



## Notice of Meeting and Meeting Agenda Capital Regional Hospital District Board

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Wednesday, February 10, 2016

1:30 PM

6th Floor Boardroom

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### 1. APPROVAL OF THE AGENDA

### 2. ADOPTION OF MINUTES

#### 2.1. 16-191 Minutes of Hospital District Board Meeting of December 9, 2015

**Recommendation:** That the minutes of the December 9, 2015 meeting be adopted as circulated.  
(NWA)

**Attachments:** [Minutes: Dec. 9, 2015 Hospital Board](#)

### 3. REPORT OF THE CHAIR

### 4. PRESENTATIONS/DELEGATIONS

### 5. REPORTS OF COMMITTEES

#### Finance Committee

#### 5.1. 16-133 950 Kings Road - Approval of Capital Borrowing Bylaw

**Recommendation:** That the Finance Committee recommend to the Capital Regional Hospital District Board:

1. That Capital Regional Hospital District Bylaw No. 387, "Capital Regional Hospital District Capital Bylaw No. 167, 2016", for a maximum of \$5,850,000, be introduced and read a first and second time.
2. That Capital Regional Hospital District Bylaw No. 387 be read a third time.  
(WA)
3. That Capital Regional Hospital District Bylaw No. 387 be adopted.  
(WA 2/3 maj)

**Attachments:** [Staff Report: 950 Kings Road – Approval of Capital Borrowing Bylaw](#)  
[Appendix A: CRHD Bylaw 307, "CRHD tal Regional Hospital District Bylaw No.](#)

#### 5.2. 16-134 Amendment to Consultant Contracts for the Summit Residential Care Project

**Recommendation:** That the Finance Committee recommends that the Capital Regional Hospital District Board:

1. Approve and authorize the Board Chair and Corporate Officer to execute the following amendments to consultant contracts for the Summit project:
  - a. Unitech Construction Management contract - increase by \$41,000 for additional contract administration services; and,
  - b. Ryzuk Geotechnical contract - increase by \$5,000 for additional geotechnical analysis and structural design assessments.

(WA)

**Attachments:** [Staff Report: Amendment to Consultant Contracts for the Summit Residential C](#)

## 6. ADMINISTRATION REPORTS

### 6.1. 16-190 2016 Capital Regional Hospital District (CRHD) Board Executive Committee

**Recommendation:** 1) That the Executive Committee be established; and  
2) That the terms of reference for the 2016 Executive Committee as attached in Appendix A be approved.  
(NWA 2/3 maj.)

**Attachments:** [Staff Report: CRHD Board Executive Committee](#)  
[Terms of Reference: CRHD Board Executive Committee](#)

## 7. NEW BUSINESS

## 8. ADJOURNMENT

### Voting Key:

**NWA - Non-weighted vote of all Directors**

**NWP - Non-weighted vote of participants (as listed)**

**WA - Weighted vote of all Directors**

**WP - Weighted vote of participants (as listed)**

**Meeting Minutes**  
**Capital Regional Hospital District Board**

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Wednesday, December 9, 2015

1:45 PM

6th Floor Boardroom

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Present:

Directors: R. Atwell, M. Alto, D Blackwell, S. Brice, J. Brownoff, V. Derman, B. Desjardins, A. Finall, C. Hamilton, L. Helps, M. Hicks, B. Isitt, N. Jensen, R. Kasper, P. LeBlond (for D. Howe), W. McIntyre, C. Plant, S. Price, J. Ranns, D. Screech, L. Seaton, K. Williams, R. Windsor and G. Young

Staff: R. Lapham, Chief Administrative Officer; L. Hutcheson, General Manager, Parks and Environmental Services; D. Lokken, General Manager, Finance and Technology; T. Robbins, General Manager, Integrated Water Services; K. Lorette, General Manager, Planning and Protective Services; C. Culham, Senior Manager, Capital Region Housing Corporation Operations, M. Rachwalski, Senior Manager, Health and Capital Planning; S. Santarossa, Corporate Officer; Committee Clerks A. Boyd, N. More and P. Perna; and S. Norton, Deputy Corporate Officer (Recorder)

Also Present: M. Hargraves, CRD solicitor

**INAUGURAL AGENDA**

**CALL TO ORDER - Chief Administrative Officer**

R. Lapham called the meeting to order at 2:20 pm.

**ELECTION OF CHAIR (pursuant to Section 13 of the Hospital District Act)**

R. Lapham called for nominations for the position of Chair of the Capital Regional Hospital District Board for 2016. He noted that only one nominator is required and no seconder is necessary.

