



Notice of Meeting and Meeting Agenda Hospitals and Housing Committee

Wednesday, October 5, 2022

1:30 PM

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

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

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

1. Territorial Acknowledgement

2. Approval of Agenda

3. Adoption of Minutes

3.1. [22-591](#) Minutes of the July 6, 2022 Hospitals and Housing Committee Meeting

Recommendation: That the minutes of the Hospitals and Housing Committee meeting of July 6, 2022 be adopted as circulated.

Attachments: [Minutes - July 6, 2022](#)

4. Chair's Remarks

5. Presentations/Delegations

5.1. Delegations

5.1.1. [22-596](#) Delegation - Kathy Gillis; Representing Stop the Summit Noise Community Group: Re: Agenda Item 6.7. Summit Noise Concerns - Update

6. Committee Business

6.1. [22-572](#) Regional Housing First Program: Project Update, Third Quarter, 2022

Recommendation: There is no recommendation. This report is for information only.

Attachments: [Staff Report: RHFP-Project Update, Third Quarter 2022](#)
[Appendix A: RHFP Capital Project Summary, October 2022](#)

- 6.2. [22-575](#) Major Capital Plan Status Report - Third Quarter 2022
- Recommendation:** There is no recommendation. This report is for information only.
- Attachments:** [Staff Report: Major Capital Plan Status Report 3rd Quarter 2022](#)
- 6.3. [22-576](#) Capital Region Housing Corporation Operational Update, Third Quarter, 2022
- Recommendation:** There is no recommendation. This report is for information only.
- Attachments:** [Staff Report: CRHC Operational Update -Third Quarter 2022](#)
- 6.4. [22-574](#) Capital Region Housing Corporation Applicant Eligibility Policy Amendment
- Recommendation:** There is no recommendation. This report is for information only.
- Attachments:** [Staff Report: CRHC Applicant Eligibility Policy Amendment](#)
 [Appendix A: Amended Applicant Eligibility Policy 2.10](#)
- 6.5. [22-543](#) Capital Region Housing Corporation Financial Plan Amendment
- Recommendation:** The Hospitals and Housing Committee recommends to the Capital Region Housing Corporation Board:
 That the Capital Region Housing Corporation Routine Capital Plan Amendment be approved as attached.
- Attachments:** [Staff Report: CRHC Financial Plan Amendment](#)
 [Appendix A: 2022 Routine Capital Plan Summary](#)
- 6.6. [22-528](#) Revenue Anticipation Borrowing Resolution for Current Capital Regional Hospital District Operating Expenditures
- Recommendation:** The Hospitals and Housing Committee recommends to the Capital Regional Hospital District Board:
 That the Revenue Anticipation Resolution be adopted to allow the temporary borrowing of up to \$10 million for current Capital Regional Hospital District operating expenditures.
- Attachments:** [Staff Report: Revenue Anticipation Borrowing Resolution CRHD](#)
 [Appendix A: Revenue Anticipation Resolution CRHD](#)
- 6.7. [22-579](#) Summit Noise Concerns - Update
- Recommendation:** The Hospitals and Housing Committee recommends to the Capital Regional Hospital District Board:
 That the Chief Administrative Officer be authorized to implement the proposed remediation strategy, to include a maximum expenditure amount of \$200,000 for capital modifications to resolve noise concerns at the Summit.
- Attachments:** [Staff Report: Summit Noise Concerns Update](#)
 [Appendix A: Acoustical Testing Report](#)
 [Appendix B: Consultant Report](#)

6.8. [22-577](#) Lady Minto Hospital Emergency Redevelopment - Approval of Amended Capital Bylaw

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

1. That the revised project budget be approved;
2. That the Lady Minto Hospital Emergency Redevelopment Bylaw be amended and approved as submitted;
3. That Bylaw No. 414, "Capital Regional Hospital District Capital Bylaw No. 183, 2021, Amendment No. 1, 2022" be read a first, second and third time; and
4. That Bylaw No. 414 be adopted.

Attachments: [Staff Report: Lady Minto Hospital Emerg Redvlp-Cap Bylaw Amend](#)
[Appendix A: Bylaw No. 414](#)

6.9. [22-580](#) Previous Minutes of Other CRD Committees and Commissions for Information

Recommendation: There is no recommendation. The following minutes are for information only:
a) Tenant Advisory Committee minutes - June 27, 2022

Attachments: [Minutes: Tenant Advisory Committee - June 27, 2022](#)

7. Notice(s) of Motion

8. New Business

9. Adjournment

This is the last regularly scheduled meeting for 2022.

Meeting Minutes

Hospitals and Housing Committee

Wednesday, July 6, 2022

1:30 PM

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

PRESENT

Directors: J. Loveday (Chair), G. Orr (Vice Chair), D. Blackwell, H. Braithwaite (for K. Murdoch) (EP), S. Brice, F. Haynes (1:39 pm), L. Helps, G. Holman, D. Screech

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

EP - Electronic Participation

Guests: S. Ceacero, Greater Victoria Coalition to End Homelessness; F. Hunt-Jinnouchi, Aboriginal Coalition to End Homelessness

Regrets: Directors K. Murdoch, C. Plant

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

1. Territorial Acknowledgement

Chair Loveday provided a Territorial Acknowledgement.

2. Approval of Agenda

**MOVED by Director Helps, SECONDED by Director Brice,
That agenda Item 5.2. be moved to be considered before 5.1. and that the
agenda for the July 6, 2022 Hospitals and Housing Committee meeting be
approved as amended.
CARRIED**

3. Adoption of Minutes

3.1. [22-380](#) Minutes of the June 1, 2022 Hospitals and Housing Committee Meeting

**MOVED by Director Helps, SECONDED by Director Blackwell,
That the minutes of the Hospitals and Housing Committee meeting of June 1,
2022 be adopted as circulated.
CARRIED**

4. Chair's Remarks

Chair Loveday acknowledged and thanked staff for the good work they have done leading up to this meeting.

5. Presentations/Delegations

- 5.2. [22-422](#) Presentation: Fran Hunt-Jinnouchi, Aboriginal Coalition to End Homelessness re: ACEH Update
F. Hunt-Jinnouchi presented the Aboriginal Coalition to End Homelessness Update.
- 5.1. [22-421](#) Presentation: Sylvia Ceacero, Greater Victoria Coalition to End Homelessness re: GVCEH Update
S. Ceacero presented the Greater Victoria Coalition to End Homelessness Update.
- 5.3. [22-449](#) Delegation - Roberta Martell; Representing: Lady Minto Hospital Foundation: Re: Agenda Item 7.1.: Motion with Notice: Lady Minto Hospital Emergency Room Cost Overrun (Director Holman)
D. Taylor spoke in favour of Item 7.1.

6. Committee Business

- 6.1. [22-423](#) Capital Region Housing Corporation Operational Update No. 2, 2022
K. Lorette introduced D. Elliott who spoke to Item 6.1.
There was no recommendation. This report was for information only.
- 6.2. [22-408](#) Major Capital Plan Status Report - Second Quarter 2022
D. Elliott spoke to Item 6.2.
The committee thanked staff for their work on this report.
There is no recommendation. This report is for information only.
- 6.3. [22-414](#) Regional Housing First Program Second Quarterly Update
K. Lorette spoke to Item 6.3.
Discussion ensued on the following:
- the timeline of new projects
- the projected total of shelter rate units
There is no recommendation. This report is for information only.

6.4. [22-371](#) Capital Region Housing Corporation Financial Plan Amendment

N. Chan spoke to Item 6.4.

Discussion ensued on the process to amend budgets due to increased cost of supplies.

**MOVED by Director Screech, SECONDED by Director Brice,
The Hospitals and Housing Committee recommends to the Capital Region
Housing Corporation Board:
That the Capital Region Housing Corporation Major Capital Plan Amendment be
approved as attached.
CARRIED**

6.5. [22-420](#) Future Housing Priorities and Partnerships

K. Lorette spoke to Item 6.5.

Discussion ensued on the following:

- the approach taken with the rural and remote strategy
- future growth in the core area
- how the Rapid Housing Initiative aligns with complex care
- the 2023 funding goal for unit builds
- the CRHC's ability to compete with other entities in obtaining additional properties for (re)development

Director Screech left the meeting at 2:23 pm.

Alternate Director Braithwaite left the meeting at 2:31 pm.

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

- 1. That the CRD Board endorse the Future Housing Priorities and Partnerships in the Capital Region; and**
- 2. That staff be directed to proceed with development of a Program Framework and identification of funding partnership contributions to address unmet housing needs in the capital region based on the priorities identified in Future Housing Priorities and Partnerships in the Capital Region; and**
- 3. That the CRD Board direct staff to include a fourth area of focus in the Program Framework to ensure the rapid and ongoing expansion of newly built publicly owned affordable housing in the CRD; and**
- 4. That funding for the establishment, and seed investment for a scaled up regional housing program be included in the 2023 preliminary budget; and**
- 5. That staff explore creative opportunities for raising capital including from social impact investors with funds to invest in housing.**
- 6. That the CRD Board advocate to the Province of BC to give the right of first refusal for public agencies to purchase multi-unit rental buildings.**

**MOVED by Director Brice, SECONDED by Director Helps,
That the motion be amended to include the wording "and non-profit" after the**

wording "refusal for public" in line item six (6).
CARRIED

The question was called on the main motion as amended.

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

1. That the CRD Board endorse the Future Housing Priorities and Partnerships in the Capital Region; and
 2. That staff be directed to proceed with development of a Program Framework and identification of funding partnership contributions to address unmet housing needs in the capital region based on the priorities identified in Future Housing Priorities and Partnerships in the Capital Region; and
 3. That the CRD Board direct staff to include a fourth area of focus in the Program Framework to ensure the rapid and ongoing expansion of newly built publicly owned affordable housing in the CRD; and
 4. That funding for the establishment, and seed investment for a scaled up regional housing program be included in the 2023 preliminary budget; and
 5. That staff explore creative opportunities for raising capital including from social impact investors with funds to invest in housing.
 6. That the CRD Board advocate to the Province of BC to give the right of first refusal for public and non-profit agencies to purchase multi-unit rental buildings.
- CARRIED**

6.6. [22-410](#) 902 Foul Bay Road Housing Agreement and Bylaw

K. Lorette spoke to Item 6.6.

Discussion ensued on the following:

- adopting a new process to move away from creating bylaws for each property
- the number of units that have housing agreements

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

1. That Bylaw No. 4501, "Resale Control and Housing Agreement Bylaw (902 Foul Bay Road), 2022" be introduced and read for a first, second and third time; and
2. That Bylaw No. 4501 be adopted.

CARRIED

6.7. [22-407](#) Previous Minutes of Other CRD Committees and Commissions for Information

There was no recommendation. This was for information only.

7. Notice(s) of Motion

7.1. [22-399](#) Motion with Notice: Lady Minto Hospital Emergency Room Cost Overrun (Director Holman)

Director Holman spoke to Item 7.1.

Discussion ensued on the next steps should this be approved by the CRHD Board.

MOVED by Director Holman, **SECONDED** by Director Brice,
The Hospitals and Housing Committee recommends to the Capital Regional
Hospital District Board:
That the Capital Regional Hospital District contribute 30% of the unforeseen cost
overrun for the new Lady Minto Hospital Emergency Room to a maximum of
\$738,000.

MOVED by Director Blackwell, **SECONDED** by Director Holman,
That the motion be amended to add the following wording, "That staff include
supplemental information, including the financial implications, of an additional
contribution of \$738,000 at the Hospital District Board meeting."
CARRIED

The question was called on the main motion as amended.

The Hospitals and Housing Committee recommends to the Capital Regional
Hospital District Board:
1. That the Capital Regional Hospital District contribute 30% of the unforeseen
cost overrun for the new Lady Minto Hospital Emergency Room to a maximum of
\$738,000.
2. That staff include supplemental information, on the financial implications, of
additional contribution of \$738,000 at the Hospital District Board meeting.
CARRIED

7.2. Notice of Motion: Aboriginal Coalition to End Homelessness Funding
(Director Helps)

Director Helps provided the following Notice of Motion:
"That the CRD continues to fund the Aboriginal Coalition to End Homelessness
on an ongoing basis in the amount of \$150,000 per year."

8. New Business

There was no new business.

9. Adjournment

MOVED by Director Helps, **SECONDED** by Director Blackwell,
That the July 6, 2022 Hospitals and Housing Committee meeting be adjourned at
3:29 pm.
CARRIED

CHAIR

RECORDER



Making a difference...together

REPORT TO HOSPITALS AND HOUSING COMMITTEE MEETING OF WEDNESDAY, OCTOBER 05, 2022

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

ISSUE SUMMARY

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

BACKGROUND

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

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

IMPLICATIONS

Program Delivery

Appendix A (attached) summarizes the progress in the development of 12 RHFP capital projects that have received approval from the CRD Board. These projects represent a total of 1,159 units with 259 to be rented at Shelter Rate.

Financial

These projects have been approved to receive a total of \$80.6M in RHFP funding, with \$39.4M remaining, and represent a total capital cost of approximately \$359.7M.

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 12 approved projects.

RECOMMENDATION

There is no recommendation. This report is for information only.

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

ATTACHMENT

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

| Description | Total Estimated Project Cost | RHFP Contribution | Partner Agency Funding RHFP | RHFP Units | Total Units | Operator | Funding Sources | | HHC Approval Date | CRD Board Approval Date | Year Completed | Update |
|---|------------------------------|-------------------|-----------------------------|------------|-------------|------------------------------------|-----------------|---|-------------------|--|----------------|--|
| Cedar Grove (Victoria) | \$19,318,000 | \$9,000,000 | BC Housing | 30 | 72 | Victoria Cool Aid Society (VCAS) | BC Housing | Regional Housing Trust Fund \$600,000 (used to support 42 affordable units) | n/a | March 8, 2017 & November 13, 2019 (increase) | 2022 | <p>The building is substantially complete and occupancy permit is expected in late September 2022 with original tenants of Cedar Grove expected to move back during the month of October and new affordable housing tenants expected to move in November and December. Fire safety systems and building mechanical systems are being tested this month while minor finishing work proceeds.</p> <p>The recent delays were a result of supply chain issues for certain electrical components and the late addition of previously uninstalled ventilation system controls.</p> |
| Croftonbrook (Salt Spring) | \$22,116,905 | \$3,300,000 | BC Housing | 11 | 56 | Islanders Working Against Violence | BC Housing | Regional Housing Trust Fund \$408,000 (used to support 34 affordable units) | n/a | March 8, 2017 & November 13, 2019 (increase) | 2020 and 2022 | Phase II, a 22 unit apartment building with 4 RHFP provincial assistance units was completed in 2020. Phase III, a 34 unit apartment building with 7 RHFP provincial assistance units completed in June 2022, with tenanting having commenced July 1, 2022. As of September 8, 2022, 31 of 34 units are occupied. |
| Drennan and Sooke (Sooke) | \$45,622,950 | \$10,200,000 | BC Housing | 34 | 170 | M'akola Housing Society | BC Housing | Regional Housing Trust Fund \$765,000 (used to support 51 affordable units) | June 13, 2018 | June 13, 2018 & November 13, 2019 (increase) | 2023 | The construction will be concluded in November 2023. North Building and Amenity framing completed – interior work, windows and siding installation underway. Level 4 and canopy of the South Building are underway. |
| Charters (formerly called Throup) (Sooke) | \$20,917,220 | \$3,375,000 | BC Housing | 15 | 75 | M'akola Housing Society | BC Housing | Regional Housing Trust Fund \$330,000 (used to support 22 affordable units) | June 13, 2018 | June 13, 2018 | 2022 | Project close to completion (estimated early November) with move-in of December 1. Remaining work involves landscaping and site services. |

| 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 |
|---|------------------------------|-------------------|-----------------------------|------------|-------------|----------|--|---|-------------------|-------------------------|----------------|--|
| Spencer Road (Langford) | \$38,263,972 | \$7,800,000 | CMHC | 26 | 130 | CHRC | CMHC \$7,800,000 | n/a | June 13, 2018 | June 13, 2018 | Nov 2020 | Project completed. |
| Millstream Ridge (formerly called Treanor) (Langford) | \$45,215,533 | \$9,000,000 | CMHC | 30 | 132 | CRHC | CMHC \$9,000,000 | n/a | n/a | November 14, 2018 | 2019 | Project completed. |
| Hockley (Langford) | \$32,775,610 | \$7,200,000 | CMHC | 24 | 120 | CHRC | CMHC \$7,200,000 | n/a | n/a | November 14, 2018 | Mar 2021 | Project completed. |
| West Park Lane (View Royal) | \$41,673,485 | \$10,200,000 | CMHC | 34 | 152 | CRHC | CMHC \$10,200,000 | Regional Housing Trust Fund \$660,000 (used to support 44 affordable units) | May 1, 2019 | May 8, 2019 | Nov 2020 | Project completed. |
| Michigan Square Building 1 (Victoria) | \$20,392,850 | \$4,500,000 | CRHC | 15 | 53 | CRHC | CRHC \$4,500,000 | Regional Housing Trust Fund \$570,000 (used to support 38 affordable units) | July 29, 2020 | August 12, 2020 | 2023 | Foundation upgrades to the existing parkade are nearing completion and wood framing is underway. The project remains on schedule for completion in Q4, 2023 and the final control budget of \$34.2 M with a total of \$10.9 M awarded through grants remains unchanged from the approved Major Capital Plan (2022-2026). |
| Michigan Square Building 2 (Victoria) | \$16,630,070 | \$4,667,960 | BC Housing | 9 | 44 | CRHC | BC Housing \$4,667,960 | Regional Housing Trust Fund \$525,000 (used to support 35 affordable units) | N/A | December 8, 2021 | 2023 | |
| Prosser Road (Central Saanich) | \$16,981,555 | \$3,000,000 | CMHC | 10 | 51 | CRHC | CMHC \$3,000,000 BC Housing \$3,250,000 | Regional Housing Trust Fund \$615,000 (used to support 41 affordable units) | N/A | April 14, 2021 | 2022 | The underground parkade and wood framing of both buildings is complete. Building envelope installations are underway. CRD has requested an updated construction schedule to reflect the ongoing delays. |

| 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 |
|-----------------------|------------------------------|-------------------|-----------------------------|------------|-------------|----------|-----------------|--|-------------------|-------------------------|----------------|--|
| Campus View (Saanich) | \$39,781,210 | \$8,400,000 | CRD CMHC | 21 | 104 | CRHC | | Regional Housing Trust Fund (Intend to request \$1,425,000 to support 95 affordable units) | N/A | December 8, 2021 | 2026 | The rezoning and development permit application was submitted to the District of Saanich (Saanich) on April 12, 2022. Staff received comments back in July 2022 and are preparing document updates. Saanich staff have indicated that the rezoning application will take 12-18 months to get to Council. |
| Total RHFP Units | | | | 259 | 1,159 | | | | | | | |
| Total RHFP Investment | \$359,689,360 | \$80,642,960 | | | | | | | | | | |

REPORT TO HOSPITALS AND HOUSING COMMITTEE MEETING OF WEDNESDAY, OCTOBER 05, 2022

SUBJECT Major Capital Plan Status Report - Third Quarter 2022

ISSUE SUMMARY

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

BACKGROUND

The CRHC is a wholly owned subsidiary of the CRD with the mandate to develop and manage affordable housing to meet the needs of individuals and families residing within the capital region. In working to fulfil its mandate, the CRHC owns and operates 1,893 units of affordable housing, providing homes to more than 3,500 residents of the capital region with low to moderate incomes. In addition, CRHC currently has 364 new units under construction and 450 units in preconstruction and development. This report contains projects that will receive grant funding through the following programs: Regional Housing First Program (RHFP), Regional Housing Trust Fund (RHTF), Building BC: Community Housing Fund (CHF), Investment in Housing Initiative (IHI), National Housing Co-Investment Fund (Co-I), Green Municipal Fund (GMF), Capital Replacement Fund (CRF) and Victoria Housing Reserve Fund (VHRF).

IMPLICATIONS

2782 Spencer (CHF)

2782 Spencer, a 5-storey 58-unit development in Langford, will be completed through a fixed price design-build contract. The building will receive the occupancy permit on September 30, 2022, and final commissioning, owner demonstrations and deficiency repairs are currently underway. The building will be fully operational as of November 1, 2022, as scheduled. The final control budget of \$19.9 million (M) with a total of \$5.9 M awarded through grants remains unchanged from the approved Major Capital Plan (2022-2026).

Michigan Square (RHFP, RHTF, CHF & VHRF)

The Michigan Square project, a 97-unit redevelopment in James Bay, will be completed through the construction management delivery model. Foundation upgrades to the existing parkade are nearing completion and wood framing is underway. The project remains on schedule for completion in Q4 2023 and the final control budget of \$34.2 M with a total of \$10.9 M awarded through grants remains unchanged from the approved Major Capital Plan (2022-2026).

Caledonia (CHF & VHRF)

Excavation work is currently underway on the Caledonia project, a 158-unit redevelopment in the Fernwood neighbourhood. This project will be completed through the construction management delivery model. Staff have secured an excavation permit and are currently working with the City of Victoria to secure the full building permit. The project remains on schedule to be operational in late Q1 2025. The final control budget of \$71.0 M, including \$19.5 M awarded through grants remains unchanged as reported in the Major Capital Plan Status Report – Second Quarter 2022.

Carey Lane (CRF)

Carey Lane, an existing 22-unit townhouse complex that is owned and operated by CRHC, will undergo a full building envelope remediation (BER) as well as upgrades to the ventilation, heating and cooling systems. Design work will continue into Q4 2022, followed by contractor procurement in late Q4 2022. The project budget of \$3.8 M with a total of \$3.2 M awarded through grants remains unchanged as reported in the CRHC Major Capital Plan (2022-2026). Staff will return to the Board in Q1 2023 for final project approval.

Pandora (CHF)

Pandora is a partnership project between the City of Victoria, BC Housing and CRHC to build approximately 220 new non-market rental homes and create a new community centre in the North Park neighbourhood. The CRHC would lease an air-space parcel from the City of Victoria to accommodate approximately 158 affordable rental units that would be operated by CRHC. The project budget of \$58.5 M with a total of \$21.7 M awarded through grants remains unchanged from the approved Major Capital Plan (2022-2026).

