

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.

Section 1: MUNICIPAL INFORMATION

Municipality	North Cowichan
Housing Target Order Date	June 17, 2024
Reporting Period	Year 1
Date Received by Council Resolution	September 3, 2025
Date Submitted to Ministry	September 12, 2025
Municipal Website of Published Report	www.northcowichan.ca
Report Prepared By	<input checked="" type="checkbox"/> Municipal Staff <input type="checkbox"/> Contractor/External
Municipal Contact Info	Chris Osborne, Planning Manager Chris.osborne@northcowichan.ca ; 250-746-3104
Contractor Contact Info	<input checked="" type="checkbox"/> N/A (name, position/title, email, phone)

Section 2: NUMBER OF NET NEW UNITS

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

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

	Completions (Reporting Period)	Demolitions (Reporting Period)	Net New Units (Reporting Period)	Net New Units (Since HTO Effective Date)
Total	145	4	141	141

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	0	0	0	0
One Bedroom	25	0	25	25
Two Bedroom	42	3	39	39
Three Bedroom	48	1	47	47
Four or More Bedroom ¹	30	0	30	30

Units by Tenure				
Rental Units ² – Total	28	0	29	29
Rental – Purpose Built	0	0	0	0
Rental – Secondary Suite	25	0	26	26
Rental – Accessory Dwelling	3	0	3	3
Rental – Co-op	0	0	0	0
Owned Units	117	4	112	112
Units by Rental Affordability				
Market	28	0	29	29
Below Market ³ – Total	0	0	0	0
Below Market – Rental Units with On-Site Supports ⁴	0	0	0	0

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

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

- Streamlined development approvals policies, processes or systems.
 - Updated land use planning documents (e.g., Official Community Plan, zoning bylaws).
 - Updated Housing Needs Report.
 - Innovative approaches and/or pilot projects.
 - Partnerships (e.g., BC Housing, CMHC, or non-profit housing organizations except First Nations – see Section 4 B).
 - Other housing supply related actions.
- On August 20, 2025 Council adopted a new Affordable Housing Policy and implementation plan. The policy aims to create more affordable homes and support people experiencing homelessness. It outlines the steps the municipality will take, such as using public land, offering financial incentives, and working with other governments, to help make housing more accessible and protect existing rental units. This policy has been in development since 2020 and has included public input and feedback from developers and social service organizations.
 - On July 16, 2025 Council gave first three readings to a Zoning Bylaw Amendment Bylaw and Housing Agreement Bylaw, which will facilitate the development of a 28-unit multi-family development at 2731 Vian Street and secure non-market housing units within this development proposed by the non-profit Clements Centre. The Housing agreement was subsequently adopted on August 20, 2025 and the Zoning Bylaw Amendment is likely to be adopted at the next meeting after the Housing Agreement is registered on title.

- On 7 May 2025 Council gave third reading to the rezoning for the Vian Street Development without applying the Community Amenity Charge policy for short-term infrastructure contributions, which would have represented a \$441,168 cost to the project.
- On July 16, 2025, Council agreed to provide support in the form of a grant of \$50,000 to partially cover Development Cost Charges for the Vian Street development.
- An updated Interim Housing Needs Report was accepted by Council on September 4, 2024
- Work on the Development Application Process Review continued throughout the reporting period. A draft report with recommended implementation actions is expected before the end of 2025.

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.

- Shared sewage treatment plant upgrades underway, which will provide additional capacity allocations to each partner organization, including Cowichan Tribes.
- Entered into an agreement with Naut'sa mawt Tribal Council to provide mentorship and job shadowing to a Building Inspection Intern which is intended to build capacity within First Nations for Building Inspection services. This program will begin in September 2025.

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	6	10	86	102
New Units	6	211	475	692
Unit Breakdown				
Units by Size				
Studio	1	31	70	102
One Bedroom	1	41	169	211
Two Bedroom	4	24	139	167
Three Bedroom	0	114	82	196
Four or More Bedroom ¹	0	1	15	16
Units by Tenure				
Rental Units ² – Total ²	6	141	385	532

Rental – Purpose Built	0	46	362	408
Rental – Secondary Suite	0	1	15	16
Rental – Accessory Dwelling	6	2	8	16
Rental – Co-op	0	92	0	92
Owned Units	0	70	90	160
Units by Rental Affordability				
Market	6	75	382	463
Below Market ³ - Total	0	92	0	92
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	Building Permits – total: 2 Planning: 0 TOTAL: 2 Applications	Planning/Building: No Applications
Proposed Units	Building: loss of 2 Planning: 0 TOTAL: 2 Applications	Planning/Building: No Applications

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.

BUILDING

- BP010286** - TOTAL NO. OF UNITS 1, TOTAL NO. OF BEDROOMS 1, APPLICATION WITHDRAWN 05- PERSONAL CIRCUMSTANCES
- BP010272** - TOTAL NO. OF BEDROOMS 1, TOTAL NO. OF UNITS 1, APPLICATION WITHDRAWN 04- REGULATORY ISSUES

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.

- On August 12, 2025 Council was provided with an analysis of the Official Community Plan's land use designations and the zoning bylaw in terms of providing sufficient housing to meet the 20-year target set out in the Interim Housing Needs Report. This analysis demonstrates that there is zoned capacity for over 20,000 units, although a minor OCP text update is required to reflect the new targets and the infrastructure considerations attendant thereto.
- There are several residential developments of significance currently under construction in North Cowichan. Although at least one major project was scheduled to be complete during this reporting period, construction delays have resulted in a later occupancy for 127 purpose-built rental units, which are still expected to receive occupancy by the end of 2025. A second phase of this same development is expected to receive occupancy in early 2026 and contains another 135 rental units. There are several other developments in North Cowichan for which construction has substantially begun that are likely to receive occupancy in the next reporting period.
- Although North Cowichan has water and sewer servicing capacity for more than the number of residential units required by the Housing Target Order, it is important to note that the availability of servicing capacity does not necessarily align with developers' desired locations and will hinder the pace of development in North Cowichan. The infrastructure upgrades needed to meet the target will likely require grant funding from higher levels of government.

Section 8: SUMMARY OF PLANNED ACTIONS TO MEET TARGETS

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

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

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

Name of Action:
Description of Action:

Continued building inspections and issuance of building permits, development permits and processing of rezonings. The buildings which are currently under construction and likely to receive occupancy within the next two reporting periods represent over 700 dwelling units.

Completion/Milestone Date: on going

Link:
Number of Units: 700+

Name of Action:	
Description of Action: Development Application Process Review. This review is well underway and a report, including recommended implementation actions, is expected before the end of 2025. This is expected to impact the speed of processing applications, and will not necessarily result in more units, but will hopefully lead to planned units getting to the construction phase quicker.	
Completion/Milestone Date: Q3 2025	
Link:	Number of Units: n/a

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

**Copy/Paste above description tables as needed*

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

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

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

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