

ATTACHMENT C



HOUSING TARGET PROGRESS REPORT FORM

Housing Targets Branch
BC Ministry of Housing and Municipal Affairs

PURPOSE

Municipalities will use this form to complete the requirements for progress reporting under the [Housing Supply Act](#) (Act). The information provided will be evaluated to determine whether targets have been met or satisfactory progress has been made toward meeting targets.

REPORT REQUIREMENTS

The report must contain information about progress and actions taken by a municipality to meet housing targets as identified in the Housing Target Order (HTO).

The progress report must be received in a meeting that is open to the public and by Council resolution within 45 days after the end of the reporting period.

Municipalities must submit this report to the minister and post it to their municipal website as soon as practicable after it is approved by Council resolution.

ASSESSMENT

The Housing Targets Branch evaluates information provided in the progress report based on Schedule B - Performance Indicators in the HTO. If targets have not been met and satisfactory progress has not been made, the Minister may initiate compliance action as set out in the Act.

REPORT SUBMISSION

Please complete the attached housing target progress report form and submit to the Minister of Housing at Housing.Targets@gov.bc.ca as soon as practicable after Council resolution.

Do not submit the form directly to the Minister's Office.

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Section 1: MUNICIPAL INFORMATION

Municipality	City of Nanaimo
Housing Target Order Date	June 25, 2024
Reporting Period	July 1, 2024 to June 30, 2025
Date Received by Council Resolution	
Date Submitted to Ministry	
Municipal Website of Published Report	
Report Prepared By	<input checked="" type="checkbox"/> Municipal Staff <input type="checkbox"/> Contractor/External
Municipal Contact Info	(name, position/title, email, phone)
Contractor Contact Info	<input type="checkbox"/> N/A (name, position/title, email, phone)

Section 2: NUMBER OF NET NEW UNITS

Record the number of net new housing units delivered during the reporting period, and cumulatively since the effective date of the HTO. Net new units are calculated as completions (occupancy permits issued) minus demolitions. Legalizing existing unpermitted secondary suites or other housing types does not count toward completions.

Section 8 must be completed if a housing target has not been met for the reporting period.

	Completions (Reporting Period)	Demolitions (Reporting Period)	Net New Units (Reporting Period)	Net New Units (Since HTO Effective Date)
Total	900	25	875	875

Section 3: NUMBER OF HOUSING UNITS BY CATEGORY AND TYPE (Unit Breakdown Guidelines)

Record the number of housing units in each category below for the reporting period and cumulatively since the effective date of the HTO. Definitions are provided in the endnote.

	Completions (Reporting Period)	Demolitions (Reporting Period)	Net New Units (Reporting Period)	Net New Units (Since Effective HTO Date)
Units by Size				
Studio	114	2	112	112
One Bedroom	236	2	234	234
Two Bedroom	318	3	315	315
Three Bedroom	132	18	114	114
Four or More Bedroom ¹	100	0	100	100

Units by Tenure				
Rental Units ² – Total	825	0	825	825
Rental – Purpose Built	734	0	734	734
Rental – Secondary Suite	81	0	81	81
Rental – Accessory Dwelling	10	0	10	10
Rental – Co-op	0	0	0	0
Owned Units	75	25	50	50
Units by Rental Affordability				
Market	n/a	0	n/a	n/a
Below Market ³ - Total	100*	0	100*	100*
Below Market - Rental Units with On-Site Supports ⁴	100*	0	100*	100*

Section 4: MUNICIPAL ACTIONS AND PARTNERSHIPS TO ENABLE MORE HOUSING SUPPLY

A) Describe applicable actions taken in the last 12 months to achieve housing targets, in line with the Performance Indicators in the HTO. Each entry should include a description of how the action aligns with achieving the housing target, the date of completion, and links to any publicly available information. For example:

- Streamlined development approvals policies, processes or systems.
- Updated land use planning documents (e.g., Official Community Plan, zoning bylaws).
- Updated Housing Needs Report.
- Innovative approaches and/or pilot projects.
- Partnerships (e.g., BC Housing, CMHC, or non-profit housing organizations except First Nations – see Section 4 B).
- Other housing supply related actions.