161 Drake Road

In January 2022, it was announced that BC Housing would be providing up to 28 new permanent homes with supports, as well as dedicated shelter and programming space at 161 Drake Road on Salt Spring Island. This partnership will see CRD lease the land to BC Housing to facilitate the development. The proposed development would utilize the available groundwater source that was proven in 2019. Staff are working alongside BC Housing to secure a water license and execute a lease agreement. Grant funding was secured through the Community Works Fund (CWF) in September 2022 which allowed staff to advance additional groundwater feasibility testing. If successful in locating adequate groundwater, the property will have a secondary water source to service future development at 161 Drake Road. Staff will provide the results of the groundwater feasibility testing in the December 2022 Major Capital Plan (2023-2027) Board report. The 2022 budget of \$80,000 with all funds coming from CWF remains unchanged from the CRHC Major Capital Plan (2022-2026).

Campus View (RHFP)

Campus View, an existing 12-unit CRHC townhouse complex located in the Gordon Head neighbourhood, has received provisional approval from the RHFP Selection Committee to obtain \$8.4 M in grant funding. In July 2022, District of Saanich (Saanich) staff provided review comments on the rezoning and development permit application that was submitted in April 2022. Staff and the consultant team have updated the design drawings based on feedback from Saanich staff and the rezoning and development permit application was resubmitted to Saanich in early September 2022. Saanich staff have indicated that the rezoning and development permit application will be reviewed by Council in the next 12-18 months. CRHC staff are currently carrying out a feasibility analysis of additional grant funding through the GMF, Co-I, RHTF and District of Saanich Housing Fund which will be required in order to advance the redevelopment. The Class D estimate is currently underway and staff will be updating the budget for the Major Capital Plan (2023-2027) that will be going forward to the Board in December 2022. At this time, the conceptual budget of \$39.3 M remains unchanged from the CRHC Major Capital Plan (2022-2026).

CONCLUSION

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

RECOMMENDATION

There is no recommendation. This report is for information only.

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

REPORT TO HOSPITALS AND HOUSING COMMITTEE MEETING OF WEDNESDAY, OCTOBER 05, 2022

SUBJECT Capital Region Housing Corporation Operational Update, Third Quarter, 2022

ISSUE SUMMARY

To provide the Capital Region Housing Corporation (CRHC) Board with a quarterly update on operations, Tenant Engagement (TE), the Routine Capital Plan 2020 – 2024 and performance in the areas of turnover, vacancy and move-ins up to and including September 12, 2022.

BACKGROUND

The CRHC is a wholly owned subsidiary of the Capital Regional District (CRD) with the mandate to develop and manage affordable housing to meet the needs of individuals and families residing within the capital region. In working to fulfill its mandate, the CRHC owns and operates 50 properties totalling approximately 1,900 units of housing providing homes to more than 3,500 residents of the capital region with low to moderate incomes. In addition, CRHC manages a further four properties totalling 114 units on behalf of third parties.

DISCUSSION

Operations Update

The more than 2,000 units of housing across 54 properties that are currently managed by CRHC are supported by the work of approximately 52 full-time equivalencies (FTE) and three auxiliary staff. As with many employers, current economic conditions and the highly competitive labour market have put some strain on the availability of resources, and the CRHC regularly reviews resourcing options to ensure operations are best maintained. Further, staff have recalibrated customer service response timelines for routine repair to ensure that urgent repair items and tenant matters continue to be addressed in a reasonable timeframe with a focus on clear communication.

Tenant Engagement

The TE team has increased capacity with the addition of two auxiliary staff allowing a greater focus on proactively intervening to support tenancies on items related to: child welfare, smoking, aging-in-place, safety, quiet enjoyment and hoarding. Air conditioning units were deployed to create four 'cool rooms' at Ashlar Manor, Rosewood, Westview and Leblond Place. They have been very well received and TE plans to roll out to other buildings next year, subject to available funds.

The Summer Newsletter contained articles about the heat (and how to manage), as well as tenant's insurance. This was in recognition that tenants who experience repairs or emergencies need insurance to help manage these unexpected issues and related costs.

The inaugural in-person, Tenant Orientation session was conducted with existing tenants from Ashlar Manor. The feedback from this tenant group has echoed the Tenant Advisory Committee (TAC), as finding this information useful for incoming tenants. Feedback from the group will help refine the presentation.

At the end of Q2 a call went out to Tenants asking for tenant created art submissions to liven up the common spaces of the buildings and create a sense of community. The CRHC received a number of pieces and will work to put these in foyers and hallways for everyone to enjoy.

After the pandemic, residents have expressed an interest in finding ways to meet and connect with their neighbours and establish or recreate the vibrant communities that they treasure and have missed. Therefore, staff have upcoming events planned which include a composting initiative at Castanea Place; a community that values recycling and shared gardening, as well as community building gatherings at West Park and Westview.

Housing Registry Waitlist Statistics

Table 1: BC Housing Registry Waitlist Statistics

| Category | July 2022 | Aug. 2022 | As at Sept.10, 2022 |
|--|-----------|-----------|---------------------|
| Total Registry Rent Geared to Income Units (Capital Regional Area) | 3,651 | 3,651 | 3,651 |
| Applicants | | | |
| Family | 808 | 806 | 820 |
| Seniors | 1,094 | 1,100 | 1,127 |
| Persons with Disabilities | 579 | 586 | 592 |
| Wheelchair Modified | 142 | 139 | 143 |
| Singles | 172 | 173 | 179 |
| Total | 2,795 | 2,804 | 2,861 |

The BC Housing 'Housing Registry' (Registry) helps housing providers manage applicant lists and eliminate duplication among providers. The statistics provided above are for the CRD only with the highest distribution of need in Victoria (46%), followed by Saanich (18%), Langford (9%), Esquimalt (6%), Salt Spring Island (4%) with Sooke and Colwood at 3%. The registry requires applicants to renew their applications every six months to remain active. This process can account for slight fluctuations in the numbers however overall the number of applicants requiring access to rent geared to income units' remains steady.

Vacancy

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

| Year | Period | # Units Vacant | # Days Vacant | Average Days Vacant |
|------|---------------------|----------------|---------------|---------------------|
| 2022 | Jan - March 10 | 68 | 3,382 | 49 |
| 2022 | April – June 30 | 35 | 1,967 | 56 |
| 2022 | July – September 30 | 27 | 1,337 | 49 |

As of September 30, there are 27 units reported vacant across CRHC's units. These vacancies total 1,337 days for an average of 49 days vacant. Staff continue to balance the competing priorities of reducing vacancy loss to 30 days or less and ensuring units are updated at turnover, as required and capital spending targets are met.

Turnover

Table 3: Q2 Turnover Rate – All Units

| Year | Period | # Turnovers Operating More Than 12 Months | # Turnovers Operating Less Than 12 Months | Total |
|------|---------------------|---|---|-------|
| 2022 | January 1-March 10 | 24 | 1 | 25 |
| 2022 | April – June 30 | 57 | 0 | 57 |
| 2022 | July – September 30 | 34 | N/A | 34 |

Although current resourcing challenges have impacted the teams that select tenants for available units and those that prepare the units for occupancy, the CRHC was able to turnover 34 units. This is slightly lower than Q2, which was comparatively higher than the turnover numbers reported in Q1. Positively, the vacancy rate has reduced as well which shows that staff have been successful in absorbing the Q2 spike in turnovers, without a significant impact to overall vacancy. Portfolio representation of the 34 units that turned over are: RHFP – 53%, Umbrella Operating Agreement (UOA) – 47%. RHFP buildings continue to have a higher turnover rate.

Rent-Up

Staff are actively working on the rent up and pre-commissioning coordination that is required for the new 58 unit building, 2782 *Spencer* which is expected to be ready for move-in on November 1, 2022. This work includes actively engaging interested or prospective tenants, along with making provisions for contracted services that are required at occupancy.

Routine Capital Plan

The updated Five-Year Routine Capital Plan has a budget of \$3.86 million (M) in 2022. Typically capital spending is its highest in Q3, however the procurement team has focused available capacity on renewing the expiring service contracts. Requests for Proposals (RFP) for major services and annual works such as Waste, Recycling & Organics, Pest Control, Common Area Carpet Cleaning, Window Washing and Gutter Cleaning are in progress or have been completed.

Environmental impacts related to staffing have impacted this area as well. However, Capital RFP and Invitations to Tenders (ITT) which were planned for this quarter continue to move forward by finalizing the scope of works and documentation. As of August 31, 2022 capital spending across the five portfolios is \$1.15M. This figure is lower than forecasted, with \$1.2M still in progress. The seasonal work and work that cannot be accommodated in the contractors' 2022 schedules will occur in 2023. Examples of work include re-roofing, fencing, exterior painting and decking.

Staff continue to address unit upgrades during the turnover process and reference completed annual inspections to inform which Tenant Upgrade requests may be approved in occupied units. This work will assist with meeting projected capital spending.

CONCLUSION

Through Q3 2022, CRHC has been actively working to ensure that the current environmental factors related to resourcing are best managed such to best limit impacts to operations and tenants. The work in communities continues to be supported by contracted cleaning services to support the ongoing delivery of services. Staff continue to successfully re-rent units and are focusing efforts to decrease the average number of days vacant, while meeting spending targets.

RECOMMENDATION

There is no recommendation. This report is for information only.

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

**REPORT TO HOSPITALS AND HOUSING COMMITTEE
MEETING OF WEDNESDAY, OCTOBER 05, 2022**

SUBJECT **Capital Region Housing Corporation Applicant Eligibility Policy Amendment**

ISSUE SUMMARY

To revise the Applicant Eligibility Policy to remain compliant with Operating Agreements.

BACKGROUND

The Capital Region Housing Corporation (CRHC) selects its tenants in accordance with the Board-approved Applicant Eligibility Policy (AEP), attached as Appendix A. This Policy is to ensure adherence to various operating agreements and relevant legislation regarding tenant selection and eligibility while also supporting the protection of privacy for tenants. Additionally, the AEP also supports a fair, consistent, equitable and transparent tenant selection process.

The AEP, first adopted in 2004, has been updated a number of times over the years and was most recently amended in October 2020 to include reference to the Coordinated Access and Assessment (CAA) process for 20% of subsidized units within the CRHC.

As of November 1, 2022, the CRHC will operate a total of six distinct housing portfolios, each supported through specific funding programs. This is important as, broadly speaking, the CRHC identifies tenants through three paths:

1. BC Housing 'Housing Registry' (Housing Registry) – Required for subsidized properties under their Operating Agreements.
2. CAA – Specific to units rented at the BC Income Assistance Shelter Rate Maximum (Shelter-Rate) in projects funded through the Regional Housing First Program (RHFP) for persons experiencing or at-risk of homelessness.
3. Direct Application to the CRHC – For units rented at affordable rental rates.

In addition, the CRHC must adhere to the *National Housing Act*, the *Residential Tenancy Act (RTA)* and the Human Rights Code.

The AEP requires updating to accurately reflect the terms of the Operating Agreement under the BC Housing Community Housing Fund (CHF) program.

As per the Capital Regional District's Policy Management Framework, Policy Number ADM00, a Departmental/Divisional policy is defined as any policy, procedure, guideline or operational document that provides direction to a specific department or division, but does not have material corporate-wide application. Such documents may operationalize a Corporate Policy or implement departmental or divisional best practices. Departmental/Divisional policies are developed, approved, implemented, and maintained by the applicable department (at the discretion of its General Manager). Board approval is not required.

IMPLICATIONS

Service Delivery Implications

The CHF program contains the following rental structure:

- 30% - Affordable Market Rent (AMR): Initial market rents as approved by BC Housing with annual RTA increases.

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- 50% - Rent Geared to Income (RGI): Mix of rent levels based on tenant income.
- 20% - RGI Deep Subsidy (Deep Subsidy): Typically, Income assistance Shelter-Rate Maximum.

Those tenants in the RGI and Deep Subsidy units must be identified through the Housing Registry whereas the tenants in the AMR units are identified through a direct application to the CRHC.

The use of the Housing Registry for the RGI and Deep Subsidy units in CHF is consistent with existing practice for subsidized properties. However, the CHF requires that buildings maintain a tenant income balance that reflects the terms of the Operating Agreements and the BC Housing-approved annual budgets. To meet this requirement, staff will have to consider the specific tenant income in addition to their chronological order on the Housing Registry waitlists. However, this only applies to the RGI units, which comprise 50% of CHF-funded buildings.

A further recommended amendment to the AEP is to remove a requirement that 20% of tenants selected across all subsidized units would be identified from the CAA. This is to enhance operational efficiency as it will permit the use of the Housing Registry for all subsidized units. Tenants will continue to be identified chronologically for all subsidized units and then also in looking at the specific tenant incomes for the CHF RGI units. The CAA will continue to be used for all shelter-rate units funded under the RHFP as per the various funding agreements.

It is also important to note that when RHFP units have multiple bedrooms and a suitable applicant does not come through referral, staff will work with CAA to include tenants from the Housing Registry who also have submitted a Housing Registry Supplemental Application Form. These forms are to collect specific information regarding an applicant's current housing situation or health condition and provide the opportunity for the CRHC to consider applicants who may be experiencing homelessness, is fleeing domestic violence or abuse or have a senior health condition that is addicted by their current housing. This will enable the unit to be rented to an applicant as intended under the operating agreement while limiting vacancy loss.

Financial Implications

In October 2022, the CRHC will commission its first building funded through the CHF. The CHF Operating Agreement requires operators to select applicants with a range of incomes in accordance with the income mix set out in the agreement to align with the approved operating budgets. The Operating Agreement requires that 70% of units to be subsidized; 50% of which, will be RGI for Low Income households and 20% of which, will be Deep Subsidy Units for Deep Subsidy Income households. Chronological selection may not always result in the required income range of tenants in order to meet tenant contribution revenues. Therefore, staff will look at both the chronological order of households on the Housing Registry and the specific household income to ensure compliance with financial performance metrics outlined in the Operating Agreements.

Legal Implications

The proposed amendments to the AEP are consistent with the obligations under the various Operating Agreements in place between the CRHC and BC Housing.

Intergovernmental Implications

BC Housing has advised CRHC that these proposed changes to the Applicant Eligibility Policy meet the criteria as set out in the Operating Agreements and do not detrimentally impact the collaborative efforts to meet a range of needs across the region.

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CONCLUSION

The CRHC's primary mandate is to provide affordable housing to those persons and families living in low income that meet the household requirements as determined through the various Operating Agreements with BC Housing. These include families, seniors and persons living with disabilities. It is the CRHC's obligation to choose tenants for the rent geared to income households from the Housing Registry. It is the CRHC's responsibility to develop a method of selection that is fair, consistent and transparent.

The Amended Applicant Eligibility Policy 2.10 (Appendix A) recommends that applicants would continue to be chosen chronologically, except when selecting applicants for CHF buildings where tenant rent contributions require applicants be selected by income levels. Chronological selection will be utilized as a secondary selection when choosing among applicants with equal income. This will ensure the CRHC meets the primary mandate of providing affordable housing.

These administrative changes to selection criteria incorporate a new operating agreement and permit for minor operational efficiencies through use of consistent selection tools across the CRHC portfolios where appropriate.

RECOMMENDATION

There is no recommendation. This report is for information only.

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

ATTACHMENT

Appendix A: Amended Applicant Eligibility Policy 2.10

| POLICY AND PROCEDURES MANUAL | SUBJECT Applicant Eligibility | | |
|---|----------------------------------|--|---|
| | POLICY NO. 2.10 | EFFECTIVE March 30, 2004 AMENDED July 22, 2014 May 24, 2016 June 25, 2018 November 24, 2019 March 23, 2020 October 14, 2020 <u>October 12, 2022</u> | AMENDMENT NO. 67 <i>Approved by CRHC Board Oct. 14, 2020</i> |

OBJECTIVE: To ensure adherence to operating agreements and relevant legislation relative to tenant selection and eligibility while ensuring protection of privacy for applicants.

To ensure fair, consistent, equitable and transparent housing opportunities

POLICY:

1. Income Eligibility

1.1 Subsidized Units

To be eligible for subsidized housing, the applicant's gross household income must be below certain income limits, as established by the Housing Income Limits (HILs). HILs is set by BC Housing and represent the income required to pay the average market rent for an appropriately sized unit in the private market.

1.2 ~~Regional Housing First Program~~RHFP ~~Income Assistance Units (RHFP-IA~~Shelter-Rate Units)

To be eligible for RHFP ~~-IA~~Shelter-Rate units, the applicants must receive Income Assistance or a Disability Pension through the ~~Provincial~~provincial or ~~Federal~~federal ~~Government~~government and have a shelter allowance of \$375 ~~or \$570, based on unit size~~. If the applicant is not on Income Assistance or a ~~disability~~Disability pension~~Pension~~, the applicant's income must fall below the HILs.

1.3 Affordable Units (formerly Low end of Market – LEM) Rental Units (ARU)

For Affordable Units, the applicant must fall within the income levels as outlined in Appendix A of this policy. Total household income (HiLs) must fall below the median income figures as determined by BC Housing.

2. Occupancy Standards

The size of the unit required by a household is outlined in the CRHC Occupancy Standards policy and is governed by the National Occupancy Standards. See CRHC Occupancy Standards policy 2.12. Exceptions to the policy at the discretion of the Manager, Operations and/or Senior Manager, Regional Housing.

3. Application Process

3.1 Subsidized Units

Applicants for subsidized housing must apply for housing through the Housing Registry. The Housing Registry is a single point of entry for individuals and families looking for subsidized housing options. Individuals searching for subsidized housing submit one application form to be considered for any available housing units in developments managed by the Housing Registry members. CRHC is mandated to be a Housing Registry member as per ~~our~~the operating agreements. Eligible applicants will be identified and selected on a

~~CRHC provides affordable housing to low and moderate income individuals and families. CRHC will choose applicants for buildings under CMHC, BCMHC, H/BC and IHI operating agreements in two ways to fulfil its mandate of providing rent geared to income housing.~~

~~80% of applicants will be chosen on a~~ **chronological basis**. The information on the application will be verified by CRHC. If an applicant is deemed ineligible for a unit they applied for, the applicant will be notified in writing why they have been deemed ineligible and will be provided details of the conditions they must meet in order to be eligible in the future.

Specific to Community Housing Fund (CHF) Rent Geared to Income (RGI) units, in addition to applicants being selected on a chronological basis, applicants will also be selected based on the **required resident income mix** as outlined in the CHF Operating Agreements and the approved Operating Budgets.

~~20% of applicants will be chosen as per 3.2 of this policy.~~

3.2 RHFP Shelter-Rate Units ~~P~~ ~~IA~~ units

Applicants for RHFP Shelter-Rate ~~IA~~ units must apply for housing through the Supportive Housing Registry (SHR). The ~~Supportive Housing Registry~~ SHR is a single point of entry for individuals and families^{*1} who have experienced homelessness looking for supportive and supported housing options. Individuals searching for RHFP ~~IA~~ Shelter-Rate housing submit one application form to be considered for any available housing units in developments managed by the Supportive Housing Registry members.

CRHC is mandated to be a ~~Supportive Housing Registry~~ SHR member as per ~~the our~~ operating agreements. The applicant is referred through the Placement Table of the Coordinated Access and Assessment (CAA) that is managed through BC Housing in partnership with Island Health and the Capital Regional District.

RHFP Shelter-Rate ~~IA~~ applications must have a Supports in Social Housing Agreement outlining the main support agency that will ~~be~~ support their tenancy in CRHC housing.

~~Documentation of selection process is required for applicants entering housing within the 20% section to track the decisions made.~~

3.3 Affordable Rental Units (ARU) ~~(formerly LEM)~~ ~~(Operating Agreement Programs: CMHC, H/BC, IHI, RHFP, CHF)~~

Applicants for ~~Affordable units~~ ARU can apply directly to CRHC. Affordable unit availability is advertised on CRHC's website. Affordable units are allocated chronologically to applicants who meet the eligibility requirements. The applicant must meet the income eligibility requirements and preference for ~~affordable units~~ ARU will be based on the applicant who most closely meets the occupancy standards. This is to ensure that units are maximized in meeting the needs of low and moderate income families, individuals and seniors. Affordable ~~h~~ Housing tenants will sign a one year tenancy agreement that will renew automatically after one year on a month to month basis.

3.4.4. Processing, Storage and Disposal of Application Forms

3.4.1.4.1 Once an application and supporting documents have been received staff assess for eligibility. The applicants' information is then added to the 'Market Application Waitlist'

chronologically under the tab best reflecting their status based on the declared income levels. (Eligible or Not Eligible)

3.4.2 **4.1.1** Application forms and supporting documents are to be kept securely stored (locked cabinet) alphabetically under their current, eligibility status (~~it~~i.e. Eligible, NOT Eligible or Expired).

Applicants who do not meet the income eligibility are to be contacted within two weeks of the application date to inform them of their ineligibility. A letter (scanned or pdf) is to be sent by email ~~using ZendTo~~, stating their ineligibility for housing. The letter is to contain details regarding the secure storage of information for the duration of 12 months, disposal at the end of this period (shredding) and how to inform our office if their situation changes during this time period. If no email is on file, staff must contact the applicant by phone to verify the address before sending the letter by regular post. If the address cannot be verified and no email address can be obtained then the letter must be sent by Registered Mail to allow its delivery to be tracked.

3.5.3 **4.1.2** Eligible Applicants will be considered for housing for a 12 month period following their submission and will be encouraged~~d~~ to update their information/interest every ~~three~~3 months or when there are changes to their situation (address, income, family composition etc.).

3.5.4 **4.1.3** All applications ~~are~~ must be kept on file for 12 months whether active or inactive. After the 12 month period of NOT Eligible status or inactive, the application and all supporting documents will be shredded.

4 **5. Reference Checks, Rental Payment History and Credit Checks****Additional Checks that may be Undertaken**

4.1.5.1 **Reference Checks**

An applicant must have at least ~~a two~~2-year duration of a favourable landlord reference or will have completed the facilitated **RentSmart** program successfully. ~~Applicants that are referred through an established Partnering Agency and have a Supports in Social Housing Agreement will not require a landlord reference.~~

Two ~~(2)~~-year favourable reference within the last three ~~(3)~~-years OR RentSmart Certificate dated within the past two ~~(2)~~-years. If none, then the applying applicant should be encouraged to take the facilitated version of the RentSmart course.

RHFP ~~4A~~ Shelter-Rate applicants do not require a favourable Landlord reference check but do require a Supports in Social Housing Agreement outlining the main support agency that will support their tenancy in CRHC housing.

