

Notice of Meeting and Meeting Agenda Hospitals and Housing Committee

Wednesday, February 2, 2022

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, 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. [22-060](#) Minutes of the December 1, 2021 Hospitals and Housing Committee Meeting

Recommendation: That the minutes of the Hospitals and Housing Committee meeting of December 1, 2021 be adopted as circulated.

Attachments: [Minutes - December 1, 2021](#)

4. Chair's Remarks

5. Presentations/Delegations

In keeping with directives from the Province of BC, there is limited space for the public to attend CRD Board meetings in-person at this time. However, the public may continue to view meeting materials and Live Webcasts online. If you wish to attend a meeting in-person, please email legserv@crd.bc.ca.

CRD encourages delegations 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.

5.1. [21-862](#) Presentation: Jamie Braman and Sarah Crawford-Bohl, Island Health Re: Urgent and Primary Care Centres

Attachments: [Presentation: Island Health Re: Urgent & Primary Care Ctrs](#)

6. Committee Business

- 6.1. [22-024](#) 2022 Hospitals and Housing Committee Terms of Reference
- Recommendation:** That the Hospitals and Housing Committee receive the 2022 Terms of Reference attached at Appendix A.
- Attachments:** [Staff Report: 2022 Hospitals & Housing Committees TOR](#)
[Appendix A: 2022 Hospitals & Housing Committee TOR](#)
- 6.2. [22-076](#) Regional Housing Advisory Committee Terms of Reference Amendment
- Recommendation:** That the amended Terms of Reference for the Regional Housing Advisory Committee as presented in Appendix A be approved.
- Attachments:** [Staff Report: Reg'l Housing Advisory Cttee ToR Amendment](#)
[Appendix A: Reg'l Housing Advisory Cttee ToR \(Amended\)](#)
- 6.3. [22-077](#) Community Advisory Board Terms of Reference Amendment
- Recommendation:** That the amended 2022 Reaching Home Community Advisory Board Terms of Reference as presented in Appendix A be received for information.
- Attachments:** [Staff Report: Community Advisory Board ToR Amendment](#)
[Appendix A: 2022 Reaching Home CAB ToR \(Amended\)](#)
- 6.4. [22-036](#) 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 - September 23, 2021
- Attachments:** [Minutes: Regional Housing Advisory Cttee - September 23, 2021](#)

7. Notice(s) of Motion

8. New Business

9. Adjournment

The next meeting is March 2, 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, December 1, 2021

1:30 PM

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

PRESENT

Directors: L. Helps (Chair), G. Orr (Vice Chair), D. Blackwell (EP), S. Brice, F. Haynes, G. Holman (EP), J. Loveday (EP), K. Murdoch (1:51 pm), C. Plant (Board Chair, ex officio) (EP)

Staff: R. Lapham, Chief Administrative Officer; N. Chan, Chief Financial Officer; K. Lorette, General Manager, Planning and Protective Services; K. Morley, General Manager, Corporate Services; D. Elliott, Senior Manager, Regional Housing; R. Fowles, Manager, Construction & Capital Projects, Regional Housing; S. Grigg, Manager of Operations, Regional Housing; N. Morbey, Senior Financial Advisor, Financial Services; M. Lagoa, Deputy Corporate Officer; T. Pillipow, Committee Clerk (Recorder)

EP - Electronic Participation

Regrets: Director D. Screech

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

1. Territorial Acknowledgement

Chair Helps provided a Territorial Acknowledgement.

2. Approval of Agenda

MOVED by Director Brice, **SECONDED** by Director Loveday,
That the agenda for the December 1, 2021 Hospitals and Housing Committee
meeting be approved.
CARRIED

3. Adoption of Minutes

- 3.1. [21-856](#) Minutes of the November 3, 2021 Hospitals and Housing Committee Meeting
- MOVED** by Director Orr, **SECONDED** by Director Blackwell,
That the minutes of the Hospitals and Housing Committee meeting of November
3, 2021 be adopted as circulated.
CARRIED

4. Chair's Remarks

Chair Helps noted that this is her last meeting as Chair of this committee. She thanked the committee and staff for their work this past three years.

5. Presentations/Delegations

There were no presentations or delegations.

6. Committee Business

6.1. [21-870](#) 2022 Five Year Updated Routine Capital Plans (2020-2024)

K. Lorette introduced staff in attendance, including D. Elliott who spoke to Item 6.1.

**MOVED by Director Orr, SECONDED by Director Brice,
The Hospitals and Housing Committee recommends to the Capital Region
Housing Corporation Board:**

1. a) That the Capital Region Housing Corporation Umbrella Operating Agreement (UOA) Updated Five Year Routine Capital Plan 2020-2024 be approved; and
b) That staff be authorized to implement the UOA 2022 Routine Capital Plan.
 2. a) That the Independent Living BC (ILBC) Updated Five Year Routine Capital Plan 2020-2024 be approved; and
b) That staff be authorized to implement the ILBC 2022 Routine Capital Plan.
 3. a) That the No Operating Agreement (NOA) Updated Five Year Routine Capital Plan 2020-2024 be approved; and
b) That staff be authorized to implement the NOA 2022 Routine Capital Plan.
 4. a) That the Investment in Housing Innovation (IHI) Updated Five Year Routine Capital Plan 2020-2024 be approved; and
b) That staff be authorized to implement the IHI 2022 Routine Capital Plan.
 5. a) That the Regional Housing First Program (RHFP) Updated Five Year Routine Capital Plan 2020-2024 be approved; and
b) That staff be authorized to implement the RHFP 2022 Routine Capital Plan.
 6. a) That the Community Housing Fund (CHF) Five Year Routine Capital Plan 2020-2024 be approved; and
b) That staff be authorized to implement the CHF Routine 2022 Capital Plan.
- CARRIED**

6.2. [21-871](#) Major Capital Plan (2022-2026)

D. Elliott spoke to Item 6.2.

Discussion ensued on the following:

- source and allocation of funds
- the financial feasibility of developing the Drake Road property
- reevaluating the current tenant relocation policy

**MOVED by Director Holman, SECONDED by Director Loveday,
The Hospitals and Housing Committee recommends to the Capital Region
Housing Corporation Board:**

1. That the 2022-2026 Major Capital Plan be approved; and
2. That staff be authorized to submit grant funding applications and receive grant funding for up to four CRHC Redevelopment projects, through Canada Mortgage and Housing Corporation, BC Housing Management Commission, Federation of Canadian Municipalities and other funding programs as necessary and as they become available.

