



## Notice of Meeting and Meeting Agenda Hospitals and Housing Committee

---

Wednesday, July 7, 2021

1:30 PM

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

---

L. Helps (Chair), G. Orr (Vice Chair), D. Blackwell, S. Brice, F. Haynes, G. Holman, J. Loveday,  
K. Murdoch, J. Olsen, 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. [21-543](#) Minutes of the June 2, 2021 Hospitals and Housing Committee Meeting

**Recommendation:** That the minutes of the Hospitals and Housing Committee meeting of June 2, 2021 be adopted as circulated.

**Attachments:** [Minutes - June 2, 2021](#)

### 4. Chair's Remarks

### 5. Presentations/Delegations

*Due to limited seating capacity, this meeting will be held by Live Webcast without the public present.*

*To participate electronically, complete the online application for "Addressing the Board" on our website. Alternatively, you may email the CRD Board at [crdboard@crd.bc.ca](mailto:crdboard@crd.bc.ca).*

### 6. Committee Business

#### 6.1. [21-539](#) Capital Region Housing Corporation Operational Update No. 2, 2021

**Recommendation:** The Hospitals and Housing Committee recommends to the Capital Region Housing Corporation Board:  
That the Capital Region Housing Corporation Operational Update No. 2, 2021 report be received for information.

**Attachments:** [Staff Report: CRHC Operational Update No. 2, 2021](#)  
[Appendix A: RHFP Rent-up Snapshot Up to June 18, 2021](#)

**6.2.      [21-497](#)      Capital Region Housing Corporation Financial Plan Amendments**

**Recommendation:** The Hospitals and Housing Committee recommends to the Capital Region Housing Corporation Board:  
That the Capital Region Housing Corporation Operating Budgets Amendments and the Capital Region Housing Corporation Major Capital Plan Amendments be approved as attached.

**Attachments:**      [Staff Report: CRHC Financial Plan Amendments](#)  
[Appendix A: 2021 CRHC Amended Operating Budgets](#)  
[Appendix B: 2021-2025 CRHC Amended Major Capital Plan](#)  
[Appendix C: Corporate Stabilization Reserve Continuity Schedule](#)  
[Appendix D: Property Tax Amendments by Municipality](#)

**6.3.      [21-537](#)      Regional Housing First Program: Project Update, Second Quarter 2021**

**Recommendation:** The Hospitals and Housing Committee recommends to the Capital Regional District Board:  
That the Regional Housing First Program: Project Update, Second Quarter 2021 report be received for information.

**Attachments:**      [Staff Report: RHFP - Project Update, Second Quarter 2021](#)  
[Appendix A: RHFP - Project Summary, July 7, 2021](#)

**6.4.      [21-505](#)      Previous Minutes of Other CRD Committees and Commissions for Information**

**Recommendation:** That the following minutes be received for information:  
a) Regional Housing Advisory Committee minutes - February 11, 2021  
b) Tenant Advisory Committee minutes - April 29, 2021

**Attachments:**      [Minutes: Reg'l Housing Advisory Cttee - February 11, 2021](#)  
[Minutes: Tenant Advisory Committee - April 29, 2021](#)

**7. Notice(s) of Motion****8. New Business****9. Adjournment**

The next meeting is September 1, 2021.

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, June 2, 2021

1:30 PM

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

---

#### PRESENT

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

Staff: R. Lapham, Chief Administrative Officer; K. Lorette, General Manager, Planning and Protective Services; M. Barnes, Senior Manager, Health and Capital Planning Strategies; D. Elliott, Senior Manager, Regional Housing; M. Lagoa, Deputy Corporate Officer; T. Pillipow, Committee Clerk (Recorder)

Regrets: Directors F. Haynes, C. Plant (Board Chair, ex officio)

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

#### 1. Territorial Acknowledgement

Chair Helps provided a Territorial Acknowledgement, and asked for a moment of silence for the 215 children from the Kamloops Indian Residential School.

#### 2. Approval of Agenda

**MOVED by Director Murdoch, SECONDED by Director Screech,**  
**That the agenda for the June 2, 2021 Hospitals and Housing Committee meeting**  
**be approved.**  
**CARRIED**

#### 3. Adoption of Minutes

##### 3.1. [21-459](#) Minutes of the May 5, 2021 Hospitals and Housing Committee Meeting

**MOVED by Director Blackwell, SECONDED by Director Brice,**  
**That the minutes of the Hospitals and Housing Committee meeting of May 5, 2021**  
**be adopted as circulated.**  
**CARRIED**

#### 4. Chair's Remarks

The Chair acknowledged today's presenters and the exemplary work they do in our community.

#### 5. Presentations/Delegations

5.1. [21-303](#) Presentation: Kelly Roth, Greater Victoria Coalition to End Homelessness re. GVCEH Update

K. Roth presented the Greater Victoria Coalition to End Homelessness Update.

Discussion ensued on the support provided to the Salt Spring Island homeless population.

5.2. [21-311](#) Presentation: Coreen Child, Aboriginal Coalition re. Aboriginal Coalition Update

C. Child presented the Aboriginal Coalition to End Homelessness Update

Discussion ensued on the following:

- the potential to work with other societies such as, M'akola Housing Society
- the prevalence of indigenous representation in the homeless
- core funding sources
- proportion of indigenous people successfully accessing our housing program
- ways to support people transitioning from the streets to independent housing

## 6. Committee Business

6.1. [21-443](#) Oak Bay Lodge Public Engagement Update

K. Lorette spoke to Item 6.1.

Discussion ensued on the following:

- including addiction and recovery services in the next round of engagement
- the flexibility of the feedback process
- prioritizing the requirements of the community
- campus-of-care model as an option for sites

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

**That the Oak Bay Lodge Public Engagement Update report be received for  
information.**

**MOVED by Director Loveday, SECONDED by Director Helps,  
That this motion be amended by adding the wording "and;  
That the Board indicates to Island Health that addictions treatment and recovery  
services be considered as part of the programming at the Oak Bay Lodge site,  
given the high level of feedback indicating this as a key service need."**

**DEFEATED**

**OPPOSED: Blackwell, Brice, Brownoff, Murdoch, Screech**

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

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

**That the Oak Bay Lodge Public Engagement Update report be received for  
information.**

**CARRIED**

**6.2.**     [21-444](#)     Union of BC Municipalities Strengthening Communities' Services Grant Application

K. Lorette spoke to Item 6.2.

**MOVED** by Director Screech, **SECONDED** by Director Brice,  
The Hospitals and Housing Committee recommends to the Capital Regional District Board:  
That the CRD Board authorize staff to prepare and submit an application, negotiate and accept the terms, and receive funds through the Union of BC Municipalities Strengthening Communities' Services Program to support the activities outlined in the proposal presented in Appendix A.  
**CARRIED**

**6.3.**     [21-445](#)     3656 Raymond Street Housing Agreement Rescission Bylaw

**MOVED** by Director Screech, **SECONDED** by Director Brice,  
The Hospitals and Housing Committee recommends to the Capital Regional District Board:  
1. That Bylaw No. 4427, "Resale Control and Housing Agreement Rescission Bylaw (3656 Raymond Street South), 2021" be introduced and read a first, second and third time; and  
2. That Bylaw No. 4427 be adopted.  
**CARRIED**

**6.4.**     [21-448](#)     Previous Minutes of Other CRD Committees and Commissions for Information

**MOVED** by Director Blackwell, **SECONDED** by Director Screech,  
That the following minutes be received for information:  
a) Regional Housing Trust Fund Commission minutes - April 8, 2021  
**CARRIED**

**7. Notice(s) of Motion**

**7.1.**     [21-399](#)     Motion with Notice: Community Social Planning Council Grant Application (Director Helps)

This Motion with Notice was withdrawn.

