to the Minister of Housing. As noted in the cover letter, your written response is due on or before September 14, 2023. Responses received prior to the due date are greatly appreciated.

Please prepare your written response in letter format addressed to the Honourable Minister Ravi Kahlon and sent by email to [HOUS.minister@gov.bc.ca](mailto:HOUS.minister@gov.bc.ca). The District of North Vancouver can determine the municipal signatory. Please copy the following ministry staff:

Bindi Sawchuk, Assistant Deputy Minister: [Bindi.Sawchuk@gov.bc.ca](mailto:Bindi.Sawchuk@gov.bc.ca)

Cimarron Corpé, A/Executive Director: [Cimarron.Corpe@gov.bc.ca](mailto:Cimarron.Corpe@gov.bc.ca)

Rebecca Penz, A/Director, Policy & Engagement: [Rebecca.Penz@gov.bc.ca](mailto:Rebecca.Penz@gov.bc.ca)

We appreciate your ongoing collaboration throughout the housing targets process. Please reach out if you have any questions.

Best regards,

**Rebecca Penz (She/Her)**

a/Director, Policy and Engagement

Housing Targets Branch | Ministry of Housing

Main: 236.478.3630

Mobile: 250.880.2269



## RE: Response to Proposed Housing Targets

From: Penz, Rebecca HOUS:EX <Rebecca.Penz@gov.bc.ca>  
To: Jody Chartier <ChartierJ@dnv.org>, Dan Milburn <milburnd@dnv.org>  
Cc: Corpe, Cimarron HOUS:EX <Cimarron.Corpe@gov.bc.ca>, Housing Targets Branch HOUS:EX <Housing.Targets@gov.bc.ca>  
Sent: August 29, 2023 11:26:49 AM PDT  
Attachments: image006.png

Thanks Jody and Dan. Your municipal response has been received. We really appreciate how quickly the District of North Vancouver responded.

Best regards,

**Rebecca Penz (She/Her)**

a/Director, Policy and Engagement

Housing Targets Branch | Ministry of Housing

Main: 236.478.3630

Mobile: 250.880.2269

Grateful to live and work on the territories of the ləkʷəŋən and W̱SÁNEĆ Peoples .

**From:** Jody Chartier

**Sent:** Tuesday, August 29, 2023 10:12 AM

**To:** Minister, HOUS HOUS:EX

**Cc:** Sawchuk, Bindi HOUS:EX ; Corpe, Cimarron HOUS:EX ; Dan Milburn ; Penz, Rebecca HOUS:EX ; David Stuart ; Tina Atva ; Jennifer Paton ; Brett Dwyer ; Yan Zeng ; Rick Danyluk ; Mike Little, Mayor ; Gavin Joyce ; Peter Cohen

**Subject:** RE: Response to Proposed Housing Targets

**[EXTERNAL] This email came from an external source. Only open attachments or links that you are expecting from a known sender.**

Good morning,

On behalf of Mayor Mike Little and the District of North Vancouver staff, please find attached the response letter regarding the Proposed Housing Targets.

Please let me know if you have any questions.

Best regards,

**Jody Chartier** (she/her/hers)



355 West Queens Road

North Vancouver, BC V7N 4N5

[chartierj@dnv.org](mailto:chartierj@dnv.org)

604-990-2343



We respectfully acknowledge the original peoples of these lands and waters, specifically the səliłwətał (Tsleil-Waututh), Sk̓wxwú7mesh Úxwumixw (Squamish), and xʷməθkʷəŋəm (Musqueam), on whose unceded ancestral lands the District of North Vancouver is located. We value the opportunity to learn, share, and serve our community on these unceded lands.

**From:** Penz, Rebecca HOUS:EX <Rebecca.Penz@gov.bc.ca>

**Sent:** Monday, August 21, 2023 9:01 AM

**To:** David Stuart <StuartD@dnv.org>

**Cc:** Housing Targets Branch HOUS:EX <Housing.Targets@gov.bc.ca>; Dan Milburn <milburnd@dnv.org>

**Subject:** Response to Proposed Housing Targets

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Good morning David,

The proposed housing targets for the District of North Vancouver were recently sent to you for review. I am following up with you regarding the process for submitting written comments to the Minister of Housing. As noted in the cover letter, your written response is due on or before September 14, 2023. Responses received prior to the due date are greatly appreciated.



Please prepare your written response in letter format addressed to the Honourable Minister Ravi Kahlon and sent by email to [HOUS.minister@gov.bc.ca](mailto:HOUS.minister@gov.bc.ca). The District of North Vancouver can determine the municipal signatory. Please copy the following ministry staff:

Bindi Sawchuk, Assistant Deputy Minister: [Bindi.Sawchuk@gov.bc.ca](mailto:Bindi.Sawchuk@gov.bc.ca)

Cimarron Corpé, A/Executive Director: [Cimarron.Corpe@gov.bc.ca](mailto:Cimarron.Corpe@gov.bc.ca)

Rebecca Penz, A/Director, Policy & Engagement: [Rebecca.Penz@gov.bc.ca](mailto:Rebecca.Penz@gov.bc.ca)

We appreciate your ongoing collaboration throughout the housing targets process. Please reach out if you have any questions.

Best regards,

**Rebecca Penz (She/Her)**

a/Director, Policy and Engagement

Housing Targets Branch | Ministry of Housing

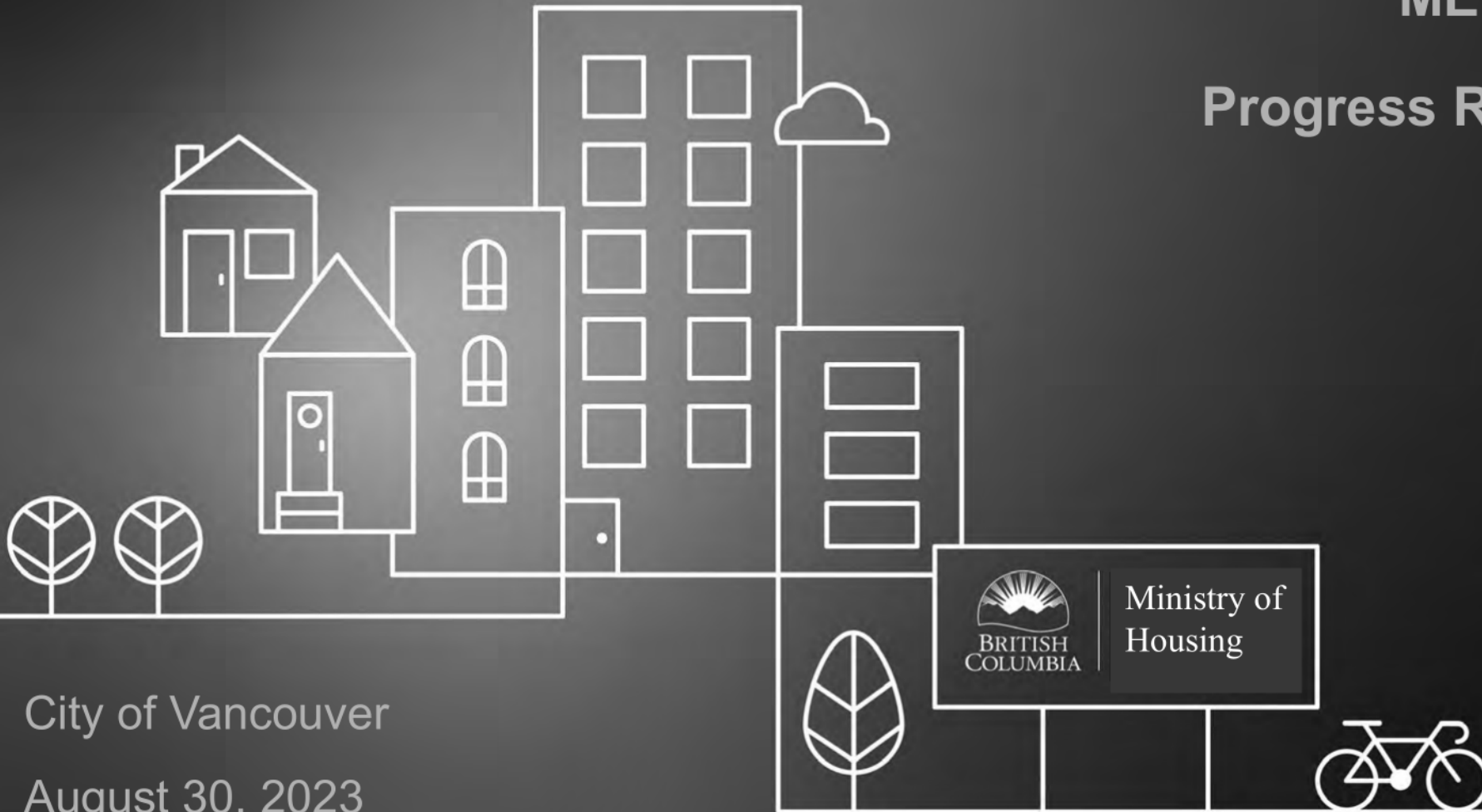
Main: 236.478.3630

Mobile: 250.880.2269

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## MEETING 4:

### Progress Reporting



City of Vancouver

August 30, 2023

*Confidential: not for distribution outside your organization*

# Meeting Purpose & Approach

---

**Purpose:** Talk about how we plan to measure progress and opportunities & constraints in reporting data.

## Today's Topics:

1. What we heard in Meeting 3
2. Progress Reporting: What information will you need to provide? How will progress be measured? When to receive, publish & report?
3. Discussion

---

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Page 0864 of 1405 to/à Page 0871 of 1405

Withheld pursuant to/removed as

s.13 ; s.16

# Reporting Timing and Publication

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- Housing Target Orders will be effective the date of issuance, and that is when the reporting period begins.
- Progress reports must be received by resolution with 45 days of the end of reporting period:
  - Interim: 6 months after Housing Targets Order
  - Annual: Anniversary of Order
- Reports must be posted to the municipal website and submitted to the Minister as soon as practicable after being received.

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# Discussion

---

## Questions

- What do you think of categories as guidance?
- Are we measuring progress fairly?
- Are we missing anything?
- Are there areas to simplify or streamline?

## Issues & Challenges

- New data collection and reporting
- Resourcing for collection and reporting of data
- Reporting on the development pipeline by unit breakdown

**Next Steps:** Municipal response due September 14, 2023

---

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# THANK YOU



Page 0875 of 1405 to/à Page 0879 of 1405

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s.13 ; s.16



# Definitions (1)

---

## **Provincial Housing Needs Estimate**

Number of units needed in specified municipality, as calculated through provincial methodology.

## **Housing Target**

Minimum number of net new units required to comply with Provincial Housing Target Order. Currently set at 75% of Provincial Housing Needs Estimate.

## **Annual Threshold**

Minimum annual number of net new units municipality is required to report to indicate progress towards meeting Housing Target.

*Confidential: not for distribution outside your organization*

## Definitions (2)

---

### **Rental**

Number of new rental units built in prescribed municipality, including purpose built, secondary suites and long-term secondary rental units.

### **Below Market**

Number of rental units which are at or below the local Housing Income Limits per size. Units under housing agreement, must have a term of minimum 5 years.

### **Below Market Rental Units with On-Site Support**

Number of rental units at IA Shelter rate to provide permanent housing for people to transition out of homelessness. Units provide on-site supports required by people transitioning out of homelessness.

*Confidential: not for distribution outside your organization*

## Housing Targets Meeting 4 Presentation

---

From: Penz, Rebecca HOUS:EX <Rebecca.Penz@gov.bc.ca>  
To: Andre Boel <ABoel@oakbay.ca>  
Cc: Signe Bagh <SBagh@oakbay.ca>, Brian Green <BGreen@oakbay.ca>, Selina Williams <SWilliams@oakbay.ca>, Housing Targets Branch HOUS:EX <Housing.Targets@gov.bc.ca>  
Sent: August 29, 2023 5:37:00 PM PDT  
Attachments: Oak Bay Meeting 4 Housing Targets.pdf, image001.png

Hi Andre & Team,

Please find attached the presentation for tomorrow's meeting. We're looking forward to seeing you at our office.

Best regards,

**Rebecca Penz (She/Her)**

a/Director, Policy and Engagement

Housing Targets Branch | Ministry of Housing

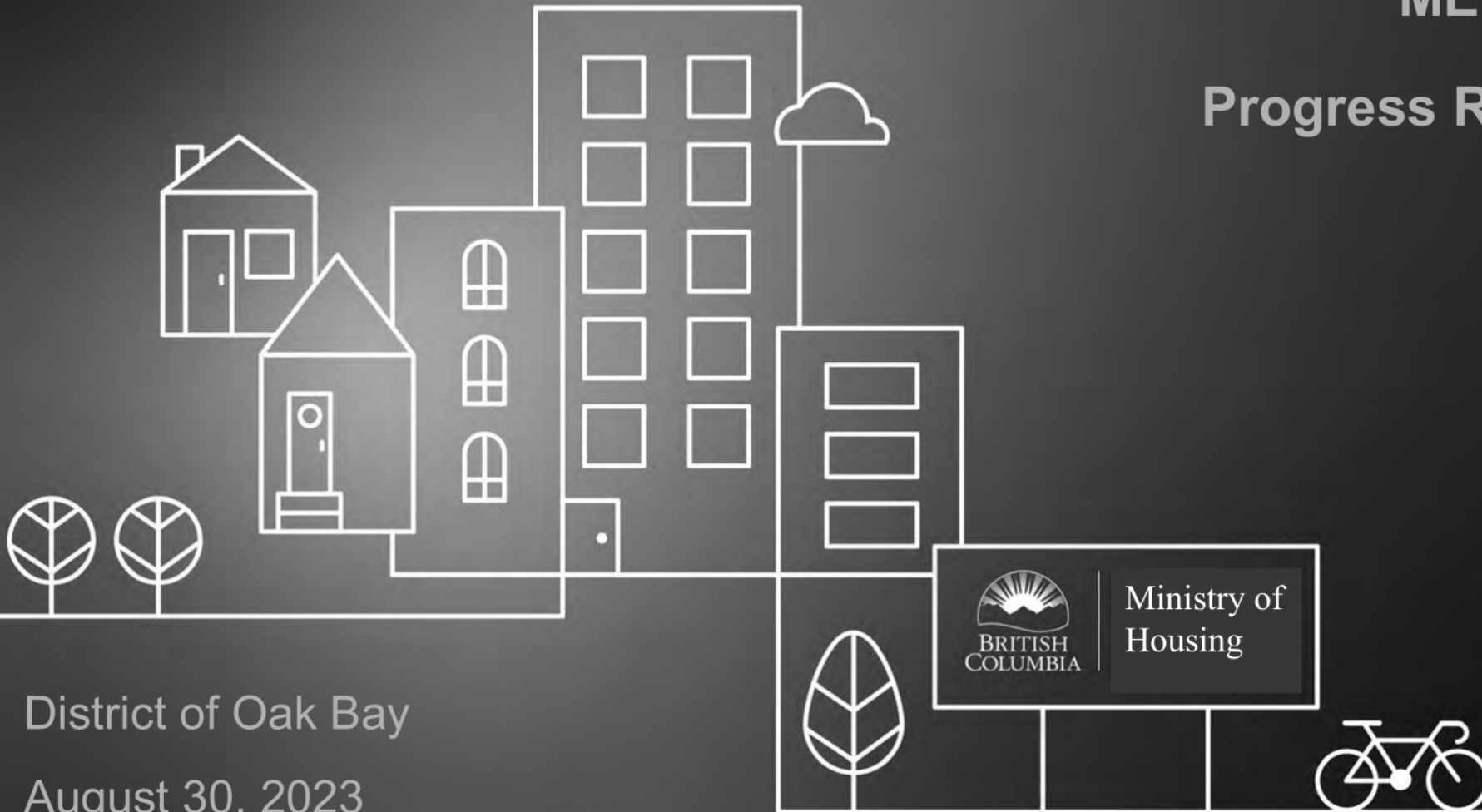
Main: 236.478.3630

Mobile: 250.880.2269

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## MEETING 4:

### Progress Reporting



District of Oak Bay

August 30, 2023

*Confidential: not for distribution outside your organization*

# Meeting Purpose & Approach

---

**Purpose:** Talk about how we plan to measure progress and opportunities & constraints in reporting data.

## Today's Topics:

1. What we heard in Meeting 3
2. Progress Reporting: What information will you need to provide? How will progress be measured? When to receive, publish & report?
3. Discussion

---

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Page 0885 of 1405 to/à Page 0892 of 1405

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s.13 ; s.16

# Reporting Timing and Publication

---

- Housing Target Orders will be effective the date of issuance, and that is when the reporting period begins.
- Progress reports must be received by resolution with 45 days of the end of reporting period:
  - Interim: 6 months after Housing Targets Order
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- Reports must be posted to the municipal website and submitted to the Minister as soon as practicable after being received.

---

*Confidential: not for distribution outside your organization*



# Discussion

---

## Questions

- What do you think of categories as guidance?
- Are we measuring progress fairly?
- Are we missing anything?
- Are there areas to simplify or streamline?

## Issues & Challenges

- New data collection and reporting
- Resourcing for collection and reporting of data
- Reporting on the development pipeline by unit breakdown

**Next Steps:** Municipal response due September 14, 2023

---

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# THANK YOU



Page 0896 of 1405 to/à Page 0900 of 1405

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s.13 ; s.16

# Definitions (1)

---

## **Provincial Housing Needs Estimate**

Number of units needed in specified municipality, as calculated through provincial methodology.

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Minimum number of net new units required to comply with Provincial Housing Target Order. Currently set at 75% of Provincial Housing Needs Estimate.

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## Definitions (2)

---

### **Rental**

Number of new rental units built in prescribed municipality, including purpose built, secondary suites and long-term secondary rental units.

### **Below Market**

Number of rental units which are at or below the local Housing Income Limits per size. Units under housing agreement, must have a term of minimum 5 years.

### **Below Market Rental Units with On-Site Support**

Number of rental units at Income Assistance Shelter rate to provide permanent housing for people to transition out of homelessness. Units provide on-site supports required by people transitioning out of homelessness.

*Confidential: not for distribution outside your organization*

## Housing Targets Meeting 4 Presentation

---

From: Penz, Rebecca HOUS:EX <Rebecca.Penz@gov.bc.ca>  
To: Theresa.O'Donnell@vancouver.ca, Garrison, Dan (COV) <Dan.Garrison@vancouver.ca>  
Cc: Cho, Edna <edna.cho@vancouver.ca>, Montuelle, Clementine  
<Clementine.Montuelle@vancouver.ca>, Cheng, Aaron <Aaron.Cheng@vancouver.ca>,  
Housing Targets Branch HOUS:EX <Housing.Targets@gov.bc.ca>  
Sent: August 29, 2023 5:38:40 PM PDT  
Attachments: image001.png, Vancouver Meeting 4 Housing Targets.pdf

Hi Vancouver Team,  
Please find attached the presentation for tomorrow's meeting.  
Best regards,  
**Rebecca Penz (She/Her)**  
a/Director, Policy and Engagement

Housing Targets Branch | Ministry of Housing

Main: 236.478.3630

Mobile: 250.880.2269

Grateful to live and work on the territories of the ɫəᑭʷəŋən and W̱SÁNEĆ Peoples .

## FW: Response to Proposed Housing Targets

---

From: Penz, Rebecca HOUS:EX <Rebecca.Penz@gov.bc.ca>  
To: Liam McLellan <lmclellan@portmoody.ca>  
Cc: Housing Targets Branch HOUS:EX <Housing.Targets@gov.bc.ca>  
Sent: August 30, 2023 1:07:13 PM PDT  
Attachments: image001.png

Hi Liam,  
Here's information about who to send the municipal response to. Let me know if you need anything else.  
Best,  
Rebecca

---

**From:** Penz, Rebecca HOUS:EX  
**Sent:** Monday, August 21, 2023 9:01 AM  
**To:** tsavoie@portmoody.ca  
**Cc:** Housing Targets Branch HOUS:EX ; 'Kate Zanon'  
**Subject:** Response to Proposed Housing Targets

Good morning Tim,

The proposed housing targets the City of Port Moody were recently sent to you for review. I am following up with you regarding the process for submitting written comments to the Minister of Housing. As noted in the cover letter, your written response is due on or before September 14, 2023. Responses received prior to the due date are greatly appreciated.

Please prepare your written response in letter format addressed to the Honourable Minister Ravi Kahlon and sent by email to [HOUS.minister@gov.bc.ca](mailto:HOUS.minister@gov.bc.ca). The City of Port Moody can determine the municipal signatory. Please copy the following ministry staff:

Bindi Sawchuk, Assistant Deputy Minister: [Bindi.Sawchuk@gov.bc.ca](mailto:Bindi.Sawchuk@gov.bc.ca)

Cimarron Corpé, A/Executive Director: [Cimarron.Corpe@gov.bc.ca](mailto:Cimarron.Corpe@gov.bc.ca)

Rebecca Penz, A/Director, Policy & Engagement: [Rebecca.Penz@gov.bc.ca](mailto:Rebecca.Penz@gov.bc.ca)

We appreciate your ongoing collaboration throughout the housing targets process. Please reach out if you have any questions.

Best regards,

**Rebecca Penz (She/Her)**

a/Director, Policy and Engagement

Housing Targets Branch | Ministry of Housing

Main: 236.478.3630

Mobile: 250.880.2269

Grateful to live and work on the territories of the ɫəKʷəŋən and W̱SÁNEĆ Peoples .

## RE: Council and Targets Victoria

---

From: Penz, Rebecca HOUS:EX <Rebecca.Penz@gov.bc.ca>  
To: Ross Soward <rsoward@victoria.ca>  
Cc: Karen Hoese <KHoese@victoria.ca>, Housing Targets Branch HOUS:EX <Housing.Targets@gov.bc.ca>  
Sent: August 30, 2023 1:13:15 PM PDT

That's correct. Neither the Housing Supply Act nor the Regulation specifies who the response must come from. Just a note that the City of Victoria may wish to rise and report and share the municipal response after the issuance/announcement of the Housing Target Order (all other consultation materials should be considered confidential as part of intergovernmental relations).

Thanks,  
Rebecca

---

**From:** Ross Soward  
**Sent:** Wednesday, August 30, 2023 1:06 PM  
**To:** Penz, Rebecca HOUS:EX  
**Cc:** Karen Hoese ; Housing Targets Branch HOUS:EX  
**Subject:** RE: Council and Targets Victoria

**[EXTERNAL] This email came from an external source. Only open attachments or links that you are expecting from a known sender.**

Hi Rebecca,  
Thanks for that. In terms of the formal municipal response to the housing minister that can come from staff of council?  
Thanks,  
Rs

---

**From:** Penz, Rebecca HOUS:EX <Rebecca.Penz@gov.bc.ca>  
**Sent:** Wednesday, August 30, 2023 1:04 PM  
**To:** Ross Soward <rsoward@victoria.ca>  
**Cc:** Karen Hoese <KHoese@victoria.ca>; Housing Targets Branch HOUS:EX <Housing.Targets@gov.bc.ca>  
**Subject:** RE: Council and Targets Victoria

Thanks for checking in Ross. The Province has no requirements/expectations for any council motions endorsing the targets or the municipal response.

Best,  
Rebecca

---

**From:** Ross Soward <rsoward@victoria.ca>  
**Sent:** Wednesday, August 30, 2023 12:25 PM  
**To:** Penz, Rebecca HOUS:EX <Rebecca.Penz@gov.bc.ca>  
**Cc:** Karen Hoese <KHoese@victoria.ca>  
**Subject:** Council and Targets Victoria

**[EXTERNAL] This email came from an external source. Only open attachments or links that you are expecting from a known sender.**

Hello Rebecca,  
We are just in the process of finalizing our report to Council around the proposed provincial housing targets as well as our draft letter - the formal response to the Minister of Housing as per the *Housing Supply Act*.  
I wanted to ask if there was an expectation from the province around council motions that we should be aware of in terms of endorsing the targets etc?  
My understanding was that this was *not* a requirement, but I wanted to confirm before we finalize the report.  
We are submitting our report to legislative services end of day today so if you are able to responds that would be much appreciated.  
Thank you,  
Ross Soward, MCIP RPP

Pronouns: He,Him,His  
Senior Planner, Housing Development  
Sustainable Planning and Community Development Department  
City of Victoria

T 250.361.0476

(working remotely most days)  
The City of Victoria is located on the homelands of the Songhees and Esquimalt People.





## Housing Targets Meeting 4 Presentation

---

From: Penz, Rebecca HOUS:EX <Rebecca.Penz@gov.bc.ca>  
To: dhawkins@westvancouver.ca, jbailey@westvancouver.ca  
Cc: Housing Targets Branch HOUS:EX <Housing.Targets@gov.bc.ca>  
Sent: August 30, 2023 4:37:49 PM PDT  
Attachments: West Vancouver Meeting 4 Targets.pdf, image001.png

Hi Jim & David,

Please find attached the presentation for tomorrow's meeting. Looking forward to the discussion.

Best,

**Rebecca Penz (She/Her)**

a/Director, Policy and Engagement

Housing Targets Branch | Ministry of Housing

Main: 236.478.3630

Mobile: 250.880.2269

Grateful to live and work on the territories of the ɫəᑦʷəŋən and W̱SÁNEĆ Peoples .

## MEETING 4:

### Progress Reporting



District of West Vancouver

August 31, 2023

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# Meeting Purpose & Approach

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**Purpose:** Talk about how we plan to measure progress and opportunities & constraints in reporting data.

## Today's Topics:

1. What we heard in Meeting 3
2. Progress Reporting: What information will you need to provide? How will progress be measured? When to receive, publish & report?
3. Discussion

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s.13 ; s.16

# Reporting Timing and Publication

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- Housing Target Orders will be effective the date of issuance, and that is when the reporting period begins.
- Progress reports must be received by resolution with 45 days of the end of reporting period:
  - Interim: 6 months after Housing Targets Order
  - Annual: Anniversary of Order
- Reports must be posted to the municipal website and submitted to the Minister as soon as practicable after being received.

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# Discussion

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## Questions

- What do you think of categories as guidance?
- Are we measuring progress fairly?
- Are we missing anything?
- Are there areas to simplify or streamline?

## Issues & Challenges

- New data collection and reporting
- Resourcing for collection and reporting of data
- Reporting on the development pipeline by unit breakdown

**Next Steps:** Municipal response due September 14, 2023

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# THANK YOU



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s.13 ; s.16



# Definitions (1)

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## **Provincial Housing Needs Estimate**

Number of units needed in specified municipality, as calculated through provincial methodology.

## **Housing Target**

Minimum number of net new units required to comply with Provincial Housing Target Order. Currently set at 75% of Provincial Housing Needs Estimate.

## **Annual Threshold**

Minimum annual number of net new units municipality is required to report to indicate progress towards meeting Housing Target.

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## Definitions (2)

---

### **Rental**

Number of new rental units built in prescribed municipality, including purpose built, secondary suites and long-term secondary rental units.

### **Below Market**

Number of rental units which are at or below the local Housing Income Limits per size. Units under housing agreement, must have a term of minimum 5 years.

### **Below Market Rental Units with On-Site Support**

Number of rental units at Income Assistance Shelter rate to provide permanent housing for people to transition out of homelessness. Units provide on-site supports required by people transitioning out of homelessness.

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## Housing Targets Meeting 3 & 4 Presentation

---

From: Housing.Targets@gov.bc.ca  
To: Heather Kauer <hkauer@abbotsford.ca>, Mark Neill <mneill@abbotsford.ca>  
Cc: Peter Sparanese <psparanese@abbotsford.ca>, Cyril Tomlinson <CTomlinson@abbotsford.ca>  
Sent: August 30, 2023 4:39:52 PM PDT  
Attachments: Abbotsford Meeting 3 & 4 Targets.pdf, image001.png

Hi Mark & Heather,  
Please find attached the presentation for tomorrow's meeting. Looking forward to the discussion.  
Best,  
**Rebecca Penz (She/Her)**  
a/Director, Policy and Engagement

Housing Targets Branch | Ministry of Housing

Main: 236.478.3630

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# Housing Target Consultation

City of Abbotsford



Meeting 3/4

August 31, 2023

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# Meeting Purpose & Approach

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**Purpose:** Talk about how we plan to measure progress and opportunities & constraints in reporting data.

## **Today's Topics:**

1. What we heard in Meeting 2
2. Overview of 1st cohort consultation themes so far
3. Progress Reporting: What information will you need to provide? How will progress be measured? When to receive, publish & report?
4. Discuss local opportunities and challenges

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s.13 ; s.16

# Reporting Timing and Publication

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  - Annual: Anniversary of Order
- Reports must be posted to the municipal website and submitted to the Minister as soon as practicable after being received.

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# Discussion

---

## Questions

- What do you think of categories as guidance?
- Are we measuring progress fairly?
- Are we missing anything?
- Are there areas to simplify or streamline?

## Issues & Challenges

- New data collection and reporting
- Resourcing for collection and reporting of data
- Reporting on the development pipeline by unit breakdown

## Local Context

- Opportunities and Challenges

**Next Steps:** Municipal response due September 14, 2023

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# THANK YOU



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s.13 ; s.16

# Definitions (1)

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Number of rental units at Income Assistance Shelter rate to provide permanent housing for people to transition out of homelessness. Units provide on-site supports required by people transitioning out of homelessness.

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## Comparison of Projections - BC Stats versus Metro Van

---

From: Pittroff, Sandra HOUS:EX <Sandra.Pittroff@gov.bc.ca>  
To: EGray@delta.ca  
Cc: Gartner, Candice HOUS:EX <Candice.Gartner@gov.bc.ca>, Penz, Rebecca HOUS:EX <Rebecca.Penz@gov.bc.ca>  
Sent: August 30, 2023 5:16:59 PM PDT  
Attachments: Delta\_Data for Illustration.xlsx

Hello Emily,

In our last meeting you raised some questions regarding how the two projection models differ and I promised to follow-up with a data sheet that walks you through our calculations in hope that this will make it easier to understand how we arrived at the future needs estimates.

Please find attached a file, which in the first tab details how we calculated the future need, and in the second tab compares BC Stats' population and HH projection against Metro Van's projection. I also added the sources for each and links to methodology reports in case you are interested. The notes summarize the differences between the two methodologies and highlight gaps.

I hope you find this helpful, and please don't hesitate to reach out if you have any follow-up questions.

Kindly

**Sandra Pittroff**

Senior Economist | Ministry of Housing  
[sandra.pittroff@gov.bc.ca](mailto:sandra.pittroff@gov.bc.ca) | 250-387-8819

## HH Growth Projection 2023 - 2028

Source BC Stats [Population app: https://bcstats.shinyapps.io/popApp/](https://bcstats.shinyapps.io/popApp/)  
[Household app: https://bcstats.shinyapps.io/hsdProjApp/](https://bcstats.shinyapps.io/hsdProjApp/)

Methodology updates: [a link to the methodology updates.](#)

### Delta's HH Projection

	HHs	YoY Growth
2011	35,024	
2012	35,205	0.40%
2013	35,379	0.50%
2014	35,754	0.50%
2015	35,955	0.40%
2016	36,113	0.80%
2017	36,479	0.40%
2018	37,086	0.30%
2019	37,611	0.70%
2020	38,087	0.30%
2021	38,302	0.60%
2022	38,818	1.70%
2023	39,724	2.70%
2024	40,536	1.90%
2025	41,100	1.30%
2026	41,471	0.80%
2027	41,829	0.80%
2028	42,175	0.70%
2029	42,545	0.80%
2030	42,946	0.90%
2031	43,485	1.20%
2032	43,935	1.00%
2033	44,417	1.00%
2034	44,933	1.10%
2035	45,480	1.20%
2036	46,067	1.20%
2037	46,687	1.40%
2038	47,347	1.40%
2039	47,991	1.40%
2040	48,645	1.30%
2041	49,274	1.30%
2042	49,905	1.30%
2043	50,528	1.20%
2044	51,140	1.20%
2045	51,740	1.20%
2046	52,333	1.10%

### Metro Vancouver HH Projection

	HHs	YoY Growth
2011	904,486	
2012	917,956	1.50%
2013	929,991	1.30%
2014	944,813	1.60%
2015	955,341	1.10%
2016	965,945	1.10%
2017	980,381	1.50%
2018	997,707	1.80%
2019	1,018,622	2.10%
2020	1,033,304	1.40%
2021	1,042,508	0.90%
2022	1,071,493	2.80%
2023	1,105,733	3.20%
2024	1,137,897	2.90%
2025	1,164,156	2.30%
2026	1,185,600	1.80%
2027	1,207,334	1.80%
2028	1,229,268	1.80%
2029	1,251,221	1.80%
2030	1,273,135	1.80%
2031	1,298,829	2.00%
2032	1,320,259	1.60%
2033	1,341,537	1.60%
2034	1,362,651	1.60%
2035	1,383,568	1.50%
2036	1,404,232	1.50%
2037	1,424,611	1.50%
2038	1,444,661	1.40%
2039	1,464,541	1.40%
2040	1,484,213	1.30%
2041	1,503,660	1.30%
2042	1,522,850	1.30%
2043	1,541,780	1.20%
2044	1,560,468	1.20%
2045	1,578,895	1.20%
2046	1,596,882	1.10%

### Applying Delta's Growth to DNV's # HH in 2023

	HHs	YoY Growth
2023	39,724	
2024	40,876	2.9%
2025	41,816	2.3%
2026	42,569	1.8%
2027	43,335	1.8%
2028	44,115	1.8%
2029	44,909	1.8%
2030	45,718	1.8%
2031	46,632	2.0%
2032	47,378	1.6%
2033	48,136	1.6%
2034	48,906	1.6%
2035	49,640	1.5%
2036	50,384	1.5%
2037	51,140	1.5%
2038	51,856	1.4%
2039	52,582	1.4%
2040	53,266	1.3%
2041	53,958	1.3%
2042	54,660	1.3%
2043	55,316	1.2%
2044	55,979	1.2%
2045	56,651	1.2%
2046	57,274	1.1%

Median: 36,478  
 5-year growth: 2,824

# Population Projection City of Kamloops

	Metro Vancouver		BC Stats			
	CSD Delta		CSD Delta		CD Greater Vancouver	
2016	106,390		106,488		2,582,207	
2020	110,060	3.4%	111,455	4.7%	2,743,774	6.3%
2030	116,770	6.1%	121,669	9.2%	3,290,536	19.9%
2040	124,660	6.8%	136,053	11.8%	3,792,187	15.2%
2050	132,400	6.2%				

[Metro Van methodology](#) [BC Stats methodology](#)

\* Both models are including same factors ( e.g. birth & mortality rates, fertility rates, immigration and interregional as well as interprovincial mobility) but use different data sources and assumptions for each.

\*\* Metro Van's projection is based on the regional level, while BC Stats' model is based on Local Health Areas and then rolled-up into CSDs and CDs.

\*\*\* Metro Van's base year is adjusted for student population which Census doesn't capture.

BC Stats doesn't adjust for students.

\*\*\*\* Metro Van's projection tailors in land capacity within each member jurisdiction and adjusts overall projection levels at the municipal level.

# Household Projection City of Kamloops

	Metro Vancouver		BC Stats			
	CSD Delta		CSD Delta		CD Greater Vancouver	
2016	37,060		36,113		965,945	
2020	38,390	3.6%	38,087	5.5%	1,033,304	7.0%
2030	42,740	11.3%	42,946	12.8%	1,273,135	23.2%
2040	46,580	9.0%	48,645	13.3%	1,484,213	16.6%
2050	49,540	6.4%				

## BC STATS Timeseries of Population Projection

Year	Delta		Greater Vancouver	
2016	106,488		2,582,207	
2020	111,455	4.7%	2,743,774	6.3%
2021	111,879	0.4%	2,764,939	0.8%
2022	113,355	1.3%	2,842,720	2.8%
2023	115,120	1.6%	2,912,987	2.5%
2024	116,315	1.0%	2,970,109	2.0%
2025	117,323	0.9%	3,023,996	1.8%
2026	118,195	0.7%	3,076,506	1.7%
2027	119,036	0.7%	3,129,788	1.7%
2028	119,828	0.7%	3,183,552	1.7%
2029	120,717	0.7%	3,237,191	1.7%
2030	121,669	0.8%	3,290,536	1.6%
2031	122,686	0.8%	3,343,513	1.6%
2032	123,822	0.9%	3,396,015	1.6%
2033	125,048	1.0%	3,447,980	1.5%
2034	126,365	1.1%	3,499,375	1.5%
2035	127,769	1.1%	3,550,057	1.4%
2036	129,300	1.2%	3,599,984	1.4%
2037	130,900	1.2%	3,649,046	1.4%
2038	132,641	1.3%	3,697,150	1.3%
2039	134,346	1.3%	3,744,872	1.3%
2040	136,053	1.3%	3,792,187	1.3%

## BC STATS Timeseries of Household Projection

Year	Delta		Greater Vancouver	
2016	36,113		965,945	
2020	38,087	5.5%	1,033,304	7.0%
2021	38,302	0.6%	1,042,508	0.9%
2022	38,818	1.3%	1,071,493	2.8%
2023	39,724	2.3%	1,105,733	3.2%
2024	40,536	2.0%	1,137,897	2.9%
2025	41,100	1.4%	1,164,156	2.3%
2026	41,471	0.9%	1,185,600	1.8%
2027	41,829	0.9%	1,207,334	1.8%
2028	42,175	0.8%	1,229,268	1.8%
2029	42,545	0.9%	1,251,221	1.8%
2030	42,946	0.9%	1,273,135	1.8%
2031	43,485	1.3%	1,298,829	2.0%
2032	43,935	1.0%	1,320,259	1.6%
2033	44,417	1.1%	1,341,537	1.6%
2034	44,933	1.2%	1,362,651	1.6%
2035	45,480	1.2%	1,383,568	1.5%
2036	46,067	1.3%	1,404,232	1.5%
2037	46,687	1.3%	1,424,611	1.5%
2038	47,347	1.4%	1,444,661	1.4%
2039	47,991	1.4%	1,464,541	1.4%
2040	48,645	1.4%	1,484,213	1.3%

## confirmation of methodology for rental tenure target

---

From: Montuelle, Clementine <Clementine.Montuelle@vancouver.ca>  
To: Gartner, Candice HOUS:EX <Candice.Gartner@gov.bc.ca>, Pittroff, Sandra HOUS:EX <Sandra.Pittroff@gov.bc.ca>  
Cc: Penz, Rebecca HOUS:EX <Rebecca.Penz@gov.bc.ca>, Corpe, Cimarron HOUS:EX <Cimarron.Corpe@gov.bc.ca>, Cho, Edna <edna.cho@vancouver.ca>, Cheng, Aaron <Aaron.Cheng@vancouver.ca>  
Sent: September 1, 2023 12:53:45 PM PDT  
Attachments: Growth Projections + Housing Needs - CM notes.xlsx

**[EXTERNAL] This email came from an external source. Only open attachments or links that you are expecting from a known sender.**

Hi Candice & Sandra,

As we are working hard on our report to council and letter to the minister, we're also putting together an FAQ of questions we might get from council, including details on the methodology.

We expect questions on the rental tenure and the household growth in particular, so we were wondering if you could confirm that we've understood each step of how you got to the rented units count? I tried recreating the steps in the doc you had sent – see attached in purple notes.

Our remaining questions on this:

- How did you bring the share of renter households forward to 2028?
- Did I get the right steps in calculating the growth in renter household?
- Could you also confirm how the portion of renters in extreme core housing need and suppressed household formation was calculated? I remember you mentioned an average share of past census periods + 2006 maintainer rate by tenure?

Thank you very much for going into such details with us, it is much appreciated!

