



Notice of Meeting and Meeting Agenda Hospitals and Housing Committee

Wednesday, February 1, 2023

1:30 PM

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

K. Murdoch (Chair), J. Caradonna (Vice Chair), M. Alto, P. Brent, S. Brice, Z. de Vries, G. Holman, P. Jones, D. Kobayashi, C. McNeil-Smith, L. Szpak, 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. [23-095](#) Minutes of the October 5, 2022 Hospitals and Housing Committee Meeting

Recommendation: That the minutes of the Hospitals and Housing Committee meeting of October 5, 2022 be adopted as circulated.

Attachments: [Minutes - October 5, 2022](#)

4. Chair's Remarks

5. Presentations/Delegations

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

Delegations will have the option to participate electronically. Please complete the online application at www.crd.bc.ca/address no later than 4:30 pm two days before the meeting and staff will respond with details.

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

6. Committee Business

6.1. [23-030](#) 2023 Hospitals and Housing Committee Terms of Reference

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

Attachments: [Staff Report: 2023 Hospitals & Housing Cttee Terms of Reference](#)
[Appendix A: 2023 Hospitals & Housing Cttee Terms of Reference](#)

6.2. [23-083](#) Tenant Advisory Committee Year-End Reporting

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

Attachments: [Staff Report: Tenant Advisory Committee Year-End Reporting](#)
 [Appendix A: Tenant Advisory Committee 2022 Annual Work Plan](#)

6.3. [23-084](#) Provincial Decriminalization of Controlled Substances and the Clean Air Bylaw

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

Attachments: [Staff Report: Prov'l Decriminal'n of Controlled Substances & CAB](#)
 [Appendix A: Bylaw No. 3962, "Clean Air Bylaw No. 1, 2014"](#)

6.4. [23-060](#) Previous Minutes of Other CRD Committees and Commissions for Information

Recommendation: There is no recommendation. The following minutes are for information only:
a) Regional Housing Advisory Committee minutes - December 12, 2022
b) Tenant Advisory Committee minutes - September 26, 2022

Attachments: [Minutes: Regional Housing Advisory Committee - Dec 12, 2022](#)
 [Minutes: Tenant Advisory Committee - Sep 26, 2022](#)

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

The next meeting is March 1, 2023.

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

Meeting Minutes

Hospitals and Housing Committee

Wednesday, October 5, 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 (EP), S. Brice,
K. Harper (for F. Haynes) (EP), M. Alto (for L. Helps), G. Holman (EP), K. Murdoch (1:32 pm),
D. Screech

Staff: R. Lapham, Chief Administrative Officer; K. Lorette, General Manager, Planning and Protective Services; M. Barnes, Senior Manager, Health and Capital Planning Strategies; D. Elliott, Senior Manager, Regional Housing; R. Lachance, Senior Manager, Financial Services; S. Grigg, Manager of Operations, Regional Housing; M. Lagoa, Deputy Corporate Officer; J. Dorman, Committee Clerk (Recorder)

EP - Electronic Participation

Regrets: Director(s) F. Haynes, L. Helps, C. Plant

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

1. Territorial Acknowledgement

Alternate Director Alto provided a Territorial Acknowledgement.

2. Approval of Agenda

MOVED by Director Brice, **SECONDED** by Director Orr,
That the agenda for the October 5, 2022 Hospitals and Housing Committee
meeting be approved.
CARRIED

3. Adoption of Minutes

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

MOVED by Director Brice, **SECONDED** by Director Orr,
That the minutes of the Hospitals and Housing Committee meeting of July 6, 2022
be adopted as circulated.
CARRIED

4. Chair's Remarks

Chair Loveday acknowledged the importance of the committee and the privilege it has been to be able to contribute to the work that has been done.

5. Presentations/Delegations

There were no presentations.

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
- K. Gillis spoke to Item 6.7.

6. Committee Business

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

K. Lorette presented Item 6.1. for information.

Discussion ensued on the following:

- the evolving housing environment and development opportunities
- economic and related impacts
- mixed market model and variety of accommodation
- Croftonbrook funding sources
- pro forma cap rates and equity gaps

There was no recommendation. This was for information only.

- 6.2. [22-575](#) Major Capital Plan Status Report - Third Quarter 2022

K. Lorette presented Item 6.2. for information.

Discussion ensued on the following:

- commitment of mobile home residents to 2782 Spencer
- BC Housing collaboration on 161 Drake Road

There was no recommendation. This was for information only.

- 6.3. [22-576](#) Capital Region Housing Corporation Operational Update, Third Quarter, 2022

D. Elliott presented Item 6.3. for information

There was no recommendation. This was for information only.

6.4. [22-574](#) Capital Region Housing Corporation Applicant Eligibility Policy Amendment

D. Elliott presented Item 6.4. for information.

Discussion ensued on the eligibility components tied to capital and operational funding.

There was no recommendation. This was for information only.

6.5. [22-543](#) Capital Region Housing Corporation Financial Plan Amendment

R. Lachance spoke to Item 6.5.

Discussion ensued on the consideration of an electric versus petrol vehicle.

**MOVED by Director Screech, SECONDED by Director Murdoch,
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.
CARRIED**

6.6. [22-528](#) Revenue Anticipation Borrowing Resolution for Current Capital Regional
Hospital District Operating Expenditures

R. Lachance spoke to Item 6.6.

**MOVED by Director Brice, SECONDED by Director Screech,
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.
CARRIED**

6.7. [22-579](#) Summit Noise Concerns - Update

K. Lorette spoke to Item 6.7.

Discussion ensued on the cost and supply of equipment.

**MOVED by Director Orr, SECONDED by Director Murdoch,
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.
CARRIED**

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

K. Lorette spoke to Item 6.8.

MOVED by Director Holman, **SECONDED** by Director Screech,
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.

CARRIED

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

These minutes were received for information:

- a) Tenant Advisory Committee minutes - June 27, 2022

7. Notice(s) of Motion

There were no notice(s) of motion.

8. New Business

There was no new business.

9. Adjournment

MOVED by Director Screech, **SECONDED** by Director Brice,
That the October 5, 2022 Hospitals and Housing Committee meeting be adjourned at 2:33 pm.