Director Brice nominated Director Howe. It was noted that Director Howe has accepted the nomination by email.

R. Lapham called for nominations a second and third time and hearing none, declared nominations closed and declared Director Howe Chair of the Hospital District Board for 2016 by acclamation.

**ELECTION OF ACTING CHAIR (pursuant to Section 13 of the Hospital District Act)**

R. Lapham called for nominations for the position of Acting Chair of the Capital Regional Hospital District Board for 2016. He noted that only one nominator is required and no seconder is necessary.

Director Brice nominated Director Desjardins. Director Desjardins accepted the nomination.

R. Lapham called for nominations a second and third time and hearing none, declared nominations closed and declared Director Desjardins acting Chair of the Hospital District Board for 2016 by acclamation.

Acting Chair Desjardins assumed the Chair.

## **REGULAR AGENDA**

### **1. APPROVAL OF THE AGENDA**

**MOVED by Director Helps, SECONDED by Director Derman,  
That the agenda and the supplementary agenda be approved.  
CARRIED**

### **2. ADOPTION OF MINUTES**

**2.1. 15-1290** Minutes of Capital Regional Hospital District Board Meeting of November 4, 2015

**MOVED by Director Helps, SECONDED by Director Seaton,  
The the minutes of the November 4, 2015 meeting be adopted as circulated.  
CARRIED**

### **3. REPORT OF THE CHAIR - none**

### **4. PRESENTATIONS/DELEGATIONS**

#### **4.1 Presentations**

#### **4.2 Delegations**

Director Finall left the meeting at 2:23 pm.

**4.2.1. 15-1326** Eko Goldberg, Homes for All, re Items 5.1 and 6.1

Eko Joshua Goldberg spoke in favour of the recommendations in Item 5.1. Using a PowerPoint presentation, he reviewed: a definition of "home"; impacts of homelessness on the individuals and the community; community support for provision of affordable housing; statistics on homelessness in the CRD; principles of a "Housing First" model; next steps to complement the recommendations. The delegation provided a PowerPoint presentation, on file at Legislative and Information Services.

**4.2.2. 15-1331** Stephen Portman, Together Against Poverty Society, re Items 5.1 and 6.1

Directors Finall and Windsor returned to the meeting at 2:26 pm.

Stephen Portman spoke in favour of the recommendations in Item 5.1. He noted the hardship on individuals without the basic right of shelter. Further to the staff recommendations, he requested that the homeless people should be

involved in the design and development of the program to ensure that the money being spent meets their needs.

**4.2.3. 15-1332**

Colin Nielsen re items 5.1 and 6.1

Colin Nielsen spoke in favour of the recommendations in Item 5.1. He thanked City of Victoria Council for bringing the initiative to the Hospital District Board and CRD staff for the report and recommendations, and noted that homelessness is a regional problem, which has previously been ranked as an important issue along with the related issues of cost of living, mental health and cost of housing. In closing, he urged the Board to move forward on the recommendations to provide the homeless with the basic need of shelter. The delegation provided a written submission, on file at Legislative and Information Services.

**4.2.4 15-1333**

Kathy Stinson, Victoria Cool Aid Society & Downtown Service Provides Committee re Items 5.1 and 6.1

Kathy Stinson spoke in favour of the recommendations in Item 5.1. on behalf of the Cool Aid Society and the Downtown Service Providers (DSP). She noted that Island Health, as a member of DSP, abstained support because this type of advocacy was outside the mandate of the participants at the table. Speaking to each recommendation, she noted that: the funding will help housing for the homeless to be created; service supports are critical to the success of the homeless people in this housing; and the policy and program framework will bring together willing partners. K. Stinson advised that the Cool Aid Society has a plan to rebuild or repurpose a 360-unit apartment building for the homeless and has made a commitment of raising \$5 million from the community. She noted that 185 of those units could be delivered now if sufficient capital funds were made available from government partners.

**4.2.5 15-1334**

Beth Burton-Krahn re Item 5.1

Councillor Burton-Krahn spoke in favour of the recommendations in Item 5.1. She provided personal and professional examples of the affect of alcoholism and drug addiction toward a spiral of destruction for the individual. Councillor Burton-Krahn remarked that the proposed Housing First Strategy outlined in the staff report will help people at various risk levels to rebuild their lives with secure shelter and the necessary supportive services. In endorsing the recommendations, she noted that the region will take an active leadership role and capitalize on renewed partnership opportunities.

