



Notice of Meeting and Meeting Agenda Hospitals and Housing Committee

Wednesday, April 6, 2022

1:30 PM

6th Floor Boardroom
625 Fisgard St.
Victoria, BC V8W 1R7

J. Loveday (Chair), G. Orr (Vice Chair), D. Blackwell, S. Brice, F. Haynes, L. Helps, G. Holman, K. Murdoch, D. Screech, C. Plant (Board Chair, ex officio)

The Capital Regional District strives to be a place where inclusion is paramount and all people are treated with dignity. We pledge to make our meetings a place where all feel welcome and respected.

1. Territorial Acknowledgement

2. Approval of Agenda

3. Adoption of Minutes

3.1. [22-209](#) Minutes of the March 2, 2022 Hospitals and Housing Committee Meeting

Recommendation: That the minutes of the Hospitals and Housing Committee meeting of March 2, 2022 be adopted as circulated.

Attachments: [Minutes - March 2, 2022](#)

4. Chair's Remarks

5. Presentations/Delegations

The public are welcome to attend CRD Board meetings in-person.

Delegations will have the option to participate electronically. Please complete the online application for "Addressing the Board" on our website and staff will respond with details.

Alternatively, you may email your comments on an agenda item to the CRD Board at crdboard@crd.bc.ca.

6. Committee Business

6.1. [22-206](#) Capital Region Housing Corporation Operational Update - First Quarter 2022

Recommendation: The Hospitals and Housing Committee recommends to the Capital Region Housing Corporation Board:
That the Capital Region Housing Corporation Operational Update - First Quarter, 2022 report be received for information.

Attachments: [Staff Report: CRHC Operational Update - First Quarter 2022](#)

- 6.2.** [22-208](#) Major Capital Plan Status Report - First Quarter 2022
- Recommendation:** The Hospitals and Housing Committee recommends to the Capital Region Housing Corporation Board:
That the Capital Region Housing Corporation Major Capital Plan Status Report - First Quarter 2022 be received for information.
- Attachments:** [Staff Report: Major Cap'l Plan Status Rpt-First Quarter 2022](#)
- 6.3.** [22-203](#) Regional Housing First Program: Capital Project Update, First Quarter 2022
- Recommendation:** The Hospitals and Housing Committee recommends to the Capital Regional District Board:
That the Regional Housing First Program: Capital Project Update, First Quarter 2022 report be received for information.
- Attachments:** [Staff Report: RHFP-Cap'l Project Update, First Quarter 2022](#)
 [Appendix A: Reg'l Housing First Prog-Cap'l Project Summary, April 2022](#)
- 6.4.** [22-205](#) Tenant Advisory Committee Terms of Reference Amendment 2022
- Recommendation:** That the amended Terms of Reference for the Tenant Advisory Committee as presented in Appendix A be approved.
- Attachments:** [Staff Report: Tenant Advisory Committee-ToR Amendment 2022](#)
 [Appendix A - Tenant Advisory Committee-Terms of Reference](#)
- 6.5.** [22-214](#) Previous Minutes of Other CRD Committees and Commissions for Information
- Recommendation:** That the following minutes be received for information:
a) Tenant Advisory Committee minutes - December 15, 2021
- Attachments:** [Minutes: Tenant Advisory Committee - December 15, 2021](#)

7. Notice(s) of Motion

8. New Business

9. Adjournment

The next meeting is May 4, 2022.

To ensure quorum, please advise Tamara Pillipow (tpillipow@crd.bc.ca) if you or your alternate cannot attend.

Meeting Minutes

Hospitals and Housing Committee

Wednesday, March 2, 2022

1:30 PM

6th Floor Boardroom
625 Fisgard St.
Victoria, BC V8W 1R7

PRESENT

Directors: J. Loveday (Chair), G. Orr (Vice Chair)(EP), D. Blackwell, F. Haynes (EP), L. Helps, G. Holman (EP), K. Murdoch (EP), D. Screech

Staff: N. Chan, Chief Financial Officer; K. Lorette, General Manager, Planning and Protective Services; M. Barnes, Senior Manager, Health and Capital Planning Strategies; D. Elliott, Senior Manager, Regional Housing; R. Lachance, Senior Manager, Financial Services; E. Sinclair, Senior Manager, Regional and Strategic Planning; A. Hoge, Manager, Corporate Finance and Treasury; M. Hope, Manager, Housing Initiatives & Programs, M. Lagoa, Deputy Corporate Officer; T. Pillipow, Committee Clerk (Recorder)

Regrets: Directors S. Brice, C. Plant (Board Chair, ex officio)

The meeting was called to order at 1:30 pm.

1. Territorial Acknowledgement

Director Helps provided a Territorial Acknowledgement.

2. Approval of Agenda

MOVED by Director Screech, **SECONDED** by Director Helps,
That the agenda for the March 2, 2022 Hospitals and Housing Committee meeting
be approved.
CARRIED

3. Adoption of Minutes

3.1. [22-155](#) Minutes of the February 2, 2022 Hospitals and Housing Committee Meeting

MOVED by Director Blackwell, **SECONDED** by Director Screech,
That the minutes of the Hospitals and Housing Committee meeting of February 2,
2022 be adopted as circulated.
CARRIED

4. Chair's Remarks

Chair Loveday thanked the members of the Tenant Advisory Committee for their work.