**8. New Business**

There was no new business.

**9. Adjournment**

**MOVED** by Director Brice, **SECONDED** by Director Blackwell,  
That the June 2, 2021 Hospitals and Housing Committee meeting be adjourned at 2:56 pm.  
**CARRIED**

---

Chair

---

Recorder

## REPORT TO HOSPITALS AND HOUSING COMMITTEE MEETING OF WEDNESDAY, JULY 07, 2021

---

**SUBJECT**      **Capital Region Housing Corporation Operational Update No. 2, 2021**

### **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 June 15, 2021. This report also includes detailed Regional Housing First Program (RHFP) rent-up information up to June 18, 2021, attached as Appendix A.

### **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 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 an additional 114 units on behalf of third parties.

CRHC opened 120 new units of housing under the RHFP at Hockley House in Langford, BC on March 26, 2021.

### **ALTERNATIVES**

#### *Alternative 1*

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

That the Capital Region Housing Corporation Operational Update No. 2, 2021 report be received for information.

#### *Alternative 2*

That the Capital Region Housing Corporation Operational Update No. 2, 2021 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 40 full time equivalencies (FTEs) and five auxiliary staff. It was a relatively active first two quarters of 2021 with a total of nine postings within CRHC. Four of these positions were filled internally and three externally and two had been carried over to second quarter (Q2). One of these positions that was carried forward into Q2 was filled through a competition that identified an internal candidate. There remain two open postings at the end of Q2.

### *Tenant Engagement (TE)*

In the absence of being able to engage tenants in person, staff have been working on a series of orientation videos. The focus of these are to ensure that tenants are well-oriented to CRHC along with their rights and responsibilities as tenants. Various staff representing different roles have participated in the orientation videos, which are in the final edit phase before being ready for distribution by email and/or placed on the CRHC website. These orientation videos complement the 2020 work that included the revised Tenant Handbook and a series of tenant information leaflets on the major conflict points in tenancies (unaccompanied children, quiet enjoyment, pets, smoking, etc.). TE has distributed the leaflets to Reception and to several properties. The feedback has been positive so far and in-person orientation will resume when possible.

TE staff distributed 1,000+ seedlings to almost 30 complexes. These were given to CRHC as part of a program with the City of Victoria. CRHC added soil and some tools to interested tenants, including the planting of a children's garden at Rotary House. This distribution has become very popular with tenants.

TE held a virtual meet-and-greet with Rotary and is planning an in-person version at Viewmont to introduce tenants to their 'team' at Housing and encourage feedback and communication. If successful, this can be rolled out to other complexes. TE staff also supported new RHFP tenants coming from supportive housing who were ready to experience a more independent housing situation. Trauma-impacted tenants have been supported to move successfully into their new homes through collaboration with the Ministry of Social Development and Poverty Reduction and various community-based support agencies which has been crucial to the success of their tenancies.

TE has also supported many tenants with the impact of the pandemic. This impact has been particularly notable with isolated seniors and people with disabilities, children and parenting, and tenants' tolerance for other tenants' behaviour during this time. There has been an increase in stressors at the same time as a decrease in community-based services to meet needs. TE has been working successfully to connect tenants with various services, communicating clearly and compassionately, and navigating tensions between impacted tenants.

### *Housing Registry Waitlist Statistics*

**Table 1: BC Housing Registry Waitlist Statistics**

Category	April 2021	May 2021	As at June 10, 2021
Total Registry Units	3,603	3,627	3,650
Applicants			
Family	803	816	828
Seniors	980	973	980
Persons with Disabilities	535	537	535
Wheelchair Modified	109	115	116
Singles	138	138	147
Total	2,565	2,579	2,722

The Housing Registry, managed by BC Housing, 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. According to BC Housing-provided data, the number of households on the registry has increased by 157 from April to June 10, 2021.



*Vacancy*

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

Year	Period	# Units Vacant	# Days Vacant	Average Days Vacant
2021	As of June 15	17	816	48

As of June 15, there are 17 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 816 days for an average of 48 days vacant. This figure is impacted by the COVID-19 pandemic as turnovers take longer therefore contributing to more days vacant across the portfolios.

Prior to the COVID-19 pandemic, CRHC worked to maintain a maximum average of not more than 30 days vacant during incidences of unit turnover. Additional health and safety protocols has resulted in this target being impossible to achieve. Assuming that operations return to pre-pandemic levels, staff will reassess the corporation's capacity to achieve this target and will modify as needed in future reports.

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

Year	Period	# Units	# Unit Vacant	% Units Vacant
2021	As of March 31	402	203	51%
2021	As of June 18	402	135	34%
<b>Difference</b>		0	<b>(-68)</b>	<b>(-17%)</b>

CRHC opened a total of 282 units in Q4 2020 and another 120 units in Q1 2021 for a total of 402 units. With the slower than anticipated rent-up of West Park and Spencer, and with Hockley House opening right at the end of Q1 2021, 51% of newly opened units were vacant as of March 31, 2021. Between April 1, 2021 and June 18, 2021, staff rented up an additional 68 units bringing the overall vacancy rate down to 34% of newly opened units.

*Turnover*

**Table 4: Q2 Turnover Rate – All Units**

Year	Period	# Turnovers Operating More Than 12 Months	# Turnovers Operating Less Than 12 Months	Total
2021	March 31	39	4	43
2021	April 1-June 15	31	6	37
<b>Year to Date Total</b>		<b>70</b>	<b>10</b>	<b>80</b>

*Housed*

**Table 5: Q2 Housed Rate**

Year	Period	# Housed Operating Less Than 12 Months
2021	January 1 – March 31	60
2021	April 1 – June 18	69
<b>Year to Date Total</b>		<b>129</b>

*RHFP Unit Turnover and Rent-Up*

Turnover at Millstream Ridge was previously noted in the March 2, 2021 Operational Update where it was reported that the property had a 48% unit turnover in 2020. The frequency of unit turnovers reduced through Q1 and Q2 2021 and it should be noted that the building stabilized going into June 2021. This has had an impact on the performance of the building but the rent-up data suggests the impacts have been contained to Q1 and Q2.

Rent-up at Spencer Close and West Park continue to be slower than anticipated. Appendix A contains the Rent-Up Snapshot for these properties and for Hockley House up to June 18, 2021. A related report is being advanced separately that details the financial impacts of the delayed rent-up and the mitigation efforts underway.

Staff efforts to increase the rent-up rates have shown some success, but there continues to be a slower than anticipated level of tenancy at RHFP buildings due, in part, to the following market factors:

- Rental Universe Expansion in the West Shore: 2019-2020 saw new supply totalling 1,092 units of rental housing with 624 of those being net new.
- Increasing Vacancy Rates: Vacancy Rates in the Victoria Census Metropolitan Area increased from 1.0% in 2019 to 2.2% in 2020 and this is particularly true for larger structures (+100 units).

Both of these factors has had an impact on the performance of the buildings as they came online in late 2020 and through Q1 and Q2 of 2021. Staff continue to work to process the high number of inquiries and process tenancy applications while also working to manage turnovers as the buildings continue to settle.

#### *Routine Capital Plan*

The updated Five-Year Routine Capital Plan budgeted for \$4M in 2021. Up to June 30, 2021, staff have undertaken a number of initiatives under this Plan. Currently there has been \$730,623 worth of work awarded and underway across various properties. This common area capital work consists of a re-roofing project, make up air heater replacement, play equipment safety inspections and parking lot line painting.