**4.2.6. 15-1327**

Councillor Jeremy Loveday re items 5.1 and 6.1

Councillor Jeremy Loveday spoke in favour of the recommendations in Item 5.1. He noted that this historic decision shows that the region as a whole is ready to work collaboratively with other partners to end homelessness.

**4.2.7. 15-1328**

Jon Ede, Freedom from Homelessness Society Inc. re items 5.1 and 6.1

Jon Ede spoke in favour of the recommendations in Item 5.1. He advised that he is currently living in the tent city as a choice. He referenced the website that

has been set up by the Society. He introduced Cara, who, by providing personal examples, explained the need to have well managed and safe housing as well as support services.

## 5. ADMINISTRATION REPORTS

### 5.1. 15-1293 Regional Housing First Strategy "Feasibility Study"

R. Lapham reviewed the staff report and recommendations for the Capital Regional Hospital District or the Capital Regional District to serve as the lead agency to develop and implement a plan for new housing units with supports to substantially reduce homelessness in the capital region by 2018. He responded to questions regarding:

- the requirement to seek borrowing authority for the land banking and housing function for the proposed \$30 million seed money
- seeking matching funding from the Province
- reporting back to the Board on the borrowing authority and involvement of other partners, which could include the federal government
- various CRD entities which could be involved
- spreading the borrowing over a few years
- role of the Regional Housing Trust Fund Commission to focus more on those people categorized as hard to house

A motion was put forward that combined recommendations a) and b) of the staff report, and renumbered c) as b).

**This Action Report was recommended for approval.**

Discussion ensued on the motion. There was support for the motion and staff were thanked for the report and proposed action plan. Concern was expressed regarding presenting this issue to the Hospital District Board. Staff noted that the motion was recommended to the CRD Board and that the Hospital District could provide funding for some projects.

Director Blackwell left the meeting at 3:34 pm.

**The question on the motion was called.**

**CARRIED UNANIMOUSLY**

Director Blackwell returned to the meeting at 3:36 pm.

Referring to the comments made by the speakers about the importance of involving the people affected by homelessness in the program design and development, an additional motion was put forward.

**MOVED by Director Isitt, SECONDED by Director Helps,**

**c) That staff be directed to work with partners to engage street-involved people on housing and support needs, and desired housing forms, to inform recommendations on operational models in the policy and program framework referenced in the previous motion.**

**CARRIED**

## 6. MOTION WITH NOTICE

**6.1. 15-1079** Improved Health Outcomes through a Regional Housing First Strategy

**MOVED** by Director Isitt, **SECONDED** by Director Helps,  
That the following previous motion of October 14, 2015 be received for  
information:

That the Capital Regional Hospital District Board:

- 1) Write the Prime Minister of Canada and federal Cabinet requesting that - in the context of developing a National Housing Strategy - the Federal Government immediately commit funding in partnership with other funders to provide 367 individuals with housing options and support services needed to address chronic homelessness in the Capital Region. This would reduce or eliminate the requirement for local taxpayer funding toward the capital costs and reflect the Government of Canada's traditional role in supporting the health outcomes and housing needs of Canadians;
- 2) Write the Premier of British Columbia and Cabinet requesting a Provincial commitment toward the annual operating costs of housing with supports for at least 367 individuals, estimated at \$8.2 million annually (based on \$22,219 per person per year) for the necessary clinical and social supports, and an additional 182 rental supplements estimated at \$982,800 annually. Specific amounts and type of supports would be determined on a project by project basis.
- 3) Refer this motion and attachments to member municipalities and Electoral Areas of the Capital Regional Hospital District (CRHD), to Island Health and to BC Housing requesting feedback by November 6, 2015;
- 4) Direct staff to undertake the following and return to the CRHD Board with recommendations:
  - [a] was considered on October 14, 2015 which resulted in the staff report for Agenda Item 5.1 ];
  - b) Develop detailed annual servicing cost estimates (principal and interest) and property tax impact for an initial 185 new units of supportive housing based on capital costs of \$30 million in time for potential inclusion in the 2016 budget;
  - c) Explore options for alternative funding and financing of the estimated \$30 million capital costs of housing with supports to reduce the burden on local taxpayers. Options would include social impact investing, contributions from other levels of government, contributions of land and other non-financial tangible assets, and philanthropic and/or private contributions.