CARRIED

6.3. [21-872](#) 2022 Administration and Development Services Budgets

D. Elliott spoke to Item 6.3.

**MOVED by Director Brice, SECONDED by Director Orr,
The Hospitals and Housing Committee recommends to the Capital Region
Housing Corporation Board:**

- 1. That the Capital Region Housing Corporation 2022 Administration Budget be approved; and**
- 2. That the Capital Region Housing Corporation 2022 Development Services Budget be approved.**

CARRIED

6.4. [21-873](#) 2022 Portfolio Operating Budgets

D. Elliott spoke to Item 6.4.

Discussion ensued on the following:

- the process of determining reasonable operating costs
- the occupancy rates in new buildings
- Staff identified that there was an inconsistency in the RHFP Operating Budget where it shows a deficit in the 2026 Forecast Estimate. This should show a positive number and will be corrected as an additional appendix when the report goes to the Board for approval.

**MOVED by Director Murdoch, SECONDED by Director Orr,
The Hospitals and Housing Committee recommends to the Capital Region
Housing Corporation Board:**

- 1. That the 2022 Operating Budget for the Umbrella Operating Agreement be approved;**
- 2. That the 2022 Operating Budget for the No Operating Agreement be approved;**
- 3. That the 2022 Operating Budget for the Independent Living BC Agreement be approved;**
- 4. That the 2022 Operating Budget for the Regional Housing First Program Agreement be approved;**
- 5. That the 2022 Operating Budget for the Investment in Housing Innovation be approved;**
- 6. That the 2022 Operating Budget for the Community Housing Fund (CHF) be approved; and**
- 7. That any 2021 operating surplus/(deficits) to be transferred to/(from) the individual Portfolio Stabilization Reserves be authorized.**

CARRIED

6.5. [21-874](#) Michigan Square Redevelopment Mortgage Registration and Final Budget Approval

K. Lorette spoke to Item 6.5.

Discussion ensued on the final control budget decrease.

**MOVED by Director Brice, SECONDED by Director Orr,
The Hospitals and Housing Committee recommends to the Capital Region
Housing Corporation Board:**

- 1. That the resolutions, attached as Appendix A, Appendix B and Appendix C and**

required by BC Housing Management Commission to authorize the execution of the Section 219 Covenants and the Loan and Mortgage documents for Michigan Square (PID 001-225-197) be approved;

2. That the Cost Overrun Agreement, attached as Appendix D, be approved; and

3. That the Chief Administrative Officer be authorized to do all things necessary to effect the project and take such steps as are required to conclude the financing, construction and operation of the Michigan Square Redevelopment project.

CARRIED

6.6. [21-857](#)

Previous Minutes of Other CRD Committees and Commissions for Information

MOVED by Director Murdoch, **SECONDED** by Director Loveday,

That the following minutes be received for information:

a) Tenant Advisory Committee minutes - June 28, 2021

CARRIED

7. Notice(s) of Motion

Director Holman read a Notice of Motion for consideration at the Closed CRD Board meeting of December 8, 2021.

"That staff work with BC Housing, Salt Spring Community Services, Lady Minto Hospital Foundation and other agencies as appropriate to determine and help make the arrangements necessary to locate temporary accommodation at the CRHC Drake Road property for Seabreeze Inn tenants."

8. New Business

There was no new business.

9. Adjournment

MOVED by Director Orr, **SECONDED** by Director Haynes,

That the December 8, 2021 Hospitals and Housing Committee meeting be adjourned at 2:33 pm.

CARRIED

CHAIR

RECORDER

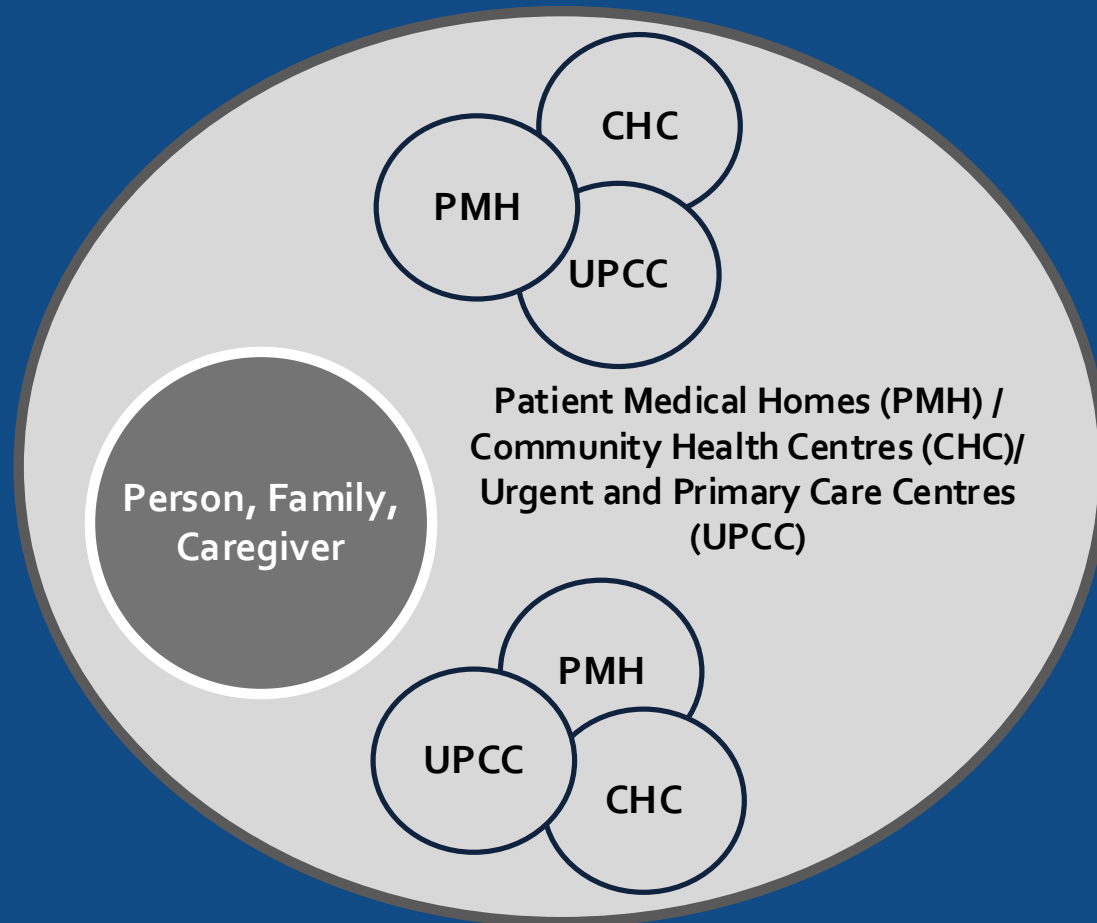
Island Health Urgent and Primary Care Centres (UPCC)

