



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

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Wednesday, June 5, 2024

1:30 PM

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

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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. [24-522](#) Minutes of the May 1, 2024 Hospitals and Housing Committee Meeting

**Recommendation:** That the minutes of the Hospitals and Housing Committee meeting of May 1, 2024 be adopted as circulated.

**Attachments:** [Minutes - May 1, 2024](#)

### 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](http://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](mailto:crdboard@crd.bc.ca).*

#### 5.1. Presentations

##### 5.1.1. [24-533](#) Presentation: Dr. Murray Fyfe; Island Health, Re: CRD Clean Air Bylaw Annual Update

**Attachments:** [Presentation: Clean Air Bylaw Annual Update](#)

### 6. Committee Business

- 6.1.**      [24-515](#)      Victoria General Hospital High Performance Building Automation System Controls Update - Approval of Capital Bylaw No. 427
- Recommendation:** The Hospitals and Housing Committee recommends to the Capital Regional Hospital District Board:
- 1) That Capital Regional Hospital District (CRHD) funding in the amount of \$1,110,992 be approved for Victoria General Hospital High Performance Building Automation System Controls Update;
  - 2) That CRHD Bylaw No. 427, "Capital Regional Hospital District Capital Bylaw No.196, 2024" be introduced and read a first, second, and third time; and
  - 3) That CRHD Bylaw No. 427 be adopted.
- Attachments:**      [Staff Report: VGH High Perform BAS Controls Update-Approve Bylaw 427](#)  
[Appendix A: CRHD Bylaw No. 427](#)
- 6.2.**      [24-516](#)      Royal Jubilee Hospital Diagnostic and Treatment Building Automation System Controls Update - Approval of Capital Bylaw No. 428
- Recommendation:** The Hospitals and Housing Committee recommends to the Capital Regional Hospital District Board:
- 1) That Capital Regional Hospital District (CRHD) funding in the amount of \$1,078,376 be approved for Royal Jubilee Hospital Diagnostic and Treatment Building Automation System (BAS) Controls Update;
  - 2) That CRHD Bylaw No. 428, "Capital Regional Hospital District Capital Bylaw No. 197, 2024" be introduced and read a first, second, and third time; and
  - 3) That CRHD Bylaw No. 428 be adopted.
- Attachments:**      [Staff Report: RJH Diagnostic & Tx BAS Controls Update-Approve Bylaw 428](#)  
[Appendix A: CRHD Bylaw No. 428](#)
- 6.3.**      [24-517](#)      Tenant Advisory Committee Terms of Reference Amendment, June 2024
- Recommendation:** The Hospitals and Housing Committee recommends to the Capital Regional District Board:
- That the amended Terms of Reference for the Tenant Advisory Committee as presented in Appendix A be approved.
- Attachments:**      [Staff Report: Tenant Advisory Cttee - ToR Amend't, June 2024](#)  
[Appendix A: Tenant Advisory Committee Terms of Reference \(Redlined\)](#)

## 7. Notice(s) of Motion

## 8. New Business

## 9. Adjournment

The next meeting is July 3, 2024.

To ensure quorum, please advise Jessica Dorman (jdorman@crd.bc.ca) if you or your alternate cannot attend.

## Meeting Minutes

### Hospitals and Housing Committee

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Wednesday, May 1, 2024

1:30 PM

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

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#### PRESENT

Directors: K. Murdoch (Chair), J. Caradonna (Vice Chair), M. Alto, P. Brent, S. Brice, G. Holman (EP), P. Jones, D. Kobayashi, C. McNeil-Smith (EP), L. Szpak

Staff: N. Chan, Chief Financial Officer; K. Lorette, General Manager, Planning and Protective Services; M. Barnes, Senior Manager, Health and Capital Planning Strategies; D. Elliott, Senior Manager, Regional Housing; R. Lachance, Senior Manager, Financial Services/Deputy Chief Financial Officer; A. Linwood, Controller, Financial Services; M. Lagoa, Deputy Corporate Officer; T. Pillipow, Committee Clerk (Recorder)

EP - Electronic Participation

Guest: L. Lee, Lead Audit Engagement Partner, KMPG; C. Rice-Gural, Audit Senior Manager, KPMG

Regrets: Directors Z. de Vries, C. Plant

The meeting was called to order at 1:32 pm.

#### 1. Territorial Acknowledgement

Chair Murdoch provided a Territorial Acknowledgement.

#### 2. Approval of Agenda

**MOVED** by Director Brice, **SECONDED** by Director Kobayashi,  
That the agenda for the May 1, 2024 Hospitals and Housing Committee meeting  
be approved.  
**CARRIED**

#### 3. Adoption of Minutes

3.1. [24-435](#) Minutes of the April 3, 2024 Hospitals and Housing Committee Meeting

**MOVED** by Director Szpak, **SECONDED** by Director Caradonna,  
That the minutes of the Hospitals and Housing Committee meeting of April 3, 2024  
be adopted as circulated.  
**CARRIED**

#### 4. Chair's Remarks

The Chair thanked R. Lachance for her service to the CRD.

#### 5. Presentations/Delegations

##### 5.1. Presentations

5.1.1. [24-281](#) Verbal Presentation: Lenora Lee, KPMG, Re: Capital Regional Hospital District and Capital Region Housing Corporation 2023 Audit Findings Report

L. Lee presented the Audit Findings Report.

Discussion ensued regarding decommissioning assets with hazardous material from an accounting standards viewpoint.