CARRIED

CHAIR

RECORDER

**REPORT TO HOSPITALS AND HOUSING COMMITTEE
MEETING OF WEDNESDAY, FEBRUARY 01, 2023**

SUBJECT 2023 Hospitals and Housing Committee Terms of Reference

ISSUE SUMMARY

This report is to provide the 2023 Hospitals and Housing Committee Terms of Reference for the Committee's review.

BACKGROUND

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

On December 14, 2022, the Regional Board approved the 2023 Terms of Reference for standing committees. Terms of Reference (TOR) serve to clarify the mandate, responsibilities and procedures of standing committees and provide a point of reference and guidance for the Committees and members.

This year there were no changes to the defined purpose of the Committee's TOR, attached as Appendix A.

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

CONCLUSION

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

RECOMMENDATION

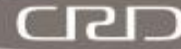
There is no recommendation. This report is for information only.

Submitted by:	Marlene Lagoa, MPA, Manager, Legislative Services & Deputy Corporate Officer
Concurrence:	Michael Barnes, MPP, Acting General Manager, Planning & Protective Services
Concurrence:	Larisa Hutcheson, P. Eng., Acting Chief Administrative Officer

ATTACHMENT

Appendix A: 2023 Hospitals and Housing Committee Terms of Reference

Terms of Reference



HOSPITALS AND HOUSING COMMITTEE

PREAMBLE

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

The Committee's official name is to be:

Hospitals and Housing Committee

1.0 PURPOSE

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

2.0 ESTABLISHMENT AND AUTHORITY

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

3.0 COMPOSITION

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

4.0 PROCEDURES

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

5.0 RESOURCES AND SUPPORT

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

Approved by CRD Board December 14, 2022

REPORT TO HOSPITALS AND HOUSING COMMITTEE MEETING OF WEDNESDAY, FEBRUARY 01, 2023

SUBJECT Tenant Advisory Committee Year-End Reporting

ISSUE SUMMARY

To provide the Capital Regional District's (CRD) Hospitals and Housing Committee (HHC) an overview of 2022 activities of the Tenant Advisory Committee (TAC) in accordance with the TAC Terms of Reference.

BACKGROUND

At the April 11, 2018 CRD Board meeting, the TAC was established through the HHC. The recommended membership of the TAC includes the Chair or a delegate of the HHC and up to eight tenant representatives in good standing. Tenants in good standing are individuals who have been tenants with the Capital Region Housing Corporation (CRHC) for 12 consecutive months, have paid their rent on time and in full for the previous six months, have maintained their unit in good condition with no damage in excess of normal wear and tear, and have ensured that their standard of conduct has not resulted in a warning letter from CRHC.

The purpose of the TAC, through the HHC, is to promote effective communication, engagement and collaboration between the CRHC and its tenants, and provide information, feedback and advice regarding tenant-related policies and programs to support healthier and more livable communities. An overview of 2022 TAC activities is attached as Appendix A – Tenant Advisory Committee 2022 Annual Work Plan.

IMPLICATIONS

Social Implications

Staff received feedback from TAC in 2020 that additional clarity on the specific role of TAC members on identified work plan items would support increased engagement and would solicit more fulsome feedback. Therefore, the subsequent Annual Work Plans have been built using the International Association for Public Participation (IAP2) spectrum for public participation with the intent of introducing increased clarity on the purpose of engaging TAC on the work plan items. This can be seen in the specific anticipated outcomes as outlined in the Plan. The TAC met a total of five times in 2022 beginning with 2021-year end reporting, new member orientation, election of TAC Co-chair and reviewing carry over items from the 2021 Annual Work Plan. Staff worked in support of hybrid meetings through 2022 as very few TAC members were able to attend in-person meetings. The change to an electronic format resulted in more engaged participation during the meeting. However, there were instances where members were absent for multiple meetings and staff are working to continue to increase participation rates for 2023.

The TAC approved the 2022 Annual Work Plan in Q2, 2022, which informed how staff were able to advance specific items forward to the TAC for information, consultation, or involvement. The TAC moved through all the identified 2022 Annual Work Plan items that touched on various programs and pilots implemented by CRHC, this included waste disposal, safety issues, tenant engagement and retention. The 2023 Annual Work Plan will be developed once the new CRD's Board strategic goals have been identified.

Service Delivery Implications

The TAC plays an important role in providing information, feedback and advice to CRHC staff. In total, the TAC tackled four specific items in the 2022 Annual Work Plan. All four items allowed for input on how staff could raise awareness among all tenants and speak to future ideas regarding tenant engagement and retention. All of the objectives and outcomes of the 2022 Work Plan were achieved.

Tenant Engagement (TE) as a related function of the TAC continues to be impacted by COVID-19 regulations, particularly in CRHC's apartments for seniors and people with disabilities, many of whom are still being very cautious with regard to contacts and interactions. Safety and tenant led social groups was examined with the assistance of the TAC and several ideas were put forward for review. TE continues to maintain relationships with vulnerable tenants and partner organizations to support eviction prevention and quality of life for CRHC tenants.

Operational Implications

As the CRHC continues to grow and the tenant populations within properties operated by the CRHC continue to evolve, the demands on available staff capacity are expected to increase. The staff supporting the activities of the TAC as those same staff who support vulnerable tenancies and work to organize and enable in-building, community-building activities. Through the pandemic there was limited opportunity to host tenant events at the various properties, but 2023 is expected to present new opportunities to bring households together. Therefore, staff will work with the TAC and consider their role within the context of the growing corporation of more than 50 unique buildings and the shifting needs of tenants. This will ensure the planning for 2023 can occur within a context where tenant needs, corporate requirements and operational capacity can all be considered.

CONCLUSION

The TAC continues to play an important role in providing information, feedback and advice regarding tenant-related policies and programs to support healthier and more livable communities across CRHC's more than 50 buildings. Staff made efforts to introduce enhanced clarity for TAC members on an item-by-item basis to increase the quality of engagement and support the continued participation of TAC members. 2023 will present new opportunities to engage tenants, which will be considered through considering tenant needs, corporate requirements, and available operational capacity.