Staff are actively preparing Requests for Proposals (RFP) for play equipment, fencing and deck repairs or replacements. This work is expected to be ready for bid by the end of June to mid-July and is valued at \$730,000. Additional specification work is being prepared by the Master Painters and Decorators Association. Paint Inspector and West Coast Roof Inspection for exterior painting and re-roofing work. The accumulated budget for this work is \$600,000. The Invitations for Tender are expected to be posted by early July.

#### **CONCLUSION**

Through Q2, 2021, CRHC has seen relative stability in the staffing across all levels of the corporation though with some activity in the filling of various vacancies and movement of staff within the corporation. One area that does present a challenge is that five of the nine postings were filled internally meaning that there was movement of staff within CRHC, but limited recruitment from external sources. TE activities have continued in a modified fashion due to the ongoing COVID-19 pandemic and staff continue to work closely with tenants across all properties and through the Tenant Advisory Committee (TAC), which continues to meet quarterly.

Most of CHRC's housing portfolios are stable though the ongoing pandemic does impact unit turnover timelines and targets. Unit Vacancy in the newly opened buildings show a higher number than anticipated, which is having an impact on the financial performance of those properties within the RHFP portfolio.

Work on the Routine Capital Plan continues without delay as there is a total of \$2,060,623 worth of work underway or in-process at the end of Q2.

Impacts from the ongoing pandemic and longer than anticipated rent-ups of recently opened buildings in the RHFP portfolio present the most significant challenges to CRHC through Q2. Though there is a financial risk created by these operational matters, they can be effectively mitigated and are not projected to undermine the overall financial health of CRHC through the remaining two quarters of 2021 or into 2022.

**RECOMMENDATION**

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

That the Capital Region Housing Corporation Operational Update No. 2, 2021 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:	David Hennigan, CPA, CMA, Acting Chief Financial Officer
Concurrence:	Ted Robbins, B. Sc., C. Tech., Acting Chief Administrative Officer

**ATTACHMENT**

Appendix A – RHFP Rent-up Snapshot Up to June 18, 2021

**Appendix A**  
**Regional Housing First Program**  
**Rent-up Snapshot**  
**Up to June 18, 2021**

## West Park Rent-Up

Unit Mix						
Total Units	152					
Rental Type	Affordable	RHFP Shelter Rate	Affordable	RHFP Shelter Rate	Affordable	RHFP Shelter Rate
	Proposed		Pending		Rented	
September 2020	Marketing	Marketing	-	-	-	-
October 2020	Marketing	Marketing	4	1	15	22
November 2020	34	9	3	0	8	7
December 2020	28	9	4	0	3	0
January 2021	28	8	5	0	11	1
February 2021	28	8	3	0	1	4
March 2021	-	-	4	0	0	0
April 2021	-	-	4	0	5	0
May 2021	-	-	2	0	8	0
June 2021	-	-	3	0	2	0
Total	118	34			53	34
Total Combined	152				87	
				% Rented (Unit Type)	45%	100%
				% Rented (Total)	57%	

Financials				
Unit Type	RHFP Shelter Rate 20%	No. Units	Affordable 80%	No. Units
Studio	\$375	32	0	0
1 Bedroom	\$375	2	\$1,395	74
2 Bedroom	\$570	0	\$1,735	44
Total		34		118

View Royal Median Apartment Rents	
1 Bedroom	N/A
2 Bedroom	N/A

Reference: [www.zumper.com](http://www.zumper.com) as of June 21, 2021

## Spencer Close Rent-Up

Unit Mix						
Total Units	130					
Rental Type	Affordable	RHFP Shelter Rate	Affordable	RHFP Shelter Rate	Affordable	RHFP Shelter Rate
	Proposed		Pending		Actual	
October 2020	Marketing	Marketing	3	1	0	0
November 2020	35	7	1	0	43	22
December 2020	23	7	3	0	16	3
January 2021	23	6	4	0	15	0
February 2021	23	6	3	1	9	0
March 2021	-	-	0	0	10	0
April 2021	-	-	1	0	1	0
May 2021	-	-	0	0	1	0
June 2021	-	-	1	0	-1	0
Total	104	26	-	-	94	25
Total Combined	130				119	
				% Rented (Unit Type)	90%	96%
				% Rented (Total)	92%	

Financials				
Unit Type	RHFP Shelter Rate 20%	No. Units	Affordable 80%	No. Units
1 Bedroom	\$375	24	0	0
1 Bed + Den	0	0	\$1,275	12
2 Bedroom	\$570	2	\$1,600	27
2 Bed + Den	0	0	\$1,675	65
Total		26		104

Langford Median Apartment Rents	
1 Bedroom	\$1,545
2 Bedroom	\$1,955

Reference: [www.zumper.com](http://www.zumper.com) as of June 21, 2021

## Hockley House Rent-Up

Unit Mix						
Total Units	120					
Rental Type	Affordable	RHFP Shelter Rate	Affordable	RHFP Shelter Rate	Affordable	RHFP Shelter Rate
	Proposed		Pending		Actual	
February 2021	Marketing	Marketing	11	0	0	0
March 2021	Marketing	Marketing	12	1	8	1
April 2021	30	8	7	6	11	13
May 2021	21	8	3	0	16	6
June 2021	20	7	5	0	5	1
July 2021	20	6	-	-	-	-
Aug 2021	-	-	-	-	-	-
Sept 2021	-	-	-	-	-	-
Total	91	29	-	-	40	21
Total Combined	120				61	
				% Rented (Unit Type)	44%	72%
				% Rented (Building)	51%	

Financials				
Unit Type	RHFP Shelter Rate 20%	No. Units	Affordable 80%	No. Units
Studio	\$375	23	\$1,000	4
1 Bedroom	\$375	2	\$1,400	39
2 Bedroom	\$570	4	\$1,750	48
Total		29		91

Langford Median Apartment Rents	
1 Bedroom	\$1,545
2 Bedroom	\$1,955

Reference: [www.zumper.com](http://www.zumper.com) as of June 21, 2021

## REPORT TO HOSPITALS AND HOUSING COMMITTEE MEETING OF WEDNESDAY, JULY 07, 2021

### **SUBJECT**     Capital Region Housing Corporation Financial Plan Amendments

### **ISSUE SUMMARY**

To amend the Capital Region Housing Corporation (CRHC) 2021 Operating Budget and 2021-2025 Major Capital Plan.

### **BACKGROUND**

On December 9, 2020, the CRHC Board approved the 2021 Operating Budget and 2021-2025 Major Capital Plan. Since approval, there has been a number of revised assumptions resulting in required amendments to both the operating and capital plans.

From time to time within a calendar year, amendments to the financial plan will be made for certainty. Amendments will occur for material changes in assumptions or estimates typically for recognition of grants received, capital expenditures opportunities identified in year and/or unforeseen or emergency circumstances.

### **Operating Budgets Amendments**

Amendments to the Operating Budgets were prompted by the following circumstances:

- At the March 2021 CRHC Board meeting, staff presented Operational Update No. 1, 2021, highlighting a variance between the occupancy assumptions in new Regional Housing First Program (RHFP) buildings used in budget and actual experience as buildings opened. With six (6) months of experience through 2021, and as currently reported in Operational Update No. 2, 2021, staff have developed revised assumptions resulting in a material impact in tenant revenue (reduction) and utilities costs (reduction) for the calendar year.
- Offsetting impacts in the RHFP portfolio, staff have forecasted a positive variance in CRHC administration and salary expenses due to vacancies and changes in timing of hiring.
- Additionally, following a multi-year BC Assessment evaluation, staff were notified in March that a number of CRHC owned properties were reclassified from taxable to non-taxable status, resulting in a change in property tax expense estimates (reduction) for the 2021 operating budgets. Appendix D includes a jurisdictional listing of changes in property taxes by property.