**CARRIED**

**7. NEW BUSINESS - none**

**8. ADJOURNMENT**

**MOVED** by Director Helps, **SECONDED** by Director Brice,  
That the meeting be adjourned at 3:29 pm.  
**CARRIED**

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CHAIR

CERTIFIED CORRECT:

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CORPORATE OFFICER



**REPORT TO THE FINANCE COMMITTEE  
MEETING OF WEDNESDAY, FEBRUARY 3, 2016**

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**SUBJECT    950 Kings Road – Approval of Capital Borrowing Bylaw**

**ISSUE**

Approval of a capital borrowing bylaw is required to authorize the expenditure of funds to complete the acquisition of 950 Kings Road, Victoria, BC.

**BACKGROUND**

On November 14, 2015 the Capital Regional Hospital District (CRHD) Board approved the acquisition of 950 Kings Road, Victoria (former Blanshard School) from School District 61 (SD61) as a strategic acquisition for future development by the CRHD. The total transaction costs of this acquisition include: \$5.3 Million (M) to acquire the leasehold interest from the private Vancouver Career College; \$500,000 to purchase the fee simple interest from School District #61 (Greater Victoria); closing fees estimated at \$50,000; for a total of \$5.85 M.

The final step in this acquisition requires the enactment of a Capital Borrowing Bylaw for \$5.85 M.

**FINANCIAL IMPLICATIONS**

The proposed acquisition debt servicing costs have already been incorporated in future years as per the provisionally approved 2016 CRHD budget. Taking into account the relative prioritization of capital projects across Island Health, some projects included in the CRHD capital plan have been shifted to future years. This creates the capacity for the CRHD to accommodate costs related to land acquisition without significant increase to the 2016 budget.

Table 1 summarizes the debt servicing implications for \$5.8 M based on 2016 average residential values:

**Table 1: 950 Kings Road Purchase Tax Requisition Implications**

<b>Category</b>	<b>Expenditures</b>	<b>Annual charge against 2016 assessed residential value (\$530,059)</b>	<b>Annual charge per \$100,000 assessed residential value</b>
Total	\$5,850,000	\$2.48	\$0.47

15-year Ammortization; MFA Interest Rate: 2.75% (10 year term)

**CONCLUSION**

The CRHD has the mandate to acquire and hold land, and borrow funds for healthcare infrastructure. The acquisition of 950 Kings Road has immediate practical value for the Summit project being developed by CRHD at 955 Hillside Avenue, and provides greater long-term strategic options for healthcare planning for the Region. Approval of a capital borrowing bylaw is required to enact the Board’s decision to complete the 950 Kings property acquisition.

**RECOMMENDATIONS**

That the Finance Committee recommend to the Capital Regional Hospital District Board:

1. That Capital Regional District Bylaw No. 387, "Capital Regional Hospital District Capital Bylaw No. 167, 2016", for a maximum of \$5,850,000, be introduced and read a first and second time.
2. That Capital Regional District Bylaw No. 387, "Capital Regional Hospital District Capital Bylaw No. 167, 2016", for a maximum of \$5,850,000, be read a third time.
3. That Capital Regional District Bylaw No. 387, "Capital Regional Hospital District Capital Bylaw No. 167, 2016", for a maximum of \$5,850,000, be adopted.

Submitted by:	Maurice Rachwalski, PhD, Senior Manager, Health and Capital Planning Strategies
Concurrence:	Kevin Lorette, P.Eng., MBA, General Manager, Planning & Protective Services
Concurrence:	Diana Lokken, CPA, CMA, General Manager, Finance & Technology
Concurrence:	Robert Lapham, MCIP, RPP, Chief Administrative Officer

MR:cn

Attachments: Appendix A - Capital Regional District Bylaw No. 387, "Capital Regional Hospital District Capital Bylaw No. 167, 2016"

**CAPITAL REGIONAL HOSPITAL DISTRICT BYLAW NO. 387**

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**CAPITAL EXPENDITURE & BORROWING BYLAW  
BYLAW NO. 167, 2016**

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WHEREAS the Board of the **Capital Regional Hospital District** proposes to borrow and expend money for the capital expenditures described in Schedule 'A' attached hereto and forming an integral part of this bylaw;

And whereas those capital expenditures have received the approval required under Section 23 of the *Hospital District Act*;

Now therefore the Board of the **Capital Regional Hospital District** enacts the following capital expenditure and borrowing bylaw as required by Sections 32 and 33 of the *Hospital District Act*.