Clementine

**Clémentine Montuelle**

Planning Analyst | Housing Policy

Planning, Urban Design and Sustainability | City of Vancouver

T: 604 871 6598 | [clementine.montuelle@vancouver.ca](mailto:clementine.montuelle@vancouver.ca)



CITY OF  
VANCOUVER

Planning,  
Urban Design &  
Sustainability

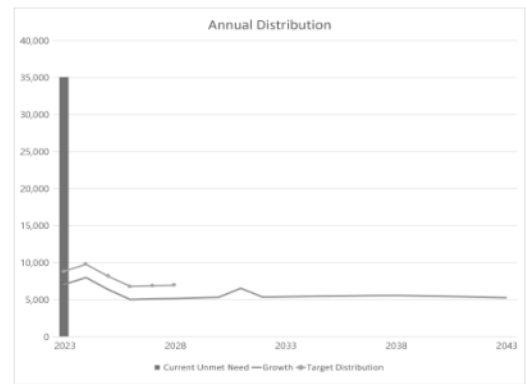


	Global Housing Need	Housing Need for new units
<b>Current Unmet Need</b>		
Core Housing Need	63,650	26,737
Population Share on Regional PEH	2,822	2,822
Suppressed HH	1,734	1,734
Rental Vacancy Rate Adjustment		3,767
<b>Total</b>	<b>68,206</b>	<b>35,060</b>
<b>HH Growth 2023-2043</b>		
Baseline	99,190	99,190
Regional	124,698	124,698
Median	111,944	111,944

> extreme CHN for renters and owners w mortgage

Calculation to 5-year Target	Basis - 20 year	first 5-year	75% Target
<b>Current Unmet Need</b>			
extreme CHN	24,533	6,133	
Population Share on Regional PEH	2,822	1,411	
Suppressed HH	1,734	434	
Rental Vacancy Rate Adjustment	3,767	942	
<b>Total</b>	<b>32,856</b>	<b>8,920</b>	
<b>HH Growth 2023-2028</b>			
Baseline	23,900	23,900	
Regional	35,327	35,327	
Median	29,614	29,614	
<b>Total Estimated Need</b>	<b>62,470</b>	<b>38,533</b>	<b>28,900</b>

partially rental - partially owner w/mortgage  
all rental units  
partially rental - partially owner (w/mortgage?)  
all rental units



#### Annual Distribution

	Current Unmet Need	Growth	Target Distribution					
2023	35,060	7,039	8,823	Municipal	Regional	Municipal	Regional	GrMedian
2024		7,980	9,764	2021	303,969	303,969		
2025		6,366	8,150	2022	309,174	309,174	5,205	5,205
2026		5,015	6,799	2023	316,213	316,213	7,039	7,039
2027		5,105	6,889	2024	322,975	325,411	6,762	9,198
2028		5,148	6,931	2025	328,198	332,920	5,223	7,509
2029		5,237		2026	332,096	339,052	3,898	6,132
2030		5,316		2027	336,091	345,267	3,995	6,215
2031		5,311		2028	340,113	351,540	4,022	6,273
2032		5,340		2029	344,308	357,818	4,195	6,278
2033		5,388		2030	348,672	364,085	4,364	6,267
2034		5,439		2031	354,385	371,433	5,713	7,348
2035		5,482		2032	358,936	377,561	4,551	6,128
2036		5,517		2033	363,627	383,646	4,691	6,085
2037		5,549		2034	368,467	389,684	4,840	6,038
2038		5,568		2035	373,448	395,666	4,981	5,982
2039		5,523		2036	378,572	401,575	5,124	5,909
2040		5,462		2037	383,842	407,403	5,270	5,828
2041		5,401		2038	389,243	413,137	5,401	5,734
2042		5,328		2039	394,603	418,822	5,360	5,685
2043		5,259		2040	399,901	424,448	5,298	5,626
				2041	405,141	430,009	5,240	5,561
				2042	410,308	435,497	5,167	5,488
				2043	415,412	440,911	5,104	5,414

BC Stats HH projection - raw data				Ministry's Calculations												
Year	TYPE	REGION	HHs	Annual Growth Rate	Year	Baseline Scenario with Municipal Growth Rate (Vancouver's)	difference 2023-2028	Regional Scenario with Regional Growth Rate (Greater Vancouver's)	difference 2023-2028	Housing Need from HH growth	projected rental share	renter HH baseline scenario	difference 2023-2028	renter HH regional scenario	difference 2023-2028	Rental housing need from renter HH growth
2011	Census Subdivision	Vancouver	274,121		2021	303,969		303,969								
2012	Census Subdivision	Vancouver	277,167		2022	309,174		309,174								
2013	Census Subdivision	Vancouver	280,726		2023	316,213		316,213			54.50%	172,336		172,336		
2014	Census Subdivision	Vancouver	284,050		2024	322,875		325,411								
2015	Census Subdivision	Vancouver	288,034		2025	328,198		332,811								
2016	Census Subdivision	Vancouver	287,380		2026	332,096		339,053								
2017	Census Subdivision	Vancouver	290,453		2027	336,091		345,268								
2018	Census Subdivision	Vancouver	294,867		2028	340,113	21,900	351,541	35,328	29,614	55.70%	189,443	17,107	195,808	23,472	20,290
2019	Census Subdivision	Vancouver	301,942		2029	344,308		357,819								69% net new households are renters
2020	Census Subdivision	Vancouver	305,398		2030	348,672		364,086								1,411 from households 942 from vacancy
2021	Census Subdivision	Vancouver	303,969		2031	354,385		371,434								+ a portion from extreme care need + a portion from suppressed household
2022	Census Subdivision	Vancouver	309,174	1.7%	2032	358,836		377,562								27,848 100% need 20,886 75% target
2023	Census Subdivision	Vancouver	316,213	2.3%	2033	363,627		383,647		27,810						
2024	Census Subdivision	Vancouver	322,975	2.1%	2034	368,467		389,685								
2025	Census Subdivision	Vancouver	328,198	1.6%	2035	373,448		395,667								
2026	Census Subdivision	Vancouver	332,096	1.2%	2036	378,372		401,577								
2027	Census Subdivision	Vancouver	336,091	1.2%	2037	383,842		407,404								
2028	Census Subdivision	Vancouver	340,113	1.2%	2038	389,243		413,138								Balance is owned units
2029	Census Subdivision	Vancouver	344,308	1.2%	2039	394,693		418,823								10,686 100% need 8,614 75% need
2030	Census Subdivision	Vancouver	348,672	1.3%	2040	399,901		424,449								
2031	Census Subdivision	Vancouver	354,385	1.6%	2041	405,141		430,011								
2032	Census Subdivision	Vancouver	358,836	1.3%	2042	410,308		435,498								
2033	Census Subdivision	Vancouver	363,627	1.3%	2043	415,412		440,912		54,535						
2034	Census Subdivision	Vancouver	368,467	1.3%												
2035	Census Subdivision	Vancouver	373,448	1.4%												
2036	Census Subdivision	Vancouver	378,372	1.4%												
2037	Census Subdivision	Vancouver	383,842	1.4%												
2038	Census Subdivision	Vancouver	389,243	1.4%												
2039	Census Subdivision	Vancouver	394,693	1.4%												
2040	Census Subdivision	Vancouver	399,901	1.3%												
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2045	Census Subdivision	Vancouver	425,413	1.2%												
2046	Census Subdivision	Vancouver	430,258	1.1%												
2011	Census Division	Greater Vancouver	904,486													
2012	Census Division	Greater Vancouver	917,956													
2013	Census Division	Greater Vancouver	929,991													
2014	Census Division	Greater Vancouver	944,813													
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2033	Census Division	Greater Vancouver	1,341,537	1.6%												
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2045	Census Division	Greater Vancouver	1,578,895	1.2%												
2046	Census Division	Greater Vancouver	1,596,882	1.1%												

## MEETING 4:

### Progress Reporting



District of Saanich  
September 5, 2023

*Confidential: not for distribution outside your organization*

# Meeting Purpose & Approach

---

**Purpose:** Talk about how we plan to measure progress and opportunities & constraints in reporting data.

## Today's Topics:

1. What we heard in Meeting 3
2. Progress Reporting: What information will you need to provide? How will progress be measured? When to receive, publish & report?
3. Discussion

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Page 0958 of 1405 to/à Page 0965 of 1405

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s.13 ; s.16

# Reporting Timing and Publication

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- Housing Target Orders will be effective the date of issuance, and that is when the reporting period begins.
- Progress reports must be received by resolution with 45 days of the end of reporting period:
  - Interim: 6 months after Housing Targets Order
  - Annual: Anniversary of Order
- Reports must be posted to the municipal website and submitted to the Minister as soon as practicable after being received.

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# Discussion

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## Questions

- What do you think of categories as guidance?
- Are we measuring progress fairly?
- Are we missing anything?
- Are there areas to simplify or streamline?

## Issues & Challenges

- New data collection and reporting
- Resourcing for collection and reporting of data
- Reporting on the development pipeline by unit breakdown

**Next Steps:** Municipal response due September 14, 2023

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# THANK YOU





Page 0969 of 1405 to/à Page 0973 of 1405

Withheld pursuant to/removed as

s.13 ; s.16

# Definitions (1)

---

## **Provincial Housing Needs Estimate**

Number of units needed in specified municipality, as calculated through provincial methodology.

## **Housing Target**

Minimum number of net new units required to comply with Provincial Housing Target Order. Currently set at 75% of Provincial Housing Needs Estimate.

## **Annual Threshold**

Minimum annual number of net new units municipality is required to report to indicate progress towards meeting Housing Target.

*Confidential: not for distribution outside your organization*

## Definitions (2)

---

### **Rental**

Number of new rental units built in prescribed municipality, including purpose built, secondary suites and long-term secondary rental units.

### **Below Market**

Number of rental units which are at or below the local Housing Income Limits per size. Units under housing agreement, must have a term of minimum 5 years.

### **Below Market Rental Units with On-Site Support**

Number of rental units at Income Assistance Shelter rate to provide permanent housing for people to transition out of homelessness. Units provide on-site supports required by people transitioning out of homelessness.

*Confidential: not for distribution outside your organization*

## Housing Targets Meeting 4 Presentation

---

From: Housing.Targets@gov.bc.ca  
To: Karen Hoese <KHoese@victoria.ca>, Jocelyn Jenkyns <JJenkyns@victoria.ca>  
Cc: Ross Soward <rsoward@victoria.ca>, Andrea Hudson <AHudson@victoria.ca>  
Sent: September 1, 2023 2:53:09 PM PDT  
Attachments: image001.png, Victoria Meeting 4 Housing Targets.pdf

Hi Victoria Team,

Please find attached the presentation to guide our discussion on Tuesday morning. We're looking forward to hosting you at our office.

Have a great long weekend,

**Rebecca Penz (She/Her)**

a/Director, Policy and Engagement

Housing Targets Branch | Ministry of Housing

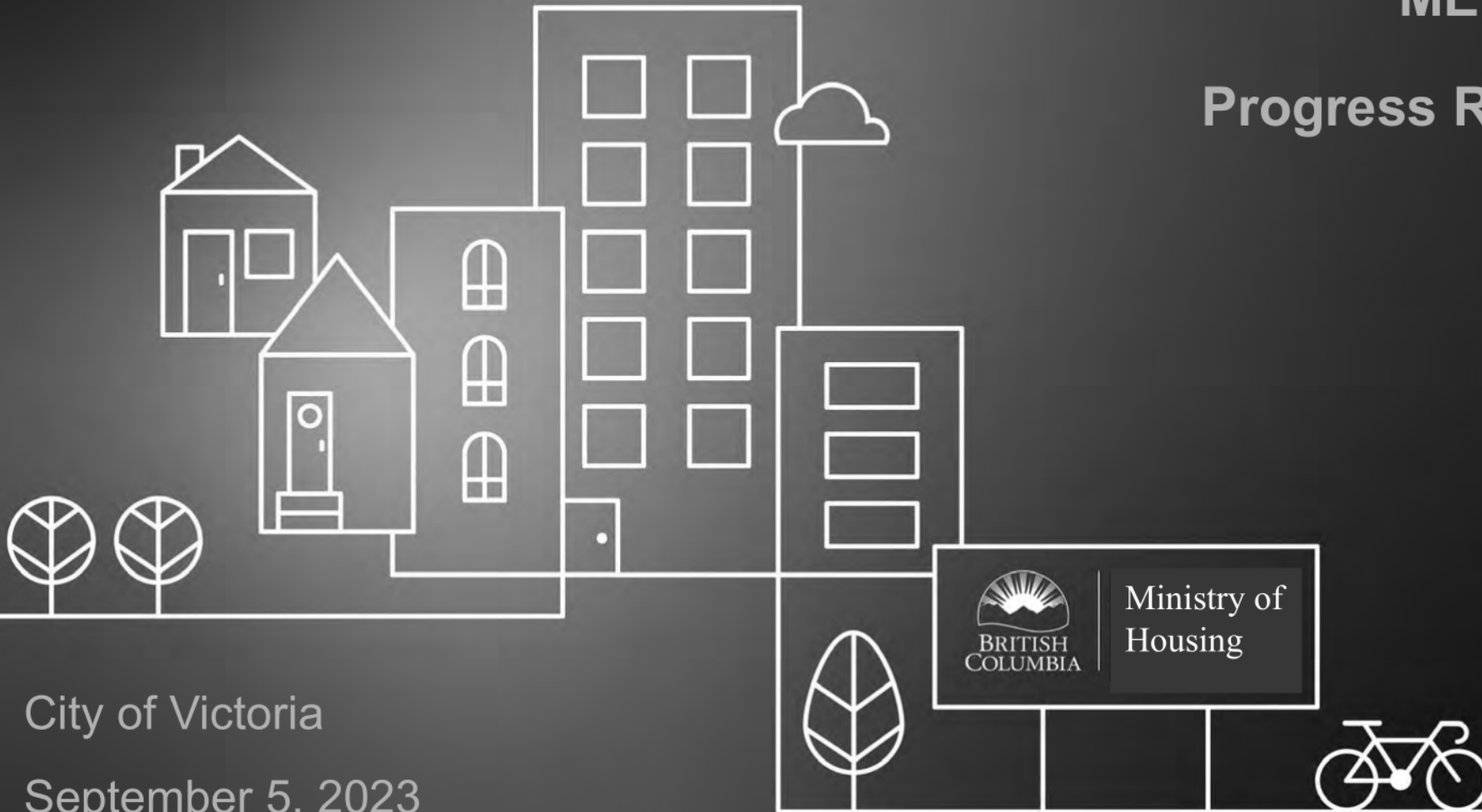
Main: 236.478.3630

Mobile: 250.880.2269

Grateful to live and work on the territories of the lək'wəŋən and W̱SÁNEĆ Peoples .

## MEETING 4:

### Progress Reporting



City of Victoria

September 5, 2023

*Confidential: not for distribution outside your organization*

# Meeting Purpose & Approach

---

**Purpose:** Talk about how we plan to measure progress and opportunities & constraints in reporting data.

## Today's Topics:

1. What we heard in Meeting 3
2. Progress Reporting: What information will you need to provide? How will progress be measured? When to receive, publish & report?
3. Discussion

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Page 0979 of 1405 to/à Page 0987 of 1405

Withheld pursuant to/removed as

s.13 ; s.16

# Discussion

---

## Questions

- What do you think of categories as guidance?
- Are we measuring progress fairly?
- Are we missing anything?
- Are there areas to simplify or streamline?

## Issues & Challenges

- New data collection and reporting
- Resourcing for collection and reporting of data
- Reporting on the development pipeline by unit breakdown

**Next Steps:** Municipal response due September 14, 2023

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# THANK YOU



Page 0990 of 1405 to/à Page 0994 of 1405

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s.13 ; s.16

# Definitions (1)

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## Definitions (2)

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### **Rental**

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### **Below Market Rental Units with On-Site Support**

Number of rental units at Income Assistance Shelter rate to provide permanent housing for people to transition out of homelessness. Units provide on-site supports required by people transitioning out of homelessness.

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**MINISTRY OF HOUSING  
DECISION BRIEFING NOTE**

**PURPOSE:** For **DECISION** of the Honourable Ravi Kahlon,  
Minister of Housing

**ISSUE:** Housing Target Orders for 10 municipalities.

**DECISION REQUIRED / RECOMMENDATION:**

Minister Ravi Kahlon to make Ministerial Housing Target Orders for the City of Abbotsford, City of Delta, City of Kamloops, District of North Vancouver, District of Oak Bay, City of Port Moody, District of Saanich, City of Vancouver, City of Victoria, and District of West Vancouver (See Appendix A, Ministerial Housing Target Orders for each municipality).

**SUMMARY:**

The consultation requirements set out in the *Housing Supply Act* (Act) and Housing Supply Regulation (Regulation) have been met for the 10 specified municipalities and Housing Target Orders (Order) can be issued by Ministerial Order.

**BACKGROUND:**

- The Province selected the first 10 municipalities with the greatest housing pressures for housing target assessment in May 2023.
- Prior to issuing an Order, the Act requires the Minister to consult with the specified municipality, including providing the municipality with a description of the proposed housing target order and an opportunity to provide comments.
- Four consultation meetings were held with each municipality between July and September 2023 to discuss the target-setting process, the draft housing targets, evaluation and progress reporting, and municipal challenges and opportunities.
- Each municipality received its proposed housing target order on August 15, 2023. All 10 municipalities responded by the deadline of September 14, 2023.
- Consultation with First Nations has run concurrently with municipal consultation. First Nations with territory overlapping the 10 municipalities were notified following the announcement on May 31. First Nations received the proposed housing targets at the same time as municipalities. Three responses were received by September 14, 2023 and are summarized below.

**DISCUSSION:**

- s.13

Cliff: 61509  
Date Prepared: September , 2023  
Date Decision Required: September 22, 2023

s.13; s.16

s.13; s.14; s.16

**DECISION:**

**DATE:**

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Teri Collins  
Deputy Minister

**DECISION IS APPROVED**

☐

**NOT APPROVED**

☐

---

Ravi Kahlon  
Minister of Housing

---

Date

**PREPARED BY:**

Rebecca Penz  
a/Director, Policy and Engagement  
Housing Targets Branch  
236.478.3630

**APPROVED [DATE] BY:**

Bindi Sawchuk  
Assistant Deputy Minister  
Housing and Land Use Policy  
250.216.0346

## **ATTACHMENTS**

Appendix A: Ministerial Housing Target Orders for each municipality for Minister's approval and signature.

Appendix B: Cohort 1 Housing Targets Themes from Municipal Consultation.

Appendix C: Municipal Cover Letters for each municipality for Minister's approval and signature.



## RE: confirmation of methodology for rental tenure target

From: Pittroff, Sandra HOUS:EX <Sandra.Pittroff@gov.bc.ca>  
To: Montuelle, Clementine <Clementine.Montuelle@vancouver.ca>, Gartner, Candice HOUS:EX <Candice.Gartner@gov.bc.ca>  
Cc: Penz, Rebecca HOUS:EX <Rebecca.Penz@gov.bc.ca>, Corpe, Cimarron HOUS:EX <Cimarron.Corpe@gov.bc.ca>, Cho, Edna <edna.cho@vancouver.ca>, Cheng, Aaron <Aaron.Cheng@vancouver.ca>  
Sent: September 5, 2023 11:30:10 AM PDT  
Attachments: Vancouver\_ Growth Projections + Housing Needs - CM notes.xlsx

Good Morning Clementine,

Thank you for reaching out – and happy to help you with more information on the methodology.

Please find attached your spreadsheet in which I added a new tab labelled “Tenure Distribution” in which you find a detailed how we calculated the tenure split. I left all the formulas in; I hope this might make it easier to follow how we arrived at each number.

To your questions:

1. We used a linear projection of the tenure split trend from 2006 to 2021. I left the formula in the spreadsheet for you to replicate.
2. Yes, your rental proportion is equally to ours for the year 2028.
3. We only used an average for the extreme CHN proportion.

a. In here we have used the average percentage share of renters in extreme CHN on total Renters, and the average percentage share of owners w a mortgage in extreme CHN on total owners in extreme CHN.

For the suppressed HH we use the 2006 headship rates by age and tenure, to calculate the # of HH by tenure that could have been formed if 2006 conditions would still apply. The difference between the computed and the actually # of HH by tenure, is the suppressed HH by tenure split.

I added some notes to my calculations in the hope they make it easier to follow. But please don't hesitate to reach out if you have more questions.

Very best,

Sandra

---

**From:** Montuelle, Clementine

**Sent:** Friday, September 1, 2023 12:54 PM

**To:** Gartner, Candice HOUS:EX ; Pittroff, Sandra HOUS:EX

**Cc:** Penz, Rebecca HOUS:EX ; Corpe, Cimarron HOUS:EX ; Cho, Edna ; Cheng, Aaron

**Subject:** confirmation of methodology for rental tenure target

**[EXTERNAL] This email came from an external source. Only open attachments or links that you are expecting from a known sender.**

Hi Candice & Sandra,

As we are working hard on our report to council and letter to the minister, we're also putting together an FAQ of questions we might get from council, including details on the methodology.

We expect questions on the rental tenure and the household growth in particular, so we were wondering if you could confirm that we've understood each step of how you got to the rented units count? I tried recreating the steps in the doc you had sent – see attached in purple notes.

Our remaining questions on this:

- How did you bring the share of renter households forward to 2028?
- Did I get the right steps in calculating the growth in renter household?
- Could you also confirm how the portion of renters in extreme core housing need and suppressed household formation was calculated? I remember you mentioned an average share of past census periods + 2006 maintainer rate by tenure?

Thank you very much for going into such details with us, it is much appreciated!

Clementine

**Clémentine Montuelle**

Planning Analyst | Housing Policy

Planning, Urban Design and Sustainability | City of Vancouver

T: 604 871 6598 | [clementine.montuelle@vancouver.ca](mailto:clementine.montuelle@vancouver.ca)



CITY OF  
VANCOUVER

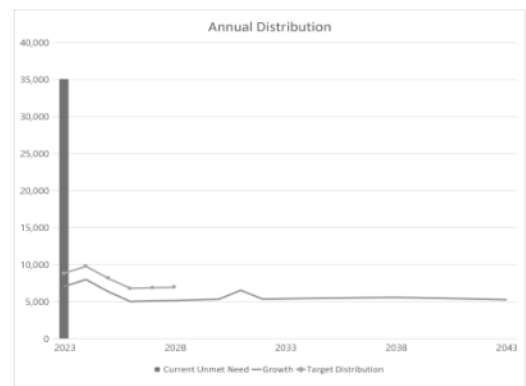
Planning,  
Urban Design &  
Sustainability

	Global Housing Need	Housing Need for new units
<b>Current Unmet Need</b>		
Core Housing Need	63,650	26,737
Population Share on Regional PEH	2,822	2,822
Suppressed HH	1,734	1,734
Rental Vacancy Rate Adjustment		3,767
<b>Total</b>	<b>68,206</b>	<b>35,060</b>
<b>HH Growth 2023-2043</b>		
Baseline	99,190	99,190
Regional	124,698	124,698
Median	111,944	111,944

> extreme CHN for renters and owners w mortgage

Calculation to 5-year Target	Basis - 20 year	first 5-year	75% Target
<b>Current Unmet Need</b>			
extreme CHN	24,533	6,133	
Population Share on Regional PEH	2,822	1,411	
Suppressed HH	1,734	434	
Rental Vacancy Rate Adjustment	3,767	942	
<b>Total</b>	<b>32,856</b>	<b>8,920</b>	
<b>HH Growth 2023-2028</b>			
Baseline	23,900	23,900	
Regional	35,327	35,327	
Median	29,614	29,614	
<b>Total Estimated Need</b>	<b>62,470</b>	<b>38,533</b>	<b>28,900</b>

partially rental - partially owner w/mortgage  
all rental units  
partially rental - partially owner (w/mortgage?)  
all rental units



#### Annual Distribution

	Current Unmet Need	Growth	Target Distribution		Municipal	Regional	Municipal	Regional	GrMedian
2023	35,060		7,039	8,823	2021	303,969	303,969		
2024			7,980	9,764	2022	309,174	309,174	5,205	5,205
2025			6,366	8,150	2023	316,213	316,213	7,039	7,039
2026			5,015	6,799	2024	322,975	325,411	6,762	9,198
2027			5,105	6,889	2025	328,198	332,920	5,223	7,509
2028			5,148	6,931	2026	332,096	339,052	3,898	6,132
2029			5,237		2027	336,091	345,267	3,995	6,215
2030			5,316		2028	340,113	351,540	4,022	6,273
2031			5,531		2029	344,308	357,818	4,195	6,278
2032			5,340		2030	348,672	364,085	4,364	6,267
2033			5,388		2031	354,385	371,433	5,713	7,348
2034			5,439		2032	358,936	377,561	4,551	6,128
2035			5,482		2033	363,627	383,646	4,691	6,085
2036			5,517		2034	368,467	389,684	4,840	6,038
2037			5,549		2035	373,448	395,666	4,981	5,982
2038			5,568		2036	378,572	401,575	5,124	5,909
2039			5,523		2037	383,842	407,403	5,270	5,828
2040			5,462		2038	389,243	413,137	5,401	5,734
2041			5,401		2039	394,603	418,822	5,360	5,685
2042			5,328		2040	399,901	424,448	5,298	5,626
2043			5,259		2041	405,141	430,009	5,240	5,561
					2042	410,308	435,497	5,167	5,488
					2043	415,412	440,911	5,104	5,414

BC Stats HH projection - raw data				Ministry's Calculations													
Year	TYPE	REGION	HHs	Annual Growth Rate	Year	Baseline Scenario with Municipal Growth Rate (Vancouver's)	difference 2023-2028	Regional Scenario with Regional Growth Rate (Greater Vancouver's)	difference 2023-2028	Housing Need from HH growth	projected rental share	renter HH baseline scenario	difference 2023-2028	renter HH regional scenario	difference 2023-2028	Rental housing need from renter HH growth	
2011	Census Subdivision	Vancouver	274,121		2021	303,969		303,969									
2012	Census Subdivision	Vancouver	277,167		2022	309,174		309,174									
2013	Census Subdivision	Vancouver	280,726		2023	316,213		316,213			54.50%	172,336		172,336			
2014	Census Subdivision	Vancouver	284,050		2024	322,875		322,875									
2015	Census Subdivision	Vancouver	288,034		2025	328,198		328,198									
2016	Census Subdivision	Vancouver	287,380		2026	332,096		339,653									
2017	Census Subdivision	Vancouver	290,453		2027	336,091		345,268									
2018	Census Subdivision	Vancouver	294,867		2028	340,113	21,900	351,541	35,328	29,634	55.70%	189,443	17,107	195,808	23,472	20,290	
2019	Census Subdivision	Vancouver	301,942		2029	344,308		357,819									
2020	Census Subdivision	Vancouver	305,398		2030	348,672		364,086									
2021	Census Subdivision	Vancouver	303,969		2031	354,385		371,434									
2022	Census Subdivision	Vancouver	309,174	1.7%	2032	358,836		377,562									
2023	Census Subdivision	Vancouver	316,213	2.3%	2033	363,627		383,647		27,810						1,411 from homelessness	
2024	Census Subdivision	Vancouver	322,975	2.1%	2034	368,467		389,685								942 from vacancy adjustment	
2025	Census Subdivision	Vancouver	328,198	1.6%	2035	373,448		395,667								+ a portion from extreme care need	
2026	Census Subdivision	Vancouver	332,096	1.2%	2036	378,572		401,577								+ a portion from suppressed household fr	
2027	Census Subdivision	Vancouver	336,091	1.2%	2037	383,842		407,404								27,848 100% need	
2028	Census Subdivision	Vancouver	340,113	1.2%	2038	389,243		413,138								20,886 75% target	
2029	Census Subdivision	Vancouver	344,308	1.2%	2039	394,693		418,823								Balance is owned units	
2030	Census Subdivision	Vancouver	348,672	1.3%	2040	399,901		424,449								16,596 100% need	
2031	Census Subdivision	Vancouver	354,385	1.6%	2041	405,141		430,011								8,014 75% need	
2032	Census Subdivision	Vancouver	358,836	1.3%	2042	410,308		435,498									
2033	Census Subdivision	Vancouver	363,627	1.3%	2043	415,412		440,912	54,535								
2034	Census Subdivision	Vancouver	368,467	1.3%													
2035	Census Subdivision	Vancouver	373,448	1.4%													
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2044	Census Division	Greater Vancouver	1,560,468	1.2%													
2045	Census Division	Greater Vancouver	1,578,895	1.2%													
2046	Census Division	Greater Vancouver	1,596,882	1.1%													

## Tenure Distribution

To reiterate, Tenure distribution is derived by each component. Please find below the method how we arrived at the rented units:

Components "Rental Vacancy Adjustment" and "People experiencing Homelessness" are all rental units.

### Extreme CHN

using the percentage of renters in xCHN on total renter HHs and the percentage of owners with a mortgage in xCHN on total owner HHs in xCHN due to the impact of CERB on Core Housing Need data, we offset the skewedness by using the average percentage between the years 2006,2011,2016 and 2021.

Average 2006-2021			
Total in xCHN	8.3%		
Owner	5.0%		
Owners with a mortgage	69.5%	7,228	5-year Need
Renter	11.3%	19,509	Target
		24,533	6,133
			4,600

These percentages are then applied to the 2023 number of private HHs

### Projection

We use a linear forecast based on the trend from 2006 to 2021. We assume the 2021 tenure distribution is constant for 2023. So we only project the historical trend from 2023 to 2028.

Sources: Census 2006, 2021

Geography	Sex of prime	Structural type	Total - Structural type of dwelling	
		Total - Hous	Owned	Rented
2006		253385	121845	131535
2021		305340	138845	166490
				0
				54.5%
Projected 2023				54.5%
Projected 2028				55.7%

\* Assume constant (2021)

\* If 2021 rental proportion lower than 2006 - take 2021

Forecast linear: 55.7%

2023			
BC Stats projected #HHs in 2023:	316,213	345,827	29,614
Owner HHs:	143,792	153,038	9,246
Renter HHs:	172,421	192,789	20,368

### Suppressed HHs

We calculate the headship rates in 2006 by age group and tenure. These 2006 headship rates are applied to 2023 population, to estimate 2023 #HHs that could have been formed.

	Households (2023) that could have been formed based on 2006 headship rates			Estimated households (2023)			Difference in theoretical (estimated at 2006 rate) and estimated households (2023)			Estimated suppressed households	Suppressed HH by Tenure distribution (assume static 2021 distribution)		
	Owner	Renter	Band	Owner	Renter	Band	Owner	Renter	Band		Owner	Renter	Band
15 to 24 years	1,555	10,384	-	1,697	10,186	-	142	198	-	56	8	48	-
25 to 34 years	18,352	49,770	-	13,758	55,394	-	4,594	5,624	-	-	-	-	-
35 to 44 years	26,670	34,187	-	21,756	38,136	-	4,914	3,949	-	965	351	614	-
45 to 54 years	28,116	22,987	-	26,915	23,475	-	1,201	488	-	713	381	332	-
55 to 64 years	31,846	18,611	-	30,008	20,531	-	1,838	1,920	-	-	-	-	-
65 to 74 years	27,216	12,804	-	27,402	15,158	-	186	2,354	-	-	-	-	-
75 years and over	19,924	11,077	-	21,805	9,405	-	1,881	1,672	-	-	-	-	-
Total suppressed households										1,734	739	995	0

Proportion of renters 2021

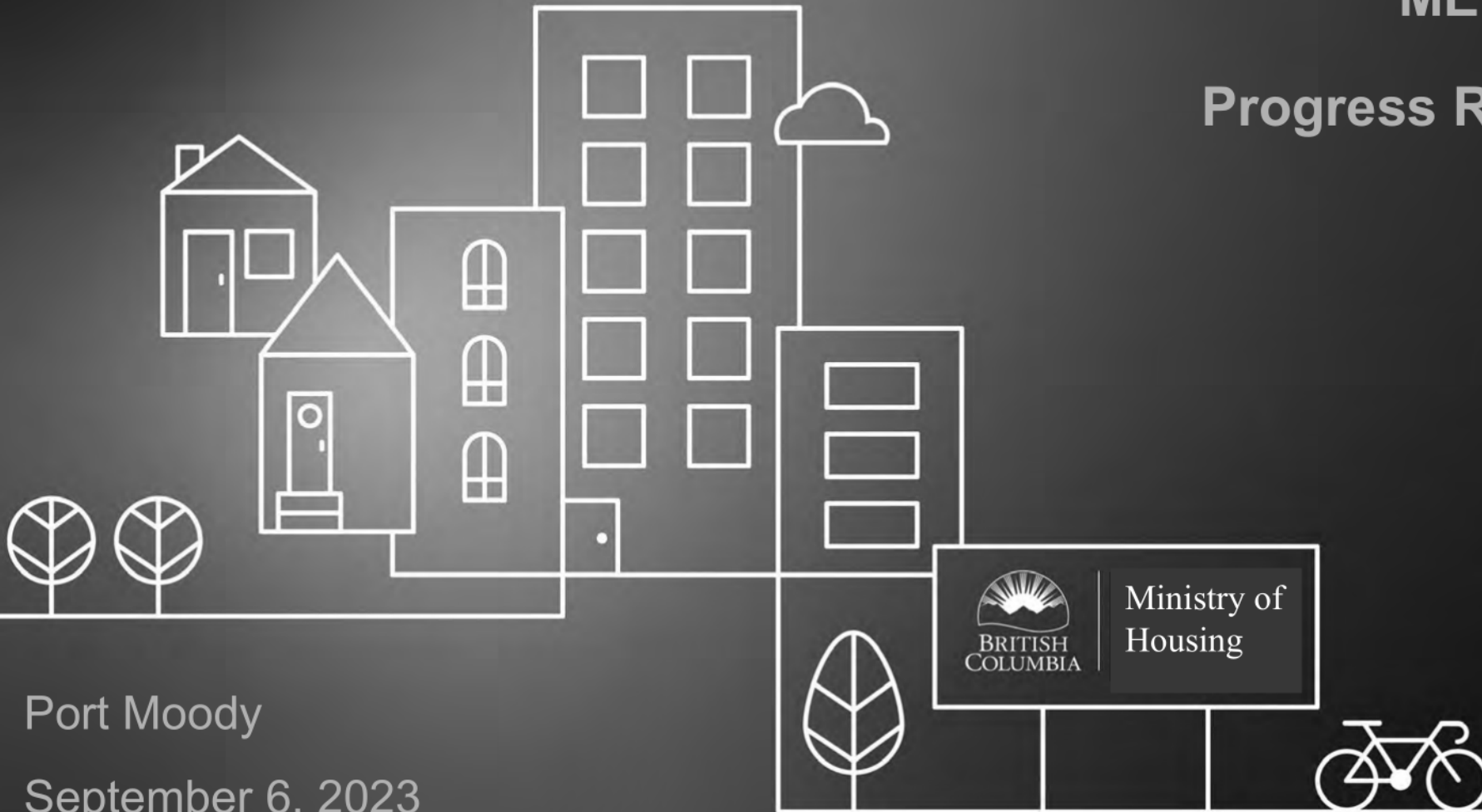
85.7%  
80.1%  
63.7%  
46.6%  
40.6%  
35.6%  
30.1%

### Targets by component and tenure split:

	20-year Needs			5-year Needs			5-year Target		
	Total	Renter	Owner	Total	Renter	Owner	Total	Renter	Owner
extreme CHN	24,533	19,509	5,024	6,133	4,877	1,256	4,600	3,658	942
Population Share on									
Regional PEH	2,822	2,822		1,411	1,411		1,058	1,058	-
Suppressed HH	1,734	995	739	434	249	185	325	187	139
Rental Vacancy Rate	3,767	3,767		942	942		706	707	-
HH Growth to 2028				29,614	20,368	9,246	22,211	15,276	6,935
Total				38,534	27,847	10,687	28,900	20,885	8,015

## MEETING 4:

### Progress Reporting



Port Moody

September 6, 2023

*Confidential: not for distribution outside your organization*

# Meeting Purpose & Approach

---

**Purpose:** Talk about how we plan to measure progress and opportunities & constraints in reporting data.

## Today's Topics:

1. What we heard in Meeting 3
2. Progress Reporting: What information will you need to provide? How will progress be measured? When to receive, publish & report?
3. Discussion

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Page 1007 of 1405 to/à Page 1015 of 1405

Withheld pursuant to/removed as

s.13 ; s.16

# Discussion

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## Questions

- What do you think of categories as guidance?
- Are we measuring progress fairly?
- Are we missing anything?
- Are there areas to simplify or streamline?

## Issues & Challenges

- New data collection and reporting
- Resourcing for collection and reporting of data
- Reporting on the development pipeline by unit breakdown

**Next Steps:** Municipal response due September 14, 2023

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# THANK YOU



Page 1018 of 1405 to/à Page 1022 of 1405

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s.13 ; s.16

# Definitions (1)

---

## **Provincial Housing Needs Estimate**

Number of units needed in specified municipality, as calculated through provincial methodology.

## **Housing Target**

Minimum number of net new units required to comply with Provincial Housing Target Order. Currently set at 75% of Provincial Housing Needs Estimate.

## **Annual Threshold**

Minimum annual number of net new units municipality is required to report to indicate progress towards meeting Housing Target.

*Confidential: not for distribution outside your organization*

## Definitions (2)

---

### **Rental**

Number of new rental units built in prescribed municipality, including purpose built, secondary suites and long-term secondary rental units.

### **Below Market**

Number of rental units which are at or below the local Housing Income Limits per size. Units under housing agreement, must have a term of minimum 5 years.

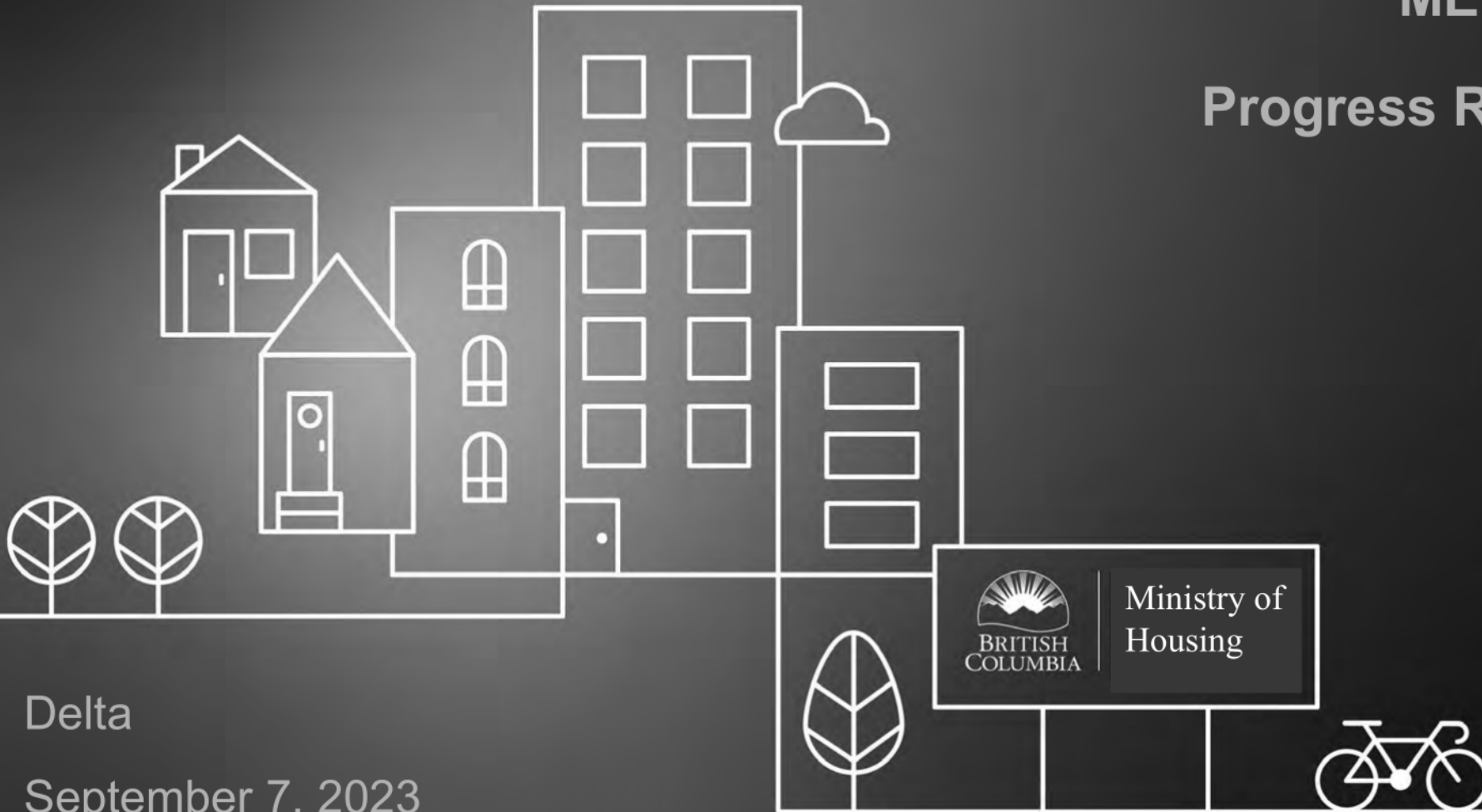
### **Below Market Rental Units with On-Site Support**

Number of rental units at Income Assistance Shelter rate to provide permanent housing for people to transition out of homelessness. Units provide on-site supports required by people transitioning out of homelessness.

*Confidential: not for distribution outside your organization*

## MEETING 4:

### Progress Reporting



Delta

September 7, 2023

*Confidential: not for distribution outside your organization*

# Meeting Purpose & Approach

---

**Purpose:** Talk about how we plan to measure progress and opportunities & constraints in reporting data.

## Today's Topics:

1. What we heard in Meeting 3
2. Progress Reporting: What information will you need to provide? How will progress be measured? When to receive, publish & report?
3. Discussion

---

*Confidential: not for distribution outside your organization*



# What We've Heard So Far

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s.13; s.16



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*Confidential: not for distribution outside your organization*

# Targets Approach

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s.13; s.16



*Confidential: not for distribution outside your organization*



# Evaluation Approach

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s.13; s.16

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*Confidential: not for distribution outside your organization*



# Reporting Data – Total Units

Provide data by unit breakdown type  
(recognizing this may take time)

s.13; s.16



*Confidential: not for distribution outside your organization*

# Policy Information

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s.13; s.16

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*Confidential: not for distribution outside your organization*



# STEP 1 - Annual Targets Threshold Assessment

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s.13; s.16

*Confidential: not for distribution outside your organization*

# STEP 2 – Review of Municipal Efforts

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s.13; s.16

*Confidential: not for distribution outside your organization*

# STEP 2 – Review of External Factors

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s.13; s.16

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# Reporting Timing and Publication

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- Housing Target Orders will be effective the date of issuance, and that is when the reporting period begins.
- Progress reports must be received by resolution with 45 days of the end of reporting period:
  - Interim: 6 months after Housing Targets Order
  - Annual: Anniversary of Order
- Reports must be posted to the municipal website and submitted to the Minister as soon as practicable after being received.

---

*Confidential: not for distribution outside your organization*



# Discussion

---

## Questions

- What do you think of categories as guidance?
- Are we measuring progress fairly?
- Are we missing anything?
- Are there areas to simplify or streamline?

## Issues & Challenges

- New data collection and reporting
- Resourcing for collection and reporting of data
- Reporting on the development pipeline by unit breakdown

**Next Steps:** Municipal response due September 14, 2023

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# THANK YOU



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s.13 ; s.16

# Definitions (1)

---

## **Provincial Housing Needs Estimate**

Number of units needed in specified municipality, as calculated through provincial methodology.

## **Housing Target**

Minimum number of net new units required to comply with Provincial Housing Target Order. Currently set at 75% of Provincial Housing Needs Estimate.

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Minimum annual number of net new units municipality is required to report to indicate progress towards meeting Housing Target.

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## Definitions (2)

---

### **Rental**

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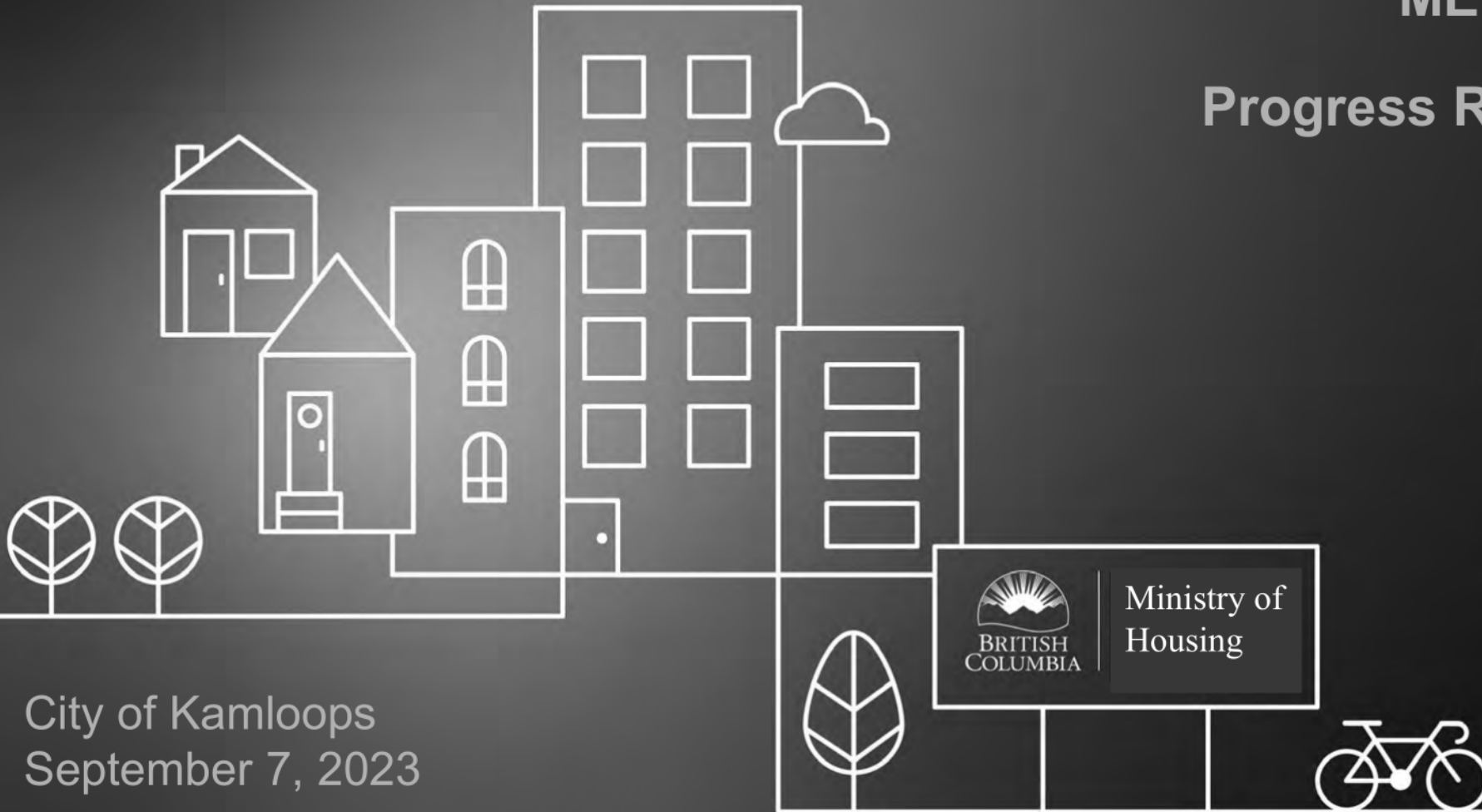
### **Below Market Rental Units with On-Site Support**

Number of rental units at Income Assistance Shelter rate to provide permanent housing for people to transition out of homelessness. Units provide on-site supports required by people transitioning out of homelessness.