1. **Zoning Bylaw Review and Update:** In early 2025, the City commenced a comprehensive review of the Zoning Bylaw to address a number of strategic City Plan (OCP) goals and recent Provincial legislative requirements related to housing. The review will inform a broad range of amendments to update and replace the current Zoning Bylaw. Key focus areas will include: i) aligning zones with City Plan policies and Land Use Designations; ii) updating residential zoning to support housing (SSMUH and TOA); iii) updating density provisions for affordable housing; iv) considering inclusionary zoning tools and opportunities to pre-zone for non-market housing; and v) updating the bylaw format for ease of use. More information can be found at this [link](#).

- 2. Financial Feasibility Analysis for Inclusionary Zoning, Density Bonus, DCC and ACC rates:** In 2025, the City retained a land economist consultant to complete a financial feasibility analysis to: i) ensure proposed development cost charge (DCC) and amenity cost charge (ACC) rates do not deter housing development; and ii) determine if inclusionary zoning and density bonus tools will be successful in Nanaimo to encourage the construction of various forms of affordable housing. Information about the DCC project can be found at this [link](#). Information about the ACC project can be found at this [link](#).
- 3. Woodgrove Secondary Urban Centre Complete Community Assessment:** The purpose of the Woodgrove Complete Community Assessment will be to provide more detailed land use and policy guidance for future development, to remove constraints, coordinate infrastructure, and identify amenity needs to create a complete community. The assessment area includes the Woodgrove Secondary Urban Centre and Woodgrove Transit-Oriented Area. The baseline assessment, scenarios testing, and public engagement was completed in Spring 2025. The City received Complete Communities funding from the Province for this project. More information can be found at this [link](#).
- 4. Remove Parking Requirements for all uses, including Housing, in the Downtown Urban Centre:** On June 19, 2025 Council passed third reading of Bylaw No. 7266.04 to amend the City of Nanaimo "Off-Street Parking Regulations Bylaw 2018 No. 7266" to remove minimum parking space requirements for all housing and other uses in the Downtown Urban Centre. The Downtown Urban Centre serves as Nanaimo's Primary Urban Centre and functions as the City's cultural, economic and mobility hub, with the highest population and mix of housing and uses. This urban centre is designated to support greater density and is generally well-served for pedestrians and transit, and is improving for cyclists. More information can be found at this [link](#).
- 5. City Plan (OCP) and Zoning Bylaw Review to Accommodate Housing Need:**
- As required by Section 473.1 of the LGA, City Plan was reviewed to ensure it contains policy guidance to support the seven categories of housing need. The seven categories are: i) affordable housing; ii) family housing; iii) seniors housing; iv) rental housing; v) shelters; vi) special needs housing; and vii) housing in proximity to transportation infrastructure that supports walking, bicycling, and public transit. A consultant was retained to support the review in spring 2025, and they found that City Plan already has sufficient policy to address the LGA requirements.
 - The *2024 Interim Housing Needs Report* states that 23,776 housing units are needed in Nanaimo by 2041. An analysis was completed which reviewed the total remaining housing capacity that can be accommodated in the Urban Centre, Neighbourhood Centre, Mixed Use Corridor, Residential Corridor, and Neighbourhood land use designations in City Plan. The analysis demonstrates that the future land use designations in City Plan still have the potential to accommodate approximately 147,000 housing units, which addresses much more than 20 years of anticipated housing need.
 - The LGA (Section 481.7) requires that the Zoning Bylaw accommodate 20 years of housing need as estimated in the recent *2024 Interim Housing Needs Report*. A review of the housing capacity allowable within the City's current Zoning Bylaw was completed in Spring 2025 and it was determined that the small scale multi-unit housing (SSMUH) Zoning Bylaw Amendment Bylaw 2024 No. 4500.223 resulted in a net housing unit

capacity of 63,976 units. Thus, it has been determined that the allowable capacity for housing units in the City's current Zoning Bylaw far exceeds the required 20 year housing need estimate of 23,776 housing units.

More information about the City Plan and Zoning Bylaw review to accommodate housing need can be found at this [link](#).