Presentation to the CRD
Hospitals and Housing Committee

2nd February 2022

UPCCs in a primary care context

Primary Care Network



Progress to date

- Five UPCCs now open in the south island (James Bay, North Quadra, Westshore, Esquimalt, Downtown)
- 2021 sites have benefited from innovations and learned experience from other earlier sites

Advancing through Partnerships

- Island Health is actively working with its partners to support further progress and success, including:
 - Divisions of Family Practice
 - First Nations engagement
 - Patients

Questions?

**REPORT TO HOSPITALS AND HOUSING COMMITTEE
MEETING OF WEDNESDAY, FEBRUARY 02, 2022**

SUBJECT 2022 Hospitals and Housing Committee Terms of Reference

ISSUE SUMMARY

This report is to provide the 2022 Hospitals and Housing Committee Terms of Reference for the Committee's review.

BACKGROUND

Under the *Local Government Act* and the Capital Regional District (CRD) Board Procedures Bylaw, the CRD Board Chair has the authority to establish standing committees and appoint members to provide advice and recommendations to the Board.

On December 8, 2021, the Regional Board approved the 2022 Terms of Reference for standing committees. Terms of Reference (TOR) serve to clarify the mandate, responsibilities and procedures of standing committees and provide a point of reference and guidance for the Committees and members.

This year there were no changes to the defined purpose of the Committee's TOR.

The TOR are being provided for review by the Committee. Any proposed revisions to the TOR will require ratification by the Board.

CONCLUSION

Terms of Reference serve to clarify the mandate, responsibilities and procedures of committees and provide a point of reference and guidance for the committees and their members.

RECOMMENDATION

That the Hospitals and Housing Committee receive the 2022 Terms of Reference attached at Appendix A.

Submitted by:	Kristen Morley, J.D., General Manager, Corporate Services & Corporate Officer
Concurrence:	Michael Barnes, MPP, Acting General Manager Planning & Protective Services
Concurrence:	Larisa Hutcheson, P. Eng., Acting Chief Administrative Officer

ATTACHMENT

Appendix A: 2022 Hospitals and Housing Committee Terms of Reference

Terms of Reference



HOSPITALS AND HOUSING COMMITTEE

PREAMBLE

The Capital Regional District (CRD) Hospitals and Housing Committee is a Standing Committee established by the CRD Board and will oversee and make recommendations to the CRD, Capital Regional Hospital District (CRHD) and Capital Region Housing Corporation (CRHC) boards on matters relating to hospitals and housing, and community health.

The Committee's official name is to be:

Hospitals and Housing Committee

1.0 PURPOSE

- a) The mandate of the Committee includes providing advice or making recommendations, or both, to the CRD, CRHD, and CRHC Boards regarding the following region-wide functions:
 - i. Land Banking and Housing
 - ii. CRHC
 - iii. CRHD
 - iv. Community health planning, regulations and enforcement
 - v. Implementation of various housing affordability models, the potential formation of strategic partnerships and the creation of alternative corporate entities
 - vi. Options for the procurement of health care facilities and housing developments and
 - vii. Real estate matters relating to health care facilities and housing
- b) The following committees will report through the Hospitals and Housing Committee:
 - i. Regional Housing Advisory Committee
 - ii. Tenant Advisory Committee
 - iii. Any other advisory body established by the Committee.

2.0 ESTABLISHMENT AND AUTHORITY

- a) The Committee will make recommendations to the CRD Board, the CRHD Board, and the CRHC Board, as applicable, for consideration; and
- b) The CRD Board Chair will appoint the Committee Chair, Vice Chair and Committee members annually.

3.0 COMPOSITION

- a) Committee members will be appointed CRD Board Members and should include the Chair of the CRHC and the Chair of the CRHD Board.
- b) All Board members are permitted to participate in standing committee meetings, but not vote, in accordance with the CRD Procedures Bylaw; and
- c) First Nation members are permitted to participate in standing committee meetings at their pleasure, in accordance with the CRD Procedures Bylaw, where the Nation has an interest in matters being considered by the committee.

4.0 PROCEDURES

- a) The Committee shall meet on a monthly basis, except August, and have special meetings as required;
- b) The agenda will be finalized in consultation between staff and the Committee Chair and any Committee member may make a request to the Chair to place a matter on the agenda through the Notice of Motion process;
- c) With the approval of the Committee Chair and the CRD Board Chair (or CRHC Board Chair, or CRHD Board Chair, as applicable), Committee matters of an urgent or time sensitive nature may be forwarded directly to the appropriate Board for consideration; and
- d) A quorum is a majority of the Committee membership and is required to conduct Committee business.

5.0 RESOURCES AND SUPPORT

- a) The General Manager of Planning and Protective Services will act as liaison to the Committee;
- b) Minutes and agendas are prepared and distributed by the Corporate Services Department.

Approved by CRD Board December 8, 2021



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REPORT TO HOSPITALS AND HOUSING COMMITTEE MEETING OF WEDNESDAY, FEBRUARY 02, 2022

SUBJECT **Regional Housing Advisory Committee Terms of Reference Amendment**

ISSUE SUMMARY

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

BACKGROUND

In 2018, the Capital Regional District (CRD) approved an updated Regional Housing Affordability Strategy (RHAS) and in 2019 established the RHAC to provide stakeholder review and consultation in the implementation of the RHAS. RHAC is an advisory committee established by the Hospitals and Housing Committee to advise the CRD with respect to housing planning, policies and programs.