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:	Ted Robbins, B. Sc., C. Tech., Chief Administrative Officer

ATTACHMENT:

Appendix A: Tenant Advisory Committee 2022 Annual Work Plan

TENANT ADVISORY COMMITTEE								
2022 ANNUAL WORK PLAN								
Goals	S/N	Key Tasks	Status	Timeframe	Lead	Meeting Format	Resources	Anticipated Outcomes
1.0 Recommend Priorities	1.1	Provided TAC with items that remain from 2021 and requested input of TAC members to inform priorities for 2022 Work Plan.	Complete	Feb/April	TAC	1. Present items not tackled in 2021.		Consult: Receive and review survey results to identify priorities for 2022.
	1.2	Approval of 2022 Annual Work Plan	Complete	April	TAC	1. 2022 Work Plan		Empower: Receive and review draft 2022 Work Plan to see how CRHC staff have incorporated 2022 TAC priorities into operational activities.
	1.3	Carry out survey or facilitated conversation of TAC members to inform priorities for 2023 Work Plan.	In progress	December	TAC	1. Survey Distributed		Involve: Develop and launch survey to help inform 2023 Work Plan.
2.0 Improve Tenant Satisfaction	2.1	Garbage & Recycling	Complete	September	STAFF	1. Items highlighted from facilitated conversation in 2021 (Accessibility & Pride of Place/Place-Making Activities) a. Presentation on household garbage & recycling removal (contracted service provider vs tenant responsibility). b. Facilitated discussion: Identification of engagement and raising awareness of roles to improve all measures including disposal & recycling behaviours, environmental mindfulness and managing costs.	Kate/Sharon	Inform: Staff to provide overview of waste management at sites; CT role vs contractor role including tenant role. Consult: Identification of engagement and raising awareness of roles to improve all measures including disposal & recycling behaviours, environmental mindfulness and managing costs.
	2.2	Safety Issues and CRHC Processes	Complete	June	STAFF	1. Presentation on Rules, Enforcement, Rights/Responsibility and the law. a. Guests & tenant responsibilities for guests.	Kate/Sharon	Inform: Staff to provide outline of the law governing tenancies as it relates to safety issues. Sharing the impact these laws have on CRHC's policies (such as; eviction prevention, guests and tenant responsibility for guests), procedures, rules and enforcement throughout tenancies. Consult: Raising awareness among tenants about responsibilities of tenant vs landlord.
3.0 Inform Development of Tenant Engagement Plans	3.1	Tenant Engagement Overview	Complete	April; carried forward to June	STAFF	1. Presentation on Tenant Engagement activities. (Community building within Community) a. Facilitated discussion: Community Resources available and which hold interest. (Connect & Prepare, Foodshare, My Great Neighbourhood, CoV Seedlings, etc.) vs internal ideas and capacity of CRHC and Tenant Communities (Tenant groups, special events, etc.)	Kate	Inform: Staff will provide information on the current way in which tenant led social groups get organized. Highlighting the resources available through CRHC. Consult: Facilitated discussion to examine engagement successes and areas of focus for the future. Involve: To work with TAC members to determine strategies for future engagement opportunities (art projects, Indigenous events, best practices).
4.0 Provide Feedback on Policy	4.1	Tenant Retention	Complete	December	STAFF	1. Presentation on the value of Tenant Retention. a. Facilitated discussion: Brainstorm ideas and items that may be valuable to tenants broadly.	Kate/Sharon	Inform: Staff to provide overview of existing tenant base. Provide details on services available to tenants. What CRHC hears as value to existing tenants. Consult: CRHC asks for feedback from TAC on other items or aspects that they may value, rate the suggested items. (Poll Anywhere) Inform: Staff will provide a memo outlining the benefits & challenges of providing items flagged as value items to retain tenants. Categorize and prioritize to select items to pilot.



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REPORT TO HOSPITALS AND HOUSING COMMITTEE MEETING OF WEDNESDAY, FEBRUARY 01, 2023

SUBJECT **Provincial Decriminalization of Controlled Substances and the Clean Air Bylaw**

ISSUE SUMMARY

As of January 31, 2023, adults in British Columbia (BC) will not be subject to criminal charges for the personal possession of small amounts of certain illegal drugs. While minor possession is decriminalized, the substances will still be “controlled substances” under the *Controlled Drugs and Substances Act*. The Clean Air Bylaw (CAB) does not apply to use of controlled substances.

It is too early to state what the associated implications will be, as police and community support workers will continue to speak with those openly using controlled substances to offer information on local supports; and other laws, such as the *Trespass Act* and noise and nuisance bylaws will continue to target other mischief associated with drug use. At this time, Island Health has expressed a lack of clear evidence of the public health risk of secondhand smoke of controlled substances as well as concerns about amending the CAB to include controlled substances.

BACKGROUND

Starting January 31, 2023 until January 31, 2026, Health Canada will grant an exemption from the *Controlled Drugs and Substances Act* to the Province of BC. Under this exemption, adults in BC will not be subject to criminal charges for the personal possession of small amounts of certain illegal drugs, including:

- Opioids (such as heroin, morphine and fentanyl)
- Crack and powder cocaine
- Methamphetamine
- 3,4-methylenedioxy-methamphetamine (MDMA) (commonly known as ecstasy and molly)

Adults possessing any combination of these that adds up to a combined total of 2.5 grams or less will not be subject to criminal charges and the drugs will not be seized. Instead, the adult will be offered information about health and social supports, including local treatment and recovery services, if requested.

Sections 2(1) and 2(2) of the CAB prohibits the burning or vaping of substances including, but not limited to, tobacco, cannabis, hookah and vaping substances in certain spaces including:

- Indoor public spaces;
- All businesses with patios where food and beverages are served/consumed;
- Parks, playgrounds, playing fields, public squares and bus stops; or
- Within seven metres of a doorway, window or air intake.

Subsection 2(4) of the CAB states:

“Subsections 2(1) and 2(2) do not apply to a controlled substance within the meaning of the *Controlled Drugs and Substances Act (Canada)*.”

Because of Subsection 2(4), use of decriminalized substances will not be enforced under the CAB. Under decriminalization, there may be cases where people using controlled substances are asked to stop and further steps may be taken by police and peace officers. For example, if someone is consuming a substance on private property and is trespassing, police will be able to enforce the *Trespass Act*. Police/peace officers will also be able to enforce local government noise and nuisance bylaws if someone is using a substance and contravening that bylaw, as well as other *Criminal Code* provisions relating to drug possession. Even where other laws/bylaws do not apply, police will still speak with people openly using controlled substances to provide them with information about local supports.