5. Presentations/Delegations

There were no presentations or delegations.

6. Committee Business

6.1. [22-145](#) Tenant Advisory Committee 2021 Year End Report

K. Lorette introduced D. Elliott who spoke to Item 6.1.

**MOVED by Director Murdoch, SECONDED by Director Helps,
That the Tenant Advisory Committee 2021 Year End Report be received for
information.**

CARRIED

6.2. [22-142](#) Oak Bay Lodge Redevelopment Public Engagement Update

K. Lorette spoke to Item 6.2.

Discussion ensued on the following:

- concerns identified in the Oak Bay public consultation
- potential options for this site should there be insufficient funding from Island Health
- the risks and flexibility to the general rezoning of this property
- balancing the needs of the region with those of the community
- thanks to staff for the work completed thus far

**MOVED by Director Murdoch, SECONDED by Director Blackwell,
The Hospitals and Housing Committee recommends to the Capital Regional
Hospital District Board:**

**That the Oak Bay Lodge Redevelopment Public Engagement Update report be
received for information and that staff be given the direction to proceed with
exploring financing and funding options with Island Health while simultaneously
proceeding with project scoping, design and procurement for general rezoning.
Staff will report back with a cost to proceed and award of contracts.**

CARRIED

OPPOSED: Helps, Holman, Loveday

6.3. [22-143](#) Hospital District Act Amendment Request

K. Lorette spoke to Item 6.3.

**MOVED by Director Blackwell, SECONDED by Director Helps,
The Hospitals and Housing Committee recommends to the Capital Regional
Hospital District Board:**

**That a joint letter with the Regional Hospital Districts (RHDs) be sent to the
Ministry of Health requesting the Hospital District Act be updated and that the
RHDs be consulted and engaged in the process as part of the legislative review.**

CARRIED

6.4. [22-144](#) Regional Housing Affordability Strategy Status Report

K. Lorette spoke to Item 6.4.

Discussion ensued on the acquisition strategy if there are funds available from the federal government.

MOVED by Director Helps, SECONDED by Director Screech,

The Hospitals and Housing Committee recommends to the Capital Regional District Board:

That the Regional Housing Affordability Strategy Status Report be received for information.

CARRIED

6.5. [22-086](#) Capital Regional Hospital District Investment Portfolio Holdings and Annual Performance Update

N. Chan spoke to Item 6.5.

MOVED by Director Screech, SECONDED by Director Blackwell,

The Hospitals and Housing Committee recommends to the Capital Regional Hospital District Board:

That the Capital Regional Hospital District Investment Portfolio Holdings and Annual Performance Update report be received for information.

CARRIED

6.6. [22-087](#) Capital Region Housing Corporation Investment Portfolio Holdings and Annual Performance Update

N. Chan spoke to Item 6.6.

MOVED by Director Screech, SECONDED by Director Helps,

The Hospitals and Housing Committee recommends to the Capital Region Housing Corporation Board:

That the Capital Region Housing Corporation Investment Portfolio Holdings and Annual Performance Update report be received for information.

CARRIED

7. Notice(s) of Motion

There were no notice(s) of motion.

8. New Business

There was no new business.

9. Adjournment

MOVED by Director Screech, SECONDED by Director Helps,

That the March 2, 2022 Hospitals and Housing Committee meeting be adjourned at 2:28 pm.

CARRIED

CHAIR

RECORDER

**REPORT TO HOSPITALS AND HOUSING COMMITTEE
MEETING OF WEDNESDAY, APRIL 06, 2022**

SUBJECT **Capital Region Housing Corporation Operational Update – First Quarter 2022**

ISSUE SUMMARY

To provide the Capital Region Housing Corporation (CRHC) Board with a quarterly update on operations, Tenant Engagement (TE), the Routine Capital Plan 2020 – 2024 and performance in the areas of turnover, vacancy and move-ins up to and including March 10, 2022.

BACKGROUND

The CRHC is a wholly owned subsidiary of the Capital Regional District (CRD) with the mandate to develop and manage affordable housing to meet the needs of individuals and families residing within the capital region. In working to fulfill its mandate, the CRHC owns and operates 50 properties totalling 1,893 units of housing providing homes to more than 3,500 residents of the capital region with low to moderate incomes. In addition, CRHC manages a further four properties totalling 114 units on behalf of third parties.

ALTERNATIVES

Alternative 1

The Hospitals and Housing Committee recommends to the Capital Region Housing Corporation Board:

That the Capital Region Housing Corporation Operational Update – First Quarter, 2022 report be received for information.

Alternative 2

That the Capital Region Housing Corporation Operational Update – First Quarter, 2022 report be referred back to staff for additional information based on Hospitals and Housing Committee direction.

DISCUSSION

Operations Update

The 2,007 units of housing across 54 properties that are currently managed by CRHC are supported by the work of approximately 48 full-time equivalencies (FTE) and five auxiliary staff. Staffing continues to require attention due to unanticipated long and short-term absences. Beginning in the fourth quarter (Q4) of 2021 and carried into the first quarter (Q1) of 2022, caretaker shortages were addressed by contracting out common area cleaning as a way to have staff concentrate on work that interfaces directly with tenants. This was done in an effort to prevent fatigue among staff and ensure customer service standards are maintained.