The RHAC includes committee members nominated by municipalities and electoral areas, government housing agencies and housing industry groups. There are also members-at-large selected through a transparent recruitment process to represent non-profit, Indigenous and community organizations.

The ToR (Appendix A) outline the terms and has been updated to better align with current CRD practices. Additionally, term length has been extended to better support consistency and reduce annual turnover in membership on the Committee.

ALTERNATIVES

Alternative 1

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

Alternative 2

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

CONCLUSION

Implementation of the amended ToR will maintain clearly defined term limits. This will support consistency within the membership while, at the same time, encouraging turnover of membership in a way that support the infusion of new and different perspectives in matters related to the implementation of the RHAS.

Hospitals and Housing Committee – February 2, 2022
Regional Housing Advisory Committee Terms of Reference Amendment

RECOMMENDATION

That the amended Terms of Reference for the Regional Housing 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:	Kristen Morley, J.D., General Manager, Corporate Services & Corporate Officer
Concurrence:	Robert Lapham, MCIP, RPP, Chief Administrative Officer

ATTACHMENT

Appendix A: Regional Housing Advisory Committee Terms of Reference (Amended)

Terms of Reference

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

REGIONAL HOUSING ADVISORY COMMITTEE

PREAMBLE

The Capital Regional District (CRD) Regional Housing Advisory Committee is an advisory committee established by the Hospitals and Housing Committee to advise the CRD with respect to CRD housing planning, policies and programs.

The Committee's official name is to be:

Regional Housing Advisory Committee

1.0 PURPOSE

- a) Advise the CRD with respect to the implementation of the Regional Housing Affordability Strategy (as approved on May 9, 2018 by the CRD Board of Directors).
- b) Provide the opportunity for housing stakeholders to advise the CRD and its member municipalities on relevant services, programs and policies as they relate to housing development and affordability in the region.
- c) Monitor regional and comparative housing development data and trends paying particular attention to progress toward the achievement of the housing targets outlined in the Regional Housing Affordability Strategy.
- d) Review best practices as well as housing models and policies that support the development, retention and acquisition of housing that is affordable to households with low or moderate incomes as prescribed in the Regional Housing Affordability Strategy.
- e) Provide a forum whereby government and community funders, private developers, municipalities and community housing stakeholders can explore partnerships that have the capacity to initiate the development of additional affordable housing within the private and non-profit housing sectors.
- f) Provide a forum through which industry, government, community funding partners and CRD Regional Housing share constructive feedback with one another on program funding and housing development priorities in the region.

2.0 ESTABLISHMENT AND AUTHORITY

- a) Membership of the Regional Housing Advisory Committee will be recommended by the General Manager, Planning and Protective Services for final approval each year at a meeting of the Capital Regional District Board.
- b) The convening Chair and Vice Chair of the Regional Housing Advisory Committee will be selected on an annual basis at the first meeting of the Regional Housing Advisory Committee.

3.0 COMPOSITION

- a) The Committee will include 11 standing members representing the following industry and government organizations:
 - BC Housing (from Development Services or local administration office)
 - Canada Mortgage and Housing Corporation
 - Urban Development Institute
 - Victoria Real Estate Board
 - Canadian Home Builders Association – Vancouver Island Region
 - Six CRD Municipalities/Electoral Areas

These organizations will be responsible for nominating and notifying the CRD of their respective representatives. These members will serve two-year terms, which may be renewed at the discretion of the standing organizational member.

- b) The Committee will also include four members at large that provide perspective from various housing stakeholder groups, including:
 - Private developers
 - Non-profit housing developers and operators
 - Indigenous Community
 - Homelessness Service Sector

These members will serve two-year terms and will be selected through a public recruitment process facilitated by the CRD.

4.0 PROCEDURES

- a) The Committee will meet on a quarterly basis.
- b) Any directions and decisions requiring a vote will be done by assigning each member one vote.
- c) A quorum of the Regional Housing Advisory Committee is a majority of the representatives nominated and/or appointed from time to time.
- d) Representatives of the Regional Housing Advisory Committee shall serve without remuneration.
- e) If required, if a member at large vacancy arises from any cause other than the expiration of the term for which the member was appointed, the vacancy shall be filled through appointment by the sitting members of the Regional Housing Advisory Committee.

- f) At the request of a Committee member, and with the consent of the Committee Chair, guests or delegations may be invited to attend, present to and/or participate in meetings of the Committee.

5.0 RESOURCES AND SUPPORT

- a) The Senior Manager, Regional Housing and Manager, Housing Planning and Programs will provide strategic support and act as liaisons for the Committee.
- b) Minutes and agendas are prepared and distributed by the Regional Housing Division.
- c) The Regional Housing Division will provide additional administrative support as required.



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REPORT TO HOSPITALS AND HOUSING COMMITTEE MEETING OF WEDNESDAY, FEBRUARY 02, 2022

SUBJECT **Community Advisory Board Terms of Reference Amendment**

ISSUE SUMMARY

The Reaching Home Community Advisory Board (CAB) is necessary to meet the requirements the Capital Regional District (CRD) is expected to fulfill in its role as Community Entity (CE) for the administration of the Government of Canada's Reaching Home Program.

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

BACKGROUND

In March 2019, the Capital Regional District (CRD) entered into an Agreement with the Government of Canada to fulfill the role of CE in administering the Reaching Home Program.

One of the expectations of the Government of Canada is that the CE establish a CAB to fulfill the following responsibilities as stated in the Reaching Home Program Directives issued by the Federal Government:

- Guide the development of the community plan and provide official approval. The CAB is responsible for engaging with key organizations and individuals, including Indigenous; gathering all available information related to the community's local homelessness priorities; and developing a coordinated approach to addressing homelessness in their community.
- Assess and recommend projects for funding to the Community Entity. The Community Advisory Board is expected to undergo this process with a comprehensive understanding of the local homelessness priorities in their community. Members must recuse themselves in situations where they have ties to proposed projects.
- Being representative of the community, the Community Advisory Board is responsible for recruiting members, and is expected to ensure that its composition has broad and inclusive representation.
- Supporting Community Entities in the planning and implementation of coordinated access.
- Approving the Community Homelessness Report.