*Confidential: not for distribution outside your organization*

## MEETING 4:

### Progress Reporting



City of Kamloops  
September 7, 2023

*Confidential: not for distribution outside your organization*

# Meeting Purpose & Approach

---

**Purpose:** Talk about how we plan to measure progress and opportunities & constraints in reporting data.

## Today's Topics:

1. What we heard in Meeting 3
2. Progress Reporting: What information will you need to provide? How will progress be measured? When to receive, publish & report?
3. Discussion

---

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s.13 ; s.16

# Reporting Timing and Publication

---

- Housing Target Orders will be effective the date of issuance, and that is when the reporting period begins.
- Progress reports must be received by resolution with 45 days of the end of reporting period:
  - Interim: 6 months after Housing Targets Order
  - Annual: Anniversary of Order
- Reports must be posted to the municipal website and submitted to the Minister as soon as practicable after being received.

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# Discussion

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## Questions

- What do you think of categories as guidance?
- Are we measuring progress fairly?
- Are we missing anything?
- Are there areas to simplify or streamline?

## Issues & Challenges

- New data collection and reporting
- Resourcing for collection and reporting of data
- Reporting on the development pipeline by unit breakdown

**Next Steps:** Municipal response due September 14, 2023

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# THANK YOU



Page 1058 of 1405 to/à Page 1062 of 1405

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s.13 ; s.16

# Definitions (1)

---

## **Provincial Housing Needs Estimate**

Number of units needed in specified municipality, as calculated through provincial methodology.

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## Definitions (2)

---

### **Rental**

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### **Below Market Rental Units with On-Site Support**

Number of rental units at Income Assistance Shelter rate to provide permanent housing for people to transition out of homelessness. Units provide on-site supports required by people transitioning out of homelessness.

*Confidential: not for distribution outside your organization*

## Housing Targets Meeting 4 presentation

---

From: Penz, Rebecca HOUS:EX <Rebecca.Penz@gov.bc.ca>  
To: Marcy Sangret <MSangret@delta.ca>  
Cc: Tyson Schofield <TSchofield@delta.ca>, Param Grewal <pgrewal@delta.ca>, Sean McGill <SMcGill@delta.ca>, James Klukas <JKlukas@delta.ca>, Emily Gray <EGray@delta.ca>, Housing Targets Branch HOUS:EX <Housing.Targets@gov.bc.ca>  
Sent: September 6, 2023 12:53:54 PM PDT  
Attachments: Delta Meeting 4 Housing Targets.pdf, image001.png

Hi Marcy & Team,

Please find attached the presentation for tomorrow's meeting. We're looking forward to the discussion.

Best regards,

**Rebecca Penz (She/Her)**

a/Director, Policy and Engagement

Housing Targets Branch | Ministry of Housing

Main: 236.478.3630

Mobile: 250.880.2269

Grateful to live and work on the territories of the ɫəᑭʷəŋən and Ƴ̓SÁNEĆ Peoples .

## RE: quick question

---

From: Gartner, Candice HOUS:EX <Candice.Gartner@gov.bc.ca>  
To: Penz, Rebecca HOUS:EX <Rebecca.Penz@gov.bc.ca>, Heather Kauer <hkauer@abbotsford.ca>  
Cc: Corpe, Cimarron HOUS:EX <Cimarron.Corpe@gov.bc.ca>, Housing Targets Branch HOUS:EX <Housing.Targets@gov.bc.ca>  
Sent: September 7, 2023 10:36:29 AM PDT

Hello Heather,

Thank you for reaching out, I am happy to respond. The selection index was initially applied to all municipalities in BC. Then municipalities were placed in three groups according to population size. Seven of the lowest ranking municipalities with a population of 80,000 and greater were placed in the first cohort. Three of the lowest ranking municipalities with a population of between 10,000 and 80,000 were placed in the first cohort. In the interest of brevity, this latter step may not have been communicated during our first meeting, and we apologize if this detail was not made clear.

To answer your question, Abbotsford's total ranking of 8<sup>th</sup> place is in relation to the other municipalities that were included in the first cohort of municipalities to be assessed for housing targets.

Please feel free to give me a call, if needed.

Best,  
Candice Gartner  
Director, Data Analytics & Performance | Housing Targets Branch | Housing and Land Use Policy | Ministry of Housing  
Main: 778 974 4963 | Mobile: 250 818 2158 | Email: [Candice.Gartner@gov.bc.ca](mailto:Candice.Gartner@gov.bc.ca)

---

**From:** Penz, Rebecca HOUS:EX  
**Sent:** Thursday, September 7, 2023 8:03 AM  
**To:** Heather Kauer  
**Cc:** Gartner, Candice HOUS:EX ; Corpe, Cimarron HOUS:EX ; Housing Targets Branch HOUS:EX  
**Subject:** RE: quick question

Good morning Heather,  
I've cc'd my colleague Candice to respond.  
Best,  
Rebecca

---

**From:** Heather Kauer <hkauer@abbotsford.ca>  
**Sent:** Thursday, September 7, 2023 6:21 AM  
**To:** Penz, Rebecca HOUS:EX <Rebecca.Penz@gov.bc.ca>  
**Subject:** quick question

**[EXTERNAL] This email came from an external source. Only open attachments or links that you are expecting from a known sender.**

Hi Rebecca – could you clarify if our Housing Target ranking was 8<sup>th</sup> out of the 47 specified municipalities or 8<sup>th</sup> out of all municipalities in B.C.?

**Heather Kauer, RPP, MCIP, AICP**

Director, Community Planning  
Tel: 604-557-7068 ext. 7068 Fax: 604-853-4981  
Email: [hkauer@abbotsford.ca](mailto:hkauer@abbotsford.ca)



32315 South Fraser Way  
Abbotsford, BC V2T 1W7  
[www.abbotsford.ca](http://www.abbotsford.ca)

Page 1067 of 1405 to/à Page 1070 of 1405

Withheld pursuant to/removed as

s.13 ; s.16



## FW: Response Letter - District of Saanich Housing Targets

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From: Penz, Rebecca HOUS:EX <Rebecca.Penz@gov.bc.ca>  
To: Housing Targets Branch HOUS:EX <Housing.Targets@gov.bc.ca>  
Sent: September 8, 2023 9:59:29 AM PDT  
Attachments: Response Letter - District of Saanich Housing Targets.pdf

---

**From:** Sydney Murphy

**Sent:** Friday, September 8, 2023 9:58 AM

**To:** Minister, HOUS HOUS:EX

**Cc:** Penz, Rebecca HOUS:EX ; Corpe, Cimarron HOUS:EX ; Sawchuk, Bindi HOUS:EX ; Council ; Lindsay Chase

**Subject:** Response Letter - District of Saanich Housing Targets

**[EXTERNAL] This email came from an external source. Only open attachments or links that you are expecting from a known sender.**

Good morning Honourable Minister Kahlon,

Please find the attached letter of response on behalf of Mayor Murdock regarding the proposed housing targets for the District of Saanich.

Thank you kindly,

Sydney Murphy

Executive Assistant to the Mayor

Mayor's Office

District of Saanich

770 Vernon Avenue

Victoria BC V8X 2W7

t. 250.475.5510

e. [sydney.murphy@saanich.ca](mailto:sydney.murphy@saanich.ca)

[www.saanich.ca](http://www.saanich.ca)

**Confidentiality Note:** Please keep this correspondence confidential as they are sensitive to intergovernmental relations and do not distribute outside your organization without first consulting with the District of Saanich

---

We acknowledge that the District of Saanich lies within the territories of the ləkʷəŋən peoples represented by the Songhees and Esquimalt Nations and the W̱SÁNEĆ peoples represented by the W̱JOLELP (Tsartlip), BOKEĆEN (Pauquachin), S̱ÁUTW̱ (Tsawout), W̱SIKEM (Tseycum) and MÁLEXEL (Malahat) Nations.

We are committed to celebrating the rich diversity of people in our community. We are guided by the principle that embracing diversity enriches the lives of all people. We all share the responsibility for creating an equitable and inclusive community and for addressing discrimination in all forms.

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Sign up to receive our Saanich Spotlight quarterly newsletter at [Saanich.ca/spotlight](http://Saanich.ca/spotlight).



The Corporation of the District of Saanich | Mayor's Office  
770 Vernon Avenue Victoria BC V8X 2W7 | T 250-475-5510 | [www.saanich.ca](http://www.saanich.ca)

**CONFIDENTIAL**

September 8, 2023

The Honourable Ravi Kahlon, MLA  
Minister of Housing  
PO Box 9844 Stn Prov Govt  
Victoria, BC V8W 9T2  
[HOUS.minister@gov.bc.ca](mailto:HOUS.minister@gov.bc.ca)

Ref: 60617

Dear Honourable Minister Kahlon:

**Re: Proposed Housing Targets for the District of Saanich (the "District")**

I am writing to provide you with the District of Saanich's response to the proposed housing targets that were outlined in a letter from your Ministry to the District dated August 15, 2023.

At the outset, I would like to acknowledge that the Provincial objective of partnering with municipalities to deliver more homes for people that need them is well aligned with the District's commitment to housing as outlined in our Strategic Plan and Housing Strategy. The District's Housing Strategy, in particular, outlines a number of significant actions that the District is committed to taking to increase and improve the supply of diverse and affordable housing in our community. An example of a recently adopted initiative is a permissive tax exemption policy that grants eligible non-profit organizations a full property tax exemption for properties that provide rental housing.

s.13; s.16; s.17

s.12; s.16

s.12; s.16; s.17

Page 1073 of 1405

Withheld pursuant to/removed as

s.12 ; s.13 ; s.16 ; s.17

s.12; s.13; s.16; s.17

In addition to the above, I would like to mention that the District has applied to the Canadian Mortgage and Housing Corporation's Housing Accelerator Fund for resources to implement an ambitious housing supply action plan. s.12; s.13; s.16; s.17

s.12; s.13; s.16; s.17

In closing, I want to express my thanks to Ministry of Housing staff for a robust engagement process with our senior staff. I also would like to thank you for the opportunity to provide comments and feedback on the proposed targets for the District. Please do not hesitate to contact me if you would like to discuss any of the above in more detail. I look forward to working collaboratively on the next steps for this important program.

Sincerely,

A handwritten signature in black ink that reads "Dean Murdock". The signature is written in a cursive, flowing style.

Dean Murdock  
Mayor, District of Saanich

cc: Bindi Sawchuk, Assistant Deputy Minister  
Cimarron Corpé, A/Executive Director  
Rebecca Penz, A/Director, Policy & Engagement  
Saanich Council  
Lindsay Chase, Director of Planning

## RE: Clarification

---

From: Emily Gray <EGray@delta.ca>  
To: Gartner, Candice HOUS:EX <Candice.Gartner@gov.bc.ca>, Penz, Rebecca HOUS:EX <Rebecca.Penz@gov.bc.ca>  
Cc: James Klukas <JKlukas@delta.ca>  
Sent: September 11, 2023 11:43:38 AM PDT

**[EXTERNAL] This email came from an external source. Only open attachments or links that you are expecting from a known sender.**

Thank you for the quick reply, much appreciated!

---

**From:** Gartner, Candice HOUS:EX  
**Sent:** Monday, September 11, 2023 11:28 AM  
**To:** Emily Gray ; Penz, Rebecca HOUS:EX  
**Cc:** James Klukas  
**Subject:** RE: Clarification

**Warning:** This email came from outside the City of Delta. If the sender is not known, please do not open links or attachments. Contact the Service Desk (3215) if unsure of this email.

Hello Emily and thank you for reaching out. You are correct, that the affordable housing definition should read “rental units which are *rented at or below 30% of the* local Housing Income Limits’. Thank you for flagging. We will revise this definition within our communications on a go forward basis.

To your question of whether there would be income testing, the short answer is yes. BC Housing regularly requires proof of income when setting rents for affordable housing units. However, we acknowledge that they are not the sole provider of affordable housing units and there are many independent providers throughout the Province. It is our expectation that these providers would require proof of income to determine rent levels.

Best,

Candice Gartner

Director, Data Analytics & Performance | Housing Targets Branch | Housing and Land Use Policy | Ministry of Housing  
Main: 778 974 4963 | Mobile: 250 818 2158 | Email: [Candice.Gartner@gov.bc.ca](mailto:Candice.Gartner@gov.bc.ca)

---

**From:** Emily Gray <EGray@delta.ca>  
**Sent:** Monday, September 11, 2023 10:49 AM  
**To:** Penz, Rebecca HOUS:EX <Rebecca.Penz@gov.bc.ca>  
**Cc:** James Klukas <JKlukas@delta.ca>; Gartner, Candice HOUS:EX <Candice.Gartner@gov.bc.ca>  
**Subject:** RE: Clarification

**[EXTERNAL] This email came from an external source. Only open attachments or links that you are expecting from a known sender.**

Thanks Rebecca and Candice. James is taking the information to Council this afternoon so please let us know ASAP.

Best,

Emily

---

**From:** Penz, Rebecca HOUS:EX <Rebecca.Penz@gov.bc.ca>  
**Sent:** Monday, September 11, 2023 10:47 AM  
**To:** Emily Gray <EGray@delta.ca>  
**Cc:** James Klukas <JKlukas@delta.ca>; Gartner, Candice HOUS:EX <Candice.Gartner@gov.bc.ca>  
**Subject:** RE: Clarification

**Warning:** This email came from outside the City of Delta. If the sender is not known, please do not open links or attachments. Contact the Service Desk (3215) if unsure of this email.

Good morning Emily,

I'm looping in my colleague Candice for response.

Best regards,

Rebecca

---

**From:** Emily Gray <EGray@delta.ca>

**Sent:** Monday, September 11, 2023 10:20 AM

**To:** Penz, Rebecca HOUS:EX <Rebecca.Penz@gov.bc.ca>

**Cc:** James Klukas <JKlukas@delta.ca>

**Subject:** Clarification

**[EXTERNAL] This email came from an external source. Only open attachments or links that you are expecting from a known sender.**

Hi Rebecca,

I wanted to clarify that the definition for below market units refers to rental units which are *rented at or below 30% of the local Housing Income Limits*?

Definition provided for below market: "Number of rental units which are at or below the local Housing Income Limits per size. Units under housing agreement, must have a term of minimum 5 years."

Relatedly, would it be required that there is income testing?

Just want to be sure – thanks!

Emily



**Emily Gray, RPP, MCIP** (*she/her*)

Planner | City of Delta

Office: 604-952-3601 | Email: [egray@delta.ca](mailto:egray@delta.ca)

*I am grateful to live and work on the shared, traditional, ancestral, and unceded territories of the scəwáθən (Tsawwassen), xʷməθkʷəy̓əm (Musqueam), and other Coast Salish Peoples.*

Page 1077 of 1405 to/à Page 1078 of 1405

Withheld pursuant to/removed as

s.13 ; s.16

## RE: Drilling down a bit on the rankings

---

From: Gartner, Candice HOUS:EX <Candice.Gartner@gov.bc.ca>  
To: Heather Kauer <hkauer@abbotsford.ca>  
Cc: Cyril Tomlinson <CTomlinson@abbotsford.ca>, Housing Targets Branch HOUS:EX <Housing.Targets@gov.bc.ca>  
Sent: September 11, 2023 12:37:01 PM PDT

Hi Heather, Thanks for your follow up questions. I have provided my response in blue italics, below.

Best,  
Candice

---

**From:** Heather Kauer  
**Sent:** Saturday, September 9, 2023 7:59 AM  
**To:** Gartner, Candice HOUS:EX  
**Cc:** Cyril Tomlinson  
**Subject:** Drilling down a bit on the rankings

**[EXTERNAL] This email came from an external source. Only open attachments or links that you are expecting from a known sender.**

Hi Candice - just to be double sure about the methodology - what I'm gathering from your responses and the methodology explainer that you all sent us is:

- The indicator rankings reflect our ranking out of the 10 in our cohort; *This is correct – these are the rankings after all steps of the selection methodology were applied.*
- The same indicators used to rank us in our cohort were used to determine whether we would be in the list of 47 municipalities and the first cohort of 10, *The selection index was not used to determine the 47 municipalities that would be prescribed under the Housing Supply Regulation, rather it was used to prioritize which of the 47 municipalities would first be assessed for targets. As we anticipate assessing 20 municipalities each year, it helps to objectively determine when municipalities are assessed over a 2.5 year timeframe. All municipalities that are prescribed under the regulation will eventually be assessed. but we have not been given our rankings related to these numbers. i.e. we were not given our ranking among all municipalities in B.C. or among the 47 in the Regulation. Due to the population groupings, wherein 7 municipalities with the lowest scores were selected among municipalities with a population of 80,000 and higher, and 3 municipalities with the lowest scores were selected among municipalities with a population of 10,000 to 80,000, this impacts the ranking for all municipalities, which is why our materials have ranked in relation to the other nine municipalities in the first cohort.*

Is that correct? And if so, are you able to share those? *I suggest having another meeting where we can provide a step-by-step walk through of Abbotsford's performance on each indicator would be a better approach, rather than send along a data file void of explanation and context. Now having completed our consultations with municipalities, my team has availability for a 1 hour meeting this Friday, between 10am and 12 noon. Please let me know if you would like to proceed.*

Thanks,  
Heather



## FW: Updated Response Letter - District of Saanich Housing Targets

---

From: Penz, Rebecca HOUS:EX <Rebecca.Penz@gov.bc.ca>  
To: Housing Targets Branch HOUS:EX <Housing.Targets@gov.bc.ca>  
Sent: September 11, 2023 3:16:40 PM PDT  
Attachments: Response Letter - District of Saanich Housing Targets.pdf

---

**From:** Sydney Murphy

**Sent:** Monday, September 11, 2023 8:53 AM

**To:** Minister, HOUS HOUS:EX

**Cc:** Penz, Rebecca HOUS:EX ; Corpe, Cimarron HOUS:EX ; Sawchuk, Bindi HOUS:EX ; Council ; Lindsay Chase

**Subject:** Updated Response Letter - District of Saanich Housing Targets

**[EXTERNAL] This email came from an external source. Only open attachments or links that you are expecting from a known sender.**

Good morning Honourable Minister Kahlon,

Please find the attached **updated** letter of response on behalf of Mayor Murdock regarding the proposed housing targets for the District of Saanich.

Thank you kindly,

Sydney Murphy

Executive Assistant to the Mayor

Mayor's Office

District of Saanich

770 Vernon Avenue

Victoria BC V8X 2W7

t. 250.475.5510

e. [sydney.murphy@saanich.ca](mailto:sydney.murphy@saanich.ca)

[www.saanich.ca](http://www.saanich.ca)

---

We acknowledge that the District of Saanich lies within the territories of the ləkʷəŋən peoples represented by the Songhees and Esquimalt Nations and the W̱SÁNEĆ peoples represented by the W̱JOḺELP (Tsartlip), BO̱KEĆEN (Pauquachin), S̱TÁUTW̱ (Tsawout), W̱SIḴEM (Tseycum) and MÁLEXEL (Malahat) Nations.

We are committed to celebrating the rich diversity of people in our community. We are guided by the principle that embracing diversity enriches the lives of all people. We all share the responsibility for creating an equitable and inclusive community and for addressing discrimination in all forms.

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Sign up to receive our Saanich Spotlight quarterly newsletter at [Saanich.ca/spotlight](http://Saanich.ca/spotlight).



The Corporation of the District of Saanich | Mayor's Office  
770 Vernon Avenue Victoria BC V8X 2W7 | T 250-475-5510 | [www.saanich.ca](http://www.saanich.ca)

**CONFIDENTIAL**

September 8, 2023

The Honourable Ravi Kahlon, MLA  
Minister of Housing  
PO Box 9844 Stn Prov Govt  
Victoria, BC V8W 9T2  
[HOUS.minister@gov.bc.ca](mailto:HOUS.minister@gov.bc.ca)

Ref: 60617

Dear Honourable Minister Kahlon:

**Re: Proposed Housing Targets for the District of Saanich (the "District")**

---

I am writing to provide you with the District of Saanich's response to the proposed housing targets that were outlined in a letter from your Ministry to the District dated August 15, 2023.

At the outset, I would like to acknowledge that the Provincial objective of partnering with municipalities to deliver more homes for people that need them is well aligned with the District's commitment to housing as outlined in our Strategic Plan and Housing Strategy. The District's Housing Strategy, in particular, outlines a number of significant actions that the District is committed to taking to increase and improve the supply of diverse and affordable housing in our community. An example of a recently adopted initiative is a permissive tax exemption policy that grants eligible non-profit organizations a full property tax exemption for properties that provide rental housing.

s.12; s.13; s.16

s.12; s.16

s.12; s.16; s.17

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Withheld pursuant to/removed as

s.12 ; s.13 ; s.16 ; s.17

s.12; s.13; s.16; s.17

In addition to the above, I would like to mention that the District has applied to the Canadian Mortgage and Housing Corporation's Housing Accelerator Fund for resources to implement an ambitious housing supply action plan. s.12; s.13; s.16; s.17  
s.12; s.13; s.16; s.17

In closing, I want to express my thanks to Ministry of Housing staff for a robust engagement process with our senior staff. I also would like to thank you for the opportunity to provide comments and feedback on the proposed targets for the District. Please do not hesitate to contact me if you would like to discuss any of the above in more detail. I look forward to working collaboratively on the next steps for this important program.

Sincerely,

A handwritten signature in black ink that reads "Dean Murdock". The signature is written in a cursive, flowing style.

Dean Murdock  
Mayor, District of Saanich

cc: Bindi Sawchuk, Assistant Deputy Minister  
Cimarron Corpé, A/Executive Director  
Rebecca Penz, A/Director, Policy & Engagement  
Saanich Council  
Lindsay Chase, Director of Planning

Page 1084 of 1405

Withheld pursuant to/removed as

s.12 ; s.13 ; s.16 ; s.17

## FW: Quick Question on Methodology Image

From: Gartner, Candice HOUS:EX <Candice.Gartner@gov.bc.ca>  
To: Housing Targets Branch HOUS:EX <Housing.Targets@gov.bc.ca>  
Sent: September 12, 2023 12:15:32 PM PDT

**From:** Liam McLellan  
**Sent:** Tuesday, September 12, 2023 12:08 PM  
**To:** Gartner, Candice HOUS:EX  
**Cc:** Mary De Paoli ; Kate Zanon  
**Subject:** RE: Quick Question on Methodology Image

**[EXTERNAL] This email came from an external source. Only open attachments or links that you are expecting from a known sender.**

Perfect – thank you for your prompt response!  
Liam

**From:** Gartner, Candice HOUS:EX <Candice.Gartner@gov.bc.ca>  
**Sent:** Tuesday, September 12, 2023 11:41 AM  
**To:** Liam McLellan <lmclellan@portmoody.ca>  
**Cc:** Mary De Paoli <mdepaoli@portmoody.ca>; Kate Zanon <kzanon@portmoody.ca>  
**Subject:** RE: Quick Question on Methodology Image

**CAUTION - EXTERNAL EMAIL:** This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe. If you feel this email is malicious or a scam, report it with the Report Message button in Outlook.

Thank you for reaching out. The 72 represents the total number of units that are required to permanently house people that are experiencing homelessness. We drew this data by calculating the municipalities' portion of the regional share of homelessness as reported by the Integrated Data Project. This was important because the Census does not capture this group very well.

The 40 represents how many of the 72 units would require on-site supports, in a congregate type of setting. You are correct that the remaining 32 units would be addressed through below-market units, and these individuals, who may still require supports, would receive them through the community.

I hope that helps. Please let me know if you have further questions.

Best,  
Candice Gartner

Director, Data Analytics & Performance | Housing Targets Branch | Housing and Land Use Policy | Ministry of Housing  
Main: 778 974 4963 | Mobile: 250 818 2158 | Email: [Candice.Gartner@gov.bc.ca](mailto:Candice.Gartner@gov.bc.ca)

**From:** Liam McLellan <lmclellan@portmoody.ca>  
**Sent:** Tuesday, September 12, 2023 10:55 AM  
**To:** Gartner, Candice HOUS:EX <Candice.Gartner@gov.bc.ca>  
**Cc:** Mary De Paoli <mdepaoli@portmoody.ca>; Kate Zanon <kzanon@portmoody.ca>  
**Subject:** Quick Question on Methodology Image  
**Importance:** High

**[EXTERNAL] This email came from an external source. Only open attachments or links that you are expecting from a known sender.**

Hi Candice,  
Hope all is well!  
Just a quick question:  
s.12

Our meeting starts at 3:30, so any information before then would be very beneficial.  
Thanks!

**Liam McLellan**  
**Social Planner II, City of Port Moody**  
604-469-4640 (t) 604-790-0273  
[lmclellan@portmoody.ca](mailto:lmclellan@portmoody.ca) | [www.portmoody.ca](http://www.portmoody.ca)

*We carry out our business on the ancestral and unceded homelands of thekwikwəłəm (Kwkwetlem), səliwətaʔ (Tsleil-Waututh), xʷməθkʷəyəm (Musqueam), Skwxwú7mesh (Squamish), qícəy (Katzie), qʷa:n ʔən (Kwantlen), qiqéyt (Qayqayt), and Stó:lō (Sto:lo) Peoples, and extend appreciation for the opportunity to work on this territory.*

Page 1086 of 1405

Withheld pursuant to/removed as

s.16

## RE: Methodology Handout

---

From: Housing.Targets@gov.bc.ca  
To: Selina Williams <SWilliams@oakbay.ca>  
Cc: Brian Green <BGreen@oakbay.ca>, Andre Boel <ABoel@oakbay.ca>, Sarah Morden <smorden@oakbay.ca>, Signe Bagh <SBagh@oakbay.ca>  
Sent: September 12, 2023 12:42:38 PM PDT

Good afternoon Selina,

Thank you for reaching out and I apologize for the delay in getting back to you. I understand that our Team made an effort to address your concerns in a meeting while I was on vacation, and that there may be several questions outstanding.

Given the volume of information we needed to cover in our first meeting, we would appreciate the opportunity to provide further technical detail on the selection methodology. The intent of the selection index is to prioritize ten municipalities at a time among the total forty-seven prescribed under the Housing Supply Regulation. All municipalities that are prescribed within the Regulation will be assessed for targets at some point within the next 2.5 years, and the selection index helps us to objectively prioritize when these municipalities are assessed within that timeframe.

Having now completed our scheduled consultations with municipalities, we are available to meet Thursday, Sept 14<sup>th</sup> @ 1pm or Friday, Sept 15<sup>th</sup> @ 9am to walk through Oak Bay's scoring across each indicator. I believe this approach would be more informative than sending the technical detail void of context or explanation. Please let us know if these windows do not suit and we will find an alternative time to meet.

With appreciation,

Candice Gartner

Director, Data Analytics & Performance | Housing Targets Branch | Housing and Land Use Policy | Ministry of Housing  
Main: 778 974 4963 | Mobile: 250 818 2158 | Email: [Candice.Gartner@gov.bc.ca](mailto:Candice.Gartner@gov.bc.ca)

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**From:** Pittroff, Sandra HOUS:EX  
**Sent:** Monday, August 28, 2023 2:42 PM  
**To:** Gartner, Candice HOUS:EX  
**Subject:** FW: Methodology Handout

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**From:** Housing Targets Branch HOUS:EX <[Housing.Targets@gov.bc.ca](mailto:Housing.Targets@gov.bc.ca)>  
**Sent:** Friday, August 25, 2023 11:59 AM  
**To:** Pittroff, Sandra HOUS:EX <[Sandra.Pittroff@gov.bc.ca](mailto:Sandra.Pittroff@gov.bc.ca)>  
**Subject:** FW: Methodology Handout  
For your review in Candice's absence!

---

**From:** Selina Williams <[SWilliams@oakbay.ca](mailto:SWilliams@oakbay.ca)>  
**Sent:** Friday, August 25, 2023 11:57 AM  
**To:** Housing Targets Branch HOUS:EX <[Housing.Targets@gov.bc.ca](mailto:Housing.Targets@gov.bc.ca)>  
**Cc:** Signe Bagh <[SBagh@oakbay.ca](mailto:SBagh@oakbay.ca)>; Brian Green <[BGreen@oakbay.ca](mailto:BGreen@oakbay.ca)>; Andre Boel <[ABoel@oakbay.ca](mailto:ABoel@oakbay.ca)>; Sarah Morden <[smorden@oakbay.ca](mailto:smorden@oakbay.ca)>  
**Subject:** RE: Methodology Handout

**[EXTERNAL] This email came from an external source. Only open attachments or links that you are expecting from a known sender.**

Good Morning Candace,

Thank you for sharing out the documents, it's really appreciated. Can I get clarification on a few pieces as the content falls short of what we were anticipating?

When we met for our first Housing Targets meeting, we understood that Oak Bay ranked #1 in the Province on six of the criteria (#1 being the worst). That surprised us and our notes indicate we followed up with questions around the ground oriented to multi-story housing ratio and requested access to the assessment work to support our understanding of how the first ten were selected. There were discussions around a potential extra meeting where additional context might be provided and that didn't materialize; we expect that holidays, capacity etc. (for both parties) likely played into that.

The Housing Target Methodologies handout attached indicates Oak Bay's ranking is measured against the other nine of the first cohort only. We also understood that the first ten were ranked at the bottom in the Province and were selected as the first cohort for that reason. Can you share the rankings for all municipalities with us so we can see where Oak Bay measures on each of the criteria when we look at the ranking and scoring for all municipalities in BC; we would like to understand where we are with respect to best to worst performing in the various criteria? It would allow us to reach out to those other municipalities who are seeing success where we are not and perhaps implementing some of the tactics that are supporting that success.



We appreciate if you are concerned with that data creating a negative narrative for Oak Bay but, data is data, and at least it would provide factual support to the narrative that already exists.

Thanks Candace, much appreciated.

Selina

Selina Williams (she/her)

Chief Administrative Officer

District of Oak Bay

250-598-3311 ext. 7414

[Facebook](#) | [Twitter](#) | [Instagram](#) | [LinkedIn](#)

---

**From:** Housing Targets Branch HOUS:EX <[Housing.Targets@gov.bc.ca](mailto:Housing.Targets@gov.bc.ca)>

**Sent:** Thursday, August 24, 2023 3:08 PM

**To:** Signe Bagh <[SBagh@oakbay.ca](mailto:SBagh@oakbay.ca)>; Brian Green <[BGreen@oakbay.ca](mailto:BGreen@oakbay.ca)>; Selina Williams <[SWilliams@oakbay.ca](mailto:SWilliams@oakbay.ca)>; Andre Boel <[ABoel@oakbay.ca](mailto:ABoel@oakbay.ca)>

**Subject:** Methodology Handout

Hello Oak Bay Team,

Thank you for your collaboration and providing us with insight about your unique municipality context throughout the consultation process.

Please see attached our methodology handout together with an updated reference guide. The handout provides a summary of the selection index and the standardized methodology for estimating housing needs. An updated reference guide is also attached which now includes a description of our approach for estimating units requiring on-site supports. We hope these documents are helpful towards your communications of the proposed targets. Please do not hesitate to reach out with further questions.

Many thanks,

Candice Gartner

a/Director, Data Analytics & Performance | Housing Targets Branch | Housing and Land Use Policy | Ministry of Housing

Main: 778 974 4963 | Mobile: 250 818 2158 | Email: [Candice.Gartner@gov.bc.ca](mailto:Candice.Gartner@gov.bc.ca)



September 12, 2023

The Honourable Ravi Kahlon  
Minister of Housing  
PO Box 9074, Stn Prov Govt  
Victoria, BC V8W 9T2

By Email: [HOUS.minister@gov.bc.ca](mailto:HOUS.minister@gov.bc.ca)

Dear Minister,

**Re: Proposed Housing Target for the City of Delta**

As Mayor of Delta, I am committed to improving housing for all current and future Delta residents. Delta acknowledges the proposed housing target provided by the Ministry of Housing and is focused on achieving our collective goal of ensuring that everyone, regardless of need, can find a place to live.

Delta Council is unanimous in its strong support to see more housing supply approved and built. Delta's Housing Needs Assessment and Housing Action Plan were unanimously endorsed by Council, and the Action Plan contains concrete strategies to address gaps in housing supply. Council has already taken decisive steps to streamline development approvals processes, introduce incentives for desired housing types, and invest in needed infrastructure improvements. This has fostered a supportive environment for housing growth, and we are ready to do more.

Simultaneously, the Province has a major role in supporting achievement of our growth target, including the proposed break-down of unit types and tenure. Delta Council requests that the Province provide the following supports to better enable the City to succeed in achieving, or exceeding, our housing target:

**1. Provincial Funding**

Meeting the target will require increased staff time and financial costs to process development applications in a timely manner, track and report on housing targets, and advance policy and bylaw changes needed to streamline application approvals. With a growing population, there is a commensurate need for infrastructure, facility and amenity upgrades that require investment.

... 2

Significantly, provincial investment is also required to partner with Delta in delivering affordable and supportive housing, which has historically been a senior government responsibility. We request that the Province allocate funding to this major initiative aimed at increasing housing supply.

**2. Expedited Legislative Changes to Facilitate Housing**

The Province has announced the Small-Scale Multi-Unit Housing Initiative to allow multiple dwelling units on single detached properties. Delta's Housing Action Plan supports gentle density, and we require this Provincial legislation to be expedited to provide certainty to update plans and deliver new units. Delta also supports efforts to pre-plan and pre-zone neighbourhoods for growth, eliminate the need for spot rezonings, and expedite approvals. As outlined in our 2023 UBCM resolution on the topic, Delta requests expanded powers at the development permit stage to facilitate pre-zoning, in order to fund and deliver the infrastructure and amenities required to support housing growth.

**3. Refined Methodology to Measure Progress**

The Province has stated that occupancy permits will be used as a key measure of progress. While occupancy permits help to measure the availability of new units, they are an unsuitable measure of municipal actions to increase housing supply as they are contingent on other external factors such as construction delays, interest rate impacts, and industry responses to the market environment. Additionally, more complex projects involving larger numbers of units have longer construction timeframes by nature. Despite municipal efforts to expedite approvals, these projects may not achieve occupancy until many months or even years after permits are issued. To address these considerations, the recent CMHC Housing Accelerator Fund focuses instead on building permits issued as a key measure of progress in achieving net new units. Delta suggests that this same measure be used to monitor municipal progress in achieving the provincial housing target.

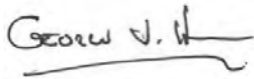
This is a timely opportunity to build on Delta's existing initiatives and Mayor and Council's bold mandate to make a tangible difference increasing housing supply in Delta. With a pending application to the CMHC Housing Accelerator Fund and the upcoming launch of a RapidBus line on Scott Road, Delta is ready to make dedicated efforts at achieving more rental, below-market, and family-sized housing for our residents, with your support.

... 3

September 12, 2023  
Page 3

We look forward to continuing to work with the Ministry of Housing to improve housing for all in Delta.

Yours truly,

A handwritten signature in dark ink, appearing to read "George V. Harvie", with a horizontal line drawn underneath it.

George V. Harvie  
Mayor

cc: Delta Council  
Marcy Sangret, Acting City Manager

## FW: Proposed Housing Target for the City of Delta

---

From: Penz, Rebecca HOUS:EX <Rebecca.Penz@gov.bc.ca>  
To: Housing Targets Branch HOUS:EX <Housing.Targets@gov.bc.ca>  
Sent: September 12, 2023 2:13:23 PM PDT  
Attachments: Ravi Kahlon\_Proposed Housing Target for the City of Delta\_Sept 12, 2023.pdf

---

**From:** Mayor George Harvie

**Sent:** Tuesday, September 12, 2023 2:12 PM

**To:** Minister, HOUS HOUS:EX

**Cc:** Mayor & Council ; Marcy Sangret ; James Klukas ; Tyson Schofield ; Param Grewal ; Sawchuk, Bindi HOUS:EX ; Corpe, Cimarron HOUS:EX ; Penz, Rebecca HOUS:EX ; Mayor-Admin

**Subject:** Proposed Housing Target for the City of Delta

**[EXTERNAL] This email came from an external source. Only open attachments or links that you are expecting from a known sender.**

Dear Minister,

Please find the attached letter from Mayor George V. Harvie regarding the above subject.

Thank you,

Leanne



---

**Leanne Salmon**

Administrative Manager

Mayor & City Manager's Office | City of Delta

Office: 604-946-3207 | Email: [lsalmon@delta.ca](mailto:lsalmon@delta.ca)

## Re: Response to Proposed Housing Targets

---

From: Selina Williams <SWilliams@oakbay.ca>  
To: Penz, Rebecca HOUS:EX <Rebecca.Penz@gov.bc.ca>  
Cc: Andre Boel <ABoel@oakbay.ca>, Brian Green <BGreen@oakbay.ca>, Housing Targets Branch HOUS:EX <Housing.Targets@gov.bc.ca>  
Sent: September 12, 2023 6:53:36 PM PDT  
Attachments: image003.png

**[EXTERNAL] This email came from an external source. Only open attachments or links that you are expecting from a known sender.**

Hi Rebecca,

Thank you for the detailed information, much appreciated.

We are finalizing the response and hope to be able to provide that soon; we will use the instructions shared below to ensure we've responded appropriately.

Thanks for the info, hope your week is going well.

Best,  
Selina

**Selina Williams (she/her)**  
Chief Administrative Officer  
District of Oak Bay

On Aug 21, 2023, at 9:01 AM, Penz, Rebecca HOUS:EX wrote:

Dear Selina,

The proposed housing targets for the District of Oak Bay were recently sent to you for review. I am following up with you regarding the process for submitting written comments to the Minister of Housing. As noted in the cover letter, your written response is due on or before September 14, 2023. Responses received prior to the due date are greatly appreciated.

Please prepare your written response in letter format addressed to the Honourable Minister Ravi Kahlon and sent by email to [HOUS.minister@gov.bc.ca](mailto:HOUS.minister@gov.bc.ca). The District of Oak Bay can determine the municipal signatory. Please copy the following ministry staff:

Bindi Sawchuk, Assistant Deputy Minister: [Bindi.Sawchuk@gov.bc.ca](mailto:Bindi.Sawchuk@gov.bc.ca)

Cimarron Corpé, A/Executive Director: [Cimarron.Corpe@gov.bc.ca](mailto:Cimarron.Corpe@gov.bc.ca)

Rebecca Penz, A/Director, Policy & Engagement: [Rebecca.Penz@gov.bc.ca](mailto:Rebecca.Penz@gov.bc.ca)

We appreciate your ongoing collaboration throughout the housing targets process. Please reach out if you have any questions.

Best regards,  
**Rebecca Penz (She/Her)**  
a/Director, Policy and Engagement

Mobile: 250.880.2269

Grateful to live and work on the territories of the ləkʷəŋən and W̓SÁNEĆ Peoples .

September 13, 2023

Honourable Minister Ravi Kahlon  
[HOUS.minister@gov.bc.ca](mailto:HOUS.minister@gov.bc.ca)

Dear Honourable Minister Ravi Kahlon

**Re: Letter to Housing Minister Kahlon re City of Port Moody's Response to the Provincial Housing Supply Targets**

The City of Port Moody is submitting this letter in response to its selection as one of the first cohort of municipalities to receive housing targets through the Province's Housing Supply Act.

Since the announcement of the Province's targets, the City has met with provincial representatives to discuss the Housing Supply Targets methodology, the 5-year housing targets, and how the Province will monitor progress towards the targets. City staff have been pleased with the Province's efforts to work with the municipality, however, some concerns remain regarding aspects of these housing targets as detailed below.

Housing Units

Overall, the City of Port Moody believes the 5-year minimum target of 1,694 housing units to be completed by 2028 is achievable. The City of Port Moody has reviewed applications that are currently under construction and in the development review process and believe these projects should enable the City to meet its provincial targets, provided that these development applications maintain their current development trajectory. The City continues to proactively engage with landowners in the Moody Centre Transit Oriented Development Area on plans to develop this area and further increase the City's housing supply in the near future.

Units by tenure is another target that the City should be able to meet with several market rental projects currently in the development application stages. However, Port Moody's current housing direction regarding units by size that the City wants to achieve differs significantly from the Provincial direction.

In 2022, the City endorsed its [Housing Action Plan](#). The Plan was informed by a broad public engagement process and findings included in the Housing Needs Report; consultation with Port Moody's housing sector; guidance from an interdepartmental staff working group; Council's vision and direction; as well as promising practices research and analysis. Building upon the City's Affordable Housing Strategy (2009) and the recommendations of Council's Affordable Housing Task Force Report (2020), the Housing Action Plan has four strategic directions, consisting of 32 actions for implementation.



The Housing Action Plan also established detailed unit targets over a longer period emphasizing the number of units needed across the housing spectrum, with varying affordability levels and sizes (number of bedrooms) to keep up with growing demand and to address the current housing shortage.

The Housing Assessment Resource Tools (HART) methodology was used to guide the development of these targets, which is an approach created by University of British Columbia's Housing Research Collaborative with funding by Impact Canada and the CMHC's Housing Supply Challenge. Several inputs were considered, including core housing need, affordable shelter costs by income category, household size, priority populations, and the changes in population expected over the next ten years. This approach resulted in the following distribution by bedroom unit targets:

<b>City of Port Moody - Housing Targets (2021 - 2031)</b>					
	<b>1-Bedroom</b>	<b>2-Bedroom</b>	<b>3-Bedroom</b>	<b>4+Bedroom</b>	<b>10-Year Targets</b>
<b>Units by Bedroom Total</b>	<b>1,250</b>	<b>1,480</b>	<b>890</b>	<b>1,195</b>	<b>4,815</b>
<b>%</b>	<b>26%</b>	<b>31%</b>	<b>18%</b>	<b>25%</b>	

Source: Statistics Canada, 2017. Census Profile 2016. Statistics Canada.

The Province's total units by size category emphasizes the creation of studio and 1-bedroom units as the predominant unit types to be constructed over the next 5 years. However, the City has focused considerable efforts to develop policy that emphasizes the creation of larger unit typologies for development applications to provide a greater number two-bedroom and three-bedroom units in all new Multi-Residential and Mixed-Use Residential development applications. The [Family-Friendly Units Policy](#) currently requests a minimum share of 20% two-bedroom units and 5% and 10% three-bedroom units in new Market Rental and Strata projects respectively as shown below:

#### **Market Rental Projects**

Number of Bedrooms	Share of Units
Studios	75% max
1-Bedroom	
2-Bedroom	20% min
3-Bedroom or more	5% min

#### **Strata Market Projects**

Number of Bedrooms	Share of Units
Studios	70% max
1-Bedroom	
2-Bedroom	20% min
3-Bedroom or more	10% min

More recently, Council has directed staff to explore matching these targets to those in its Housing Action Plan. Through both the Housing Needs Report and Housing Action Plan, significant indicators show that larger unit types are needed to attract families to Port Moody and support household formations.

