



**Minutes of a Meeting of the Capital Region Housing Corporation Board of Directors  
Held April 30, 2014 in Room 107, 625 Fisgard St, Victoria, BC**

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**PRESENT:**   **Directors:** M. Miller (Chair), R. Cooper, D. Howe, B. Isitt, S. Law  
                  **Absent:**    L. Cross, L Wergeland  
                  **Staff:**       K. Lorette, General Manager, Planning & Protective Services;  
                          C. Culham, Senior Manager; D. Metcalf, Manager of Operations;  
                          R. Loukes, Accountant; C. English (recorder)  
                  **Guests:**     Gwyn Symmons and Deborah Gogela, CitySpaces Consulting Ltd.

The meeting was called to order at 9:45 a.m.

**1. APPROVAL OF AGENDA**

It was **MOVED** by Director Law, **SECONDED** by Director Cooper  
That the agenda be approved.

**CARRIED**

**2. APPROVAL OF MINUTES OF MARCH 25, 2014**

It was **MOVED** by Director Howe, **SECONDED** by Director Law  
That the minutes of March 25, 2014 be approved.

**CARRIED**

**3. APPROVAL OF MINUTES of the ANNUAL GENERAL MEETING, MARCH 25, 2014**

One typing error was noted on the first page.

It was **MOVED** by Director Howe, **SECONDED** by Director Law  
That the minutes of the Annual General Meeting of March 25, 2014 be approved as amended.

**CARRIED**

**4. QUARTERLY REPORT**

Christine Culham presented the quarterly report. Fewer vacancies in the Umbrella Operating portfolio have resulted in a modest surplus in tenant rents this quarter. A surplus in the maintenance budget is due to cycles of work and will balance out as work progresses through the summer months. Parry Place is showing a small surplus, due to increased rental income.

It was **MOVED** by Director Howe, **SECONDED** by Director Isitt

That the Capital Region Housing Corporation Board of Directors receives the Quarterly Report for information.

**CARRIED**

#### **5. FORUM OF COUNCILS REPORT**

Feedback received from participants in the November 2013 Forum of Councils on affordable housing was reviewed by the Board and will be used in strategic planning for the Housing Corporation. The Board briefly discussed how development opportunities are brought before the Board, and affordable housing on the Gulf Islands. It was suggested that these items be discussion points in the strategic planning session.

It was **MOVED** by Director Cooper, **SECONDED** by Director Howe

That the Capital Region Housing Corporation Board of Directors receives the Forum of Councils report for information.

**CARRIED**

#### **6. BOARD STRATEGIC PLANNING 2014 - 2015**

The Board agreed that a half-day strategic planning session be held in conjunction with the June 24, 2014 Board meeting. Staff were asked to provide a comprehensive overview of the involvement of regional agencies, CRD departments and other levels of government in affordable housing in conjunction with the session.

It was **MOVED** by Director Howe, **SECONDED** by Director Isitt

That the Capital Region Housing Corporation Board of Directors directs staff to organize a strategic planning session to develop the Capital Region Housing Strategic Priorities for 2014 – 2015 to align with the current Capital Regional District Strategic Plan 2012 – 2014.

**CARRIED**

The meeting agenda sequence was changed to allow CitySpaces Consulting to do their presentation.

#### **7. RENEWAL OPTIONS, PORTFOLIO 95**

CitySpaces Consulting presented their 2014 report, *Renewal Options*, which provides information on the potential for leveraging equity from the buildings in the “Section 95” portfolio upon expiry of their operating agreements, and outlines challenges and opportunities for re-development of two sites in James Bay and Gordon Head.

The Board agreed that CitySpaces’ recommendations could form part of the strategic planning session in June and requested that staff include the engineering reports in the information package for the session.

It was **MOVED** by Director Howe, **SECONDED** by Director Law

That the Capital Region Housing Corporation Board of Directors receives the *Renewal Options* report for information.

**CARRIED**

#### **8. PROPERTY MANAGEMENT REPORT**

It was **MOVED** by Director Howe, **SECONDED** by Director Cooper

That the Capital Region Housing Corporation Board of Directors receives the Property Management Report for information.

**CARRIED**

#### **9. MOTION TO CLOSE THE MEETING**

It was **MOVED** by Director Howe, **SECONDED** by Director Law

To close the meeting in accordance with the Community Charter, Part 4, Division 3, Section 90 (2) (b) the consideration of information received and held in confidence relating to negotiations between the municipality and a provincial government or the federal government or both.

**CARRIED**

The meeting was closed at 11:23 and resumed in open session without report.

#### **10. ADJOURNMENT**

The meeting was adjourned at 11:28 a.m.

\*\*\* ORIGINAL SIGNED \*\*\*

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M. Miller, Chair

\*\*\* ORIGINAL SIGNED \*\*\*

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Colleen English, Recorder