Table 1 highlights the 2021 impact of the proposed amendments to the CRHC Operating Budgets:

**Table 1: Summary of 2021 Operating Budget Amendments**

<b>Portfolio Name</b>	<b>Description</b>	<b>Net Impact (\$) Favourable/(Unfavourable)</b>	<b>Funding/Impact</b>
ADMIN	One-time Salary Variance	200,000	To Reserve
UOA	Property Tax Exemption Impact	232,710	To Reserve
ILBC	Property Tax Exemption Impact	5,829	To Reserve



Portfolio Name	Description	Net Impact (\$) Favourable/(Unfavourable)	Funding/Impact
NOA	Property Tax Exemption Impact	61,906	To Reserve
RHFP	Revised Rent-Up and Cost Assumptions	(1,113,611)	Reserve & Grants

ADMIN = Administration and Development Services; UOA = Umbrella Operating Agreement;  
 ILBC = Independent Living BC Program Agreement; NOA = No Operating Agreement;  
 RHFP = Regional Housing First Program Agreement

Appendix A includes the revised Operating Budgets reflective of these amendments.

### Capital Plan Amendments

Amendments to the Capital Plan were prompted by the following changes:

- As a result of prolonged lease negotiations with School District 61, the Caledonia redevelopment project is expected to begin construction in January 2022 with a 30-month construction period. This is a change in timing.
- On April 14, 2021, the Triway capital budget increase of \$406,254 was approved by the CRHC Board. The amendment captures the increase in budget and also updates the timing of expenditures between 2021 and 2022 for current estimates. The Triway project remains on schedule for October 2022 completion.
- On April 14, 2021, the Prosser project was approved by the CRHC Board.

Table 2 lists the net impact to the 2021-2025 Major Capital Plan as a result of the proposed amendments.

**Table 2: Changes in 5-Year Major Capital Plan**

Project Name	Description	2021 Impact	2022-2025	Net impact
Caledonia	Construction deferred to early 2022. Project completion extended to 2024.	(13,275,632)	13,275,632	0
Triway	Project budget increase and deferral of activity to 2022, still on plan for October 2022.	(5,355,601)	5,761,855	406,254
Prosser	Turnkey purchase: deposit in 2021, balance in Q1 2022.	505,000	16,476,555	16,981,555
CRHC New Projects	Reduce general projects in capital plan with the approval of Prosser	(505,000)	(16,476,555)	(16,981,555)

Appendix B includes the revised 2021-2025 Major Capital Plan reflective of these amendments.

## **ALTERNATIVES**

### *Alternative 1*

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

That the Capital Region Housing Corporation Operating Budgets Amendments and the Capital Region Housing Corporation Major Capital Plan Amendments be approved as attached.

### *Alternative 2*

That this report be referred back to staff for additional information.

## **IMPLICATIONS**

### *Financial Implications*

#### **Operating Budgets Amendments**

##### Administration Portfolio

Due to vacancies and a change in timing when positions are filled, the CRHC Administration budget is forecasted to have a surplus of approximately \$200,000 in 2021. This surplus will flow into the Corporate Stabilization Reserve and partially replenish funds which have been used to balance the RHFP Portfolio budget.

##### UOA, ILBC and NOA Portfolios

Properties owned by the CRHC received tax-exempt status after a revised ruling by BC Assessment in the spring of 2021. This change has a favourable impact on the UOA, ILBC, and NOA Portfolio budgets.

##### RHFP

As reported in the accompanying July report to the Committee, Operational Update No. 2, 2021, RHFP portfolio assumptions on vacancy rates and occupancy rent-up periods are different than originally planned and are now being incorporated in the amended financial plan.

Table 3 below summarizes the net impact of amendments by property. The amendments include a change in occupancy assumptions resulting in reduced rental and parking revenue, as well as reduced utilities costs. Offsetting the decrease in Utilities expense is an increase in property taxes; properties purchased by the CRD early in the year do not receive tax-exempt status until their second year of ownership.

**Table 3: Net Impact of Amendments by Property**

<b>Property Name</b>	<b>Net Impact (\$)</b>
Millstream Ridge (Feb 2019)	53,666
West Park (Dec 2020)	746,849
Spencer Close (Dec 2020)	70,937
Hockley House (Apr 2021)	242,159
Total impact	1,113,611

RHFP Funding

To fund the reduced revenue in the RHFP Portfolio budget, the following funding sources have been included in the proposed amendment:

**Table 4: Funding Sources RHFP Amendment**

<b>Funding Source</b>	<b>Amount</b>
Capital project remaining funds	523,871
Transfer from Corporate Stabilization Reserve <sup>1</sup>	500,000
RHFP portfolio deficit to Equity	89,740
<b>Total Funding</b>	<b>1,113,611</b>

<sup>1</sup> The Corporate Stabilization Reserve is made up of unrestricted past surpluses from administration and capital projects.

Three recent RHFP capital projects have remaining surplus funds after construction due to savings in soft costs and unused contingencies. With funding sources fixed in advance these are one-time surplus funds. Staff propose transferring these surpluses the reduction in tenant revenue in the first year of operations.

The Corporate Stabilization Reserve (CSR) will have a forecasted balance of approximately \$700,000 at December 31, 2021. Staff are proposing a one-time transfer of \$500,000 from the CSR to the RHFP Operating budget. A reserve schedule is included in Appendix C, providing historical activity and balances.

Capital Plan Amendments

The capital plan amendments align the plan to Board-approved project budgets. The capital projects are funded through grants and mortgages payable.

**CONCLUSION**

Operating budget amendments are proposed for the CRHC to address material forecasted changes for the 2021 fiscal year, and to revise the 2021-2025 CRHC Major Capital Plan to incorporate known changes to capital project timelines. Staff recommend that the 2021 CRHC Operating Budgets Amendments and Major Capital Plan Amendments be approved by the CRHC Board.

**RECOMMENDATION**

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

That the Capital Region Housing Corporation Operating Budgets Amendments and the Capital Region Housing Corporation Major Capital Plan Amendments be approved as attached.

Submitted by:	Rianna Lachance, BCom, CPA, CA, Senior Manager, Financial Services
Concurrence:	David Hennigan, CPA, CMA, Acting Chief Financial Officer
Concurrence:	Kevin Lorette, P. Eng., MBA, General Manager, Planning & Protective Services
Concurrence:	Ted Robbins, B. Sc., C. Tech., Acting Chief Administrative Officer

**ATTACHMENT(S):**

- Appendix A: 2021 CRHC Amended Operating Budgets
- Appendix B: 2021-2025 CRHC Amended Major Capital Plan
- Appendix C: CRHC Corporate Stabilization Reserve Continuity Schedule2021
- Appendix D: CRHC Property Tax Amendment by Municipality

## **CAPITAL REGION HOUSING CORPORATION 2021 AMENDED OPERATING BUDGETS**

Administration Budget

Umbrella Operating Agreement Budget Summary

Independent Living BC Program Operating Agreement Budget Summary

No Operating Agreement Budget

Regional Housing First Program Operating Agreement Budget Summary

# CAPITAL REGION HOUSING CORPORATION

## 2021 Administration (ADMIN) Budget

	2021 Board Approved	2021 Proposed Changes	2021 Amended Budget
<b>REVENUE</b>			
Property Management Fees	2,529,290		2,529,290
Interest Income	75,000		75,000
<b>TOTAL REVENUE</b>	<u>2,604,290</u>		<u>2,604,290</u>
<b>EXPENDITURES</b>			
Salaries & Benefits - CRHC Administration Staff	1,750,673	(200,000)	1,550,673 (1)
Training (includes related travel costs)	12,000		12,000
CRD Allocations	658,018		658,018
Consultants/Legal/Audit	27,000		27,000
Tenant Engagement Program	20,000		20,000
Office Operating Costs	86,599		86,599
Transfer to Equipment Replacement Reserve	10,000		10,000
Capital Purchases - New office equipment	40,000		40,000
<b>TOTAL EXPENDITURES</b>	<u>2,604,290</u>		<u>2,404,290</u>
<b>TOTAL ADMIN Surplus/(Deficit)</b>	<u><u>0</u></u>		<u><u>200,000</u></u>

Administration budget funds operations staff and office expenses through property management fees recovered from building portfolio budgets on a per unit per month basis.