#### Below Market and Supportive Housing Units

The City may have challenges meeting the proposed targets for Below Market Rental and Supportive Housing units. Port Moody has an Inclusionary Zoning – Affordable Housing Units Policy, which sets out the expectations for the provision of Affordable Rental Units as part of new multi-family residential and mixed-use residential development applications where additional density is being sought through a rezoning. In place since April 2022, new development applications have been requesting exemptions from the affordable rental units components due to other community amenities provided, such as market rental units. While staff are currently investigating amendments to the City policy, creating, at minimum, 238 affordable rental units in 5 years could be difficult.

The potential challenges in the creation of new supportive housing units should be noted. While the City's Inclusionary Zoning – Affordable Housing Units Policy does allow for development applications to provide 5% of residential Floor Area Ratio (FAR) as non-market units geared to social assistance levels in lieu of the 15% FAR for below market units, BC Housing does not provide operating dollars for these projects unless they are contained in a standalone building. Further, utilizing City lands is usually required to develop supportive housing. In Port Moody's context, there is limited City-owned land in areas that would have the necessary services to support homeless populations or those at risk of homelessness. The City is a willing partner in the creation of supportive housing units and looks forward to working with the Province to identify all opportunities, including the use of provincial land.

#### Progress Report Indicators

The City of Port Moody wishes to express some concerns with some of the Provincial indicators, specifically the number of land use applications and building permits approved and declined; and median timelines for land use application approvals and building permit issuances. The City understands the importance of collecting performance indicators, however, believes there needs to be significant contextualization around why a city would decline a development application. While the Province has created this indicator to ensure municipalities do not reject development applications due to slow-growth principles, municipalities can receive poorly conceived land use applications. Declining land use applications due to poor conceptualization or not taking municipal guidance into consideration should not be used as a measure of non-compliance through the Housing Supply Act's target indicators.

Median timelines for land use application approvals and building permit issuances is another Housing Supply Act indicator that could use additional context when reporting. While municipalities can control staff review timelines, the City does not have control over timely responses from development applicants.

Letter to Housing Minister Kahlon re City of Port Moody's Response to the Provincial Housing Supply Targets  
September 13, 2023

The City of Port Moody appreciates the opportunity to provide feedback on the proposed Housing Supply Targets and the monitoring process. The City looks forward to working in partnership with the Province of British Columbia on increasing housing supply and continuing discussion with Provincial counterparts on the implementation of the Housing Supply Act.

Yours truly,



Kate Zanon  
Acting City Manager  
General Manager of Community Development

CC: Bindi Sawchuk, Assistant Deputy Minister: [Bindi.Sawchuk@gov.bc.ca](mailto:Bindi.Sawchuk@gov.bc.ca)

Cimarron Corpé, A/Executive Director: [Cimarron.Corpe@gov.bc.ca](mailto:Cimarron.Corpe@gov.bc.ca)

Rebecca Penz, A/Director, Policy & Engagement: [Rebecca.Penz@gov.bc.ca](mailto:Rebecca.Penz@gov.bc.ca)

Page 1099 of 1405 to/à Page 1100 of 1405

Withheld pursuant to/removed as

s.13 ; s.16

## FW: response to proposed housing targets - District of West Vancouver

---

From: Penz, Rebecca HOUS:EX <Rebecca.Penz@gov.bc.ca>  
To: Housing Targets Branch HOUS:EX <Housing.Targets@gov.bc.ca>  
Sent: September 13, 2023 11:08:57 AM PDT  
Attachments: DWV-#5663467-v1-Letter\_to\_Honourable\_Minister\_Ravi\_Kahlon.pdf

---

**From:** Jim Bailey

**Sent:** Wednesday, September 13, 2023 11:04 AM

**To:** Minister, HOUS HOUS:EX

**Cc:** Sawchuk, Bindi HOUS:EX ; Corpe, Cimarron HOUS:EX ; Penz, Rebecca HOUS:EX ; Mark Sager ; Scott Findlay ; David Hawkins

**Subject:** response to proposed housing targets - District of West Vancouver

**[EXTERNAL] This email came from an external source. Only open attachments or links that you are expecting from a known sender.**

Dear Honourable Minister Ravi Kahlon:

Please see the attached letter. Please do not hesitate to contact me if you have any questions.

Kind Regards,

Jim

**Jim Bailey** (he, him)

Director of Planning and Development Services | District of West Vancouver

t: 604-925-7058 | [westvancouver.ca](mailto:westvancouver.ca)

.....  
We acknowledge that we are on the traditional, ancestral and unceded territory of the Skwxwú7mesh Úxwumixw (Squamish Nation), səfilwətaʔ (Tsleil-Waututh Nation), and xʷməθkʷəy̓əm (Musqueam Nation). We recognize and respect them as nations in this territory, as well as their historic connection to the lands and waters around us since time immemorial.

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PLANNING & DEVELOPMENT SERVICES  
750 17th Street West Vancouver BC V7V 3T3  
t: 604-925-7055 f: 604-925-6083



September 13, 2023

File: 2515.02

Honourable Minister Ravi Kahlon  
[HOUS.minister@gov.bc.ca](mailto:HOUS.minister@gov.bc.ca)

Dear Honourable Minister Ravi Kahlon:

**Re: Proposed Housing Targets**

In response to correspondence to the District of West Vancouver from your Ministry received by Scott Finlay, Municipal Manager on August 15, 2023, please be advised that we have received the proposed housing target from the Province of British Columbia.

The District acknowledges the Province's legislative authority and we will work towards the target through the required reporting process.

We look forward to ongoing positive discussions and collaboration with the Province as this process moves forward.

Kind regards,

Jim Bailey  
Director of Planning and Development Services

cc: Bindi Sawchuk, Assistant Deputy Minister  
Cimarron Corpé, A/Executive Director  
Rebecca Penz, A/Director, Policy & Engagement  
Mayor Mark Sager, District of West Vancouver  
Scott Finlay, Municipal Manager, District of West Vancouver  
David Hawkins, Senior Manager, Community Planning & Sustainability, District of West Vancouver

## FW: City of Port Moody Response to Provincial Housing Supply Targets

---

From: Penz, Rebecca HOUS:EX <Rebecca.Penz@gov.bc.ca>  
To: Housing Targets Branch HOUS:EX <Housing.Targets@gov.bc.ca>  
Sent: September 13, 2023 12:30:48 PM PDT  
Attachments: EDMS-#620531-v1-  
Letter\_to\_Housing\_Minister\_Kahlon\_re\_City\_of\_Port\_Moodys\_Response\_to\_the\_Provincial\_Housing

**From:** Mary De Paoli  
**Sent:** Wednesday, September 13, 2023 12:27 PM  
**To:** Minister, HOUS HOUS:EX  
**Cc:** Sawchuk, Bindi HOUS:EX ; Cimmaron.Corpe@gov.bc.ca; Penz, Rebecca HOUS:EX ; Kate Zanon ; Liam McLellan ; Tim Savoie  
**Subject:** City of Port Moody Response to Provincial Housing Supply Targets

**[EXTERNAL] This email came from an external source. Only open attachments or links that you are expecting from a known sender.**

Dear Honourable Minister Ravi Kahlon,  
Please find attached the City of Port Moody's letter response regarding the proposed provincial housing supply targets. If you have any questions, please do not hesitate to contact us.

Regards,

Mary

**Mary De Paoli, RPP, MCIP**

**Manager of Policy Planning, City of Port Moody**

604-469-4702 (t) 604-897-8418 (c) 604-469-4533 (f)

[mdepaoli@portmoody.ca](mailto:mdepaoli@portmoody.ca) | [www.portmoody.ca](http://www.portmoody.ca)

*We carry out our business on the ancestral and unceded homelands of thekwikwəłəm (Kwkwetlem), səliłwətał (Tsleil-Waututh), xʷməθkʷəyəm (Musqueam), Skwxwú7mesh (Squamish), qícəy (Katzie), qʷa:n ɬ'ən (Kwantlen), qiqéyt (Qayqayt), and Stó:lō (Sto:lo) Peoples, and extend appreciation for the opportunity to work on this territory.*

---

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## RE: Updated Response Letter - District of Saanich Housing Targets

---

From: Penz, Rebecca HOUS:EX <Rebecca.Penz@gov.bc.ca>  
To: Sydney Murphy <Sydney.Murphy@saanich.ca>  
Cc: Lindsay Chase <Lindsay.Chase@saanich.ca>, Housing Targets Branch HOUS:EX <Housing.Targets@gov.bc.ca>  
Sent: September 13, 2023 12:37:43 PM PDT  
Attachments: image001.png

Hi Sydney,  
Your revised municipal response has been received.  
Best regards,  
**Rebecca Penz (She/Her)**  
a/Director, Policy and Engagement

Housing Targets Branch | Ministry of Housing

Main: 236.478.3630

Mobile: 250.880.2269

Grateful to live and work on the territories of the ləkʷəŋən and W̱SÁNEĆ Peoples .

---

**From:** Sydney Murphy  
**Sent:** Monday, September 11, 2023 8:53 AM  
**To:** Minister, HOUS HOUS:EX  
**Cc:** Penz, Rebecca HOUS:EX ; Corpe, Cimarron HOUS:EX ; Sawchuk, Bindi HOUS:EX ; Council ; Lindsay Chase  
**Subject:** Updated Response Letter - District of Saanich Housing Targets

**[EXTERNAL] This email came from an external source. Only open attachments or links that you are expecting from a known sender.**

Good morning Honourable Minister Kahlon,  
Please find the attached **updated** letter of response on behalf of Mayor Murdock regarding the proposed housing targets for the District of Saanich.

Thank you kindly,  
Sydney Murphy  
Executive Assistant to the Mayor  
Mayor's Office  
District of Saanich  
770 Vernon Avenue  
Victoria BC V8X 2W7  
t. 250.475.5510  
e. [sydney.murphy@saanich.ca](mailto:sydney.murphy@saanich.ca)  
[www.saanich.ca](http://www.saanich.ca)

---

We acknowledge that the District of Saanich lies within the territories of the ləkʷəŋən peoples represented by the Songhees and Esquimalt Nations and the W̱SÁNEĆ peoples represented by the W̱JOLELP (Tsartlip), BÓKEĆEN (Pauquachin), S̱TÁUTW̱ (Tsawout), W̱SIKEM (Tseycum) and MÁLEXEL (Malahat) Nations.

We are committed to celebrating the rich diversity of people in our community. We are guided by the principle that embracing diversity enriches the lives of all people. We all share the responsibility for creating an equitable and inclusive community and for addressing discrimination in all forms.

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Sign up to receive our Saanich Spotlight quarterly newsletter at [Saanich.ca/spotlight](http://Saanich.ca/spotlight).



RE: Proposed Housing Target for the City of Delta

From: Penz, Rebecca HOUS:EX <Rebecca.Penz@gov.bc.ca>  
To: Mayor George Harvie <mayorharvie@delta.ca>  
Cc: Marcy Sangret <MSangret@delta.ca>, James Klukas <JKlukas@delta.ca>, Tyson Schofield <TSchofield@delta.ca>, Param Grewal <pgrewal@delta.ca>, Housing Targets Branch HOUS:EX <Housing.Targets@gov.bc.ca>  
Sent: September 13, 2023 12:41:05 PM PDT  
Attachments: image001.png  
Thanks Leanne. The City of Delta’s municipal response to the proposed housing targets has been received.  
Best regards,  
**Rebecca Penz (She/Her)**  
a/Director, Policy and Engagement

~~Housing Targets Branch~~ Ministry of Housing  
Main: 236.478.3630  
Mobile: 250.880.2269  
Grateful to live and work on the territories of the ləkʷəŋən and W̱SÁNEĆ Peoples .

**From:** Mayor George Harvie  
**Sent:** Tuesday, September 12, 2023 2:12 PM  
**To:** Minister, HOUS HOUS:EX  
**Cc:** Mayor & Council ; Marcy Sangret ; James Klukas ; Tyson Schofield ; Param Grewal ; Sawchuk, Bindi HOUS:EX ; Corpe, Cimarron HOUS:EX ; Penz, Rebecca HOUS:EX ; Mayor-Admin  
**Subject:** Proposed Housing Target for the City of Delta

**[EXTERNAL] This email came from an external source. Only open attachments or links that you are expecting from a known sender.**

Dear Minister,  
Please find the attached letter from Mayor George V. Harvie regarding the above subject.  
Thank you,  
Leanne

 **Leanne Salmon**  
Administrative Manager  
Mayor & City Manager’s Office | City of Delta  
Office: 604-946-3207 | Email: [lsalmon@delta.ca](mailto:lsalmon@delta.ca)

## RE: City of Port Moody Response to Provincial Housing Supply Targets

---

From: Penz, Rebecca HOUS:EX <Rebecca.Penz@gov.bc.ca>  
To: Mary De Paoli <mdepaoli@portmoody.ca>  
Cc: Kate Zanon <kzanon@portmoody.ca>, Liam McLellan <lmclellan@portmoody.ca>, Tim Savoie <TSavoie@portmoody.ca>, Housing Targets Branch HOUS:EX <Housing.Targets@gov.bc.ca>  
Sent: September 13, 2023 12:47:29 PM PDT  
Attachments: image001.png

Thanks Mary. The City of Port Moody's municipal response to the proposed housing targets has been received.

Best regards,

**Rebecca Penz (She/Her)**

a/Director, Policy and Engagement

~~Housing Targets Branch~~ - Ministry of Housing

Main: 236.478.3630

Mobile: 250.880.2269

Grateful to live and work on the territories of the lək'wəŋən and W̱SÁNEĆ Peoples .

---

**From:** Mary De Paoli

**Sent:** Wednesday, September 13, 2023 12:27 PM

**To:** Minister, HOUS HOUS:EX

**Cc:** Sawchuk, Bindi HOUS:EX ; Cimmaron.Corpe@gov.bc.ca; Penz, Rebecca HOUS:EX ; Kate Zanon ; Liam McLellan ; Tim Savoie

**Subject:** City of Port Moody Response to Provincial Housing Supply Targets

**[EXTERNAL] This email came from an external source. Only open attachments or links that you are expecting from a known sender.**

Dear Honourable Minister Ravi Kahlon,

Please find attached the City of Port Moody's letter response regarding the proposed provincial housing supply targets. If you have any questions, please do not hesitate to contact us.

Regards,

Mary

**Mary De Paoli, RPP, MCIP**

**Manager of Policy Planning, City of Port Moody**

604-469-4702 (t) 604-897-8418 (c) 604-469-4533 (f)

[mdepaoli@portmoody.ca](mailto:mdepaoli@portmoody.ca) | [www.portmoody.ca](http://www.portmoody.ca)

*We carry out our business on the ancestral and unceded homelands of thek'wík'wəłəm (Kwkwetlem), səliłwətał (Tsleil-Waututh), x'məθk'əyəm (Musqueam), Skwxwú7mesh (Squamish), qícəy (Katzie), q'w'a:ń ł'əń (Kwantlen), qiqéyt (Qayqayt), and Stó:lō (Sto:lo) Peoples, and extend appreciation for the opportunity to work on this territory.*

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September 11, 2023

**VIA EMAIL**

The Honourable Ravi Kahlon  
Minister of Housing  
Room 248 Parliament Buildings  
Victoria BC V8V 1X4  
[HOUS.minister@gov.bc.ca](mailto:HOUS.minister@gov.bc.ca)

Dear Minister Kahlon:

RE: Housing Targets for the City of Kamloops

---

The City of Kamloops has appreciated the ongoing collaboration with Ministry of Housing staff throughout the housing targets process. s.12; s.16

The City of Kamloops is a motivated partner in helping solve the housing crisis, and we look forward to continued support and changes by all levels of government through process improvements, legislative amendments, and additional funding to move the needle on the current state of housing.

s.12; s.16

We look forward to continued dialogue and strategic partnerships as we work towards shared success on the housing targets over the next five years.

Yours sincerely,



Reid Hamer-Jackson, Mayor  
City of Kamloops

cc: Bindi Sawchuk, Assistant Deputy Minister, Ministry of Housing:  
[Bindi.Sawchuk@gov.bc.ca](mailto:Bindi.Sawchuk@gov.bc.ca)  
Cimarron Corpé, A/Executive Director, Ministry of Housing:  
[Cimarron.Corpe@gov.bc.ca](mailto:Cimarron.Corpe@gov.bc.ca)  
Rebecca Penz, A/Director, Policy and Engagement, Ministry of Indigenous Relations  
and Reconciliation: [Rebecca.Penz@gov.bc.ca](mailto:Rebecca.Penz@gov.bc.ca)  
David Trawin, Chief Administrative Officer, City of Kamloops  
Marvin Kwiatkowski, Development, Engineering, and Sustainability Director, City of  
Kamloops

## FW: Housing Targets - City of Kamloops

---

From: Penz, Rebecca HOUS:EX <Rebecca.Penz@gov.bc.ca>  
To: Housing Targets Branch HOUS:EX <Housing.Targets@gov.bc.ca>  
Sent: September 13, 2023 1:16:17 PM PDT  
Attachments: Housing Targets\_COR.pdf

---

**From:** Marvin Kwiatkowski

**Sent:** Wednesday, September 13, 2023 1:11 PM

**To:** Minister, HOUS HOUS:EX

**Cc:** Sawchuk, Bindi HOUS:EX ; Corpe, Cimarron HOUS:EX ; Penz, Rebecca HOUS:EX ; David Trawin ; EA Council ; Emily Nelson ; Carly-Rae Roberts

**Subject:** Housing Targets - City of Kamloops

**[EXTERNAL] This email came from an external source. Only open attachments or links that you are expecting from a known sender.**

Good afternoon Minister Kahlon,

Please find attached the letter from Mayor Reid Hamer-Jackson on the Provincial Housing Targets for the City of Kamloops.

Regards,

**Marvin Kwiatkowski, P.Eng**

Development, Engineering & Sustainability Director | City of Kamloops

105 Seymour Street, Kamloops BC, V2C 2C6

**P:** 250-828-3473 | [Kamloops.ca](http://Kamloops.ca) | [LetsTalk.Kamloops.ca](http://LetsTalk.Kamloops.ca)

**MAKING KAMLOOPS SHINE**

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September 12, 2023

Via email: [ravi.kahlon.MLA@leg.bc.ca](mailto:ravi.kahlon.MLA@leg.bc.ca)

The Honourable Ravi Kahlon  
Minister of Housing  
Room 248 Parliament Buildings  
Victoria, BC V8V 1X4

Dear Minister Kahlon:

**RE: City of Victoria Response to the Province on Proposed Housing Targets**

The City of Victoria welcomes and supports the provincial government's efforts to implement housing targets that will guide and encourage municipalities across BC to build the housing we need now and into the future. Since the first phase of the *Victoria Housing Strategy* in 2016, Victoria has established ambitious housing targets and worked hard to create the underlying policy and regulatory framework that supports these goals. We are pleased to see that the City's targets are largely aligned with the Province's proposed targets and welcome the opportunity to collaborate on addressing one of the most important and highest profile issues in our community.

Furthermore, we recognize that housing is an issue that often plays out on a regional scale, and therefore look forward to seeing how new targets can ensure all local governments in the Capital Region are part of a region-wide supply response. As the regional core, we aspire to lead by example through our policies, regulations, and other initiatives, and in collaboration with our neighbouring communities, to realize regional housing solutions.

The City of Victoria sees strong alignment with the provincial housing targets; however, there are several areas of concern that the City would like to share as part of the City's formal response to the proposed provincial housing targets as per the *Housing Supply Act*.

**Tracking and Reporting**

It is our understanding that the Province intends to track performance against the proposed housing targets by requesting that municipalities report the number of net housing unit completions. We believe that there are several challenges with this approach and that the Province should consider using municipal building permit data as a better metric for assessing annual progress towards the housing targets.

*"The City of Victoria recognizes the Songhees and Esquimalt Nations in whose traditional territories we live and work "Hay swx qa"*



Delayed reporting – Building housing takes time, often several years, especially for larger multi-family buildings. This means that net completion figures shared over the course of this reporting will be the result of building permits issued several years before the provincial targets were established and thus would not measure the impact of new policies or processes implemented to meet the targets. Using building permit data to report on net new housing units would be a more accurate and timely performance indicator for tracking the impact of municipal actions taken to meet the provincial housing supply targets.

Lack of influence on completions – Typically, a building permit issuance is one of the best indicators that a project is going to proceed to construction. A condition of building permit issuance is payment of Development Cost Charges, which generally indicates that a developer is confident their project will proceed to construction. After a building permit is issued, local authorities have little control over the timing of the occupancy permit. For example, if a global supply-chain issue occurs and a project does not move forward, the actions of a local government have little bearing on the project. Fundamentally, a city's influence on building completion lies in its ability to create an efficient and predictable approvals process, best exemplified by the timely issuance of building permits. The City of Victoria does not build housing - once a project is issued a building permit a local government has limited ability to ensure the project is completed.

Access to building completion data – Victoria does not currently report on completion data. The CMHC housing completion data is published monthly and only provides gross figures, not net, with limited understanding of the methodology or accuracy of this data at the municipal scale. The City's occupancy permit applications do not record the number of bedrooms, the level of affordability, or the tenure of the housing in their unit count. The City is currently tracking much of this information at the development and building permit stages of the process.

Resource challenges – The City of Victoria invests a significant amount of staff time to prepare and publish the Victoria Housing Strategy Annual Review which describes the City's performance in relation to established housing targets using building permit data. For Victoria, this approach could very easily be updated to integrate the new provincial targets if local governments are permitted to use building permit data as an interim performance indicator. Any requirement on the part of local governments to shift to reporting on completions would be resource intensive and could divert attention from more impactful policy and regulatory work. Estimates of the additional work created for City Staff to report on building completions are such that it would necessitate an additional full-time planning assistant, adding approximately \$100,000 to the City's annual budget. If the Province retains the requirement for reporting on housing completions rather than building permits, local governments would benefit from additional support from the Province in the form of grants, access to consultants, or other coordination so as not to detract from more impactful work.

*"The City of Victoria recognizes the Songhees and Esquimalt Nations in whose traditional territories we live and work "Hay swx qa"*





## Specificity of Targets

Although the City of Victoria is generally supportive of the overall five-year housing targets identified by the Province, there are concerns that some of the sub-targets (e.g., number of bedrooms and supportive housing) are too detailed and that the level of specificity is more appropriate for local communities to establish.

Sub-targets for unit types – The proposed targets for one-bedroom and studios could undermine efforts to promote family-friendly housing options. Specifically, the Provincial housing targets could be used to justify projects with primarily one-bedroom and studio units, resulting in a scenario where the detailed sub-targets are hindering efforts of the City to create housing that serves a range of household types. The targets could also create resistance from the development community if the City proposes increasing its target for three-bedroom units.

Over the last 25 years the City has seen a persistent trend where households in family formation years (mid-20s to mid-30s) are leaving the City, often moving to communities with more attainable family suitable housing options.<sup>1</sup> In response, the City is taking various steps to promote greater housing diversity, including the development of a family housing policy, which could result in a minimum three-bedroom unit, possibly conflicting with the proposed provincial target for three-bedroom units.

Detailed targets for specific bedroom types are better left to the discretion of municipalities to ensure planning policy can be responsive to evolving needs, while recognizing that the overall provincial housing target must be met.

Supportive housing targets – Similarly, the Province’s proposed supportive housing target (136) is significantly below Victoria’s current target of 700 and well below the 425 net new units approved since 2021 and currently in progress. Given the significant provincial role in the funding and operations of supportive housing projects, the City is concerned that a low figure on the part of the province could lead to fewer supportive housing proposals being developed in Victoria. Also, there is the risk that this lower target could result in a narrative in the community that would push back on the construction of any new supportive housing in the City of Victoria. The City appreciates the intent to distribute supportive housing across the Capital Region; however, it may be better to include this target as part of the broader non-market targets to acknowledge the challenges of a decentralized model.

## Associated funding for housing, infrastructure, and amenities.

Support for below-market housing – the City’s internal targets identify ambitious goals for the delivery of non-market rental housing. However, in the context of the City’s current housing strategy these are aspirational targets recognizing that the City alone does not build non-market rental housing. The City is dependent on senior levels of government to provide the capital grants and operating subsidies needed

<sup>1</sup> City of Victoria. 2021. Victoria’s Housing Future, pg. 31.



to ensure that new non-market housing is built and serving those most in need in the community. Accordingly, almost all the non-market rental housing for which the City has issued building permits since 2018 would not be possible without funding support from BC Housing or CMHC. For the City to meet the proposed target of nearly 1,800 units of below-market rental housing, the City would expect significant funding commitments from senior levels of government in the form of capital grants and annual operating subsidies. It is challenging to require local government to deliver affordable rental housing unless BC Housing and CMHC are also committed to bring forward the required funding support.

Support for anticipated growth – As municipalities look to ramp up housing supply to accommodate population growth, it is vital that infrastructure and community amenities (e.g., parks and open space) are provided to ensure a high quality of life for existing and future residents. Municipalities currently receive a small fraction of taxes collected by senior levels of government and are often burdened with large infrastructure deficits, highlighting the need for greater funding support and more tools for local governments to deliver infrastructure and amenities. For example, it would be beneficial if local governments that meet the Province's targets were eligible for new infrastructure grants or other financial support to ensure municipalities that are succeeding in building the homes needed in the region are also able to meet the increased demands for amenities and community infrastructure.

## Conclusions

In closing, despite the issues raised in this letter, there is strong alignment between the Province's proposed housing targets and the City's housing strategy targets. The City would encourage the Minister of Housing to consider the points raised by the City as the Ministerial Order is finalized. The City of Victoria views the proposed provincial housing targets as a great opportunity to increase collaboration among all levels of government on one of the most pressing issues in our community.

Sincerely,

A handwritten signature in black ink, appearing to read "Marianne Alto".

Marianne Alto  
Victoria Mayor

*"The City of Victoria recognizes the Songhees and Esquimalt Nations in whose traditional territories we live and work "Hay swx qa"*

## RE: Methodology Handout

---

From: Selina Williams <SWilliams@oakbay.ca>  
To: Housing Targets Branch HOUS:EX <Housing.Targets@gov.bc.ca>  
Cc: Signe Bagh <SBagh@oakbay.ca>, Brian Green <BGreen@oakbay.ca>, Andre Boel <ABoel@oakbay.ca>, Sarah Morden <smorden@oakbay.ca>  
Sent: September 13, 2023 5:00:48 PM PDT

**[EXTERNAL] This email came from an external source. Only open attachments or links that you are expecting from a known sender.**

Hi Candace,

We are unavailable both Thursday and Friday this week. We really appreciate the offer for your team to provide further context and detail but I am reading in your email that the proposed information to be shared will be similar to what was shared previously (Oak Bay's scoring across each indicator). Did I get that right? Our request was for the selection criteria and rankings for all municipalities so we too can understand how we rated as #1 overall in 6 indicator areas and, equally as important, which municipalities rated as successful in those areas we seem to have fallen short. What do they do differently or what unique conditions might have impacted that assessment.

Local Governments in BC rely heavily on the sharing network we've created in all business areas that allows us to benefit from successes or setbacks in other local governments. We are unique in that way from most sectors in that there is no secrecy about what makes us successful or unsuccessful; that is shared openly with a goal of supporting similar success elsewhere or perhaps prevent unnecessary setbacks for our colleagues across the Province. The secrecy around this data prevents that beneficial sharing and learning.

With that in mind, we request the selection criteria and rankings for all municipalities be shared with us as soon as possible; once we've reviewed that, we could reach out to meet with yourself or others on the team if a meeting is needed for further clarification.

Thanks Candace, I look forward to hearing from you.

Sincerely,

Selina

Selina Williams (she/her)

Chief Administrative Officer

District of Oak Bay

250-598-3311 ext. 7414

[Facebook](#) | [Twitter](#) | [Instagram](#) | [LinkedIn](#)

---

**From:** Housing Targets Branch HOUS:EX

**Sent:** Wednesday, September 13, 2023 3:07 PM

**To:** Selina Williams

**Cc:** Signe Bagh ; Brian Green ; Andre Boel ; Sarah Morden

**Subject:** RE: Methodology Handout

Good morning Selina,

Thank you for reaching out and I apologize for the delay in getting back to you. I understand that our Team made an effort to address your concerns in a meeting while I was on vacation, and that there may be several questions outstanding.

Given the limited time we had in the first meeting to describe the index, we would appreciate the opportunity to provide further context and detail. The intent of the index is to prioritize ten municipalities at a time among the total forty-seven prescribed under the *Housing Supply Regulation*. All municipalities that are prescribed within the Regulation will be assessed for targets at some point within the next 2.5 years, and the selection index helps us to objectively prioritize when these municipalities are assessed within that timeframe.

The index was initially applied to all municipalities in the province. From there, municipalities were grouped according to three population ranges: 80,000+; 10 000 to 80 000; and less than 10,000. For the first cohort, seven of the lowest ranking municipalities were selected from the 80,000+ group and three municipalities were selected from the 10,000 to 80,000 group. More specifically, Oak Bay was ranked among the top three in the 10,000 to 80,000 population group and was thus included in the first cohort.

Having now completed our scheduled consultations with municipalities, we are available to meet to walk through Oak Bay's scoring across each indicator. I believe this approach would be more advantageous than sending the data without

context or explanation. My team has availability this Thursday at 1:30pm or Friday at 9:00am. Please let me know if either of those times work for you and your staff.

Many thanks,

Candice Gartner

Director, Data Analytics & Performance | Housing Targets Branch | Housing and Land Use Policy | Ministry of Housing  
Main: 778 974 4963 | Mobile: 250 818 2158 | Email: [Candice.Gartner@gov.bc.ca](mailto:Candice.Gartner@gov.bc.ca)

---

**From:** Housing Targets Branch HOUS:EX <[Housing.Targets@gov.bc.ca](mailto:Housing.Targets@gov.bc.ca)>

**Sent:** Friday, August 25, 2023 4:25 PM

**To:** Selina Williams <[SWilliams@oakbay.ca](mailto:SWilliams@oakbay.ca)>; Housing Targets Branch HOUS:EX <[Housing.Targets@gov.bc.ca](mailto:Housing.Targets@gov.bc.ca)>

**Cc:** Signe Bagh <[SBagh@oakbay.ca](mailto:SBagh@oakbay.ca)>; Brian Green <[BGreen@oakbay.ca](mailto:BGreen@oakbay.ca)>; Andre Boel <[ABoel@oakbay.ca](mailto:ABoel@oakbay.ca)>; Sarah Morden <[smorden@oakbay.ca](mailto:smorden@oakbay.ca)>

**Subject:** RE: Methodology Handout

Good Afternoon,

Thank you for reaching out, Selina.

Candice is currently on vacation – we forwarded your message to her analytics team to prepare answers to your questions. You will receive a response early next week.

Sincerely,

**Housing Targets Team**

BC Ministry of Housing | Email: [Housing.Targets@gov.bc.ca](mailto:Housing.Targets@gov.bc.ca)

---

**From:** Selina Williams <[SWilliams@oakbay.ca](mailto:SWilliams@oakbay.ca)>

**Sent:** Friday, August 25, 2023 11:57 AM

**To:** Housing Targets Branch HOUS:EX <[Housing.Targets@gov.bc.ca](mailto:Housing.Targets@gov.bc.ca)>

**Cc:** Signe Bagh <[SBagh@oakbay.ca](mailto:SBagh@oakbay.ca)>; Brian Green <[BGreen@oakbay.ca](mailto:BGreen@oakbay.ca)>; Andre Boel <[ABoel@oakbay.ca](mailto:ABoel@oakbay.ca)>; Sarah Morden <[smorden@oakbay.ca](mailto:smorden@oakbay.ca)>

**Subject:** RE: Methodology Handout

**[EXTERNAL] This email came from an external source. Only open attachments or links that you are expecting from a known sender.**

Good Morning Candace,

Thank you for sharing out the documents, it's really appreciated. Can I get clarification on a few pieces as the content falls short of what we were anticipating?

When we met for our first Housing Targets meeting, we understood that Oak Bay ranked #1 in the Province on six of the criteria (#1 being the worst). That surprised us and our notes indicate we followed up with questions around the ground oriented to multi-story housing ratio and requested access to the assessment work to support our understanding of how the first ten were selected. There were discussions around a potential extra meeting where additional context might be provided and that didn't materialize; we expect that holidays, capacity etc. (for both parties) likely played into that.

The Housing Target Methodologies handout attached indicates Oak Bay's ranking is measured against the other nine of the first cohort only. We also understood that the first ten were ranked at the bottom in the Province and were selected as the first cohort for that reason. Can you share the rankings for all municipalities with us so we can see where Oak Bay measures on each of the criteria when we look at the ranking and scoring for all municipalities in BC; we would like to understand where we are with respect to best to worst performing in the various criteria? It would allow us to reach out to those other municipalities who are seeing success where we are not and perhaps implementing some of the tactics that are supporting that success.

We appreciate if you are concerned with that data creating a negative narrative for Oak Bay but, data is data, and at least it would provide factual support to the narrative that already exists.

Thanks Candace, much appreciated.

Selina

Selina Williams (she/her)

Chief Administrative Officer

District of Oak Bay

250-598-3311 ext. 7414

[Facebook](#) | [Twitter](#) | [Instagram](#) | [LinkedIn](#)

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**From:** Housing Targets Branch HOUS:EX <[Housing.Targets@gov.bc.ca](mailto:Housing.Targets@gov.bc.ca)>

**Sent:** Thursday, August 24, 2023 3:08 PM

**To:** Signe Bagh <[SBagh@oakbay.ca](mailto:SBagh@oakbay.ca)>; Brian Green <[BGreen@oakbay.ca](mailto:BGreen@oakbay.ca)>; Selina Williams <[SWilliams@oakbay.ca](mailto:SWilliams@oakbay.ca)>; Andre Boel <[ABoel@oakbay.ca](mailto:ABoel@oakbay.ca)>

**Subject:** Methodology Handout

Hello Oak Bay Team,

Thank you for your collaboration and providing us with insight about your unique municipality context throughout the consultation process.

Please see attached our methodology handout together with an updated reference guide. The handout provides a summary of the selection index and the standardized methodology for estimating housing needs. An updated reference guide is also attached which now includes a description of our approach for estimating units requiring on-site supports. We hope these documents are helpful towards your communications of the proposed targets. Please do not hesitate to reach out with further questions.

Many thanks,

Candice Gartner

a/Director, Data Analytics & Performance | Housing Targets Branch | Housing and Land Use Policy | Ministry of Housing

Main: 778 974 4963 | Mobile: 250 818 2158 | Email: [Candice.Gartner@gov.bc.ca](mailto:Candice.Gartner@gov.bc.ca)

Page 1118 of 1405 to/à Page 1144 of 1405

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s.13 ; s.16



MAYOR KEN SIM

## **Appendix A: COV Response to Provincial Housing Targets – Letter to the Housing Minister**

September 14, 2023

Honourable Minister Ravi Kahlon  
Room 248 Parliament Buildings  
Victoria, BC  
V8V 1X4

### **RE: Response to the Proposed Provincial Housing Targets for Vancouver**

Dear Minister Kahlon:

On behalf of Vancouver City Council, I am writing in response to the proposed housing targets issued by the Ministry of Housing on August 15, 2023.

Thank-you for the opportunity to provide this submission. We also appreciate the engagement between Ministry staff and our staff team regarding the draft Housing Targets Order. We understand that additional analysis and refinement are necessary to finalize some elements of the proposed targets, and we look forward to continuing this work together.

Increasing the right housing supply to meet the needs of the existing and growing population across the Province is critical to addressing the current housing crisis, creating healthy communities and ensuring a prosperous economy.

The City of Vancouver applauds the Government of BC's goal of increasing housing supply by using a standardized methodology to establish municipal housing targets. The City is well positioned to take on this work as we have had housing targets and annual monitoring in place for over a decade.

Additionally, the City of Vancouver is supportive of the approach to setting housing targets, especially in using a Housing Needs based methodology, as well as a regional approach to addressing the homelessness crisis.

With the foregoing general support, we have also identified the following points for consideration:

604-873-7621 ken.sim@vancouver.ca

City of Vancouver, Office of the Mayor, 453 West 12th Avenue, Vancouver, British Columbia, Canada V5Y 1V4

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**1. Targets based on completions vs. approvals will require more involvement from higher levels of government to increase supply**

- In the midst of a housing crisis the need to increase supply is dire. Vancouver will make every effort to meet or exceed the goal of 75% of estimated need. However, given the targets are measured on completions rather than approvals, the success or failure of reaching this goal will be dependent on many factors beyond the City's control, including availability of construction labour, increased construction costs, access to funding and financing for market and non-market developers. Only the provincial and federal levels of government have the ability to help increase supply through actions such as more favourable interest rates, better-coordinated funding programs and labour market development. Making meaningful progress requires coordinated effort by all levels of government.

**2. A trends-based approach to the distribution of targets may not create enough rental housing, leading to targets that preserve the status quo**

- We recognize that the categories proposed are offered as guidance and that final targets by category will come at a later date. However, we are concerned that relying partially on past trends (by municipality) for tenure and affordability may not achieve the right mix of housing.
- Further, this approach is counter to a “regional fair share” approach that the City of Vancouver is seeking. While the City of Vancouver is committed to continuing its focus on rental housing, this challenge requires an equal commitment from all municipalities. Further analysis is needed for municipalities that have not accommodated significant rental or affordable housing in the past, yet now face growing rental demand at a regional level.
- Additionally, more refined analysis is needed regarding the specific needs of newcomers to the Province, especially new immigrants and foreign workers, as the vast majority are renters. We suggest there would be merit in considering bolder action on rental housing across the Province.

**3. The proposed approach undercounts the needs of the Region's most marginalized residents and does not reflect the urgent need for action**

- While we applaud the Province taking a more regional approach to estimating homelessness, the Province's number for homelessness in Vancouver underestimates the real need for very low income and supportive housing within the city – the preliminary count of 580 supportive housing units over the next 5 years does not meet the City's current need. For context, Housing Vancouver set



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a target of 2,050 supportive housing units to be approved over 5 years. Given the regional nature of this issue, we are interested in understanding the supportive housing targets proposed across the region to assess whether the overall response is adequate.

- The Province and the City have been working to address homelessness and SRO replacement in a separate work stream and trust this work will be prioritized, since financial contributions from the Province is an essential factor in delivering these much needed homes.

#### **4. No funding commitment to support municipalities in achieving housing targets**

- A pure supply approach without additional investment from the Province will have limited impact on improving affordability for new and existing residents.
- The preliminary target breakdown of ~8,000 below-market rental units cannot be achieved without significant funding from senior governments. Vancouver has had affordability targets since 2017 (units for incomes under \$80,000), and while we are exceeding our overall supply targets, we consistently fall short on our affordability goals. Creating affordable housing is contingent on predictable, consistent and well-resourced funding and financing programs from senior levels of government.
- For major urban cities like Vancouver, land intensification for more housing is typically done through infill and redevelopment, which often requires significant investment in the renewal and expansion of basic infrastructure such as water, sewer, energy, and transportation networks. In addition, new community amenities and upgrades to existing facilities, such as parks, community centres and childcare, are critical to support a growing population. The traditional approach that relies heavily on development contributions to fund growth-triggered amenities and infrastructure is no longer sustainable given the switch from condominiums to the market and below-market rental housing.

Overall, establishing housing targets across BC municipalities is an important component to tackling the housing crisis. However, respecting the deadline granted pursuant to the Housing Supply Act for review and response to the draft Order, the City of Vancouver is continuing our work to fully analyze the implications of the targets and the methodology used in setting them. We hope there is an opportunity for development capacity analysis and financial feasibility testing to complement the largely demographics-based approach taken thus far.

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### **Next Steps**

The City of Vancouver will be undertaking a refresh the targets set out in our Housing Vancouver Strategy to incorporate the Provincial Housing Target Order. This will include the creation of a new 3-Year Action Plan. Through this work, we will continue working with Provincial staff to refine the unit breakdown categories, and to address some of the outstanding issues identified in this letter to better align and collaboratively deliver on the proposed targets.

Sincerely,

A handwritten signature in black ink, appearing to be 'Ken Sim', with a stylized, cursive script.

Ken Sim  
Mayor, City of Vancouver

cc: Bindi Sawchuk, Assistant Deputy Minister  
Cimarron Corpé, A/Executive Director  
Rebecca Penz, A/Director, Policy & Engagement

## FW: Letter from Mayor Ken Sim to Minister Kahlon Re Response to the Proposed Provincial Housing Targets for Vancouver

---

**From:** Penz, Rebecca HOUS:EX <Rebecca.Penz@gov.bc.ca>  
**To:** Housing Targets Branch HOUS:EX <Housing.Targets@gov.bc.ca>  
**Sent:** September 14, 2023 1:36:01 PM PDT  
**Attachments:** Letter to Minister Kahlon Re Response to the Proposed Provincial Housing Targets for Vancouver.pdf

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**From:** Sim, Ken

**Sent:** Thursday, September 14, 2023 1:35 PM

**To:** Minister, HOUS HOUS:EX

**Cc:** Sawchuk, Bindi HOUS:EX ; Corpe, Cimarron HOUS:EX ; Penz, Rebecca HOUS:EX

**Subject:** Letter from Mayor Ken Sim to Minister Kahlon Re Response to the Proposed Provincial Housing Targets for Vancouver

**[EXTERNAL] This email came from an external source. Only open attachments or links that you are expecting from a known sender.**

Dear Minister Kahlon,

Please find attached letter for your consideration. Thank you,

**Ken Sim**

Mayor | City of Vancouver





September 14, 2023

Via email – [HOUS.minister@gov.bc.ca](mailto:HOUS.minister@gov.bc.ca)

The Honourable Ravi Kahlon  
Ministry of Housing  
PO Box 9844 Stn Prov Govt  
Victoria, BC V8W 9T2

**Mayor**  
Ross Siemens

**Councillors**  
Les Barkman  
Kelly Chahal  
Patricia Driessen  
Simon Gibson  
Dave Loewen  
Patricia Ross  
Dave Sidhu  
Mark Warkentin

Dear Minister Kahlon:

**Re: Proposed Housing Target Order – City of Abbotsford**

I am writing today to share some concerns that the City of Abbotsford has with the proposed Housing Target Order.

The City of Abbotsford is keenly aware of the housing challenges in our community and we are committed to doing our part in addressing these challenges. While we appreciate the intent of the *Housing Supply Act* in supporting municipalities to meet these challenges, we have some concerns about the approach being presented to our City.

Specifically, the City of Abbotsford has the following six key concerns regarding the Proposed Housing Target Order:

- 1. The overall target is too ambitious**  
At a time when all signs point to a slowdown in residential development, the City is being ordered to substantially increase the pace of housing supply.
- 2. Sub-targets are unattainable**  
The City has limited tools to influence unit size, tenure, and affordability. The sub-targets cannot be achieved in the timeline required.
- 3. Sub-targets may deter development**  
Development benefits from flexibility, yet achieving the prescriptive sub-targets will require equally prescriptive policy and regulations. This risks shifting development interest elsewhere.
- 4. Measuring targets by occupancy is unrealistic**  
Occupancy is a lagging indicator that reflects building permits issued several years earlier. Measuring housing targets by building permit issuance would better represent progress in real time.
- 5. Housing targets are being considered in isolation**  
Housing targets are not appropriately balanced with other factors, including employment land use needs, transportation and infrastructure challenges, economic realities, and a complex legislative environment.
- 6. More support is needed from the Province**  
Achieving the housing targets is not possible without collaboration and support across all levels of government.