6. **Form and Character Design Guidelines:** In June 2025 Council gave third reading to a bylaw to adopt new Form and Character Design Guidelines for multi-family residential, mixed use, commercial and industrial development in the City. A project objective was to simplify the process for development permit reviews and eliminate inconsistencies by consolidating multiple existing Development Permit Area 8 (DPA8) design guidelines into one primary document. The form and character design guidelines provide clarity for the development community to understand the City's expectations for site, building and landscape design in new development. More information can be found at this [link](#).
7. **Interim Housing Needs Report 2024:** City of Nanaimo Council received a new '*Interim Housing Needs Report 2024*' at their meeting on December 16, 2024. The Interim Housing Needs Report outlines the 5-, 10-, and 20-year housing needs for the City of Nanaimo, including detailed information regarding rental housing, market housing, non-market housing, and bedroom need estimates. In addition, the report explains the difference between the Provincial Housing Target Order for Nanaimo, and housing need estimates. More information can be found at this [link](#).
8. **Streamline Building Permit Approvals:** In May 2025, the City's Building Inspections section launched the digital application platform eApply to streamline the development approvals process. This system allows applicants to submit building permit applications online, starting with demolition permits. By digitizing the application process, eApply reduces paperwork, minimizes in-person visits, and accelerates processing times. The platform ensures that applications are complete before submission, helping to avoid delays caused by missing information. This modernization effort reflects the city's commitment to improving efficiency, transparency, and accessibility in its development services. More information can be found at this [link](#).
9. **Development Approval Process Review:** In July 2024, Council endorsed the 'Development Approval Process Review' that provided recommendations to expedite the City's processing of development applications, including amendments to the Official Community Plan (City Plan), amendments to the City's Zoning Bylaw, development permit and development variance permit applications. The City is in the process of implementing the recommendations. The Development Approval Process Review can be found at this [link](#).
10. **Rent Bank Program** – From July 2024 to June 2025, the City of Nanaimo contributed \$149,000 to the Rent Bank Program. With the support of Connective Society, 85 loans were issued to City residents at risk of eviction, supporting 185 residents. A total of \$145,251 of loan capital was distributed, and \$50,616 of loan repayments was received. Connective Society reports that the average rent to income ratio for those receiving loans during this time period is 64% (meaning rental costs are an average of 64% of income). More information can be found at this [link](#).

11. **Rent Supplement Program** – From July 2024 to June 2025, the City of Nanaimo contributed \$150,000 to the rent supplement program. With the support of two community partners 149 rent supplements were issued, supporting 211 residents. More information can be found at this [link](#).
12. **Permissive Tax Exemptions:** A new 'Permissive Tax Exemption Policy' was adopted by Council in July 2024 that includes criteria for non-market housing. The policy outlines permissive tax exemption eligibility criteria for non-for-profit organizations that provide non-market housing for Temporary and Supportive Housing. A total of 604 below market units were issued a permissive tax exemption in 2024. The policy can be found at this [link](#).
13. **HEART and HEARTH:** Between July 2024 and June 2025, the City has been working in partnership with BC Housing to implement the Homelessness Encampment Action Response Team (HEART) program, and the Homelessness Encampment Action Response Temporary Housing (HEARTH), including the provision of City land, funding and staff time. The City supported the creation of an Encampment Response Plan and is providing Community Safety Officers to connect unsheltered individuals to shelters, housing and health services. A total of 100 temporary HEARTH units have been newly occupied. More information can be found at this [link](#).
14. **Drop-in Hub:** In partnership with the United Way BC and the federally-funded Reaching Home Program, the City is providing \$584,257 to fund a year-round daytime drop-in hub at 55 Victoria Road (2025-2026) that provides access to basic need services and emergency shelter beds on a drop-in basis including warming and cooling services for individuals living unsheltered. In addition, other service providers are providing services at the Hub and connecting individuals to housing, shelter, employment and health services. Between January 2025 and March 31, 2025, at least 207 unique individuals have accessed the Hub and the Hub sees an average of 70 visits daily. Hub users are being prioritized through BC Housing's HEART and HEARTH program. HEART outreach workers are onsite weekly to complete assessments and housing applications. Between January 2025 and May 2025, 114 Supportive Housing Registry applications have been completed. Ten Hub users have been housed and many more are on the waitlist for the 187 new HEARTH units still to be opened. More information can be found at this [link](#).
15. **Systems Planning Organization** – From July 2024 to June 2025, the City of Nanaimo continued to fund the Systems Planning Organization whose purpose is to enable coordinated action to address an end to homelessness in Nanaimo. More information can be found at this [link](#).