1. The Board hereby authorizes and approves the borrowing and expenditure of money necessary to complete the capital expenditures as described in Schedule 'A' attached.
2. The Board authorizes and approves the borrowing of a net sum not exceeding **\$5,850,000** upon the credit of the District by the issuance and sale of securities in a form and a manner agreed to by the Municipal Finance Authority of British Columbia. The term of the securities and the repayment of the principal and interest shall be over a term not to exceed **FIFTEEN** years.
3. To meet the payments of principal and interest during the term of the securities, there shall be included in the estimates of the Regional Hospital District each year, the respective amounts of principal and interest falling due in that year.
4. The Board hereby delegates the necessary authority to the Treasurer of the Capital Regional Hospital District to settle the terms and conditions of the borrowing and to undertake such temporary borrowing as is necessary to provide funding in advance of the receipt of funds from the Municipal Finance Authority of British Columbia.
5. This bylaw may be cited for all intents and purposes as the **Capital Regional Hospital District Capital Bylaw No. 167, 2016**.

READ A FIRST TIME THIS	10TH	DAY OF	FEBRUARY,	2016.
READ A SECOND TIME THIS	10TH	DAY OF	FEBRUARY,	2016.
READ A THIRD TIME THIS	10TH	DAY OF	FEBRUARY,	2016.
ADOPTED THIS	10TH	DAY OF	FEBRUARY,	2016.

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Chairperson

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Corporate Officer

## SCHEDULE "A"

Bylaw No. 387

### CAPITAL REGIONAL HOSPITAL DISTRICT CAPITAL EXPENDITURE & BORROWING BYLAW CAPITAL BYLAW NO 167, 2016

Name of Facility	Project or Equipment Description	Project Number	Amount covered by CRHD Bylaw	Amount covered by Province/ Island Health	Other Share (Specify)	Total Project or Equipment Cost
950 Kings Road	Land Acquisition:	C167-01				
	Leasehold Purchase		\$5,300,000.00	\$0.00	\$0.00	\$5,300,000.00
	Fee Simple Purchase		\$500,000.00			\$500,000.00
	Closing Costs		\$50,000.00			\$50,000.00
<b>Total:</b>			<b>\$5,850,000.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$5,850,000.00</b>

**REPORT TO THE FINANCE COMMITTEE  
MEETING OF WEDNESDAY, FEBRUARY 3, 2016**

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**SUBJECT**     **Amendment to Consultant Contracts for the Summit Residential Care Project**

**ISSUE**

Capital Regional Hospital District (CRHD) Board approval is required to amend existing consultant contracts (construction management, and geotechnical) for the Summit residential and dementia care project.

**BACKGROUND**

In the fall of 2015, the CRHD Board approved a number of consultant contracts for services for the Summit project at 955 Hillside Avenue, Victoria. At this time two contracts require amending: Unitech (construction management services) and Ryzuk (Geotechnical).

The original scope of the Unitech contract did not include processing of invoices received from all sub-consultants during the design phase and all trades contracts during construction. It was anticipated that all contract administration and invoice processing duties would be provided directly by CRD staff at additional cost to the Summit project. However, Unitech provides this service to other public sector clients through what they refer to as a “One Cheque” process, which staff have determined would be highly efficient and more cost-effective, but still has the CRD financial oversight and controls required. Unitech would provide a single all-inclusive invoice (vetted through the Summit Project Manager, Project Director and CRD Finance staff) that aggregates sub-consultant, trade and supplier invoices. The CRHD would pay one monthly cheque to Unitech who would then administer payments to each supplier/contractor.

Additional geotechnical services are required due to unforeseen structural requirements such as pilings to bedrock due to a greater depth of site excavation than originally anticipated. The original scope of work for the Ryzuk Geotechnical contract did not allow for this scope of work.

**CONCLUSION**

Amending the Unitech contract to include the “One Cheque” system will provide considerable efficiencies in overall financial controls, while retaining the ability for CRHD and CRD budgetary oversight and cost controls. Unitech providing this service has been vetted through CRD Finance and Information Technology. The additional Ryzuk Geotechnical work is critical to support detailed architectural and structural engineering drawings and specifications.

**RECOMMENDATION**

That the Finance Committee recommends that the Capital Regional Hospital District Board:

1. Approve and authorize the Board Chair and Corporate Officer to execute the following amendments to consultant contracts for the Summit project:
  - a. Unitech Construction Management contract – increase by \$41,000 for additional contract administration services; and,

- b. Ryzuk Geotechnical contract – increase by \$5,000 for additional geotechnical analysis and structural design assessments.