The CRD also works closely with a wide range of community partners, including the Greater Victoria Coalition to End Homelessness (GVCEH), which has the following identified roles and responsibilities:

- Coordinate government agencies, non-profits, health services and community organizations around the delivery of housing and services directed toward efforts to reduce homelessness in the region, and report to the CAB through the GVCEH Executive Director.

Hospitals and Housing Committee – February 2, 2022

Community Advisory Board Terms of Reference Amendment

- Support engagement in the development of a Community Plan that includes outcomes and indicators to be used to guide action and monitor progress toward effectively addressing issues related to homelessness in the Greater Victoria area.
- Engage with key community organizations and individuals, including Indigenous, in the community beyond the homeless serving sector and gather all available information related to the community's local homelessness priorities, and develop a coordinated approach to addressing homelessness in the region.
- Receive and report on quantitative and qualitative data that outlines progress toward the achievement of the goals of the regional Community Plan to End Homelessness.
- Provide advice and feedback on any plans or strategies required by the Government of Canada related to the CEs delivery of the Reaching Home Program.

ALTERNATIVES

Alternative 1

That the amended 2022 Reaching Home Community Advisory Board Terms of Reference as presented in Appendix A be received for information.

Alternative 2

That the Reaching Home Community Advisory Board Terms of Reference Amendment report be referred back to staff for amendment based on Hospital and Housing Committee direction.

IMPLICATIONS

Service Delivery Implications

The Reaching Home CAB Terms of Reference (Appendix A) outline the terms and have been updated to better align with CRD practices. The amendments include:

- As Hospital and Housing Committee (HHC) meetings are no longer closed, CAB Committee Membership to be recommended by the CRD Board, rather than the HHC;
- Allowing for input by the CAB related to membership, which is then brought for approval by the General Manager Planning and Protective Services General Manager to the CRD Board; and
- Clarification as to processes should a member resign or be absent for two or more consecutive meetings.

Intergovernmental Implications

As the Community Entity responsible for administering the Reaching Home Program on behalf of the Government of Canada, the CRD is required to establish a CAB to fulfill responsibilities outlined in the Reaching Home Program Directives issued by the Federal Government. The Reaching Home Directives state that, "the Community Advisory Board is responsible for developing terms of reference and other policies and procedures central to the function of the Community Advisory Board...".

While the CRD Board does not have oversight or authority over the Reaching Home CAB, including the approval of the ToR, the CAB membership is recommended by the General Manager, Planning and Protective Services of the CRD, to the CRD Board for approval.

Hospitals and Housing Committee – February 2, 2022

Community Advisory Board Terms of Reference Amendment

CONCLUSION

Terms of Reference serve to clarify the mandate, responsibilities and procedures of governing committees and provide a point of reference and guidance for the committees and their members. The 2022 ToR are provided for the information of the CRD Hospitals and Housing Committee to confirm the mandate of the CAB and to describe the relationship between it and the CRD Board and Hospitals and Housing Committee.

Changes were made to the CAB ToR to better align with CRD practices. These changes include membership being recommended to the CRD Board for approval, providing for the CAB to recommend members to the General Manager Planning and Protective Services, and clarification on member resignation or absenteeism.

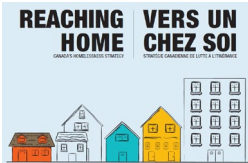
RECOMMENDATION

That the amended 2022 Reaching Home Community Advisory Board Terms of Reference as presented in Appendix A 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:	Kristen Morley, J.D., General Manager, Corporate Services & Corporate Officer
Concurrence:	Robert Lapham, MCIP, RPP, Chief Administrative Officer

ATTACHMENT

Appendix A: 2022 Reaching Home Community Advisory Board Terms of Reference (Amended)



Reaching Home Program Designated Communities

Community Advisory Board (CAB) Terms of Reference

1.0 Context

On April 1, 2019, the Capital Regional District (CRD) entered into a five-year agreement with the Government of Canada to act as the Community Entity (CE) responsible for administering the Designated Communities Funding Stream of the Reaching Home Program, the Government of Canada's homelessness strategy. Reaching Home requires that all CEs facilitate a Community Advisory Board (CAB) that is inclusive and representative of the community and supports community planning and priority identification. The geographic scope of the CAB is the boundaries of the Greater Victoria Census Metropolitan Area (CMA), as defined by Statistics Canada.

2.0 Reaching Home Program Description

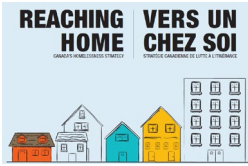
Reaching Home is a community-based program aimed at preventing and reducing homelessness across Canada. This program provides funding through various streams across Canada including Designated Communities (urban centers), Indigenous Communities, Territorial Communities and Rural and Remote Communities. Reaching Home supports the goals of the National Housing Strategy, in particular to support the most vulnerable Canadians in maintaining safe, stable and affordable housing and to reduce chronic homelessness nationally by 50% by fiscal year 2027 to 2028.

3.0 Establishment and Authority

- Membership of the Reaching Home Community Advisory Board will be recommended by the General Manager, Planning and Protective Services of the CRD to the CRD Board for approval.
- The convening Chair and Vice Chair of the Reaching Home Community Advisory Board will be selected on an annual basis at the January meeting of the Reaching Home Community Advisory Board.

4.0 Roles & Responsibilities (ESDC Directives, 2019)

- Create and implement a Terms of Reference and other policies and procedures central to the functions of the CAB that address membership terms and conditions, including recruitment processes, length of tenure, attendance requirements, and /or any delegated tasks.
- Provide advice to the Community Entity (CRD) in its actions directed toward fulfillment of its roles and responsibilities (see Appendix A).
- Through the CAB, provide advice to the Greater Victoria Coalition to End Homelessness (GVCEH) on CE responsibilities delegated to the GVCEH as outlined in Appendix B.
- Collaborate with the Indigenous Homelessness Community Advisory Board to ensure effective coordination of funding for the purpose of service delivery in the community.
- Develop an engagement strategy that includes detail on how it will achieve and sustain broad and inclusive representation.