Notes:

(1) Savings due to staff vacancies and timing of recruitment.

**CAPITAL REGION HOUSING CORPORATION**  
**2021 Umbrella Operating Agreement (UOA) Budget Summary**  
**- 39 Properties: 1,142 Mixed Income Family/Seniors Housing**

	<b>2021 Board Approved</b>	<b>2021 Proposed Changes</b>	<b>2021 Amended Budget</b>
<b>Revenue</b>			
BCHMC Subsidy	2,745,149		2,745,149
CMHC Mortgage Subsidy	45,557		45,557
Tenant Rent Contribution	9,909,458		9,909,458
Misc Revenue - parking & laundry	42,301		42,301
<b>Total Revenue</b>	<u>12,742,465</u>		<u>12,742,465</u>
<b>Expenditures</b>			
Audit	18,523		18,523
Caretaker	1,271,915		1,271,915
Garbage	216,267		216,267
Gas	93,700		93,700
Hydro	250,000		250,000
Insurance Premium	706,759		706,759
Insurance Deductible	158,213		158,213
Landscape Maintenance	326,293		326,293
Land Lease	63,000		63,000
Leblond Strata	17,618		17,618
Maintenance	694,328		694,328
Management Fee	1,501,164		1,501,164
Mortgage Payments	4,102,830		4,102,830
Property Taxes	236,801	(232,710)	4,091 (1)
Transfer to Replacement Reserve	2,204,707		2,204,707
Water	880,347		880,347
<b>Total Expenditures</b>	<u>12,742,465</u>		<u>12,509,755</u>
<b>Total UOA Surplus/Deficit</b>	<u>-</u>		<u>232,710</u>

Notes:

- (1) CRHC-owned properties were reclassified by BC Assessment as tax exempt in early 2021. Retained a nominal amount for certain properties subject to frontage tax.

**CAPITAL REGION HOUSING CORPORATION****2021 Independent Living BC Program - ILBC(2) Agreement Operating Budget Summary**

- 1 Property: 21 Seniors' Independent Living Housing

- Constructed 2008

- Fixed 5 year Budget (2019-2023) with annual CPI increases

	2021 Board Approved	2021 Proposed Changes	2021 Amended Budget
<b>Revenue</b>			
BCHMC Subsidy	354,580		354,580
Tenant Rent Contribution	313,663		313,663
Misc Revenue - parking & cable	11,190		11,190
<b>Total Revenue</b>	<u>679,433</u>	-	<u>679,433</u>
<b>Expenditures</b>			
<b>General Costs</b>			
Audit	500	-	500
Cable Offset	9,000		9,000
CPI Increase	11,602		11,602
Garbage	3,500		3,500
Hydro	35,700		35,700
Insurance Premium	7,280		7,280
Memberships	500		500
Mortgage Payments	221,596		221,596
Property Taxes	5,890	(5,829)	61 (1)
Transfer to Replacement Reserve	16,600		16,600
Water	7,000		7,000
	<u>319,168</u>	<u>(5,829)</u>	<u>313,339</u>
<b>Manageable Costs</b>			
Caretaker	12,850		12,850
Contract for Services - Hospitality	290,455		290,455
Landscape Maintenance	6,240		6,240
Maintenance	25,000		25,000
Management Fee	25,720		25,720
	<u>360,265</u>	-	<u>360,265</u>
<b>Total Expenditures</b>	<u>679,433</u>	<u>(5,829)</u>	<u>673,604</u>
<b>Total ILBC(2) Surplus/(Deficit)</b>	<u>-</u>	<u>(5,829)</u>	<u>5,829</u>

Notes:

- (1) CRHC-owned properties were reclassified by BC Assessment as tax exempt in early 2021. Retained a nominal amount for certain properties subject to frontage tax.



## CAPITAL REGION HOUSING CORPORATION

### 2021 No Operating Agreement (NOA) Budget Summary

- 5 Properties: (38) Village on the Green, (17) Portage Place, (12) Campus View Court, (38) Royal Oak Square and (18) Vergo - 123 Affordable Rental Housing
- Constructed 1983, 1984 and 2012

	2021 Board Approved	2021 Proposed Changes	2021 Amended Budget
<b>Revenue</b>			
Tenant Rent Contribution	1,596,449		1,596,449
Misc Revenue - parking and laundry	7,177		7,177
<b>Total Revenue</b>	1,603,626	-	1,603,626
<b>Expenditures</b>			
Audit/Legal	1,948		1,948
Caretaker	132,106		132,106
Garbage	22,392		22,392
Landscape Maintenance	41,700		41,700
Hydro	5,200		5,200
Insurance Premium	76,654		76,654
Insurance Deductible	13,251		13,251
Maintenance	63,055		63,055
Management Fee	163,696		163,696
Mortgage Payments	374,760		374,760
Property Taxes	62,281	(61,906)	375 (1)
Transfer to Replacement Reserve	254,802		254,802
Water	110,500		110,500
<b>Total Expenditures</b>	1,322,345	(61,906)	1,260,439
<b>Total NOA Surplus/(Deficit)</b>	<b>281,281</b>	<b>61,906</b>	<b>343,187</b>

#### Notes:

- (1) CRHC-owned properties were reclassified by BC Assessment as tax exempt in early 2021. Retained a nominal amount for certain properties subject to frontage tax.

# CAPITAL REGION HOUSING CORPORATION

## 2021 Regional Housing First Program (RHFP) Agreement Operating Budget Summary

- 4 Properties: 534 Mixed Income Housing

	2021 Board Approved	2021 Proposed Changes	2021 Amended Budget	
<b>Revenue</b>				
Tenant Rent Contribution	7,264,095	(1,215,570)	6,048,526	(1)
Misc Revenue - parking	160,884	(41,397)	119,487	(1)
<b>Total Revenue</b>	<u>7,424,979</u>	<u>(1,256,967)</u>	<u>6,168,012</u>	
<b>Expenditures</b>				
Audit/Legal	7,981	-	7,981	
Caretaker	545,729	-	545,729	
Garbage	59,563	-	59,563	
Gas	76,260	-	76,260	
Landscape Maintenance	28,662	-	28,662	
Hydro	144,800	-	144,800	
Insurance Premium	437,903	-	437,903	
Insurance Deductible	68,853	-	68,853	
Maintenance	198,555	-	198,555	
Management Fee	641,052	-	641,052	
Mortgage Payments	4,532,139	(130,158)	4,401,981	(2)
Property Taxes	-	24,302	24,302	(3)
Transfer to Replacement Reserve	435,456	-	435,456	
Water	232,200	(37,500)	194,700	(4)
<b>Total Expenditures</b>	<u>7,409,153</u>	<u>(143,356)</u>	<u>7,265,797</u>	
<b>Total RHFP Agreement Surplus/(Deficit)</b>	<u><b>15,826</b></u>	<u><b>(1,113,611)</b></u>	<u><b>(1,097,785)</b></u>	

### Notes:

- (1) Reduced tenant revenues primarily due to slower than planned rent-ups at new RHFP buildings, also reduction partially due to vacancies in early 2021 in Millstream property.
- (2) Reduced mortgage payments due to favourable rates obtained for West Park and Spencer.
- (3) Hockley was acquired early in the calendar year; therefore, the property tax exemption takes effect in its second year.
- (4) Savings in water and sewer due to slower than planned rent-up and additional vacancies.