Tenant Engagement (TE)

Inclement weather and the rise of the Omicron variant led the team to conduct more of their work over the phone or online. As the winter weather and isolation can impact the well-being of tenants, the team has been working to support tenants who struggle with mental health and have no family

or outside supports. The new Tenant Orientation videos are now live on YouTube and available to tenants with 50-60 views each. An in person presentation utilizing the videos and a selection of staff will occur starting in Q2.

During Q1 attention has been given to the tenant selection and onboarding process of new Regional Housing First Program (RHFP)/Coordinated Assessment and Access (CAA) tenants. This has allowed the onboarding of new tenants to be more successful, with fewer delays. TE has worked to streamline access to new supports which has led to many tenants receiving assistance to sustain tenancy beyond the initial transitional support.

Plans for Q2's spring seedling program are taking shape and new ideas are being discussed for how to create a greater sense of 'home' at the RHFP buildings. Tenants will be engaged in the process that may include the use of colour on feature walls, artwork and the addition of common area seating.

Housing Registry Waitlist Statistics

Table 1: BC Housing Registry Waitlist Statistics

Category	January 2022	February 2022	As at March 10, 2022
Total Registry Units	3,724	3,774	3,774
Applicants			
Family	816	828	817
Seniors	1,053	1,063	1,047
Persons with Disabilities	588	600	591
Wheelchair Modified	125	126	129
Singles	173	164	167
Total	2,755	2,781	2,751

The BC Housing managed Housing Registry (Registry), helps housing providers manage applicant lists and helps to eliminate duplication among providers that may otherwise receive and process applications from many of the same households. The October 2021 CRHC Operational Update reported a total of 2,634 households on the Registry and the data from March 2022 indicates a total increase of 117. The numbers through Q1 are relatively consistent starting the quarter at 2,755 and being reported in March at 2,751.

Vacancy

Table 2: Vacancy Rate – Units Operating More than 12 Months

Year	Period	# Units Vacant	# Days Vacant	Average Days Vacant
2021	October - December	42	1,857	44
2022	As of March 10	68	3,382	49

As of March 10, there are 68 units reported vacant across housing that is owned and operated by the CRHC that has been in operation for more than 12 months. These vacancies total 3,382 days for an average of 49 days vacant. The number of days vacant figure has increased after adding Spencer Close and West Park to the 'more than 12 month' category. Spencer is fully occupied and West Park is 92% occupied. Staff continue to prioritize renting units that have been vacant longer in an effort to reduce the days vacant. It should be noted that prior to the COVID-19 pandemic, CRHC staff worked to an Average Days Vacant target of 30 days. This was not possible to maintain through the pandemic due to additional contractor scheduling challenges and WorkSafe BC requirements. It is anticipated that should provincial restrictions continue to lift staff will be able to more actively work towards the 30-day average days vacant target.

Table 3: Vacancy Rate – Units Operating Less Than 12 Months

Year	Period	# Units	# Unit Vacant	% Units Vacant
2021	October - December	402	63	16%
2022	January 1 - March 10	120	3	3%

At the end of Q4 2021, the vacancy rate across Spencer, West Park and Hockley was 16%. As both Spencer and West Park have now been operational more than 12 months, the data pertaining to those buildings is now captured in Table 2. Hockley remains as operating for less than 12 months and is being reported as 97% rented.

Turnover

Table 4: Q1 Turnover Rate – All Units

Year	Period	# Turnovers Operating More Than 12 Months	# Turnovers Operating Less Than 12 Months	Total
2021	October - December	36	21	57
2022	January 1-March 10	24	1	25

Turnover typically slows through the winter months impacted by seasonal celebrations, closures and inclement weather. Unit readiness was somewhat impacted by supply chain issues following the atmospheric river in November and snow in December into early January. This has been an ongoing issue for appliance replacement and labour shortages. CRHC's use of contracted cleaning services in common areas has allowed staff to focus on unit readiness to minimize revenue loss.

RHFP Unit Turnover and Rent-Up

Turnover at RHFP buildings tends to be higher than in our older stock despite the introduction of one year leases. Items that have improved the livability and stability of these buildings are neighbouring construction projects wrapping up or advancing to a stage where the work moves to the interior of the buildings. Staff continue to address some of the issues brought forward by tenant feedback and ongoing tenancy issues, such as: noise attenuation between suites at Millstream Ridge, highway nuisance at West Park and Spencer and deficiency items at Hockley House which will be addressed under warranty.

Non-shelter rate accessible units tend to be the units that remain unrented at the buildings, although a shift in marketing strategy has resulted in increased rentals with an expected full occupancy by April 30, 2022. As of March 10, 2022, West Park is 92% rented and Hockley House is 97% rented.

Turnover in some of the two bedroom RHFP units has highlighted a systems issue on how to fill those units when the Supported Housing Registry (SHR) doesn't contain applications for couples or individuals with dependents. In order to comply with the program requirements, staff have been working with BC Housing (BCH) to find applicants on the Housing Registry with supplemental forms which would indicate that applicants are at risk or experiencing homelessness.

In Q2, staff will turn their attention to the marketing and applicant screening of those on the waitlist for the upcoming Community Housing Fund (CHF) building, 2782 *Spencer* which is expected to be handed over at the end of October 2022.