##### 5.2. Delegations

There were no delegations.

#### 6. Committee Business

6.1. [24-279](#) Capital Regional Hospital District 2023 Audit Findings Report and Audited Financial Statements

N. Chan spoke to Item 6.1.

Discussion ensued regarding clarification of the debt ratio of the Hospital District.

**MOVED by Director Brice, SECONDED by Director Kobayashi,  
The Hospitals and Housing Committee recommends to the Capital Regional  
Hospital District Board:  
That the Capital Regional Hospital District 2023 Audited Financial Statements be  
approved.  
CARRIED**

6.2. [24-280](#) Capital Region Housing Corporation 2023 Audit Findings Report and Audited Financial Statements

N. Chan spoke to Item 6.2.

**MOVED by Director Brice, SECONDED by Director Kobayashi,  
The Hospitals and Housing Committee recommends to the Capital Region  
Housing Corporation Board:  
That the Capital Region Housing Corporation 2023 Audited Financial Statements  
be approved.  
CARRIED**

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

There were no notice(s) of motion.

**8. New Business**

There was no new business.

**9. Adjournment**

**MOVED** by Director Brice, **SECONDED** by Director Kobayashi,  
That the May 1, 2024 Hospitals and Housing Committee meeting be adjourned at  
1:51 pm.  
**CARRIED**

\_\_\_\_\_  
CHAIR

\_\_\_\_\_  
RECORDER

# 2023–24 Island Health Report to the CRD Clean Air Bylaw

Dr. Murray Fyfe  
Medical Health Officer



*Improving Health Outcomes For All Populations*

## Clean Air Bylaw (in brief)

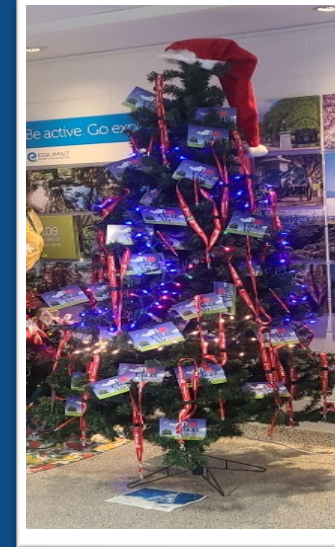
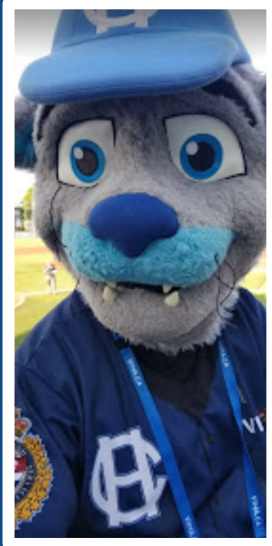
- Prohibits:
  - possession of cigarette, cigar, pipe, other smoking device containing tobacco or other substance, or vapor device in certain locations
  - permitting a person to possess (as above) in certain locations
- Requires posting of signs
- Defines penalties
- Some exclusions
- For full CAB, refer to:

[https://www.crd.bc.ca/docs/default-source/crd-document-library/bylaws/publichealthcleanairidlingtanningtattoo/3962---consolidated-bylaw-to-promot-clean-air-by-regulating-environmental-smoke.pdf?sfvrsn=d435eaca\\_8](https://www.crd.bc.ca/docs/default-source/crd-document-library/bylaws/publichealthcleanairidlingtanningtattoo/3962---consolidated-bylaw-to-promot-clean-air-by-regulating-environmental-smoke.pdf?sfvrsn=d435eaca_8)

## Service Agreement between CRD and Island Health (in brief):

- Roles and activities related to:
  - Enforcement of Clean Air Bylaw (CAB)
  - CAB education and awareness
  - Evaluation of these activities
  - Enforcement of Idling Control Bylaw and Tanning Facilities and Tattoo Facilities Bylaws
- Report to CRD Committee annually.

# Education & Awareness through Community Engagement







Instagram



# Education & Awareness

- Island Health **Social media** platforms are used to promote smoking reduction and quitting

## Campaign promotions included:

National Non-Smoking Week

Weedless Wednesday

BC Lung Association campaign materials for youth

World No Tobacco Day

- Island Health creates & delivers Tobacco & Vapour related education for presentation to **schools** by Island Health team.

#QuitSmoking  
#CommittToQuit  
#HealthyLiving  
#NNSW  
#StopSmoking  
#WNTD  
#NoTobacco  
#TobaccoFree  
#WeedlessWednesday



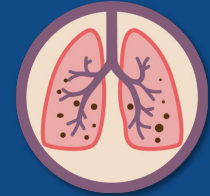
857 Views

# Education & Awareness

## CRD Clean Air Bylaw Website

Information can be found on:

- ✓ Clean air benefits
- ✓ Enforcement of the bylaw
- ✓ Resources – FAQ's, Info sheets
- ✓ Contact details
- ✓ Downloadable and printable signs, posters and pamphlets
- ✓ Links to resources for Quitting



BREATHE  
the lung association



## Additional supports for public:

- ✓ [cleanairbylaw@islandhealth.ca](mailto:cleanairbylaw@islandhealth.ca)
- ✓ 'contact us' portal messages
- ✓ phone line 250.360.1450

quitnow.ca

# Bylaw Enforcement

Effective enforcement in regulatory practice incorporates both preventative and restrictive strategies

(Baldwin, Cave, & Lodge, 2012).