The Ministry of Mental Health and Addiction has established a municipal working group on decriminalization, where the Capital Regional District (CRD) has raised concerns on how decriminalization will align with the CAB in terms of barriers to enforcement and lack of communication with the municipalities and the public. The BC Centre for Disease Control (BCCDC) is currently developing public health guidance related to public substance use and recommendations about how local governments can respond.

IMPLICATIONS

Public Health Implications

There is a large body of evidence and consensus among health officials that tobacco, cannabis, hookah and vape smoke is dangerous when people are exposed to it via secondhand smoke. However, the evidence is much less clear when it comes to the negative health impacts of secondhand smoke exposure from controlled substances. Since these substances are illegal, ethical and legal approval for research on them is difficult to obtain resulting in few studies being conducted. The BCCDC has been expanding this body of evidence but there is no consensus. Due to this lack of clarity, there is no certain public health benefit of controlling exposure to secondhand smoke related to controlled substances.

Service Delivery Implications

Staff are concerned there is a lack of commitment and support from Island Health to enforce controlled substances under the CAB. Island Health has identified concerns with amending the CAB to include controlled substances. The current enforcement team lacks the skills and training to work with people experiencing addiction. Because of this, Island Health's CAB enforcement team is unable to enforce the consumption of controlled substances.

Island Health has also expressed safety concerns around enforcing the consumption of controlled substances. They patrol and respond to complaints individually and do not carry communication or protective equipment. They would not be comfortable enforcing controlled substances with these limited safety precautions.

The population who uses controlled substances often function with addictions and other illnesses that impact their decision-making process. Because of this, the current enforcement approach that is used for the CAB (education and ticketing as a last resort) may not be successful. The use of controlled substances is usually related to a mental health problem and responding with enforcement will not address that fundamental challenge.

Financial Implications

The current service agreement between the CRD and Island Health for the enforcement of the CAB does not include enough funding to cover the enforcement of controlled substances. Without additional funding, Island Health would not be able to enforce amendments to the CAB.

In addition to increased enforcement costs, there would also be costs associated with a legal review associated with amending the CAB.

Intergovernmental Implications

In alignment with the *Community Charter*, S.B.C. 2003, c. 26, and the *Public Health Bylaws Regulation*, BC Reg. 42/2004, any amendments to the CAB would have to be approved by the Minister of Health and the local Medical Health Officer responsible for health matters within the CRD. Because of this, the Medical Health Officer would have to be consulted prior to any amendments being made and would be able to provide input into the amendment.

As stated above, Island Health has expressed hesitation and concerns with amending the bylaw to include controlled substances. Since amendments would require Medical Health Officer approval, their hesitation to amend the bylaw may present a barrier to amending the CAB bylaw.

Social Implications

At present, people who inhale controlled substances can do so at the Harbour Inhalation Site, which offers witnessed indoor inhalation consumption as well as harm reduction resources. Because of Subsection 2(4) of the CAB, the Harbour Inhalation Site does not contravene the bylaw and is able to offer its harm-reduction and life-saving services. If the bylaw were to be amended and Subsection 2(4) were to be removed from the CAB, a special exemption would be needed to allow the inhalation site to continue operations.

NEXT STEPS

Staff will continue to engage with the Province's Municipal Decriminalization Working Group and receive further guidance from the BCCDC about how municipalities can better support decriminalization. Staff will provide a follow-up report to the Hospitals and Housing Committee once the guidance is received and the impact of decriminalization becomes clear.

CONCLUSION

It is still unclear what the implications will be once controlled substances are decriminalized in BC on January 31, 2023. Due to Island Health's hesitation and the requirement that they approve any amendments to the CAB, CRD staff will continue to work with Island Health, BCCDC and the provincial government to gather more information and report back to the Hospitals and Housing Committee.

RECOMMEDATION

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

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:	Ted Robbins, B. Sc., C. Tech., Chief Administrative Officer

ATTACHMENT

Appendix A: Bylaw No. 3962, "Clean Air Bylaw No. 1, 2014"



BYLAW NO. 3962

**CAPITAL REGIONAL DISTRICT
CLEAN AIR BYLAW NO. 1, 2014**

ADOPTED September 10, 2014

Includes all amending bylaws adopted up to January 9, 2019

(Bylaws No. 4237 & 4272)

A bylaw for the purposes of maintaining, promoting and preserving the public health of the inhabitants of the Capital Regional District to prohibit, regulate and impose requirements in relation to smoking in the Capital Regional District.

Consolidated for Public Convenience Only

This bylaw is for reference purposes only.

For reference to original bylaws or for further details, please contact the Capital Regional District, Legislative Services Division, 625 Fisgard St., PO Box 1000, Victoria BC V8W 2S6

T 250-360-3127, F 250-360-3130, www.crd.bc.ca

CAPITAL REGIONAL DISTRICT

BYLAW NO. 3962

**A BYLAW TO PROMOTE CLEAN AIR BY REGULATING
ENVIRONMENTAL SMOKE**

Bylaw 4237

W H E R E A S:

- A. By Supplementary Letters Patent dated May 16, 1974, the powers, duties and obligations of all participating member Municipalities and any other local authorities to perform the function conferred on the Capital Regional District pursuant to Division XI – Community Health were transferred to the exclusive jurisdiction of the Capital Regional District, including, but without limiting the generality of the foregoing, the health powers conferred upon the Council of a municipality by the *Community Charter*, S.B.C. 2003, c. 26;
- B. The Board of the Capital Regional District may, by bylaw, pursuant to section 523 of the *Local Government Act*, R.S.B.C. 1996, c. 323, regulate and prohibit for the purposes of maintaining, promoting and preserving public health and maintaining sanitary conditions and undertake any other measures it considers necessary for those purposes;
- C. The Capital Regional District has been granted the additional power to exercise the powers conferred on a council of a municipality under section 8(3)(i) of the *Community Charter*, S.B.C. 2003, c. 26, in accordance with section 14 of the Capital Regional District Regulation, B.C. Reg. 65/90;
- D. Section 9(4) of the *Community Charter*, S.B.C. 2003, c. 26, and the Public Health Bylaws Regulation, B.C. Reg. 42/2004, requires that a bylaw to be adopted under section 2(a) or (b) of B.C. Reg. 42/2004 not be adopted unless the bylaw or a copy of it is first deposited with the Minister of Health and the local government has consulted with the Medical Health Officer responsible for health matters within the Capital Regional District;
- E. A copy of this bylaw has been deposited with the Minister of Health and the Board of the Capital Regional District has consulted with the Medical Health Officer;
- F. Environmental smoke whether from tobacco, cannabis, heated vapour or the burning of other substances can contain Class A carcinogens similar to benzene and asbestos, contain fine particles that can be inhaled deep into the lungs causing harm both locally and in other parts of the body, and is a health hazard to the inhabitants of the Capital Regional District;