4.2 5.2 Rental Payment History

An applicant must have paid their rent on time and in full for the previous six months of their tenancy. This will be verified during the Landlord reference check.

4.3 5.3 Credit Checks

Credit checks *may* be completed from time to time.

5.4 Criminal Record Checks

Criminal Record Checks *may be undertaken from time to time.*

**REPORT TO HOSPITALS AND HOUSING COMMITTEE
MEETING OF WEDNESDAY, OCTOBER 05, 2022**

SUBJECT **Capital Region Housing Corporation Financial Plan Amendment**

ISSUE SUMMARY

To amend the Capital Region Housing Corporation (CRHC) 2022 Financial Plan to fund the purchase of a vehicle, as detailed in Appendix A.

BACKGROUND

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.

On December 8, 2021, the CRHC Board approved the Routine Capital Plan that included identified expenditures for 2022. There have been no amendments required to the Routine Capital Plan to date in 2022; however, in June the CRHC Board approved an amendment to the Major Capital Plan related to the Caledonia redevelopment.

The CRHC has maintained a Vehicle Replacement Reserve, originally funded by transfers from Operating, and also accumulating interest. The CRHC currently owns two vehicles which still have remaining useful life and staff are recommending the Reserve balance be used to purchase a third vehicle.

ALTERNATIVES

Alternative 1

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

That the Capital Region Housing Corporation Operating Budget Amendment be approved as attached.

Alternative 2

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

IMPLICATIONS

Service Delivery Implications

The CRHC has added five new buildings since 2019 and has operations across seven municipalities. The CRHC currently owns two vehicles: a minivan and a small two-wheel-drive truck. Staff require the addition of a third vehicle to support service delivery. Operations requires staff to be able to move persons and equipment between buildings. An internal assessment has resulted in a proposed 4-wheel drive vehicle.

Financial Implications

The CRHC has a Vehicle Replacement Reserve. At December 2021, the reserve had a balance of \$96,476. Estimated interest revenue in 2022 will be approximately \$2000, giving a balance of approximately \$98,476 available.

CRD Fleet Services have confirmed a new vehicle meeting operational requirements will cost approximately \$60,000. Appendix A shows an amendment to the Routine Capital Plan at \$70,000 to account for delivery costs and surcharges.

CONCLUSION

The CRHC Vehicle Replacement Reserve has approximately \$98,476 available to purchase a vehicle in Q4 2022. Staff have identified the need for a third vehicle and have confirmed pricing is within available funds. Staff are recommending an amendment to the 2022 CRHC Routine Capital Plan.

RECOMMENDATION

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

That the Capital Region Housing Corporation Routine Capital Plan Amendment be approved as attached.

| | |
|---------------|--|
| Submitted by: | Rianna Lachance, BCom, CPA, CA, Senior Manager, Financial Services |
| Concurrence: | Nelson Chan, MBA, FCPA, FCMA, Chief Financial Officer |
| Concurrence: | Kevin Lorette, P. Eng., MBA, General Manager, Planning & Protective Services |
| Concurrence: | Robert Lapham, MCIP, RPP, Chief Administrative Officer |

ATTACHMENT(S)

Appendix A: 2022 Routine Capital Plan Summary

CAPITAL REGION HOUSING CORPORATION
FIVE YEAR ROUTINE CAPITAL EXPENDITURE PLAN SUMMARY - 2020 to 2024

APPENDIX A

| | | 2020-2024 Total Plan | 2020 Actuals | 2021 Plan | 2021 Estimated Actuals | 2021 Unspent Variance | 2022 Plan | 2023 Plan | 2024 Plan | 2020-2024 TOTAL |
|--|--|-------------------------|-----------------|--------------|------------------------------|-----------------------------|--------------|--------------|--------------|--------------------|
|--|--|-------------------------|-----------------|--------------|------------------------------|-----------------------------|--------------|--------------|--------------|--------------------|

| | | | | | | | | | | |
|------------------------------------|------------------|-------------------|--------------------|--------------------|--------------------|--------------------|--------------------|--------------------|--------------------|---------------------|
| EXPENDITURE | | | | | | | | | | |
| UOA Routine Capital Replacement | Building | 11,000,000 | 1,491,876 | 2,958,626 | 1,421,608 | (1,537,018) | 3,289,438 | 2,570,556 | 2,226,522 | 11,000,000 |
| ILBC Routine Capital Replacement | Building | 240,001 | 3,287 | 8,962 | 30,299 | 21,337 | 123,693 | 28,372 | 54,350 | 240,001 |
| NOA Routine Capital Replacement | Building | 1,962,989 | 135,096 | 950,683 | 879,204 | (71,479) | 376,141 | 260,940 | 311,608 | 1,962,989 |
| IHI Routine Capital Replacement | Building | 32,680 | 3,889 | 9,097 | 1,348 | (7,749) | 4,669 | 8,900 | 13,874 | 32,680 |
| RHFP Routine Capital Replacement | Building | 309,658 | 23,385 | 62,110 | 48,336 | (13,774) | 64,683 | 86,912 | 86,342 | 309,658 |
| CHF Routine Capital Replacement | Building | 5,550 | - | - | - | - | - | 550 | 5,000 | 5,550 |
| Vehicle Replacement Reserve | Equipment | 70,000 | - | - | - | - | 70,000 | - | - | 70,000 |
| | | 13,550,878 | 1,657,533 | 3,989,478 | 2,380,795 | (1,608,683) | 3,928,624 | 2,956,230 | 2,697,696 | 13,550,878 |
| SOURCE OF FUNDS | | | | | | | | | | |
| UOA Capital Replacement | Reserve | | (1,491,876) | (2,958,626) | (1,421,608) | | (3,289,438) | (2,570,556) | (2,226,522) | (11,000,000) |
| ILBC Capital Replacement | Reserve | | (3,287) | (8,962) | (30,299) | | (123,693) | (28,372) | (54,350) | (240,001) |
| NOA Capital Replacement | Reserve | | (135,096) | (950,683) | (879,204) | | (376,141) | (260,940) | (311,608) | (1,962,989) |
| IHI Capital Replacement | Reserve | | (3,889) | (9,097) | (1,348) | | (4,669) | (8,900) | (13,874) | (32,680) |
| RHFP Capital Replacement | Reserve | | (23,385) | (62,110) | (48,336) | | (64,683) | (86,912) | (86,342) | (309,658) |
| CHF Routine Capital Replacement | Reserve | | - | - | - | | - | (550) | (5,000) | (5,550) |
| Vehicle Replacement Reserve | Equipment | | - | - | - | - | (70,000) | - | - | (70,000) |
| | | | (1,657,533) | (3,989,478) | (2,380,795) | | (3,928,624) | (2,956,230) | (2,697,696) | (13,550,878) |

Capital Replacement Reserve Details

UOA Replacement Reserve

| | | | | | | |
|--------------------------------|--------------------|--------------------|--------------------|--------------------|--------------------|---------------------|
| Beginning Balance | 4,198,677 | 4,727,450 | 5,600,391 | 4,622,961 | 4,344,864 | 4,198,677 |
| Annual Operating Transfer | 1,900,000 | 2,200,000 | 2,200,000 | 2,200,000 | 2,200,000 | 10,700,000 |
| Annual Interest Income | 120,649 | 94,549 | 112,008 | 92,459 | 86,897 | 506,562 |
| Annual Capital Replacement Exp | <u>(1,491,876)</u> | <u>(1,421,608)</u> | <u>(3,289,438)</u> | <u>(2,570,556)</u> | <u>(2,226,522)</u> | <u>(11,000,000)</u> |
| | 4,727,450 | 5,600,391 | 4,622,961 | 4,344,864 | 4,405,239 | 4,405,239 |

ILBC Replacement Reserve

| | | | | | | |
|--------------------------------|----------------|-----------------|------------------|-----------------|-----------------|------------------|
| Beginning Balance | 101,705 | 117,525 | 133,702 | 29,283 | 18,096 | 101,705 |
| Annual Operating Transfer | 16,600 | 16,600 | 16,600 | 16,600 | 16,600 | 83,000 |
| Grants | - | 27,525 | - | - | - | 27,525 |
| Annual Interest Income | 2,507 | 2,351 | 2,674 | 586 | 362 | 8,479 |
| Annual Capital Replacement Exp | <u>(3,287)</u> | <u>(30,299)</u> | <u>(123,693)</u> | <u>(28,372)</u> | <u>(54,350)</u> | <u>(240,001)</u> |
| | 117,525 | 133,702 | 29,283 | 18,096 | (19,292) | (19,292) |

NOA Replacement Reserve

| | | | | | | |
|--------------------------------|------------------|------------------|------------------|------------------|------------------|--------------------|
| Beginning Balance | 734,406 | 875,160 | 268,261 | 152,287 | 149,195 | 734,406 |
| Annual Operating Transfer | 254,802 | 254,802 | 254,802 | 254,802 | 254,802 | 1,274,010 |
| Annual Interest Income | 21,048 | 17,503 | 5,365 | 3,046 | 2,984 | 49,946 |
| Annual Capital Replacement Exp | <u>(135,096)</u> | <u>(879,204)</u> | <u>(376,141)</u> | <u>(260,940)</u> | <u>(311,608)</u> | <u>(1,962,989)</u> |
| | 875,160 | 268,261 | 152,287 | 149,195 | 95,373 | 95,373 |

IHI Replacement Reserve

| | | | | | | |
|--------------------------------|----------------|----------------|----------------|----------------|-----------------|-----------------|
| Beginning Balance | - | 38,665 | 101,162 | 161,589 | 218,992 | - |
| Annual Operating Transfer | 42,048 | 63,072 | 63,072 | 63,072 | 63,072 | 294,336 |
| Annual Interest Income | 506 | 773 | 2,023 | 3,232 | 4,380 | 10,914 |
| Annual Capital Replacement Exp | <u>(3,889)</u> | <u>(1,348)</u> | <u>(4,669)</u> | <u>(8,900)</u> | <u>(13,874)</u> | <u>(32,680)</u> |
| | 38,665 | 101,162 | 161,589 | 218,992 | 272,570 | 272,570 |

RHFP Replacement Reserve

| | | | | | | |
|--------------------------------|---------|---------|-----------|-----------|-----------|-----------|
| Beginning Balance | 81,612 | 199,034 | 638,471 | 1,123,632 | 1,617,947 | 81,612 |
| Annual Operating Transfer | 114,048 | 435,456 | 472,392 | 472,392 | 472,392 | 1,966,680 |
| Annual Interest Income | 3,374 | 3,981 | 12,769 | 22,473 | 32,359 | 74,956 |
| Annual Capital Replacement Exp | - | - | - | (550) | (5,000) | (5,550) |
| | 199,034 | 638,471 | 1,123,632 | 1,617,947 | 2,117,698 | 2,117,698 |

CHF Replacement Reserve

| | | | | | | |
|--------------------------------|---|---|---|--------|---------|---------|
| Beginning Balance | - | - | - | - | 43,514 | - |
| Annual Operating Transfer | - | - | - | 44,064 | 44,064 | 88,128 |
| Annual Interest Income | - | - | - | - | 870 | 870 |
| Annual Capital Replacement Exp | - | - | - | (550) | (5,000) | (5,550) |
| | - | - | - | 43,514 | 83,448 | 83,448 |

Vehicle Replacement Reserve

| | | | | | | |
|--------------------------------|--------|--------|----------|--------|--------|--------|
| Beginning Balance | 92,142 | 94,584 | 96,476 | 28,476 | 29,046 | 92,142 |
| Annual Interest Income | 2,442 | 1,892 | 2,000 | 570 | 581 | 7,484 |
| Annual Capital Replacement Exp | - | - | (70,000) | - | - | - |
| | 94,584 | 96,476 | 28,476 | 29,046 | 29,626 | 99,626 |

**REPORT TO HOSPITALS AND HOUSING COMMITTEE
MEETING OF WEDNESDAY, OCTOBER 05, 2022**

SUBJECT **Revenue Anticipation Borrowing Resolution for Current Capital Regional Hospital District Operating Expenditures**

ISSUE SUMMARY

Adoption of a revenue anticipation borrowing resolution (General Purpose) authorizing borrowing up to \$10 million if required prior to receipt of requisition revenues expected in August 2023.

BACKGROUND

Section 31 of the *Hospital District Act* allows the Board to adopt a revenue anticipation resolution to borrow money if required to meet cash flow needs prior to receiving payable revenue from member municipalities and the surveyor of taxes for electoral areas. All borrowed funds must be repaid within nine months of the date of the borrowing. The last time borrowing was exercised under this authority was July 2017 for \$1.1 million to cover short term interest payments which was repaid in August upon receipt of requisition revenue.

Given the growth of the organization and increased capital activity, it is appropriate to continue implementing financial risk management tools that provide the ability to respond to both opportunities and unforeseen circumstances.

Based on best practices, staff recommend the amount within the revenue anticipation bylaw aligns to the anticipated peak, monthly cash outflow of approximately \$10 million for 2023. If required, the Capital Regional Hospital District (CRHD) will borrow funds by leveraging overdraft arrangements within current banking agreements or through the Municipal Finance Authority (MFA). Currently, the overdraft rate is 4.7% and MFA's short term borrowing rate is 3.4% (both variable rates as of September 1, 2022).

ALTERNATIVES

Alternative 1

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

That the Revenue Anticipation Resolution be adopted to allow the temporary borrowing of up to \$10 million for current Capital Regional Hospital District operating expenditures.

Alternative 2

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

IMPLICATIONS

Financial Implications

The proposed resolution provides the CRHD access to funds as of January 2023 to cover expenditures if required, pending receipt of requisition revenue. Borrowed funds will not be

accessed unless necessary and any borrowed funds will be repaid upon receipt of anticipated revenues. Historically, the CRHD has not acted on the revenue anticipation borrowing resolution but it is a recommended fiscal risk management tool. The purpose of approving this resolution is to ensure available borrowing authority in the unlikely event funds are required to meet short term cash flow requirements.

CONCLUSION

This proposed resolution is brought forward annually for consideration. Adoption of the resolution is necessary to authorize borrowing to cover short term expenditures in 2023 if required, pending receipt of anticipated revenues.

RECOMMENDATION

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

That the Revenue Anticipation Resolution be adopted to allow the temporary borrowing of up to \$10 million for current Capital Regional Hospital District operating expenditures.

| | |
|---------------|--|
| Submitted by: | Rianna Lachance, BCom, CPA, CA, Senior Manager, Financial Services |
| Concurrence: | Nelson Chan, MBA, FCPA, FCMA, Chief Financial Officer |
| Concurrence: | Robert Lapham, MCIP, RPP, Chief Administrative Officer |

ATTACHMENT(S)

Appendix A: Revenue Anticipation Resolution

CAPITAL REGIONAL HOSPITAL DISTRICT

RESOLUTION

Victoria, BC, October 12, 2022

No. _____

WHEREAS, pursuant to Section 31 of the *Hospital District Act*, the Board may by resolution with the approval of the Minister of Health or a person authorized by him to act on his behalf, borrow money for purposes other than capital expenditures by temporary loan such sums as the Board may deem necessary to meet the current operating expenditures for the year, including the amounts required for principal and interest falling due within the year upon any debt of the Board;

AND WHEREAS pursuant to Section 25 of the said *Act*, member municipalities and the Province are not required to make payment from taxation revenues of amounts requisitioned by a Hospital District until August 1st of each year;

AND WHEREAS it is anticipated that a maximum of \$10,000,000 of borrowed funds will be required to meet 2023 current operating expenditures of the Board including the amounts required for principal and interest falling due within the year upon any debt of the Board;

NOW THEREFORE BE IT RESOLVED that the Board of the Capital Regional Hospital District borrow pursuant to Section 31 of the *Hospital District Act* a sum not exceeding \$10,000,000 for the purpose of paying the said current operating expenditures;

AND THAT the aforesaid monies or any part thereof may be borrowed for the purpose of aforesaid by means of bank overdrafts, bankers' acceptances, or promissory notes, bearing the Corporate Seal and signed by the Chair or Acting Chair and the Treasurer or Acting Treasurer. All monies borrowed pursuant to this resolution shall be repaid within nine months of the date of the first monies borrowed pursuant to this resolution;

AND THAT the Board of the Capital Regional Hospital District hereby pledges as security for liability incurred hereby, that part of current revenues necessary to fully satisfy any liability so created and the money borrowed shall be a first charge against current revenues received.

**REPORT TO HOSPITALS AND HOUSING COMMITTEE
MEETING OF WEDNESDAY, OCTOBER 05, 2022**

SUBJECT **Summit Noise Concerns - Update**

ISSUE SUMMARY

Noise concerns from neighbourhood surrounding the Summit.

BACKGROUND

In August 2020, the Capital Regional District Board began receiving noise complaints for the Summit, located at 955 Hillside Avenue. The Summit is leased to Island Health for 25 years and has been tenanted since July 12, 2020.

Acoustical testing was completed by RWDI on September 17, 2020 and August 05, 2021. RWDI reported that noise levels are below that required by the City of Victoria noise bylaw.

At its October 13, 2021 meeting, the Capital Regional Hospital District (CRHD) Board directed staff to conduct further acoustical engineering work up to \$50,000, engage and consult with the surrounding community, and report back. On July 14, 2022 a team of acoustical engineers, CRHD staff, and Island Health met at the Summit and at two neighbourhood locations to conduct sound testing. This testing was designed in consultation with the community and they had designated community members in attendance. Acoustical engineers were able to turn on and off the individual roof top equipment and determined the unpleasant tone to be caused by the large chiller.

For the last several months CRHD has been working with consultants to determine the most efficient and effective solution and have received the acoustical testing report (Appendix A) and the consultant's report (Appendix B) regarding a remediation strategy. The acoustical testing report recommends either fully enclosing the large chiller or converting the acoustical louvers to a solid barrier wall. This report was shared with EH Price consultants which recommends the installation of an intake silencer bank on the south side of the large chiller and replacing the existing acoustical louver wall with a 13' high acoustical panel barrier as the most effective and cost efficient solution.

ALTERNATIVES

Alternative 1

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

That the Chief Administrative Officer be authorized to implement the proposed remediation strategy, to include a maximum expenditure amount of \$200,000 for capital modifications to resolve noise concerns at the Summit.

Alternative 2

That the Summit Noise Concerns - Update report be referred back to staff for additional information based on Hospitals and Housing Committee direction.

IMPLICATIONS

Financial Implications

The CRHD Board had previously provided direction to undertake further testing and remediation within a budget of \$50,000, to be funded by the Administration and Feasibility Studies Reserve. To date we have spent \$11,300 and have a balance remaining of \$38,700. The equipment including the intake silencer bank and an acoustical barrier wall is estimated to cost \$92,000 not including labour and installation costs. Staff anticipate the recommended solution will cost \$200,000, including materials, installation and final engineering. These capital costs will be financed from the Summit Management Reserve, which is forecasted to have a balance of \$885,000 at December 31, 2022.

To accommodate the proposed solution, the 2022-2031 Ten Year Capital Plan, approved by the Board on March 16, 2022 and later amended on May 11, 2022, will need to be amended. The 2022 capital plan amendment to include a budget of \$200,000 for this project will be brought back to the Board for approval October 12, 2022.

CONCLUSION

After consultation with industry consultants and extensive testing on site, additional resources are required to remediate the unpleasant tone emanating from the rooftop equipment on the Summit building.

RECOMMENDATION

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

That the Chief Administrative Officer be authorized to implement the proposed remediation strategy, to include a maximum expenditure amount of \$200,000 for capital modifications to resolve noise concerns at the Summit.

| | |
|---------------|--|
| Submitted by: | Michael Barnes, MPP, Senior Manager, Health and Capital Planning Strategies |
| Concurrence: | Kevin Lorette, P. Eng., MBA, General Manager, Planning & Protective Services |
| Concurrence: | Nelson Chan, MBA, FCPA, FCMA, Chief Financial Officer |
| Concurrence: | Robert Lapham, MCIP, RPP, Chief Administrative Officer |

ATTACHMENTS

Appendix A: Acoustical Testing Report
Appendix B: Consultant Report



276-2950 Douglas Street
Victoria, BC Canada
V8T 4N4

Tel: +1. 250.370.9302
E-mail: solutions@rwdi.com

August 2, 2022

Michael Barnes
Health and Capital Planning Strategies,
Capital Regional Hospital District 625 Fisgard Street
Victoria, BC V8W 1R7
T: 250.360.3221
mbarnes@crd.bc.ca

Re: Community Noise Measurements
The Summit at Quadra Village, 955 Hillside Avenue, Victoria, BC
RWDI Reference No. 1901644

Hello Michael,

As requested, on July 14, 2022 between 8:00 p.m. and 10:00 p.m., RWDI measured noise levels at The Summit while isolating operation of various rooftop equipment. The measurements were conducted with input from several local residents to determine which (if any) rooftop equipment is leading to community noise complaints. This report summarizes the methodology, presents our measurement results, discusses our main findings, and provides recommendations to reduce rooftop equipment noise levels.

BACKGROUND

It is our understanding that:

- In June 2016, Wakefield Acoustics (since merged with RWDI) established pre-project ambient noise levels conducted at three (3) adjacent residential locations;
- In September 2020, RWDI measured HVAC levels at four (4) residential locations;
- After the 2020 site visit, a noise control kit for the chiller was installed;
- In July 2021, RWDI measured chiller noise levels at four (4) surrounding community locations while varying the load. These measurements showed that a tone exists in the rooftop chiller, which exceeds the bylaw at 971 Market when operating at 100% load, due to the tonality clause in the Victoria Noise Bylaw. At the other three locations, measurements indicated compliance with the bylaw; and
- At least one recent noise complaint has targeted the rooftop Large Chiller as the source of noise concern in the surrounding community.