## Voluntary Compliance

Education and awareness campaigns  
Signage  
Individual education conversations  
Verbal and Written warnings

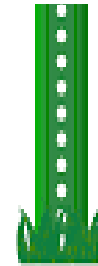
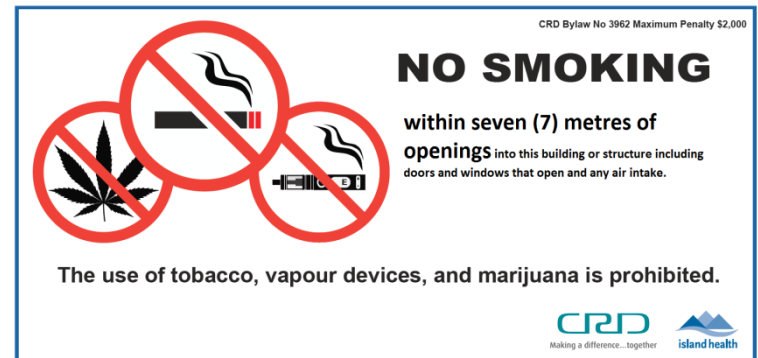
## Enforcement

Municipal Tickets  
Injunctions  
Prosecutions

- On the preventative and corrective end of the continuum are positive, enabling, and supportive enforcement strategies, and at the opposite end, are restrictive, directive, or prescriptive enforcement methods (Colbert, 2014).
- The CRD Clean Air Bylaw is enforced on a continuum between voluntary compliance and enforcement measures. The approach is focused on voluntary compliance measures that encourage, promote and educate the public for compliance.

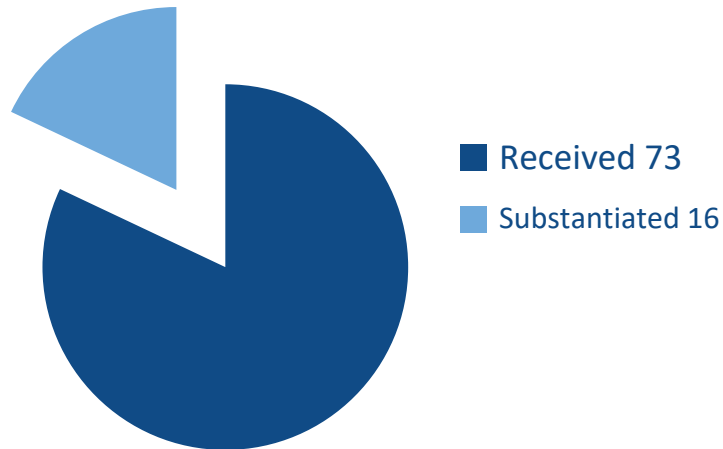
# Progressive Enforcement: Businesses

- **Education and awareness**
- **Clean Air Bylaw Inspections** include compliance checks & signage distribution throughout the CRD including the Gulf Islands.
  - ✓ **2,178** Clean Air Bylaw Inspections were conducted
  - ✓ **882** new signs were delivered to new and existing businesses
- **Signage** templates are available on the Island Health Clean Air Bylaw website.
  - ✓ **Signs** were downloaded 1,124 times



# Enforcement: Complaints

## Complaints Received 2023-2024



## Substantiated Complaints by Location

General Buildings	4
Retail Store	1
Parks/Athletic Fields	3
Restaurants	1
Public Squares	0
Bus Stops	6
Community Care Facility	2
Total:	17

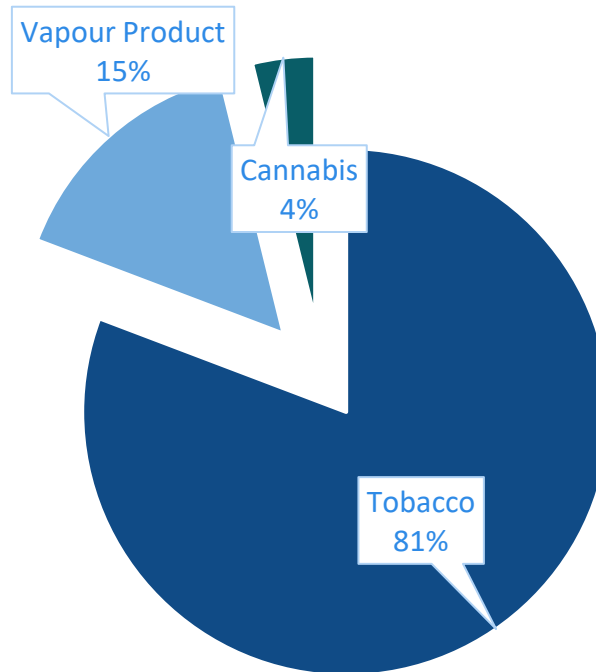
# Complaint Based Non-compliance Violations by Section 2 PROHIBITION

Section	Prohibitions	Quantity
2(1)(a)	Smoking in any park except in a private vehicle	17
2(1)(b)	Smoking in any designated public space	0
2(1)(C)	Smoking in any school yard	0
2(1)(d)	Smoking inside any part of a building or structure	1
2(1)e	In any area of a business place where either or both food and beverages are served or consumed, or both served and consumed	0
2(1)(f)	In any vehicle or passenger conveyance, except in a private vehicle	0
2(1)(g)	Smoking within 7M of a door, window, or air intake	23
2(1)(h)	Smoking within 7M of a bus stop	32
<b>Total</b>		<b>73</b>