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- Provide approval of a Community Plan that includes outcomes and indicators to be used to guide action and monitor progress toward effectively addressing issues related to homelessness in the Greater Victoria area.
- Assess and recommend projects for funding to the Community Entity.
- Be representative of the community by recruiting members that provide broad and inclusive representation of the community.
- Support the Community Entity (CRD) and its partners in the planning and implementation of coordinated access.
- Approve Community Progress Reports.

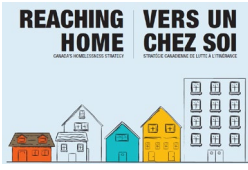
5.0 Membership

Composition

- The Reaching Home Community Advisory Board will have up to 16 voting members and will include representatives from the following organizations or groups:
 - Capital Regional District (1),
 - BC Housing (1),
 - Vancouver Island Health Authority (1),
 - Greater Victoria Coalition to End Homelessness (1),
 - Agencies serving Indigenous people experiencing homelessness (1),
 - First Nations located within the boundaries of the Greater Victoria CMA (1),
 - Local non-profit organizations providing housing to people experiencing homelessness (1),
 - Local health or social support service providers (1),
 - People with lived experience of homelessness, Indigenous (1) and one non-Indigenous (1),
 - Police or Correctional services providing service within the Greater Victoria CMA (1),
 - Local business community (1),
 - Senior serving agencies (1),
 - Youth serving agencies or Child Welfare authorities (1),
 - Newcomer serving agencies (1),
 - Local neighbourhood or community associations (1).
- Ex-officio representation from both Service Canada and the Community Entity (CRD Staff) who will advise on program eligibility requirements, and guide the CAB if and when significant changes to the program are introduced.

Member Selection

- Members representing specifically identified organizations will, be nominated by their respective organizations who will, in turn, notify the Community Entity (CRD) of their respective representatives for that given term.
 - These identified organizations include BC Housing, Vancouver Island Health Authority and Greater Victoria Coalition to End Homelessness.
- Non-organization specific members will be identified through a public recruitment and selection process.
- The CAB may provide input on membership to the General Manager of Planning and Protective Services who in turn will submit a slate of members for approval by the CRD Board.
- Whenever possible, Indigenous Representation will be a true reflection of the percentage of Indigenous people experiencing homelessness at any point in time, and one of whom is an elder.



Making a difference...together

- The Community Entity will make an effort to provide for the participation of individuals from groups who experience systemic discrimination in the community, particularly those who are identified within various protected grounds of Federal and Provincial human rights legislation.
- In the event of the death, resignation, termination or disqualification of a CAB member, the General Manager of Planning and Protective Services can appoint a successor for the remainder of the term.
 - If a member is absent from two or more consecutive meetings of the CAB without approval of the CAB Chair, the CRD Board may, upon the recommendation of the GM of Planning and Protective Services, terminate the appointment of such member thereby creating a vacancy on the CAB.

Member Term

- Members will be appointed to serve an initial two-year term and can serve up-to an additional consecutive two-year term for a maximum of four years at the discretion of the General Manager of Planning and Protective Services and with CRD Board approval.

6.0 Meetings

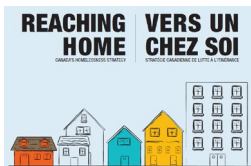
- The CAB will meet on a quarterly basis throughout the year.

7.0 Procedures

- Any directions and decisions requiring a vote will be done by assigning each member one vote.
- A quorum of the CAB is a majority of the representatives nominated and/or appointed from time to time. In the case that a conflict of interest is declared, quorum will still be in effect and not be reassessed dependent on the number of voting members leaving.
- Representatives of the CAB shall serve without remuneration.
- At the request of a CAB member, and with the consent of the CAB Chair, guests or delegations may be invited to attend, present to and/or participate in meetings of the Committee.
- The CAB Terms of Reference will be reviewed annually or as required.

8.0 Resources and Support

- The Senior Manager of the CRD Regional Housing Division, the Manager of CRD Housing Initiatives and Programs, will provide strategic support and act as liaisons for the Committee.
- Minutes and agendas are prepared and distributed by the CRD Regional Housing Division.
- The CRD Regional Housing Division will employ staff that provide additional administrative and planning support as required.



Appendix A

Reaching Home Program Designated Communities and Indigenous Homelessness

Community Entity Roles and Responsibilities

- Enter into agreements with the Government of Canada to administer the Reaching Home Program.
- Ex-officio representation on the CAB to include the CE who will advise on program eligibility requirements, and guide the CAB where significant changes to the program are introduced.
- Implement Reaching Home in accordance with ESDC- approved work plans.
- Manage all aspects of program administration including:
- Implementing selection processes and soliciting and assessing sub-project proposals in an open and fair manner;
 - Facilitating calls for proposals;
 - Determining eligibility of proposals based on Program Directives;
 - Overseeing proposal evaluation and recommendation processes;
 - Completing due diligence and approving project budgets;
 - Executing final agreements with sub-projects and other planning projects;
 - Managing sub-project funding agreements, including financial and activity monitoring of sub-projects to ensure compliance with sub-agreements and achievement of expected results.
 - Implement required data collection processes with sub-project organizations
 - Reporting quarterly and annually to ESDC on Program implementation, sub-project performance, financial claims, and progress toward achievement of outcomes;
 - Conducting and submitting annual audit to ESDC;
 - Overseeing Community Progress Report development, submission to ESDC and publication.
- Ensure Designated Communities funding stream is fully invested to address priorities identified in the Community Plan. Ensure Indigenous Homelessness funding stream is fully invested to address priorities identified by the CAB.
- Inform the CAB about the status and results of sub-projects and other activities related to the prevention and reduction of homelessness in the community.
- Manage all public communications related to the implementation of the Reaching Home Program.
- CABs and CEs are expected to identify Official Language Minority Communities (OLMCs) within their community and ensure that appropriate services and supports are available in both official languages where there is significant demand. See Directives for more details on CE roles related to OLMCs.
- Through working with community partners, including, if applicable, in partnership with the Indigenous Homelessness stream Community Entity within the Designated Community where the Recipient is located, CEs shall provide annually to Canada, beginning in 2020-2021, using a template provided by Canada, no later than sixty (60) days following the period covered by the report (i.e. the previous fiscal year), a Community Progress Report, satisfactory to Canada in



scope and detail. The Community Progress Report will be published publicly in a time and manner prescribed by Canada.