Bylaw 4237

- G. It is generally recognized by scientific and medical communities that there is no safe level of smoke exposure and that whether the smoking occurs indoors or outdoors exposure to significant levels of environmental smoke can occur: and

Bylaw 4237

- H. It is desirable for the purposes of maintaining, promoting and preserving the public health of the inhabitants of the Capital Regional District to prohibit, regulate and impose requirements in relation to smoking in the Capital Regional District.

NOW, THEREFORE, the Board of the Capital Regional District, in open meeting assembled HEREBY ENACTS AS FOLLOWS:

1. INTERPRETATION

In this Bylaw:

“*burn*” or “*burning*” means the combustion or heating of a substance to produce smoke, vapour, aerosol or other substances that can be inhaled;

Bylaw 4237

“*business*” means carrying on a commercial or industrial undertaking of any kind or nature or the provision of a professional, personal or other service and includes an activity carried on by a government, government agency, Crown corporation, educational institution, municipality, regional district, or charitable organization;

“*bus stop*” means a place on a bus route marked by a sign at which buses stop to pick up and drop off passengers and includes a transit shelter;

“*Community Charter*” means the *Community Charter*, SBC 2003, Chapter 26;

“*Controlled Drugs and Substances Act (Canada)*” means the *Controlled Drugs and Substances Act*, S.C. 1996, c. 19;

Bylaw 4237

“*designated public space*” means public playing fields, public playgrounds and public squares;

“*Enforcement Officer*” means a person appointed as a bylaw enforcement officer or contractor by the Capital Regional District to enforce this Bylaw;

“*Independent School Act*” means the *Independent School Act*, R.S.B.C. 1996, c. 216;

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“*Local Government Act*” means the *Local Government Act*, RSBC 1996, Chapter 323;

“*main entrance*” means a place where the name or information about a park, designated public space or school yard is posted or a place designed by a responsible person as a common entry point by the public;

“*no-smoking sign*” means a no-smoking sign prescribed by this Bylaw;

“*park*” means land acquired, reserved or dedicated as a regional park or community park in accordance with the *Local Government Act* or the *Community Charter* and land acquired, held, occupied, zoned or regulated as park by a local government and shall include, without restricting the generality of the foregoing, within such parks, all beaches, public playgrounds, public playing fields, public squares, roadways and paths, but shall not include any highway passing through such park that has been dedicated as highway by plan of subdivision or that has been laid out, constructed and maintained by the Ministry of Transportation of the Province of British Columbia, or a local government, or that is a public highway under the *Highway Act*;

“*prominently*” means placed in such a position that the text of the sign or graphic symbol is clearly visible to a person in a school yard or inside a building, structure or vehicle or passenger conveyance, except a private residence;

“*public playgrounds*” means lands held, occupied, zoned or regulated for use by the public as outdoor areas containing playground equipment;

“*public playing fields*” means lands held, occupied, zoned or regulated for use by the public as outdoor areas for sporting activities;

“*public square*” means land acquired, reserved or dedicated as a public square in accordance with the *Local Government Act* or *Community Charter*;

“*responsible person*” means the person who controls, governs or directs the activity carried on within the building, place or premises referred to in this Bylaw and includes the person actually in charge thereof;

“*School Act*” means the *School Act*, R.S.B.C. 1996, c. 412;

Bylaw 4237

“*school yard*” means that portion of the lands of a school or francophone school as defined in the *School Act* and *Independent School Act* without buildings;

Bylaw 4237

“*smoke*” or “*smoking*” means burning a cigarette or cigar containing tobacco or another substance, or burning or heating tobacco or another substance using a pipe, hookah pipe, lighted smoking device or vapourizing device;

Bylaw 4237

“*transit shelter*” means a covered structure or facility located at a designated bus stop to provide protection from the elements for passengers waiting for a bus.

“*vapourizing device*” means an electronic device that vapourizes a solid, liquid or gas substance for inhalation:

Bylaw 4237

2. PROHIBITION

(1) No person shall carry or have in his possession a burning cigarette or cigar containing tobacco or another substance or a pipe containing burning tobacco or another substance, or burn tobacco or another substance using a pipe, hookah pipe, lighted smoking device or vapourizing device:

- a) in any park except in a private vehicle;
- b) in any designated public space;
- c) in any school yard;
- d) inside any part of a building or structure except in a private residence, hotel or motel room, or tent or trailer in a campsite;
- e) in any area of a business place where either or both food and beverages are served or consumed, or both served and consumed;
- f) in any vehicle or passenger conveyance, except in a private vehicle;
- g) within seven (7) metre area measured on the ground from a point directly below any point of a doorway, window or air intake in a place described in subparagraphs 2(1)(d) and (e);

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- h) within seven (7) metres of a bus stop measured on the ground from any point of the bus stop sign.

- (2) No responsible person shall permit a person to carry or have in his possession a burning cigarette or cigar containing tobacco or another substance or pipe containing burning tobacco or another substance, or to burn tobacco or another substance using a hookah pipe, lighted smoking device or vapourizing device:
- (a) inside any part of a building or structure, except inside a private residence, hotel or motel room, or tent or trailer in a campsite;
 - (b) in any area of a business place where either or both food and beverages are served or consumed, or both served and consumed;
 - (c) in any vehicle or passenger conveyance, except in a private vehicle.

- (3) Section 2(1) does not apply to a ceremonial use of tobacco in relation to a traditional aboriginal cultural activity.
- (4) Subsections 2(1) and 2(2) do not apply to a controlled substance within the meaning of the *Controlled Drugs and Substances Act (Canada)*.

