



**Minutes of a Meeting of the Capital Region Housing Corporation Board of Directors
Held July 23, 2013 in Room 488, 625 Fisgard St, Victoria, BC**

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

The meeting was called to order at 9:30 a.m.

1. APPROVAL OF AGENDA

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

CARRIED

2. APPROVAL OF MINUTES OF JUNE 25, 2013

MOVED by Director Lewis, SECONDED by Director Howe
That the minutes of June 25, 2013 be approved.

CARRIED

3. QUARTERLY REPORT

Robyn Loukes presented the Quarterly Report to the Board. The Board was advised the surpluses reflected in the budgets were due to the timing of costs such as landscaping and would not be carried to year-end.

The Board discussed the ongoing deficit on the Parry Place budget.

It was MOVED by Director Howe, SECONDED by Director Law
That the Quarterly Report be received.

CARRIED

4. PROPERTY MANAGEMENT REPORT

Don Metcalf updated the Board on changes to capital works projects.

It was MOVED by Director Lewis, SECONDED by Director Howe
That the Property Management Report be received.

CARRIED

Director Miller left the meeting at 10:22 a.m. and Director Isitt assumed the Chair.

5. DELEGATION OF AUTHORITY AND SIGNING AUTHORITY

The Delegation of Authority and Signing Authority document was amended to create efficiencies within the practices of signing of documents as well as to reflect changes made for housekeeping purposes.

It was MOVED by Director Lewis, SECONDED by Director Law

1. That the Board of Directors approves the Delegation of Authority and Signing Authority policy as amended.

CARRIED

6. ADJOURNMENT

The meeting adjourned at 10:45 a.m.



M. Miller, Chair



Colleen English, Recorder