Routine Capital Plan

The updated Five-Year Routine Capital Plan has a budget of \$3.86 million (M) in 2022. As this staff report is being advanced for end of Q1, the actuals will not be available until the books close and all invoices can be processed. These numbers will be included in the Q2 operational update.

The pandemic continues to impact this work due to the capacity of contractors, their vaccination status and unexpected absences of staff as well as wait times for materials and products.

CONCLUSION

Through Q1 2022, CRHC has been creative working to ensure continued levels of service delivery despite ongoing staffing impacts tied to the pandemic. This included engaging contracted services to support common area cleaning and unit turnovers, thereby enabling caretakers to focus on those duties that involve interfacing with tenants.

A range of TE activities were underway through Q1 including continued use of the new Tenant Orientation Videos, onboarding of new tenants through the CAA process into RHFP buildings, and efforts to work with tenants to create a greater sense of “home” in CRHC-operated buildings.

Much of CRHC’s housing portfolios continue to show resiliency. Capacity for turnovers, rent increases and general day-to-day operations requires close oversight to ensure work continues despite the challenges. Staff continue to work efficiently and collaboratively to address the changing demand and availability of resources.

RECOMMENDATION

The Hospitals and Housing Committee recommends to the Capital Region Housing Corporation Board:

That the Capital Region Housing Corporation Operational Update – First Quarter, 2022 report be received for information.

Submitted by:	Don Elliott, MUP, Senior Manager, Regional Housing
Concurrence:	Kevin Lorette, P. Eng., MBA, General Manager, Planning & Protective Services
Concurrence:	Robert Lapham, MCIP, RPP, Chief Administrative Officer

**REPORT TO HOSPITALS AND HOUSING COMMITTEE
MEETING OF WEDNESDAY, APRIL 06, 2022**

SUBJECT **Major Capital Plan Status Report – First Quarter 2022**

ISSUE SUMMARY

To provide a quarterly update to the Hospitals and Housing Committee on the Capital Region Housing Corporation (CRHC) Major Capital Plan (2022-2026). This report is to complement the Capital Variance Report presented quarterly to the Capital Regional District (CRD) Board by the Chief Administrative Officer (CAO).

BACKGROUND

The CRHC is a wholly owned subsidiary of the CRD with the mandate to develop and manage affordable housing to meet the needs of individuals and families residing within the capital region. In working to fulfill its mandate, the CRHC owns and operates 1,893 units of affordable housing, providing homes to more than 3,500 residents of the capital region with low to moderate incomes. In addition, CRHC currently has 206 new units under construction and 620 units in pre-construction and development. This report contains projects that will receive grant funding through the following programs: *Regional Housing First Program (RHFP)*, *Regional Housing Trust Fund (RHTF)*, *Building BC: Community Housing Fund (CHF)*, *Investment in Housing Initiative (IHI)*, *National Housing Co-Investment Fund (NHCF)*, *Green Municipal Fund (GMF)* and *Capital Replacement Fund (CRF)*.

ALTERNATIVES

Alternative 1

The Hospitals and Housing Committee recommends to the Capital Region Housing Corporation Board:

That the Capital Region Housing Corporation Major Capital Plan Status Report First Quarter, 2022 be received for information.

Alternative 2

That the Capital Region Housing Corporation Major Capital Plan Status Report First Quarter, 2022 be referred back to staff for additional information based on Hospitals and Housing Committee direction.

IMPLICATIONS

2782 Spencer (CHF)

2782 Spencer, a 58-unit development in Langford, will be completed through a fixed price design-build contract. Wood framing on the 5-storey structure was completed in February 2022. Mechanical rough-in and building envelope installations are currently underway on site. Construction will be completed in Q4 2022, as scheduled. The project budget of \$19,883,209 with a total of \$5,900,000 awarded through grants remains unchanged from the approved Major Capital Plan (2022-2026).

Michigan Square (RHFP, RHTF & CHF)

The Michigan Square project, a 97-unit redevelopment in James Bay, received the Alteration Permit in January 2021. Hazardous materials abatement and drywall removal was carried out in January and February 2022. As a condition of BC Housing's grant funding, a waste management plan was implemented by the Construction Manager to reduce the generation of demolition and construction waste as much as possible. The project must achieve a demolition and construction waste diversion target of 80% of the total waste generated. Demolition and foundation upgrades will continue into Q2 2022. The project budget of \$34,232,920 with a total of \$10,882,960 awarded through grants remains unchanged from the approved Major Capital Plan (2022-2026).

Caledonia (CHF)

The Caledonia project, a 158-unit redevelopment in the Fernwood neighbourhood, secured a pre-development loan from BC Housing in December 2021. The release of funds allowed design and pre-construction tasks to resume. The Design Team completed building permit drawings in March 2022. Concurrently, the Construction Manager commenced with hazardous material abatement and drywall removal in the existing Caledonia Townhouses. Complete demolition will be carried out from March to April 2022. The Caledonia project will also be carried out with a waste management plan with a waste diversion target of 80%. Trade contractors will be procured throughout April 2022. Once trade contractor pricing is confirmed, staff will seek final project approval from BC Housing in May 2022 and the CRHC Board in June 2022. The project budget of \$64,415,036 with a total of \$18,975,000 awarded through grants remains unchanged from the approved Major Capital Plan (2022-2026).

