

PURPOSE

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

REPORT REQUIREMENTS

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

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

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

ASSESSMENT

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

REPORT SUBMISSION

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

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

HOUSING TARGET PROGRESS REPORT FORM

Housing Targets Branch
BC Ministry of Housing and Municipal Affairs

Section 1: MUNICIPAL INFORMATION	
Municipality	City of West Kelowna
Housing Target Order Date	August 1, 2024
Reporting Period	August 1, 2024 – January 31, 2025
Date Received by Council Resolution	To be confirmed
Date Submitted to Ministry	To be confirmed
Municipal Website of Published Report	To be confirmed
Report Prepared By	<input checked="" type="checkbox"/> Municipal Staff <input type="checkbox"/> Contractor/External
Municipal Contact Info	Brittany Nichols, Long Range Planning Manager
Contractor Contact Info	<input checked="" type="checkbox"/> N/A

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. <u>Legalizing existing unpermitted secondary suites or other housing types does not count toward completions.</u>				
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	100	-36	64	64

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
One Bedroom	1		1	1
Two Bedroom	2		2	2
Three Bedroom	32		32	32
Four or More Bedroom ¹	27		27	27

Units by Tenure				
Rental Units² – Total	38		38	38
Rental – Purpose Built	0		0	0
Rental – Secondary Suite	34		34	34
Rental – Accessory Dwelling	4		4	4
Rental – Co-op	0		0	0
Owned Units	62		62	62
Units by Rental Affordability				
Market	38		38	38
Below Market³ - Total	0			
Below Market - Rental Units with On-Site Supports ⁴	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.

Since the Housing Target Order was received by City of West Kelowna (August 1, 2024), several actions have been taken in the past 6 months as well as the preceding 12 months to address housing challenges and reduce housing needs for local residents. Some of the key actions are summarized as follows:

- 1) The City of West Kelowna recently updated its **Official Community Plan (OCP)**, adopted in September 2023. With the adoption of the OCP, several goals and objectives were put in place to support additional housing and improve housing attainability. Notably, the OCP reviewed housing trends observed in West Kelowna which then identified urban and neighbourhood centres where population growth is expected and where the need for increased housing density is most likely to occur. Housing types within the centres are anticipated primarily as apartments, and townhouses, whereas housing types within the remaining areas of the City are likely to

consist of single detached dwellings, low-rise apartments, townhouses, and duplexes. The OCP also recommends over planning for anticipated growth to ensure the City is better positioned for future housing demand as well as increase housing diversity and attainability. The adoption of this approach supports progressive policy development and actions that can be implemented by the City and aligns with the Provincial direction to include a demand factor in recent Housing Needs Assessments to meet fluctuations in market conditions.

- 2) Council endorsed the City of West Kelowna's first **Housing Strategy** in 2023 which identifies four key directions to address the current and anticipated housing needs. The [Housing Strategy](#) complements the direction set out in the OCP by providing high level guidance towards future policy and bylaw development to accommodate growth that meets our community's diverse housing needs. These directions include: 1. Create more opportunities for non-market housing 2. Protect and increase market rental housing 3. Create more opportunities for housing for under-served demographic needs (especially seniors, people with disabilities, people experiencing homelessness, diverse household sizes, and others), and 4. Create more housing diversity.
- 3) Council endorsed the City of West Kelowna's first **Infill Housing Strategy** in November 2024. In addition to supporting the efforts of locating housing near transportation infrastructure, the [Infill Housing Strategy](#) notably details the importance of introducing diverse and denser housing options in established neighbourhoods. Infill housing is a sustainable and cost-effective built form to introduce new housing units to residents and reduce the overall need for housing in the community. The Strategy identifies key neighbourhoods where the introduction of infill housing is most likely and best suited, creating a targeted approach that is more likely to be effectively actioned and helping facilitate opportunities for policy refinements to occur as needed. The Strategy lists 33 potential actions over 6 main categories that are recommended to be completed over the next 3-5 years to advance and incentivize infill housing.
- 4) The City of West Kelowna recently updated its **Housing Needs Assessment** to align with Provincial legislated requirements, using the new standardized Housing Needs Report methodology. The updated [Interim Housing Needs Assessment](#) will help the City proactively plan for the amount of housing units needed over the next 20 years and determine how effectively the housing system is responding to community needs over time.
- 5) In [April 2024, Council adopted regulations restricting the prevalence of Short Term Rental \(STR\) units](#) to create a greater supply of long-term housing. Information bulletins related to housing were then updated in June 2024 with respect to Short Term Rentals, Carriage Houses, and Secondary Suites. These updates outlined support for the development of accessory dwelling units by educating the public on new processes and regulations put in place.
- 6) In [May 2024, Council adopted Zoning Bylaw amendments](#) that incorporate required provincial **Small Scale Multi Unit Housing** regulations under *Bill 44 - The Housing Statutes Residential Development Amendment Act*. These changes are aimed at addressing supply, diversity and affordability of housing long term. The City has updated its Zoning Bylaw to meet the Provincial requirements while taking a 'Neighbourhoods First' approach to maintain West Kelowna's unique neighbourhood character.

