



## HOUSING TARGET PROGRESS REPORT FORM

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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](mailto: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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<b>Section 1: MUNICIPAL INFORMATION</b>	
<b>Municipality</b>	Corporation of the City of Courtenay
<b>Housing Target Order Date</b>	September 1, 2025
<b>Reporting Period</b>	September 1, 2025, to February 28, 2026 (Interim Reporting Period 1.1)
<b>Date Received by Council Resolution</b>	March 25, 2026
<b>Date Submitted to Ministry</b>	March 26, 2026
<b>Municipal Website of Published Report</b>	<a href="https://www.courtenay.ca/community-and-culture/housing">https://www.courtenay.ca/community-and-culture/housing</a>
<b>Report Prepared By</b>	<input checked="" type="checkbox"/> Municipal Staff <input type="checkbox"/> Contractor/External
<b>Municipal Contact Info</b>	Jacob Cramer, Policy Planner II, jcramer@courtenay.ca, 250-703-4845
<b>Contractor Contact Info</b>	<input checked="" type="checkbox"/> N/A

<b>Section 2: NUMBER OF NET NEW UNITS</b>				
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>				
<b>Section 8 must be completed if a housing target has not been met for the reporting period.</b>				
	<b>Completions</b> (Reporting Period)	<b>Demolitions</b> (Reporting Period)	<b>Net New Units</b> (Reporting Period)	<b>Net New Units</b> (Since HTO Effective Date)
<b>Total</b>	165	1	164	164

<b>Section 3: NUMBER OF HOUSING UNITS BY CATEGORY AND TYPE</b> (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.				
	<b>Completions</b> (Reporting Period)	<b>Demolitions</b> (Reporting Period)	<b>Net New Units</b> (Reporting Period)	<b>Net New Units</b> (Since Effective HTO Date)
<b>Units by Size</b>				
Studio	101	-	101	101
One Bedroom	14	-	14	14
Two Bedroom	10	-	10	10
Three Bedroom	10	1	9	9

Four or More Bedroom <sup>1</sup>	30	-	30	30
<b>Units by Tenure</b>				
Rental Units <sup>2</sup> – Total	145	-	145	145
Rental – Purpose Built	137	-	137	137
Rental – Secondary Suite	6	-	6	6
Rental – Accessory Dwelling	2	-	2	2
Rental – Co-op	-	-	-	-
Owned Units	20	1	19	19
<b>Units by Rental Affordability</b>				
Market	145	-	145	145
Below Market <sup>3</sup> - Total	0	-	-	-
Below Market - Rental Units with On-Site Supports <sup>4</sup>	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.

***Development Procedures Bylaw Amendment – January 14, 2026***

The City updated its Development Procedures Bylaw to provide greater clarity and streamline its development processes. Staff identified text and sections of the bylaw that benefited from administrative updates which should help to optimize efficiencies for planning processes and permitting. Beyond those housekeeping items, the bylaw was amended to increase the delegation of authority for minor Development Variance Permits from 25% to 40% for most zoning bylaw requirements including:

- Minimum parking and loading space requirements for vehicles and bicycles;
- Off street parking and loading design standards, including dimensions, siting and access;
- Dimension and siting of garbage and recycling storage facilities;

- Building setbacks, lot frontage, lot depth and useable open space;
- Dimension of patios and decks;
- Landscaping and screening (excluding fence height).

Delegating a larger percentage of variances from Council to the Director of Development Services will reduce the number of decisions Council must consider and provides a faster permitting process, when the proposal's rationale is supportable and where it aligns with the City's plans and policies. These changes should decrease permitting times for select applications and can allow greater flexibility for development proposals who require variances to the City's Zoning Bylaw. Links to the Staff Report and amended bylaw can be found here:

<https://pubcourtenay.escribemeetings.com/Meeting.aspx?Id=e95a750a-7388-4a88a2c31293a647ed41&Agenda=PostMinutes&lang=English&Item=43&Tab=attachments>

#### ***Updated Development Permit Areas for Residential Developments – May 2025***

In support of Bill 44 and support of new Small-Scale Multi-Unit Housing (SSMUH), the City amended its Development Permit Areas and Development Permit Guidelines to remove the requirement for development permit for most duplexes, secondary suites and accessory dwelling units (most single detached dwellings did not require DPs already). Where Development Permits are still required for some forms of SSMUH, the City followed [provincial guidance](#), to amend our Guidelines so that they follow the principles for effective use including being clear and specific, recognizing constraints and being permissive and continuing to delegate all Development Permit approvals to Staff. More information on the City's updated DPs can be found here: <https://www.courtenay.ca/business-and-building/planning-and-land-use/development-permits> and <https://engagecomoxvalley.ca/courtenay-ssmuh>

#### ***Short Term Rental Policy (Zoning Bylaw and Business Licence Bylaw Amendments) – May 2025***

In May 2025, the City adopted regulations to permit short-term rental accommodation in most single residential dwellings, detached accessory dwelling units and secondary suites. Restrictions on attached housing forms (i.e. duplexes, townhomes and apartments) continue to go beyond the provincial regulation. Part of the broader rationale for this approach lies in the fact that until May 2025, short-term rentals were **not** allowed within the City of Courtenay, at all. The phasing in of short-term rentals into the community was something that our policies and Council were supportive of, but it did represent an increase in allowable 'uses' for many properties across the City. Where conflict between uses may have been more likely to occur, a more cautious approach was taken. Staff continue to monitor the City's rental vacancy rate and will report back to Council with an analysis of the impact of short-term rental regulations on the local rental housing supply.