**Non-compliance violations  
with the Clean Air Bylaw  
by Section**

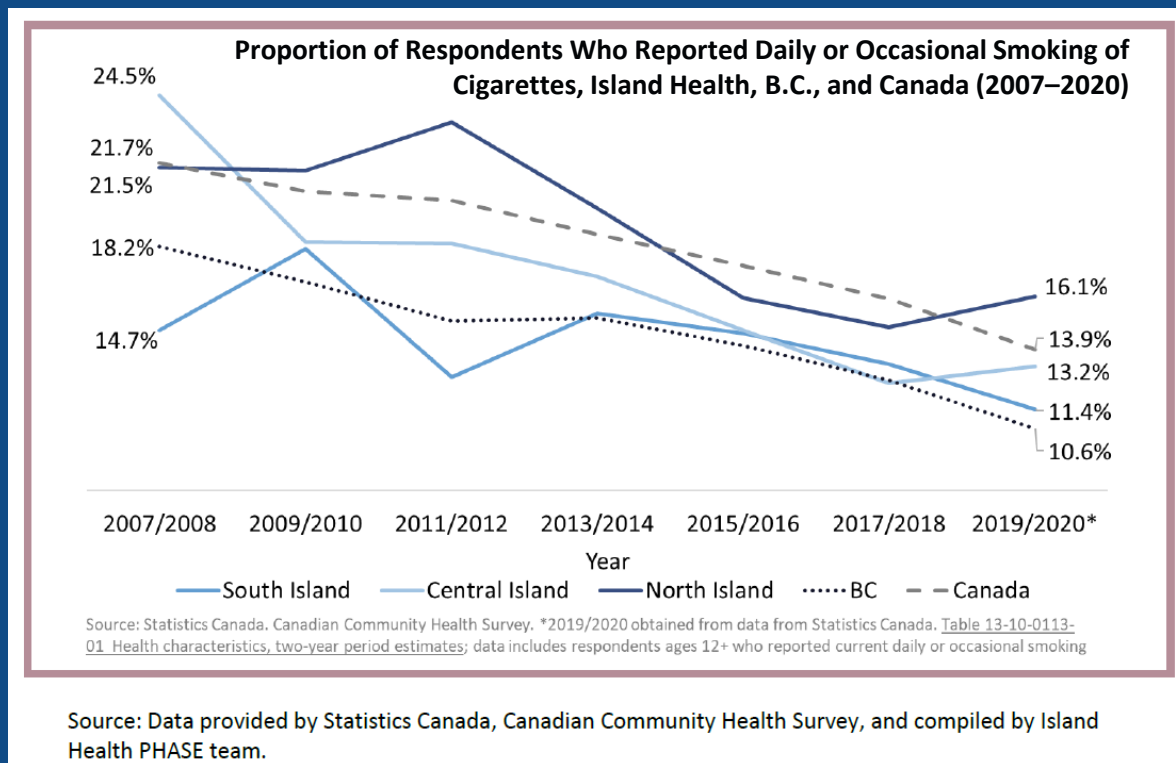
# Enforcement: Patrols

Progressive enforcement activities for violations of CAB during patrols by substance 2023-2024



# Cigarette Smoking Trends in Island Health & B.C.

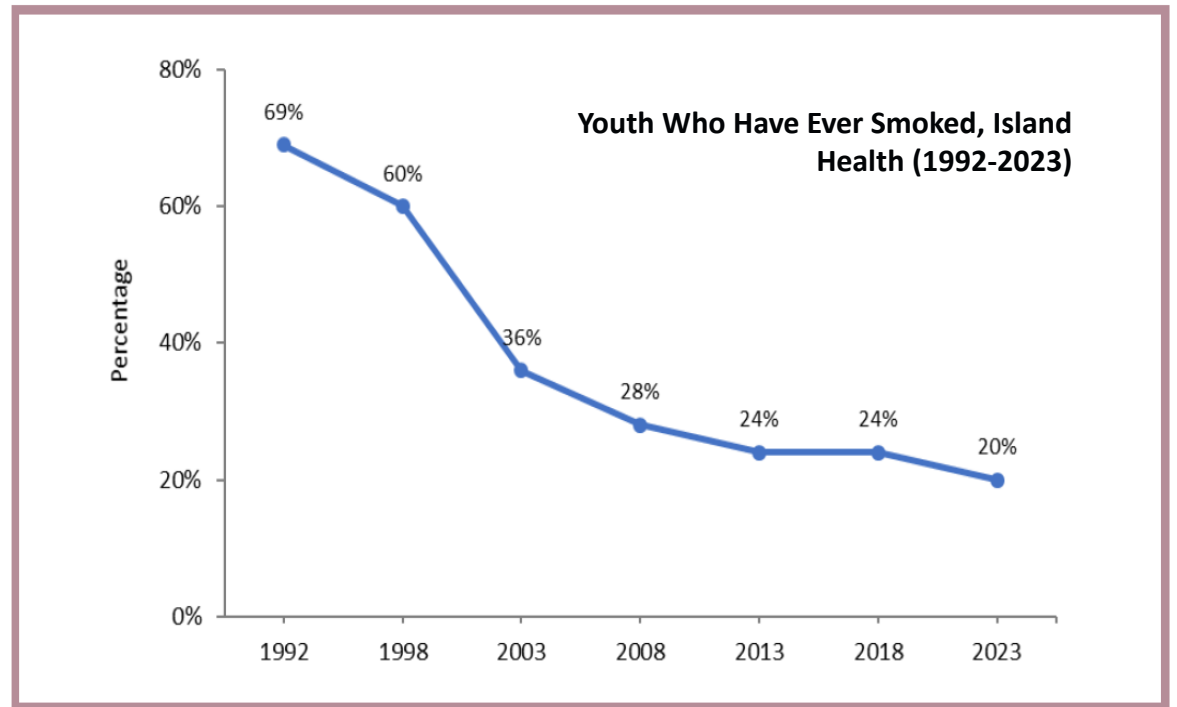
Between 2007 and 2020, cigarette smoking declined in Island Health; this is consistent with declining smoking trends Canada-wide.





