



CRHC

The Capital Region's Housing Corporation

**Minutes of a Meeting of the Capital Region Housing Corporation Board of Directors
Held May 28, 2013 in Room 652, 625 Fisgard St, Victoria, BC**

PRESENT: **Directors:** M. Miller (Chair), D. Howe, B. Isitt, S. Law, G. Lewis, L. Seaton, L. Wergeland
Staff: Marg Misk-Evans, General Manager; A. Jaarsma, Senior Manager; D. Metcalf, Manager of Operations; R. Loukes, Accountant; C. English (recorder)

The meeting was called to order at 9:37 am.

1. APPROVAL OF AGENDA

MOVED by Director Wergeland, SECONDED by Director Howe
That the agenda be approved as distributed.

CARRIED

2. APPROVAL OF MINUTES OF APRIL 23, 2013

MOVED by Director Howe, SECONDED by Director Wergeland
That the minutes of April 23, 2013 be approved.

CARRIED

3. PROPERTY MANAGEMENT REPORT

Amy Jaarsma updated the Board on the various capital projects under way.

It was MOVED by Director Law, SECONDED by Director Wergeland
That the Property Management Report be received.

CARRIED

4. UMBRELLA OPERATING AGREEMENT - RENEWAL

The Umbrella Operating Agreement expired on March 31, 2013 and the term of the renewal has been set from April 1, 2013 to December 31, 2013 to align with the Housing Corporation year end. Staff continues to work with BC Housing Management Commission to address the financial challenges of the agreement.

It was MOVED by Director Isitt, SECONDED by Director Howe

1. That the Board of Directors approve the renewal Umbrella Operating Agreement between Capital Region Housing Corporation and BC Housing Management Commission; and

2. That the Board of Directors authorizes any two members of the Executive Committee to sign the Umbrella Operating Agreement effective April 1, 2013 – December 31, 2013.

CARRIED

5. EARLY NOTICE INCENTIVE PROGRAM AND VACANCY LOSS

Vacancy statistics for the Corporation's portfolio were provided to the Board and an extensive discussion was held on the reasons a unit may sit vacant. The Board discussed climbing vacancy rates in the region, repair time to damaged units and the Corporation's Early Notice Incentive policy. It was agreed that changes to the policy are not necessary at this time, and staff will further promote the program to caretakers and tenants to generate more take-up of the incentive.

It was **MOVED** by Director Howe, **SECONDED** by Director Wergeland to receive the report for information.

CARRIED

Marg Misesk-Evans reminded the Board that May 31 was Amy Jaarsma's final day before retirement, and invited the Board to a retirement tea on the afternoon of May 31.

Chair Miller expressed the Board's thanks to Amy for her time at the Corporation.

6. ADJOURNMENT

The meeting adjourned at 10:23 am.



M. Miller, Chair



Colleen English, Recorder