Additionally, the City believes that an opportunity for us to be able to provide feedback and information related to the selection index, Abbotsford's historical growth, the City's existing land use planning framework, and initiatives to address housing supply would have been beneficial for the Ministry in considering how specific Abbotsford related targets were developed. In this regard, we offer the following comments:

**Mayor's Office**

32315 South Fraser Way, Abbotsford, BC, V2T 1W7 | T: 604.864.5500 | F: 604.853.1934

[www.abbotsford.ca](http://www.abbotsford.ca)

- While the indicators used to identify the municipalities with the most intense housing pressures are generally appropriate, they may not have adequately captured local context.
- Development in Abbotsford has evolved from mostly 'greenfield' to predominantly redevelopment and urban infill. As a result, development applications have become much more complex. In the past, hundreds of units or more could be processed under one development application. Today, a typical multi-residential development in Abbotsford may result in 50-100 units.
- Since adopting the 2016 Official Community Plan (OCP) Abbotsford has experienced the right type of growth (multi-unit residential) in the right areas (the urban core). The city's housing stock has become much more diverse, including a substantial increase in purpose-built rentals and secondary suites, and a steady decrease in the proportion of single-detached dwellings.
- There are a number of initiatives underway, and others that are anticipated, that will increase the pace of housing supply, but not the extent or timeline required by the order.

Please know that the City of Abbotsford is grateful for the time and effort of Ministry staff over the past several weeks. Meetings were efficient and effective and the City felt that the feedback gathered in those meetings was considered. However, from a process perspective, the timeline has been aggressive. From the date of the first meeting with Ministry staff (July 20, 2023) to the deadline to respond to the Proposed Housing Target Order (September 14, 2023) is 39 business days. More time would have allowed the City to conduct its own analysis and perhaps even work with Ministry staff in estimating housing needs and preparing housing targets. This would have also provided a greater sense of collaboration and partnership to the process.

As mentioned, the City of Abbotsford is aware of the housing challenges in our community and is committed to doing our part in addressing these challenges. We have demonstrated this commitment through multiple efforts that include the adoption of an Affordable Housing Strategy (2020) and the Abbotsford Homelessness Action Plan (2022). Our June, 2023 application for the CMHC Housing Accelerator Fund included a commitment to undertake specific projects that would accelerate housing supply over the next three years beyond historic levels. I have attached a detailed **Background Report** (encl.) to this email that sets out all of the work that the City of Abbotsford has undertaken in this respect.

As a municipality, we remain very concerned about the overly ambitious and prescriptive nature of the targets, and the possibility for unintended consequences through this process. As Mayor, I would appreciate the opportunity of discussing this information with you directly, and respectfully request an opportunity to meet with you in person to review this matter and the enclosed information further.

Sincerely,



Ross Siemens  
Mayor

Attachment

c: Council Members

Peter Sparanese, City Manager

Bindi Sawchuk, Assistant Deputy Minister: [Bindi.Sawchuk@gov.bc.ca](mailto:Bindi.Sawchuk@gov.bc.ca)

Cimarron Corpe, A/Executive Director: [Cimarron.Corpe@gov.bc.ca](mailto:Cimarron.Corpe@gov.bc.ca)

Rebecca Penz, A/Director, Policy & Engagement: [Rebecca.Penz@gov.bc.ca](mailto:Rebecca.Penz@gov.bc.ca)

**Attachment****City of Abbotsford Background Report – Proposed Housing Target Order****Introduction**

The City of Abbotsford received the Proposed Housing Target Order on August 15, 2023. While the housing targets established in the order are ambitious, the City is committed to working with the Province, the development industry, and our community to address housing challenges.

The City would like to thank staff at the Ministry of Housing for hosting a series of meetings throughout July and August, 2023 where they outlined the methodology for identifying the first ten municipalities to receive housing targets, the methodology for estimating housing needs in Abbotsford, and how progress towards the targets will be evaluated over time. Provincial staff clearly acknowledged during our discussions that reaching the proposed housing targets would require inputs from both the City and the development community. Taken a step further, our interpretation is that there is no one action or set of actions that the City can take in isolation that would result in the housing targets being reached. Increasing the rate of housing supply will depend on all levels of government and the development community working more cooperatively and it will also depend on favourable economic conditions. With this in mind, we assume that all these factors will be taken into account in review of future reporting and that the City would only be held accountable for those aspects of housing supply that are directly within our control.

Through this letter, the City would like to provide feedback on the Province's selection indicators, express our concern with the proposed housing target order, and reflect on the progress the City has made, and continues to make, in advancing best practices in land use planning and establishing the conditions necessary to increase housing supply.

**Selection Indicators**

From the City's perspective, the indicators used in identifying the ten municipalities with the most intense housing pressures in the province are generally appropriate. However, it is unclear whether certain contextual factors were taken into account. The examples below are provided for the Minister's consideration.

***1. Dwellings to Population Ratio***

This indicator measured available housing stock relative to population growth. Abbotsford has a substantial agricultural community with a tendency towards multi-generational households. As a result, the city's average household size (2.8 ppl/unit) is significantly higher than the BC average (2.4 ppl/unit). While Abbotsford ranked fourth in *Dwelling to Population Ratio*, there are more people living in fewer units relative to other parts of BC. In essence, this particular indicator may not accurately capture housing choices that Abbotsford residents are making voluntarily.

***2. Dwellings per Residential Land***

This indicator considered the ratio of dwelling units to residential zoned land. Abbotsford is the largest municipality in BC by land area, with approximately 72% of our land base in the Agricultural Land Reserve (ALR). The majority of Abbotsford's ALR lands have agricultural zoning, however residential uses are permitted. It is not clear from discussions with Ministry staff the extent to which this was accounted for in the selection process.

In addition, the City has an Urban Development Boundary (UDB) that Council has responsibly maintained since incorporation. There are residentially zoned lands on Sumas Mountain that lie outside the UDB that likely contributed to our sixth-place ranking on this indicator as they are

characterized by low-density rural residential development. From our perspective, enabling urban development on these lands would be inconsistent with best practices in sustainable land use planning. In fact, our Official Community Plan has policy stating “expansion of the boundary for residential growth will not be considered in the life of this Plan”.

### **Six Key Concerns with the Proposed Housing Target Order**

The Province identified a five-year housing need for Abbotsford of 9,653 units. This is broken down by units required to address existing unmet need, anticipated future need, and an adjustment to achieve a healthy rental vacancy rate of 3%. The Proposed Housing Target Order is set at 75% of the estimated need, which is 7,240 units. The proposed target is then broken down by unit size, tenure, and affordability. The City has several concerns about the proposed housing targets, as described below.

#### ***1. The overall target is too ambitious***

From the City’s perspective, the proposed minimum housing target of 7,240 units over five years is too ambitious. City data shows an average of 852 net residential units issued building permits per year over the past 5 years. The proposed order identifies annual thresholds that increase over time and by Year 5, the City would need to have increased its rate of housing approvals from historical norms by 136%. The City’s own observations, and forecasts from CMHC’s latest [Housing Market Outlook](#), suggest a slowdown in residential development activity is likely, due in part to economic uncertainty, labour shortages, and elevated financing costs. In this context, drastically increasing the pace of housing supply presents a formidable challenge.

#### ***2. Sub-targets are unattainable***

Establishing targets by unit size, tenure, and affordability is problematic. For example, of the 7,240 total units prescribed in the Proposed Housing Target Order, 3,753 are slated for rental. This amounts to 52% of all housing over the next five years. To achieve this target the City estimates that approximately 80% of all apartment development over the next five years needs to be purpose-built rental. For context, over the last five years, roughly 38% of new apartment development in Abbotsford has been purpose-built rental. The City frequently hears from developers how challenging it is to deliver rental product, from a financial perspective, yet to achieve the rental supply target, the City must increase its proportion of rental development by more than double.

Moreover, of the 3,753 units identified for rental, 2,331 are to be below market. This is 32% of all housing and 62% of all rental housing, targeted for Abbotsford over five years. Below market housing is a vital part of Abbotsford’s housing spectrum and has an important role to play in addressing the housing crisis across the province. However, achieving this amount of below market rental housing over a five year period is, in our opinion, unattainable.

#### ***3. Sub-targets may deter development***

The prescriptive nature of the sub-targets risks turning development away from Abbotsford, rather than inviting it. Local government serves at the frontline of housing development and it is clear that flexibility for developers is paramount. In recognition of this, in 2016 the City shifted its approach to measuring residential density from units per hectare (uph) to floor space ratio (FSR). Doing so allows the City to regulate building size while giving applicants the flexibility to establish a unit mix in line with their market research and project goals. Achieving the prescriptive sub-targets will require equally prescriptive policy and regulatory interventions. This risks shifting development interest from Abbotsford to some of our adjacent neighbours (not selected for housing targets at this time), where policies and regulations can retain flexibility.

#### **4. Measuring targets by occupancy is unrealistic**

Measuring targets by occupancy rather than issued building permits is setting the City up to fall short of the targets before the program has even begun.

Once a building permit is issued, a multi-residential development in Abbotsford typically takes two to three years to construct. The following table indicates the number of units required to receive occupancy in each of the five years following the Target Order.

	<b>Year 1</b>	<b>Year 2</b>	<b>Year 3</b>	<b>Year 4</b>	<b>Year 5</b>
<b>Housing Units</b>	1,022	1,164	1,377	1,661	2,016

For 1,022 housing units to receive occupancy in Year 1, building permits would have to have been issued in 2021. The actual number of new units issued permits in 2021 was 846. To reach the Year 2 target, the City would have to have issued permits for 1,164 units in 2022. The figure was actually 389. Setting housing targets based on building permit issuance would better reflect the state of housing supply in real time, rather than relying on backwards looking occupancy data.

#### **5. Housing targets are being considered in isolation**

The City is concerned that housing targets are not appropriately balanced with other factors, including employment land use needs, transportation and infrastructure challenges, economic realities, and a complex legislative environment.

##### Employment Capacity

The Lower Mainland is experiencing a shortage of available industrial land, which is vital for enabling jobs that support a growing region. Without the necessary employment capacity Abbotsford cannot achieve the housing targets. In 2017 the City attempted to increase its supply of industrial lands through a strategic ALR Exclusion Application to meet the employment needs for a population of 200,000. The application was refused by the ALC, with the commission stating that “it is not the role of the Commission to solve this supply issue” ([ALC Decision Letter, April 27, 2018](#)). The City is now reaching capacity of its existing industrial land base with no opportunities to increase it.

##### Transportation & Infrastructure Challenges

To accommodate the housing targets, substantial transportation and infrastructure improvements are required. For example, the Fraser Valley Highway 1 Corridor Improvement Program through Abbotsford was slated for completion in 2026. The improvements to Highway 1 are needed to ensure safe and efficient movement of people and goods. Likewise, the City of Abbotsford is unique relative to Metro Vancouver communities in that, in partnership with some of our regional neighbours, we operate our own utilities, including water and sanitary sewer. Upgrading utility infrastructure to keep pace with the housing targets will require continued support and grants from the Province.

##### Economic Realities

Increasing the pace of housing supply ultimately comes down to market forces and while the City can influence these, it cannot control them outright. In the current economic climate, the City is frequently hearing from applicants seeking to extend their application timelines because they are not in a position to proceed with their projects. As a result, there are approximately 3,000 residential units that have been granted third reading from Council. Final approval for these units is subject to



applicants satisfying the conditions of approval, something they will only do when motivated to proceed with the project.

The City has policies and plans in place today to exceed the housing targets, but without the market conditions to support it, we will fall short. For example, the City Centre Neighbourhood Plan enables a maximum density of 2.75 FSR in the core, with the ability to achieve bonus density up to a maximum of 5.0 FSR. To-date, there has been minimal interest in pursuing the highest densities supported by the plan and staff routinely hear that market conditions do not support high-density development greater than six storeys in Abbotsford at this time, despite the policy support that is in place.

### Complex Legislative Environment

There are several efforts underway, across all levels of government, attempting to overcome the housing challenges we face. The City is concerned that some of these initiatives are complicating the situation further, when simplicity is needed most. For example, the Province is exploring a building permit digitization program and would like Abbotsford to be involved. However, requesting that the City pilot a new digital building permit platform at a time when aggressive housing targets have been imposed, risks slowing the building permit approval timelines. Greater coordination between these initiatives would be beneficial.

## **6. More support is needed from the Province**

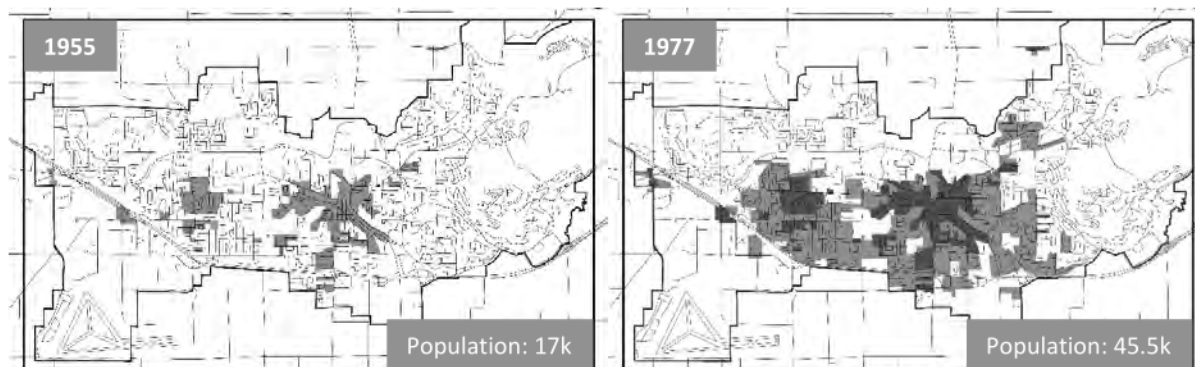
Overcoming the housing crisis requires collaboration across all levels government. In particular, the City will need support from the Province if the housing targets are to be reached. For example, achieving the target for below-market rental housing is not feasible without financial incentives for development. The City has limited resources to offer incentives of the magnitude required to come close to the below-market rental target. Significant financial support from the Province is needed for this target to be realized.

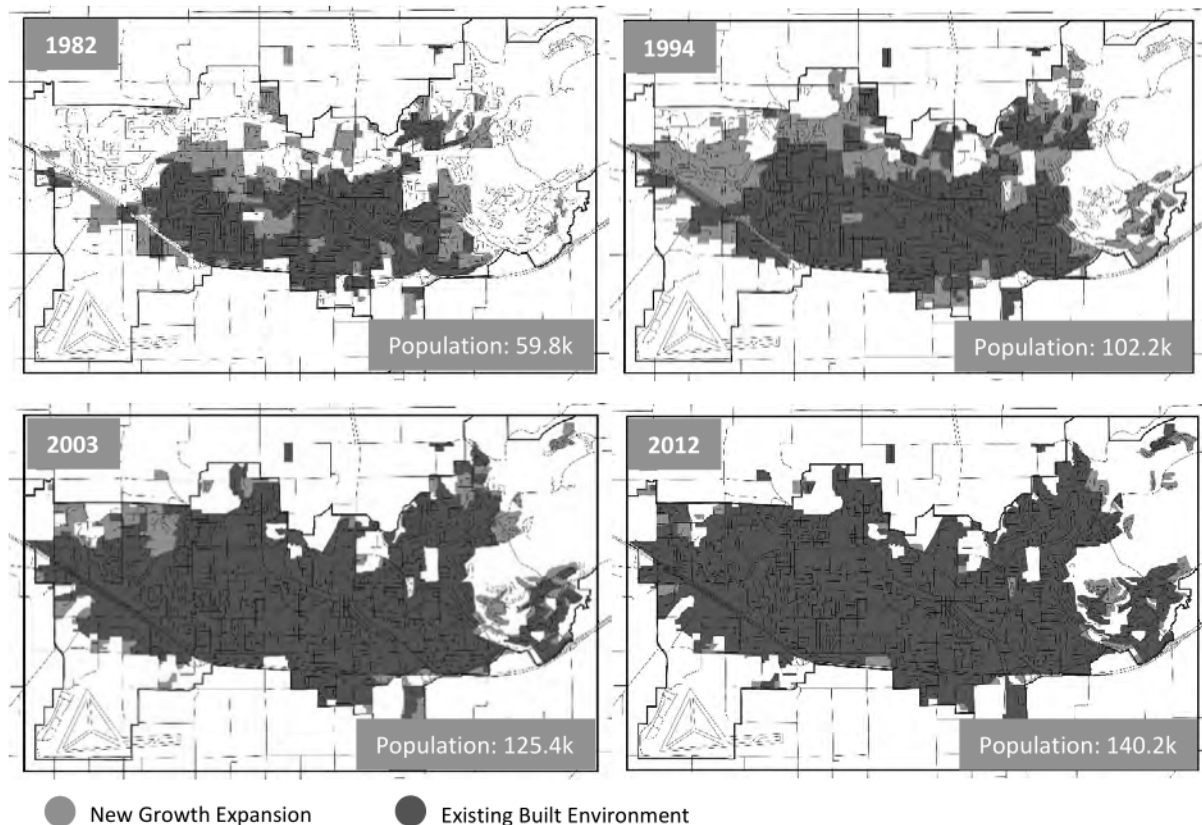
### **Abbotsford Context**

Understanding how Abbotsford has grown over time and how the City has responded with its land use planning efforts provides context to better understand the challenges we face in achieving the proposed housing targets.

## **1. Historical Growth**

Abbotsford has grown rapidly and evolved from a “City in the Country” into the “Hub of the Fraser Valley”. As illustrated in the images below, Abbotsford grew significantly during the 1970’s and 80’s when single-detached housing was the norm and could be delivered quickly and efficiently.

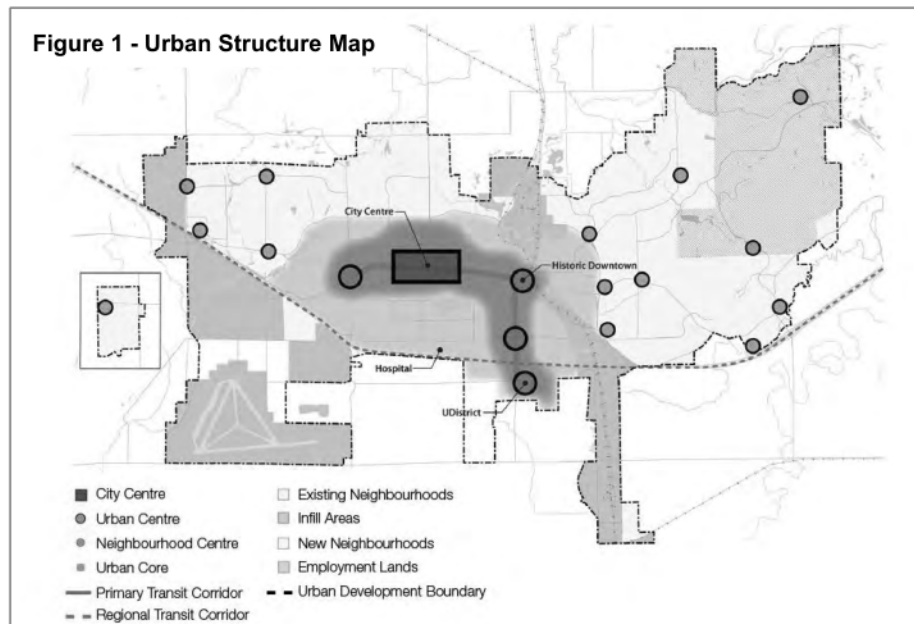




By 2012 Abbotsford's population had reached 140,000 and the majority of the urban area was built-out. In this context, the City's development pattern and policy has shifted from largely 'greenfield' to redevelopment and urban infill. Development applications have become much more complex and result in a far lower unit yield than the large greenfield subdivisions of the past. With the exception of a few large undeveloped parcels and Abbotsford's last greenfield neighbourhood (McKee Neighbourhood Plan), the majority of future growth will be accommodated inwards and upwards through redevelopment of existing areas. This future growth pattern was solidified through the vision set by the 2016 Official Community Plan, as well as subsequent plan development in the City Centre, Historic Downtown, UDistrict, and Urban 3-Infill areas.

## 2. Official Community Plan (2016)

In 2014 the City embarked on a comprehensive Official Community Plan process to chart a course to accommodating a population of 200,000. The resulting 2016 Official Community Plan envisions a city of mixed use centres anchored by a primary transit corridor (Figure 1). The highest residential densities are enabled in the urban core, which is supported by a large area designated for infill redevelopment. Strategically identified areas are designated for ground-oriented multi-residential development to transition between higher and lower density uses. Single-detached development is generally limited to peripheral areas outside of the urban core.



Since adopting the current OCP in 2016, the City has made tremendous progress towards achieving the goals and objectives of the plan. Council has a proven track record of approving development applications that are consistent with the City's plans and strategies and actively advocates for new development and champions Abbotsford as a fantastic place to develop housing of all types. Below are some examples of progress since 2016.

#### Residential Growth

The OCP seeks to achieve 75% of residential growth in mixed use centres and existing neighbourhoods. The City's approvals data is tracking closer to 93% of residential growth accommodated in these areas. From the City's perspective this reflects a plan that embodies best practice in land use planning and one that has been embraced by Council, the community, and the development industry. Essentially, the City is experiencing the right type of growth (multi-unit residential) in the right areas (the urban core).

#### Housing Diversity

The OCP seeks to increase housing choice. Since 2016, 65% of all residential units approved by Council are apartments and 25% are ground-oriented multi-residential housing. As a result, the proportion of single-detached housing in Abbotsford has decreased from 44% in 2011 to 37% in 2021 (2021 Census), and this trend is only accelerating.

#### Rental Supply

To help boost rental supply, the 2016 OCP introduced policy to enable secondary suites in all single-detached dwellings, subject to conditions (e.g. lot size). Approximately 49% of all new detached homes built since 2016 include secondary suites (581), with another 185 suites added to existing homes. Furthermore, nearly 1,200 purpose-built rental units have been constructed in Abbotsford since 2016, which accounts for roughly 38% of all new apartment units built in that time.

**Ongoing and Upcoming Initiatives**

There are a number of initiatives underway or anticipated that are poised to help alleviate housing pressure. Some of these are briefly described below.

***1. Housing Accelerator Fund***

In May, 2023, Council endorsed a CMHC Housing Accelerator Fund application that identified seven initiatives to boost housing supply. By staff's estimate, these initiatives could generate approximately 830 units above and beyond baseline projections over the next three years.

***2. Provincial Legislation***

New legislation, anticipated in the fall, is expected to enable secondary suites in all single detached dwellings and as many as four units on all traditional single detached lots. If introduced as expected, these legislative changes may have a substantial impact on housing supply.

***3. Official Community Plan Update***

Staff are preparing to embark on an Official Community Plan update, and anticipate housing to be a prevailing theme throughout the project. As part of the OCP process, staff will be exploring opportunities to bring housing supply in line with demand.

***4. Community Amenity Contributions (CAC) & Density Bonus Program***

On September 11, 2023, Council approved a new CAC and Density Bonus Program, which may help incentivize the provision of below-market housing through CAC and Density Bonus exemptions. In addition, the Density Bonus program clarifies the mechanism for achieving an increase in density in the City Centre, enabling greater housing supply.

***5. Building Permit Process Review and Modernization Strategy***

The City recently completed the Building Permit Process Review and Modernization Strategy to identify and implement opportunities to increase efficiency and decrease building permit approval timelines. Since the implementation of the strategy, median building permit processing wait times have decreased from 23 weeks to 4-6 weeks for the detailed review on new residential homes.

***6. Development Approvals Process Review***

The City is undertaking a Development Application Process Review to identify ways to accelerate the pace of approvals and add clarity and predictability to the application process.

***7. Land Use Contract (LUC) Termination***

On June 30, 2024 all LUCs in BC will be terminated. This will enable secondary suites on some properties where they are not currently permitted under an existing LUC.

## FW: Proposed Housing Targets - City of Abbotsford

---

From: Penz, Rebecca HOUS:EX <Rebecca.Penz@gov.bc.ca>  
To: Housing Targets Branch HOUS:EX <Housing.Targets@gov.bc.ca>  
Sent: September 14, 2023 2:21:31 PM PDT  
Attachments: 2023-09-14 Letter to the Honourable Ravi Kahlon, Minister of Housing re Proposed Housing Target Order - City of Abbotsford.pdf

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**From:** Peter Sparanese  
**Sent:** Thursday, September 14, 2023 2:20 PM  
**To:** Minister, HOUS HOUS:EX  
**Cc:** Sawchuk, Bindi HOUS:EX ; Corpe, Cimarron HOUS:EX ; Penz, Rebecca HOUS:EX ; Mark Neill ; Peter Sparanese  
**Subject:** Proposed Housing Targets - City of Abbotsford

**[EXTERNAL] This email came from an external source. Only open attachments or links that you are expecting from a known sender.**

Dear Minister Kahlon,

The City of Abbotsford received the proposed housing targets on August 15, 2023. Mayor and Council considered the matter in a Closed Meeting on Monday, September 11, 2023. Attached to this email is the City's written response, for your review.

We look forward to discussing the proposed housing targets with you in more detail and further collaboration with the Ministry of Housing towards alleviating housing pressures.

Sincerely,

Peter

**Peter Sparanese**

City Manager

**Tel:** 604-864-5501 **Fax:** 604-864-5601

**Email:** [psparanese@abbotsford.ca](mailto:psparanese@abbotsford.ca)



32315 South Fraser Way  
Abbotsford, BC V2T 1W7  
[www.abbotsford.ca](http://www.abbotsford.ca)

## FW: City of Victoria - Response to the Province on Proposed Housing Targets

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From: Penz, Rebecca HOUS:EX <Rebecca.Penz@gov.bc.ca>  
To: Housing Targets Branch HOUS:EX <Housing.Targets@gov.bc.ca>  
Sent: September 14, 2023 4:31:39 PM PDT  
Attachments: 2023\_09\_12 - City of Victoria Response to the Province on Proposed Housing Targets.pdf

**From:** Ross Soward  
**Sent:** Thursday, September 14, 2023 4:29 PM  
**To:** Penz, Rebecca HOUS:EX  
**Cc:** Andrea Hudson ; Karen Hoese ; Jocelyn Jenkyns  
**Subject:** FW: City of Victoria - Response to the Province on Proposed Housing Targets

**[EXTERNAL] This email came from an external source. Only open attachments or links that you are expecting from a known sender.**

Hello Rebecca,  
The Mayor's office sent the City's response (letter attached) directly to Minister of Housing this afternoon as you can see below.  
We are happy to share a copy of it with you as well.  
Thank you,  
Ross Soward, MCIP RPP

Pronouns: He,Him,His  
Manager of Housing  
Sustainable Planning and Community Development Department  
City of Victoria

T 250.361.0476  
(working remotely most days)  
The City of Victoria is located on the homelands of the Songhees and Esquimalt People.



**From:** Jake McFadden  
**Sent:** Wednesday, September 13, 2023 3:29:24 PM  
**To:** HOUS.minister@gov.bc.ca <HOUS.minister@gov.bc.ca>  
**Cc:** Colleen Mycroft <cmycroft@victoria.ca>  
**Subject:** FW: City of Victoria - Response to the Province on Proposed Housing Targets  
Good afternoon, Minister Kahlon,

Please see attached letter from Mayor Alto, City of Victoria.  
Thank you and take care.  
Kindly,

**Jake McFadden**  
Executive Coordinator  
Mayor's Office  
City of Victoria  
1 Centennial Square, Victoria BC V8W 1P6  
T 250.361.0200 F 250.361.0248



The City of Victoria is located on the homelands of the Songhees and Esquimalt People.

September 14, 2023

The Honourable Ravi Kahlon, Minister of Housing  
Via email to: [HOUS.minister@gov.bc.ca](mailto:HOUS.minister@gov.bc.ca)

RE: Proposed Housing Targets for the District of Oak Bay

Dear Honourable Minister,

I am writing on behalf of Council to provide comments on the proposed housing targets for the District of Oak Bay. Thank you for the opportunity to provide a response on this important matter. Council very much appreciates and agrees with the need to take urgent action to address the housing crisis. This challenge is indeed a formidable one, requiring strong leadership, commitment, collaboration, partnerships, and innovation across all levels of government. Oak Bay stands ready to play our part as a committed local government partner, within the *BC Community Charter* principles of municipal governance and municipal-provincial relations.

The District is encouraged by the relatively close alignment between the proposed 75% Housing Target Order of 664 net new units and the District's own 2020 Housing Needs Report, which identified a very similar housing need for a total of 647 units. At the same time, any municipality's ability to achieve the targets set out for them within five years will be impacted by local constraints, challenges and opportunities that must also be taken into consideration. Our response sheds light on the local conditions shaping the housing crisis and our capacity to achieve the Housing Target Order in Oak Bay, identifying 12 key requests of the Province to support the District in meeting your expectations.

Recognizing that the primary role of local governments is to set the policy framework and process development applications for new housing, Oak Bay continues to take a sustainable approach to community planning that seeks to address the local constraints and opportunities, the needs of those living here today, and those of future generations. Housing is one of six (6) key Council priorities selected to meet the needs of current and future residents. Housing-related projects to be advanced during the current term (2022-2026) seeks to build on the significant work and achievements of the previous Council, which included implementation of a secondary suites program and development of an infill housing strategy after extensive community consultation.

Housing-related projects that Council has committed to delivering for the community this term include:

1. implementation of an Infill Housing program;
2. development of an incentive program for secondary suites;
3. streamlined, digitized development application processes;



4. preparation of a Housing Action Plan;
5. development of a Rental Housing Strategy; and,
6. preparation of Village Area Plans applying a housing opportunities lens within existing village commercial nodes.

The District has submitted an application to the federal Housing Accelerator Fund (HAF) to significantly accelerate and enhance these projects with a potential injection of approximately \$4 million in federal funding; however, as a built-out and primarily single-family residential community, Oak Bay will struggle to compete with faster-growing communities that have vacant land and/or sites suitable for redevelopment that can accommodate the type of larger-scale housing projects that will score most favourably under the HAF program.

A similar concern exists for us with the proposed housing targets for Oak Bay. While we agree that there is value in setting targets, the approach taken by the Province to date has been based primarily on housing *need* and does not fully consider the varied *capacity* of municipalities to address the need. Municipalities throughout the province are impacted by the same housing crisis, but the pressures, constraints, and opportunities in each are as individual as the communities themselves. One of the *Community Charter* principles that guides the relationship between municipalities and the Provincial government in BC is respect for the varying needs and conditions of different municipalities in different areas of British Columbia.

Local conditions in Oak Bay that challenge our capacity to achieve the provincial housing targets include:

#### Land Availability

- very limited vacant land available for development;
- no industrial or large commercial lands suitable for more intensive redevelopment;
- generally high-priced smaller lots containing well-maintained buildings with significant lifespan which are therefore relatively expensive to land assemble or re-develop;
- limited property-owner interest in re-development; and,
- no significant current land assembly (multiple adjoining parcels under same ownership).

#### Infrastructure

- As one of the first municipalities in BC, Oak Bay has some of the oldest infrastructure in the province. According to the District's award-winning Sustainable Infrastructure Replacement Plan, a significant portion (approximately \$273.9M in 2021 dollars) of the District's water, sanitary sewer, storm and road assets are past their recommended useful life. The recent \$4.7M Provincial Growing Communities Fund contribution provides a welcome but relatively small contribution to this work.
- The leading infrastructure planning work that Oak Bay has completed to date is based on slower, more incremental growth, and will therefore need to be re-examined and adjusted within the context of the Housing Target Order, with required accelerations and/or enhancements necessitating further cost increases for our residents. Similar preparations





and adjustments need to occur at the regional and senior government levels to ensure the provision of critical infrastructure and services, such as regional water supply and wastewater treatment systems, emergency management, transportation, education, and healthcare.

- To put the infrastructure challenge in context, Oak Bay's annual property tax revenue is \$30M. As municipalities are not allowed to run deficits, the process underway to address our infrastructure deficit necessitated a 9% tax increase in 2023. Further compounding tax increases will be required in future years, which will have a significant impact on local taxpayers, many of whom are on a fixed income. Notably, these increases are just to *replace* infrastructure supporting those living in our community *today*. They do not begin to address enhanced infrastructure and additional amenities and services required to support a *growing* community.

#### Resourcing / Capacity

- As a primarily residential community built out decades ago, Oak Bay has not been faced with growth in recent history. In fact, it was only in 2015 that the municipality hired its first planner and began advancing community planning and housing-related initiatives. The District is not at the same starting point as larger municipalities with long-established planning departments and will require time to create the policy frameworks, programs, bylaws, administrative systems and staffing capacity necessary for applications to come forward and housing units to be approved. This work has been initiated through Council's priority projects, and will eventually lead to significant new housing development, albeit not at a pace that would allow us to comply with the Housing Target Order; and,
- As a small community (the smallest in the first cohort by a significant margin), Oak Bay does not have the same in-house expertise and access to technology as larger municipalities.

Oak Bay's capacity to rapidly deliver more housing is also heavily impacted by broader factors that have exacerbated housing supply and affordability issues throughout BC and across Canada, including labour scarcity, rapidly increasing construction costs, and increasing interest rates.

#### Opportunities

At the same time, local conditions that present potential opportunities to grow housing in Oak Bay include:

- A committed municipal partner that recognizes the need and wants to play a role in developing solutions within its mandate, as evidenced through the Council priority projects for the 2022-2026 term;
- An engaged community that recently expressed a high level of support for the principles and directions outlined in the draft Infill Housing Strategy as presented to Council in June 2022, as evidenced through their unprecedented participation in community engagement opportunities, including 1622 survey responses;
- A small but supportive, experienced and innovative staff team that welcomes opportunities for collaboration and partnerships;
- Relatively close alignment between the proposed (75%) housing target of 664 units and the District's 2020 Housing Needs Report that identified a similar housing need of 647 units;

- Shared openness at the Council and staff levels for joint or Provincial initiatives that would help the District achieve the targets, including legislative changes, site-specific feasibility studies, land assessments and mapping exercises within Oak Bay; and,
- Advancing development of the UVic lands within Oak Bay could provide significant housing potential. It is the District's understanding that this is not a currently viable priority for UVic, so advancing this initiative would benefit from support and guidance from the Province.

### **Partnering with Local Government**

While municipalities can reasonably be held to account for putting in place appropriate policy frameworks and development application review processes (i.e. setting the conditions), they do not have all the controls necessary to guarantee construction of new units, nor do they have the legislative responsibility, financial resources or revenue tools to support significant investments in housing projects. In fact, according to the Federation of Canadian Municipalities, local governments are responsible for construction, operations, and maintenance of nearly 60 per cent of our nation's public infrastructure, yet only collect about 12 cents of every tax dollar paid in Canada. Without a significant change to this funding model, local governments can only play a relatively minor role in addressing the housing crisis, compared to senior levels of government. This underscores two other key principles of municipal-provincial relations in the *Community Charter* – first, that the citizens of BC are best served when, in their relationship, municipalities and the Provincial government acknowledge and respect the jurisdiction of each; and second, that responsibilities must not be assigned to municipalities unless there is a provision for resources required to fulfill the responsibilities. Without additional resources or a broader range of revenue tools, the primary role and responsibility of municipalities in addressing the housing crisis can only reasonably be expected to remain within current jurisdiction, which is focused on setting the conditions for housing construction.

In this sense, the District of Oak Bay respectfully requests that the Provincial government, through its target monitoring and compliance program, evaluate not just their progress toward housing construction (which they do not have full control over), but also - with equal weighting - their progress on those matters that are within the jurisdiction and control of local government – setting leading and consistent policy conditions and development application review processes. District staff would welcome the opportunity to collaborate as part of a local government working or advisory group to the Ministry of Housing (ideally expanding to involve the Ministry of Municipal Affairs as well) to identify leading policies, practices and programs that the Province could monitor as indicators of progress and compliance.

One opportunity that District staff have communicated to Provincial staff is the development of a common software program for development applications, similar to the Planning Portal that exists in the United Kingdom. In addition to saving money and staff time across numerous municipalities, having the same development application processing software used across the Province would benefit developers who often do business in several municipalities. Such software could also benefit the Province which could potentially have immediate access to more consistent data on

units under review or approved in each municipality and thereby reduce municipal reporting requirements. We understand that \$51 million may be made available in the coming months to support municipal housing initiatives, including through the Local Government Development Approvals Program administered by the UBCM. Rather than requiring local governments to compete for funding through this program and then pursue separate software initiatives, perhaps a portion of these funds could be allocated to a common software project, yielding data access benefits for the Province while significantly speeding up development application processes throughout BC. Oak Bay anticipates that such software support would be especially valuable to smaller communities.

Other suggestions for initiatives that local governments could provide valuable insights and advice on through a working group include:

- establishing a template and consistent, province-wide methodologies/standards for developing or updating Housing Needs Reports; and,
- advising on other legislation updates, including changes to the *Local Government Act*, to address the housing crisis as part of established planning tools such as Official Community Plans and Regional Growth Strategies.

Again, while we agree that there is value in setting targets, we believe that BC communities will be best served if municipalities are primarily held to account for setting the conditions that are within their scope of control. Sustained and systemic change can be driven most effectively through collaboration. The Province of BC has an opportunity to make leading, lasting, meaningful change in true partnership with municipal governments province-wide, and Oak Bay would be pleased to collaborate with you on that front.

### **Proposed Housing Targets**

The proposed housing targets for Oak Bay reflect 75% of the Province's total estimated need, requiring a minimum of 664 net new units. The District agrees that the methodology to determine the housing need is a sound approach and that the assumptions are reasonable – this is reflected in the fact that the District's own 2020 Housing Needs Report identified a very similar housing need for a total of 647 units.

One of the key barriers to Oak Bay being able to comply with the proposed 75% housing targets is the timeline for doing so - Provincial staff have clearly communicated that targets are achieved through the construction of new units ready for occupancy within five years, and that significant progress must be evidenced within shorter reporting timelines.

As referenced previously, Oak Bay is not at the same starting point as larger, faster growing communities with development-enabling policies, systems, staffing and resourcing in place. The District will require time to complete this work, as well as funding to support accelerated

implementation if the municipality's HAF application is not approved. Also, homeowners, developers, and non-profits alike follow a development process that typically takes between three and seven years, from project inception to completion. Below-market and supportive housing projects typically require partnerships between additional parties, adding to this overall timeline. Municipalities without a significant number of larger-scale development applications in the pipeline (i.e., approved / building permits issued prior to the start of the Housing Target Order program) will be hard-pressed to meet the housing occupancy targets set out by the Province, within five years.

Oak Bay currently has no large-scale development applications in the pipeline that would produce the results expected in the Housing Target Order. Therefore, while we agree with the reasonableness of the 75% target, we can say with certainty that the District will not be able to achieve the occupancy target within five years, especially given the community's unique land constraints, infrastructure needs, resourcing / capacity limitations and the host of macro-economic factors (outside of local government control) that are currently impacting housing supply and affordability issues across the nation. It is worth noting that achievement of the 75% target would be more feasible if measured by building permits issued, rather than occupancy, which would align with the Housing Accelerator Fund approach.

It is also important to note that some of the housing types specified in the proposed housing targets require senior government investments. Without private or senior government initiatives for below-market rental or supportive housing units, the District owns little to no land to initiate projects. District-owned lands are pre-dominantly used for community purposes such as parks and recreation centres, emergency services, and municipal services. Potentially expanding the use of these lands to include housing elements would require careful long-term planning and consultation with the community to ensure an appropriate level of public access (current and future) to spaces, services and amenities that foster community connectedness, livability and well-being. Taking parks as an example, demand for such will increase as the community grows and more residents are living in smaller housing units with no or limited private outdoor space.

*Proposed Housing Targets, Monitoring & Reporting - Our Requests:*

1. *That the Province amend the target monitoring and compliance program to evaluate not just their progress toward the housing targets (which they do not have full control over), but also - with equal weighting - their progress towards implementing a policy framework and development application process that supports housing growth.*
2. *That the Province revise Housing Target Orders to measure building permit issuances in addition to or instead of occupancy to mitigate what will likely be a key barrier for communities of all sizes with limited or no larger-scale developments in the pipeline.*
3. *That the Province re-engage with the District to jointly develop a revised timeline for the Housing Target Order that takes into consideration local constraints and opportunities, and*

*recognizes that the timelines for the 141 below market units and 20 supportive housing units (excludes seniors housing) would rely on external funding and partnerships.*

4. *For the associated progress reporting, the District requests that:*
  - a. *municipalities be provided an opportunity to participate in the design of the reporting template, providing the Province with on-the-ground insights that will enhance the effectiveness of reporting; and,*
  - b. *the reporting cycle be shifted to annual timelines (January to December) to avoid the administrative burden of a unique reporting timelines. Such a timeline will allow for alignment with Provincially prescribed annual reporting processes.*
5. *That the Province establish an advisory or working group of Ministry of Housing staff, local government professionals and representatives from the Ministry of Municipal Affairs to identify leading policies, practices and programs that the Province could require of municipalities as additional, primary indicators of progress and compliance.*

## **Housing Target Program & Consultation Process**

The District of Oak Bay offers the following experiential observations and requests for related program improvements:

### Municipal-Provincial Relations

As your Ministry moves forward with the first ten municipalities and works to onboard the next cohort, Oak Bay Council requests that the approach be re-grounded in the principles of municipal-provincial relations outlined in the *Community Charter*– the introduction of this important legislative framework in 2001 marked a fundamental shift in the relationship between our two levels of government, based on the principle of respect and recognition for communities and local government jurisdiction/decision-making. We note that the language in the *Housing Supply Act* requires the Minister to consult with municipalities, providing (at a minimum) a description of the Housing Target Order and an opportunity to provide comments. While the District appreciates the time that Provincial staff spent preparing and presenting to District staff over the summer, we know that local government could be a much more effective and equal partner to the Province; that if, given a chance, a parallel and truly collaborative process involving a local government advisory group working alongside Provincial staff could create more lasting, systemic change in communities of all sizes. In the end, our success will rely to a significant extent on our ability to work together and bring our very best efforts to the table.

### Municipal-Provincial Relations - Our Request:

6. *That the Housing Target Order program and approach be re-grounded in the principles of municipal-provincial relations outlined in the Community Charter, specifically section 2 - Principles of municipal-provincial relations. This includes providing additional resources to*

*enable local fulfillment of the newly assigned responsibilities necessitated by the Housing Target Orders.*

### Balancing Community Priorities

Responding to provincial Housing Target Orders (and to upcoming legislative changes as part of the BC Homes for People Action Plan) may require significant reprioritization of financial resources and staffing across several District departments. Without additional resources, the impact of this reprioritization would be significant, and would take away from Council's role and legislated duty in determining a balance of priorities to meet community needs and ensure delivery of core services. While the targets will help Council make progress on its housing priority, other priorities critical to the community will be compromised: Livability (essentially Infrastructure Renewal and Asset Management), Climate Change & Environment, Transportation, Diversity & Inclusion, and Truth & Reconciliation.