# Youth Cigarette Smoking in Island Health.

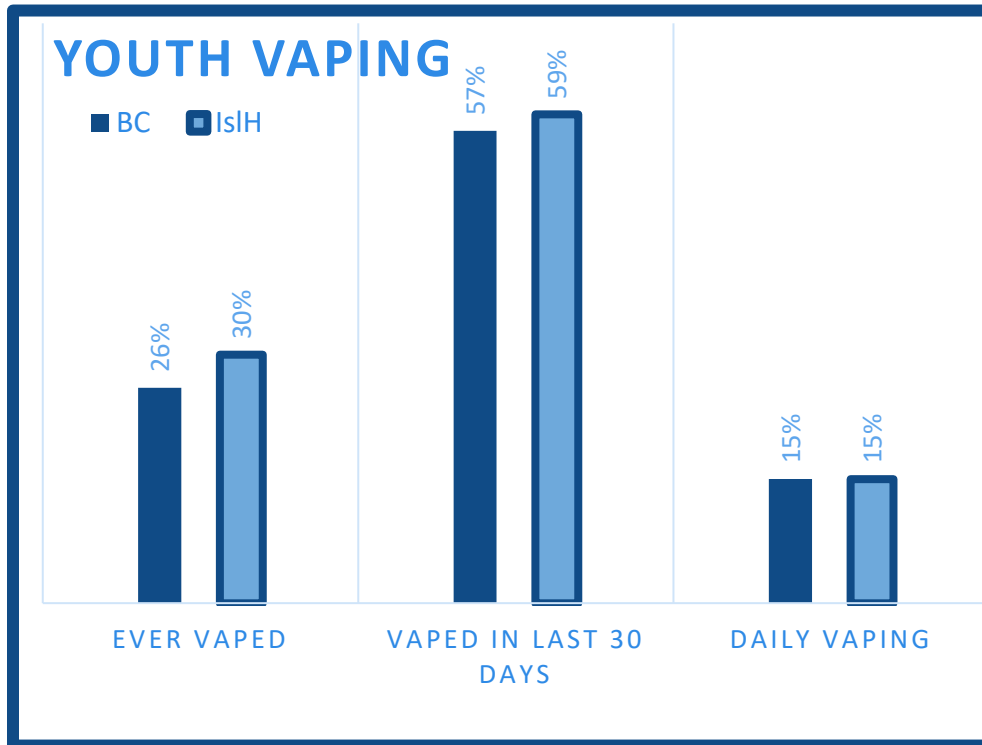
Youth cigarette smoking is declining in Island Health, with 20% of youth reporting ever smoking tobacco in 2023 compared to 24% in 2018.



Source: Data provided by McCreary Centre Society, BC Adolescent Health Survey, 1992 through 2023, and analysis conducted by Island Health PHASE team.

# Youth Vaping

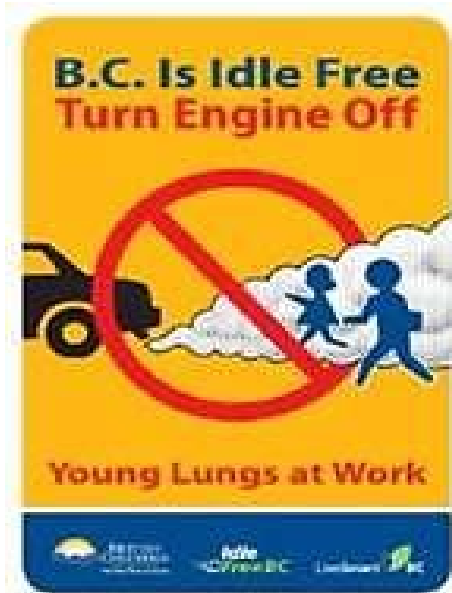
Vaping is more common among youth than smoking tobacco.