Carey Lane BER (CRF)

Carey Lane, a 22-unit townhouse complex that is owned and operated by CRHC, will undergo a full building envelope remediation (BER) throughout 2022 and 2023. Design work is under way with permit applications and contractor procurement scheduled for Q2 2022. The project budget of \$3,750,000 with a total of \$3,150,000 awarded through grants remains unchanged as reported in the CRHC Major Capital Plan (2022-2026). Staff will return to the Board at the end of Q2 2022 for final project approval.

Pandora (CHF)

Pandora is a partnership project between the City of Victoria, BC Housing and CRHC to build 220 new non-market rental homes and create a new neighbourhood community centre in the North Park neighbourhood. The CRHC would lease an air-space parcel from the City of Victoria to accommodate 170 affordable rental units that would be operated by CRHC. Included in the proposed development is an additional 50 supportive housing units leased by BC Housing, who would select an experienced non-profit operator. A further 19,000 square feet of community space owned by the City of Victoria is also included in the proposal. This space is anticipated to include a community centre with neighbourhood programs, a gymnasium as well as child care services. The Master Agreement between CRHC, BC Housing and City of Victoria is currently in draft form. Project partners are targeting execution of the Master Agreement in Q2 2022. Design work and space programming is currently in the schematic stage with a targeted rezoning submission anticipated for Q2-Q3 2022. The project budget of \$58,514,071 with a total of \$21,695,470 awarded through grants remains unchanged from the approved Major Capital Plan (2022-2026).

161 Drake Road

In January 2022, it was announced that BC Housing would be providing up to 28 new permanent homes with supports, as well as dedicated shelter and programming space at 161 Drake Road on Salt Spring Island. This partnership will see CRD lease a portion of the land to BC Housing to facilitate the development. The proposed development would utilize the available groundwater source that was proven in 2019. Staff are working alongside BC Housing to advance the subdivision, secure a water licence and execute a lease agreement. In Q3 2022, staff will advance an additional groundwater feasibility testing program in an effort to secure an adequate alternate water source to service future affordable housing at 161 Drake Road. The 2022 budget of \$80,000 with all funds coming from Community Works Funds remains unchanged from the CRHC Major Capital Plan (2022-2026).

Campus View (RHFP)

Campus View, an existing 12-unit CRHC townhouse complex located in the Gordon Head neighbourhood, has received provisional approval from the RHFP Selection Committee to obtain \$8,400,000 in grant funding. In December 2021, the conceptual design allowed for 104 units on the site. Recent due diligence has presented an opportunity to increase the proposed density to 119 units. The rezoning and development permit application for the 119-unit design was submitted to the District of Saanich (Saanich) in March 2022. Pending Saanich's review of the development permit drawings, staff will carry out a Class D estimate to reflect the updated design. In Q2 2022, staff will submit applications for additional grant funding through the *GMF, NHCF, RHTF* and *District of Saanich Housing Fund* which will be required in order to advance the redevelopment. At this time, the conceptual budget of \$39,263,000 remains unchanged from the CRHC Major Capital Plan (2022-2026).

CONCLUSION

As part of staff's commitment to providing updates to the CRHC Board, the CRHC Major Capital Plan Status Report provides a snapshot of issues and items that have a potential to impact the Major Capital Plan. Despite the impacts from the ongoing pandemic, the majority of CRHC major capital projects are within budget, on schedule and in alignment with the Major Capital Plan (2022-2026).

RECOMMENDATION

The Hospitals and Housing Committee recommends to the Capital Region Housing Corporation Board:

That the Capital Region Housing Corporation Major Capital Plan Status Report First Quarter 2022 be received for information.

Submitted by:	Don Elliott, MUP, Senior Manager, Regional Housing
Concurrence:	Kevin Lorette, P. Eng., MBA, General Manager, Planning & Protective Services
Concurrence:	Robert Lapham, MCIP, RPP, Chief Administrative Officer



Making a difference...together

REPORT TO HOSPITALS AND HOUSING COMMITTEE MEETING OF WEDNESDAY, APRIL 06, 2022

SUBJECT Regional Housing First Program: Capital Project Update, First Quarter 2022

ISSUE SUMMARY

To provide the Hospitals and Housing Committee with a quarterly update on the implementation of the Regional Housing First Program (RHFP).

BACKGROUND

The RHFP was formed in 2016, through which the Capital Regional District (CRD), BC Housing Management Commission (BC Housing) and the Canada Mortgage and Housing Corporation (CMHC) committed \$30 million (M) each to build housing units to help address chronic homelessness in the region. The program model includes 20% of all units having rent levels set at the Government of BC's Income Assistance Rate Table Shelter Maximum (Shelter Rate) and the remaining 80% of units being Affordable Rental Units.

In 2020, the CRD, BC Housing and CMHC committed to increasing their contributions by \$10M each to address escalating land acquisition and construction costs. The total capital fund now available is \$120M and better positions the program to achieve its target of up to 2,000 Affordable Rental Units, with up to 400 of those units having rents set at Shelter Rate. Overall, the program is expected to leverage the development of approximately \$600M in capital development.

ALTERNATIVES

Alternative 1

The Hospitals and Housing Committee recommends to the Capital Regional District Board: That the Regional Housing First Program: Capital Project Update, First Quarter 2022 report be received for information.