## CAPITAL REGION HOUSING CORPORATION

## APPENDIX B

page 1

## FIVE YEAR MAJOR CAPITAL EXPENDITURE PLAN SUMMARY - 2021 to 2025 (Amended June 2021)

		Total Project Budget	Spent at Dec/20	Balance Remaining at Dec/20	2021	2022	2023	2024	2025	TOTAL
<b>EXPENDITURE</b>										
Westview	B	14,937,177	14,937,177	-	-	-	-	-	-	-
Caledonia	B	59,471,636	1,000,000	58,471,636	596,004	23,150,253	23,150,253	11,575,126	-	58,471,636
Michigan	B	38,357,678	461,475	37,896,203	2,296,000	14,656,000	20,944,203	-	-	37,896,203
West Park	Lease	30,813,485	30,813,485	-	-	-	-	-	-	-
Spencer	Lease	30,463,972	30,463,972	-	-	-	-	-	-	-
Hockley	Lease	25,575,114	-	25,575,114	25,575,114	-	-	-	-	25,575,114
Triway	B	19,883,209	-	19,883,209	6,627,737	13,255,472	-	-	-	19,883,209
Prosser	Lease	16,981,555	-	16,981,555	505,000	16,476,555	-	-	-	16,981,555
CRHC New Projects	Lease	61,714,445	-	61,714,445	-	-	13,864,445	37,754,000	10,096,000	61,714,445
CRHC Redevelopments	B	457,000	-	457,000	457,000	-	-	-	-	457,000
Carey Lane - Building Envelope	B	2,400,000	-	2,400,000	-	2,400,000	-	-	-	2,400,000
		<b>301,055,271</b>	<b>77,676,109</b>	<b>223,379,162</b>	<b>36,056,855</b>	<b>69,938,280</b>	<b>57,958,901</b>	<b>49,329,126</b>	<b>10,096,000</b>	<b>223,379,162</b>
<b>SOURCE OF FUNDS (combined)</b>										
Mortgage Debt	Debt	221,130,609	68,757,972	152,372,637	26,302,851	36,741,759	45,262,901	33,969,126	10,096,000	152,372,637
Repayable Loans (Federal, Provincial)	Loan	2,546,000	-	2,546,000	100,000	-	2,446,000	-	-	2,546,000
Grants (Federal, Provincial, Local)	Grant	73,633,662	6,506,662	67,127,000	8,920,479	32,596,521	10,250,000	15,360,000	-	67,127,000
Capital Surplus & UOA Reserve	Res	3,745,000	2,411,475	1,333,525	733,525	600,000	-	-	-	1,333,525
		<b>301,055,271</b>	<b>77,676,109</b>	<b>223,379,162</b>	<b>36,056,855</b>	<b>69,938,280</b>	<b>57,958,901</b>	<b>49,329,126</b>	<b>10,096,000</b>	<b>223,379,162</b>

## CAPITAL REGION HOUSING CORPORATION

## APPENDIX B

page 2

## FIVE YEAR MAJOR CAPITAL EXPENDITURE PLAN SUMMARY - 2021 to 2025 (Amended June 2021)

		Total Project Budget	Spent at Dec/20	Balance Remaining at Dec/20	2021	2022	2023	2024	2025	TOTAL
<b>SOURCE OF FUNDS (by project)</b>										
<b>Westview - IHI</b>										
Mortgage Debt	Debt	7,480,515	7,480,515	-	-	-	-	-	-	-
Grants (Provincial)	Grant	6,456,662	6,456,662	-	-	-	-	-	-	-
Capital Surplus Fund	Res	1,000,000	1,000,000	-	-	-	-	-	-	-
		<b>14,937,177</b>	<b>14,937,177</b>	-	-	-	-	-	-	-
<b>Caledonia - CHF</b>										
Mortgage Debt	Debt	42,171,636	-	42,171,636	-	7,446,257	23,150,253	11,575,126	-	42,171,636
Grants (Provincial)	Grant	15,800,000	-	15,800,000	96,004	15,703,996	-	-	-	15,800,000
Grants (Local)	Grant	500,000	-	500,000	500,000	-	-	-	-	500,000
UOA Stabilization Reserve	Res	1,000,000	1,000,000	-	-	-	-	-	-	-
		<b>59,471,636</b>	<b>1,000,000</b>	<b>58,471,636</b>	<b>596,004</b>	<b>23,150,253</b>	<b>23,150,253</b>	<b>11,575,126</b>	-	<b>58,471,636</b>
<b>Michigan - RHFP</b>										
PDF Repayable Loan (Provincial)	Loan	250,000	-	250,000	250,000	-	-	-	-	250,000
Mortgage Debt	Debt	26,867,678	-	26,867,678	-	5,923,475	20,944,203	-	-	26,867,678
Grants (Federal)	Grant	150,000	50,000	100,000	100,000	-	-	-	-	100,000
Grants (Provincial)	Grant	4,400,000	-	4,400,000	-	4,400,000	-	-	-	4,400,000
Grants (Local)	Grant	5,690,000	-	5,690,000	1,357,475	4,332,525	-	-	-	5,690,000
UOA Stabilization Reserve	Res	1,000,000	411,475	588,525	588,525	-	-	-	-	588,525
		<b>38,357,678</b>	<b>461,475</b>	<b>37,896,203</b>	<b>2,296,000</b>	<b>14,656,000</b>	<b>20,944,203</b>	-	-	<b>37,896,203</b>
<b>West Park - RHFP</b>										
Mortgage Debt	Debt	30,813,485	30,813,485	-	-	-	-	-	-	-
		<b>30,813,485</b>	<b>60,927,944</b>	-	-	-	-	-	-	<b>51,150,228</b>
<b>Spencer - RHFP</b>										
Mortgage Debt	Debt	30,463,972	30,463,972	-	-	-	-	-	-	-
		<b>30,463,972</b>	<b>30,463,972</b>	-	-	-	-	-	-	-
<b>Hockley - RHFP</b>										
Mortgage Debt	Debt	25,575,114	-	25,575,114	25,575,114	-	-	-	-	25,575,114
		<b>25,575,114</b>	<b>60,927,944</b>	<b>25,575,114</b>	<b>25,575,114</b>	-	-	-	-	<b>25,575,114</b>
<b>Triway - CHF</b>										
Mortgage Debt	Debt	13,983,209	-	13,983,209	727,737	13,255,472	-	-	-	13,983,209
Grants (Provincial)	Grant	5,900,000	-	5,900,000	5,900,000	-	-	-	-	5,900,000
		<b>19,883,209</b>	-	<b>19,883,209</b>	<b>6,627,737</b>	<b>13,255,472</b>	-	-	-	<b>19,883,209</b>
<b>Prosser - RHFP/IHI</b>										
Mortgage Debt	Debt	10,116,555	-	10,116,555	-	10,116,555	-	-	-	10,116,555
Grants (Local)	Grant	615,000	-	615,000	-	615,000	-	-	-	615,000
Grants (Provincial)	Grant	6,250,000	-	6,250,000	505,000	5,745,000	-	-	-	6,250,000
		<b>16,981,555</b>	-	<b>16,981,555</b>	<b>505,000</b>	<b>16,476,555</b>	-	-	-	<b>16,981,555</b>