3. POSTING OF SIGNS

- (1) A responsible person must display, or ensure the display of, a sign at all times, in the form established under paragraph 4(1):
- (a) at the main entrances to a park;
 - (b) at the main entrances to a designated public space;
 - (c) at the main entrances to a school yard;
 - (d) at each entrance to a building or structure for which that person is a responsible person except a private residence, hotel or motel room, or a tent or trailer in a campsite;
 - (e) inside a vehicle or passenger conveyance, except in a private vehicle;
 - (f) at any area of a business place where either or both food and beverages are served or consumed, or both served and consumed;
- (2) A responsible person must display, or ensure the display of, a sign, at all times, on each exterior wall of a building or structure where the prohibition contained in section 2(1) applies, that states:
- “Smoking is prohibited within seven (7) meters of openings into this building or structure including doors and windows that open and any air intake.”

4. SIGNS

- (1) A no-smoking sign shall state,
- (a) the phrase "no smoking", or
 - (b) a graphic symbol substantially in the form shown on Schedule "A" attached to this Bylaw, which shall be a minimum of six centimetres in diameter
- and may include
- (c) the words "Capital Regional District Bylaw No. 3962 Maximum Penalty

\$2,000.00."

- (2) A sign prescribed by former Capital Regional District Bylaw Nos. 2217 and 2401, and No. 3962 as it was prior to being amended by Capital Regional District Clean Air Bylaw No. 1, 2014, Amendment Bylaw No. 1, 2018, is a lawful no smoking sign for the purpose of this Bylaw.

Bylaw 4237

- (3) No person shall remove, alter, conceal, deface, write upon or destroy any sign posted pursuant to this Bylaw.

5. SEVERABILITY

If any section, subsection, sentence, clause or phrase of this Bylaw is for any reason held to be invalid by the decision of any Court, the section, subsection, sentence, clause or phrase may be severed from the remaining portion of this Bylaw.

6. OFFENCE

- (1) A person who contravenes, violates or fails to comply with any provision of this Bylaw, or who suffers or permits any act or thing to be done in contravention or violation of this Bylaw, or who fails to do anything required by this Bylaw, commits an offence and shall be liable, upon conviction, to a fine of not more than Two Thousand Dollars (\$2,000.00), the costs of prosecution and any other penalty or order imposed pursuant to the *Local Government Act*, *Community Charter* or the *Offence Act* (British Columbia). Each day that an offence against this Bylaw continues or exists shall be deemed to be a separate and distinct offence.
- (2) The penalties imposed under Section 6(1) shall be in addition to and not in substitution for any other penalty or remedy imposed by this Bylaw or any other statute, law or regulation.

7. INSPECTION

An Enforcement Officer is authorized to enter onto and into any land, building, structure or premises for the purposes established by sections 419 and 284 of the *Local Government Act* and any other authority to enter property granted in the *Local Government Act*, *Community Charter*, or another Act in accordance with the provisions of section 16(1)-(5) of the *Community Charter*, or other conditions of entry, if any, set out in the *Local Government Act*, *Community Charter* or another Act.

Bylaw 4237

8. REPEAL

Capital Regional District Bylaw No. 2401 is hereby repealed.

9. TITLE

This Bylaw may be cited as the "Capital Regional District Clean Air Bylaw No. 1, 2014."

10. EFFECTIVE DATE

The effect of this Bylaw is suspended until April 1, 2015 and this Bylaw shall come into force effective April 1, 2015.

READ A FIRST TIME THIS	9 th	day of	July	2014
READ A SECOND TIME THIS	9 th	day of	July	2014
AMENDED THIS	13 th	day of	August	2014
READ A THIRD TIME THIS	13 th	day of	August	2014
DEPOSITED WITH THE MINISTER OF HEALTH THIS	25 th	day of	August	2014
ADOPTED THIS	10 th	day of	September	2014

[original signed by]

CHAIR

[original signed by]

CORPORATE OFFICER

CAPITAL REGIONAL DISTRICT
CLEAN AIR BYLAW NO. 3962

SCHEDULE "A"

Bylaw 4237

The following graphic symbol is prescribed for the purpose of Section 4(1).





Making a difference...together

Minutes of a Meeting of the Regional Housing Advisory Committee

December 12, 2022, 10:00am - 12:00 pm, Virtual Meeting (Microsoft Teams)

PRESENT: Danella Parks (Acting Chair), Don McTavish, Kirsten Baillie, Stirling Scory, Andrea Hudson, David Corey, Kerriann Coady.

STAFF: Nadine Kawata, Emily Sinclair, Jelena Putnik (recorder)

REGRETS: Alita Tocher, Luke Mari, Lindsay Chase, Brian Green, Bill Brown, Pam Hartling.

Meeting called to order at 10:05 am.

1. Territorial acknowledgement

Acting Chair Danella Parks offered a territorial acknowledgement of the Indigenous communities in the Capital Region.

2. Welcome and approval of Agenda

MOVED by Don McTavish, **SECONDED** by Stirling Scory

That the agenda be approved.

CARRIED

3. Approval of July 29, 2022 Minutes

MOVED by Danella Parks, **SECONDED** by Don McTavish

That the minutes from the June 29, 2022 RHAC meeting be approved with correction of spelling of Stirling Scory's name.

CARRIED

4. Business Arising

- **None**

5. Topics for Discussion:

HAP Business Development – Consultant presentation and engagement of RHAC input

- The CRD has engaged the services of Urban Matters business consultants to review the Housing Agreement Program (HAP) for potential for future growth to address need, and recommend a model that would enable greater efficiency, sustainability, and scalability.
- Marina Jozipovic and Matt Thompson from Urban Matters provided brief overview of HAP and outlined consultation process and timeline.
 - Phase 1 - Dec/22- Jan/23: Current review of program and interviews with CRD Staff
 - Phase 2 - Dec/22- Jan/23: Engagement with municipalities and key stakeholders – survey and targeted interviews
 - Phase 3 - Feb-Mar/23: Recommendations

Urban Matters posed the following questions to the group and received feedback indicated:

What is working well? What has been tricky? What is something that you think could be done differently?