Alternative 2

That the Regional Housing First Program: Capital Project Update, First Quarter 2022 report be referred back to staff for additional information based on Hospitals and Housing Committee direction.

IMPLICATIONS

Program Delivery

Appendix A (attached) summarizes the progress in the development of 11 RHFP capital projects that have received approval from the CRD Board. These projects represent a total of 1,055 units with 238 to be rented at Shelter Rate. There is currently an open call for new projects with the next rolling submission review date of April 30, 2022.

Financial

These projects have been approved to receive a total of \$72.2M in RHFP funding, with 47.8M remaining, and represent a total value of \$316.9M.

CONCLUSION

The Project Summary provides the Hospitals and Housing Committee with an update on the status of program implementation and high-level details of the 11 approved projects.

RECOMMENDATION

The Hospitals and Housing Committee recommends to the Capital Regional District Board: That the Regional Housing First Program: Capital Project Update, First Quarter 2022 report be received for information.

Submitted by:	Don Elliott, BA, MUP, Senior Manager, Regional Housing
Concurrence:	Kevin Lorette, P. Eng., MBA, General Manager, Planning & Protective Services
Concurrence:	Nelson Chan, MBA, FCPA, FCMA, Chief Financial Officer
Concurrence:	Robert Lapham, MCIP, RPP, Chief Administrative Officer

ATTACHMENT

Appendix A – Regional Housing First Program: Capital Project Summary, April 2022

Description	Total Estimated Project Cost	RHFP Contribution	Partner Agency Funding RHFP	RHFP Units	Total Units	Operator	Funding Sources	HHC Approval Date	CRD Board Approval Date	Year Completed	Update
Cedar Grove (Victoria)	\$19,318,000	\$9,000,000	BC Housing	30	72	Victoria Cool Aid Society (VCAS)	BC Housing Regional Housing Trust Fund \$600,000 (used to support 42 affordable units)	n/a	March 8, 2017 & November 13, 2019 (increase)	2022	Construction of the 210 Gorge Road East project continues. All framing of walls and roof structure is complete. The roof membrane has been installed. Window installation and exterior cladding is complete, and scaffolding is expected to be removed soon. Plumbing, electrical, and mechanical work within the building are ongoing. Interior finishing work is ongoing with drywall and kitchen cabinets being installed. Occupancy permit is expected in May 2022.
Croftonbrook (Salt Spring)	\$19,092,858	\$3,300,000	BC Housing	11	56	Island Women Against Violence	BC Housing Regional Housing Trust Fund \$408,000 (used to support 34 affordable units)	n/a	March 8, 2017 & November 13, 2019 (increase)	2020 and 2022	Phase III, a 34 unit apartment building broke ground on May 6, 2021. Occupancy in the spring of 2023. Work completed: water & sewer connections, main building rough ins & duct-work, finish 3 rd floor drywall, 2 nd floor drywall boarding & mudding, finish tub/shower installation, 3 rd floor paint prep. & prime, 3 rd floor flooring prep. & installation and finish Electrical room installation. Upcoming and ongoing: grading along North, West & East sides, excavate for greywater tank & lines, fire caulking, exterior insulation, strapping & flashing, 3 rd floor cabinet installation, start 2 nd floor cabinet installation, electrical finishes 3 rd & 2 nd floor, finish 2 nd floor drywall, mechanical finishes on 2 nd & 3 rd floors, start 3 rd floor trim & doors and 2 nd floor flooring installation.
Drennan and Sooke (Sooke)	\$45,622,950	\$10,200,000	BC Housing	34	170	M'akola Housing Society	BC Housing Regional Housing Trust Fund \$765,000 (used to support 51 affordable units)	June 13, 2018	June 13, 2018 & November 13, 2019 (increase)	2023	The construction will be concluded in November 2023. Framing and installation of prefabricated walls continues in the North Building. At the South Building, work for concrete columns are in progress while the water main installation has started.

Description	Total Estimated Project Cost	RHFP Contribution	Partner Agency Funding RHFP	RHFP Units	Total Units	Operator	Funding Sources		HHC Approval Date	CRD Board Approval Date	Year Completed	Update
Charters (formerly called Throup) (Sooke)	\$20,917,220	\$3,375,000	BC Housing	15	75	M'akola Housing Society	BC Housing	Regional Housing Trust Fund \$330,000 (used to support 22 affordable units)	June 13, 2018	June 13, 2018	2022	The construction will be concluded in April 2022. The building is assembled and the modular connections are complete. Building systems are 90% complete. On February 16, archeological artifacts were discovered in the southern corner of the site. Work in the immediate surroundings has been halted until the archeological assessment is complete. This has been flagged a potential delay.
Spencer Road (Langford)	\$38,263,972	\$7,800,000	CMHC	26	130	CHRC	CMHC \$7,800,000	n/a	June 13, 2018	June 13, 2018	Nov 2020	Project completed.
Treanor (Langford)	\$45,215,533	\$9,000,000	CMHC	30	132	CRHC	CMHC \$9,000,000	n/a	n/a	November 14, 2018	2019	Project completed.
Hockley (Langford)	\$32,775,610	\$7,200,000	CMHC	24	120	CHRC	CMHC \$7,200,000	n/a	n/a	November 14, 2018	March 2021	Project completed.
West Park Lane (View Royal)	\$41,673,485	\$10,200,000	CMHC	34	152	CRHC	CMHC \$10,200,000	Regional Housing Trust Fund \$660,000 (used to support 44 affordable units)	May 1, 2019	May 8, 2019	Nov 2020	Project completed.
Michigan Square Building 1 (Victoria)	\$20,392,850	\$4,500,000	CRHC	15	53	CRHC	CRHC \$4,500,000	Regional Housing Trust Fund \$570,000 (used to support 38 affordable units)	July 29, 2020	August 12, 2020	2023	Contract procurements were completed in October 2021. BC Housing provided final confirmation of short term and long term financing in early December. Crews are currently on site carrying out hazardous materials abatement and drywall removal as the first steps in the demolition process.
Michigan Square Building 2 (Victoria)	\$16,630,070	\$4,667,960	BC Housing	9	44	CRHC	BC Housing \$4,667,960	Regional Housing Trust Fund \$525,000 (used to support 35 affordable units)	N/A	December 8, 2021	2023	Final budget approval and mortgage registration by the CRHC Board in December 2021. Ongoing site preparation, drywall removal and temporary shoring of the existing parkade underway.