## CAPITAL REGION HOUSING CORPORATION

## APPENDIX B

page 3

## FIVE YEAR MAJOR CAPITAL EXPENDITURE PLAN SUMMARY - 2021 to 2025

		Total Project Budget	Spent at Dec/20	Balance Remaining at Dec/20	2021	2022	2023	2024	2025	TOTAL
<b>CRHC New Projects</b>										
Repayable Loans	Loan	2,296,000	-	2,296,000	(150,000)	-	2,446,000	-	-	2,296,000
Mortgage Debt	Debt	33,658,445	-	33,658,445	-	-	1,168,445	22,394,000	10,096,000	33,658,445
Grants (Federal)	Grant	10,150,000	-	10,150,000	150,000	-	10,000,000	-	-	10,150,000
Grants (Provincial)	Grant	15,610,000	-	15,610,000	-	-	250,000	15,360,000	-	15,610,000
		<b>61,714,445</b>	<b>-</b>	<b>61,714,445</b>	<b>-</b>	<b>-</b>	<b>13,864,445</b>	<b>37,754,000</b>	<b>10,096,000</b>	<b>61,714,445</b>
<b>CRHC Redevelopments</b>										
Grants (Federal)	Grant	312,000	-	312,000	312,000	-	-	-	-	312,000
Capital Surplus Fund	Res	145,000	-	145,000	145,000	-	-	-	-	145,000
		<b>457,000</b>	<b>-</b>	<b>457,000</b>	<b>457,000</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>457,000</b>
<b>Carey Lane - BER</b>										
UOA Stabilization Reserve	Res	600,000	-	600,000	-	600,000	-	-	-	600,000
Grants (Federal/Provincial)	Grant	1,800,000	-	1,800,000	-	1,800,000	-	-	-	1,800,000
		<b>2,400,000</b>	<b>-</b>	<b>2,400,000</b>	<b>-</b>	<b>2,400,000</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>2,400,000</b>

**CRHC Corporate Stabilization Reserve Continuity Schedule**

	<b>2016</b>	<b>2017</b>	<b>2018</b>	<b>2019</b>	<b>2020</b>	<b>2021 Forecast</b>
Opening balance	1,046,687	992,183	935,378	923,923	658,224	498,122
Unrestricted Corporate Fund* (net income (loss))	(29,370)	(2,511)	(11,455)	33,101	(25,020)	200,000
Transfer to cover RHFP deficits				(298,800)	(135,082)	(500,000)
Other transfers	(25,134)	(54,294)				
Closing balance	992,183	935,378	923,923	658,224	498,122	198,122

*\* Unrestricted income/(losses) are accumulated from the Administration and Development Services budgets not under agreement*

**CRHC Change in Property Taxes by Municipality**

<b>Municipality</b>	<b>Building</b>	<b>Portfolio</b>	<b>Approved Budget</b>	<b>Amendment</b>	<b>Amended Budget</b>
<b>City of Langford</b>	Hockley House	RHFP	0	24,301	24,301
<b>City of Victoria</b>	Castanea	UOA	27,977	-27,775	202
	James Yates Gardens	UOA	3,822	-3,653	169
	Kings Place	UOA	12,056	-11,865	191
	Michigan Square	UOA	16,421	-15,342	1,079
	Oakwinds	UOA	26,207	-26,045	162
	Parry Place	ILBC	5,890	-5,829	61
	Pinehurst	UOA	8,196	-8,144	52
	Terraces	UOA	12,616	-12,482	134
	Village on the Green	NOA	18,484	-18,109	375
<b>City of Victoria Total</b>			131,669	-129,245	2,424
<b>District of Saanich</b>	Beechwood Park	UOA	24,817	-24,817	0
	Brambles	UOA	11,392	-11,392	0
	Campus View	NOA	6,484	-6,484	0
	Grey Oak Square	UOA	9,432	-9,432	0
	Olympic View	UOA	34,662	-34,662	0
	Royal Oak Square	NOA	16,464	-16,464	0
	Swanlea	UOA	4,727	-4,727	0
	Tillicum Station	UOA	18,783	-18,783	0
	Vergo	NOA	11,940	-11,940	0
	Viewmont Gardens	UOA	12,960	-12,960	0
<b>District of Saanich Total</b>			151,661	-151,661	0
<b>Town of View Royal</b>	Portage Place	NOA	8,909	-8,909	0
<b>Township of Esquimalt</b>	Firgrove	UOA	10,630	-10,630	0
<b>Grand Total</b>			<b>313,367</b>	<b>-286,642</b>	<b>26,725</b>

## REPORT TO HOSPITALS AND HOUSING COMMITTEE MEETING OF WEDNESDAY, JULY 07, 2021

---

**SUBJECT**     **Regional Housing First Program: Project Update, Second Quarter 2021**

### **ISSUE SUMMARY**

To provide the Hospitals and Housing Committee (HHC) 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 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: Project Update, Second Quarter 2021 report be received for information.

#### *Alternative 2*

That the Regional Housing First Program: Project Update, Second Quarter 2021 report be referred back to staff for additional information based on Hospitals and Housing Committee direction.

### **IMPLICATIONS**

#### *Program Delivery*

Appendix A, attached to this report, summarizes the progress in the development of 10 RHFP capital projects that have received approval from the CRD Board. These projects represent a total of 1,011 units with 229 to be rented at Shelter Rate.

#### *Financial*

These projects have been approved to receive a total of \$67.6M in RHFP funding and represent a total value of \$300.9M. In total, \$72M of the RHFP funds have been committed as of June 30, 2021 with \$48M remaining.



### **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 10 approved projects.

### **RECOMMENDATION**

The Hospitals and Housing Committee recommends to the Capital Regional District Board:  
That the Regional Housing First Program: Project Update, Second Quarter 2021 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:	David Hennigan, CPA, CMA, Acting Chief Financial Officer
Concurrence:	Ted Robbins, B. Sc., C. Tech., Acting Chief Administrative Officer

### **ATTACHMENT**

Appendix A – Regional Housing First Program: Project Summary, July 7, 2021

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	n/a	March 8, 2017 & November 13, 2019 (increase)	2021	Construction of the 210 Gorge project is well underway. At the end of May foundations, parkade, and suspended slab concrete work had all been completed. Wood framing of levels 2 through 5 is ongoing and will be completed over the next 2 months. Project is on time and on budget and the occupancy permit is expected in late February 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	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.
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	June 13, 2018	June 13, 2018 & November 13, 2019 (increase)	2023	Site works – grubbing site prep commenced (under Development Permit). Building Permit is imminent.
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	June 13, 2018	June 13, 2018	2021	Site works – grubbing site prep commenced (under Development Permit). Building Permit is imminent. All modules complete, ready to ship to site, awaiting building permit to start foundation work. Soil removal permit underway as part of site clearing work.
Spencer Road (Langford)	\$38,263,972	\$7,800,000	CMHC	26	130	CHRC	CMHC	\$7,800,000	June 13, 2018	June 13, 2018	Nov 2020	Project Completed. Occupancy in October 2020.
Treanor (Langford)	\$45,215,533	\$9,000,000	CMHC	30	132	CRHC	CMHC	\$9,000,000	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	November 14, 2018	March 2021	Project completed in March 2021 with occupancy anticipated in April 2021.