Coordinated Access

- Oversee the development of policies and procedures outlining how the coordinated access process operates in the areas of access, assessment, prioritization and matching & referral.
- Have a Coordinated Access system in place by March 31, 2022 that fully meets all Reaching Home minimum requirements for Coordinated Access. The minimum requirements, as prescribed by Canada, outline Canada's expectations for the design of Coordinated Access systems across the following areas: coverage, governance operating model, access, assessment, prioritization, matching and referral, and Homelessness Management Information System (HMIS) platform.
- Where one Community Entity is responsible for delivering both streams, the Community Entity will be responsible to engage with the Community Advisory Board(s) and Indigenous service providers as they are critical partners in a community's efforts to prevent and reduce homelessness, and their participation in coordinated access is essential to its success.

HIFIS

- Develop a set of local agreements to manage privacy, data sharing, and client consent within a community-wide HMIS in compliance to municipal, provincial and federal laws.
- Work with BC Housing and ESDC to sign necessary Data Provision Agreements and an End-user License Agreements to support the use of HIFIS to support the delivery of Reaching Home.
- Setup a governance structure to oversee decisions related to implementing and maintaining HIFIS and the data collected.
- Access a server and establish corresponding security and safeguards to secure the data collected.

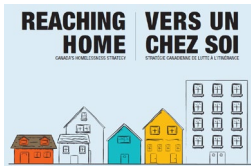


Appendix B

Reaching Home Program Designated Communities and Indigenous Homelessness

Greater Victoria Coalition to End Homelessness Roles and Responsibilities

- Coordinate government agencies, non-profits, health services and community organizations around the delivery of housing and services directed toward efforts to reduce homelessness in the region, and report to the CAB through the GVCEH Executive Director.
- Support engagement in the development of a Community Plan that includes outcomes and indicators to be used to guide action and monitor progress toward effectively addressing issues related to homelessness in the Greater Victoria area.
- Engage with key community organizations and individuals, including Indigenous, in the community beyond the homeless serving sector and gather all available information related to the community's local homelessness priorities, and develop a coordinated approach to addressing homelessness in the region.
- Receive and report on quantitative and qualitative data that outlines progress toward the achievement of the goals of the regional Community Plan to End Homelessness.
- Provide advice and feedback on any plans or strategies required by the Government of Canada related to the CE's delivery of the Reaching Home Program.



Appendix C

Reaching Home Program Designated Communities and Indigenous Homelessness

Conflict of Interest Policy (From BC Community Charter)

Division 6 — Conflict of Interest

100 Disclosure of conflict

(1) This section applies to council members in relation to

- (a) council meetings,
- (b) council committee meetings, and
- (c) meetings of any other body referred to in section 93 *[application of open meeting rules to other bodies]*.

(2) If a council member attending a meeting considers that he or she is not entitled to participate in the discussion of a matter, or to vote on a question in respect of a matter, because the member has

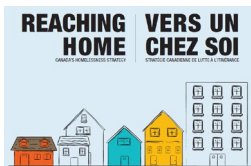
- (a) a direct or indirect pecuniary interest in the matter, or
- (b) another interest in the matter that constitutes a conflict of interest,

the member must declare this and state in general terms the reason why the member considers this to be the case.

(3) After making a declaration under subsection (2), the council member must not do anything referred to in section 101 (2) *[restrictions on participation]*.

(4) As an exception to subsection (3), if a council member has made a declaration under subsection (2) and, after receiving legal advice on the issue, determines that he or she was wrong respecting his or her entitlement to participate in respect of the matter, the member may

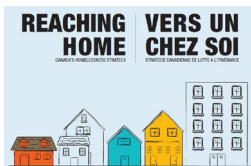
- (a) return to the meeting or attend another meeting of the same body,
- (b) withdraw the declaration by stating in general terms the basis on which the member has determined that he or she is entitled to participate, and



- (c) after this, participate and vote in relation to the matter.
- (5) For certainty, a council member who makes a statement under subsection (4) remains subject to section 101 *[restrictions on participation if in conflict]*.
- (6) When a declaration under subsection (2) or a statement under subsection (4) is made,
- (a) the person recording the minutes of the meeting must record
 - (i) the member's declaration or statement,
 - (ii) the reasons given for it, and
 - (iii) the time of the member's departure from the meeting room and, if applicable, of the member's return, and
 - (b) unless a statement is made under subsection (4), the person presiding at that meeting or any following meeting in respect of the matter must ensure that the member is not present at any part of the meeting during which the matter is under consideration.

101 Restrictions on participation if in conflict

- (1) This section applies if a council member has a direct or indirect pecuniary interest in a matter, whether or not the member has made a declaration under section 100.
- (2) The council member must not
- (a) remain or attend at any part of a meeting referred to in section 100 (1) during which the matter is under consideration,
 - (b) participate in any discussion of the matter at such a meeting,
 - (c) vote on a question in respect of the matter at such a meeting, or
 - (d) attempt in any way, whether before, during or after such a meeting, to influence the voting on any question in respect of the matter.
- (3) A person who contravenes this section is disqualified from holding office as described in section 108.1 *[disqualification for contravening conflict rules]* unless the contravention was done inadvertently or because of an error in judgment made in good faith.



102 Restrictions on inside influence

(1) A council member must not use his or her office to attempt to influence in any way a decision, recommendation or other action to be made or taken

- (a) at a meeting referred to in section 100 (1) *[disclosure of conflict]*,
- (b) by an officer or an employee of the municipality, or
- (c) by a delegate under section 154 *[delegation of council authority]*,

if the member has a direct or indirect pecuniary interest in the matter to which the decision, recommendation or other action relates.

(2) A person who contravenes this section is disqualified from holding office as described in section 108.1 *[disqualification for contravening conflict rules]* unless the contravention was done inadvertently or because of an error in judgment made in good faith.