Description	Total Estimated Project Cost	RHFP Contribution	Partner Agency Funding RHFP	RHFP Units	Total Units	Operator	Funding Sources		HHC Approval Date	CRD Board Approval Date	Year Completed	Update
Prosser Road (Central Saanich)	\$16,981,555	\$3,000,000	CMHC	10	51	CRHC	CMHC \$3,000,000 BC Housing \$3,250,000	Regional Housing Trust Fund \$615,000 (used to support 41 affordable units)	N/A	April 14, 2021	2022	Work continues on the underground parkade. Site activities were negatively impacted throughout November as a result of extreme weather events. CRD has requested an updated construction schedule to reflect the ongoing delays.
Total RHFP Units				238	1,055							
Total RHFP Investment	\$316,884,103	\$72,242,960										



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REPORT TO HOSPITALS AND HOUSING COMMITTEE MEETING OF WEDNESDAY, APRIL 06, 2022

SUBJECT Tenant Advisory Committee Terms of Reference Amendment 2022

ISSUE SUMMARY

Terms of Reference (ToR) serve to clarify the mandate, responsibility, and procedures for the Tenant Advisory Committee (TAC) and provide a point of reference and guidance for the members. This year, the ToR for the TAC requires updating and will be sent to the membership for their information.

BACKGROUND

At the April 11, 2018 Capital Regional District (CRD) Board meeting, it was determined that a TAC be established through the CRD's Hospitals and Housing Committee (HHC). The purpose of the TAC is to promote effective communication, engagement and collaboration between the Capital Region Housing Corporation and its tenants, and provide information, feedback and advice regarding tenant-related policies and programs to support healthier and more livable communities. Further details of the TAC can be found in the Terms of Reference, attached as Appendix A.

The ToR have been updated to better align with current CRD practices. Specifically, that the CRD Board is identified as making TAC member appointments.

ALTERNATIVES

Alternative 1

That the amended Terms of Reference for the Tenant Advisory Committee as presented in Appendix A be approved.

Alternative 2

That the Tenant Advisory Committee Terms of Reference Amendment report be referred back to staff for amendment based on Hospitals and Housing Committee direction.

IMPLICATIONS

Legislative Implications

As membership appointments must be made in closed meeting under Section 90(1)(a) of the *Community Charter*, these appointments are now made by the CRD Board.

CONCLUSION

The amended TAC ToR will better align with current CRD practices.

Hospitals and Housing Committee – April 6, 2022
Tenant Advisory Committee Terms of Reference Amendment 2022

RECOMMENDATION

That the amended Terms of Reference for the Tenant Advisory Committee as presented in Appendix A be approved.

Submitted by:	Don Elliott, MUP, Senior Manager, Regional Housing
Concurrence:	Kevin Lorette, P. Eng., MBA, General Manager, Planning & Protective Services
Concurrence:	Stephen Henderson, Acting General Manager, Corporate Services
Concurrence:	Robert Lapham, MCIP, RPP, Chief Administrative Officer

ATTACHMENT

Appendix A: Tenant Advisory Committee Terms of Reference (Amended)

Tenant Advisory Committee

PREAMBLE

The Capital Regional District (CRD) Tenant Advisory Committee is an advisory committee established by the Hospitals and Housing Committee to promote effective communication, engagement and collaboration between the Capital Region Housing Corporation (CRHC) and its tenants, and provide information, feedback and advice regarding tenant related policies and programs to support healthier and more livable communities.

The Committee's official name is to be:

Tenant Advisory Committee

1.0 PURPOSE

- a) The purpose of the Tenant Advisory Committee (TAC) through the Hospitals and Housing Committee is to:
 - i. recommend priorities for the Service Plan based on operational considerations;
 - ii. identify and raise trends, and recommend proposals to improve tenant satisfaction;
 - iii. provide input in the development of Tenant Engagement Plans as necessary; and
 - iv. provide feedback into the tenant related policies.