Oak Bay is probably not alone in that if the District's Housing Accelerator Fund application (which included a \$4 million request to accelerate / expand housing initiatives) is not approved, the District will be looking to the Province to provide those resources, in accordance with the *Community Charter*, to enable local fulfillment of the newly assigned responsibilities and more broadly, to help maintain balance in support of other community priorities. On a related note, Council has allocated some funding from the Growing Communities Funding to increase capacity in support of housing initiatives – the remainder is likely to be allocated to Oak Bay's significant capital needs, in keeping with the main program objective to support the delivery of infrastructure projects to help enable community growth.

#### *Balancing Community Priorities – Our Request:*

7. *That the Province establish non-conditional on-going funding to municipalities to enable local fulfillment of the newly assigned responsibilities associated with the Housing Target Orders and BC Homes for People Action Plan throughout the complete lifecycle of both programs, respecting the principles of the Community Charter and the legislated duty of local elected officials to determine a balance of priorities to meet community needs and ensure delivery of core services.*

### Openness and Transparency

The Provincial requirement for confidentiality throughout this process has been incredibly challenging in that it has precluded municipalities from engaging with the public on matters that will significantly impact residents. Meetings held only at the staff level prevented elected officials from directly participating in the conversation with the Province, and municipalities were further constrained in their ability to discuss the process with each other and/or with neighbouring local governments and First Nations. Moving forward, the District recommends that the Province not impose a requirement for confidentiality, and that the approach be revised to include



opportunities for elected officials to be directly involved in the conversation. We also strongly support the notion of a pro-active FOI release, to make public all meeting materials supplied by the Province to the first ten municipalities throughout the summer meeting process.

*Openness and Transparency – Our Requests:*

8. *That for future cohorts, the Province not impose a requirement for confidentiality, and that the approach be revised to include opportunities for elected officials to be directly involved in the conversation.*
9. *That the Province, through pro-active FOI release, make public all of the meeting materials supplied by the Ministry of Housing to the first ten municipalities throughout the summer meeting process.*

Information Sharing & Relationship Building

Another key principle of municipal-provincial relations outlined in the *Community Charter* is that consultation is needed on matters of mutual interest, including consultation by the Provincial government on proposed changes to Provincial programs that will have a significant impact in relation to matters that are within municipal authority. On several occasions throughout the meeting process, District staff were constrained in their ability to fully prepare for and participate in discussions as a result of information being provided at the last minute, or not at all. For local governments to be effective, respected participants in this process, it is critically important that meeting materials be provided in a timely manner and that reasonable requests for information be obliged without delay.

One such request that remains outstanding despite several attempts and follow-up reminders by District staff is for a copy of the full Selection Index and related analyses that the Ministry used to score and rank municipalities in order to make cohort selections. Oak Bay still wishes to receive this information, and it is likely that many other municipalities may wish to view it as well. This will enable municipalities to understand how their community ranks across the 10 indicators and to connect with colleagues in other jurisdictions that are experiencing success.

*Information Sharing & Relationship Building – Our Request:*

10. *That the Province provide the District with a copy, as requested, of the full Selection Index and related analysis that the Ministry used to score and rank municipalities in order to make cohort selections.*

**Provincial Action to Explore Opportunities**

As previously referenced, one of the key opportunities in Oak Bay is the openness of Council and

staff to ideas, suggestions and support from the Province that will help to enable municipal achievement of the Housing Target Order. We welcome Provincial support for the specific requests listed below, and would encourage ongoing, open dialogue with the District to explore opportunities.

*Provincial Action to Explore Opportunities – Our Requests:*

11. *That the Province engage with the District and the University of Victoria to help support the development of the University of Victoria's Cedar Hill Corner property.*
12. *That the Province provide the District with resources to undertake site-specific feasibility studies of the District's limited land options to evaluate potential for housing projects.*

In closing, we appreciate the opportunity to provide comments. Constructive partnerships with other levels of government will result in housing initiatives that will unite and strengthen our communities. The District of Oak Bay is convinced that a collaborative approach – one in which the Province works together with municipalities - will make BC a leader on the housing front and deliver results that are positive to the seventh generation and beyond. We look forward to receiving your reply, and to building a strong municipal/Provincial partnership in the years ahead, as we work together to address the housing crisis.

Sincerely,



Kevin Murdoch, Mayor  
District of Oak Bay

cc:

Bindi Sawchuk, Assistant Deputy Minister: [Bindi.Sawchuk@gov.bc.ca](mailto:Bindi.Sawchuk@gov.bc.ca)

Cimarron Corpé, A/Executive Director: [Cimarron.Corpe@gov.bc.ca](mailto:Cimarron.Corpe@gov.bc.ca)

Rebecca Penz, A/Director, Policy & Engagement: [Rebecca.Penz@gov.bc.ca](mailto:Rebecca.Penz@gov.bc.ca)



## FW: District of Oak Bay - Housing Targets Order

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From: Penz, Rebecca HOUS:EX <Rebecca.Penz@gov.bc.ca>  
To: Housing Targets Branch HOUS:EX <Housing.Targets@gov.bc.ca>  
Sent: September 14, 2023 5:38:46 PM PDT  
Attachments: 2023-09-14-Minister-Kahlon-Housing Targets Response.pdf

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**From:** Selina Williams

**Sent:** Thursday, September 14, 2023 5:37 PM

**To:** Minister, HOUS HOUS:EX

**Cc:** Sawchuk, Bindi HOUS:EX ; Corpe, Cimarron HOUS:EX ; Penz, Rebecca HOUS:EX

**Subject:** District of Oak Bay - Housing Targets Order

**[EXTERNAL] This email came from an external source. Only open attachments or links that you are expecting from a known sender.**

Good Afternoon,

Please find attached Council's response to the Housing Targets for the District of Oak Bay. I trust this is what you need at this time.

Thank you and please let me know if you need anything further.

Sincerely,

Selina Williams (she/her)

Chief Administrative Officer

District of Oak Bay

250-598-3311 ext. 7414

[Facebook](#) | [Twitter](#) | [Instagram](#) | [LinkedIn](#)

Page 1172 of 1405 to/à Page 1174 of 1405

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s.16

## Cohort #1 Housing Targets Consultation Themes

Four consultation meetings were held with the 10 municipalities between July and September 2023 to discuss the target-setting process, draft housing targets, progress reporting, and municipal challenges and opportunities. Municipalities received their proposed housing targets on August 15<sup>th</sup>, and all responded by September 14<sup>th</sup>.

Consultation with First Nations with territory overlapping the 10 municipalities ran concurrently with municipal consultation. Three responses have been received as of September 14, with responses and follow-up required for the Tk'emlúps te Secwépemc and Lower Nicola Indian Band, whose territory overlaps with the City of Kamloops.

### General

- Commitment to working collaboratively with the Province to increase housing supply.
- Support for the Province's housing needs methodology.

### Housing Targets

- Concern about achieving below market rental and supportive housing targets without additional senior government funding.
- Concern about developers using targets to pressure municipalities to approve less than ideal developments (i.e., condos instead of rentals) and/or using targets to increase land values.
- Target breakdown by size not aligned with some municipality's desire to approve housing for families.

### Municipal Constraints

- Need for additional senior government infrastructure and transportation funding to support growth to meet targets.
- Limited available municipal land for affordable housing.
- Shortage of municipal staff to implement new/forthcoming provincial policies and programs.

### External Constraints

- Lack of control over external factors: quality of residential development applications, land values, construction costs, labour and market conditions (interest rates, inflation, etc.).
- Limited private land available for development and/or private land held for speculation.

### Progress Reporting

- Concern about using completions (occupancy permits) as the primary metric for measuring progress.
- Lack of data and internal systems to accurately report progress.
- Concern about being required to collect and being evaluated against median timelines for complex development projects that take time to process.
- New units delivered in years one and two of the Housing Target Order will reflect housing development currently in the pipeline, whereas the majority of housing units as a result of municipal efforts (updated Provincial and municipal policies and bylaws that align with targets) will be realized in years three, four and five.

### Legislative

- Shift rezoning negotiation powers (amenities and affordable housing and other agreements) during development permit approval.
- The Local Government Act is outdated and undermining municipalities ability to streamline process to deliver new housing supply more quickly.

Page 1176 of 1405 to/à Page 1183 of 1405

Withheld pursuant to/removed as

s.13 ; s.16

PROVINCE OF BRITISH COLUMBIA

Ministerial Order No. M278

ORDER OF THE MINISTER RESPONSIBLE FOR THE  
*Housing Supply Act*

WHEREAS

- A. The minister has, prior to making this Housing Target Order, considered the information set out in section 3 (1) *Housing Supply Act*, SBC 2022, c.38, in relation to the City of Abbotsford.
- B. In accordance with section 3(2) and (3) *Housing Supply Act*, SBC 2022, c. 38, the minister has consulted with the City of Abbotsford regarding this housing target order.
- C. The minister has:
  - i. provided a description of the proposed Housing Target Order to the City of Abbotsford; and
  - ii. in accordance with section 4(1), Housing Supply Regulation, B.C. Reg. 133/2023, provided the City of Abbotsford an opportunity to provide written comments to the minister.
- D. An extension to the consultation period, if any, granted by the minister to the City of Abbotsford, pursuant to section 4(2), Housing Supply Regulation, B.C. Reg. 133/2023, has elapsed.

NOW THEREFORE Pursuant to section 2, *Housing Supply Act*, SBC 2022, c. 38, the Minister of Housing orders as follows:

- 1. A housing target order is made for the City of Abbotsford, effective October 1, 2023 (the “**Effective Date**”).
- 2. The housing targets for the City of Abbotsford under this housing target order are set out in the attached **Schedule A** (*Housing Targets*).

September 23, 2023

Date



Minister of Housing

(This part is for administrative purposes only and is not part of the Order)

Authority under which Order is made:

Act and section: Housing Supply Act, S.B.C. 2022, c. 38, s 2

Other: Housing Supply Regulation, B.C. Reg. 133/2023

3. The performance indicators by which progress by the City of Abbotsford toward meeting each housing target is to be assessed are described in the attached **Schedule B** (*Performance Indicators*).
4. This Housing Target Order begins on the Effective Date and ends on September 30, 2028 (the “**End Date**”).
5. The City of Abbotsford must prepare and submit a housing target progress report at the intervals set out in the attached **Schedule C** (*Housing Targets Progress Reporting*).

**SCHEDULE A**  
**Housing Targets**

1. The five-year housing target for the City of Abbotsford is **7,240 Units** which is the total minimum number of net new completed housing units required to comply with this Provincial Housing Target Order.
2. The above housing targets reflect 75% of total Provincial Housing Needs Estimate for the City of Abbotsford.
3. For each Progress Reporting Period as set out in Schedule C, the net new number of completed housing units will be measured annually and cumulatively, as follows:
  - a. Year 1: 1,022
  - b. Year 2: 2,186
  - c. Year 3: 3,563
  - d. Year 4: 5,224
  - e. Year 5: 7,240

**SCHEDULE B**  
**Performance Indicators**

1. The performance indicators to measure annual progress toward achieving the housing target are set out in Table 1 and are based on:
  - a. Progress toward achieving the annual cumulative housing target; and
  - b. Actions taken by municipality toward meeting the annual housing target.

**Table 1 - Performance Indicators**

Category	Performance Indicator	Data to Measure
<b>Annual cumulative housing target</b>	Satisfactory progress to meet annual cumulative housing target, measured by completed net new housing units.	Total number of new completed housing units (minus demolitions) during the reporting period.
<b>Actions taken by the municipality toward meeting the annual cumulative housing target</b>	<p>Satisfactory progress demonstrated by:</p> <ol style="list-style-type: none"> <li>1. update of land use planning documents to align with housing targets;</li> <li>2. adoption of policies and initiatives to meet housing targets; and</li> <li>3. residential approvals complete and/or in progress that met or will meet housing targets.</li> </ol>	<ol style="list-style-type: none"> <li>1. Relevant information about updates to land use planning documents such as the Official Community Plan, Zoning Bylaw, Housing Needs Report, Housing Action Plan/Strategy (other documents, e.g., Strategic Plan) including date of last update, and related policies that align with achieving annual housing targets.</li> <li>2. Description of new/amended bylaws &amp; policies adopted to achieve housing targets.</li> <li>3. The number of applications received and permits issued in relation to residential development such as development, building and rezonings.</li> </ol>



**SCHEDULE C**  
**Housing Targets Progress Reporting**

The City of Abbotsford must receive the progress report by resolution within 45 days of the end of the reporting period:

Reporting Period 1.1: October 1, 2023 – March 31, 2024

Reporting Period 1.2: October 1, 2023 – September 30, 2024

Reporting Period 2: October 1, 2024 – September 30, 2025

Reporting Period 3: October 1, 2025 – September 30, 2026

Reporting Period 4: October 1, 2026 – September 30, 2027

Reporting Period 5: October 1, 2027 – September 30, 2028

Progress Report Forms must be posted to the municipal website and submitted to the Minister as soon as practicable after being received.

PROVINCE OF BRITISH COLUMBIA

Ministerial Order No. M279

ORDER OF THE MINISTER RESPONSIBLE FOR THE  
*Housing Supply Act*

WHEREAS

- A. The minister has, prior to making this Housing Target Order, considered the information set out in section 3 (1) *Housing Supply Act*, SBC 2022, c.38, in relation to the City of Delta.
- B. In accordance with section 3(2) and (3), *Housing Supply Act*, SBC 2022, c. 38, the minister has consulted with the City of Delta regarding this housing target order.
- C. The minister has:
- provided a description of the proposed Housing Target Order to the City of Delta; and
  - in accordance with section 4(1), Housing Supply Regulation, B.C. Reg. 133/2023, provided the City of Delta an opportunity to provide written comments to the minister.
- D. An extension to the consultation period, if any, granted by the minister to the City of Delta, pursuant to section 4(2), Housing Supply Regulation, B.C. Reg. 133/2023 has elapsed.

NOW THEREFORE Pursuant to section 2, *Housing Supply Act*, SBC 2022, c. 38, the Minister of Housing orders as follows:

- A housing target order is made for the City of Delta, effective October 1, 2023 (the “**Effective Date**”).
- The housing targets for the City of Delta under this housing target order are set out in the attached **Schedule A** (*Housing Targets*).

September 23, 2023

Date



Minister of Housing

(This part is for administrative purposes only and is not part of the Order)

Authority under which Order is made:

Act and section: Housing Supply Act, S.B.C. 2022, c. 38, s 2

Other: Housing Supply Regulation, B.C. Reg. 133/2023

3. The performance indicators by which progress by the City of Delta toward meeting each housing target is to be assessed are described in the attached **Schedule B** (*Performance Indicators*).
4. This Housing Target Order begins on the Effective Date and ends on September 30, 2028 (the **"End Date"**).
5. The City of Delta must prepare and submit a housing target progress report at the intervals set out in the attached **Schedule C** (*Housing Targets Progress Reporting*).

**SCHEDULE A**  
**Housing Targets**

1. The five-year housing target for the City of Delta is **3,607 Units**, which is the total minimum number of net new completed housing units required to comply with this Provincial Housing Target Order.
2. The above housing targets reflect 75% of total Provincial Housing Needs Estimate for the City of Delta.
3. For each Progress Reporting Period as set out in Schedule C, the net new number of completed housing units will be measured annually and cumulatively, as follows:
  - a. Year 1: 514
  - b. Year 2: 1,098
  - c. Year 3: 1,785
  - d. Year 4: 2,609
  - e. Year 5: 3,607

**SCHEDULE B**  
**Performance Indicators**

1. The performance indicators to measure annual progress toward achieving the housing target are set out in Table 1 and are based on:
- a. Progress toward achieving the annual cumulative housing target; and
  - b. Actions taken by municipality toward meeting the annual housing target.

**Table 1 - Performance Indicators**

Category	Performance Indicator	Data to Measure
<b>Annual cumulative housing target</b>	Satisfactory progress to meet annual cumulative housing target, measured by completed net new housing units.	Total number of new completed housing units (minus demolitions) during the reporting period.
<b>Actions taken by the municipality toward meeting the annual cumulative housing target</b>	<p>Satisfactory progress demonstrated by:</p> <ol style="list-style-type: none"> <li>1. update of land use planning documents to align with housing targets;</li> <li>2. adoption of policies and initiatives to meet housing targets; and</li> <li>3. residential approvals complete and/or in progress that met or will meet housing targets.</li> </ol>	<ol style="list-style-type: none"> <li>1. Relevant information about updates to land use planning documents such as the Official Community Plan, Zoning Bylaw, Housing Needs Report, Housing Action Plan/Strategy (other documents, e.g., Strategic Plan) including date of last update, and related policies that align with achieving annual housing targets.</li> <li>2. Description of new/amended bylaws &amp; policies adopted to achieve housing targets.</li> <li>3. The number of applications received and permits issued in relation to residential development such as development, building and rezonings.</li> </ol>

**SCHEDULE C**  
**Housing Targets Progress Reporting**

The City of Delta must receive the progress report by resolution within 45 days of the end of the reporting period:

Reporting Period 1.1: October 1, 2023 – March 31, 2024

Reporting Period 1.2: October 1, 2023 – September 30, 2024

Reporting Period 2: October 1, 2024 – September 30, 2025

Reporting Period 3: October 1, 2025 – September 30, 2026

Reporting Period 4: October 1, 2026 – September 30, 2027

Reporting Period 5: October 1, 2027 – September 30, 2028

Progress Report Forms must be posted to the municipal website and submitted to the Minister as soon as practicable after being received.

PROVINCE OF BRITISH COLUMBIA

Ministerial Order No. M280

ORDER OF THE MINISTER RESPONSIBLE FOR THE

*Housing Supply Act*

WHEREAS

- A. The minister has, prior to making this Housing Target Order, considered the information set out in section 3 (1) *Housing Supply Act*, SBC 2022, c.38, in relation to the Corporation of the District of North Vancouver (District of North Vancouver).
- B. In accordance with section 3(2) and (3), *Housing Supply Act*, SBC 2022, c. 38, the minister has consulted with the District of North Vancouver regarding this housing target order.
- C. The minister has:
  - i. provided a description of the proposed Housing Target Order to the District of North Vancouver; and
  - ii. in accordance with section 4(1), Housing Supply Regulation, B.C. Reg. 133/2023, provided the District of North Vancouver an opportunity to provide written comments to the minister.
- D. An extension to the consultation period, if any, granted by the minister to the District of North Vancouver, pursuant to section 4(2), Housing Supply Regulation, B.C. Reg. 133/2023, has elapsed.

NOW THEREFORE Pursuant to section 2, *Housing Supply Act*, SBC 2022, c. 38, the Minister of Housing orders as follows:

- 1. A housing target order is made for the District of North Vancouver, effective October 1, 2023 (the "**Effective Date**").
- 2. The housing targets for the District of North Vancouver under this housing target order are set out in the attached **Schedule A** (*Housing Targets*).

September 23, 2023

Date



Minister of Housing

(This part is for administrative purposes only and is not part of the Order)

Authority under which Order is made:

Act and section: Housing Supply Act, S.B.C. 2022, c. 38, s 2

Other: Housing Supply Regulation, B.C. Reg. 133/2023

3. The performance indicators by which progress by the District of North Vancouver toward meeting each housing target is to be assessed are described in the attached **Schedule B** (*Performance Indicators*).
4. This Housing Target Order begins on the Effective Date and ends on September 30, 2028 (the “**End Date**”).
5. The District of North Vancouver must prepare and submit a housing target progress report at the intervals set out in the attached **Schedule C** (*Housing Targets Progress Reporting*).



**SCHEDULE A**  
**Housing Targets**

1. The five-year housing target for the District of North Vancouver is **2,838 Units**, which is the total minimum number of net new completed housing units required to comply with this Provincial Housing Target Order.
2. The above housing targets reflect 75% of the total Provincial Housing Needs Estimate for the District of North Vancouver.
3. For each Progress Reporting Period as set out in Schedule C, the net new number of completed housing units will be measured annually and cumulatively, as follows:
  - a. Year 1: 499
  - b. Year 2: 1,021
  - c. Year 3: 1,577
  - d. Year 4: 2,179
  - e. Year 5: 2,838

**SCHEDULE B**  
**Performance Indicators**

1. The performance indicators to measure annual progress toward achieving the housing target are set out in Table 1 and are based on:
  - a. Progress toward achieving the annual cumulative housing target; and
  - b. Actions taken by municipality toward meeting the annual housing target.

**Table 1 - Performance Indicators**

Category	Performance Indicator	Data to Measure
<b>Annual cumulative housing target</b>	Satisfactory progress to meet annual cumulative housing target, measured by completed net new housing units.	Total number of new completed housing units (minus demolitions) during the reporting period.
<b>Actions taken by the municipality toward meeting the annual cumulative housing target</b>	<p>Satisfactory progress demonstrated by:</p> <ol style="list-style-type: none"> <li>1. update of land use planning documents to align with housing targets;</li> <li>2. adoption of policies and initiatives to meet housing targets; and</li> <li>3. residential approvals complete and/or in progress that met or will meet housing targets.</li> </ol>	<ol style="list-style-type: none"> <li>1. Relevant information about updates to land use planning documents such as the Official Community Plan, Zoning Bylaw, Housing Needs Report, Housing Action Plan/Strategy (other documents, e.g., Strategic Plan) including date of last update, and related policies that align with achieving annual housing targets.</li> <li>2. Description of new/amended bylaws &amp; policies adopted to achieve housing targets.</li> <li>3. The number of applications received and permits issued in relation to residential development such as development, building and rezonings.</li> </ol>

**SCHEDULE C**  
**Housing Targets Progress Reporting**

The District of North Vancouver must receive the progress report by resolution within 45 days of the end of the reporting period:

Reporting Period 1.1: October 1, 2023 – March 31, 2024

Reporting Period 1.2: October 1, 2023 – September 30, 2024

Reporting Period 2: October 1, 2024 – September 30, 2025

Reporting Period 3: October 1, 2025 – September 30, 2026

Reporting Period 4: October 1, 2026 – September 30, 2027

Reporting Period 5: October 1, 2027 – September 30, 2028

Progress Report Forms must be posted to the municipal website and submitted to the Minister as soon as practicable after being received.

PROVINCE OF BRITISH COLUMBIA

Ministerial Order No. M281

ORDER OF THE MINISTER RESPONSIBLE FOR THE  
*Housing Supply Act*

WHEREAS

- A. The minister has, prior to making this Housing Target Order, considered the information set out in section 3 (1) *Housing Supply Act*, SBC 2022, c.38, in relation to the City of Kamloops.
- B. In accordance with section 3(2) and (3), *Housing Supply Act*, SBC 2022, c. 38, the minister has consulted with the City of Kamloops regarding this housing target order.
- C. The minister has:
- i. provided a description of the proposed Housing Target Order to the City of Kamloops; and.
  - ii. in accordance with section 4(1), Housing Supply Regulation, B.C. Reg. 133/2023, provided the City of Kamloops an opportunity to provide written comments to the minister.
- D. An extension to the consultation period, if any, granted by the minister to the City of Kamloops, pursuant to section 4(2), Housing Supply Regulation, B.C. Reg. 133/2023, has elapsed.

NOW THEREFORE Pursuant to section 2, *Housing Supply Act*, SBC 2022, c. 38, the Minister of Housing orders as follows:

1. A housing target order is made for the City of Kamloops, effective October 1, 2023 (the “**Effective Date**”).
2. The housing targets for the City of Kamloops under this housing target order are set out in the attached **Schedule A** (*Housing Targets*).

September 23, 2023

Date



Minister of Housing

(This part is for administrative purposes only and is not part of the Order)

Authority under which Order is made:

Act and section: Housing Supply Act, S.B.C. 2022, c. 38, s 2

Other: Housing Supply Regulation, B.C. Reg. 133/2023

3. The performance indicators by which progress by the City of Kamloops toward meeting each housing target is to be assessed are described in the attached **Schedule B** (*Performance Indicators*).
4. This Housing Target Order begins on the Effective Date and ends on September 30, 2028 (the “**End Date**”).
5. The City of Kamloops must prepare and submit a housing target progress report at the intervals set out in the attached **Schedule C** (*Housing Targets Progress Reporting*).

**SCHEDULE A**  
**Housing Targets**

1. The five-year housing target for the City of Kamloops is **4,236 Units**, which is the total minimum number of net new completed housing units required to comply with this Provincial Housing Target Order.
2. The above housing targets reflect 75% of the total Provincial Housing Needs Estimate for the City of Kamloops.
3. For each Progress Reporting Period as set out in Schedule C, the net new number of completed housing units will be measured annually and cumulatively, as follows:
  - a. Year 1: 679
  - b. Year 2: 1,414
  - c. Year 3: 2,233
  - d. Year 4: 3,164
  - e. Year 5: 4,236

**SCHEDULE B**  
**Performance Indicators**

1. The performance indicators to measure annual progress toward achieving the housing target are set out in Table 1 and are based on:
- a. Progress toward achieving the annual cumulative housing target; and
  - b. Actions taken by municipality toward meeting the annual housing target.

**Table 1 - Performance Indicators**

Category	Performance Indicator	Data to Measure
<b>Annual cumulative housing target</b>	Satisfactory progress to meet annual cumulative housing target, measured by completed net new housing units.	Total number of new completed housing units (minus demolitions) during the reporting period.
<b>Actions taken by the municipality toward meeting the annual cumulative housing target</b>	<p>Satisfactory progress demonstrated by:</p> <ol style="list-style-type: none"> <li>1. update of land use planning documents to align with housing targets;</li> <li>2. adoption of policies and initiatives to meet housing targets; and</li> <li>3. residential approvals complete and/or in progress that met or will meet housing targets.</li> </ol>	<ol style="list-style-type: none"> <li>1. Relevant information about updates to land use planning documents such as the Official Community Plan, Zoning Bylaw, Housing Needs Report, Housing Action Plan/Strategy (other documents, e.g., Strategic Plan) including date of last update, and related policies that align with achieving annual housing targets.</li> <li>2. Description of new/amended bylaws &amp; policies adopted to achieve housing targets.</li> <li>3. The number of applications received and permits issued in relation to residential development such as development, building and rezonings.</li> </ol>

**SCHEDULE C**  
**Housing Targets Progress Reporting**

The City of Kamloops must receive the progress report by resolution within 45 days of the end of the reporting period:

Reporting Period 1.1: October 1, 2023 – March 31, 2024

Reporting Period 1.2: October 1, 2023 – September 30, 2024

Reporting Period 2: October 1, 2024 – September 30, 2025

Reporting Period 3: October 1, 2025 – September 30, 2026

Reporting Period 4: October 1, 2026 – September 30, 2027

Reporting Period 5: October 1, 2027 – September 30, 2028

Progress Report Forms must be posted to the municipal website and submitted to the Minister as soon as practicable after being received.



PROVINCE OF BRITISH COLUMBIA

Ministerial Order No. M283

ORDER OF THE MINISTER RESPONSIBLE FOR THE  
*Housing Supply Act*

WHEREAS

- A. The minister has, prior to making this Housing Target Order, considered the information set out in section 3 (1) *Housing Supply Act*, SBC 2022, c.38, in relation to the City of Port Moody.
- B. In accordance with section 3(2) and (3), *Housing Supply Act*, SBC 2022, c. 38, the minister has consulted with the City of Port Moody regarding this housing target order.
- C. The minister has:
- i. provided a description of the proposed Housing Target Order to the City of Port Moody; and
  - ii. in accordance with section 4(1), Housing Supply Regulation, B.C. Reg. 133/2023, provided the City of Port Moody an opportunity to provide written comments to the minister.
- D. An extension to the consultation period, if any, granted by the minister to the City of Port Moody, pursuant to section 4(2), Housing Supply Regulation, B.C. Reg. 133/2023, has elapsed.

NOW THEREFORE Pursuant to section 2, *Housing Supply Act*, SBC 2022, c. 38, the Minister of Housing orders as follows:

1. A housing target order is made for the City of Port Moody, effective October 1, 2023 (the "**Effective Date**").
2. The housing targets for the City of Port Moody under this housing target order are set out in the attached **Schedule A** (*Housing Targets*).

September 23, 2023

Date



Minister of Housing

(This part is for administrative purposes only and is not part of the Order)

Authority under which Order is made:

Act and section: Housing Supply Act, S.B.C. 2022, c. 38, s 2

Other: Housing Supply Regulation, B.C. Reg. 133/2023

3. The performance indicators by which progress by the City of Port Moody toward meeting each housing target is to be assessed are described in the attached **Schedule B** (*Performance Indicators*).
4. This Housing Target Order begins on the Effective Date and ends on September 30, 2028 (the "**End Date**").
5. The City of Port Moody must prepare and submit a housing target progress report at the intervals set out in the attached **Schedule C** (*Housing Targets Progress Reporting*).

**SCHEDULE A**  
**Housing Targets**

1. The five-year housing target for the City of Port Moody is **1,694 Units**, which is the total minimum number of net new completed housing units required to comply with this Provincial Housing Target Order.
2. The above housing targets reflect 75% of the total Provincial Housing Needs Estimate for the City of Port Moody.
3. For each Progress Reporting Period as set out in Schedule C, the net new number of completed housing units will be measured annually and cumulatively, as follows:
  - a. Year 1: 231
  - b. Year 2: 499
  - c. Year 3: 820
  - d. Year 4: 1,212
  - e. Year 5: 1,694

**SCHEDULE B**  
**Performance Indicators**

1. The performance indicators to measure annual progress toward achieving the housing target are set out in Table 1 and are based on:
- a. Progress toward achieving the annual cumulative housing target; and
  - b. Actions taken by municipality toward meeting the annual housing target.

**Table 1 - Performance Indicators**

Category	Performance Indicator	Data to Measure
<b>Annual cumulative housing target</b>	Satisfactory progress to meet annual cumulative housing target, measured by completed net new housing units.	Total number of new completed housing units (minus demolitions) during the reporting period.
<b>Actions taken by the municipality toward meeting the annual cumulative housing target</b>	<p>Satisfactory progress demonstrated by:</p> <ol style="list-style-type: none"> <li>1. update of land use planning documents to align with housing targets;</li> <li>2. adoption of policies and initiatives to meet housing targets; and</li> <li>3. residential approvals complete and/or in progress that met or will meet housing targets.</li> </ol>	<ol style="list-style-type: none"> <li>1. Relevant information about updates to land use planning documents such as the Official Community Plan, Zoning Bylaw, Housing Needs Report, Housing Action Plan/Strategy (other documents, e.g., Strategic Plan) including date of last update, and related policies that align with achieving annual housing targets.</li> <li>2. Description of new/amended bylaws &amp; policies adopted to achieve housing targets.</li> <li>3. The number of applications received and permits issued in relation to residential development such as development, building and rezonings.</li> </ol>

**SCHEDULE C**  
**Housing Targets Progress Reporting**

The City of Port Moody must receive the progress report by resolution within 45 days of the end of the reporting period:

Reporting Period 1.1: October 1, 2023 – March 31, 2024

Reporting Period 1.2: October 1, 2023 – September 30, 2024

Reporting Period 2: October 1, 2024 – September 30, 2025

Reporting Period 3: October 1, 2025 – September 30, 2026

Reporting Period 4: October 1, 2026 – September 30, 2027

Reporting Period 5: October 1, 2027 – September 30, 2028

Progress Report Forms must be posted to the municipal website and submitted to the Minister as soon as practicable after being received.

PROVINCE OF BRITISH COLUMBIA

Ministerial Order No. M284

ORDER OF THE MINISTER RESPONSIBLE FOR THE  
*Housing Supply Act*

WHEREAS

- A. The minister has, prior to making this Housing Target Order, considered the information set out in section 3 (1) *Housing Supply Act*, SBC 2022, c.38, in relation to the Corporation of the District of Saanich (District of Saanich).
- B. In accordance with section 3(2) and (3), *Housing Supply Act*, SBC 2022, c. 38, the minister has consulted with the District of Saanich regarding this housing target order.
- C. The minister has:
  - i. provided a description of the proposed Housing Target Order to the District of Saanich; and
  - ii. in accordance with section 4(1), *Housing Supply Regulation*, B.C. Reg. 133/2023, provided the District of Saanich an opportunity to provide written comments to the minister.
- D. An extension to the consultation period, if any, granted by the minister to the District of Saanich, pursuant to section 4(2), *Housing Supply Regulation*, B.C. Reg. 133/2023, has elapsed.

NOW THEREFORE Pursuant to section 2, *Housing Supply Act*, SBC 2022, c. 38, the Minister of Housing orders as follows:

- 1. A housing target order is made for the District of Saanich, effective October 1, 2023 (the "**Effective Date**").
- 2. The housing targets for the District of Saanich under this housing target order are set out in the attached **Schedule A** (*Housing Targets*).

September 23, 2023

Date



Minister of Housing

(This part is for administrative purposes only and is not part of the Order)

Authority under which Order is made:

Act and section: Housing Supply Act, S.B.C. 2022, c. 38, s 2

Other: Housing Supply Regulation, B.C. Reg. 133/2023

3. The performance indicators by which progress by the District of Saanich toward meeting each housing target is to be assessed are described in the attached **Schedule B** (*Performance Indicators*).
4. This Housing Target Order begins on the Effective Date and ends on September 30, 2028 (the “**End Date**”).
5. The District of Saanich must prepare and submit a housing target progress report at the intervals set out in the attached **Schedule C** (*Housing Targets Progress Reporting*).

**SCHEDULE A**  
**Housing Targets**

1. The five-year housing target for the District of Saanich is **4,610 Units**, which is the total minimum number of net new completed housing units required to comply with this Provincial Housing Target Order.
2. The above housing targets reflect 75% of the total Provincial Housing Needs Estimate for the District of Saanich.
3. For each Progress Reporting Period as set out in Schedule C, the net new number of completed housing units will be measured annually and cumulatively, as follows:
  - a. Year 1: 440
  - b. Year 2: 1,041
  - c. Year 3: 1,882
  - d. Year 4: 3,045
  - e. Year 5: 4,610



**SCHEDULE B**  
**Performance Indicators**

1. The performance indicators to measure annual progress toward achieving the housing target are set out in Table 1 and are based on:
- a. Progress toward achieving the annual cumulative housing target; and
  - b. Actions taken by municipality toward meeting the annual housing target.

**Table 1 - Performance Indicators**

Category	Performance Indicator	Data to Measure
<b>Annual cumulative housing target</b>	Satisfactory progress to meet annual cumulative housing target, measured by completed net new housing units.	Total number of new completed housing units (minus demolitions) during the reporting period.
<b>Actions taken by the municipality toward meeting the annual cumulative housing target</b>	<p>Satisfactory progress demonstrated by:</p> <ol style="list-style-type: none"> <li>1. update of land use planning documents to align with housing targets;</li> <li>2. adoption of policies and initiatives to meet housing targets; and</li> <li>3. residential approvals complete and/or in progress that met or will meet housing targets.</li> </ol>	<ol style="list-style-type: none"> <li>1. Relevant information about updates to land use planning documents such as the Official Community Plan, Zoning Bylaw, Housing Needs Report, Housing Action Plan/Strategy (other documents, e.g., Strategic Plan) including date of last update, and related policies that align with achieving annual housing targets.</li> <li>2. Description of new/amended bylaws &amp; policies adopted to achieve housing targets.</li> <li>3. The number of applications received and permits issued in relation to residential development such as development, building and rezonings.</li> </ol>

**SCHEDULE C**  
**Housing Targets Progress Reporting**

The District of Saanich must receive the progress report by resolution within 45 days of the end of the reporting period:

Reporting Period 1.1: October 1, 2023 – March 31, 2024

Reporting Period 1.2: October 1, 2023 – September 30, 2024

Reporting Period 2: October 1, 2024 – September 30, 2025

Reporting Period 3: October 1, 2025 – September 30, 2026

Reporting Period 4: October 1, 2026 – September 30, 2027

Reporting Period 5: October 1, 2027 – September 30, 2028

Progress Report Forms must be posted to the municipal website and submitted to the Minister as soon as practicable after being received.

PROVINCE OF BRITISH COLUMBIA

Ministerial Order No. M285

ORDER OF THE MINISTER RESPONSIBLE FOR THE  
*Housing Supply Act*

WHEREAS

- A. The minister has, prior to making this Housing Target Order, considered the information set out in section 3 (1) *Housing Supply Act*, SBC 2022, c.38, in relation to the City of Vancouver.
- B. In accordance with section 3(2) and (3) *Housing Supply Act*, SBC 2022, c. 38, the minister has consulted with the City of Vancouver regarding this housing target order.
- C. The minister has:
  - i. provided a description of the proposed Housing Target Order to the City of Vancouver; and
  - ii. in accordance with section 4(1), Housing Supply Regulation, B.C. Reg. 133/2023, provided the City of Vancouver an opportunity to provide written comments to the minister.
- D. An extension to the consultation period, if any, granted by the minister to the City of Vancouver, pursuant to section 4(2), Housing Supply Regulation, B.C. Reg. 133/2023, has elapsed.

NOW THEREFORE Pursuant to section 2, *Housing Supply Act*, SBC 2022, c. 38, the Minister of Housing orders as follows:

- 1. A housing target order is made for the City of Vancouver, effective October 1, 2023 (the “**Effective Date**”).
- 2. The housing targets for the City of Vancouver under this housing target order are set out in the attached **Schedule A** (*Housing Targets*).

September 23, 2023

Date



Minister of Housing

(This part is for administrative purposes only and is not part of the Order)

Authority under which Order is made:

Act and section: Housing Supply Act, S.B.C. 2022, c. 38, s 2

Other: Housing Supply Regulation, B.C. Reg. 133/2023

3. The performance indicators by which progress by the City of Vancouver toward meeting each housing target is to be assessed are described in the attached **Schedule B** (*Performance Indicators*).
4. This Housing Target Order begins on the Effective Date and ends on September 30, 2028 (the “**End Date**”).
5. The City of Vancouver must prepare and submit a housing target progress report at the intervals set out in the attached **Schedule C** (*Housing Targets Progress Reporting*).

**SCHEDULE A**  
**Housing Targets**

1. The five-year housing target for the City of Vancouver is **28,900 Units**, which is the total minimum number of net new completed housing units required to comply with this Provincial Housing Target Order.
2. The above housing targets reflect 75% of the total Provincial Housing Needs Estimate for the City of Vancouver.
3. For each Progress Reporting Period as set out in Schedule C, the net new number of completed housing units will be measured annually and cumulatively, as follows:
  - a. Year 1: 5,202
  - b. Year 2: 10,597
  - c. Year 3: 16,281
  - d. Year 4: 22,349
  - e. Year 5: 28,900

**SCHEDULE B**  
**Performance Indicators**

1. The performance indicators to measure annual progress toward achieving the housing target are set out in Table 1 and are based on:
- a. Progress toward achieving the annual cumulative housing target; and
  - b. Actions taken by municipality toward meeting the annual housing target.

**Table 1 - Performance Indicators**

Category	Performance Indicator	Data to Measure
<b>Annual cumulative housing target</b>	Satisfactory progress to meet annual cumulative housing target, measured by completed net new housing units.	Total number of new completed housing units (minus demolitions) during the reporting period.
<b>Actions taken by the municipality toward meeting the annual cumulative housing target</b>	<p>Satisfactory progress demonstrated by:</p> <ol style="list-style-type: none"> <li>1. update of land use planning documents to align with housing targets;</li> <li>2. adoption of policies and initiatives to meet housing targets; and</li> <li>3. residential approvals complete and/or in progress that met or will meet housing targets.</li> </ol>	<ol style="list-style-type: none"> <li>1. Relevant information about updates to land use planning documents such as the Official Community Plan, Zoning Bylaw, Housing Needs Report, Housing Action Plan/Strategy (other documents, e.g., Strategic Plan) including date of last update, and related policies that align with achieving annual housing targets.</li> <li>2. Description of new/amended bylaws &amp; policies adopted to achieve housing targets.</li> <li>3. The number of applications received and permits issued in relation to residential development such as development, building and rezonings.</li> </ol>

**SCHEDULE C**  
**Housing Targets Progress Reporting**

The City of Vancouver must receive the progress report by resolution within 45 days of the end of the reporting period:

Reporting Period 1.1: October 1, 2023 – March 31, 2024

Reporting Period 1.2: October 1, 2023 – September 30, 2024

Reporting Period 2: October 1, 2024 – September 30, 2025

Reporting Period 3: October 1, 2025 – September 30, 2026

Reporting Period 4: October 1, 2026 – September 30, 2027

Reporting Period 5: October 1, 2027 – September 30, 2028

Progress Report Forms must be posted to the municipal website and submitted to the Minister as soon as practicable after being received.

PROVINCE OF BRITISH COLUMBIA

Ministerial Order No. M286

ORDER OF THE MINISTER RESPONSIBLE FOR THE  
*Housing Supply Act*

WHEREAS

- A. The minister has, prior to making this Housing Target Order, considered the information set out in section 3 (1) *Housing Supply Act*, SBC 2022, c.38, in relation to the City of Victoria.
- B. In accordance with section 3(2) and (3), *Housing Supply Act*, SBC 2022, c. 38, the minister has consulted with the City of Victoria regarding this housing target order.
- C. The minister has:
  - i. provided a description of the proposed Housing Target Order to the City of Victoria; and
  - ii. in accordance with section 4(1), Housing Supply Regulation, B.C. Reg. 133/2023, provided the City of Victoria an opportunity to provide written comments to the minister.
- D. An extension to the consultation period, if any, granted by the minister to the City of Victoria, pursuant to section 4(2), Housing Supply Regulation, B.C. Reg. 133/2023, has elapsed.

NOW THEREFORE Pursuant to section 2, *Housing Supply Act*, SBC 2022, c. 38, the Minister of Housing orders as follows:

1. A housing target order is made for the City of Victoria, effective October 1, 2023 (the “**Effective Date**”).
2. The housing targets for the City of Victoria under this housing target order are set out in the attached **Schedule A** (*Housing Targets*).

September 23, 2023

Date



Minister of Housing

(This part is for administrative purposes only and is not part of the Order)

Authority under which Order is made:

Act and section: Housing Supply Act, S.B.C. 2022, c. 38, s 2

Other: Housing Supply Regulation, B.C. Reg. 133/2023



3. The performance indicators by which progress by the City of Victoria toward meeting each housing target is to be assessed are described in the attached **Schedule B** (*Performance Indicators*).
4. This Housing Target Order begins on the Effective Date and ends on September 30, 2028 (the “**End Date**”).
5. The City of Victoria must prepare and submit a housing target progress report at the intervals set out in the attached **Schedule C** (*Housing Targets Progress Reporting*).

**SCHEDULE A**  
**Housing Targets**

1. The five-year housing target for the City of Victoria is **4,902 Units**, which is the total minimum number of net new completed housing units required to comply with this Provincial Housing Target Order.
2. The above housing targets reflect 75% of the total Provincial Housing Needs Estimate for the City of Victoria.
3. For each Progress Reporting Period as set out in Schedule C, the net new number of completed housing units will be measured annually and cumulatively, as follows:
  - a. Year 1: 659
  - b. Year 2: 1,425
  - c. Year 3: 2,352
  - d. Year 4: 3,493
  - e. Year 5: 4,902

**SCHEDULE B**  
**Performance Indicators**

1. The performance indicators to measure annual progress toward achieving the housing target are set out in Table 1 and are based on:
- a. Progress toward achieving the annual cumulative housing target; and
  - b. Actions taken by municipality toward meeting the annual housing target.