## Island Health Youth Vaping

- 30% of youth reported having ever vaped
- 59% of ever vapers vaped in the last 30 days
- 15% of these youth reported vaping daily

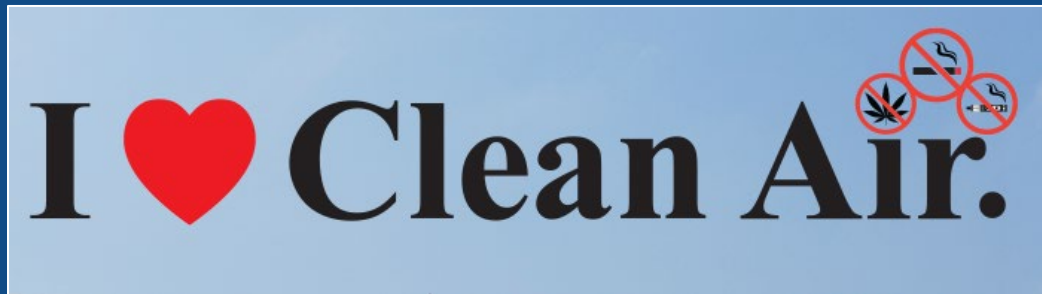
# Tattoo, Tanning & Idling Bylaws



Enforcement 2023-24	
Tattoo Premise Routine Inspections	79
Tattoo Premise Initial Inspections	52
Tattoo Premise Follow up Inspections	7
Tattoo Premise Complaints	5
Idling Complaints	4
Tanning Facility Complaints	0

Environmental Health Officers (EHO's) enforce through inspection, complaint follow-up and investigations.

# *Thank You*



Capital Regional District  
Clean Air Bylaw (3962)

**REPORT TO HOSPITALS AND HOUSING COMMITTEE  
MEETING OF WEDNESDAY, JUNE 05, 2024**

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**SUBJECT**     **Victoria General Hospital High Performance Building Automation System Controls Update – Approval of Capital Bylaw No. 427**

**ISSUE SUMMARY**

Approval of a Capital Regional Hospital District (CRHD) \$1,110,992 Capital Expenditure and Borrowing Bylaw is required for Island Health to proceed with the \$3,703,305 Victoria General Hospital (VGH) High Performance Building Automation System (BAS) Controls Update.

**BACKGROUND**

A BAS allows an operator to access, control, and monitor all connected building systems from a single interface. With BAS technology, you can gain centralized control over your building's systems via networked electronic devices. BAS functionality may keep a building's climate within a specified range, provide light to rooms based on occupancy, monitor performance and device failures, and provide malfunction alarms to building maintenance staff.

The existing BAS at the VGH has reached the end of its useful life and needs to be replaced to ensure optimal building performance. Completing the BAS replacement project will enable Island Health to implement best-in-class control sequences, and operating cost savings.

**ALTERNATIVES**

*Alternative 1*

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

- 1) That Capital Regional Hospital District (CRHD) funding in the amount of \$1,110,992 be approved for Victoria General Hospital High Performance Building Automation System Controls Update;
- 2) That CRHD Bylaw No. 427, "Capital Regional Hospital District Capital Bylaw No.196, 2024" be introduced and read a first, second, and third time; and
- 3) That CRHD Bylaw No. 427 be adopted.

*Alternative 2*

That this report be referred back to staff for additional information based on Hospitals and Housing Committee direction.

**IMPLICATIONS**

*Climate Implications*

This project is the first step in an informal plan for full de-carbonization of the hospital and replacing the BAS will result in an estimated carbon emission savings of 580 tonnes per year.

**Hospitals and Housing Committee – June 5, 2024**  
**Victoria General Hospital High Performance Building Automation System Controls Update**  
**– Approval of Capital Bylaw No. 427** **2**

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*Financial Implications*

The High Performance BAS Controls Update project at VGH has been included in the CRHD 10-Year Capital Plan since 2023 as a potential partnership between the CRHD and Island Health. Island Health will provide \$2,592,313 (70%) and the CRHD \$1,110,992 (30%), for a total project cost of \$3,703,305.

The total project budget and CRHD share are reflected in the 2024-2033 CRHD amended 10-Year Capital Plan that was approved by the CRHD Board on March 13, 2024. The project costs will be cash flowed over years 2024-2025 and the CRHD share of \$1,110,992 will be debt serviced through the Municipal Finance Authority. The cost of debt servicing for the CRHD contribution has been included in the 2024 Board approved financial plan based on cash flow projections provided by Island Health.

**CONCLUSION**

Approval of a CRHD Capital Expenditure and Borrowing Bylaw is required to proceed with the High Performance BAS Controls Update at VGH. This capital project will help ensure Island Health is able to provide quality health care services for the capital region.

**RECOMMENDATION**

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

- 1) That Capital Regional Hospital District (CRHD) funding in the amount of \$1,110,992 be approved for Victoria General Hospital High Performance Building Automation System Controls Update;
- 2) That CRHD Bylaw No. 427, “Capital Regional Hospital District Capital Bylaw No.196, 2024” be introduced and read a first, second, and third time; and
- 3) That CRHD Bylaw No. 427 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:	Ted Robbins, B. Sc., C. Tech., Chief Administrative Officer

**ATTACHMENT**

Appendix A: CRHD Bylaw No. 427, “Capital Regional Hospital District Capital Bylaw No. 196, 2024”



**SCHEDULE "A"**

**Bylaw No. 427**

**CAPITAL REGIONAL HOSPITAL DISTRICT**

**CAPITAL BYLAW NO. 196, 2024**

<b>Name of Facility</b>	<b>Project or Equipment Description</b>	<b>Project Number</b>	<b>Amount Covered by CRHD Bylaw</b>	<b>Amount Covered by Province and Island Health</b>	<b>Amount Covered by Foundation</b>	<b>Total Project or Equipment Cost</b>
Victoria General Hospital	High Performance Building Automation System (BAS) Controls Update	C196-01	\$1,110,992	\$2,592,313	\$0.00	\$3,703,305
		<b>Total</b>	<b>\$1,110,992</b>	<b>\$2,592,313</b>	<b>\$0.00</b>	<b>\$3,703,305</b>