2.0 RELATIONSHIP TO THE CRHC

- a) The TAC will report through the Hospitals and Housing Committee. The General Manager, Planning and Protective Services, or delegate, will act as a staff liaison to attend TAC meetings, represent the CRHC and provide effective communication between the TAC and the CRHC.
- b) The TAC will present an annual report to the Hospitals and Housing Committee and may be requested to attend additional Hospital and Housing Committee meetings at the request of the Chair.

3.0 MEMBERSHIP, SELECTION AND TERM

- a) The Committee will consist of up to nine members including:
 - i. The Chair of the CRD Hospitals and Housing Committee, or delegate, who will act as Co-Chair of the TAC; and

- ii. Up to eight members who are tenants in good standing with the CRHC and who have experience and knowledge of affordable housing issues and/or community development and their initiatives. One of the tenant members will be elected to the position of Co-Chair of the TAC.
- b) Other members of the Hospitals and Housing Committee may attend TAC meetings as non-voting members.
- c) Tenant member positions will be advertised and a nominations committee will select applicants through an interview process for recommendation to the General Manager, Planning and Protective Services.
- d) Membership of the TAC will be recommended by the General Manager, Planning and Protective Services, to the Capital Regional District Board each year for approval.
- e) Tenant members will serve a two-year term on the TAC with the option to serve a second two-year term only. After serving four years a two-year break must be taken before a tenant may re-apply to sit on the TAC.
- f) The Chair of the Hospitals and Housing Committee is appointed annually by the CRD Chair and may serve one or more terms as Co-Chair of the TAC as an extension of that appointment.

4.0 PROCEDURES

- a) The TAC will meet 4-8 times per year. Dates of meetings will be set at the beginning of the year based on recommendations of the General Manager, Planning and Protective Services and the Chair of the Hospitals and Housing Committee. Any additional meetings will be at the call of the Co-Chairs.
- b) TAC members are expected to attend meetings to the best of their ability. Should a member miss two consecutive meetings without any communication they will be asked by the Co-Chairs to resign their seat and the vacant position will be advertised for the duration of the term.

5.0 BUDGET

- a) Subject to CRHC Board approval, an annual budget may be available to cover costs related to the administration and logistical support for convening meetings throughout the year.
- b) Members of the TAC will be reimbursed for out of pocket expenses as aligned with the CRD expense reimbursement policies and procedures.

6.0 RESOURCES AND SUPPORT

- a) The General Manager, Planning and Protective Services, or delegate, is the primary contact for the Committee. Regional Housing staff will provide secretarial and administrative support. Minutes and agendas are prepared and distributed by the Regional Housing Division.



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Tenant Advisory Committee

Minutes of a Meeting of December 15, 2021

Room 652, CRD Boardroom, 625 Fisgard Street, Victoria, BC, and remotely via Webex

Present: Director Jeremy Loveday, D. Wallace, L. Reid, E. Syring

Staff: D. Elliott, K. Lambert

Webex: K. Naraghi

Regrets: C. Simpson, E. Ngong, N. Thompson

The meeting was called to order at 3:00 p.m.

1. Territorial acknowledgement

- Co-chair Director Loveday provided a Territorial Acknowledgement.

2. Approval of Agenda

- It was moved by D. Wallace, seconded by L. Reid, that the Agenda for the December 15, 2021 meeting be approved.

CARRIED

3. Adoption of Minutes of October 25, 2021 Meeting

- It was moved by L. Reid, and seconded by D. Wallace, that the October 25, 2021 meeting minutes be adopted and circulated.

CARRIED

4. Business Arising from the Minutes

- Accessibility and All Its Forms
 - Accessibility – summary of items created at the last meeting was distributed. Short discussion and decision to move action items for CRHC operations to future year.
- Pet Policy Pilot Wrap Up
 - A conclusion was given with the end of the pilot project at West Park and Millstream. The only building to continue with the inclusion of dogs in the pet policy is Westview.

5. What is working well

- Caretakers taking good care of communities. Special mention of Millstream (timely maintenance), LeBlond (cleaning), VOG (customer service).
- Emergency pager system working well.
- Tenant Services timely rent review.

6. TAC 2022 Membership

- Acknowledged outgoing members due to end of term

- Discussion on how CRHC is engaging tenants and TAC for future topics (newsletter)

7. 2021 TAC Work Plan Check In

- On track with some items others need to move into future year due to time constraints. (Safety Issues and CRHC process & Tenant Engagement Overview)

8. Place Making Activities

- Waste Removal – Tied to 'Pride of Place' and curb appeal.
- Signage – discussion about updating signage at sites to reflect corporate image.

9. Pride of Place Tenant Engagement Overview

- Short overview and discussion, agreed to move to 2022 for fuller consideration

10. Reporting Outcome Measures

- CRHC staff explained that the terms of reference for the TAC included the submission of an annual report to the Hospitals and Housing Committee.
- The last one was presented to the Hospitals and Housing Committee in March 2021 on the 2020 work plan.
- Staff will be presenting the report on the 2021 TAC activities at the Hospitals and Housing Committee meeting in March 2022.
- The TAC requested that a member be identified to present the work of the TAC to the Committee.
- Staff agreed that they would work to coordinate that with a TAC member.

11. Roundtable

12. Action Summary

- No action summary occurred.

13. Concluding Remarks

- No remark given.

14. Adjournment

- It was moved by L. Reid, seconded by D. Wallace, that the meeting be adjourned.

CARRIED

The meeting was adjourned at 5:00 pm.