- Andrea requested to share these questions with colleagues at City of Victoria who have more direct experience with HAP, to get their input. Stirling echoed this for View Royal.
- Nadine, speaking from her past role at Saanich, indicated that Saanich planners found the program very beneficial and have been receiving more rental inquiries lately.
- Urban Matters indicated that, in their previous work with municipalities, they have heard that there isn't administrative capacity within municipal staff to manage housing agreements like CRD is providing with this program.
- Urban Matters would like to hear what will help municipalities do their work better and capture affordable units better, while keeping process streamlined for developers and development community. How can the CRD help, and what does that look like?
- Emily indicated that she would be interested in gathering HAP data to help with reporting in achieving our Regional Growth Strategy goals.
- Jelena shared past comment from Bill Brown who indicated that Esquimalt does not have the administrative capacity to manage housing agreements and benefits from CRDs HAP administration. Stirling echoed that for View Royal. Andrea Hudson stated that even larger municipalities, such as Victoria, do not have the administrative capacity to monitor housing agreements, and benefit from CRD handling it.
- Kirsten stated that prescribed requirements to non-profit housing agreements often cripple projects because of their lack of adaptability to funding source requirements. She advocated for flexibility in how housing agreement programs are structured. She suggested a simple 10% RGI units requirement would be workable for projects to achieve success.

For municipalities who have not engaged with HAP before: Do you think the HAP is a valuable service? Do you anticipate that your organization will engage with the HAP over the next year? How about five years from now? Does your organization have any particular barriers to participating?

- Danella highlighted importance of informing community of when/where affordable units are coming so that people in need, and organizations supporting them, can be aware.
- Nadine, speaking from her past role at Saanich, echoed Kirsten Baillie's comments around funding flexibility and stated that BC Housing and CRD both had suggested aligning affordability so that projects would be eligible for senior government funding.
- Kirsten reiterated that if municipal affordability requirements do not align with senior government funding programs, it is often impossible for a non-profit developer to complete a project because they cannot access senior levels of government funding.
- Stirling highlighted that timelines needed to go through municipal zoning/permitting process often impact project feasibility in today's market because of rising costs.

Do you believe the CRD Housing Agreement Program provides the support to achieve the level of affordability required to address housing needs or the tenure required to address housing needs? (understanding that affordability will be set by municipalities earlier in the process and prior to reaching the stage of CRD HAP)

- Matt pulled in the previous discussion about setting of affordability by municipalities and asked whether municipalities felt there is a role for CRD to support in that process?
- Emily asked if there is consistency and alignment with affordability goals/definitions among municipalities and whether the scope of this HAP review will gather this info? Urban Matters indicated this is beyond scope of this project, but will include a survey question to solicit what municipalities goals/definitions of affordability are.

Actions: Urban Matters will provide a copy of the presentation to CRD staff for circulation to RHAC representatives and their municipalities for input. A formal survey will be sent by Urban Matters to municipal staff in the region in January 2023 for structured input on HAP current and future needs.

RHAC's Strategic Planning Priority Recommendations for CRD Hospitals and Housing Committee. What are RHAC member key priorities?

- RHAC members were provided with 4 broad areas of CRD Board focus (Confidential) for consideration and input, and came up with the following key recommendations:
 - **Category #1 - Increase affordable housing supply/stock in the region (through programs/initiatives/actions)**
 - *Develop ongoing Regional Housing First Program.* Program worked well and was key in leveraging funding from senior levels of government.
 - *Develop a region-wide common language for affordability/attainability (affordable housing).* Will be useful for councils to know if they are meeting their objectives.
 - *Develop a Regional Acquisition Strategy that works with municipalities to acquire land for non-profit housing.*
 - *Advocate for update to Local Government Act that would permit municipalities to ask for amenities and not have to go through a rezoning and negotiation process.* Ensure municipal alignment for any advocacy.
 - Related issues/concerns:**
 - *Ensure adequate municipal staffing to reduce permitting and zoning processing time and improve efficiency.*
- **Category #2: Create inclusive and equitable housing, especially family friendly housing.**
- **Category #3: Climate Action through housing investment.**
 - *Integrate housing and land use near transit and community amenities. Facilitate cooperation of municipalities in a coordinated approach.*
 - *Coordinate regional land acquisition to purchase land for affordable housing along transit corridors.*
- **Category #4: Improve Housing Data**
 - *Develop and implement performance measures/spatial data related to full range of new units being built (size, proximity to transit, accessibility, affordability).*

6. Next Meeting: Q1 2023 (date TBD)

7. Adjournment

MOVED by Andrea, **SECONDED** by Sterling

That the meeting be adjourned.

CARRIED

The meeting was adjourned at 11:54 am.



Making a difference...together



Capital Region Housing Corporation

Tenant Advisory Committee (TAC)

Minutes of Meeting of September 26, 2022 (3:30 - 5:00pm) Room 387
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, C. Coughlin, E. Syring, C. Novak

Regrets: C. Fischer

The meeting was called to order at 3:31pm

1. Territorial Acknowledgement

- Director Loveday provided a Territorial Acknowledgement.

2. Approval of Agenda

- It was moved by N. Thompson, and seconded by D. Wallace that the Agenda for the September 26, 2022 meeting be approved.

CARRIED

3. Adoption of Minutes of June 27, 2022 Meeting

- It was moved by D. Wallace, and seconded by N. Thompson, that the minutes of the June 27, 2022 meeting be approved.

CARRIED

4. Business Arising from the Minutes

- Update on cooling rooms:
 - Cooling rooms were very well received at the four properties (Ashlar, LeBlond, Rosewood & Westview) they were installed at. Feedback from tenants and caretakers was positive.
 - N. Thompson thanked CRHC staff for their efforts on these cooling rooms and wondered if all other properties will have cooling rooms installed next summer. K. Lambert responded that not all buildings have common rooms but buildings that have this flex space will be considered for 2023.

5. Garbage & Recycling

- S. Grigg informed members that we currently manage our garbage and recycling with an outside contractor. Currently we use Waste Management but this is under review and a RFP is in progress by staff. Waste Management allows for multiple streams of waste including household garbage, recycling of tins, plastics, cardboard and organics. Within our contract, it does not allow for the dumping of furniture and when furniture is left behind the CRHC can be fined or is charged to coordinate with another contractor. She reminded members that garbage and recycling is a major cost to the CRHC. When bins are overflowing/overfilled, Waste Management will charge extra for every 9 inches above the top of the container and add an additional \$78.00 penalty per container, per site. If bins are contaminated, they will charge us \$50.00 per container. The risk of increased fees

is substantial.