**REPORT TO HOSPITALS AND HOUSING COMMITTEE  
MEETING OF WEDNESDAY, JUNE 05, 2024**

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**SUBJECT**     **Royal Jubilee Hospital Diagnostic and Treatment Building Automation System Controls Update – Approval of Capital Bylaw No. 428**

**ISSUE SUMMARY**

Approval of a Capital Regional Hospital District (CRHD) \$1,078,376 Capital Expenditure and Borrowing Bylaw is required for Island Health to proceed with the \$3,594,588 Royal Jubilee Hospital (RJH) Diagnostic and Treatment Building Automation System (BAS) Controls Update.

**BACKGROUND**

A BAS allows an operator to access, control, and monitor all connected building systems from a single interface. With BAS technology, you can gain centralized control over your building's systems via networked electronic devices. BAS functionality may keep a building's climate within a specified range, provide light to rooms based on occupancy, monitor performance and device failures, and provide malfunction alarms to building maintenance staff.

The existing BAS at the RJH's Diagnostic and Treatment Building needs to be replaced to ensure optimal building performance. This project is the first step in an informal plan for full de-carbonization of the hospital. Completing the BAS replacement project will enable Island Health to implement best-in-class control sequences, operating cost savings and carbon emission savings.

**ALTERNATIVES**

*Alternative 1*

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

- 1) That Capital Regional Hospital District (CRHD) funding in the amount of \$1,078,376 be approved for Royal Jubilee Hospital Diagnostic and Treatment Building Automation System (BAS) Controls Update;
- 2) That CRHD Bylaw No. 428, "Capital Regional Hospital District Capital Bylaw No. 197, 2024" be introduced and read a first, second, and third time; and
- 3) That CRHD Bylaw No. 428 be adopted.

*Alternative 2*

That this report be referred back to staff for additional information based on Hospitals and Housing Committee direction.

**IMPLICATIONS**

*Climate Implications*

Replacing the BAS will allow Island Health to reduce building energy and maintenance costs compared to a non-controlled building and the new BAS system will result in carbon emission savings estimated at 780 tonnes.

**Hospitals and Housing Committee – June 5, 2024**  
**Royal Jubilee Hospital Diagnostic and Treatment Building Automation System Controls**  
**Update – Approval of Capital Bylaw No. 428** **2**

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*Financial Implications*

The Diagnostic and Treatment BAS Controls Update project at RJH has been included in the CRHD 10-Year Capital Plan since 2023 as a potential partnership between the CRHD and Island Health. Island Health will provide \$2,516,212 (70%) and the CRHD \$1,078,376 (30%), for a total project cost of \$3,594,588.

The total project budget and CRHD share are reflected in the 2024-2033 CRHD amended 10-Year Capital Plan that was approved by the CRHD Board on March 13, 2024. The project costs will be cash flowed over years 2024-2025 and the CRHD share of \$1,078,376 will be debt serviced through the Municipal Finance Authority. The cost of debt servicing for the CRHD contribution has been included in the 2024 Board approved financial plan based on cash flow projections provided by Island Health.

**CONCLUSION**

Approval of a CRHD Capital Expenditure and Borrowing Bylaw is required to proceed with the Diagnostic and Treatment BAS Controls Update at RJH. This capital project will help ensure Island Health is able to provide quality health care services for the capital region.

**RECOMMENDATION**

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

- 1) That Capital Regional Hospital District (CRHD) funding in the amount of \$1,078,376 be approved for Royal Jubilee Hospital Diagnostic and Treatment Building Automation System (BAS) Controls Update;
- 2) That CRHD Bylaw No. 428, “Capital Regional Hospital District Capital Bylaw No. 197, 2024” be introduced and read a first, second, and third time; and
- 3) That CRHD Bylaw No. 428 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:	Ted Robbins, B. Sc., C. Tech., Chief Administrative Officer

**ATTACHMENT**

Appendix A: CRHD Bylaw No. 428, “Capital Regional Hospital District Capital Bylaw No. 197, 2024”

**CAPITAL REGIONAL HOSPITAL DISTRICT BYLAW NO. 428**

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**CAPITAL REGIONAL HOSPITAL DISTRICT CAPITAL BYLAW NO. 197, 2024**

\*\*\*\*\*

WHEREAS the Board of the Capital Regional Hospital District proposes to borrow and expend money for the capital expenditures described in Schedule “A” attached hereto and forming an integral part of this Bylaw;

And whereas those capital expenditures have received the approval required under Section 23 of the *Hospital District Act*;

Now therefore the Board of the Capital Regional Hospital District enacts the following capital expenditure and borrowing bylaw as required by Sections 32 and 33 of the *Hospital District Act*.

1. The Board hereby authorizes and approves the borrowing and expenditure of money necessary to complete the capital expenditures as described in Schedule “A” attached.
2. The Board authorizes and approves the borrowing of a net sum not exceeding \$1,078,376 upon the credit of the District by the issuance and sale of securities in a form and a 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 30 years.
3. To meet the payments of principal and interest during the term of the securities, there shall be included in the estimates of the Regional Hospital District each year, the respective amounts of principal and interest falling due in that year.
4. The Board hereby delegates the necessary authority to the Treasurer of the Capital Regional Hospital District to settle the terms and conditions of the borrowing and to undertake such temporary borrowing as is necessary to provide funding in advance of the receipt of funds from the Municipal Finance Authority of British Columbia.
5. This Bylaw may be cited for all intents and purposes as the “Capital Regional Hospital District Capital Bylaw No. 197, 2024”.