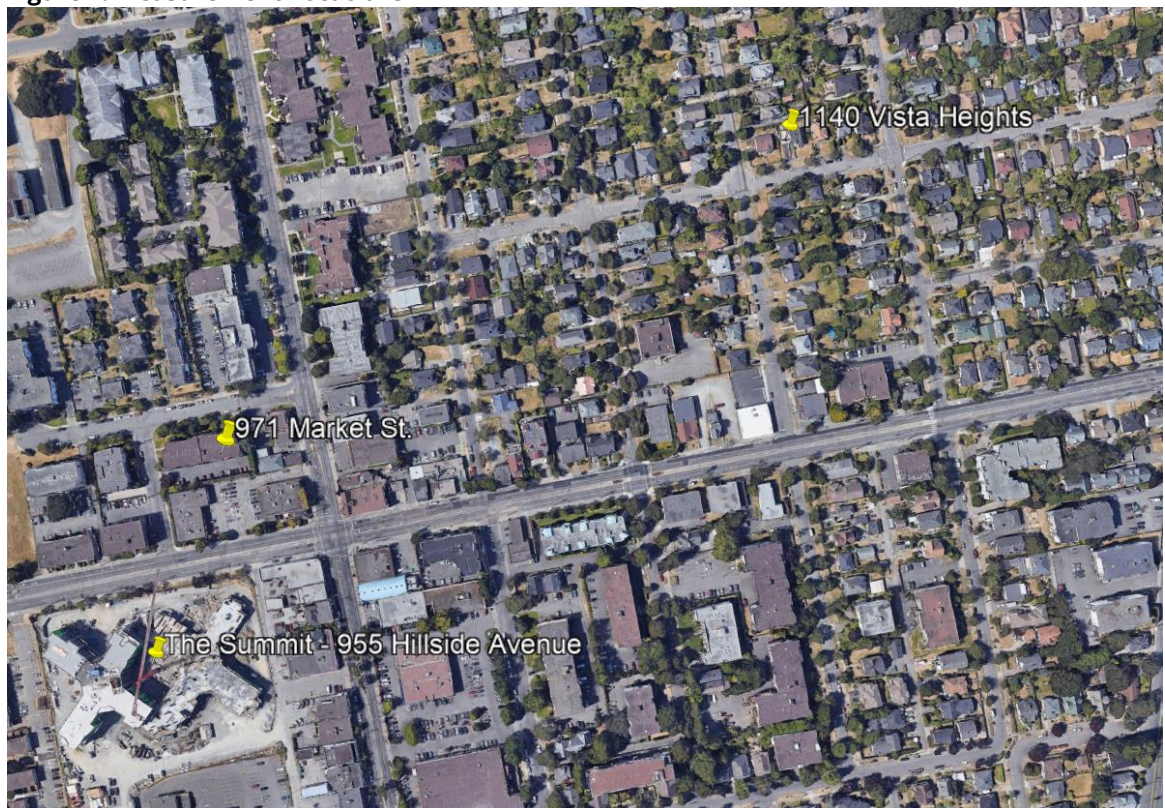


METHODOLOGY

RWDI conducted attended noise monitoring on the rooftop, as well as at two (2) community locations throughout testing. The testing procedure is outlined below. All measurement were conducted using Type 1 sound level meters which were calibrated prior to the beginning of testing. Measurements were conducted at the following locations (shown in Figure 1 below):

- 971 Market Street
- 1140 Vista Heights

Figure 1: Measurement Locations



Measurements at the residences were attended by RWDI field engineers, CRD staff, and members of the community. A predetermined list of test scenarios was established to isolate (and eliminate) rooftop equipment as a contributing factor the complaint. Community members had no prior knowledge of which equipment was running and were asked to confirm whether the noise related to the complaint was audible for any given test scenario. For each scenario, residents were asked if they could hear the noise they associate with the complaint. The response of the residents would determine whether further investigation into that equipment was required. Measurements were only taken when the residents confirmed that the noise from The Summit was audible and consistent with their noises of concern.



The test scenarios were as follows:

- Scenario #1 - Existing background noise level.
- Scenario #2 - Turn off all rooftop equipment.
- Scenario #3 - Turn on all air handling units
- Scenario #4 - Turn on exhaust fans
- Scenario #5 - Turn on the Small Chiller
- Scenario #6 - Turn on the Large Chiller (Small Chiller was turned off for this scenario)

Scenarios #1 and #2 were conducted to verify if the noise of concern is coming from The Summit. Scenarios #3 to #6 were conducted to identify the noise of concern. Closeup measurements of the rooftop equipment were taken to identify whether the HVAC equipment sound signatures correlate with the resident's noise of concern at the two community locations when audible noise from The Summit was confirmed.

MEASUREMENT RESULTS

Noise levels are presented in terms of the L90 which is defined as the sound level that is exceeded for 90% of a given time period. The L90 is generally considered to be representative of the background noise level. Since rooftop mechanical equipment operates to produce a steady and continuous noise, the L90 would best capture HVAC equipment noise levels provided that HVAC equipment noise levels are higher than other background noise (e.g., background traffic).

Measurement results are provided for both 971 Market St and 1140 Vista Heights. Please note that two residents were present at 971 Market St, and several residents were present at 1140 Vista Heights.

971 MARKET STREET

Table 1 presents the measurement results and resident's feedback at 971 Market Street.

Table 1: Measurement Results – 971 Market St.

| Scenario # | Equipment | L ₉₀ (dBA) | Equipment is Audible (Yes/ Uncertain /No) ^[1] | Residents' Feedback |
|------------|--------------------------|-----------------------|--|--|
| 1 | Baseline (all equipment) | 51 | Yes | <ul style="list-style-type: none">Residents noted a familiar tone present, but indicated that it can often be louder |
| 2 | None (background) | 50 - 51 | No | - |
| 3 | Air Handling Units | 47 | Yes | <ul style="list-style-type: none">One resident noted noise from The Summit was audible, but it was not the main noise of concern |



| Scenario # | Equipment | L ₉₀ (dBA) | Equipment is Audible (Yes/ Uncertain /No) ^[1] | Residents' Feedback |
|------------|---------------|-----------------------|--|---|
| 4 | Exhaust Fans | - | Uncertain/No | <ul style="list-style-type: none">One resident was uncertain if there was a change from the previous scenario, the other resident did not believe the noise was audible from The SummitSince no change was noted, no measurements were taken |
| 5 | Small Chiller | 50 | Yes | <ul style="list-style-type: none">One resident believed that a familiar low tone was present, but not the main complaint noise was not present |
| 6 | Large Chiller | 49 - 50 | Yes | <ul style="list-style-type: none">This was immediately recognized as the main noise of concern by both residentsWhile the tone was identified as being audible, it was noted that it can often be louder |

Table Notes:

[1] Based on resident's feedback.

Based on the results in Table 1 and observations made on site, we note the following:

- The main noise of concern was determined to be associated with the Large Chiller;
- It was determined through communication between RWDI field staff and rooftop measurements that the tone of interest (the main noise of concern) is a 315 Hz hum from the Large Chillers' compressors (refer to Figure 2 and discussion below);
- Based on scenarios #2 and #3, we expect that background levels (in the absence of The Summit rooftop equipment noise) to be 47 – 51 dBA during this site visit. The background levels are dominated by traffic noise which varies based on changing traffic pattern;
- In general, rooftop HVAC equipment noise from The Summit had little to no contribution to the overall L₉₀ during the site visit. However, background noise levels are expected to be lower later in the night, which may result in The Summit HVAC equipment to be more audible/measurable over background noise; and
- HVAC equipment noise from the nearby Commercial Lot (942 Hillside) was audible and may have added to the uncertainty in one of the resident's feedback, but this was not the main noise of concern.



1140 VISTA HEIGHTS

Table 2 presents the measurement results and resident's feedback at 1140 Vista Heights.

Table 3: Measurement Results – 1140 Vista Heights.

| Scenario # | Equipment | L ₉₀ (dBA) | Equipment Audible (Yes/ Uncertain /No) ^[1] | Residents' Feedback |
|------------|--------------------------|-----------------------|---|---|
| 1 | Baseline (all equipment) | 42 - 43 | Yes | <ul style="list-style-type: none">The noise of concern was audible and was described as a faint toneThe tone could not be identified on the sound level meterWhen asked to reproduce the noise of concern, the resident hummed a tone which the sound level meter could identify as 315 Hz |
| 2 | None (background) | 43 | No | - |
| 3 | Air Handling Units | 43 - 44 | No | - |
| 4 | Exhaust Fans | - | No | - |
| 5 | Small Chiller | - | No | - |
| 6 | Large Chiller | 43 - 44 | Yes | <ul style="list-style-type: none">Tone was audible to everyone presentWhile the tone was identified as being audible, it was noted that it can often be louderThe tone could not be identified on the sound level meterWhen asked to reproduce the noise of concern, the resident hummed a tone which the sound level meter could identify as 315 Hz |

Table Notes:

[1] Based on resident's feedback.



Based on the results in Table 3 and observations made on site, we note the following:

- Rooftop measurements confirmed that the 315 Hz tone was identified to be from the Large Chiller; and
- HVAC rooftop equipment (including the Large Chiller) noise was not measurable over the existing background levels at this measurement location.

ROOFTOP AT THE SUMMIT

Rooftop HVAC noise measurements were taken to characterize the Large Chillers' acoustical spectrum. Figure 2 shows the frequency spectrum measurements taken for the Large Chiller.

Figure 2: Rooftop Measurement - Large Chiller

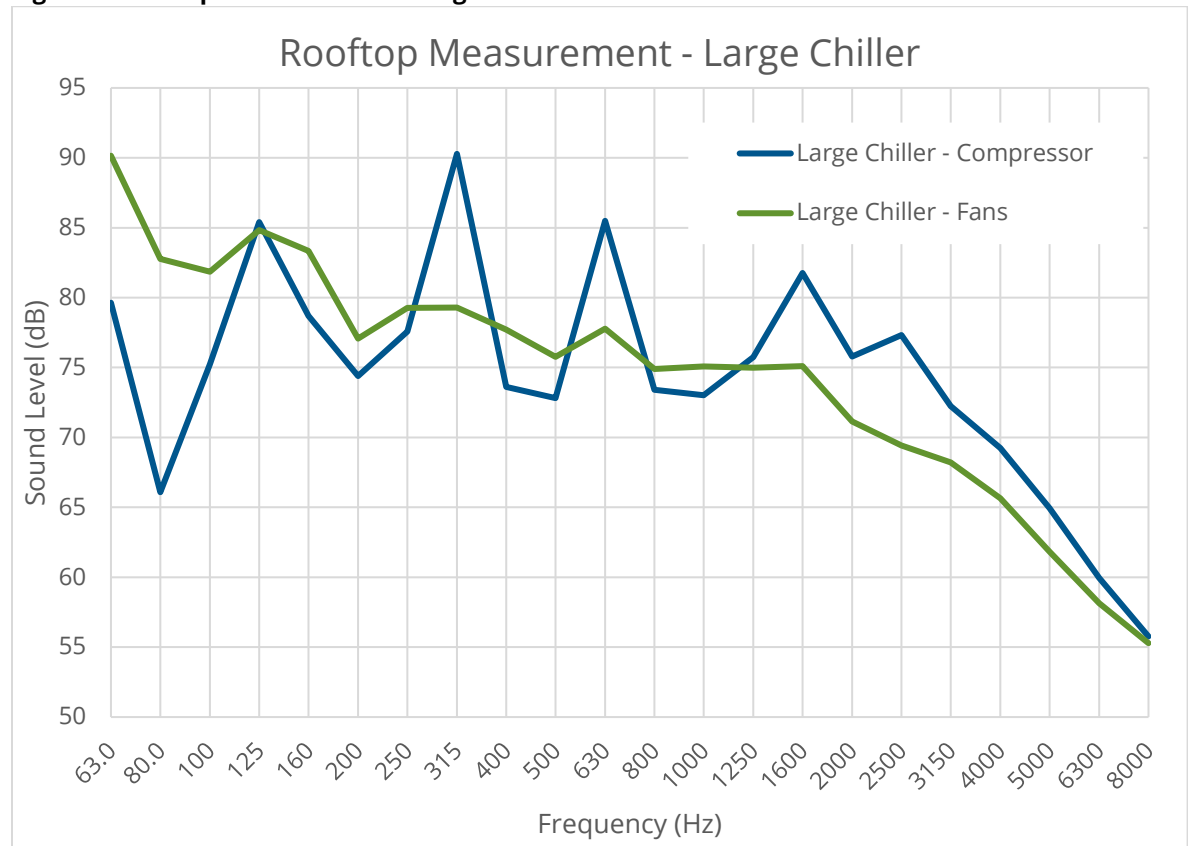


Figure 2 shows that the Large Chiller compressors emit a strong tone at 315 Hz, which continues at the next harmonic (630 Hz). It can also be seen that the 315 Hz tone was not present for the Large Chiller fans. This confirms that the tonal noise of concern is from the Large Chiller compressors.



DISCUSSION ON TONALITY

VICTORIA NOISE BYLAW DEFINITION OF TONALITY

The Victoria Noise Bylaw No. 03-012 states that a +5 dB correction applies when criteria for tonality is met. Criteria for tonality is as follows:

"In order for the tonality correction to apply if measurement is required to determine the presence of tonality, the level in the one-third octave band containing the tone, or the arithmetic average of the levels in a pair of bands containing the tone, must exceed the arithmetic average of the two adjacent bands

- (i) by 3 dB or more for tones in the 500 Hz. to 16 kHz. bands,*
- (ii) by 5 dB or more for tones in the 160 to 400 Hz. bands,*
- (iii) and by 10 dB or more for tones in the 31.5 to 125 Hz. bands;"*

The bylaw addresses tones by applying a correction (penalty) to the bylaw noise limits only if the noise of concern meets the bylaw's definition for tonality. It should be noted that tones may be measurable on a sound level meter but not meet the bylaw criteria for a tonal penalty. Furthermore, a tone can be audible but not measurable on a sound level meter – this occurs when background noise levels are high enough to mask the tone.

971 MARKET STREET

Measurements from August 2021 indicate that the Large Chiller noise levels at 971 Market Street meet the Victoria Bylaw's criteria for tonality when the chiller is operating at 100% load, but not at 60% load (despite a visible peak at 315 Hz). As such, the tonality penalty only applies when the chiller is operating at or close to 100% load. In view of this, the Large Chiller generally meets the bylaw noise level limits until it reaches close to 100% load.

Measurements from July 14, 2022 at 971 Market Street indicate a small visible tone at 315 Hz. This tone was audible to residents, CRD staff, and RWDI field engineers. Background noise levels during the measurements were noted to be masking the tone. As the tone did not meet the bylaw definition of tonality, noise levels were within bylaw limits during the measurement period.

1140 VISTA HEIGHTS

Measurements at 1140 Vista Heights indicate no change in L90 levels when rooftop equipment was running. In addition, the 315 Hz was not measurable over existing background noise levels. Despite having no influence on the measured noise levels, the Large Chiller and its 315 Hz tone was faintly audible to everyone on site.



RECOMMENDATIONS

We provide the following noise control recommendations:

Option 1 (Preferred Approach)

1. Enclose the Large Chiller. The enclosure should block noise from all four sides of the chiller and the roof of the enclosure should be constructed with rows of acoustical silencers. This is the best approach to ensure noise from the chiller is probably addressed at the residences.

Option 2

2. Convert the existing acoustic louvers to a solid noise barrier. The following design parameters should be implemented:
 - The barrier must be solid/continuous with no holes or gaps;
 - The barrier should extend from roof level to 1 m above the top of the unit*;
 - The side facing the unit should be absorptive; and
 - The barrier material should have a minimum rating of STC 25 - 30.

*The existing acoustic louvres includes a sizable gap at the bottom

If you plan to proceed with Option 2, we recommend that a mock-up enclosure be installed and tested prior to installation (and purchase) of the noise barrier. The test enclosure can be constructed with plywood over the existing acoustic louver framing. This would give a good indication of the expected noise reduction that can be obtained using an acoustic noise barrier.

It should be noted that while Option 2 is expected to reduce its noise level at the residences, it should be noted that due to the nature of the complaint, the audible tone is likely to persist but at a quieter level.

We note that both options likely have design challenges. During the design phase, we recommended a solid barrier for the Large Chiller which was deemed unfeasible due to design constraints (i.e., airflow, snow loading, structural requirements, etc.). We recommend consulting with the appropriate engineering disciplines to confirm the feasibility of the noise barrier design (i.e., Structural and Mechanical, etc.).



We trust that the information provided herein meets your needs at this time.

Please do not hesitate to contact us with any further questions.

A handwritten signature in black ink, appearing to read 'Curtis'.

Curtis Langley, B.Sc.
Acoustic Scientist

cc: Chris Fraser, P.Eng.

A handwritten signature in black ink, appearing to read 'Philip Tsui'.

Philip Tsui, P.Eng.
Senior Acoustical Engineer

Acoustic Analysis Report

Project

Summit Chiller Noise – Vancouver – 8.22.2022

- Analyzed Discharge and Radiated / Intake Sound Paths from CH-1,2 Chillers to specified receiver points.
- Created Summation Paths for total Sound Pressure for both receiver points.
- Propose replacing existing louver wall with an acoustic panel (4" Thick) barrier wall at 13'-0" High. As well as adding an intake silencer bank at the South side of the large chiller CH-2. See bottom page for proposal markups.

Prepared by

Adam Nedelec

Date

August 22, 2022

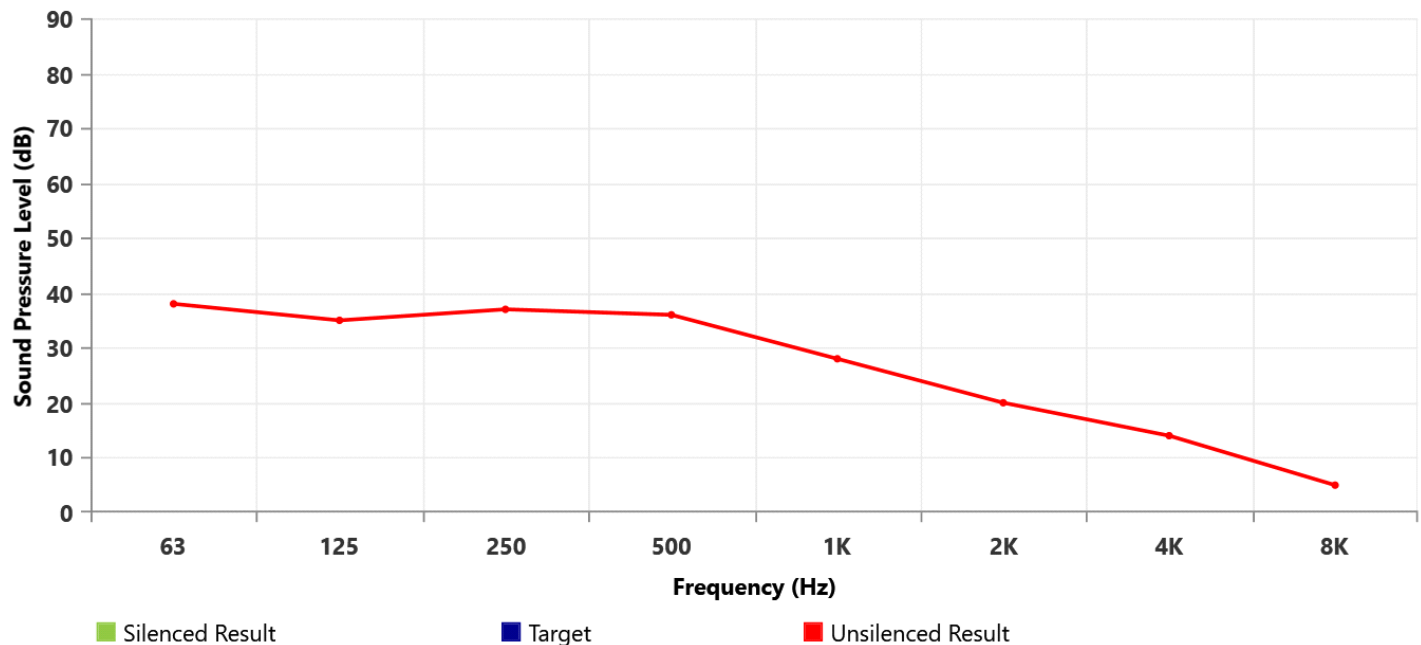
PROJECT: SUMMIT CHILLER NOISE -
VANCOUVER
LOCATION:
DATE: AUGUST 22, 2022
REVISION:

REP NAME:
REP OFFICE:
ENGINEER:
CONTRACTOR:



CH1 - DISCHARGE - 971 MARKET STREET

| Element | 63Hz | 125Hz | 250Hz | 500Hz | 1KHz | 2KHz | 4KHz | 8KHz | Comments |
|--|-----------|-----------|-----------|-----------|-----------|-----------|-----------|----------|---|
| Source - CH-1 - SMALL CHILLER | 88 | 87 | 91 | 93 | 87 | 82 | 78 | 69 | 130 TONS 94425 CFM |
| Barrier - 13'-0" FREE STANDING BARRIER WALL | -10 | -12 | -14 | -17 | -19 | -22 | -24 | -24 | Price Acoustical Panels-4" Thick Solid / Solid. (156" Actual Height) |
| 971 MARKET STREET | -40 | -40 | -40 | -40 | -40 | -40 | -40 | -40 | 400'-0" AWAY AT BALCONY OF CONDOMINIUM. 45 dBA AS PER NOISE ORDINANCE FOR QUIET DISTRICT AT NIGHT TIME. |
| Sum | 38 | 35 | 37 | 36 | 28 | 20 | 14 | 5 | |
| Target: | 45 dBA | | | | | | | | |
| Current: | 35 dBA | | | | | | | | |



PROJECT: SUMMIT CHILLER NOISE -
VANCOUVER

LOCATION:
DATE: AUGUST 22, 2022
REVISION:

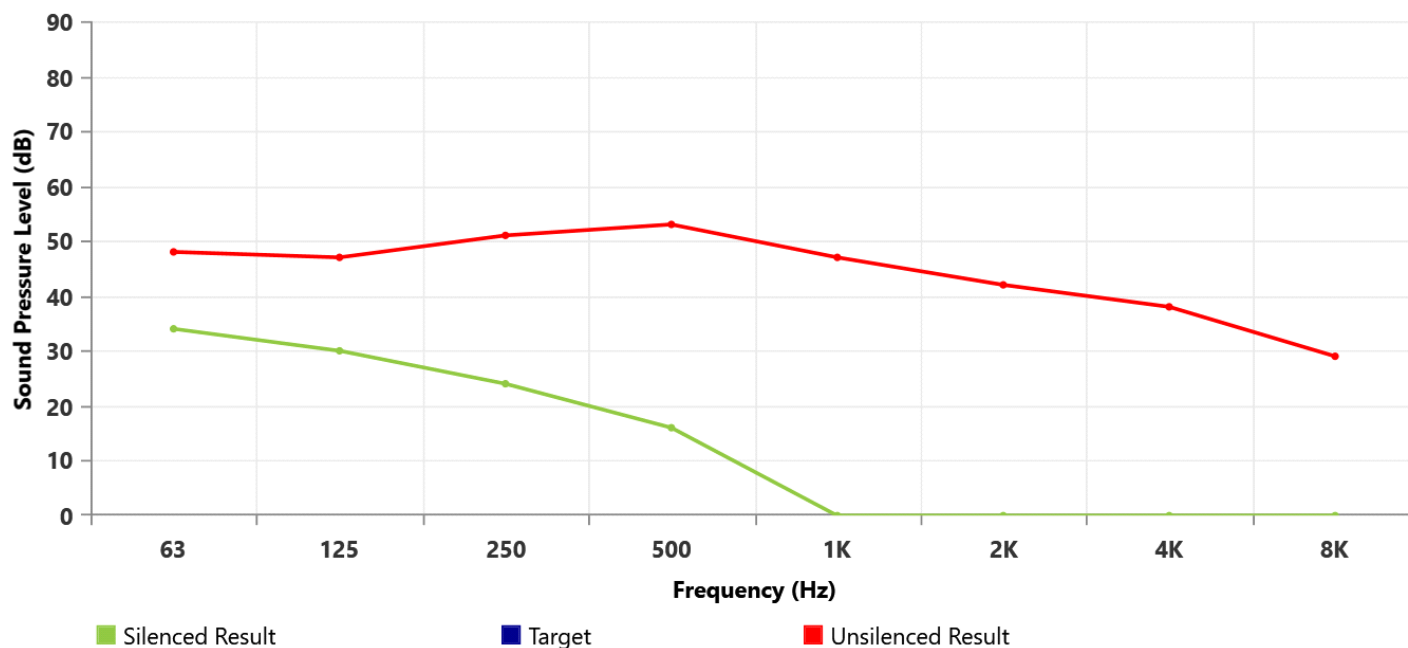
REP NAME:

REP OFFICE:
ENGINEER:
CONTRACTOR:



CH1 - DISCHARGE - 971 MARKET STREET THRU PANELS

| Element | 63Hz | 125Hz | 250Hz | 500Hz | 1KHz | 2KHz | 4KHz | 8KHz | Comments |
|-------------------------------|------------|------------|------------|------------|------------|------------|------------|------------|---|
| Source - CH-1 - SMALL CHILLER | 88 | 87 | 91 | 93 | 87 | 82 | 78 | 69 | 130 TONS 94425 CFM |
| Acoustic Panel | -14 | -17 | -27 | -37 | -48 | -56 | -60 | -58 | AP |
| 971 MARKET STREET | -40 | -40 | -40 | -40 | -40 | -40 | -40 | -40 | 400'-0" AWAY AT BALCONY OF CONDOMINIUM. 45 dBA AS PER NOISE ORDINANCE FOR QUIET DISTRICT AT NIGHT TIME. |
| Sum | 34 | 30 | 24 | 16 | 0 | 0 | 0 | 0 | |
| Target: | 45 dBA | | | | | | | | |
| Current: | 19 dBA | | | | | | | | |



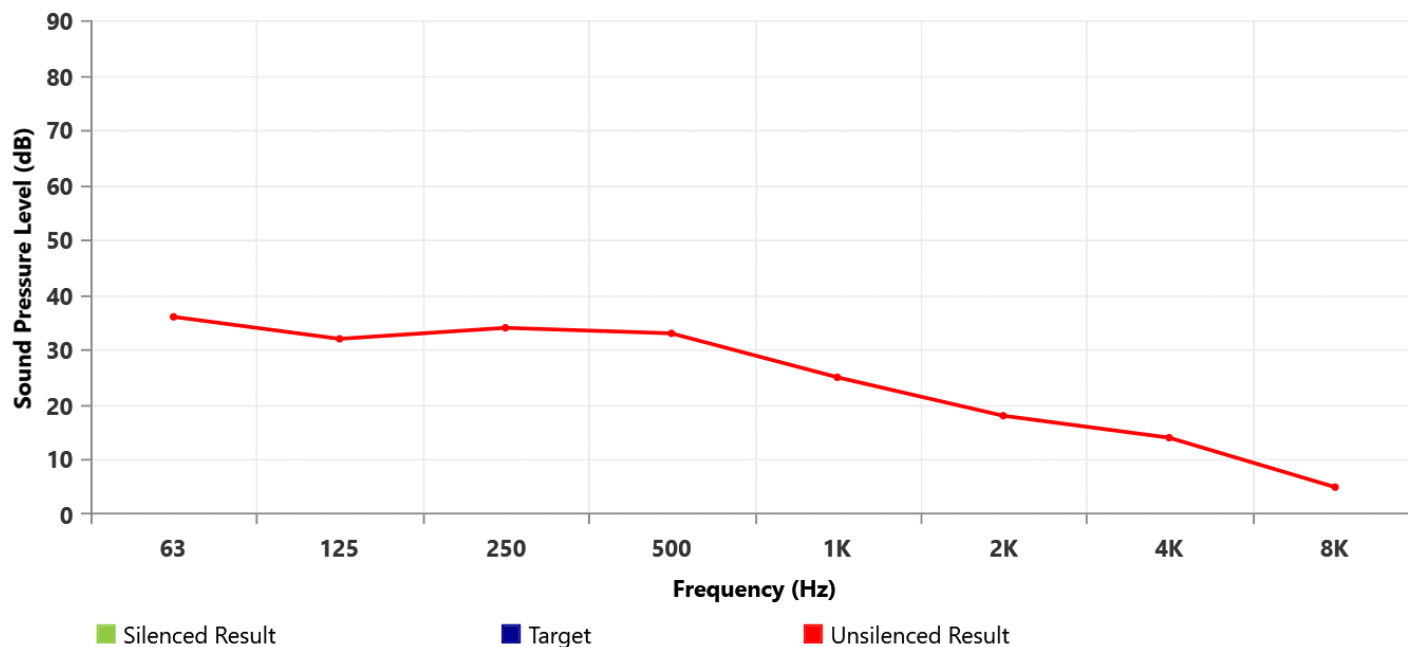
PROJECT: SUMMIT CHILLER NOISE -
VANCOUVER
LOCATION:
DATE: AUGUST 22, 2022
REVISION:

REP NAME:
REP OFFICE:
ENGINEER:
CONTRACTOR:



CH1 - INTAKE/RADIATED - 971 MARKET STREET

| Element | 63Hz | 125Hz | 250Hz | 500Hz | 1KHz | 2KHz | 4KHz | 8KHz | Comments |
|--|-----------|-----------|-----------|-----------|-----------|-----------|-----------|----------|---|
| Source - CH-1 - SMALL CHILLER | 88 | 87 | 91 | 93 | 87 | 82 | 78 | 69 | 130 TONS 94425 CFM |
| Barrier - 13'-0" FREE STANDING BARRIER WALL | -12 | -15 | -17 | -20 | -22 | -24 | -24 | -24 | Price Acoustical Panels-4" Thick Solid / Solid. (156" Actual Height) |
| 971 MARKET STREET | -40 | -40 | -40 | -40 | -40 | -40 | -40 | -40 | 400'-0" AWAY AT BALCONY OF CONDOMINIUM. 45 dBA AS PER NOISE ORDINANCE FOR QUIET DISTRICT AT NIGHT TIME. |
| Sum | 36 | 32 | 34 | 33 | 25 | 18 | 14 | 5 | |
| Target: | 45 dBA | | | | | | | | |
| Current: | 33 dBA | | | | | | | | |



PROJECT: SUMMIT CHILLER NOISE -
VANCOUVER

LOCATION:
DATE: AUGUST 22, 2022
REVISION:

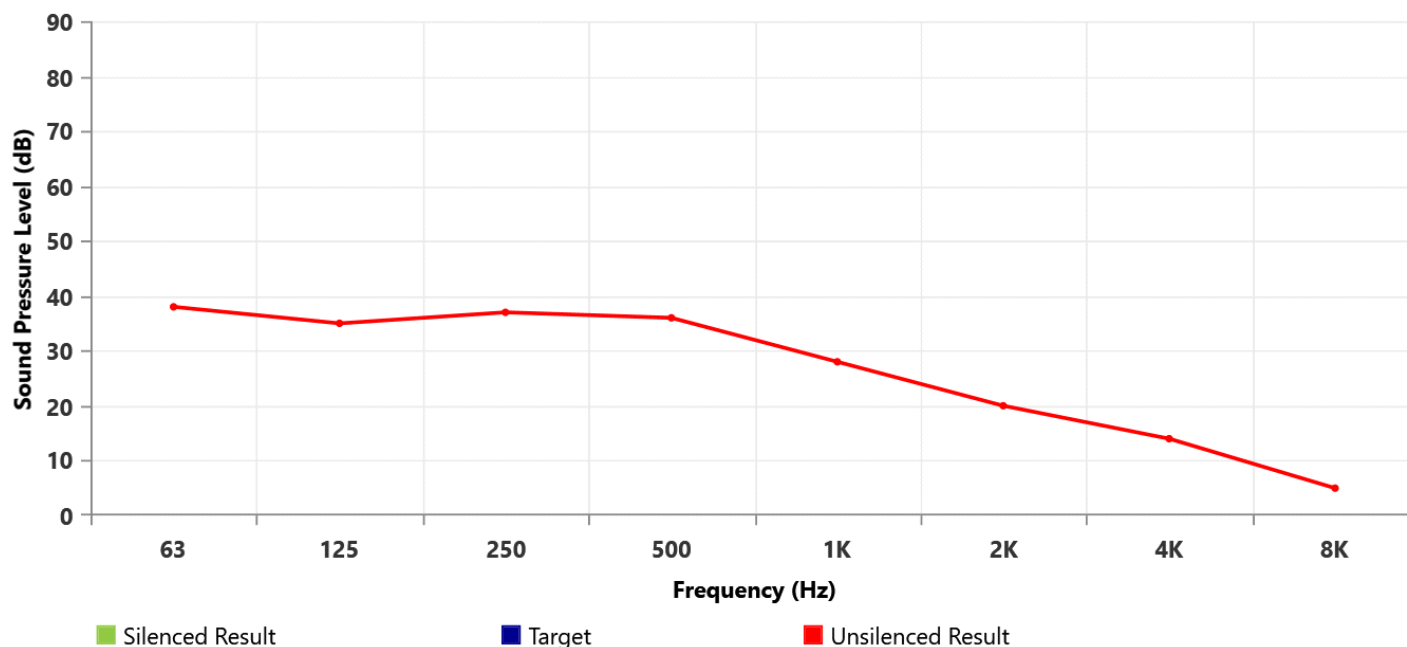
REP NAME:

REP OFFICE:
ENGINEER:
CONTRACTOR:



CH1 - DISCHARGE - 1140 VISTA HEIGHTS *FANS*

| Element | 63Hz | 125Hz | 250Hz | 500Hz | 1KHz | 2KHz | 4KHz | 8KHz | Comments |
|--|-----------|-----------|-----------|-----------|-----------|-----------|-----------|----------|--|
| Source - CH-1 - SMALL CHILLER | 88 | 87 | 91 | 93 | 87 | 82 | 78 | 69 | 130 TONS 94425 CFM ASSUMED SPL DATA IS TAKEN AT UNIT WITH NO DISTANCE EFFECT. |
| Barrier - 13'-0" FREE STANDING BARRIER WALL | -10 | -12 | -14 | -17 | -19 | -22 | -24 | -24 | Price Acoustical Panels-4" Thick Solid / Solid. (156" Actual Height) |
| 1140 VISTA HEIGHTS | -40 | -40 | -40 | -40 | -40 | -40 | -40 | -40 | 1000'-0" AWAY AT 1140 VISTA HEIGHTS RESIDENTS. 45 dBA AS PER NOISE ORDINANCE FOR QUIET DISTRICT AT NIGHT TIME. |
| Sum | 38 | 35 | 37 | 36 | 28 | 20 | 14 | 5 | |
| Target: | 45 dBA | | | | | | | | |
| Current: | 35 dBA | | | | | | | | |



PROJECT: SUMMIT CHILLER NOISE -
VANCOUVER

LOCATION:
DATE: AUGUST 22, 2022
REVISION:

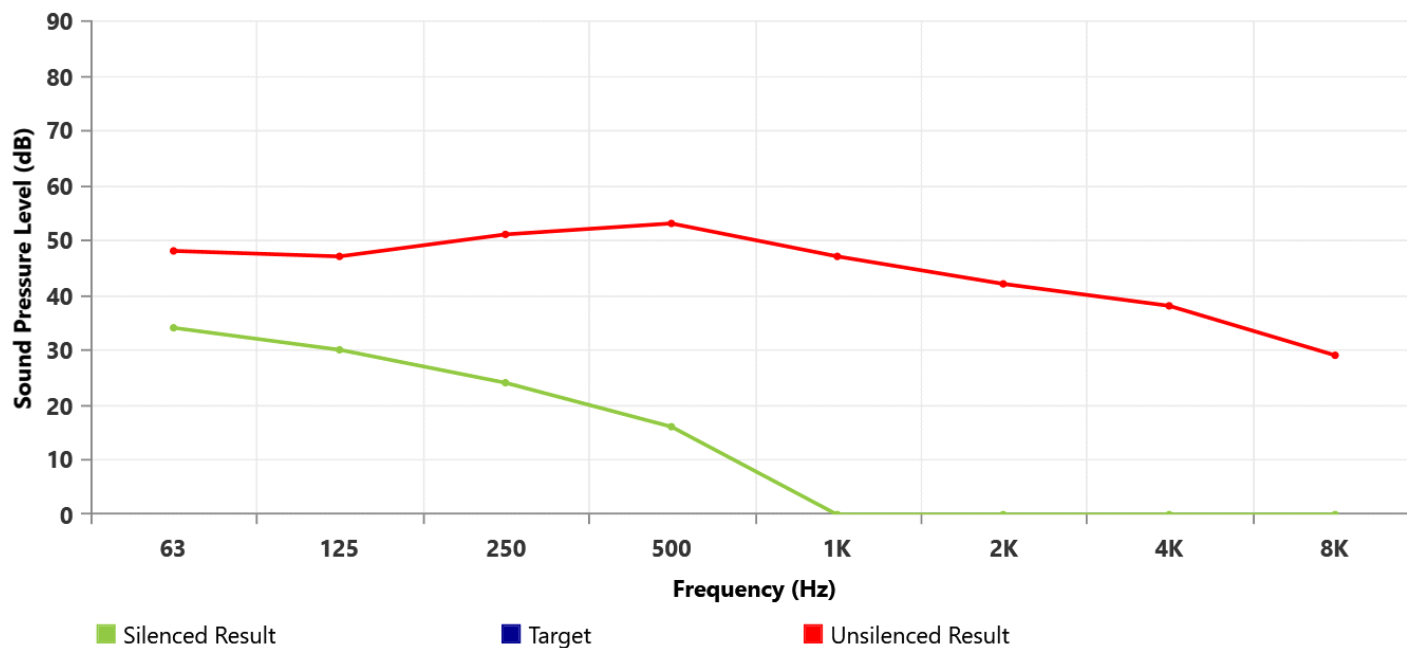
REP NAME:

REP OFFICE:
ENGINEER:
CONTRACTOR:



CH1 - DISCHARGE - 1140 VISTA HEIGHTS THRU PANELS

| Element | 63Hz | 125Hz | 250Hz | 500Hz | 1KHz | 2KHz | 4KHz | 8KHz | Comments |
|-------------------------------|--------|-------|-------|-------|------|------|------|------|--|
| Source - CH-1 - SMALL CHILLER | 88 | 87 | 91 | 93 | 87 | 82 | 78 | 69 | 130 TONS 94425 CFM ASSUMED SPL DATA IS TAKEN AT UNIT WITH NO DISTANCE EFFECT. |
| Acoustic Panel | -14 | -17 | -27 | -37 | -48 | -56 | -60 | -58 | AP |
| 1140 VISTA HEIGHTS | -40 | -40 | -40 | -40 | -40 | -40 | -40 | -40 | 1000'-0" AWAY AT 1140 VISTA HEIGHTS RESIDENTS. 45 dBA AS PER NOISE ORDINANCE FOR QUIET DISTRICT AT NIGHT TIME. |
| Sum | 34 | 30 | 24 | 16 | 0 | 0 | 0 | 0 | |
| Target: | 45 dBA | | | | | | | | |
| Current: | 19 dBA | | | | | | | | |



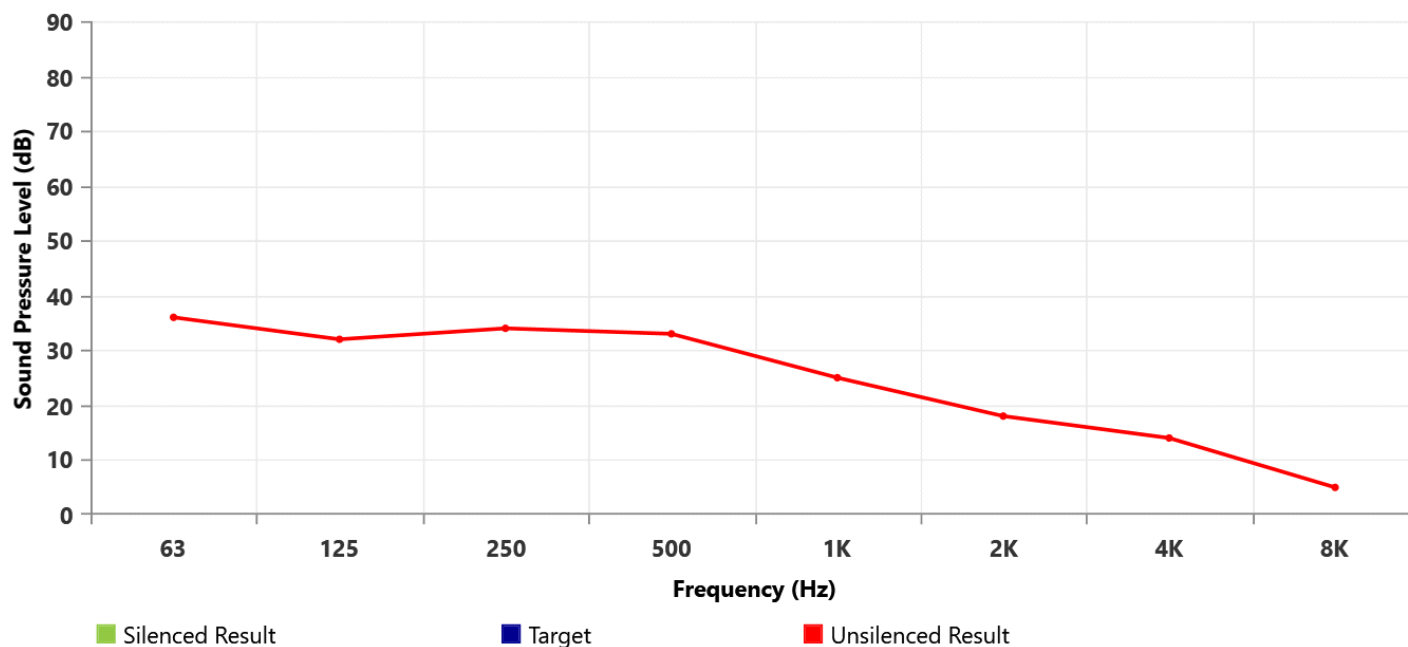
PROJECT: SUMMIT CHILLER NOISE -
VANCOUVER
LOCATION:
DATE: AUGUST 22, 2022
REVISION:

REP NAME:
REP OFFICE:
ENGINEER:
CONTRACTOR:



CH1 - INTAKE/RADIATED - 1140 VISTA HEIGHTS *FANS*

| Element | 63Hz | 125Hz | 250Hz | 500Hz | 1KHz | 2KHz | 4KHz | 8KHz | Comments |
|--|-----------|-----------|-----------|-----------|-----------|-----------|-----------|----------|--|
| Source - CH-1 - SMALL CHILLER | 88 | 87 | 91 | 93 | 87 | 82 | 78 | 69 | 130 TONS 94425 CFM TAKEN AT UNIT WITH NO DISTANCE EFFECT. |
| Barrier - 13'-0" FREE STANDING BARRIER WALL | -12 | -15 | -17 | -20 | -22 | -24 | -24 | -24 | Price Acoustical Panels-4" Thick Solid / Solid. (156" Actual Height) |
| 1140 VISTA HEIGHTS | -40 | -40 | -40 | -40 | -40 | -40 | -40 | -40 | 1000'-0" AWAY AT 1140 VISTA HEIGHTS RESIDENTS. 45 dBA AS PER NOISE ORDINANCE FOR QUIET DISTRICT AT NIGHT TIME. |
| Sum | 36 | 32 | 34 | 33 | 25 | 18 | 14 | 5 | |
| Target: | 45 dBA | | | | | | | | |
| Current: | 33 dBA | | | | | | | | |



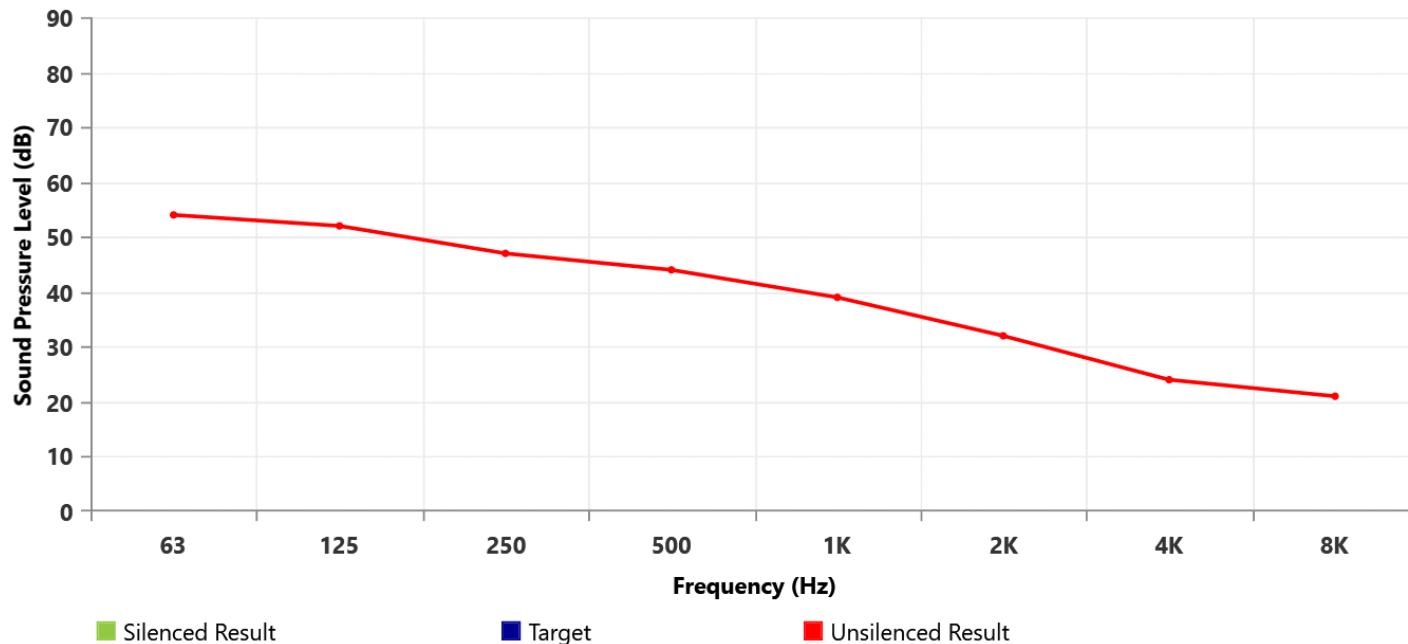
PROJECT: SUMMIT CHILLER NOISE -
VANCOUVER
LOCATION:
DATE: AUGUST 22, 2022
REVISION:

REP NAME:
REP OFFICE:
ENGINEER:
CONTRACTOR:



CH2 - DISCHARGE - 971 MARKET STREET

| Element | 63Hz | 125Hz | 250Hz | 500Hz | 1KHz | 2KHz | 4KHz | 8KHz | Comments |
|--|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|---|
| Source - CH-2 - LARGE CHILLER | 104 | 104 | 101 | 101 | 98 | 94 | 88 | 85 | 250 TONS 73,624 CFM TAKEN AT UNIT WITH NO DISTANCE EFFECT. |
| Barrier - 13'-0" FREE STANDING BARRIER WALL | -10 | -12 | -14 | -17 | -19 | -22 | -24 | -24 | Price Acoustical Panels-4" Thick Solid / Solid. (156" Actual Height) |
| 971 MARKET STREET | -40 | -40 | -40 | -40 | -40 | -40 | -40 | -40 | 400'-0" AWAY AT BALCONY OF CONDOMINIUM. 45 dBA AS PER NOISE ORDINANCE FOR QUIET DISTRICT AT NIGHT TIME. |
| Sum | 54 | 52 | 47 | 44 | 39 | 32 | 24 | 21 | |
| Target: | 45 dBA | | | | | | | | |
| Current: | 45 dBA | | | | | | | | |



PROJECT: SUMMIT CHILLER NOISE -
VANCOUVER

LOCATION:
DATE: AUGUST 22, 2022
REVISION:

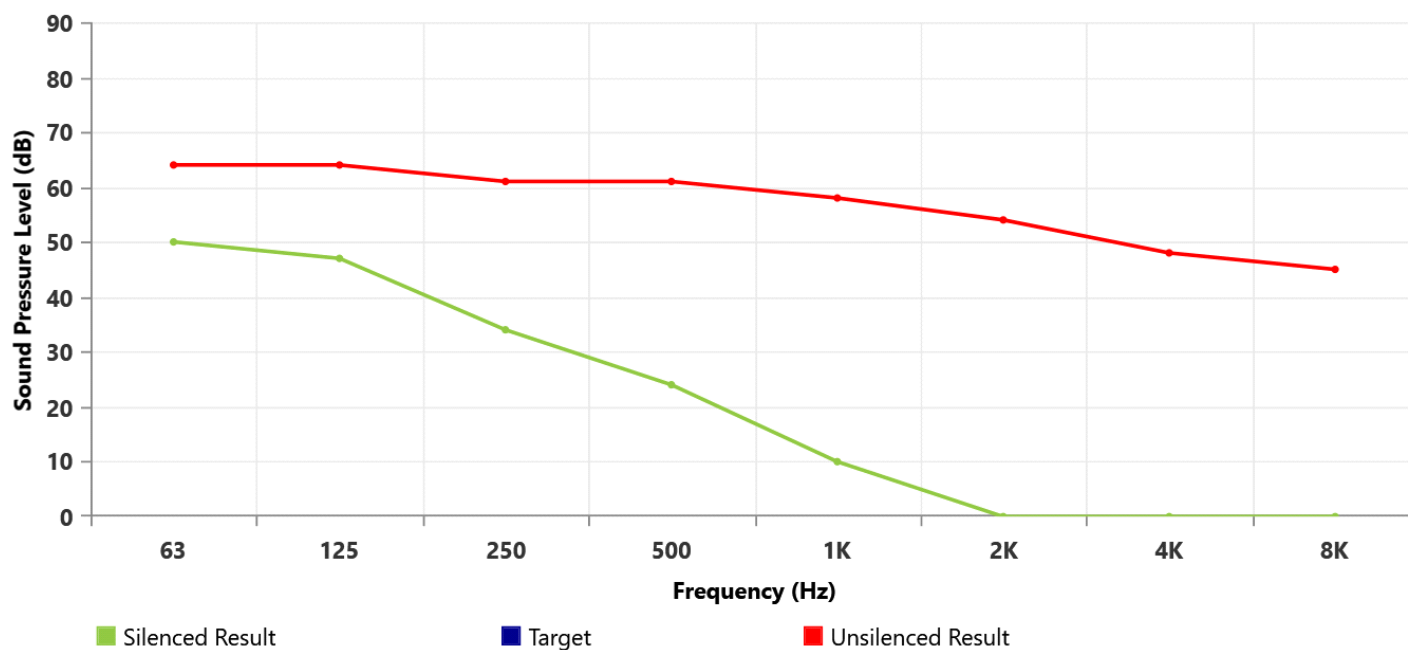
REP NAME:

REP OFFICE:
ENGINEER:
CONTRACTOR:



CH2 - DISCHARGE - 971 MARKET STREET THRU PANELS

| Element | 63Hz | 125Hz | 250Hz | 500Hz | 1KHz | 2KHz | 4KHz | 8KHz | Comments |
|-------------------------------|--------|-------|-------|-------|------|------|------|------|---|
| Source - CH-2 - LARGE CHILLER | 104 | 104 | 101 | 101 | 98 | 94 | 88 | 85 | 250 TONS 73,624 CFM TAKEN AT UNIT WITH NO DISTANCE EFFECT. |
| Acoustic Panel | -14 | -17 | -27 | -37 | -48 | -56 | -60 | -58 | AP |
| 971 MARKET STREET | -40 | -40 | -40 | -40 | -40 | -40 | -40 | -40 | 400'-0" AWAY AT BALCONY OF CONDOMINIUM. 45 dBA AS PER NOISE ORDINANCE FOR QUIET DISTRICT AT NIGHT TIME. |
| Sum | 50 | 47 | 34 | 24 | 10 | 0 | 0 | 0 | |
| Target: | 45 dBA | | | | | | | | |
| Current: | 33 dBA | | | | | | | | |



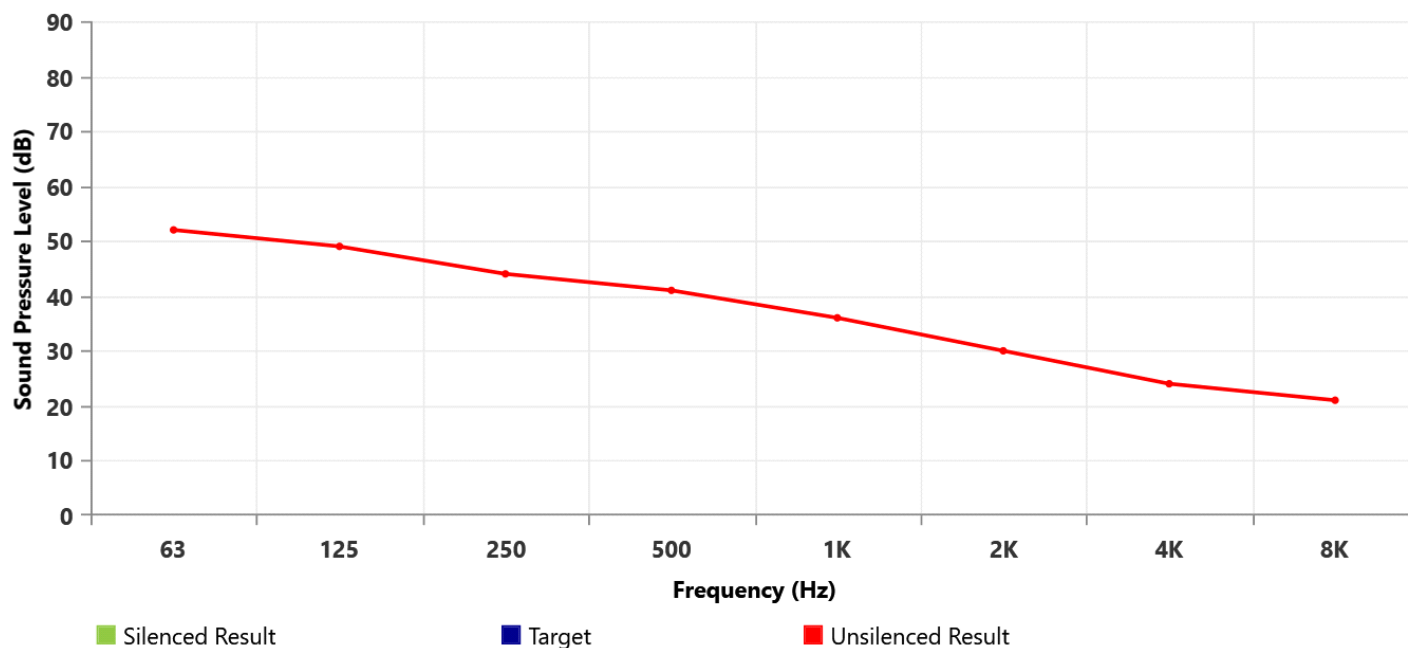
PROJECT: SUMMIT CHILLER NOISE - VANCOUVER
 LOCATION:
 DATE: AUGUST 22, 2022
 REVISION:

REP NAME:
 REP OFFICE:
 ENGINEER:
 CONTRACTOR:



CH2 - INTAKE/RADIATED - 971 MARKET STREET

| Element | 63Hz | 125Hz | 250Hz | 500Hz | 1KHz | 2KHz | 4KHz | 8KHz | Comments |
|---|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|--|
| Source - CH-2 - LARGE CHILLER | 104 | 104 | 101 | 101 | 98 | 94 | 88 | 85 | 250 TONS 73,624 CFM TAKEN AT UNIT WITH NO DISTANCE EFFECT. |
| Barrier - 13'-0" FREE STANDING BARRIER WALL | -12 | -15 | -17 | -20 | -22 | -24 | -24 | -24 | Price Acoustical Panels-4" Thick Solid / Solid. (156" Actual Height) |
| 971 MARKET STREET | -40 | -40 | -40 | -40 | -40 | -40 | -40 | -40 | 400'-0" AWAY AT BALCONY OF CONDOMINIUM. 45 dBA AS PER NOISE ORDINANCE FOR QUIET DISTRICT AT NIGHT TIME. |
| Sum | 52 | 49 | 44 | 41 | 36 | 30 | 24 | 21 | |
| Target: | 45 dBA | | | | | | | | |
| Current: | 42 dBA | | | | | | | | |



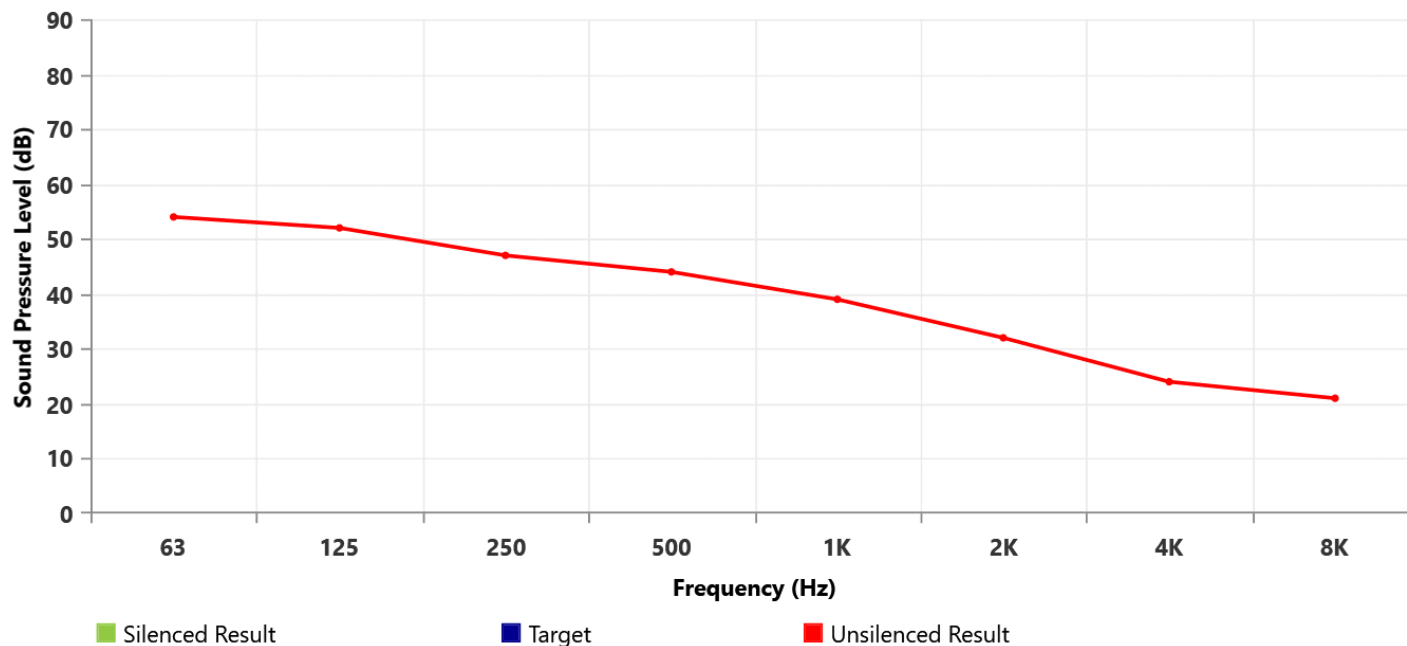
PROJECT: SUMMIT CHILLER NOISE -
VANCOUVER
LOCATION:
DATE: AUGUST 22, 2022
REVISION:

REP NAME:
REP OFFICE:
ENGINEER:
CONTRACTOR:



CH2 - DISCHARGE - 1140 VISTA HEIGHTS *FANS*

| Element | 63Hz | 125Hz | 250Hz | 500Hz | 1KHz | 2KHz | 4KHz | 8KHz | Comments |
|--|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|--|
| Source - CH-2 - LARGE CHILLER | 104 | 104 | 101 | 101 | 98 | 94 | 88 | 85 | 250 TONS 73,624 CFM TAKEN AT UNIT WITH NO DISTANCE EFFECT. |
| Barrier - 13'-0" FREE STANDING BARRIER WALL | -10 | -12 | -14 | -17 | -19 | -22 | -24 | -24 | Price Acoustical Panels-4" Thick Solid / Solid. (156" Actual Height) |
| 1140 VISTA HEIGHTS | -40 | -40 | -40 | -40 | -40 | -40 | -40 | -40 | 1000'-0" AWAY AT 1140 VISTA HEIGHTS RESIDENTS. 45 dBA AS PER NOISE ORDINANCE FOR QUIET DISTRICT AT NIGHT TIME. |
| Sum | 54 | 52 | 47 | 44 | 39 | 32 | 24 | 21 | |
| Target: | 45 dBA | | | | | | | | |
| Current: | 45 dBA | | | | | | | | |



PROJECT: SUMMIT CHILLER NOISE -
VANCOUVER

LOCATION:
DATE: AUGUST 22, 2022
REVISION:

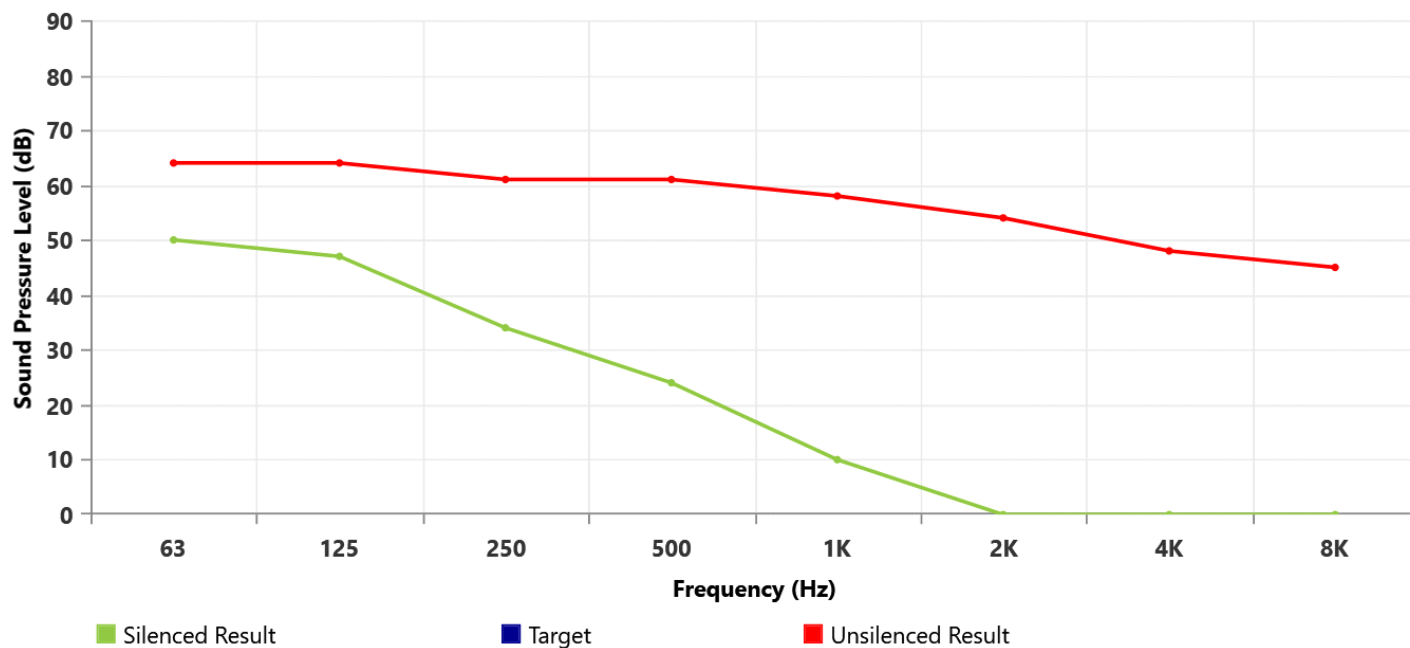
REP NAME:

REP OFFICE:
ENGINEER:
CONTRACTOR:



CH2 - DISCHARGE - 1140 VISTA HEIGHTS THRU PANELS

| Element | 63Hz | 125Hz | 250Hz | 500Hz | 1KHz | 2KHz | 4KHz | 8KHz | Comments |
|-------------------------------|------------|------------|------------|------------|------------|------------|------------|------------|--|
| Source - CH-2 - LARGE CHILLER | 104 | 104 | 101 | 101 | 98 | 94 | 88 | 85 | 250 TONS 73,624 CFM TAKEN AT UNIT WITH NO DISTANCE EFFECT. |
| Acoustic Panel | -14 | -17 | -27 | -37 | -48 | -56 | -60 | -58 | AP |
| 1140 VISTA HEIGHTS | -40 | -40 | -40 | -40 | -40 | -40 | -40 | -40 | 1000'-0" AWAY AT 1140 VISTA HEIGHTS RESIDENTS. 45 dBA AS PER NOISE ORDINANCE FOR QUIET DISTRICT AT NIGHT TIME. |
| Sum | 50 | 47 | 34 | 24 | 10 | 0 | 0 | 0 | |
| Target: | 45 dBA | | | | | | | | |
| Current: | 33 dBA | | | | | | | | |



PROJECT: SUMMIT CHILLER NOISE -
VANCOUVER

LOCATION:
DATE: AUGUST 22, 2022
REVISION:

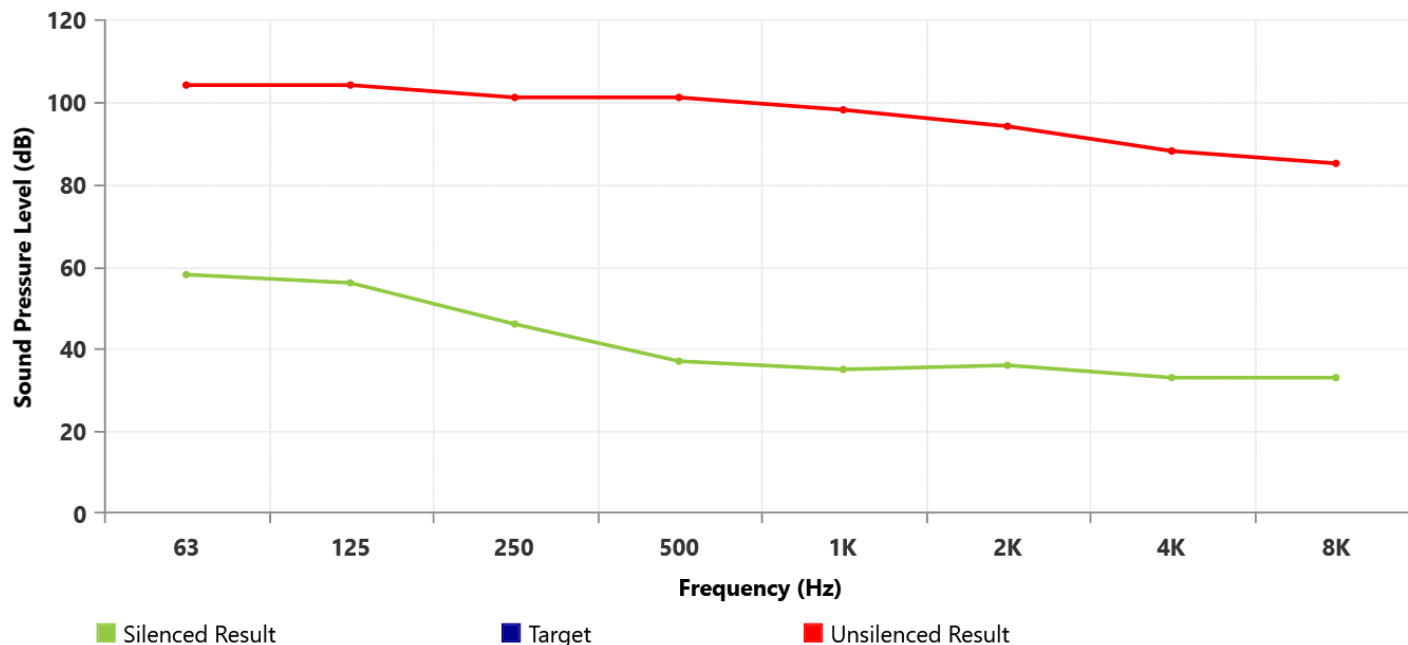
REP NAME:

REP OFFICE:
ENGINEER:
CONTRACTOR:



CH2 - INTAKE/RADIATED - 1140 VISTA HEIGHTS *FANS*

| Element | 63Hz | 125Hz | 250Hz | 500Hz | 1KHz | 2KHz | 4KHz | 8KHz | Comments |
|---------------------------------|-----------|-----------|------------|------------|------------|------------|------------|------------|--|
| Source - CH-2 - LARGE CHILLER | 104 | 104 | 101 | 101 | 98 | 94 | 88 | 85 | 250 TONS 73,624 CFM TAKEN AT UNIT WITH NO DISTANCE EFFECT. |
| Silencer - CH-2 INTAKE | -6 | -8 | -15 | -24 | -23 | -18 | -15 | -12 | RH36/4D |
| Silencer (regen.) - CH-2 INTAKE | 63 | 49 | 45 | 47 | 54 | 59 | 60 | 55 | |
| 1140 VISTA HEIGHTS | -40 | -40 | -40 | -40 | -40 | -40 | -40 | -40 | 1000'-0" AWAY AT 1140 VISTA HEIGHTS RESIDENTS. 45 dBA AS PER NOISE ORDINANCE FOR QUIET DISTRICT AT NIGHT TIME. |
| Sum | 58 | 56 | 46 | 37 | 35 | 36 | 33 | 33 | |
| Target: | 45 dBA | | | | | | | | |
| Current: | 45 dBA | | | | | | | | |



PROJECT: SUMMIT CHILLER NOISE -
VANCOUVER

LOCATION:
DATE: AUGUST 22, 2022
REVISION:

REP NAME:

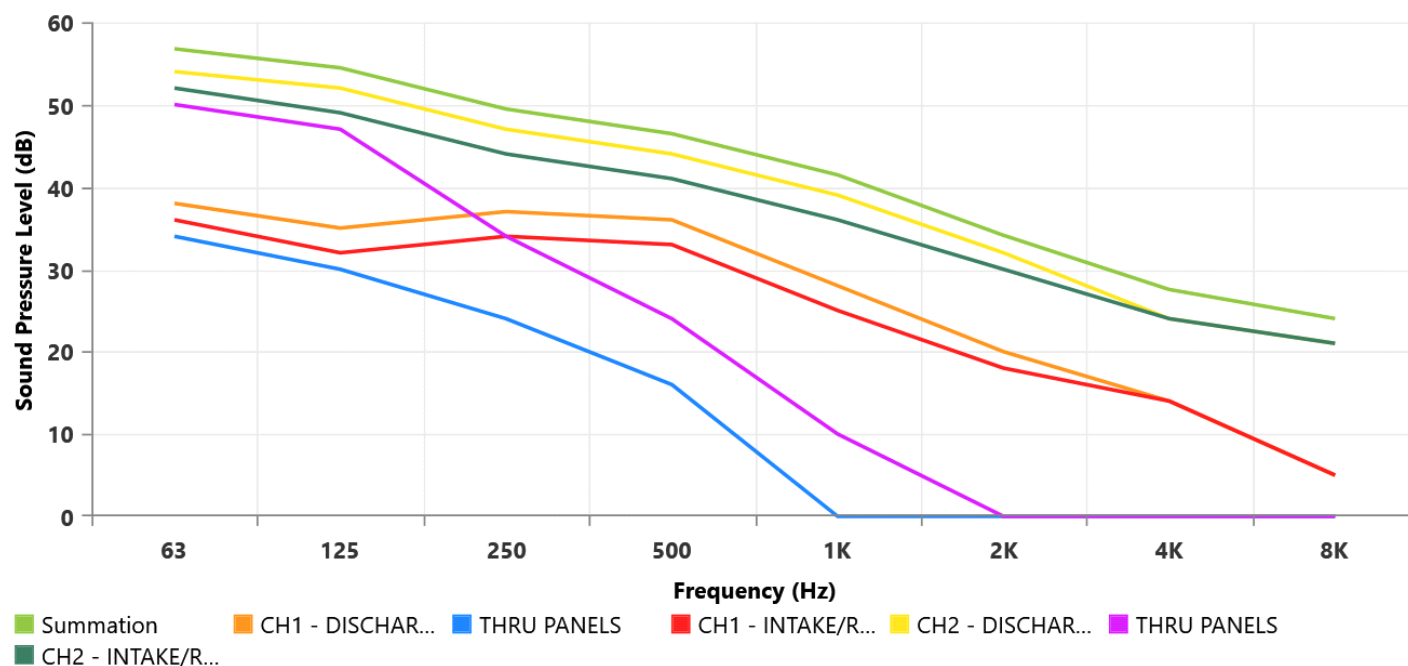
REP OFFICE:
ENGINEER:
CONTRACTOR:



TOTAL SOUND PRESSURE @ MARKET (CH1+CH2) ~ 400FT

STANDALONE BARRIER WALL ALONG
WITH INTAKE SILENCER BANK ON ONE
SIDE OF CH-2.

| Path | 63Hz | 125Hz | 250Hz | 500Hz | 1KHz | 2KHz | 4KHz | 8KHz |
|--|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|
| CH1 - DISCHARGE - 971 MARKET STREET | 38 | 35 | 37 | 36 | 28 | 20 | 14 | 5 |
| CH1 - DISCHARGE - 971 MARKET STREET THRU PANELS | 34 | 30 | 24 | 16 | 0 | 0 | 0 | 0 |
| CH1 - INTAKE/RADIATED - 971 MARKET STREET | 36 | 32 | 34 | 33 | 25 | 18 | 14 | 5 |
| CH2 - DISCHARGE - 971 MARKET STREET | 54 | 52 | 47 | 44 | 39 | 32 | 24 | 21 |
| CH2 - DISCHARGE - 971 MARKET STREET THRU PANELS | 50 | 47 | 34 | 24 | 10 | 0 | 0 | 0 |
| CH2 - INTAKE/RADIATED - 971 MARKET STREET | 52 | 49 | 44 | 41 | 36 | 30 | 24 | 21 |
| Sum | 57 | 54 | 49 | 46 | 41 | 34 | 28 | 24 |
| Target: | | | | | | | | |
| Current: | 47 dBA | | | | | | | |



PROJECT: SUMMIT CHILLER NOISE -
VANCOUVER

LOCATION:
DATE: AUGUST 22, 2022
REVISION:

REP NAME:

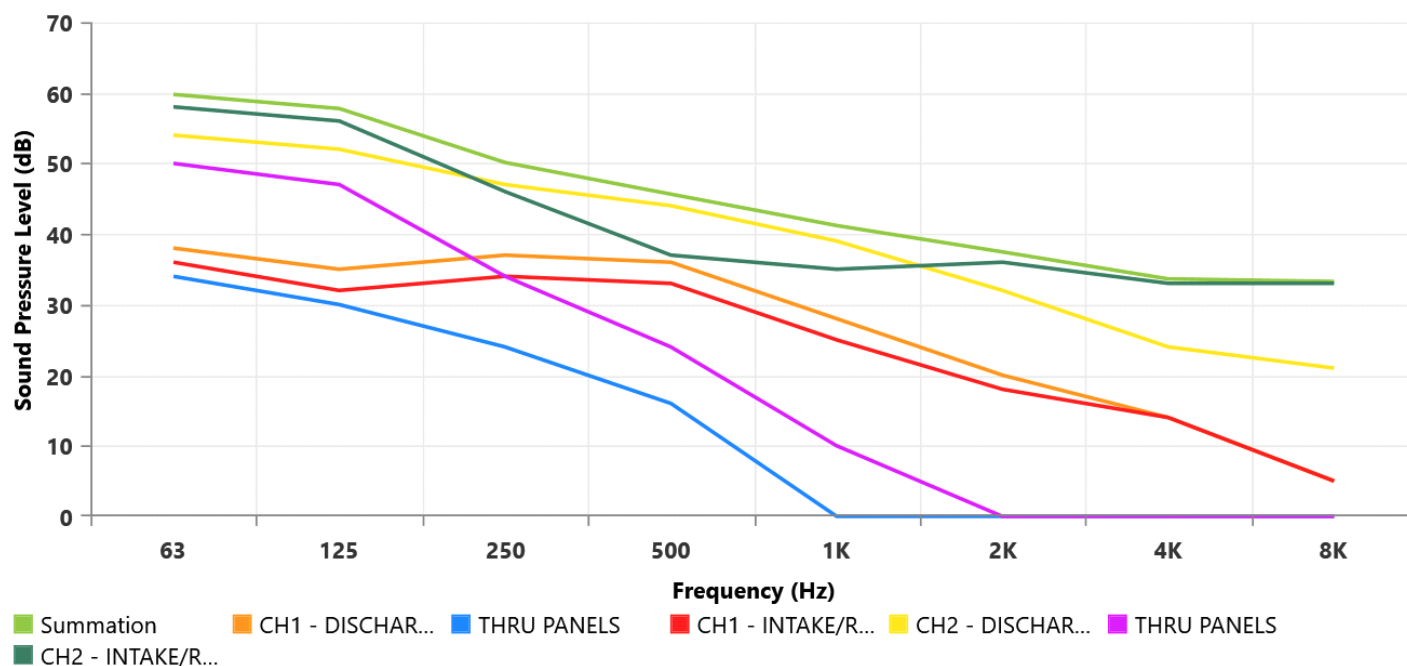
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CONTRACTOR:

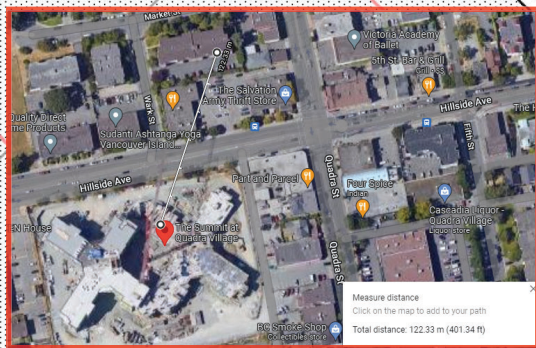


TOTAL SOUND PRESSURE @ 1140 VISTA (CH1+CH2) ~1000FT

STANDALONE BARRIER WALL ALONG
WITH INTAKE SILENCER BANK ON ONE
SIDE OF CH-2.

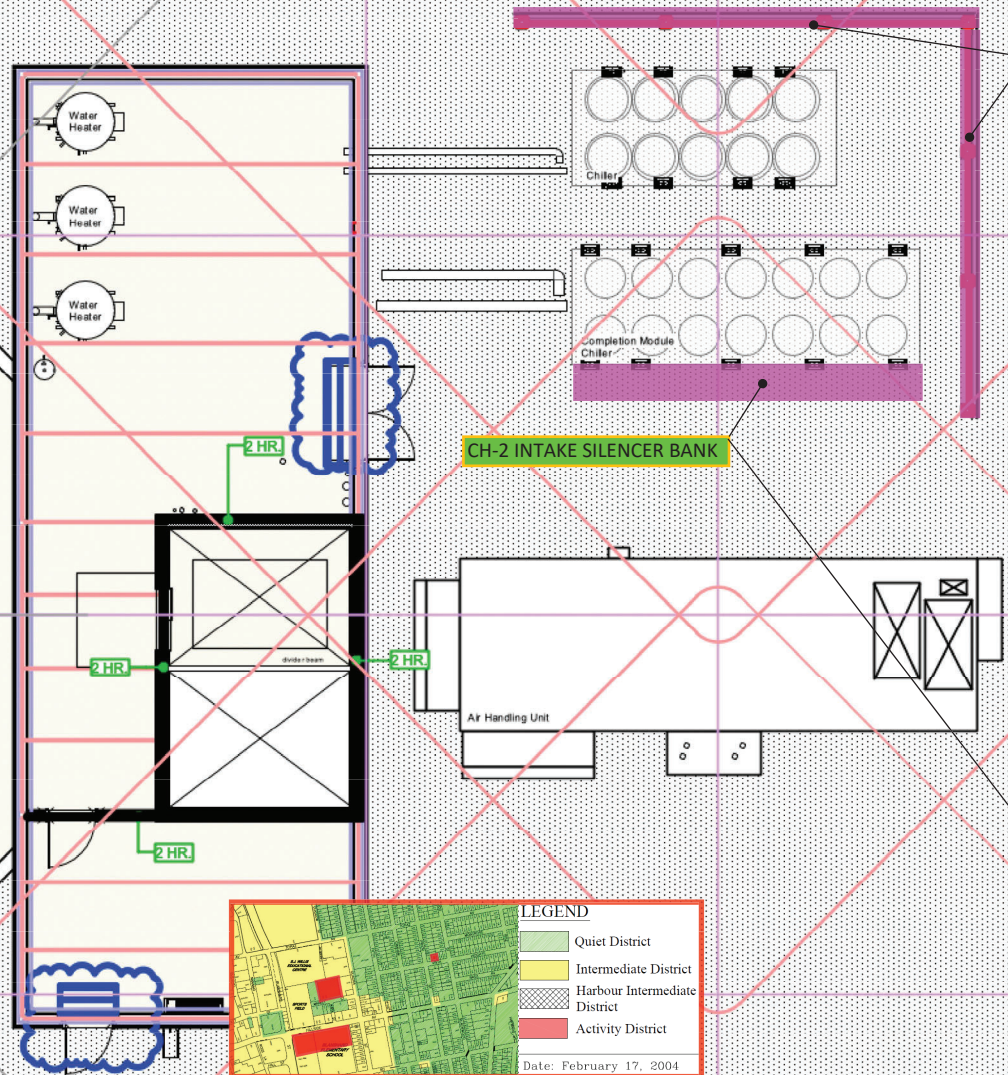
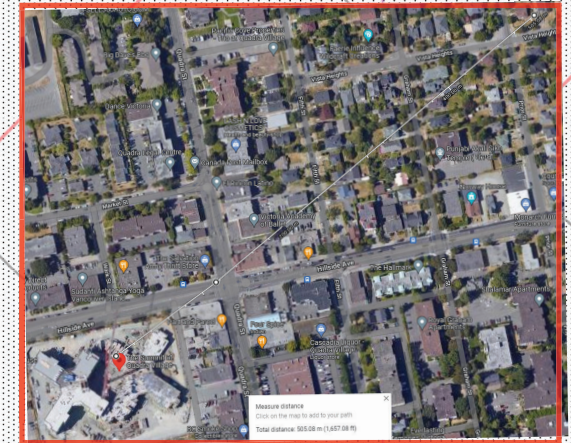
| Path | 63Hz | 125Hz | 250Hz | 500Hz | 1KHz | 2KHz | 4KHz | 8KHz |
|---|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|
| CH1 - DISCHARGE - 1140 VISTA HEIGHTS | 38 | 35 | 37 | 36 | 28 | 20 | 14 | 5 |
| CH1 - DISCHARGE - 1140 VISTA HEIGHTS THRU PANELS | 34 | 30 | 24 | 16 | 0 | 0 | 0 | 0 |
| CH1 - INTAKE/RADIATED - 1140 VISTA HEIGHTS | 36 | 32 | 34 | 33 | 25 | 18 | 14 | 5 |
| CH2 - DISCHARGE - 1140 VISTA HEIGHTS | 54 | 52 | 47 | 44 | 39 | 32 | 24 | 21 |
| CH2 - DISCHARGE - 1140 VISTA HEIGHTS THRU PANELS | 50 | 47 | 34 | 24 | 10 | 0 | 0 | 0 |
| CH2 - INTAKE/RADIATED - 1140 VISTA HEIGHTS | 58 | 56 | 46 | 37 | 35 | 36 | 33 | 33 |
| Sum | 60 | 58 | 50 | 46 | 41 | 37 | 34 | 33 |
| Target: | | | | | | | | |
| Current: | 49 dBA | | | | | | | |





PROPOSAL:

- 1.) REMOVE LOUVER WALL / REPLACE WITH ACOUSTIC PANEL BARRIER WALL AT 13' HEIGHT (2" FROM TOP OF ROOF)
- 2.) INCLUDE INTAKE SILENCER BANK ON CH-2 SOUTH-SIDE.



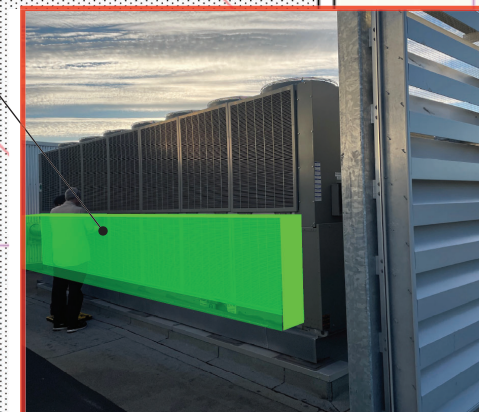
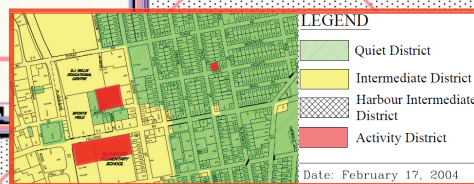
PANEL BARRIER WALL

CH-2 INTAKE SILENCER BANK

Schedule B
Summary of Districts' Permitted Noise Levels

| | | NOISE RECEIVER DISTRICT | | | | | | | |
|-----------------------|-----------------------|-------------------------|-------|---------------|-------|-----------------------|-------|----------|-------|
| | | QUIET | | INTER-MEDIATE | | HARBOUR INTER-MEDIATE | | ACTIVITY | |
| | | Day | Night | Day | Night | Day | Night | Day | Night |
| NOISE SOURCE DISTRICT | QUIET | 55 | 45 | 55 | 50 | 55 | 50 | 60 | 60 |
| | INTER-MEDIATE | 60 | 50 | 60 | 55 | 60 | 55 | 65 | 65 |
| | HARBOUR INTER-MEDIATE | 60 | 50 | 60 | 55 | 60 | 55 | 65 | 65 |
| | ACTIVITY | 60 | 55 | 65 | 60 | 67.5 | 60 | 70 | 70 |

Table 1: Equivalent Sound Level (L_{eq}) Limits (expressed in dBA) for sound or noise created and received in the "Quiet", "Intermediate" and "Activity" Noise Districts



The Su
Partial
21-10-0



Noise Control Submittals

Job Name: The Summit Noise Barriers

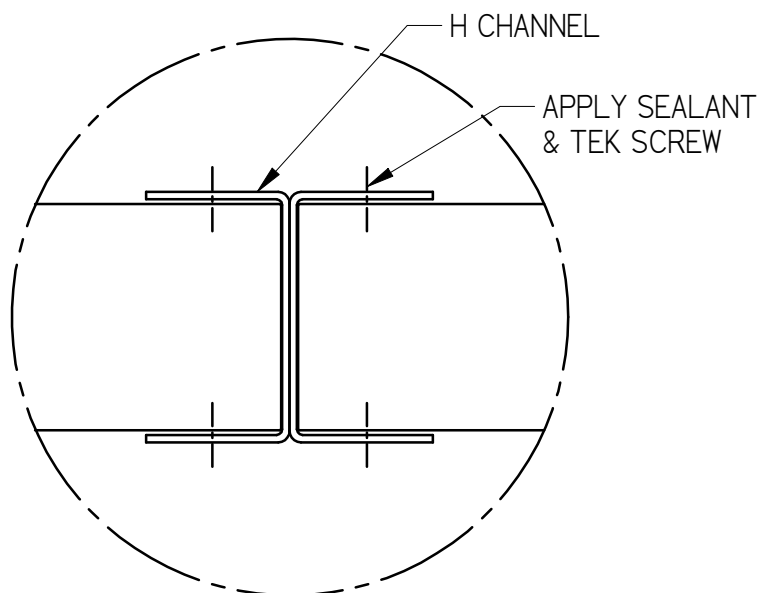
Date Printed: 9/8/2022

Spec Section: 15 - HVAC

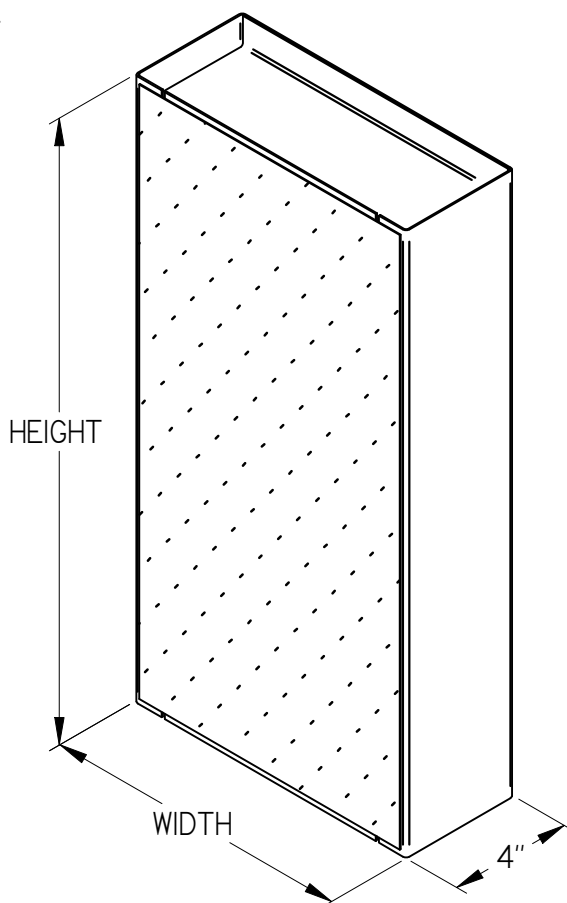
Contact: 475 Tennyson Place
Victoria, BC V8Z 6S8