103 Restrictions on outside influence

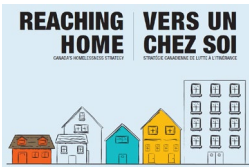
(1) In addition to the restriction under section 102, a council member must not use his or her office to attempt to influence in any way a decision, recommendation or action to be made or taken by any other person or body, if the member has a direct or indirect pecuniary interest in the matter to which the decision, recommendation or other action relates.

(2) A person who contravenes this section is disqualified from holding office as described in section 108.1 *[disqualification for contravening conflict rules]* unless the contravention was done inadvertently or because of an error in judgment made in good faith.

104 Exceptions from conflict restrictions

(1) Sections 100 to 103 do not apply if one or more of the following circumstances applies:

- (a) the pecuniary interest of the council member is a pecuniary interest in common with electors of the municipality generally;
- (b) in the case of a matter that relates to a local service, the pecuniary interest of the council member is in common with other persons who are or would be liable for the local service tax;
- (c) the matter relates to remuneration, expenses or benefits payable to one or more council members in relation to their duties as council members;
- (d) the pecuniary interest is so remote or insignificant that it cannot reasonably be regarded as likely to influence the member in relation to the matter;
- (e) the pecuniary interest is of a nature prescribed by regulation.



(2) Despite sections 100 to 103, if a council member

(a) has a legal right to be heard in respect of a matter or to make representations to council, and

(b) 105 is restricted by one or more of those sections from exercising that right in relation to the matter,

the council member may appoint another person as a representative to exercise the member's right on his or her behalf.

105 Restrictions on accepting gifts

(1) A council member must not, directly or indirectly, accept a fee, gift or personal benefit that is connected with the member's performance of the duties of office.

(2) Subsection (1) does not apply to

(a) a gift or personal benefit that is received as an incident of the protocol or social obligations that normally accompany the responsibilities of office,

(b) compensation authorized by law, or

(c) a lawful contribution made to a member who is a candidate for election to a local government.

(3) A person who contravenes this section is disqualified from holding office as described in section 108.1 [*disqualification for contravening conflict rules*] unless the contravention was done inadvertently or because of an error in judgment made in good faith.

106 Disclosure of gifts

(1) This section applies if

(a) a council member receives a gift or personal benefit referred to in section 105 (2) (a) that exceeds \$250 in value, or

(b) the total value of such gifts and benefits, received directly or indirectly from one source in any 12 month period, exceeds \$250.

(2) In the circumstances described in subsection (1), the council member must file with the corporate officer, as soon as reasonably practicable, a disclosure statement indicating

(a) the nature of the gift or benefit,

(b) its source, including, if it is from a corporation, the full names and addresses of at least 2 individuals who are directors of the corporation,



- (c) when it was received, and
- (d) the circumstances under which it was given and accepted.

(3) A person who contravenes this section is disqualified from holding office as described in section 108.1 *[disqualification for contravening conflict rules]* unless the contravention was done inadvertently or because of an error in judgment made in good faith.

107 Disclosure of contracts with council members and former council members

- (1) If a municipality enters into a contract in which
 - (a) a council member, or
 - (b) a person who was a council member at any time during the previous 6 months,has a direct or indirect pecuniary interest, this must be reported as soon as reasonably practicable at a council meeting that is open to the public.
- (2) In addition to the obligation under section 100 *[disclosure of conflict]*, a council member or former council member must advise the corporate officer, as soon as reasonably practicable, of any contracts that must be reported under subsection (1) in relation to that person.
- (3) A person who contravenes subsection (2) is disqualified from holding office as described in section 108.1 *[disqualification for contravening conflict rules]* unless the contravention was done inadvertently or because of an error in judgment made in good faith.



Making a difference...together

Minutes of a Meeting of the Regional Housing Advisory Committee

September 23, 2021 2:00 - 4:00 pm, Microsoft Teams

PRESENT: Don McTavish, Alita Tocher, Danella Parks, Bill Brown, Lindsay Chase, Nadine Kawata, David Corey, Brian Green

GUESTS: Tamara White, Elevate Community Planning

STAFF: Don Elliott, Melanie Hope, Justine Stark, Sandra Allen (recorder)

REGRETS: Luke Mari, Andrea Hudson, Kathy Witcher, Kerriann Coady, Danielle Deni, Kirsten Baillie

Meeting called to order at 2:03 pm.

1. Territorial Acknowledgement

Chair Nadine Kawata offered a territorial acknowledgment of the Indigenous communities in the Capital Region.

2. Welcome and approval of agenda

Chair Nadine Kawata welcomed all RHAC members and facilitated a round of introductions. No agenda items were added.

MOVED by Danella Parks, **SECONDED** by David Corey.

That the agenda be approved as circulated.

CARRIED

3. Adoption of June 3, 2021 Minutes

MOVED by Don McTavish, **SECONDED** by David Corey.

That the minutes from the June 3, 2021 Regional Housing Advisory Committee meeting be approved as circulated.

CARRIED

4. Business arising from the minutes

- Regional Housing Team sent out Orientation Presentation on September 15, 2021.

5. Expectations for the coming year

- Staff presented perspective for expectations for the coming year, reflecting on Terms of Reference and past initiatives.
- Committee members inquired about budget and capacity of Staff to undertake new research or community initiatives. Senior Manager, Regional Housing shared insight into business case process and approval timelines.

6. Presentations

- Guest presenter Tamara White, Elevate Community Planning presented on Developing Community Housing in Small and Rural Communities exploring key themes, opportunities and relevance to Southern Gulf Islands.

- CRD staff presented and led a discussion of:
 - Regional Housing Affordability Strategy Annual Report 2021; and
 - Opportunities to address unmet needs through future funding opportunities.

7. Forward agenda items discussion

- CRD staff sought direction on topics, special guests for future meetings and initiatives. Committee members provided feedback on potential areas for further discussion and exploration.

8. Roundtable

- Committee members provided updates on a number of current projects and shared challenges and potential opportunities for supporting the development of affordable housing.

9. Adjournment

MOVED by Lindsay Chase **SECONDED** by Danella Parks.

That the meeting be adjourned.

CARRIED

The meeting was adjourned at 3:40 pm.