- 7) Updates to the City's **Zoning Bylaw** are proposed and received [3rd reading from Council on December 10, 2024](#). Proposed Zoning Bylaw No. 0320 aims to enact the vision and direction of the OCP and Housing Strategy. A Density Bonus program has been proposed which would offer developers the opportunity to build denser projects by committing to building priority housing types or by paying cash in lieu of construction. This supports the provision of incentivizing priority housing types (i.e., purpose-built rental, non-market rental, smaller housing units, units that are more attainable for home ownership, complex care housing, and/or emergency shelter).
- 8) The City was recently successful in receiving approximately \$8 million in funding under the Federal [Housing Accelerator Fund](#) administered by CMHC. The grant funding includes a commitment to an action plan of initiatives in support of new, diverse, and affordable housing types needed in West Kelowna over the next several years.
- 9) Over the past six months, a cross-departmental working group was formed aimed at **improving the City's housing permit data collection** in our CityView online application portal. This included a review of the data currently being collected, identifying the data management gaps, and creating new input fields for collecting information on units by size, tenure, and affordability as required by the Province. Given that the City has not historically tracked this information as part of standard permitting process, several sections of this report have not been filled out (shown as blank, N/A, or greyed out cells) due to gaps in existing data. Training sessions have recently been held with Development Services Clerks, Assistants, Building Inspectors, and Planners on the new tracking process. This will ensure efficient data tracking overtime and provide future progress reporting for the Housing Target Order that is accurately captured and reflected.
- 10) In terms of partnerships, the City of West Kelowna regularly **meets with BC Housing and other non-profit housing organizations to advance the delivery** of priority housing types (e.g. affordable, seniors, supportive, and emergency shelter) within the community. In terms of special projects, following a recent Expression of Interest, the City is currently working with Turning Points Collaborative Society and BC Housing to construct a new mixed-use affordable housing development (approx. 41 units) and commercial/community amenity project on City-owned lands.

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.

The City of West Kelowna is actively engaged in discussions and partnerships with Westbank First Nation (WFN) to enhance fire services, particularly to ensure infrastructure needs are in place to protect tall buildings in both communities. These discussions aim to determine the financial and operational strategies needed to benefit both jurisdictions. In anticipation of these needs, City of West Kelowna Council is already funding growth in the fire service department, with a comprehensive plan from the Fire Chief expected later in 2025, which will support the delivery of housing.

Additionally, the City of West Kelowna and WFN meet regularly to discuss trends in planning and development in both communities, addressing issues and exploring opportunities for collaboration. This

ongoing dialogue ensures that both communities can effectively plan and develop infrastructure that supports their growth and delivery of housing as well as safety needs.

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	3	2	30	35
New Units	509	9	45	563
Unit Breakdown				
Units by Size				
Studio				
One Bedroom				
Two Bedroom				
Three Bedroom				
Four or More Bedroom ¹				
Units by Tenure				
Rental Units ² – Total ²			17	
Rental – Purpose Built			0	
Rental – Secondary Suite			16	
Rental – Accessory Dwelling			1	
Rental – Co-op			0	
Owned Units			28	
Units by Rental Affordability				
Market			17	
Below Market ³ - Total			0	

Below Market - Rental Units with On-Site Supports ⁴			0	
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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	3	0
Proposed Units	298	0

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.

Three (3) applications were withdrawn during the reporting period:

- 1) Rezoning proposing 28 units, withdrawn by applicant after technical review determined proposal unfeasible due to a previously unidentified creek system.
- 2) Rezoning proposing 250 units, withdrawn by applicant and waiting for the new Zoning Bylaw to be adopted as they wanted to align with City's drafted zone, rather than a Comprehensive Development Zone initiated in 2021.
- 3) Rezoning proposing 20 units, withdrawn by applicant after requiring updated geotechnical reporting and a no build covenant area due to unsuitable weathered bedrock and proximity to a cliff face.

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.

In addition to the actions taken in the last 12 months listed in Section 4 above, within the past two years the City has received a number of significant development application files that are currently in-stream that will assist in future progress toward achieving the housing target. These applications include, but are not limited to, the following:

- 1) Rezoning application for single family and duplex, approximately **107 units**.
- 2) Rezoning application for single family and duplex for up to approximately **60 units**.
- 3) Rezoning application to R3 – Townhouse zone for approximately **48 units**.
- 4) Mixed-use commercial and residential rezoning application for approximately **43 units**.
- 5) Rezoning application for duplexes and townhomes for approximately **117 units**.
- 6) Rezoning application for Comprehensive Development zone including mixed uses in 13 buildings (between 6-9 storey) for approximately **1,282 units**.
- 7) Rezoning application to single family and duplex for approximately **26 units**.
- 8) Development Permit application for townhomes for **25 units**.

- 9) Development Permit application for single, duplex, and townhomes for **154 units**.
 10) Comprehensive Development Plan for up to **1,400 units**.

The above noted in-stream development applications represent approximately 3,262 new housing units proposed in the City of West Kelowna; however, the potential unit count may be higher based on final built form and typologies associated with new zoning regulations under Bill 44 – *Small Scale Multi Unit Housing* and could exceed approximately 4,609 new housing units.

Section 8: SUMMARY OF PLANNED ACTIONS TO MEET TARGETS

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

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

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

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.