**Table 1 - Performance Indicators**

Category	Performance Indicator	Data to Measure
<b>Annual cumulative housing target</b>	Satisfactory progress to meet annual cumulative housing target, measured by completed net new housing units.	Total number of new completed housing units (minus demolitions) during the reporting period.
<b>Actions taken by the municipality toward meeting the annual cumulative housing target</b>	<p>Satisfactory progress demonstrated by:</p> <ol style="list-style-type: none"> <li>1. update of land use planning documents to align with housing targets;</li> <li>2. adoption of policies and initiatives to meet housing targets; and</li> <li>3. residential approvals complete and/or in progress that met or will meet housing targets.</li> </ol>	<ol style="list-style-type: none"> <li>1. Relevant information about updates to land use planning documents such as the Official Community Plan, Zoning Bylaw, Housing Needs Report, Housing Action Plan/Strategy (other documents, e.g., Strategic Plan) including date of last update, and related policies that align with achieving annual housing targets.</li> <li>2. Description of new/amended bylaws &amp; policies adopted to achieve housing targets.</li> <li>3. The number of applications received and permits issued in relation to residential development such as development, building and rezonings.</li> </ol>

**SCHEDULE C**  
**Housing Targets Progress Reporting**

The City of Victoria must receive the progress report by resolution within 45 days of the end of the reporting period:

Reporting Period 1.1: October 1, 2023 – March 31, 2024

Reporting Period 1.2: October 1, 2023 – September 30, 2024

Reporting Period 2: October 1, 2024 – September 30, 2025

Reporting Period 3: October 1, 2025 – September 30, 2026

Reporting Period 4: October 1, 2026 – September 30, 2027

Reporting Period 5: October 1, 2027 – September 30, 2028

Progress Report Forms must be posted to the municipal website and submitted to the Minister as soon as practicable after being received.

PROVINCE OF BRITISH COLUMBIA

Ministerial Order No. M287

ORDER OF THE MINISTER RESPONSIBLE FOR THE  
*Housing Supply Act*

WHEREAS

- A. The minister has, prior to making this Housing Target Order, considered the information set out in section 3 (1) *Housing Supply Act*, SBC 2022, c.38, in relation to the Corporation of the District of West Vancouver (District of West Vancouver).
- B. In accordance with section 3(2) and (3), *Housing Supply Act*, SBC 2022, c. 38, the minister has consulted with the District of West Vancouver regarding this housing target order.
- C. The minister has:
  - i. provided a description of the proposed Housing Target Order to the District of West Vancouver; and
  - ii. in accordance with section 4(1), Housing Supply Regulation, B.C. Reg. 133/2023, provided the District of West Vancouver an opportunity to provide written comments to the minister.
- D. An extension to the consultation period, if any, granted by the minister to the District of West Vancouver, pursuant to section 4(2), Housing Supply Regulation, B.C. Reg. 133/2023, has elapsed.

NOW THEREFORE Pursuant to section 2, *Housing Supply Act*, SBC 2022, c. 38, the Minister of Housing orders as follows:

- 1. A housing target order is made for the District of West Vancouver, effective October 1, 2023 (the “**Effective Date**”).
- 2. The housing targets for the District of West Vancouver under this housing target order are set out in the attached **Schedule A** (*Housing Targets*).

September 23, 2023

Date



Minister of Housing

(This part is for administrative purposes only and is not part of the Order)

Authority under which Order is made:

Act and section: Housing Supply Act, S.B.C. 2022, c. 38, s 2

Other: Housing Supply Regulation, B.C. Reg. 133/2023

3. The performance indicators by which progress by the District of West Vancouver toward meeting each housing target is to be assessed are described in the attached **Schedule B** (*Performance Indicators*).
4. This Housing Target Order begins on the Effective Date and ends on September 30, 2028 (the "**End Date**").
5. The District of West Vancouver must prepare and submit a housing target progress report at the intervals set out in the attached **Schedule C** (*Housing Targets Progress Reporting*).

**SCHEDULE A**  
**Housing Targets**

1. The five-year housing target for the District of West Vancouver is **1,432 Units**, which is the total minimum number of net new completed housing units required to comply with this Provincial Housing Target Order.
2. The above housing targets reflect 75% of the total Provincial Housing Needs Estimate for the District of West Vancouver.
3. For each Progress Reporting Period as set out in Schedule C, the net new number of completed housing units will be measured annually and cumulatively, as follows:
  - a. Year 1: 220
  - b. Year 2: 462
  - c. Year 3: 738
  - d. Year 4: 1,057
  - e. Year 5: 1,432

**SCHEDULE B**  
**Performance Indicators**

1. The performance indicators to measure annual progress toward achieving the housing target are set out in Table 1 and are based on:
- a. Progress toward achieving the annual cumulative housing target; and
  - b. Actions taken by municipality toward meeting the annual housing target.

**Table 1 - Performance Indicators**

Category	Performance Indicator	Data to Measure
<b>Annual cumulative housing target</b>	Satisfactory progress to meet annual cumulative housing target, measured by completed net new housing units.	Total number of new completed housing units (minus demolitions) during the reporting period.
<b>Actions taken by the municipality toward meeting the annual cumulative housing target</b>	<p>Satisfactory progress demonstrated by:</p> <ol style="list-style-type: none"> <li>1. update of land use planning documents to align with housing targets;</li> <li>2. adoption of policies and initiatives to meet housing targets; and</li> <li>3. residential approvals complete and/or in progress that met or will meet housing targets.</li> </ol>	<ol style="list-style-type: none"> <li>1. Relevant information about updates to land use planning documents such as the Official Community Plan, Zoning Bylaw, Housing Needs Report, Housing Action Plan/Strategy (other documents, e.g., Strategic Plan) including date of last update, and related policies that align with achieving annual housing targets.</li> <li>2. Description of new/amended bylaws &amp; policies adopted to achieve housing targets.</li> <li>3. The number of applications received and permits issued in relation to residential development such as development, building and rezonings.</li> </ol>



**SCHEDULE C**  
**Housing Targets Progress Reporting**

The District of West Vancouver must receive the progress report by resolution within 45 days of the end of the reporting period:

Reporting Period 1.1: October 1, 2023 – March 31, 2024

Reporting Period 1.2: October 1, 2023 – September 30, 2024

Reporting Period 2: October 1, 2024 – September 30, 2025

Reporting Period 3: October 1, 2025 – September 30, 2026

Reporting Period 4: October 1, 2026 – September 30, 2027

Reporting Period 5: October 1, 2027 – September 30, 2028

Progress Report Forms must be posted to the municipal website and submitted to the Minister as soon as practicable after being received.

PROVINCE OF BRITISH COLUMBIA

Ministerial Order No. M282

ORDER OF THE MINISTER RESPONSIBLE FOR THE  
*Housing Supply Act*

WHEREAS

- A. The minister has, prior to making this Housing Target Order, considered the information set out in section 3 (1) *Housing Supply Act*, SBC 2022, c.38, in relation to the Corporation of the District of Oak Bay (District of Oak Bay).
- B. In accordance with section 3(2) and (3), *Housing Supply Act*, SBC 2022, c. 38, the minister has consulted with the District of Oak Bay regarding this housing target order.
- C. The minister has:
  - I. provided a description of the proposed Housing Target Order to the District of Oak Bay; and.
  - II. in accordance with section 4(1), Housing Supply Regulation, B.C. Reg. 133/2023, provided the District of Oak Bay an opportunity to provide written comments to the minister.
- D. An extension to the consultation period, if any, granted by the minister to the District of Oak Bay, pursuant to section 4(2), Housing Supply Regulation, B.C. Reg. 133/2023, has elapsed.

NOW THEREFORE Pursuant to section 2, *Housing Supply Act*, SBC 2022, c. 38, the Minister of Housing orders as follows:

- 1. A housing target order is made for the District of Oak Bay, effective October 1, 2023 (the "**Effective Date**").
- 2. The housing targets for the District of Oak Bay under this housing target order are set out in the attached **Schedule A** (*Housing Targets*).

September 23, 2023

Date



Minister of Housing

(This part is for administrative purposes only and is not part of the Order)

Authority under which Order is made:

Act and section: Housing Supply Act, S.B.C. 2022, c. 38, s 2

Other: Housing Supply Regulation, B.C. Reg. 133/2023

3. The performance indicators by which progress by the District of Oak Bay toward meeting each housing target is to be assessed are described in the attached **Schedule B** (*Performance Indicators*).
4. This Housing Target Order begins on the Effective Date and ends on September 30, 2028 (the “**End Date**”).
5. The District of Oak Bay must prepare and submit a housing target progress report at the intervals set out in the attached **Schedule C** (*Housing Targets Progress Reporting*).

**SCHEDULE A**  
**Housing Targets**

1. The five-year housing target for the District of Oak Bay is **664 Units**, which is the total minimum number of net new completed housing units required to comply with this Provincial Housing Target Order.
2. The above housing targets reflect 75% of the total Provincial Housing Needs Estimate for the District of Oak Bay.
3. For each Progress Reporting Period as set out in Schedule C, the net new number of completed housing units will be measured annually and cumulatively, as follows:
  - a. Year 1: 56
  - b. Year 2: 138
  - c. Year 3: 258
  - d. Year 4: 429
  - e. Year 5: 664

**SCHEDULE B**  
**Performance Indicators**

1. The performance indicators to measure annual progress toward achieving the housing target are set out in Table 1 and are based on:
- a. Progress toward achieving the annual cumulative housing target; and
  - b. Actions taken by municipality toward meeting the annual housing target.

**Table 1 - Performance Indicators**

Category	Performance Indicator	Data to Measure
<b>Annual cumulative housing target</b>	Satisfactory progress to meet annual cumulative housing target, measured by completed net new housing units.	Total number of new completed housing units (minus demolitions) during the reporting period.
<b>Actions taken by the municipality toward meeting the annual cumulative housing target</b>	<p>Satisfactory progress demonstrated by:</p> <ol style="list-style-type: none"> <li>1. update of land use planning documents to align with housing targets;</li> <li>2. adoption of policies and initiatives to meet housing targets; and</li> <li>3. residential approvals complete and/or in progress that met or will meet housing targets.</li> </ol>	<ol style="list-style-type: none"> <li>1. Relevant information about updates to land use planning documents such as the Official Community Plan, Zoning Bylaw, Housing Needs Report, Housing Action Plan/Strategy (other documents, e.g., Strategic Plan) including date of last update, and related policies that align with achieving annual housing targets.</li> <li>2. Description of new/amended bylaws &amp; policies adopted to achieve housing targets.</li> <li>3. The number of applications received and permits issued in relation to residential development such as development, building and rezonings.</li> </ol>

**SCHEDULE C**  
**Housing Targets Progress Reporting**

The District of Oak Bay must receive the progress report by resolution within 45 days of the end of the reporting period:

Reporting Period 1.1: October 1, 2023 – March 31, 2024

Reporting Period 1.2: October 1, 2023 – September 30, 2024

Reporting Period 2: October 1, 2024 – September 30, 2025

Reporting Period 3: October 1, 2025 – September 30, 2026

Reporting Period 4: October 1, 2026 – September 30, 2027

Reporting Period 5: October 1, 2027 – September 30, 2028

Progress Report Forms must be posted to the municipal website and submitted to the Minister as soon as practicable after being received.



BRITISH  
COLUMBIA

VIA EMAIL

Ref. 61443

September 26, 2023

His Worship Ross Siemens  
Mayor of the City of Abbotsford  
Email: [mayorsiemens@abbotsford.ca](mailto:mayorsiemens@abbotsford.ca)

Dear Mayor Siemens:

RE: Housing Target Order for the City of Abbotsford

Thank you for your letter of September 14, 2023, in response to the proposed Housing Target Order (Order). I appreciate the feedback about the housing targets and progress reporting and have addressed them in this letter below.

I have attached the Order for the City of Abbotsford effective October 1, 2023 (see Appendix A). The Order sets out the total five-year housing target to be met by September 30, 2028, and annual cumulative housing targets (Schedule A), housing target performance indicators (Schedule B), and progress reporting dates (Schedule C). The Order will be published on BC Laws and must also be published on the City of Abbotsford's internet site.

I want to thank your staff for working with the provincial team through the target-setting process and the commitment from the City of Abbotsford to address the housing crisis in your community. To address the housing crisis, strong action is required from all levels of government.

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**Office of the  
Minister of Housing**

Website:  
[www.gov.bc.ca/housing](http://www.gov.bc.ca/housing)

Mailing Address:  
PO Box 9074 Stn Prov Govt  
Victoria BC V8W 9E9  
Phone: 236 478-3970

Location:  
Parliament Buildings  
Victoria BC V8V 1X4  
Email: [HOUS.Minister@gov.bc.ca](mailto:HOUS.Minister@gov.bc.ca)

In February 2023, the Province launched the \$1 billion Growing Communities Fund, providing grants to every local and regional government to deliver infrastructure projects necessary to enable growth in their communities. In addition, the Province recently announced \$61 million to support local governments in meeting new density initiatives, including updating Housing Needs Reports, Official Community Plans, and zoning and development finance bylaws. BC Housing's Community Housing Fund, and other funding programs give consideration to non-profits, co-operative and municipal housing providers, and First Nations delivering housing in municipalities where housing need is significant. Together, these funding initiatives provide a foundation for local governments to move forward with the implementation of housing targets within their communities, as well as contribute to the wider goal of addressing the housing crisis in B.C.

### **Housing Targets**

Housing targets set out in the Order reflect 75% of the Province's total estimated housing need for the City of Abbotsford. This is the minimum number of completed net new units to be delivered annually and cumulatively for the five-year period of the Order. The City of Abbotsford should strive to achieve 100% of the estimated housing need over the duration of the Order.

Appendix B includes the unit breakdown (size, tenure, unit affordability and supportive housing) as interim guidance for the City of Abbotsford. I encourage the City of Abbotsford to strive toward meeting and monitoring the unit breakdown to deliver the right type of housing needed in your community. The unit breakdown is currently not required but can be reported as supplemental information.

### **Progress Reporting**

Housing target progress reports must be received by Council resolution within 45 days after the end of each reporting period as set out in Schedule C. As soon as practicable after receiving the housing target progress report, the City of Abbotsford must submit the report to the Minister and publish the report on its municipal website.

In addition to reporting on the net new completed units, the City of Abbotsford must also report on information about actions taken and progress toward meeting the housing target order (see housing target performance indicators in Schedule B). If a housing target has not been met, the City of Abbotsford must also report any planned actions toward meeting the housing target within the 2-year period following the report.

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I appreciate your concerns about completions as the primary metric for measuring progress towards achieving targets. The Province is committed to measuring the targets against move-in ready housing (completions), however building permits will also be considered as part of the evaluation of municipal efforts to meet targets. In addition to assessing progress towards meeting a housing target, the Province may analyze market conditions, and other external factors concerning housing development.

**First Nations Engagement**

Municipalities have an important role to play in Reconciliation, particularly with First Nations whose territory includes your municipality and Indigenous peoples living in or near your community. I strongly encourage the City of Abbotsford to frequently and meaningfully engage with First Nations on land use planning to ensure that increased housing supply is responsive to Indigenous housing needs and does not negatively impact on culturally and environmentally sensitive lands.

We appreciate your commitment to working toward our shared housing outcomes.

Sincerely,



Ravi Kahlon  
Minister of Housing

**Attachments:**

Appendix A: Housing Target Order for the City of Abbotsford.

Appendix B: Housing Unit Breakdown as Guidance for the City of Abbotsford.

pc: Teri Collins, Deputy Minister, Ministry of Housing  
Okenge Yuma Morisho, Deputy Minister, Ministry of Municipal Affairs  
Bindi Sawchuk, Assistant Deputy Minister, Ministry of Housing  
Tara Faganello, Assistant Deputy Minister, Ministry of Municipal Affairs  
Peter Sparanese, City Manager, City of Abbotsford

## Appendix B – Housing Unit Breakdown as Guidance for the City of Abbotsford

The following guidelines are based on 75% of the Province's estimated housing need by unit size, tenure, rental affordability, and rental units with on-site supports. Needs are estimated over a five-year timeframe between 2023 and 2028.

UNITS BY SIZE	GUIDELINE
Studio/One bedroom*	3,991* (1 Bedroom Minimum 1,586)
Two Bedroom	1,213
Three or More Bedroom	2,034

UNITS BY TENURE	GUIDELINE
Rental Units	3,753
Owned Units	3,487

**Rental units:** Number of new rental units built in prescribed municipality, including purpose built rental and secondary rental (e.g., secondary suites, accessory dwellings, etc.).

RENTAL AFFORDABILITY	GUIDELINE
Below Market	2,331
Market	1,421

**Below Market:** Number of rental units which are at or below 30% of the local Housing Income Limits (HIL) per size.

SUPPORTIVE RENTAL UNITS	TOTAL
With On-site Supports	198

**Supportive rental units with On-Site Supports:** Number of below-market rental units with on-site supports to provide permanent housing for people to transition out of homelessness.



BRITISH  
COLUMBIA

VIA EMAIL

Ref. 61388

September 26, 2023

His Worship George Harvie  
Mayor of the City of Delta  
Email: [mayorharvie@delta.ca](mailto:mayorharvie@delta.ca)

Dear Mayor Harvie:

RE: Housing Target Order for the City of Delta

Thank you for your letter of September 12, 2023, in response to the proposed Housing Target Order (Order). I appreciate the feedback about the housing targets and progress reporting and have addressed them in this letter below.

I have attached the Order for the City of Delta effective October 1, 2023 (see Appendix A). The Order sets out the total five-year housing target to be met by September 30, 2028, and annual cumulative housing targets (Schedule A), housing target performance indicators (Schedule B), and progress reporting dates (Schedule C). The Order will be published on BC Laws and must also be published on the City of Delta's internet site.

I want to thank your staff for working with the provincial team through the target-setting process and the commitment from the City of Delta to address the housing crisis in your community. To address the housing crisis, strong action is required from all levels of government.

.../2

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**Office of the  
Minister of Housing**

Website:  
[www.gov.bc.ca/housing](http://www.gov.bc.ca/housing)

Mailing Address:  
PO Box 9074 Stn Prov Govt  
Victoria BC V8W 9E9  
Phone: 236 478-3970

Location:  
Parliament Buildings  
Victoria BC V8V 1X4  
Email: [HOUS.Minister@gov.bc.ca](mailto:HOUS.Minister@gov.bc.ca)

In February 2023, the Province launched the \$1 billion Growing Communities Fund, providing grants to every local and regional government to deliver infrastructure projects necessary to enable growth in their communities. In addition, the Province recently announced \$61 million to support local governments in meeting new density initiatives, including updating Housing Needs Reports, Official Community Plans, and zoning and development finance bylaws. BC Housing's Community Housing Fund, and other funding programs give consideration to non-profits, co-operative and municipal housing providers, and First Nations delivering housing in municipalities where housing need is significant. Together, these funding initiatives provide a foundation for local governments to move forward with the implementation of housing targets within their communities, as well as contribute to the wider goal of addressing the housing crisis in B.C.

New legislation planned for fall 2023 will make it easier for municipalities to get small scale, multi-unit homes built, and the Province will continue to help speed up local approval processes through the ongoing implementation of the Development Approvals Process Review. I appreciate Delta's efforts to seek other legislative improvements through your UBCM resolution.

### **Housing Targets**

Housing targets set out in the Order reflect 75% of the Province's total estimated housing need for the City of Delta. This is the minimum number of completed net new units to be delivered annually and cumulatively for the five-year period of the Order. The City of Delta should strive to achieve 100% of the estimated housing need over the duration of the Order.

Appendix B includes the unit breakdown (size, tenure, unit affordability and supportive housing ) as interim guidance for the City of Delta. I encourage the City of Delta to strive toward meeting and monitoring the unit breakdown to deliver the right type of housing needed in your community. The unit breakdown is currently not required but can be reported as supplemental information.

### **Progress Reporting**

Housing target progress reports must be received by Council resolution within 45 days after the end of each reporting period as set out in Schedule C. As soon as practicable after receiving the housing target progress report, the City of Delta must submit the report to the Minister and publish the report on its municipal website.

.../3

In addition to reporting on the net new completed units, the City of Delta must also report on information about actions taken and progress toward meeting the housing target order (see housing target performance indicators in Schedule B). If a housing target has not been met, the City of Delta must also report any planned actions toward meeting the housing target within the 2-year period following the report.

I appreciate Delta's concerns about completions as the primary metric for measuring progress towards achieving targets. The Province is committed to measuring the targets against move-in ready housing (completions), however building permits will also be considered as part of the evaluation of municipal efforts to meet targets. In addition to assessing progress towards meeting a housing target, the Province may analyze market conditions, and other external factors concerning housing development.

### **First Nations Engagement**

Municipalities have an important role to play in Reconciliation, particularly with First Nations whose territory includes your municipality and Indigenous peoples living in or near your community. I strongly encourage the City of Delta to frequently and meaningfully engage with First Nations on land use planning to ensure that increased housing supply is responsive to Indigenous housing needs and does not negatively impact on culturally and environmentally sensitive lands.

We appreciate your commitment to working toward our shared housing outcomes.

Sincerely,

A handwritten signature in black ink, appearing to be 'Ravi Kahlon', with a stylized, flowing script.

Ravi Kahlon  
Minister of Housing

### **Attachments:**

Appendix A: Housing Target Order for the City of Delta

Appendix B: Housing Unit Breakdown as Guidance for the City of Delta

pc: Teri Collins, Deputy Minister, Ministry of Housing  
Okenge Yuma Morisho, Deputy Minister, Ministry of Municipal Affairs  
Bindi Sawchuk, Assistant Deputy Minister, Ministry of Housing  
Tara Faganello, Assistant Deputy Minister, Ministry of Municipal Affairs  
Sean McGill, City Manager, City of Delta

## Appendix B – Housing Unit Breakdown as Guidance for the City of Delta

The following guidelines are based on 75% of the Province's estimated housing need by unit size, tenure, rental affordability, and rental units with on-site supports. Needs are estimated over a five-year timeframe between 2023 and 2028.

UNITS BY SIZE	GUIDELINE
Studio/One bedroom*	2,021* (1 Bedroom Minimum 727)
Two Bedroom	682
Three or More Bedroom	904

UNITS BY TENURE	GUIDELINE
Rental Units	2,030
Owned Units	1,577

**Rental units:** Number of new rental units built in prescribed municipality, including purpose built rental and secondary rental (e.g., secondary suites, accessory dwellings, etc.).

RENTAL AFFORDABILITY	GUIDELINE
Below Market	830
Market	1,199

**Below Market:** Number of rental units which are at or below 30% of the local Housing Income Limits (HIL) per size.

SUPPORTIVE RENTAL UNITS	TOTAL
With On-site Supports	95

**Supportive rental units with On-Site Supports:** Number of below-market rental units with on-site supports to provide permanent housing for people to transition out of homelessness.



BRITISH  
COLUMBIA

VIA EMAIL

Ref. 61122

September 26, 2023

His Worship Mike Little  
Mayor of the District of North Vancouver  
Email: [mayor@dnv.org](mailto:mayor@dnv.org)

Dear Mayor Little:

RE: Housing Target Order for the District of North Vancouver

Thank you for your letter of August 28, 2023, in response to the proposed Housing Target Order (Order). I appreciate the feedback about the housing targets and have addressed them in this letter below.

I have attached the Order for the District of North Vancouver effective October 1, 2023 (see Appendix A). The Order sets out the total five-year housing target to be met by September 30, 2028, and annual cumulative housing targets (Schedule A), housing target performance indicators (Schedule B), and progress reporting dates (Schedule C). The Order will be published on BC Laws and must also be published on the District of North Vancouver's internet site.

I want to thank your staff for working with the provincial team through the target-setting process and the commitment from the District of North Vancouver to address the housing crisis in your community. To address the housing crisis, strong action is required from all levels of government.

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**Office of the  
Minister of Housing**

Website:  
[www.gov.bc.ca/housing](http://www.gov.bc.ca/housing)

Mailing Address:  
PO Box 9074 Stn Prov Govt  
Victoria BC V8W 9E9  
Phone: 236 478-3970

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Parliament Buildings  
Victoria BC V8V 1X4  
Email: [HOUS.Minister@gov.bc.ca](mailto:HOUS.Minister@gov.bc.ca)



In February 2023, the Province launched the \$1 billion Growing Communities Fund, providing grants to every local and regional government to deliver infrastructure projects necessary to enable growth in their communities. In addition, the Province recently announced \$61 million to support local governments in meeting new density initiatives, including updating Housing Needs Reports, Official Community Plans, and zoning and development finance bylaws. BC Housing's Community Housing Fund and other funding programs give consideration to non-profits, co-operative and municipal housing providers, and First Nations delivering housing in municipalities where housing need is significant. Together, these funding initiatives provide a foundation for local governments to move forward with the implementation of housing targets within their communities, as well as contribute to the wider goal of addressing the housing crisis in B.C.

### **Housing Targets**

Housing targets set out in the Order reflect 75% of the Province's total estimated housing need for the District of North Vancouver. This is the minimum number of completed net new units to be delivered annually and cumulatively for the five-year period of the Order. The District of North Vancouver to achieve 100% of the estimated housing need over the duration of the Order.

Appendix B includes the unit breakdown (size, tenure, unit affordability and supportive housing ) as interim guidance for the District of North Vancouver. I encourage the District of North Vancouver to strive toward meeting and monitoring the unit breakdown to deliver the right type of housing needed in your community. The unit breakdown is currently not required but can be reported as supplemental information.

### **Progress Reporting**

Housing target progress reports must be received by Council resolution within 45 days after the end of each reporting period as set out in Schedule C. As soon as practicable after receiving the housing target progress report, the District of North Vancouver must submit the report to the Minister and publish the report on its municipal website.

In addition to reporting on the net new completed units, the District of North Vancouver must also report on information about actions taken and progress toward meeting the housing target order (see housing target performance indicators in Schedule B). If a housing target has not been met, the District of North Vancouver must also report any planned actions toward meeting the housing target within the 2-year period following the report.

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His Worship Mike Little

Page 3

In response to your feedback, as part of evaluating municipal efforts to increase housing supply, we will consider municipalities' role in supporting and servicing housing projects outside of municipal jurisdiction, including on Indigenous lands and for post-secondary institutions. In addition to assessing progress towards meeting a housing target, the Province may analyze market conditions, and external factors concerning housing development.

### **First Nations Engagement**

Municipalities have an important role to play in Reconciliation, particularly with First Nations whose territory includes your municipality and Indigenous peoples living in or near your community. I strongly encourage the District of North Vancouver to frequently and meaningfully engage with First Nations on land use planning to ensure that increased housing supply is responsive to Indigenous housing needs and does not negatively impact on culturally and environmentally sensitive lands.

We appreciate your commitment to working toward our shared housing outcomes.

Sincerely,



Ravi Kahlon  
Minister of Housing

### **Attachments:**

Appendix A: Housing Target Order for the District of North Vancouver

Appendix B: Housing Unit Breakdown as Guidance for the District of North Vancouver

pc: Teri Collins, Deputy Minister, Ministry of Housing  
Okenge Yuma Morisho, Deputy Minister, Ministry of Municipal Affairs  
Bindi Sawchuk, Assistant Deputy Minister, Ministry of Housing  
Tara Faganello, Assistant Deputy Minister, Ministry of Municipal Affairs  
David Stuart, Chief Administrative Officer, District of North Vancouver

## Appendix B – Housing Unit Breakdown as Guidance for the District of North Vancouver

The following guidelines are based on 75% of the Province's estimated housing need by unit size, tenure, rental affordability, and rental units with on-site supports. Needs are estimated over a five-year timeframe between 2023 and 2028.

UNITS BY SIZE	GUIDELINE
Studio/One bedroom*	1,605* (1 Bedroom Minimum 586)
Two Bedroom	534
Three or More Bedroom	698

UNITS BY TENURE	GUIDELINE
Rental Units	1,541
Owned Units	1,297

**Rental units:** Number of new rental units built in prescribed municipality, including purpose built rental and secondary rental (e.g., secondary suites, accessory dwellings, etc.).

RENTAL AFFORDABILITY	GUIDELINE
Below Market	657
Market	884

**Below Market:** Number of rental units which are at or below 30% of the local Housing Income Limits (HIL) per size.

SUPPORTIVE RENTAL UNITS	TOTAL
With On-site Supports	78

**Supportive rental units with On-Site Supports:** Number of below-market rental units with on-site supports to provide permanent housing for people to transition out of homelessness.



BRITISH  
COLUMBIA

VIA EMAIL

Ref. 61529

September 26, 2023

His Worship Reid Hamer-Jackson  
Mayor of the City of Kamloops  
Email: [mayor@kamloops.ca](mailto:mayor@kamloops.ca)

Dear Mayor Hamer-Jackson:

RE: Housing Target Order for the City of Kamloops

Thank you for your letter of September 11, 2023, in response to the proposed Housing Target Order (Order). I appreciate the feedback and have addressed your concerns in this letter below.

I have attached the Order for the City of Kamloops effective October 1, 2023 (see Appendix A). The Order sets out the total five-year housing target to be met by September 30, 2028, and annual cumulative housing targets (Schedule A), housing target performance indicators (Schedule B), and progress reporting dates (Schedule C). The Order will be published on BC Laws and must also be published on the City of Kamloops's internet site.

I want to thank your staff for working with the provincial team through the target-setting process and the commitment from the City of Kamloops to address the housing crisis in your community. To address the housing crisis, strong action is required from all levels of government.

In February 2023, the Province launched the \$1 billion Growing Communities Fund, providing grants to every local and regional government to deliver infrastructure projects necessary to enable growth in their communities. In addition, the Province recently announced \$61 million to support local governments in meeting new density initiatives,

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**Office of the  
Minister of Housing**

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Location:  
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Email: [HOUS.Minister@gov.bc.ca](mailto:HOUS.Minister@gov.bc.ca)

including updating Housing Needs Reports, Official Community Plans, and zoning and development finance bylaws. BC Housing's Community Housing Fund and other funding programs give consideration to non-profits, co-operative and municipal housing providers, and First Nations delivering housing in municipalities where housing need is significant. Together, these funding initiatives provide a foundation for local governments to move forward with the implementation of housing targets within their communities, as well as contribute to the wider goal of addressing the housing crisis in B.C.

### **Housing Targets**

Housing targets set out in the Order reflect 75% of the Province's total estimated housing need for the City of Kamloops. This is the minimum number of completed net new units to be delivered annually and cumulatively and for the five-year period of the Order. The City of Kamloops should strive to achieve 100% of the estimated housing need over the duration of the Order.

Appendix B includes the unit breakdown (size, tenure, unit affordability and supportive housing ) as interim guidance for the City of Kamloops. I encourage the City of Kamloops to strive toward meeting and monitoring the unit breakdown to deliver the right type of housing needed in your community. The unit breakdown is currently not required but can be reported as supplemental information.

### **Progress Reporting**

Housing target progress reports must be received by Council resolution within 45 days after the end of each reporting period as set out in Schedule C. As soon as practicable after receiving the housing target progress report, the City of Kamloops must submit the report to the Minister and publish the report on its municipal website.

In addition to reporting on the net new completed units, the City of Kamloops must also report on information about actions taken and progress toward meeting the housing target order (see housing target performance indicators in Schedule B). If a housing target has not been met, the City of Kamloops must also report any planned actions toward meeting the housing target within the 2-year period following the report.

I acknowledge the devastating impacts from this year's wildfires on City resources and recognize that there are many external factors that can limit new housing being built. In addition to assessing progress towards meeting a housing target, the Province may analyze market conditions, and other external factors concerning housing development.

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His Worship Reid Hamer-Jackson

Page 3

### **First Nations Engagement**

Municipalities have an important role to play in Reconciliation, particularly with First Nations whose territory includes your municipality and Indigenous peoples living in or near your community. I strongly encourage the City of Kamloops to frequently and meaningfully engage with First Nations on land use planning to ensure that increased housing supply is responsive to Indigenous housing needs and does not negatively impact on culturally and environmentally sensitive lands.

We appreciate your commitment to working toward our shared housing outcomes.

Sincerely,



Ravi Kahlon  
Minister of Housing

#### **Attachments:**

Appendix A: Housing Target Order for the City of Kamloops

Appendix B: Housing Unit Breakdown as Guidance for the City of Kamloops

pc: Teri Collins, Deputy Minister, Ministry of Housing  
Okenge Yuma Morisho, Deputy Minister, Ministry of Municipal Affairs  
Bindi Sawchuk, Assistant Deputy Minister, Ministry of Housing  
Tara Faganello, Assistant Deputy Minister, Ministry of Municipal Affairs  
David Trawin, Chief Administrative Officer, City of Kamloops

## Appendix B – Housing Unit Breakdown as Guidance for the City of Kamloops

The following guidelines are based on 75% of the Province's estimated housing need by unit size, tenure, rental affordability, and rental units with on-site supports. Needs are estimated over a five-year timeframe between 2023 and 2028.

UNITS BY SIZE	GUIDELINE
Studio/One bedroom*	2,642* (1 Bedroom Minimum 1,037)
Two Bedroom	739
Three or More Bedroom	854

UNITS BY TENURE	GUIDELINE
Rental Units	2,227
Owned Units	2,009

**Rental units:** Number of new rental units built in prescribed municipality, including purpose built rental and secondary rental (e.g., secondary suites, accessory dwellings, etc.).

RENTAL AFFORDABILITY	GUIDELINE
Below Market	1,320
Market	907

**Below Market:** Number of rental units which are at or below 30% of the local Housing Income Limits (HIL) per size.

SUPPORTIVE RENTAL UNITS	TOTAL
With On-site Supports	115

**Supportive rental units with On-Site Supports:** Number of below-market rental units with on-site supports to provide permanent housing for people to transition out of homelessness.



BRITISH  
COLUMBIA

VIA EMAIL

Ref. 61441

September 26, 2023

His Worship Kevin Murdoch  
Mayor of the District of Oak Bay  
Email: [mayor@oakbay.ca](mailto:mayor@oakbay.ca)

Dear Mayor Murdoch:

RE: Housing Target Order for the District of Oak Bay

Thank you for your letter of September 14, 2023, in response to the proposed Housing Target Order (Order). Thank you for feedback about the housing targets program. Your suggestions have been directed to Ministry of Housing staff for further consideration.

I have attached the Order for the District of Oak Bay effective October 1, 2023 (see Appendix A). The Order sets out the total five-year housing target to be met by September 30, 2028 and annual cumulative housing targets (Schedule A), housing target performance indicators (Schedule B), and progress reporting dates (Schedule C). The Order will be published on BC Laws and must also be published on the District of Oak Bay's internet site.

I want to thank your staff for working with the provincial team through the target-setting process and the commitment from the District of Oak Bay to address the housing crisis in your community. To address the housing crisis, strong action is required from all levels of government.

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**Office of the  
Minister of Housing**

Website:  
[www.gov.bc.ca/housing](http://www.gov.bc.ca/housing)

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Location:  
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Email: [HOUS.Minister@gov.bc.ca](mailto:HOUS.Minister@gov.bc.ca)



In February 2023, the Province launched the \$1 billion Growing Communities Fund, providing grants to every local and regional government to deliver infrastructure projects necessary to enable growth in their communities. In addition, the Province recently announced \$61 million to support local governments in meeting new density initiatives, including updating Housing Needs Reports, Official Community Plans, and zoning and development finance bylaws. BC Housing's Community Housing Fund and other funding programs give consideration to non-profits, co-operative and municipal housing providers, and First Nations delivering housing in municipalities where housing need is significant. Together, these funding initiatives provide a foundation for local governments to move forward with the implementation of housing targets within their communities, as well as contribute to the wider goal of addressing the housing crisis in B.C.

### **Housing Targets**

Housing targets set out in the Order reflect 75% of the Province's total estimated housing need for the District of Oak Bay. This is the minimum number of completed net new units to be delivered annually and cumulatively for the five-year period of the Order. The District of Oak Bay should strive to achieve 100% of the estimated housing need over the duration of the Order.

Appendix B includes the unit breakdown (size, tenure, unit affordability and supportive housing) as interim guidance for the District of Oak Bay. I encourage the District of Oak Bay to strive toward meeting and monitoring the unit breakdown to deliver the right type of housing needed in your community. The unit breakdown is currently not required but can be reported as supplemental information.

### **Progress Reporting**

Housing target progress reports must be received by Council resolution within 45 days after the end of each reporting period as set out in Schedule C. As soon as practicable after receiving the housing target progress report, the District of Oak Bay must submit the report to the Minister and publish the report on its municipal website.

In addition to reporting on the net new completed units, the District of Oak Bay must also report on information about actions taken and progress toward meeting the housing target order (see housing target performance indicators in Schedule B). If a housing target has not been met, the District of Oak Bay must also report any planned actions toward meeting the housing target within the 2-year period following the report.

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His Worship Kevin Murdoch

Page 3

I appreciate Oak Bay's concerns about completions as the primary metric for measuring progress towards achieving targets. The Province is committed to measuring the targets against move-in ready housing (completions), however building permits will also be considered as part of the evaluation of municipal efforts to meet targets. In addition to assessing progress towards meeting a housing target, the Province may analyze market conditions, and other external factors, concerning housing development.

### **First Nations Engagement**

Municipalities have an important role to play in Reconciliation, particularly with First Nations whose territory includes your municipality and Indigenous peoples living in or near your community. I strongly encourage the District of Oak Bay to frequently and meaningfully engage with First Nations on land use planning to ensure that increased housing supply is responsive to Indigenous housing needs and does not negatively impact on culturally and environmentally sensitive lands.

We appreciate your commitment to working toward our shared housing outcomes.

Sincerely,



Ravi Kahlon  
Minister of Housing

### **Attachments:**

Appendix A: Housing Target Order for the District of Oak Bay

Appendix B: Housing Unit Breakdown as Guidance for the District of Oak Bay

pc: Teri Collins, Deputy Minister, Ministry of Housing  
Okenge Yuma Morisho, Deputy Minister, Ministry of Municipal Affairs  
Bindi Sawchuk, Assistant Deputy Minister, Ministry of Housing  
Tara Faganello, Assistant Deputy Minister, Ministry of Municipal Affairs  
Selina Williams, Chief Administrative Officer, District of Oak Bay

## Appendix B – Housing Unit Breakdown as Guidance for the District of Oak Bay

The following guidelines are based on 75% of the Province's estimated housing need by unit size, tenure, rental affordability, and rental units with on-site supports. Needs are estimated over a five-year timeframe between 2023 and 2028.

UNITS BY SIZE	GUIDELINE
Studio/One bedroom*	446* (1 Bedroom Minimum 183)
Two Bedroom	100
Three or More Bedroom	118

UNITS BY TENURE	GUIDELINE
Rental Units	246
Owned Units	418

**Rental units:** Number of new rental units built in prescribed municipality, including purpose built rental and secondary rental (e.g., secondary suites, accessory dwellings, etc.).

RENTAL AFFORDABILITY	GUIDELINE
Below Market	141
Market	104

**Below Market:** Number of rental units which are at or below 30% of the local Housing Income Limits (HIL) per size.

SUPPORTIVE RENTAL UNITS	TOTAL
With On-site Supports	20

**Supportive rental units with On-Site Supports:** Number of below-market rental units with on-site supports to provide permanent housing for people to transition out of homelessness.



VIA EMAIL

Ref. 61390

September 26, 2023

Her Worship Meghan Lahti  
Mayor of the City of Port Moody  
Email: [mLahti@portmoody.ca](mailto:mLahti@portmoody.ca)

Dear Mayor Lahti:

RE: Housing Target Order for the City of Port Moody

Thank you for the letter of September 13, 2023, in response to the proposed Housing Target Order (Order). I appreciate the feedback about the housing targets and progress reporting and have addressed them in this letter below.

I have attached the Order for the City of Port Moody effective October 1, 2023 (see Appendix A). The Order sets out the total five-year housing target to be met by September 30, 2028, and annual cumulative housing targets (Schedule A), housing target performance indicators (Schedule B), and progress reporting dates (Schedule C). The Order will be published on BC Laws and must also be published on the City of Port Moody's internet site.

I want to thank your staff for working with the provincial team through the target-setting process and the commitment from the City of Port Moody to address the housing crisis in your community. To address the housing crisis, strong action is required from all levels of government.

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**Office of the  
Minister of Housing**

Website:  
[www.gov.bc.ca/housing](http://www.gov.bc.ca/housing)

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Location:  
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Email: [HOUS.Minister@gov.bc.ca](mailto:HOUS.Minister@gov.bc.ca)

In February 2023, the Province launched the \$1 billion Growing Communities Fund, providing grants to every local and regional government to deliver infrastructure projects necessary to enable growth in their communities. In addition, the Province recently announced \$61 million to support local governments in meeting new density initiatives, including updating Housing Needs Reports, Official Community Plans, and zoning and development finance bylaws. BC Housing's Community Housing Fund, and other funding programs give consideration to non-profits, co-operative and municipal housing providers, and First Nations delivering housing in municipalities where housing need is significant. Together, these funding initiatives provide a foundation for local governments to move forward with the implementation of housing targets within their communities, as well as contribute to the wider goal of addressing the housing crisis in B.C.

### **Housing Targets**

Housing targets set out in the Order reflect 75% of the Province's total estimated housing need for the City of Port Moody. This is the minimum number of completed net new units to be delivered annually and cumulatively for the five-year period of the Order. The City of Port Moody should strive to achieve 100% of the estimated housing need over the duration of the Order.

Appendix B includes the unit breakdown (size, tenure, unit affordability and supportive housing ) as interim guidance for the City of Port Moody. I encourage the City of Port Moody to strive toward meeting and monitoring the unit breakdown to deliver the right type of housing needed in your community. The unit breakdown is currently not required but can be reported as supplemental information.

### **Progress Reporting**

Housing target progress reports must be received by Council resolution within 45 days after the end of each reporting period as set out in Schedule C. As soon as practicable after receiving the housing target progress report, the City of Port Moody must submit the report to the Minister and publish the report on its municipal website.

In addition to reporting on the net new completed units, the City of Port Moody must also report on information about actions taken and progress toward meeting the housing target order (see housing target performance indicators in Schedule B). If a housing target has not been met, the City of Port Moody must also report any planned actions toward meeting the housing target within the 2-year period following the report.

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Her Worship Meghan Lahti

Page 3

I appreciate Port Moody's concerns about providing context to the data that each municipality reports. I have directed these concerns to Housing Targets Branch staff for consideration in the development of the progress report form. In addition to assessing progress towards meeting a housing target, the Province may analyze market conditions, and other factors concerning housing development.

### **First Nations Engagement**

Municipalities have an important role to play in Reconciliation, particularly with First Nations whose territory includes your municipality and Indigenous peoples living in or near your community. I strongly encourage the City of Port Moody to frequently and meaningfully engage with First Nations on land use planning to ensure that increased housing supply is responsive to Indigenous housing needs and does not negatively impact on culturally and environmentally sensitive lands.

We appreciate your commitment to working toward our shared housing outcomes.

Sincerely,



Ravi Kahlon  
Minister of Housing

### **Attachments:**

Appendix A: Housing Target Order for the City of Port Moody

Appendix B: Housing Unit Breakdown as Guidance for the City of Port Moody

pc: Teri Collins, Deputy Minister, Ministry of Housing  
Okenge Yuma Morisho, Deputy Minister, Ministry of Municipal Affairs  
Bindi Sawchuk, Assistant Deputy Minister, Ministry of Housing  
Tara Faganello, Assistant Deputy Minister, Ministry of Municipal Affairs  
Tim Savoie, City Manager, City of Port Moody

## Appendix B – Housing Unit Breakdown as Guidance for the City of Port Moody

The following guidelines are based on 75% of the Province's estimated housing need by unit size, tenure, rental affordability, and rental units with on-site supports. Needs are estimated over a five-year timeframe between 2023 and 2028.