- Conversation around disposal responsibilities took place. It was noted that there is a shared responsibility between the CRHC and tenants; caretakers are responsible to contain garbage within bins, clean up around them and to ensure area is sanitary. Tenants have a role to ensure garbage/recycling is disposed of properly (into the correct bins) and that the lids are closed. A reminder to follow the recycling guidelines in your region was shared – ensure that you clean your recyclables before putting them into the bin. It was mentioned that the provider no longer has a recycling program for glass as there is no market for it. N. Thompson mentioned that so many tenants throw everything and anything in the garbage and are not using the bins properly. C. Novak wondered if we could display signage to provide guidance on responsible disposal. Conversation around adding a section into the CRHC newsletter was had. It was asked if copies of the New Tenant Handbook could be kept in foyers/lobbies to provide information around process. K. Lambert mentioned there has been conversation around a recycling incentive.
- K. Naraghi shared that paper recycling in her building continues to be a problem as the contractor is skipping pickup days and noted that the scheduled pickup can be pushed as much as 10-14 days. S. Grigg replied that like so many other businesses, Waste Management is experiencing staffing shortages and ensured that when pickups are late, we do not get charged extra fees due to overflowing bins.
- C. Coughlin asked if there is any room for implementation for fines for residents who repeat behavior of improper disposal. CRHC staff informed that we don't have the staff to manage the implementation of fines and informed that there wouldn't be support under the RTA if anything were to go to arbitration. D. Elliott noted that positive reinforcement in his experience is typically more successful than issuing a fine. K. Lambert shared that telling people what to do is much more effective than telling them what not to do.

ACTION: Add signage to communicate how to properly dispose of garbage/recycling.

ACTION: Add garbage/recycling section to newsletter.

ACTION: Add New Tenant Handbooks to lobbies/foyers of buildings.

6. Tenant Retention (Slido)

- Due to lack of time and technical difficulties with Slido, Tenant Retention will be pushed to the December 19, 2022 meeting.

7. Tenant Engagement & Role of TAC in 2023

- D. Elliott started by asking how effective is TAC? What do we want to accomplish in 2023 and beyond? He mentioned that the CRHC understands everyone has competing priorities however, prior to this meeting, attendance has not been great. He noted that since the pandemic, we tend not to engage our neighbours, or use building amenities as much. Is there a way to engage at a community level to bring people together in a different way? C. Coughlin brought forward the idea of having an online platform where tenants could share free items, or if they were looking for specific services. S. Grigg said that community engagement (tenants for tenants) has never been done digitally in the past because our website platform does not support it. Bulletin boards in amenity rooms usually do the trick, and recognized Westpark doesn't have an amenity room. J. Loveday asked how we get feedback from our tenants? N. Thompson shared concerns around issues of misrepresentation. He noted he is happy to be a part of TAC, but there should be a methodical way for representation. Residents with disabilities will have different ideas as to what engagement is. C. Coughlin shared confusion on how to bring items forward at TAC meetings, noting that neighbours bring

concerns to her knowing she is a member. S. Grigg shared if neighbours are coming to her with specific questions about tenancies they should be directed to CRHC staff. The TAC Terms of Reference can be used to clarify what items should/should not be included on an agenda. The TAC Annual Work Plan outlines what will be focused on throughout the year. Director Jeremy Loveday also mentioned the Roundtable section of the agenda as a means to bring items forward. D. Elliott noted that members' perspective has been so important and that we have tried to create more structure around the Annual Work Plan. D. Wallace suggested having a leadership role at each property. It was shared that we must be mindful that there are 54 buildings – this would be a huge undertaking. D. Elliott asked where we find the time and resources to engage with a more grass-roots approach? R. Loewen stated we should utilize tools we already have in place, such as the newsletter and introduce new platforms such as suggestion boxes. Director Jeremy Loveday thanked members for their contributions.

- The topic of attendance was discussed. C. Novak shared that typical work schedules do not allow for TAC meetings. Are there ways to connect outside of a formal meeting? Slido can be used. We should be exploring options to meet asynchronously but still effectively. K. Naraghi noted there should be more two allowances for missed meetings, mentioning that emergencies do happen. Director Jeremy Loveday stated that attendance is important, but not nearly as important as real life. Conversation around meeting after office hours was had. D. Elliott shared that historically CRHC staff have met TAC Members in the middle with a compromised time. Meeting dates/times are set as early in the year as possible and once scheduled they are very difficult to change.

8. What is Working Well?

- WestPark is always thoroughly cleaned and there is never any garbage outside of the building.
- Appreciative of the tenant insurance package offered through CRHC has kept costs to a minimum each year. Tenants are happy with the savings from TELUS.
- Quality of tenants continues to improve.
- Caretaker John was given kudos for walkthrough schedule flexibility.

9. Roundtable

- C. Novak asked about deferred maintenance as a result of the pandemic. S. Grigg informed that yes, maintenance is backed up. Worksafe restrictions did not allow for contractor engagement. Staff shortages continue to effect wait times for CRHC and Contractors. She noted that currently contractors are booked out a year, to a year and a half. We have not yet circled back to tenants as we do not have anything useful to communicate at this time, but ensured that this concern is on our radar.

10. Action Summary

- Add signage to communicate how to properly dispose of garbage/recycling;
- Add garbage/recycling section to newsletter;
- Add New Tenant Handbooks to lobbies/foyers of buildings

11. Certificates of Recognition

- D. Elliott thanked TAC members and acknowledged their contributions. It was mentioned that a Certificate of Recognition will be mailed out individually to each member. He noted the five terms that are coming to an end in 2023 (J. Loveday, K. Naraghi, E. Syring, N. Thompson and D. Wallace).

12. Concluding Remarks

- D. Wallace mentioned how glad he was to see everyone in attendance, noting it really makes for a successful meeting when all members are present.
- Director Jeremy Loveday noted how it was a privilege to sit as a Co-Chair of the Tenant Advisory Committee, and that he appreciates all members' efforts.

13. Adjournment

- It was moved by R. Loewen, and seconded by D. Wallace that the meeting be adjourned.

CARRIED

The meeting was adjourned at 4:59pm.