More information on the City's Short Term Rental accommodation policies can be found here:

<https://www.courtenay.ca/services/bylaws/find-bylaw/short-term-rentals>

#### ***Partnership with BC Housing for 925 Braidwood Supportive Housing – 2025***

Throughout 2025, the City worked in close partnership with BC Housing on a large redevelopment site that should break ground soon in Courtenay. The site will feature not only a purpose-built emergency shelter including flexible space as a location for an Emergency Winter Response shelter but in relation to the Housing Target Order, a 70-unit supportive housing building. These 70 homes will provide much-needed affordable rental housing with supports for people experiencing or at risk of experiencing homelessness in Courtenay. To support this project the City covered the majority of the projects Development Cost Charges, those eligible under the City of Courtenay Development Cost

Charges Waiver (Affordable Housing) Bylaw No. 3118 and expedited the project's Rezoning application, Development Permits and Building Permits so that all City permits were approved or issued within 14 months of the start of rezoning. More information on that project can be found here:

<https://www.courtenay.ca/community-and-culture/housing/shelter-and-supports>

***Regular Development Industry Meetings – 2025 and 2026***

Over the past 12 months the City has remained committed to building a strong and transparent relationship with our development industry. Since April 2025, the City has held 4 Developer Industry Meetings and Interactive Learning Sessions and has created a stronger online information sharing system with the industry. These types of regular engagements with a key partner in delivering on Courtenay's housing needs help to ensure our policies and processes reflect the builders' economic and operational realities. Additional information on these meetings, including the meeting materials can be found here:

<https://engagecomoxvalley.ca/devhub>

**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.

None.

**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 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
<b>Applications</b>	0	0	35	35
<b>New Units</b>	0	0	295	295
<b>Unit Breakdown</b>				
<b>Units by Size</b>				
Studio	-	-	147	147
One Bedroom	-	-	69	69
Two Bedroom	-	-	52	52
Three Bedroom	-	-	22	22
Four or More Bedroom <sup>1</sup>	-	-	5	5
<b>Units by Tenure</b>				
Rental Units <sup>2</sup> – Total <sup>2</sup>	-	-	235	235



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Rental – Purpose Built	-	-	227	227
Rental – Secondary Suite	-	-	7	7
Rental – Accessory Dwelling	-	-	1	1
Rental – Co-op	-	-	-	-
Owned Units	-	-	60	60
<b>Units by Rental Affordability</b>				
Market	-	-	144	144
Below Market <sup>3</sup> - Total	-	-	91	91
Below Market - Rental Units with On-Site Supports <sup>4</sup>	-	-	70	70

**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.

	<b>Applications Withdrawn</b>	<b>Applications Not Approved</b>
<b>Applications</b>		
<b>Proposed Units</b>		

**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.

N/A – No permits withdrawn or denied

**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.

Something noteworthy about our first 6-month housing completions are the large numbers of studio units that were built. Studios represented 101 out of 165 completions or approximately 61% of the total new units. A majority of these small units (99) came from two developments that will serve distinct populations in our community; a new student housing building (61 studios) and a new rental apartment building recently purchased by the Department of National Defence to house military personnel who are employed at the nearby CFB Comox (38 studios).

Another item worth raising is a matter of clarification when it comes to how the City is reporting on its below market units. Although the HTO defines below market units as rental units which are at or below 30% of the local Housing Income Limits per unit size, the City's standard for securing below market units through Housing Agreements uses a 30% below market rates as determined by CMHC from time to time. Because the CMHC market rate, the rental rate, and HILS all change regularly the City has chosen to report on those units secured through Housing Agreements as below market for the purposes of the HTO reporting so that those same units are tracked consistently through the development process, from rezoning to completion.

**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.*

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



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<b>Description of Action:</b>	
<b>Completion/Milestone Date:</b>	
<b>Link:</b>	<b>Number of Units:</b>
<b>Name of Action:</b>	
<b>Description of Action:</b>	
<b>Completion/Milestone Date:</b>	
<b>Link:</b>	<b>Number of Units:</b>
<i>*Copy/Paste above description tables as needed</i>	

<sup>1</sup> 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.

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

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

<sup>4</sup> **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.