UNITS BY SIZE	GUIDELINE
Studio/One bedroom*	903* (1 Bedroom Minimum 366)
Two Bedroom	328
Three or More Bedroom	462

UNITS BY TENURE	GUIDELINE
Rental Units	704
Owned Units	989

**Rental units:** Number of new rental units built in prescribed municipality, including purpose built rental and secondary rental (e.g., secondary suites, accessory dwellings, etc.).

RENTAL AFFORDABILITY	GUIDELINE
Below Market	238
Market	466

**Below Market:** Number of rental units which are at or below 30% of the local Housing Income Limits (HIL) per size.

SUPPORTIVE RENTAL UNITS	TOTAL
With On-site Supports	30

**Supportive rental units with On-Site Supports:** Number of below-market rental units with on-site supports to provide permanent housing for people to transition out of homelessness.



BRITISH  
COLUMBIA

VIA EMAIL

Ref. 61303

September 26, 2023

His Worship Dean Murdock  
Mayor of the District of Saanich  
Email: [mayor@saanich.ca](mailto:mayor@saanich.ca)

Dear Mayor Murdock:

RE: Housing Target Order for the District of Saanich

Thank you for your letter of September 8, 2023, in response to the proposed Housing Target Order (Order). I appreciate the feedback about the housing targets and have addressed them in this letter below.

I have attached the Order for the District of Saanich effective October 1, 2023 (see Appendix A). The Order sets out the total five-year housing target to be met by September 30, 2028, and annual cumulative housing targets (Schedule A), housing target performance indicators (Schedule B), and progress reporting dates (Schedule C). The Order will be published on BC Laws and must also be published on the District of Saanich's internet site.

I want to thank your staff for working with the provincial team through the target-setting process and the commitment from the District of Saanich to address the housing crisis in your community. To address the housing crisis, strong action is required from all levels of government.

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**Office of the  
Minister of Housing**

Website:  
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Phone: 236 478-3970

Location:  
Parliament Buildings  
Victoria BC V8V 1X4  
Email: [HOUS.Minister@gov.bc.ca](mailto:HOUS.Minister@gov.bc.ca)



In February 2023, the Province launched the \$1 billion Growing Communities Fund, providing grants to every local and regional government to deliver infrastructure projects necessary to enable growth in their communities. In addition, the Province recently announced \$61 million to support local governments in meeting new density initiatives, including updating Housing Needs Reports, Official Community Plans, and zoning and development finance bylaws. BC Housing's Community Housing Fund and other funding programs give consideration to non-profits, co-operative and municipal housing providers, and First Nations delivering housing in municipalities where housing need is significant. Together, these funding initiatives provide a foundation for local governments to move forward with the implementation of housing targets within their communities, as well as contribute to the wider goal of addressing the housing crisis in B.C. I recommend the District of Saanich review BC Housing's Community Housing Fund regarding support for housing development projects on municipally owned land.

Municipalities should be doing all they can to create the conditions to support new housing supply. While the Province is setting targets to ensure current and future housing needs are being met, it is up to the District of Saanich to determine where new housing is most appropriate, including protecting rural, agricultural and environmentally and culturally sensitive areas in your municipality.

### **Housing Targets**

Housing targets set out in the Order reflect 75% of the Province's total estimated housing need for the District of Saanich. This is the minimum number of completed net new units to be delivered annually and cumulatively for the five-year period of the Order. the District of Saanich should strive to achieve 100% of the estimated housing need over the duration of the Order.

Appendix B includes the unit breakdown (size, tenure, unit affordability and supportive housing ) as interim guidance for the District of Saanich. I encourage the District of Saanich to strive toward meeting and monitoring the unit breakdown to deliver the right type of housing needed in your community. The unit breakdown is currently not required but can be reported as supplemental information.

### **Progress Reporting**

Housing target progress reports must be received by Council resolution within 45 days after the end of each reporting period as set out in Schedule C. As soon as practicable after receiving the housing target progress report, the District of Saanich must submit the report to the Minister and publish the report on its municipal website.

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In addition to reporting on the net new completed units, the District of Saanich must also report on information about actions taken and progress toward meeting the housing target order (see housing target performance indicators in Schedule B). If a housing target has not been met, the District of Saanich must also report any planned actions toward meeting the housing target within the 2-year period following the report. In assessing progress towards meeting a housing target, the Province may analyze market conditions, and other external factors concerning housing development.

### **First Nations Engagement**

Municipalities have an important role to play in Reconciliation, particularly with First Nations whose territory includes your municipality and Indigenous peoples living in or near your community. I strongly encourage the District of Saanich to frequently and meaningfully engage with First Nations on land use planning to ensure that increased housing supply is responsive to Indigenous housing needs and does not negatively impact on culturally and environmentally sensitive lands.

We appreciate your commitment to working toward our shared housing outcomes.

Sincerely,



Ravi Kahlon  
Minister of Housing

#### **Attachments:**

Appendix A: Housing Target Order for the District of Saanich

Appendix B: Housing Unit Breakdown as Guidance for the District of Saanich

pc: Teri Collins, Deputy Minister, Ministry of Housing  
Okenge Yuma Morisho, Deputy Minister, Ministry of Municipal Affairs  
Bindi Sawchuk, Assistant Deputy Minister, Ministry of Housing  
Tara Faganello, Assistant Deputy Minister, Ministry of Municipal Affairs  
Brent Reems, Chief Administrative Officer, District of Saanich

## Appendix B – Housing Unit Breakdown as Guidance for the District of Saanich

The following guidelines are based on 75% of the Province's estimated housing need by unit size, tenure, rental affordability, and rental units with on-site supports. Needs are estimated over a five-year timeframe between 2023 and 2028.

UNITS BY SIZE	GUIDELINE
Studio/One bedroom*	3,001* (1 Bedroom Minimum 1,143)
Two Bedroom	780
Three or More Bedroom	828

UNITS BY TENURE	GUIDELINE
Rental Units	2,495
Owned Units	2,115

**Rental units:** Number of new rental units built in prescribed municipality, including purpose built rental and secondary rental (e.g., secondary suites, accessory dwellings, etc.).

RENTAL AFFORDABILITY	GUIDELINE
Below Market	1,161
Market	1,334

**Below Market:** Number of rental units which are at or below 30% of the local Housing Income Limits (HIL) per size.

SUPPORTIVE RENTAL UNITS	TOTAL
With On-site Supports	131

**Supportive rental units with On-Site Supports:** Number of below-market rental units with on-site supports to provide permanent housing for people to transition out of homelessness.



BRITISH  
COLUMBIA

VIA EMAIL

Ref. 61444

September 26, 2023

His Worship Ken Sim  
Mayor of the City of Vancouver  
Email: [Ken.Sim@vancouver.ca](mailto:Ken.Sim@vancouver.ca)

Dear Mayor Sim:

RE: Housing Target Order for the City of Vancouver

Thank you for your letter of September 14, 2023, in response to the proposed Housing Target Order (Order). I appreciate the feedback about the housing targets program. Your suggestions have been directed to Ministry of Housing staff for further consideration.

I have attached the Order for the City of Vancouver effective October 1, 2023 (see Appendix A). The Order sets out the total five-year housing target to be met by September 30, 2028, and annual cumulative housing targets (Schedule A), housing target performance indicators (Schedule B), and progress reporting dates (Schedule C). The Order will be published on BC Laws and must also be published on the City of Vancouver's internet site.

I want to thank your staff for working with the provincial team through the target-setting process and the commitment from the City of Vancouver to address the housing crisis in your community. To address the housing crisis, strong action is required from all levels of government.

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**Office of the  
Minister of Housing**

Website:  
[www.gov.bc.ca/housing](http://www.gov.bc.ca/housing)

Mailing Address:  
PO Box 9074 Stn Prov Govt  
Victoria BC V8W 9E9  
Phone: 236 478-3970

Location:  
Parliament Buildings  
Victoria BC V8V 1X4  
Email: [HOUS.Minister@gov.bc.ca](mailto:HOUS.Minister@gov.bc.ca)

In February 2023, the Province launched the \$1 billion Growing Communities Fund, providing grants to every local and regional government to deliver infrastructure projects necessary to enable growth in their communities. In addition, the Province recently announced \$61 million to support local governments in meeting new density initiatives, including updating Housing Needs Reports, Official Community Plans, and zoning and development finance bylaws. BC Housing's Community Housing Fund and other funding programs give consideration to non-profits, co-operative and municipal housing providers, and First Nations delivering housing in municipalities where housing need is significant. Together, these funding initiatives provide a foundation for local governments to move forward with the implementation of housing targets within their communities, as well as contribute to the wider goal of addressing the housing crisis in B.C.

### **Housing Targets**

Housing targets set out in the Order reflect 75% of the Province's total estimated housing need for the City of Vancouver. This is the minimum number of completed net new units to be delivered annually and cumulatively for the five-year period of the Order. The City of Vancouver should strive to achieve 100% of the estimated housing need over the duration of the Order.

Appendix B includes the unit breakdown (size, tenure, unit affordability and supportive housing ) as interim guidance for the City of Vancouver. I encourage the City of Vancouver to strive toward meeting and monitoring the unit breakdown to deliver the right type of housing needed in your community. The unit breakdown is currently not required but can be reported as supplemental information.

### **Progress Reporting**

Housing target progress reports must be received by Council resolution within 45 days after the end of each reporting period as set out in Schedule C. As soon as practicable after receiving the housing target progress report, the City of Vancouver must submit the report to the Minister and publish the report on its municipal website.

In addition to reporting on the net new completed units, the City of Vancouver must also report on information about actions taken and progress toward meeting the housing target order (see housing target performance indicators in Schedule B). If a housing target has not been met, the City of Vancouver must also report any planned actions toward meeting the housing target within the 2-year period following the report.

.../3

His Worship Ken Sim

Page 3

I appreciate your concerns about completions as the primary metric for measuring progress towards achieving targets. The Province is committed to measuring the targets against move-in ready housing (completions), however building permits will also be considered as part of the evaluation of municipal efforts to meet targets. In addition to assessing progress towards meeting a housing target, the Province may analyze market conditions, and external factors, concerning housing development.

### **First Nations Engagement**

Municipalities have an important role to play in Reconciliation, particularly with First Nations whose territory includes your municipality and Indigenous peoples living in or near your community. I strongly encourage the City of Vancouver to frequently and meaningfully engage with First Nations on land use planning to ensure that increased housing supply is responsive to Indigenous housing needs and does not negatively impact on culturally and environmentally sensitive lands.

We appreciate your commitment to working toward our shared housing outcomes.

Sincerely,



Ravi Kahlon  
Minister of Housing

### **Attachments:**

Appendix A: Housing Target Order for the City of Vancouver

Appendix B: Housing Unit Breakdown as Guidance for the City of Vancouver

pc: Teri Collins, Deputy Minister, Ministry of Housing  
Okenge Yuma Morisho, Deputy Minister, Ministry of Municipal Affairs  
Bindi Sawchuk, Assistant Deputy Minister, Ministry of Housing  
Tara Faganello, Assistant Deputy Minister, Ministry of Municipal Affairs  
Paul Mochrie, City Manager, City of Vancouver

## Appendix B – Housing Unit Breakdown as Guidance for the City of Vancouver

The following guidelines are based on 75% of the Province's estimated housing need by unit size, tenure, rental affordability, and rental units with on-site supports. Needs are estimated over a five-year timeframe between 2023 and 2028.

UNITS BY SIZE	GUIDELINE
Studio/One bedroom*	17,459* (1 Bedroom Minimum 5,771)
Two Bedroom	5,231
Three or More Bedroom	6,209

UNITS BY TENURE	GUIDELINE
Rental Units	20,886
Owned Units	8,015

**Rental units:** Number of new rental units built in prescribed municipality, including purpose built rental and secondary rental (e.g., secondary suites, accessory dwellings, etc.).

RENTAL AFFORDABILITY	GUIDELINE
Below Market	7,894
Market	12,992

**Below Market:** Number of rental units which are at or below 30% of the local Housing Income Limits (HIL) per size.

SUPPORTIVE RENTAL UNITS	TOTAL
With On-site Supports	583

**Supportive rental units with On-Site Supports:** Number of below-market rental units with on-site supports to provide permanent housing for people to transition out of homelessness.



VIA EMAIL

Ref. 61522

September 26, 2023

Her Worship Marianne Alto  
Mayor of the City of Victoria  
Email: [mayor@victoria.ca](mailto:mayor@victoria.ca)

Dear Mayor Alto:

RE: Housing Target Order for the City of Victoria

Thank you for your letter of September 12, 2023, in response to the proposed Housing Target Order (Order). I appreciate the feedback about the housing targets and progress reporting and have addressed them in the letter below.

I have attached the Order for the City of Victoria effective October 1, 2023 (see Appendix A). The Order sets out the total five-year housing target to be met by September 30, 2028, and annual cumulative housing targets (Schedule A), housing target performance indicators (Schedule B), and progress reporting dates (Schedule C). The Order will be published on BC Laws and must also be published on the City of Victoria's internet site.

I want to thank your staff for working with the provincial team through the target-setting process and the commitment from the City of Victoria to address the housing crisis in your community. To address the housing crisis, strong action is required from all levels of government.

In February 2023, the Province launched the \$1 billion Growing Communities Fund, providing grants to every local and regional government to deliver infrastructure projects necessary to enable growth in their communities. In addition, the Province recently

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**Office of the  
Minister of Housing**

Website:  
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Mailing Address:  
PO Box 9074 Stn Prov Govt  
Victoria BC V8W 9E9  
Phone: 236 478-3970

Location:  
Parliament Buildings  
Victoria BC V8V 1X4  
Email: [HOUS.Minister@gov.bc.ca](mailto:HOUS.Minister@gov.bc.ca)



announced \$61 million to support local governments in meeting new density initiatives, including updating Housing Needs Reports, Official Community Plans, and zoning and development finance bylaws. BC Housing's Community Housing Fund and other funding programs give consideration to non-profits, co-operative and municipal housing providers, and First Nations delivering housing in municipalities where housing need is significant. Together, these funding initiatives provide a foundation for local governments to move forward with the implementation of housing targets within their communities, as well as contribute to the wider goal of addressing the housing crisis in B.C.

### **Housing Targets**

Housing targets set out in the Order reflect 75% of the Province's total estimated housing need for the City of Victoria. This is the minimum number of completed net new units to be delivered annually and cumulatively for the five-year period of the Order. the City of Victoria should strive to achieve 100% of the estimated housing need over the duration of the Order.

Appendix B includes the unit breakdown (size, tenure, unit affordability and supportive housing) as interim guidance for the City of Victoria. I encourage the City of Victoria to strive toward meeting and monitoring the unit breakdown to deliver the right type of housing needed in your community. The unit breakdown is currently not required but can be reported as supplemental information.

### **Progress Reporting**

Housing target progress reports must be received by Council resolution within 45 days after the end of each reporting period as set out in Schedule C. As soon as practicable after receiving the housing target progress report, the City of Victoria must submit the report to the Minister and publish the report on its municipal website.

In addition to reporting on the net new completed units, the City of Victoria must also report on information about actions taken and progress toward meeting the housing target order (see housing target performance indicators in Schedule B). If a housing target has not been met, the City of Victoria must also report any planned actions toward meeting the housing target within the 2-year period following the report.

I appreciate your concerns about completions as the primary metric for measuring progress towards achieving targets. The Province is committed to measuring the targets against move-in ready housing (completions), however building permits will also be

.../3

considered as part of the evaluation of municipal efforts to meet targets. In addition to assessing progress towards meeting a housing target, the Province may analyze market conditions, and other external factors concerning housing development.

### **First Nations Engagement**

Municipalities have an important role to play in Reconciliation, particularly with First Nations whose territory includes your municipality and Indigenous peoples living in or near your community. I strongly encourage the City of Victoria to frequently and meaningfully engage with First Nations on land use planning to ensure that increased housing supply is responsive to Indigenous housing needs and does not negatively impact on culturally and environmentally sensitive lands.

We appreciate your commitment to working toward our shared housing outcomes.

Sincerely,



Ravi Kahlon  
Minister of Housing

### **Attachments:**

Appendix A: Housing Target Order for the City of Victoria

Appendix B: Housing Unit Breakdown as Guidance for the City of Victoria

pc: Teri Collins, Deputy Minister, Ministry of Housing  
Okenge Yuma Morisho, Deputy Minister, Ministry of Municipal Affairs  
Bindi Sawchuk, Assistant Deputy Minister, Ministry of Housing  
Tara Faganello, Assistant Deputy Minister, Ministry of Municipal Affairs  
Jocelyn Jenkyns, City Manager, City of Victoria

## Appendix B – Housing Unit Breakdown as Guidance for the City of Victoria

The following guidelines are based on 75% of the Province's estimated housing need by unit size, tenure, rental affordability, and rental units with on-site supports. Needs are estimated over a five-year timeframe between 2023 and 2028.

UNITS BY SIZE	GUIDELINE
Studio/One bedroom*	3,365* (1 Bedroom Minimum 1,103)
Two Bedroom	801
Three or More Bedroom	736

UNITS BY TENURE	GUIDELINE
Rental Units	3,483
Owned Units	1,419

**Rental units:** Number of new rental units built in prescribed municipality, including purpose built rental and secondary rental (e.g., secondary suites, accessory dwellings, etc.).

RENTAL AFFORDABILITY	GUIDELINE
Below Market	1,798
Market	1,685

**Below Market:** Number of rental units which are at or below 30% of the local Housing Income Limits (HIL) per size.

SUPPORTIVE RENTAL UNITS	TOTAL
With On-site Supports	102

**Supportive rental units with On-Site Supports:** Number of below-market rental units with on-site supports to provide permanent housing for people to transition out of homelessness.



BRITISH  
COLUMBIA

VIA EMAIL

Ref. 61389

September 26, 2023

His Worship Mark Sager  
Mayor of the District of West Vancouver  
Email: [mark@westvancouver.ca](mailto:mark@westvancouver.ca)

Dear Mayor Sager:

RE: Housing Target Order for the District of West Vancouver

Thank you to your staff for the letter of September 13, 2023, in response to the proposed Housing Target Order (Order).

I have attached the Order for the District of West Vancouver effective October 1, 2023 (see Appendix A). The Order sets out the total five-year housing target to be met by September 30, 2028, and annual cumulative housing targets (Schedule A), housing target performance indicators (Schedule B), and progress reporting dates (Schedule C). The Order will be published on BC Laws and must also be published on the District of West Vancouver's internet site.

I want to thank your staff for working with the provincial team through the target-setting process and the commitment from the District of West Vancouver to address the housing crisis in your community. To address the housing crisis, strong action is required from all levels of government.

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**Office of the  
Minister of Housing**

Website:  
[www.gov.bc.ca/housing](http://www.gov.bc.ca/housing)

Mailing Address:  
PO Box 9074 Stn Prov Govt  
Victoria BC V8W 9E9  
Phone: 236 478-3970

Location:  
Parliament Buildings  
Victoria BC V8V 1X4  
Email: [HOUS.Minister@gov.bc.ca](mailto:HOUS.Minister@gov.bc.ca)

In February 2023, the Province launched the \$1 billion Growing Communities Fund, providing grants to every local and regional government to deliver infrastructure projects necessary to enable growth in their communities. In addition, the Province recently announced \$61 million to support local governments in meeting new density initiatives, including updating Housing Needs Reports, Official Community Plans, and zoning and development finance bylaws. BC Housing's Community Housing Fund and other funding programs give consideration to non-profits, co-operative and municipal housing providers, and First Nations delivering housing in municipalities where housing need is significant. Together, these funding initiatives provide a foundation for local governments to move forward with the implementation of housing targets within their communities, as well as contribute to the wider goal of addressing the housing crisis in B.C.

### **Housing Targets**

Housing targets set out in the Order reflect 75% of the Province's total estimated housing need for the District of West Vancouver. This is the minimum number of completed net new units to be delivered annually and cumulatively for the five-year period of the Order. the District of West Vancouver should strive to achieve 100% of the estimated housing need over the duration of the Order.

Appendix B includes the unit breakdown (size, tenure, unit affordability and supportive housing ) as interim guidance for the District of West Vancouver. I encourage the District of West Vancouver to strive toward meeting and monitoring the unit breakdown to deliver the right type of housing needed in your community. The unit breakdown is currently not required but can be reported as supplemental information.

### **Progress Reporting**

Housing target progress reports must be received by Council resolution within 45 days after the end of each reporting period as set out in Schedule C. As soon as practicable after receiving the housing target progress report, the District of West Vancouver must submit the report to the Minister and publish the report on its municipal website.

In addition to reporting on the net new completed units, the District of West Vancouver must also report on information about actions taken and progress toward meeting the housing target order (see housing target performance indicators in Schedule B). If a housing target has not been met, the District of West Vancouver must also report any planned actions toward meeting the housing target within the 2-year period following the

.../3

His Worship Mark Sager

Page 3

report. In assessing progress towards meeting a housing target, the Province may analyze market conditions, and other external factors concerning housing development.

**First Nations Engagement**

Municipalities have an important role to play in Reconciliation, particularly with First Nations whose territory includes your municipality and Indigenous peoples living in or near your community. I strongly encourage the District of West Vancouver to frequently and meaningfully engage with First Nations on land use planning to ensure that increased housing supply is responsive to Indigenous housing needs and does not negatively impact on culturally and environmentally sensitive lands.

We appreciate your commitment to working toward our shared housing outcomes.

Sincerely,



Ravi Kahlon  
Minister of Housing

**Attachments:**

Appendix A: Housing Target Order for the District of West Vancouver

Appendix B: Housing Unit Breakdown as Guidance for the District of West Vancouver

pc: Teri Collins, Deputy Minister, Ministry of Housing  
Okenge Yuma Morisho, Deputy Minister, Ministry of Municipal Affairs  
Bindi Sawchuk, Assistant Deputy Minister, Ministry of Housing  
Tara Faganello, Assistant Deputy Minister, Ministry of Municipal Affairs  
Robert Bartlett, Chief Administrative Officer, District of West Vancouver

## Appendix B – Housing Unit Breakdown as Guidance for the District of West Vancouver

The following guidelines are based on 75% of the Province's estimated housing need by unit size, tenure, rental affordability, and rental units with on-site supports. Needs are estimated over a five-year timeframe between 2023 and 2028.

UNITS BY SIZE	GUIDELINE
Studio/One bedroom*	854* (1 Bedroom Minimum 280)
Two Bedroom	256
Three or More Bedroom	321

UNITS BY TENURE	GUIDELINE
Rental Units	985
Owned Units	446

**Rental units:** Number of new rental units built in prescribed municipality, including purpose built rental and secondary rental (e.g., secondary suites, accessory dwellings, etc.).

RENTAL AFFORDABILITY	GUIDELINE
Below Market	435
Market	551

**Below Market:** Number of rental units which are at or below 30% of the local Housing Income Limits (HIL) per size.

SUPPORTIVE RENTAL UNITS	TOTAL
With On-site Supports	39

**Supportive rental units with On-Site Supports:** Number of below-market rental units with on-site supports to provide permanent housing for people to transition out of homelessness.

## FW: Housing Targets - City of Kamloops

---

From: Karim, Susan HOUS:EX <Susan.Karim@gov.bc.ca>  
To: Housing Targets Branch HOUS:EX <Housing.Targets@gov.bc.ca>  
Sent: September 27, 2023 11:49:18 AM PDT  
Attachments: image001.png, Provincial housing Targets vs stats - Sept 2023.pdf

Susan

---

**From:** Corpe, Cimarron HOUS:EX  
**Sent:** Wednesday, September 27, 2023 11:44 AM  
**To:** Gartner, Candice HOUS:EX  
**Cc:** Karim, Susan HOUS:EX  
**Subject:** FW: Housing Targets - City of Kamloops

Hi Candice, am forwarding to you as you were not on the original email, and I am unsure if Rebecca forwarded. I suspect the topic came up when Rebecca called Marvin to give him a heads up about the announcement.

**Cimarron Corpe**  
a/Executive Director

Housing Targets Branch | Ministry of Housing  
Main: 778.974.3902  
Mobile: 250.208.0242  
Email: [Cimarron.Corpe@gov.bc.ca](mailto:Cimarron.Corpe@gov.bc.ca)

---

**From:** Marvin Kwiatkowski <[mkwiatkowski@kamloops.ca](mailto:mkwiatkowski@kamloops.ca)>  
**Sent:** Tuesday, September 26, 2023 11:42 AM  
**To:** Penz, Rebecca HOUS:EX <[Rebecca.Penz@gov.bc.ca](mailto:Rebecca.Penz@gov.bc.ca)>  
**Cc:** Sawchuk, Bindi HOUS:EX <[Bindi.Sawchuk@gov.bc.ca](mailto:Bindi.Sawchuk@gov.bc.ca)>; Corpe, Cimarron HOUS:EX <[Cimarron.Corpe@gov.bc.ca](mailto:Cimarron.Corpe@gov.bc.ca)>; David Trawin <[dtrawin@kamloops.ca](mailto:dtrawin@kamloops.ca)>; Kristen Rodrigue <[krodrigue@kamloops.ca](mailto:krodrigue@kamloops.ca)>  
**Subject:** Housing Targets - City of Kamloops

**[EXTERNAL] This email came from an external source. Only open attachments or links that you are expecting from a known sender.**

Hi Rebecca,

Thanks for the chat this morning and for the heads up on the housing targets release coming out this afternoon. As mentioned earlier please find attached the Provincial Housing Targets vss Kamloops 5 Year Average (2018-2022) statistics for the various housing categories.

Regards,

**Marvin Kwiatkowski** | P: 250-828-3473  
Development, Engineering & Sustainability Director | City of Kamloops



Housing Targets		Provincial Mandate (75% of needs assessment)		City of Kamloops Statistics	
		5 year totals	Annual average	5 year totals	Annual average
<b>Total units</b>		<b>4236</b>	<b>847</b>	<b>3746</b>	<b>749</b>
Units by size	Studio and one bedroom	2642 (1 bedroom minimum 1037)	528 (1 bedroom minimum 207)	1574 (1 bedroom 1044)	315 (1 bedroom 209)
	Two bedroom	739	148	1036	207
	Three bedroom	854	171	1136	227
Units by tenure	Rental	2227	445	1822	364
	Owned	2009	402	1924	385
Total rental units by affordability	Market	907	181	1351	270
	Below market	1320	264	471	94
Supportive rental units	With on-site support	115	23	171	34

## Re: Targets question

---

From: Heather Kauer <hmkauer2003@icloud.com>  
To: Karim, Susan HOUS:EX <Susan.Karim@gov.bc.ca>  
Sent: September 27, 2023 12:19:38 PM PDT

**[EXTERNAL] This email came from an external source. Only open attachments or links that you are expecting from a known sender.**

Ok thanks Susan. Sounds good.

Sent from my iPhone

On Sep 27, 2023, at 11:28 AM, Karim, Susan HOUS:EX wrote:

Hi Heather.

Thanks for your email. I would direct you to the slides you mention from the earlier meeting regarding progress reporting, and also to additional information in Schedule B of the Housing Target Order. We are planning to have a follow-up meeting with each of the municipalities to talk more about progress reporting and what's being requested, so we'll be back in touch with you regarding scheduling that meeting.

Best wishes,

Susan

**Susan Karim, M.Ed.**

Sr. Policy Analyst, Housing Targets Branch | Ministry of Housing

 [susan.karim@gov.bc.ca](mailto:susan.karim@gov.bc.ca)  (778) 698-9816

Upcoming away dates: Oct. 2-9 inclusive

*Acknowledging the Lekwungen People, traditional keepers of the land on which I work.*

-----Original Message-----

From: Heather Kauer

Sent: Wednesday, September 27, 2023 8:18 AM

To: Karim, Susan HOUS:EX

Subject: Targets question

[EXTERNAL] This email came from an external source. Only open attachments or links that you are expecting from a known sender.

Hello Susan - given that the housing targets reporting period starts this Sunday, could you confirm the data and policy categories that we will need to report on? There are 2 slides from our last meeting with Rebecca and her team that have lists but that's the most up to date information that we have so wanted to confirm.

Sent from my iPhone

## FW: Follow-up - Reporting Template

---

From: Karim, Susan HOUS:EX <Susan.Karim@gov.bc.ca>  
To: Housing Targets Branch HOUS:EX <Housing.Targets@gov.bc.ca>  
Sent: October 10, 2023 9:14:30 AM PDT  
Attachments: image001.png

---

**From:** Corpe, Cimarron HOUS:EX  
**Sent:** Friday, October 6, 2023 12:09 PM  
**To:** Cho, Edna  
**Cc:** Karim, Susan HOUS:EX  
**Subject:** RE: Follow-up - Reporting Template

Hi Edna,

The Minster's letter to Mayor Sims included the unit breakdown as guidance and noted that this information is currently not required but can be reported as supplemental information. We intend to include this in the template and encourage municipalities to provide this information as it is very likely it will become a requirement in the future (possibly before the 6-month point and very likely before the annual report is due next fall).

I hope this helps.

Have a great long weekend!

**Cimarron Corpe**

a/Executive Director

Housing Targets Branch | Ministry of Housing  
Main: 778.974.3902  
Mobile: 250.208.0242  
Email: [Cimarron.Corpe@gov.bc.ca](mailto:Cimarron.Corpe@gov.bc.ca)

---

**From:** Cho, Edna <[edna.cho@vancouver.ca](mailto:edna.cho@vancouver.ca)>  
**Sent:** Friday, October 6, 2023 9:21 AM  
**To:** Corpe, Cimarron HOUS:EX <[Cimarron.Corpe@gov.bc.ca](mailto:Cimarron.Corpe@gov.bc.ca)>  
**Cc:** Karim, Susan HOUS:EX <[Susan.Karim@gov.bc.ca](mailto:Susan.Karim@gov.bc.ca)>  
**Subject:** RE: Follow-up - Reporting Template

**[EXTERNAL] This email came from an external source. Only open attachments or links that you are expecting from a known sender.**

Hi Cim,

Thank-you – it's very helpful to know that we'll be reporting out on both qualitative and quantitative measures. We are also wondering if we will need to report out on the guidance categories for the interim report (e.g. bedroom types, tenure, below market + supportive housing units).

Perhaps we can discuss more when we meet again on this later in the fall?

Thanks,

Edna

**From:** Corpe, Cimarron HOUS:EX <[Cimarron.Corpe@gov.bc.ca](mailto:Cimarron.Corpe@gov.bc.ca)>  
**Sent:** Thursday, October 5, 2023 5:33 PM  
**To:** Cho, Edna <[edna.cho@vancouver.ca](mailto:edna.cho@vancouver.ca)>  
**Cc:** Penz, Rebecca HOUS:EX <[Rebecca.Penz@gov.bc.ca](mailto:Rebecca.Penz@gov.bc.ca)>; Karim, Susan HOUS:EX <[Susan.Karim@gov.bc.ca](mailto:Susan.Karim@gov.bc.ca)>  
**Subject:** RE: Follow-up - Reporting Template

Hi Edna,

Thanks for checking in! We're in the process of finalizing the template and plan to re-engage municipalities within the next few weeks.

Per the Housing Target Order, the primary performance measure is net-new units (completions minus demolitions). Secondary measures such as efforts municipalities are taking to align with and achieve targets will be a mix of qualitative (OCP/HNR updates, rezonings, bylaws amendments, housing partnerships, funding agreements, e.g., HAF and

systems/technology upgrades etc.) and quantitative measures like development and building permit approvals. We won't be asking for median timelines for approvals unless a municipality is not making progress.

I hope this helps for now.

Please note that Rebecca has taken on a new role with the Planning and Land Use Management Branch and Susan Karim will be taking on an acting role to backfill Rebecca.

Talk soon!  
Cimarron Corpe

a/Executive Director

Housing Targets Branch | Ministry of Housing

Main: 778.974.3902

Mobile: 250.208.0242

Email: [Cimarron.Corpe@gov.bc.ca](mailto:Cimarron.Corpe@gov.bc.ca)

---

**From:** Cho, Edna <[edna.cho@vancouver.ca](mailto:edna.cho@vancouver.ca)>

**Sent:** Thursday, October 5, 2023 5:19 PM

**To:** Corpe, Cimarron HOUS:EX <[Cimarron.Corpe@gov.bc.ca](mailto:Cimarron.Corpe@gov.bc.ca)>

**Cc:** Penz, Rebecca HOUS:EX <[Rebecca.Penz@gov.bc.ca](mailto:Rebecca.Penz@gov.bc.ca)>

**Subject:** Follow-up - Reporting Template

**[EXTERNAL] This email came from an external source. Only open attachments or links that you are expecting from a known sender.**

Hi Cim,

Hope you're doing well. Congratulations on issuing the first batch of housing target orders!

We wanted to follow-up with you about the interim/annual reporting template – do you know when that will be finalized? It would be helpful for us to get the details of what is required so we can start engaging the folks responsible for making changes to our internal permitting systems.

Thank-you,

Edna

-----  
Edna Cho

Senior Housing Planner

Planning, Urban Design & Sustainability

City of Vancouver

## RE: Meet to discuss reporting

---

From: Penz, Rebecca HOUS:EX <Rebecca.Penz@gov.bc.ca>  
To: Heather Kauer <hkauer@abbotsford.ca>  
Cc: Cyril Tomlinson <CTomlinson@abbotsford.ca>, Corpe, Cimarron HOUS:EX <Cimarron.Corpe@gov.bc.ca>, Karim, Susan HOUS:EX <Susan.Karim@gov.bc.ca>  
Sent: October 16, 2023 8:40:44 AM PDT

Good morning Heather,

I've shifted portfolios within the Ministry and am no longer working on housing targets. Looping in Cim and Susan Karim (A/Director of Policy & Engagement) for response.

Hope all is well with you.

Rebecca

---

**From:** Heather Kauer  
**Sent:** Monday, October 16, 2023 8:00 AM  
**To:** Penz, Rebecca HOUS:EX  
**Cc:** Cyril Tomlinson  
**Subject:** Meet to discuss reporting

**[EXTERNAL] This email came from an external source. Only open attachments or links that you are expecting from a known sender.**

Hi Rebecca – I'm just checking in to see if your team will be ready soon to meet to discuss reporting requirements for the Housing Targets? We're trying to set up our permitting systems now to collect the data we need and would like to get your input on that as well as receive any templates or checklists your team may have developed for the reporting.

Thanks,

**Heather Kauer, RPP, MCIP, AICP**

Director, Community Planning

Tel: 604-557-7068 ext. 7068 Fax: 604-853-4981

Email: [hkauer@abbotsford.ca](mailto:hkauer@abbotsford.ca)



32315 South Fraser Way  
Abbotsford, BC V2T 1W7  
[www.abbotsford.ca](http://www.abbotsford.ca)

## RE: (External Email) Housing Targets Meeting 4 presentation

---

From: Penz, Rebecca HOUS:EX <Rebecca.Penz@gov.bc.ca>  
To: Brent Reems <Brent.Reems@saanich.ca>  
Cc: Corpe, Cimarron HOUS:EX <Cimarron.Corpe@gov.bc.ca>, Lindsay Chase <Lindsay.Chase@saanich.ca>, Bob Lapham <Bob.Lapham@saanich.ca>, Karim, Susan HOUS:EX <Susan.Karim@gov.bc.ca>  
Sent: October 16, 2023 9:04:06 AM PDT

Hi Brent,

I've shifted portfolios within the Ministry and am no longer working on housing targets. I'm looping in Susan Karim, A/Director of Policy & Engagement for housing targets. Cim or Susan should be able to respond in relation to your response to housing targets and the HAF application.

Let me get back to you about the funding timelines for the \$61 million. That is part of the work of the branch I have joined: Planning and Land Use.

Best,

Rebecca

---

**From:** Brent Reems

**Sent:** Monday, October 16, 2023 8:57 AM

**To:** Penz, Rebecca HOUS:EX

**Cc:** Corpe, Cimarron HOUS:EX ; Lindsay Chase ; Bob Lapham

**Subject:** RE: (External Email) Housing Targets Meeting 4 presentation

**[EXTERNAL] This email came from an external source. Only open attachments or links that you are expecting from a known sender.**

Good morning, Rebecca,

Hope all is well with staff at the Housing Targets Branch.

s.16

Thanks.

Brent

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**From:** Penz, Rebecca HOUS:EX <Rebecca.Penz@gov.bc.ca>

**Sent:** Friday, September 1, 2023 3:06 PM

**To:** Brent Reems <Brent.Reems@saanich.ca>

**Cc:** Cameron Scott <Cameron.Scott@saanich.ca>; Lindsay Chase <Lindsay.Chase@saanich.ca>; Pam Hartling <Pam.Hartling@saanich.ca>; Housing Targets Branch HOUS:EX <Housing.Targets@gov.bc.ca>

**Subject:** (External Email) Housing Targets Meeting 4 presentation

**This email sent from outside the District of Saanich. Use caution if message is unexpected or sender is not known to you.**

Hi Brent & Team,

Please find attached the presentation for Tuesday's meeting. Do we want to stick with a virtual meeting? We have in-person meetings at our offices in the morning so could host you in the afternoon but wouldn't be able to come to municipal hall.

Thanks,

**Rebecca Penz (She/Her)**

a/Director, Policy and Engagement

Housing Targets Branch | Ministry of Housing

Main: 236.478.3630

Mobile: 250.880.2269

Grateful to live and work on the territories of the lək'wəŋən and W̱SÁNEĆ Peoples .

We are committed to celebrating the rich diversity of people in our community. We are guided by the principle that embracing diversity enriches the lives of all people. We all share the responsibility for creating an equitable and inclusive community and for addressing discrimination in all forms.

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## RE: Housing Targets and Reporting Requirements

From: Ross Soward <rsoward@victoria.ca>  
To: Housing Targets Branch HOUS:EX <Housing.Targets@gov.bc.ca>, Gartner, Candice HOUS:EX <Candice.Gartner@gov.bc.ca>  
Cc: Karen Hoese <KHoese@victoria.ca>, Julie Edney <jedney@victoria.ca>  
Sent: October 17, 2023 7:52:30 AM PDT

**[EXTERNAL] This email came from an external source. Only open attachments or links that you are expecting from a known sender.**

Thank you for this response Susan.

Best,  
Rs

**From:** Housing Targets Branch HOUS:EX  
**Sent:** Monday, October 16, 2023 4:27 PM  
**To:** Ross Soward  
**Cc:** Karen Hoese ; Julie Edney ; Gartner, Candice HOUS:EX  
**Subject:** RE: Housing Targets and Reporting Requirements

Hi Ross.

My apologies for the delay in responding to you. We're in the process of finalizing the progress reporting template and plan to re-engage with our first group of ten municipalities within the next couple of weeks to provide them with more information about reporting requirements; in the meantime, this information might be helpful:

As indicated in the Housing Target Order and its Schedule B, the primary performance measure is net-new units (completions minus demolitions). Secondary measures of efforts municipalities are taking to align with and achieve targets will be a mix of qualitative (OCP/HNR updates, rezonings, bylaws amendments, housing partnerships, funding agreements such as HAF, systems/technology upgrades, etc.) and quantitative measures like development and building permit approvals.

The Minister's letter to your mayor included the unit breakdown as guidance and noted that this information is currently not required but can be reported as supplemental information. We intend to include this in the progress reporting template and encourage municipalities to provide this information,<sup>s.13</sup>

Best wishes,  
Susan

Susan Karim, M.Ed.

A/Director, Policy and Engagement

Housing Targets Branch | Ministry of Housing

 [susan.karim@gov.bc.ca](mailto:susan.karim@gov.bc.ca)  (778) 698-9816

*Acknowledging the Lekwungen People, traditional keepers of the land on which I work.*

**From:** Ross Soward <rsoward@victoria.ca>  
**Sent:** Wednesday, September 27, 2023 12:14 PM  
**To:** Penz, Rebecca HOUS:EX <Rebecca.Penz@gov.bc.ca>; Gartner, Candice HOUS:EX <Candice.Gartner@gov.bc.ca>; Housing Targets Branch HOUS:EX <Housing.Targets@gov.bc.ca>  
**Cc:** Karen Hoese <KHoese@victoria.ca>; Julie Edney <jedney@victoria.ca>  
**Subject:** Housing Targets and Reporting Requirements

**[EXTERNAL] This email came from an external source. Only open attachments or links that you are expecting from a known sender.**

Hello Rebecca and Candice,

We are trying to get a handle on where things landed with respect to the reporting requirements for the City of Victoria in relation to the new Provincial Housing Targets.

In reviewing the actual [Ministerial Order 286/2023 \(gov.bc.ca\)](#) Schedule B (screenshot below) identifies the performance indicators that the City would need to provide annual progress updates on.

In some ways this table and Schedule B in the Order are a bit simpler than some of the information that was shared over the summer about reporting. For example, are we good to just give one number on completions for example 700 units

completed from Oct 1 2023 to Sept 30, 2024? Or do we need to provide the breakdown in relation to all sub-targets that were shared during the consultation period?

I was wondering if you were able to share any additional information around expectations for the 6-month reporting period and the report at the 1<sup>st</sup> year mark, recognizing there may a bit of transition period as we adapt our reporting processes and systems etc. We are working to coordinate internally on system updates and reporting processes, especially on completions recognizing this is not part of current reporting process.

Appreciate this is all fresh for you to, but clarity early on is critical for us as we establish expectations with our internal partners.

**SCHEDULE B**  
**Performance Indicators**

1. The performance indicators to measure annual progress toward achieving the housing target are set out in Table 1 and are based on:
  - a. Progress toward achieving the annual cumulative housing target; and
  - b. Actions taken by municipality toward meeting the annual housing target.

**Table 1 - Performance Indicators**

Category	Performance Indicator	Data to Measure
Annual cumulative housing target	Satisfactory progress to meet annual cumulative housing target, measured by completed net new housing units.	Total number of new completed housing units (minus demolitions) during the reporting period.
Actions taken by the municipality toward meeting the annual cumulative housing target	Satisfactory progress demonstrated by: <ol style="list-style-type: none"> <li>update of land use planning documents to align with housing targets;</li> <li>adoption of policies and initiatives to meet housing targets; and</li> <li>residential approvals complete and/or in progress that met or will meet housing targets.</li> </ol>	<ol style="list-style-type: none"> <li>Relevant information about updates to land use planning documents such as the Official Community Plan, Zoning Bylaw, Housing Needs Report, Housing Action Plan/Strategy (other documents, e.g., Strategic Plan) including date of last update, and related polices that align with achieving annual housing targets.</li> <li>Description of new/amended bylaws &amp; policies adopted to achieve housing targets.</li> <li>The number of applications received and permits issued in relation to residential development such as development, building and rezonings.</li> </ol>

I  
Thank you,  
Ross Soward, MCIP RPP  
Pronouns: He,Him,His  
Manager of Housing  
Sustainable Planning and Community Development Department  
City of Victoria

T 250.361.0476  
(working remotely most days)  
The City of Victoria is located on the homelands of the Songhees and Esquimalt People.



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Withheld pursuant to/removed as

s.13 ; s.16