READ A FIRST TIME THIS	DAY OF	, 2024
READ A SECOND TIME THIS	DAY OF	, 2024
READ A THIRD TIME THIS	DAY OF	, 2024
ADOPTED THIS	DAY OF	, 2024

\_\_\_\_\_  
Chair

\_\_\_\_\_  
Corporate Officer

**SCHEDULE "A"**

**Bylaw No. 428**

**CAPITAL REGIONAL HOSPITAL DISTRICT**

**CAPITAL BYLAW NO. 197, 2024**

<b>Name of Facility</b>	<b>Project or Equipment Description</b>	<b>Project Number</b>	<b>Amount Covered by CRHD Bylaw</b>	<b>Amount Covered by Province and Island Health</b>	<b>Amount Covered by Foundation</b>	<b>Total Project or Equipment Cost</b>
Royal Jubilee Hospital	Diagnostic and Treatment Building Automation System (BAS) Controls Update	C197-01	\$1,078,376	\$2,516,212	\$0.00	\$3,594,588
		<b>Total</b>	<b>\$1,078,376</b>	<b>\$2,516,212</b>	<b>\$0.00</b>	<b>\$3,594,588</b>



Making a difference...together

## REPORT TO HOSPITALS AND HOUSING COMMITTEE MEETING OF WEDNESDAY, JUNE 05, 2024

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**SUBJECT**    Tenant Advisory Committee Terms of Reference Amendment, June 2024

### **ISSUE SUMMARY**

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

### **BACKGROUND**

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

The proposed revision to the ToR, detailed in Appendix A, reflects a strategic adjustment to synchronize meeting frequency to operational capacities. The update notes that meetings will convene up to four times annually, optimizing alignment with organizational resources.

### **ALTERNATIVES**

#### *Alternative 1*

The Hospitals and Housing Committee recommends to the Capital Regional District Board: That the amended Terms of Reference for the Tenant Advisory Committee as presented in Appendix A be approved.

#### *Alternative 2*

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

### **IMPLICATIONS**

#### *Service Delivery Implications*

The amendment being advanced through this staff report is an administrative update that reflects the evolving role of the TAC. 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 currently supporting the activities of the TAC are those same staff who support vulnerable tenancies and work to organize and facilitate in-building community-minded events. Through the pandemic there was limited opportunity to host tenant events at the various properties, but 2024 is expected to present new opportunities to bring households together.

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Staff do not anticipate any significant change in the nature of TAC engagement due to the hosting of “up to four times per year”, which is a change from the previous language of “4-8 times per year”.

Through 2024, staff will look to the evolving needs of the tenant populations and will explore alternative ways to use existing and limited staff capacity to engage tenants more effectively and may return to the HHC with recommendations related to the ongoing role of the TAC.

**CONCLUSION**

The revised TAC ToR will enhance alignment with both staff capacity and operational realities.

**RECOMMENDATION**

The Hospitals and Housing Committee recommends to the Capital Regional District Board: That the amended Terms of Reference for the Tenant Advisory Committee as presented in Appendix A be approved.

Submitted by:	Don Elliot, BA, MUP, Senior Manager, Regional Housing
Concurrence:	Kevin Lorette, P. Eng., MBA, General Manager, Planning & Protective Services
Concurrence:	Kristen Morley, J.D., General Manager, Corporate Services & Corporate Officer
Concurrence:	Ted Robbins, B. Sc., C. Tech., Chief Administrative Officer

**ATTACHMENT**

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

# Terms of Reference



## Tenant Advisory Committee

### PREAMBLE

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

The Committee's official name is to be:

Tenant Advisory Committee

### 1.0 PURPOSE

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

### 2.0 RELATIONSHIP TO THE CRHC

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

### 3.0 MEMBERSHIP, SELECTION AND TERM

- a) The Committee will consist of up to nine members including:
  - i. The Chair of the CRD Hospitals and Housing Committee, or delegate, who will act as Co-Chair of the TAC; and
  - ii. Up to eight members who are tenants in good standing with the CRHC and who have experience and knowledge of affordable housing issues and/or community development and their initiatives. One of the tenant members will be elected to the position of Co-Chair of the TAC.

- b) Other members of the Hospitals and Housing Committee may attend TAC meetings as non-voting members.
- c) Tenant member positions will be advertised and a nominations committee will select applicants through an interview process for recommendation to the General Manager, Planning and Protective Services.
- d) Membership of the TAC will be recommended by the General Manager, Planning and Protective Services, to the Capital Regional District Board each year for approval.
- e) Tenant members will serve a two-year term on the TAC with the option to serve a second two-year term only. After serving four years a two-year break must be taken before a tenant may re-apply to sit on the TAC.
- f) The Chair of the Hospitals and Housing Committee is appointed annually by the CRD Chair and may serve one or more terms as Co-Chair of the TAC as an extension of that appointment.

#### **4.0 PROCEDURES**

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

#### **5.0 BUDGET**

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

#### **6.0 RESOURCES AND SUPPORT**

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