



## 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](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>	City of Prince George
<b>Housing Target Order Date</b>	August 1, 2024
<b>Reporting Period</b>	August 1, 2024 – January 31, 2025
<b>Date Received by Council Resolution</b>	February 24, 2025
<b>Date Submitted to Ministry</b>	February 25, 2025
<b>Municipal Website of Published Report</b>	February 25, 2025
<b>Report Prepared By</b>	<input checked="" type="checkbox"/> Municipal Staff <input type="checkbox"/> Contractor/External
<b>Municipal Contact Info</b>	Imogene Broberg-Hull, Housing Development Liaison
<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>	220	10	210	210

<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	0	<i>See note 1</i>	0	0
One Bedroom	83	"	83	83
Two Bedroom	78	"	78	78
Three Bedroom	51	"	51	51
Four or More Bedroom <sup>1</sup>	8	"	8	8

<b>Units by Tenure</b>				
Rental Units <sup>2</sup> – Total	164 <i>See note 2</i>	<i>See note 1</i>	164	164
Rental – Purpose Built	133	"	133	133
Rental – Secondary Suite	30	"	30	30
Rental – Accessory Dwelling	1	"	1	1
Rental – Co-op	0	"	0	0
Owned Units	56	10	46	46
<b>Units by Rental Affordability</b>				
Market	102 <i>See note 2</i>	<i>See note 1</i>		
Below Market <sup>3</sup> - Total	62	"		
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.

**Housing Accelerator Fund (HAF) Application:** The City has submitted applications to both Rounds 1 (2023) and 2 (2024) of the HAF, administered by the Canadian Mortgage and Housing Corporation, with the intent to secure funding for local housing strategies and accelerate development.

**Land-Use Bylaw Process Changes:** As of June 24, 2024, Legislative Services has revised the City's approach to the land-use application process, consolidating Council readings and reducing application timelines, especially for OCP-compliant rezoning applications.

**Upgrading Permitting Software:** Implementation of new City-wide permitting and file management software is underway to improve efficiency and reduce processing timelines.

**Housing Action Strategy Development:** A comprehensive housing strategy is complete and aims to alleviate housing need through a variety of avenues. Administration aims to present the findings before Council in Spring, 2025.

**Creation of Housing Development Liaison Position:** With support from Northern Development Initiative Trust (NDIT), new City staff focuses on improving housing policy and processes, while collaborating with non-profits, housing developers, and other levels of government to enhance housing development.

**Bill 44 – Small-Scale Multi-Unit Housing (SSMUH):** On June 12, 2024, Council adopted *City of Prince George Zoning Bylaw No. 7850, 2007, Amendment Bylaw No. 9466, 2024*, in compliance with the Housing Statutes (Residential Development) Amendment Act, 2023 (Bill 44). This legislation mandates a wider variety of housing types in areas historically zoned for single-family or duplex homes. More information can be found [here](#).

**Bill 47 – Transit Oriented Development:** Bill 47 requires local governments to designate certain areas adjacent transit stations as Transit-Oriented Areas (TOAs), allowing for higher density and building heights near key transit infrastructure. On June 12, 2024, Council designated the UNBC Bus Exchange as a TOA, per provincial requirements. More information can be found [here](#).

**397 3<sup>rd</sup> Avenue Temporary Housing Units:** BC Housing and the City of Prince George partnered to build 43 temporary modular housing units on a City-owned site (397 3<sup>rd</sup> avenue) to provide shelter for people experiencing homelessness, funded through the Province's HEARTH program. The site opened in December 2024 and offers 24/7 staffing, support services, and shared amenities. More information can be found [here](#).

**1<sup>st</sup> Avenue and Ontario Street Supportive Housing:** The City acquired the property located at 140-160 1<sup>st</sup> avenue to partner with BC Housing and Northern Health on a 3-phase supportive housing development. The second phase, now under construction, will deliver a 9,000-square-foot health clinic and 51 supportive homes (including 10 complex care units) at 140 & 150 Ontario Street, including 10 complex care units. This builds on the first phase at 160 Ontario Street, which opened in 2022 with 50 supportive homes.

**Complete Communities Assessment:** To support the Official Community Plan (OCP) review, the City of Prince George successfully secured provincial funding to conduct a Complete Communities Assessment. This assessment evaluates how well different neighborhoods within the city function as "complete communities," where residents have convenient access to essential services, amenities, and opportunities for daily life.

**Official Community Plan (OCP) Update:** The [OCP Review](#), launched publicly on September 18, 2023, is nearing completion, with adoption targeted for March 2025. This long-term strategic plan will enhance housing outcomes with new housing policy to support diverse housing options, simplified future land-use areas, and growth management aimed at curbing suburban sprawl and increasing density in well-served locations.