B) Please provide any information about First Nation partnerships and/or agreements including planning, servicing and infrastructure that support delivery of housing on First Nation land including delivered and/or projected housing units.

Bi-weekly meetings: City staff meet regularly with Snuneymuxw First Nation staff and BC Housing staff to discuss ways to advance provincially-funded housing developments proposed in the City of Nanaimo and on First Nation land.

Protocol Agreement Working Group and Technical Working Group: City representatives meet regularly with Snuneymuxw First Nation representatives to further the goals of the Protocol Agreement. The purpose of the Protocol Agreement is to deepen the government to government relationship between the City and Nation, to establish a collaborative process that will meaningfully advance reconciliation, and lead to shared opportunities and agreements for mutual benefits.

Te'tuxwtun: The Te'tuxwtun development project is a proposed large-scale development on a 5.8-acre site that spans the Fifth Street Corridor (564 Fifth Street, 502 and 505 Howard Avenue) in the Harewood neighbourhood of Nanaimo. The Te'tuxwtun development project is a unique collaboration between Snuneymuxw First Nation, BC Housing, the City of Nanaimo and Nanaimo-Ladysmith Public Schools (known as the Knowledge Partners). The Te'tuxwtun development includes 358 housing units (86 non-market units), with a mix of commercial, institutional and parks/recreation/culture uses. The rezoning amending bylaw process is at third reading, and the development permit application is in process. More information can be found [here](#).

Section 5: APPROVED HOUSING DEVELOPMENT APPLICATIONS

Report the number of approved applications issued by type since the effective date of the HTO. Each project should only be recorded once for the **most current** application type. Provide the estimated number of net new housing units to be delivered for each application category.

NOTE: units issued occupancy permits should be recorded in Section 2.

	Rezoning**	Development Permit	Building Permit	Total
Applications	5	14	155	188
New Units	408	754	631	1793
Unit Breakdown				
Units by Size				
Studio	-	88	27	-
One Bedroom	-	344	406	-
Two Bedroom	-	247	69	-
Three Bedroom	-	75	81	-
Four or More Bedroom ¹	-	0	48	-
Units by Tenure				
Rental Units ² – Total ²	168	189	611	968

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Rental – Purpose Built	168	189	555	903
Rental – Secondary Suite	0	0	35	35
Rental – Accessory Dwelling	0	0	21	21
Rental – Co-op	0	0	0	0
Owned Units	240	565	20	834
Units by Rental Affordability				
Market	168	754	549	1471
Below Market ³ - Total	0	0	62	62
Below Market - Rental Units with On-Site Supports ⁴	0	0	0	0

Section 6: WITHDRAWN OR NOT APPROVED HOUSING DEVELOPMENT APPLICATIONS

A) Indicate the number of applications and the estimated number of proposed units withdrawn by applicants, and /or not approved by staff or Council during this reporting period. Please include rezoning applications, development permits, and building permits.

	Applications Withdrawn	Applications Not Approved
Applications	6 planning applications withdrawn. 2 building permit applications withdrawn.	0
Proposed Units	Approximately 43 housing units were within the 2 building permit applications that were withdrawn, denied, or expired in the reporting period.	n/a

B) Provide a description of each application (e.g., rezoning, development permit, building permit) and brief summary of why each project was withdrawn or not approved.

The City denied 0 rezoning or development permit applications from July 2024 to June 2025.

The process for building permit/planning applications is such that they can be incomplete and therefore not accepted, or they can be cancelled or expired due to inaction from the applicant. There are many reasons that an applicant may choose to withdraw a building permit/planning application including project financing challenges, increased cost of materials, increased cost of contractors, and changes in market conditions impacting profit margins on the project.

Section 7: OTHER INFORMATION

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

*The Province used statutory exemption for the occupancy of the 100 HEARTH temporary supportive housing units in the reporting period. Thus, the City's net new housing total of units issued occupancy does not include the 100 HEARTH units.