Submitted by:	Maurice Rachwalski, PhD, Senior Manager, Health and Capital Planning Strategies
Concurrence:	Kevin Lorette, P.Eng., MBA, General Manager Planning and Protective Services
Concurrence:	Diana Lokken, CPA, CMA, General Manager, Finance & Technology
Concurrence:	Robert Lapham, MCIP, RPP, Chief Administrative Officer

MR/cn



Making a difference...together

**REPORT TO THE CAPITAL REGIONAL HOSPITAL DISTRICT BOARD  
MEETING OF WEDNESDAY, FEBRUARY 10, 2016**

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**SUBJECT     2016 Capital Regional Hospital District (CRHD) Board Executive Committee**

**ISSUE**

To establish a CRHD Board Executive Committee for 2016.

**BACKGROUND**

Staff have had discussions with the Chair of the CRHD Board about establishing alternative models for managing CRHD development and capital projects. The considerations that impact the structure and management of CRHD capital project delivery are unique to the CRHD and are framed by the provisions of its governing legislation, the *Hospital District Act*.

Section 21 of the *Hospital District Act* (the *Act*) provides that the CRHD Board may establish an Executive Committee comprised of members elected by the Board annually. The *Act* provides that the Board may specify the items of business of the district with which the committee has the power to deal. The *Act* also provides that the Chair of the CRHD will be the Chair of the Executive Committee.

Under the *Act*, the CRHD may give the Executive Committee the direction and power to investigate and report back to the Board on:

- alternative models, including alternative corporate entities, for managing CRHD development and capital projects; and
- options for the procurement of CRHD capital projects.

Attached for the Board's information are proposed terms of reference for an Executive Committee.

**ALTERNATIVES**

*Alternative 1:*

1. That the Executive Committee be established; and
2. That the terms of reference for the 2016 Executive Committee as attached in Appendix A be approved.

*Alternative 2:*

1. That the terms of reference be amended.

*Alternative 3:*

1. That the matter be referred to staff for further review.

**IMPLICATIONS**

The terms of reference identify the mandate and purpose of the Committee, its establishment and authority and its composition, procedures and staff resources.

**CONCLUSION**

Establishing an Executive Committee would facilitate the exploration of alternative models for managing CRHD development and capital projects.

**RECOMMENDATIONS**

1. That the Executive Committee be established; and
2. That the terms of reference for the 2016 Executive Committee as attached in Appendix A be approved.

Submitted by:	Brent Reems, MA, LLB, Senior Manager, Legislative & Information Services
Concurrence:	Robert Lapham, MCIP, RPP, Chief Administrative Officer

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Attachments: Appendix A – 2016 Committee Terms of Reference



# Terms of Reference

The logo for the Capital Regional Hospital District (CRHD) is located in the top right corner of the header banner. It consists of the letters 'CRHD' in a stylized, white, sans-serif font, set against a dark grey background that features a wavy, horizontal line pattern.

## **CRHD EXECUTIVE COMMITTEE**

### **PREAMBLE**

The Capital Regional Hospital District (CRHD) Executive Committee is established by the CRHD Board and will investigate and make recommendations to the Board on CRHD development and capital projects.

The Committee's official name is to be:

Executive Committee

### **1.0 PURPOSE**

The mandate of the Committee includes investigating and making recommendations to the Board on the following:

- Alternative models for managing development and capital projects, including the creation of alternative corporate entities; and
- Options for the procurement of capital projects.

### **2.0 ESTABLISHMENT AND AUTHORITY**

- The Committee will make recommendations to the Board for consideration; and
- The Chair of the CRHD will be the Committee Chair. A Vice Chair may be elected by the members of the Committee.

### **3.0 COMPOSITION**

- The Committee will have a maximum of five (5) members, including the Chair of the CRHD.
- With the exception of the Chair, the members of the Committee will be elected annually by the Board of the CRHD.

### **4.0 PROCEDURES**

- The Committee shall meet quarterly at the call of the Committee Chair.

- The agenda will be finalized in consultation between staff and the Committee Chair and any Committee member may make a request to the Chair to place a matter on the agenda;
- A quorum is a majority of the Committee membership and is required to conduct committee business.

#### **5.0 RESOURCES AND SUPPORT**

- The Chief Administrative Officer, assisted by the Planning and Protective Services Department and Finance Department, will act as liaison to the Committee.
- Minutes and agendas will be prepared and distributed by the Legislative & Information Services Department.