



**Minutes of a Meeting of the Capital Region Housing Corporation Board of Directors
Held October 2, 2012 in Room 488, 625 Fisgard St, Victoria, BC**

PRESENT: Directors: G. Lewis (Chair), M. Alto, S. Law, M. Miller, L. Wergeland
Staff: A. Jaarsma, Senior Manager; D. Metcalf, Operations Manager;
R. Loukes, Accountant; C, English (recorder)
ABSENT: Directors: T. Daly, L. Seaton

The meeting was called to order at 8:50 am.

1. APPROVAL OF AGENDA

Agenda item 6, Close the meeting, was added to the agenda.

MOVED by Director Wergeland, SECONDED by Director Law that the agenda be approved as amended.

CARRIED

2. APPROVAL OF MINUTES OF JULY 24, 2012

MOVED by Director Miller, SECONDED by Director Law that the minutes of the meeting of July 24, 2012 be approved.

CARRIED

3. PROPERTY MANAGEMENT REPORT

The work on Michigan Square and the roof replacement projects at various CRHC sites should be completed by the end of October.

Don Metcalf, successful candidate for the Manager of Operations position, was re-introduced to the Board. Sharon Grigg has been promoted to Mr. Metcalf's former position of Senior Property Manager. This leaves a vacant property management position in Housing which will be posted soon.

The Board was briefed on the arbitration process and discussed the ability of tenants to apply repeatedly for arbitrations if they wished.

Director Alto joined the meeting at 9 am.

MOVED by Director Miller, SECONDED by Director Alto
That the Property Management Report be received.

CARRIED

4. BEECHWOOD PARK BUILDING ENVELOPE REMEDIATION CONTRACT

Five compliant bids were received for this project. Saywell Contracting was the low bidder. The scope of work is full remediation of the apartment building and a partial remediation of the townhouses.

MOVED by Director Wergeland, SECONDED by Director Alto

1. That the Board of Directors authorizes any two members of the Executive Committee to execute a contract (CCDC-2) with Saywell Contracting in the amount of \$1,387,743.08 plus HST.

CARRIED

5. COMMUNITY REPRESENTATIVE TERM 2013-2014

The term of appointment for Director Miller is expiring on December 31, 2012. Director Miller has indicated his willingness to remain on the Board for a third and final two-year term. The Capital Regional District Board is responsible to approve the appointment.

MOVED by Director Alto, SECONDED by Director Lewis

1. That the Capital Region Housing Corporation Board of Directors recommend that the Capital Regional District, as our sole shareholder, appoint Mike Miller to the Capital Region Housing Corporation Board of Directors as a Community Representative for a two-year term effective January 1, 2013 to December 31, 2014.

CARRIED

6. MOTION TO CLOSE THE MEETING

MOVED by Director Wergeland, SECONDED by Director Law

To close the meeting in accordance with the *Community Charter*, Part 4, Division 3, Section 90 (1) (e) *the acquisition, disposition or expropriation of land or improvements*

CARRIED

The meeting was closed at 9:10 am and resumed in open session at 9:45 am without report.

7. ADJOURNMENT

The meeting was adjourned at 9:45 am.