**Note that at the time of rezoning application the City does not require the rezoning applicant to provide information regarding the proposed bedroom mix of each proposed housing unit.

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

Section 8: SUMMARY OF PLANNED ACTIONS TO MEET TARGETS

If the housing target has not been met for the reporting period, please provide a summary of planned and future actions in line with the Performance Indicators that the municipality intends to take to meet housing targets during the two-year period following this report. For each action, provide:

- a description of how the action aligns with achieving the housing target;
- dates of completion or other major project milestones;
- links to any publicly available information; and
- the number of units anticipated by completing the action.

NOTE: THIS SECTION IS NOT APPLICABLE FOR INITIAL SIX-MONTH REPORTING.

Name of Action: Studio/One Bedroom Units – Zoning Bylaw Review and Update

Description of Action: As part of the Zoning Bylaw project it will be determined if the number of bedrooms in each multi-family unit should be prescribed in specific zones to ensure the City is achieving the required unit size mix.

Completion/Milestone Date: Fall 2026

Link: chrome-extension://efaidnbmnnnibpcajpcgclefindmkaj/https://pub-nanaimo.escribemeetings.com/filestream.ashx?DocumentId=57033

Number of Units: TBD

Name of Action: Below Market Housing - Permissive Tax Exemptions

Description of Action: An updated 'Permissive Tax Exemption Policy' was adopted by Council in July 2024 that includes improved criteria for non-market housing. The policy outlines permissive tax exemption eligibility criteria for non-for-profit organizations that provide non-market housing for

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<p>Temporary and Supportive Housing. A total of 604 below market units were issued a permissive tax exemption in 2024. The updated permissive tax exemption captured 40 below market housing units at 940 Hecate Street that were not issued an exemption in previous years.</p>	
Completion/Milestone Date: July 2024	
Link: https://www.nanaimo.ca/your-government/grants/permissive-tax-exemptions	Number of Units: 604
Name of Action: Below Market Housing - HEART and HEARTH	
Description of Action: Between July 2024 and June 2025 the City has been working in partnership with BC Housing to implement the Homelessness Encampment Action Response Team (HEART) program, and the Homelessness Encampment Action Response Temporary Housing (HEARTH), including the provision of City land, funding and staff time. The City supported the creation of an Encampment Response Plan and is providing Community Safety Officers to connect unsheltered individuals to shelters, housing and health services. A total of 100 temporary HEARTH units have been newly occupied in the reporting period.	
Completion/Milestone Date: Ongoing	
Link: https://www.nanaimo.ca/your-government/projects/heart-and-hearth	Number of Units: 100 HEARTH units in reporting period
Name of Action: Below Market Housing - City & BC Housing Development Projects and MOU(s)	
Description of Action: In 2019, the City of Nanaimo and BC Housing signed a Memorandum of Understanding (MOU) to build new housing on six sites in the community, and since this date more sites are being developed for affordable housing. To date 318 below market/supportive housing units are completed and occupied (including permanent supportive housing at 702 Nicol Street and 285 Prideaux Avenue; and temporary supportive units at 2060 Labieux Road, 250 Terminal Avenue and 1300 Island Hwy). Also, 683 housing units are at various stages in the development process, (of which 411 are below market/supportive units). The in-process totals include MOU sites, HEARTH sites, proposed Complex Care Housing at 1850 Boxwood Road and supportive housing at 1030 Old Victoria Road (McKenzie Road).	
Completion/Milestone Date: Ongoing	
Link: https://www.nanaimo.ca/public-safety/community-safety-and-wellbeing/community-and-social-service-programs/bc-housing-mou	Number of Units: 411 below market/supportive housing units are in-process
<i>*Copy/Paste above description tables as needed</i>	

¹ If needed due to data gaps, it is acceptable to report "Three Bedroom" and "Four or More Bedroom" as one figure in the "Three Bedroom" row.

² **Rental Units** include purpose built rental, certain secondary rentals (secondary suites, accessory dwellings) and co-op. □

³ **Below Market Units** are units rented at or below 30% of the local Housing Income Limits (HIL) per unit size.

⁴ **Below Market Rental Units with On-Site Supports** are units rented at the Income Assistance Shelter rate providing permanent housing and on-site supports for people to transition out of homelessness.