All-In-One
Detailed Submittal Schedule
Noise Control

| # | Qty | Model | Tag | Width (in) | Height (in) | Length (in) | Direction | Flow (CFM) | Vel. (FPM) | PD (in. w.g.) | Installed PD (in. w.g.) | 63 | 125 | 250 | 500 | 1K | 2K | 4K | 8K | Target Design Criteria | Const. Type | Material | Perf. Liner | Line Instructions |
|---|-----|---------|-----------------|------------|-------------|-------------|-----------|------------|------------|---------------|-------------------------|----|-----|-----|-----|----|----|----|----|------------------------|-------------|----------|-------------|---|
| 1 | 1 | AP | AP-PNL BRR WALL | | | | | | | | | | | | | | | | | | | | | PANELS AND FLASHING LINE. 4" H-Channel Acoustic Panels, 18 Gauge Galvanneal (Painted) Solid Casing, 22 Gauge Galvanized Perforated Liner, Glass Fiber Acoustic Media, c/w Trims and Mounting Channels, Hardware, Caulk and Assembly Drawings. (Approx. Total Panel Area = 724 sqft). Exact location and size of openings TBD at submittal approval. L-SHAPED BARRIER WALL. SCALED AT 3" L AND 312" L BY 156" HIGH. OUTER CASING TO BE POWDER COATED (IN-HOUSE COLOR) FREIGHT ALLOWED. |
| Const Notes: P | | | | | | | | | | | | | | | | | | | | | | | | |
| | 1 | RH 6/40 | CH-2 INTAKE | 245.00 | 28.00 | 36.00 | Reverse | 3624 | 15 | 0.15 | 0.24 | 6 | 8 | 15 | 24 | 23 | 18 | 15 | 12 | dB(A)-45 Receiver | CL1 | G | P22 | CH-2 - INTAKE SILENCER BANK. FREIGHT ALLOWED. |
| Const Notes: Galvanized, CL1 (22 GA), 22GA Perf Liner, Fiberglass, Inlet: 2" Slip, Outlet: 2" Slip, Mastic Filled Seams | | | | | | | | | | | | | | | | | | | | | | | | |



CONNECTION DETAIL



STANDARD CONSTRUCTION:

- 18 GAUGE GALVANIZED OUTSIDE FACE
- 22 GAUGE GALVANIZED PERFORATED INSIDE FACE
- FIBERGLASS ACOUSTIC MEDIA
- 4" NOMINAL WALL THICKNESS
- APPROXIMATELY 6.5 P.S.F.

| Transmission Loss (dB) Measured at Octave Band Center Frequencies | | | | | | | Overall |
|---|--------|-------|-------|-------|-------|-------|---------|
| Model | 125 Hz | 250Hz | 500Hz | 1 kHz | 2 kHz | 4 kHz | STC |
| QLP4 | 17 | 27 | 36 | 47 | 56 | 60 | 39 |
| Absorption (Coefficient) Measured at Octave Band Center Frequencies | | | | | | | |
| Model | 125 Hz | 250Hz | 500Hz | 1 kHz | 2 kHz | 4 kHz | NRC |
| QLP4 | 0.71 | 1.29 | 1.18 | 1.05 | 0.98 | 0.89 | 1.10 |

☐ APPROVED FOR CONSTRUCTION

SIGNED:

DATE:

ALL METRIC DIMENSIONS () ARE SOFT CONVERTED. IMPERIAL DIMENSIONS ARE CONVERTED TO METRIC AND ROUNDED TO THE NEAREST MILLIMETER.

PROJECT: The Summit Noise Barriers

ENGINEER:

CUSTOMER:

SUBMITTAL DATE: 9/8/2022

SPEC. SYMBOL: AP-PNL BRR WALL

PXY45205

05/12/2014

price

QUIET-LINE
ACOUSTIC PANEL
4" THICK
H CHANNEL

Dimensions

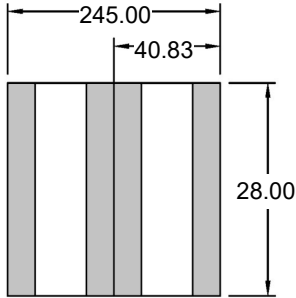
Quantity: 1
Weight (lb): 710

Bank

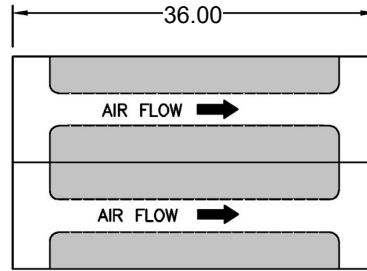
Width (in.): 245.00
Height (in.): 28.00
Length (in.): 36.00

Components

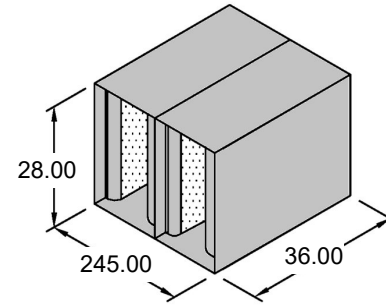
Quantity: 6
Width (in.): 40.83
Height (in.): 28.00



END VIEW



TOP VIEW



ISO VIEW

Images are generic representations of and not to scale. The actual configuration may not be shown.

Performance

Air Volume (cfm): 73624
Air Velocity (fpm): 1545
Air Direction: Reverse
Pressure Drop (in.w.g.): 0.15
Installed PD (in.w.g.): 0.24

Dynamic Insertion Loss (dB)

| 63 Hz | 125 Hz | 250 Hz | 500 Hz | 1000 Hz | 2000 Hz | 4000 Hz | 8000 Hz |
|-------|--------|--------|--------|---------|---------|---------|---------|
| 6 | 8 | 15 | 24 | 23 | 18 | 15 | 12 |

Construction

Casing: 22 GA Galvanized
Perforated Liner: 22 GA Galvanized

Acoustic Media: Glass Fiber

Inlet Connection: 2" Slip

Outlet Connection: 2" Slip

Notes

- Price silencer material has flame spread classification < 25 and smoke development rating < 50 when tested in accordance with ASTM E84, UL723 and NFPA255.
- System effects assume sharp inlet at the silencer inlet and fan at the silencer outlet.
- All manufacturers must provide acoustic calculations for relevant sound paths verifying 45dBA is achieved.
- Price silencers consist of ASTM A653(M) steel casings and liners.
- Price silencers are tested in our NVLAP-Accredited sound lab.
- Performance data is derived from ASTM E477-13.
- Silencer bank shall be structurally supported by Others.
- Silencer shipped in multiple components for assembly by Others.
- Complete with mastic filled seams.
- Customer to confirm all dimensions.

PROJECT: The Summit Noise Barriers

ENGINEER:

DESCRIPTION: Rectangular High Velocity Silencer

RH/S/I/36.00/4/D/I/245.00/28.00/40.83/28.00/6/20.42/12.0/CL1/G/F//S2/S2/0.00//LL//P22////0.00/0.00/0

CUSTOMER:

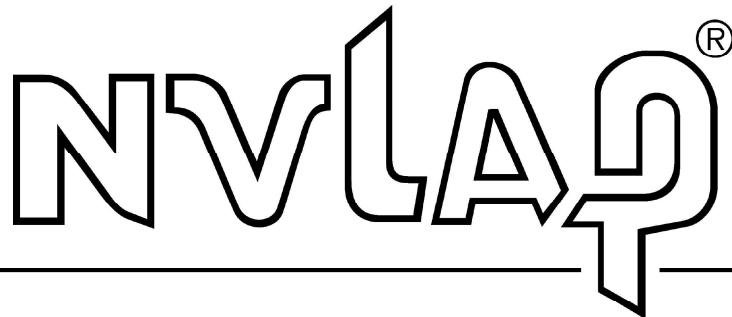
UNIT OF MEASURE: Imperial

SUBMITTAL DATE: 9/8/2022

PRICE QUOTE NO: Q22-008579

DRAWING REVISION:

United States Department of Commerce
National Institute of Standards and Technology



Certificate of Accreditation to ISO/IEC 17025:2017

NVLAP LAB CODE: 200874-0

Price Sound Laboratory

Winnipeg, Manitoba
Canada

*is accredited by the National Voluntary Laboratory Accreditation Program for specific services,
listed on the Scope of Accreditation, for:*

Acoustical Testing Services

*This laboratory is accredited in accordance with the recognized International Standard ISO/IEC 17025:2017.
This accreditation demonstrates technical competence for a defined scope and the operation of a laboratory quality
management system (refer to joint ISO-ILAC-IAF Communique dated January 2009).*

2022-05-24 through 2023-06-30

Effective Dates



A handwritten signature in blue ink, reading "Dana S. Laman".

For the National Voluntary Laboratory Accreditation Program

**REPORT TO HOSPITALS AND HOUSING COMMITTEE
MEETING OF WEDNESDAY, OCTOBER 05, 2022**

SUBJECT **Lady Minto Hospital Emergency Redevelopment – Approval of Amended Capital Bylaw**

ISSUE SUMMARY

To approve the revised Lady Minto Hospital Emergency Redevelopment Budget and Amended Capital Bylaw.

BACKGROUND

At the July 13, 2022 Capital Regional Hospital District (CRHD) Board meeting the Board approved providing a 30 percent cost overrun for the Lady Minto Hospital Emergency redevelopment project up to a maximum of \$738,000. This brings the total CRHD share to a maximum of \$3,738,000.

Located at 135 Crofton Road on Salt Spring Island, the existing Emergency department located within the hospital was built approximately 60 years ago. The proposed redevelopment includes a new Emergency department and a dedicated area for a Medical Imaging department. The project will expand the current health care wing taking over a portion of the south-west lot.

The Lady Minto Emergency Redevelopment project has been identified on CRHD capital plans since 2013. This project is the first significant renovation at Lady Minto Hospital since 2005. It will support the identified need for additional treatment rooms, new triage admitting area, dedicated emergency room entrance, and supply and equipment storage.

Staff are requesting approval of a revised project budget and Bylaw amendment.

ALTERNATIVES

Alternative 1

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

- 1) That the revised project budget be approved;
- 2) That the Lady Minto Hospital Emergency Redevelopment Bylaw be amended and approved as submitted;
- 3) That Bylaw No. 414, “Capital Regional Hospital District Capital Bylaw No. 183, 2021, Amendment No. 1, 2022” be read a first, second and third time; and
- 4) That Bylaw No. 414 be adopted.

Alternative 2

That the Lady Minto Hospital Emergency Redevelopment – Approval of Amended Capital Bylaw report be referred back to staff for additional information.

IMPLICATIONS

Financial Implications

The project will be funded in partnership with the CRHD, the Lady Minto Hospital Foundation and Island Health. On March 24, 2021, the CRHD Board approved the 2021-2030 Amended Capital

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Lady Minto Hospital Emergency Redevelopment – Approval of Amended Capital Bylaw 2

Plan which included the Lady Minto Project at a total project cost of \$10,340,000 and a maximum CRHD contribution of \$3,000,000. The Capital Expenditure and Borrowing Bylaw was subsequently approved by the Board on September 8, 2021. On July 13, 2022, the CRHD Board approved a motion with notice that the CRHD will contribute 30% of the unforeseen cost overrun for the new Emergency Room at Lady Minto Hospital. The revised total project cost is \$12,800,000 and the CRHD's total share has increased by \$738,000, to a maximum of \$3,738,000.

The revised project budget and CRHD share are reflected in the 2023-2032 Ten Year Capital Plan that was approved by the Board on September 21, 2022. The remaining project costs will be cash flowed over years 2022-2023 and the CRHD share will be debt serviced through the Municipal Finance Authority. The cost of debt servicing the additional CRHD contribution of \$738,000 is included in the 2023 CRHD Provisional Financial Plan.

In order to fulfill the increased CRHD commitment, the original Capital Expenditure and Borrowing Bylaw must be amended and is presented in Appendix A. Based on the revised project cost, and in alignment with CRHD guidelines, the debt term has also been extended to 15 years for the remainder of the project.

CONCLUSION

The Lady Minto Hospital Emergency Redevelopment project addresses the need to enhance emergency care services on Salt Spring Island. With approval of a CRHD \$3,738,000 Capital Expenditure and Amended Borrowing Bylaw, Island Health can proceed with the planned redevelopment to accommodate long term preservation of quality health care on the Gulf Islands.

RECOMMENDATION

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

- 1) That the revised project budget be approved;
- 2) That the Lady Minto Hospital Emergency Redevelopment Bylaw be amended and approved as submitted;
- 3) That Bylaw No. 414, "Capital Regional Hospital District Capital Bylaw No. 183, 2021, Amendment No. 1, 2022" be read a first, second and third time; and
- 4) That Bylaw No. 414 be adopted.

| | |
|---------------|---|
| Submitted by: | Michael Barnes, MPP, Senior Manager, Health and Capital Planning Strategies |
| Concurrence: | Kevin Lorette, P. Eng., MBA, General Manager, Planning & Protective Services |
| Concurrence: | Kristen Morley, J.D., General Manager, Corporate Services & Corporate Officer |
| Concurrence: | Nelson Chan, MBA, FCPA, FCMA, Chief Financial Officer |
| Concurrence: | Robert Lapham, MCIP, RPP, Chief Administrative Officer |

ATTACHMENTS

Appendix A: Bylaw No. 414, "CRHD Capital Bylaw No. 183, 2021, Amendment No. 1, 2022

CAPITAL REGIONAL HOSPITAL DISTRICT BYLAW NO. 414

**A BYLAW TO AMEND BYLAW NO. 409, "CAPITAL REGIONAL HOSPITAL DISTRICT
CAPITAL BYLAW NO. 183, 2021"**

The Board of the Capital Regional Hospital District in open meeting assembled enacts as follows;

1. Bylaw No. 409, "Capital Regional Hospital District Capital Bylaw No. 183, 2021" is hereby amended by:
 - a) Deleting Schedule "A" in its entirety and replacing it with the attached Schedule "A";
 - b) Deleting Section 2 in its entirety and replacing it with the following:

"2. The Board authorizes and approves the borrowing of a net sum not exceeding \$3,738,000 upon the credit of the District by issuance and sale of securities in a form and manner agreed to by the Municipal Finance Authority of British Columbia. The term of the securities and the repayment of the principal and interest shall be over a term not to exceed FIFTEEN years".
2. This Bylaw may be cited for all intents and purposes as the "Capital Regional Hospital District Capital Bylaw No. 183, 2021, Amendment Bylaw No.1, 2022".

| | | |
|-------------------------|--------|--------|
| READ A FIRST TIME THIS | DAY OF | , 2022 |
| READ A SECOND TIME THIS | DAY OF | , 2022 |
| READ A THIRD TIME THIS | DAY OF | , 2022 |
| ADOPTED THIS | DAY OF | , 2022 |

Chair

Corporate Officer

SCHEDULE “A”

Bylaw No. 414

CAPITAL REGIONAL HOSPITAL DISTRICT

CAPITAL BYLAW NO. 183, 2021, AMENDMENT BYLAW NO. 1, 2022

| NAME OF PROJECT | PROJECT DESCRIPTION | PROJECT NUMBER | AMOUNT COVERED BY CRHD BYLAW | AMOUNT COVERED BY PROVINCE/ISLAND HEALTH | OTHER SHARE: LADY MINTO HOSPITAL FOUNDATION | TOTAL PROJECT OR EQUIPMENT COST |
|------------------------|----------------------------|-----------------------|-------------------------------------|---|--|--|
| Lady Minto Hospital | Emergency Redevelopment | C183-21-01 | \$3,738,000 | \$1,000,000 | \$8,062,000 | \$12,800,000 |



Making a difference...together



Capital Region Housing Corporation

Tenant Advisory Committee (TAC)

Minutes of Meeting of June 27, 2022 (3:30 – 5:00pm)

Room 652, CRD Boardroom

625 Fisgard Street, Victoria, BC, and remotely via Microsoft Teams

Present: Director Jeremy Loveday

Staff: D. Elliott, K. Lambert, S. Grigg, K. Rushton

MS Teams: Co-Chair David Wallace, K. Naraghi, R. Loewen, N. Thompson

Regrets: C. Coughlin, E. Syring, C. Novak, C. Fischer

The meeting was called to order at 3:34pm

1. Territorial Acknowledgement

- Director Loveday provided a Territorial Acknowledgement.

2. Approval of Agenda

- Co-Chair Wallace requested under section 7 of the agenda, a “what is not working well” item be added.
- It was moved by N. Thompson, and seconded by D. Wallace that the Agenda for the June 27, 2022 meeting be approved.

CARRIED

3. Adoption of Minutes of March 21, 2022 Meeting

- It was moved by D. Wallace, and seconded by N. Thompson, that the April 25, 2022 meeting minutes be adopted.

CARRIED

4. Business Arising from the Minutes

- D. Elliott spoke to the online etiquette one-pager and noted that following these guidelines will ensure a dynamic, engaging environment where everyone can contribute. This one-pager can be used as a guide to create meaningful, effective conversations that are as effective and valuable as possible.
- Co-Chair Wallace mentioned it would be useful to include this document in the TAC membership package going forward.
- R. Loewen brought up confidentiality when not wearing a headset and that it is important to be mindful of who can hear the conversation.
- N. Thompson asked why “being presentable” was part of the document and that he had not seen this guideline previously. K. Rushton shared the importance of looking professional as it is still a business meeting. Please don’t attend in your pajamas or robes.
- D. Wallace noted the ongoing challenges with attendance at the TAC meetings. S. Grigg explained the Terms of Reference state if a member misses two consecutive meetings without communication, it becomes an issue as it is difficult to have effective meetings without regular attendance. It was confirmed that staff will follow up with staff who have not had regular attendance and if it continues to be a problem, Co-Chairs will discuss.
- Director Loveday assured the members that the online etiquette one-pager is to be

used as a guideline. Our discussions are to be professional but we also want all to feel safe to show up how and when you are able. Director Loveday thanked all members for their contributions to the committee and reminded all that their time is valuable.

5. Tenant Engagement Overview

- K. Lambert explained:
 - There are many projects at any one time and CRHC works internally (ex: seedling project) and externally to engage with partners;
 - Regular newsletters are distributed to tenants – summer edition will be released soon;
 - Artwork will be displayed in buildings/lobbies to ensure tenants feel connected within their space;
 - As we are coming out of COVID, we will start to see more in-person events, we are open to suggestions as to what these might look like.
- K. Naraghi expressed concerns that COVID has created a divide – there are tenants who wear masks, and some who refuse. There used to be coffee mornings to celebrate birthdays, but now residents do not want to be in the same room together. She noted there are ten new tenants in the building, and she doesn't know any of them. K. Lambert acknowledged the COVID divide and expressed that in time, we hope this will fade and comfort levels will change and that focusing on outdoor events might be more successful at this point in time.
- D. Elliott shared that through the pandemic some have handled it by retreating into themselves and others have responded by reaching out and seeking community connection. He noted the importance of reminding all people the value of connection and interaction. The goal is not to make others uncomfortable but to remind them of how great it feels to get together, connect and be social.
- S. Grigg wondered if there is a difference in engagement in apartment buildings vs. townhomes. N. Thompson noted when living in an apartment, there are fewer opportunities to engage with neighbours – tend to give neighbours space and respect their privacy. K. Lambert shared that we typically see neighbours interacting more in townhomes where there are children as they play together.

ACTION: K. Lambert to set up a meeting with K. Naraghi to discuss projects/events.

6. Safety Issues & CRHC Processes

- K. Lambert shared a presentation titled "Safety at CRHC"
- Rapid rehousing is when a tenant requires more support than we can offer. Safety transfer will occur when there is a domestic violence threat, or when we are moving someone who may be in danger.
- We have a legal responsibility to report child neglect or abuse.
- K. Naraghi introduced the topic of imaginary breaches. When someone doesn't like the other person and keeps reporting fake/made-up incidents which can be very wounding to the innocent person. She wondered what precautions are taken around malicious reports. K. Lambert answered that allegations do not end tenancy – we require dates, times, police reports – solid evidence. She mentioned that some residents may genuinely believe there is a safety risk but it is coming from a place of trauma or anxiety, not malicious intent and that it helps to talk to these residents to ease any concerns they may have.
- D. Wallace asked if there is a standard quiet time. K. Lambert noted that generally speaking, it is 11pm. However, just because there is a quiet time doesn't mean there is a loud time. She explained that a crying baby and flushing a toilet is considered essential noise and is not in violation of a tenancy agreement if heard at 3am. A loud party or vacuuming at 3am is not essential and would be a

violation. Volumes must be reasonable at all times. K. Lambert noted that a reminder around quiet times could be added to the newsletter. N. Thompson agreed that it is a good idea to send out essential noise info the newsletter. N. Thompson also raised a concern around kids who hang around in court yards – these areas are unsupervised are becoming “do whatever you like zones”.

- A meeting participant provided an example of a non-functioning entry buzzer, seeking clarity around process for repair. Staff outlined there are times where a panel may be broken and require replacement and will engage with the appropriate staff as required.

ACTION: K. Lambert to contact tenant directly to troubleshoot buzzer.

7. Roundtable

- What is working well?
 - R. Loewen gave kudos to the staff on helping a family who were in distress find housing. CRHC helped to keep stability in their lives.
- What is not working well?
 - N. Thompson asked what the CRHC is doing to tackle the heat and advised that buildings are not equipped for heat domes. S. Grigg noted that the older buildings do not have the infrastructure to make significant changes, but HVAC upgrades are being explored for buildings that have equipment that may be adaptable. She recommended the use of portable floor model air conditioners. K. Lambert noted there are links on the CRHC website on how to effectively cool your space and when to seek help. Amenity rooms are temporarily being used as cold-rooms as a place for tenants to cool off.

ACTION: Posters to communicate cooling rooms to be posted at buildings.

8. Action Summary

- K. Lambert to set up a meeting with K. Naraghi to discuss projects/events;
- K. Lambert to contact tenant directly to troubleshoot buzzer;
- Posters to communicate cooling rooms to be posted at buildings.

9. Concluding Remarks

- Co-Chair Wallace outlined this was the most informative TAC meeting he has attended.

10. Adjournment

- It was moved by R.Loewen, seconded by K. Naraghi, that the meeting be adjourned.

CARRIED

The meeting was adjourned at 5:02PM