**Interim Housing Needs Assessment:** The City's [Interim Housing Needs Report](#) (December, 2024) provides an updated look at the community's housing requirements for the next 5 and 20 years. It builds on the previous Housing Needs Report (2021, 2022) and aligns with provincial guidelines to identify housing needs in accordance with Section 790(3)(b) of the Local Government Act.

**Delegated Minor Variances (2023):** On August 28, 2023, the City of Prince George adopted [Development Procedures Bylaw No. 9423, 2023](#), allowing an Authorized Person to approve minor development variances without requiring Council approval. This change expedites the process for variances related to development regulations, parking, and landscaping, reducing overall development timelines.

**Professional Reliance Building Permit Policy (2023):** Full implementation of the [professional reliance model](#) for Part 3 buildings was brought into effect in Spring, 2023. Though implemented over one year ago, the model has undergone refinement and continues to reduce staff workload and building permit timelines, ultimately accelerating the development of multi-family housing.

**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.

## 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
<b>Applications</b>	1	8	70 <i>See note 4</i>	79
<b>New Units</b>	9	370	153	532
<b>Unit Breakdown</b>				
<b>Units by Size</b>				
Studio	<i>See note 3</i>	31	41	72
One Bedroom	"	113	38	151
Two Bedroom	"	126	33	159

Three Bedroom	"	95	24	119
Four or More Bedroom <sup>1</sup>	"	5	17	22
<b>Units by Tenure</b>				
Rental Units <sup>2</sup> – Total <sup>2</sup>	<i>See note 3</i>	285 <i>See note 3</i>	108	393
Rental – Purpose Built	"	283	84	367
Rental – Secondary Suite	"	2	24	26
Rental – Accessory Dwelling	"	0	0	0
Rental – Co-op	"	0	0	0
Owned Units	"	85	45	130
<b>Units by Rental Affordability</b>				
Market	<i>See note 3</i>	250 <i>See note 3</i>	107	357
Below Market <sup>3</sup> - Total	"	35	1	36
Below Market - Rental Units with On-Site Supports <sup>4</sup>	"	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.

	<b>Applications Withdrawn</b>	<b>Applications Not Approved</b>
<b>Applications</b>	6	0
<b>Proposed Units</b>	280	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.

**RZ100793/CP100202** – OCP/RZ application to facilitate the construction of 2 high-rise apartment buildings totaling 141 dwellings. The applicant intended to proceed with a recommendation of non-support due to geotechnical and flood hazard concerns amongst staff, as well as unsupportable density and height. The application expired due to applicant inactivity.

**RZ100776/CP100195** – OCP/RZ application to facilitate a 125-lot single-family subdivision in a rural area. The applicant intended to proceed with a recommendation of non-support from staff due to unsupportable density and suburban sprawl within an area identified for agricultural and rural uses, as well as infrastructure constraints. The application expired due to applicant inactivity.

**RZ100799** – RZ application to facilitate the development of a small residential infill project up to 6 units. The applicant cancelled the application to rezone the subject property to a SFD zone, which now allows up to 4 units under SSMUH legislation.

**RZ100825** – RZ application to facilitate the development of a duplex on a former SFD zoned property. The applicant cancelled the application, as SSMUH legislation rendered the application unnecessary.

**RZ100797** – RZ application to facilitate the development of a duplex on a former SFD zoned property. The application expired, and was no longer relevant due to SSMUH legislation

**DP100891** – DP application to facilitate the development of a small residential infill project up to 4 units. Applicant withdrew the application and later reapplied with a larger site area with more units.

## 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.

*Note 1:* The City does not require bedroom count, tenure type, secondary suite, or affordability information upon demolition permit application. Some information may not be available due to age or condition of the building prior to demolition. The City is working towards amending the current demolition permit application to collect more information going forward.

*Note 2:* Secondary suite and accessory dwelling building permit applications are automatically classified as "rental – secondary suite" or "rental – accessory dwelling". Secondary suite and accessory dwelling affordability are classified as market-rate, unless otherwise indicated by the applicant. The City has amended our residential building permit to collect information on bedroom count, tenure type, and affordability since the HTO, however most completed and issued building permit applications pre-date the order.

*Note 3:* The City does not require information on bedroom count, tenure type, or affordability at the Rezoning/Official Community Plan stage. Similarly, tenure type and affordability level are not required at the development permit stage and are subject to change. Additional information submitted by the applicant has been provided where applicable.

*Note 4:* Building Permit Applications only includes "parent" folders, and does not include "foundation only", "child", or other permit types that may create several permit folders per multi-unit project.

**BC Housing Supportive Housing:** Several BC Housing supportive housing developments are currently under construction and were not captured in Section 5 due to building permits issued prior to the HTO,



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or lack of building/occupancy permit to track progress. The City is working with BC Housing to ensure completed eligible units are included in the Year 1 reporting.

**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>

  

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<b>Link:</b>	<b>Number of Units:</b>

*\*Copy/Paste above description tables as needed*





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<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.