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
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	May 1, 2019	May 8, 2019	Nov 2020	Project Completed. Occupancy in October 2020.
Michigan Square Building 1	\$21,000,000	\$4,500,000	CRHC	15	53	CRHC	CRHC \$4,500,000	Regional Housing Trust Fund \$570,000	July 29, 2020	August 12, 2020	2023	Consultant team hired and targeting early December demolition.
Prosser Road (Central Saanich)	\$16,981,555	\$3,000,000	CMHC	10	51	CRHC	CMHC \$3,000,000 BCH \$3,250,000	Regional Housing Trust Fund \$615,000	N/A	April 14, 2021	2022	Funds confirmed from RHFP and RHTF. BCH granted Final Project Approval in March 2021. Demolition is complete and excavation work currently underway. CRD and BCH finalizing assignment agreement on Building A.
Total RHFP Units				229	1,011							
Total RHFP Investment	\$300,861,183	\$67,575,000										



Making a difference...together

## **Minutes of a Meeting of the Regional Housing Advisory Committee**

**February 11, 2021 2:00 - 4:00 pm, Microsoft Teams**

---

**PRESENT:** Kerriann Coady, David Corey, Bill Brown, Kelly Roth, Kathy Whitcher, Danella Parks, Kaye Melliship; Holly McKeil, Nadine Kawata, Kirsten Baillie

### **GUESTS:**

**STAFF:** Don Elliott, John Reilly, Jerry Michael (recorder)

**REGRETS:** Sharon Hvozdzanski, Jim Hartshorne, Danielle Deni, Malcolm McNaughton, Lindsay Millburn, Bruce Anderson, Leah Stohmann, Michel Turcotte, Jarret Matanowitsch, , Matthew Baldwin

Meeting called to order at 2:03pm.

### **1. Welcome and Introductions**

Meeting was called to order at 2:02pm. Co-Chair Kerrian Coady welcomed all RHAC members. CRD staff offered a territorial acknowledgment of the Indigenous communities in the Capital Region.

### **2. Approval of Agenda**

**MOVED** by Kathy Whitcher, **SECONDED** by Kaye Melliship

That the agenda be approved as circulated.

**CARRIED**

### **3. Approval of December 11, 2020 Minutes**

**MOVED** by David Corey, **SECONDED** by

That the minutes from the December 11, 2020 Regional Housing Advisory Committee meeting be approved as circulated.

**CARRIED**

### **4. Housing Needs Reports**

All 11 reports have been received by municipal councils. All commitments of grant with UBCM have been met and there will be a staff report advanced to the March 3, 2021 Hospital and Housing Committee meeting. All reports are publicly accessible on municipal websites.

### **5. Roundtable**

- Development applications and approvals remain high across all member municipalities. Some committee members noted a transition from single family houses to multifamily developments across the region.
- Committee members provided updates on some of the continual impacts of the COVID-19 pandemic on housing. Effects include scarcity in some building materials increasing development costs and a fast paced residential market driven by high demand and low supply.

- Committee members continue to see challenges in the supply chain for building materials. This along with rising acquisition costs is increasing the price of construction.
- Developers noted that municipalities moving to online application and approval processes have been helpful. Some committee members would like to see a hybrid approach post pandemic.

## **6. Discussion of Potential Future Priorities into 2021**

Committee members recommended to have the list of possible focus topics prepared by CRD staff reviewed by the new committee at their first meeting in May of 2021.

## **7. Future Composition of Committee**

Committee members were thanked for participation in this committee. A report is being advanced to the March 3, 2021 Hospital and Housing Committee to approve a new set of committee members.

## **8. Adjournment**

**MOVED** by David Corey **SECONDED** by Kaye Melliship.

That the meeting be adjourned.

**CARRIED**

The meeting was adjourned at 2:53 pm.



Making a difference...together



## **Tenant Advisory Committee**

Minutes of a Meeting of April 29, 2021

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

---

**Present:** Mayor L. Helps, L. Reid, D. Wallace, E. Syring

**Webex:** K. Naraghi

**Regrets:** E. Ngongo, C. Simpson, N. Thompson

**Staff:** D. Elliott, S. Grigg, K. Lambert, C. Work (recorder)

The meeting was called to order at 3:35 p.m.

### **1. Territorial Acknowledgment**

Co-chair Mayor Helps provided a Territorial Acknowledgment.

### **2. Approval of Agenda**

It was moved by E. Syring, seconded by L. Reid, that the Agenda for the April 29, 2021 meeting be approved.

**CARRIED**

### **3. Adoption of Minutes of February 22, 2021 Meeting**

It was moved by D. Wallace, seconded by K. Naraghi, that the February 22, 2021 meeting minutes be adopted as circulated.

**CARRIED**

### **4. Business Arising from the Minutes**

- Online Banking Update:

CRD staff advised that RBC Banking planning to go live in June, other than one missing piece, that IT has to establish a front facing piece to align it with our accounts. It is on the 2021 Work Plan. IT will continue to work with Finance to implement. Will be revisited at the October TAC meeting.

- Pet Policy Update:

CRD staff provided background, e.g. in-house survey and literature review. An established working group looked for solutions, meeting with groups, handing out leaflets and maps for people to clean up after dogs and keep dogs on leashes. Looked at BC Housing and Pacifica requirements but they have different staffing structures, different landscapers, etc. Tenant and caretaker safety, allergies, loose dog and feces remain ongoing issues. The last resort is sending a breach letter re: pet addendum and

ending a person's tenancy, but enforcement is tough. Camera surveillance was discussed but not viable due to privacy legislation with children. West Park pet pilot project will be revisited in the fall, to give tenants the summer to adopt more responsible and policy compliant pet ownership habits;

- Pride of Place:

Discussion that Pride of Place is a part of the TAC Annual Work Plan.

#### **5. 2021 Annual Work Plan (from 2021 Priorities Ranking)**

CRD staff reviewed the priorities ranking from the end of 2020, showing a strong interest in additional clarity and deliverables. IAP Spectrum table is broken down into Inform, Consult, Involve, Collaborate, and Empower. CRD staff advised that hundreds of plants would be delivered during the week of May 17<sup>th</sup>, currently twice per year. Discussion about a caretaker pressure washing the front entrance and courtyard, reinforcing how outside beautification has a big impact on tenants' internal mindset, and another caretaker's pride of ownership helping tenants to be more respectful by his efforts. It was agreed that the 2021 Work Plan (Appendix A to the TAC Annual Plan 2021 Staff Report) be amended to move "2.3 Place-Making Activities" from December to October.

It was moved by D. Wallace, seconded by L. Reid, to approve the 2021 Work Plan, as amended.

**CARRIED**

#### **6. Roundtable**

There were no additional issues other than those discussed previously in the meeting.

#### **7. Action Summary**

- Pet pilot follow-up to October 4<sup>th</sup> meeting.
- Place-Making Activities (including Pride of Place) to October 4<sup>th</sup> meeting.

#### **8. Concluding Remarks**

The next TAC meeting is scheduled for Monday, June 28, 2021 from 3:30 to 5:00 pm, in the Covid-safe Room 652 and remotely via Webex.

#### **9. Adjournment**

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

**CARRIED**

The meeting was adjourned at 4:30 p.m.