



CRHC

The Capital Region's Housing Corporation

**CAPITAL REGION HOUSING CORPORATION
BOARD OF DIRECTORS MEETING**

AGENDA

9:30 a.m., Wednesday, May 27, 2014
Room 107, 625 Fisgard St, Victoria, BC

1. Approval of Agenda
2. Approval of Minutes of April 30, 2014
3. Regional Sustainability Strategy, Susan Palmer, Senior Project Coordinator, Regional Planning
4. Umbrella Operating Agreement Renewal
5. Board Strategic Planning 2014 – 2015, draft agenda
6. Property Management Report
7. Adjournment



**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**

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

M. Miller, Chair

Colleen English, Recorder



CRHC
The Capital Region's Housing Corporation

**REPORT TO CAPITAL REGION HOUSING CORPORATION BOARD OF DIRECTORS
MEETING OF TUESDAY, MAY 27, 2014**

SUBJECT UMBRELLA OPERATING AGREEMENT – RENEWAL

ISSUE

The renewal of the Umbrella Operating Agreement (UOA) requires the Capital Region Housing Corporation (CRHC) Board of Directors to authorize any two members of the Executive Committee to sign on behalf of CRHC.

BACKGROUND

The initial UOA between CRHC and BC Housing Management Commission (BCHMC) expired March 31, 2013. The purpose of the one year agreement was to allow both parties an opportunity to work with the Agreement and negotiate any changes or clarifications that may be required. It was also intended to provide a formal process for the larger on-going negotiations between the parties relating to implementation of the asset management system and the transfer of leased land from the Provincial Rental Housing Corporation (PRHC) to CRHC.

The term of the renewal agreement was April 1, 2013 – December 31, 2013 to align the UOA with CRHC's fiscal year. This shorter term also allowed time for discussions to progress regarding the land transfer and an analysis of the portfolio capital requirements and capital funding available from BCHMC.

The UOA was extended until March 31, 2014 to continue negotiations as the analysis of the portfolio capital requirements had not been completed and there was no further clarity on the land transfer negotiations.

On March 18, 2014 the BCHMC communicated that they did not intend to renew the UOA as of March 31, 2014 and would revert back to the former model.

The CRHC Board of Directors requested that the BCHMC reconsider this decision and extend the interim agreement until June 30, 2014 as the portfolio analysis was almost complete and that one of the key strategies for the BCHMC in their 2014-2016 service plan was to "continue to transfer PRHC-leased land in social housing projects to the non-profit housing provider".

On May 6, 2014, BC Housing informed the CRHC that they would be extending the interim UOA until December 31, 2014.

ALTERNATIVES

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

That the CRHC Board of Directors authorizes any two members of the Executive Committee to sign the Umbrella Operating Agreement effective April 1, 2014 – December 31, 2014.

2. That the Capital Region Housing Corporation Board of Directors serves notice to BC Housing Management Commission that they wish to withdraw from the Umbrella Operating Agreement.

FINANCIAL IMPLICATIONS

The financial conditions remain unchanged in the renewal of the UOA; however, it will provide the time needed to allow for continued discussions on the outstanding items of capital requirements and land transfer negotiations.

Cancelling the UOA and returning to individual portfolio (project) operating agreements could alter the financial status of CRHC, and would complicate the operations as the oversight and administrative practices under our previous arrangement required excessive administration causing inefficiencies for CRHC staff.

CONCLUSION

The UOA between CRHC and BCHMC has reduced the administration that was previously in place and has provided CRHC with more autonomy in the ability to plan and execute capital improvements that meet operational priorities. The CRHC has begun to implement and realize some of the financial opportunities of increasing rent revenues that the Agreement permits.

The CRHC and the BCHMC are currently in the final stages of the Ameresco Asset Management Plan which has demonstrated a clear requirement for additional replacement reserve funding to meet the portfolio's capital repair requirements and Province is currently developing the land transfer policy.

RECOMMENDATIONS

That the Capital Region Housing Corporation (CRHC) Board of Directors

1. Approve the renewal Umbrella Operating Agreement between CRHC and BC Housing Management Commission; and

That the CRHC Board of Directors authorizes any two members of the Executive Committee to sign the Umbrella Operating Agreement effective April 1, 2014 – December 31, 2014.

*** ORIGINAL SIGNED ***

Christine Culham
Senior Manager
Capital Region Housing Corporation

*** ORIGINAL SIGNED ***

Kevin Lorette, P.Eng., MBA
General Manager
Planning & Protective Services
Concurrence

CRHC: Strategic Planning

2014-2015(draft)

Tuesday, June 24, 2014 | 10:00 AM – 1:30 PM
City of Victoria, Council Chambers

Welcome and Introductory Remarks		
10:00 – 10:10 AM	Profile of CRD Role in Housing and CRD's Strategic Priorities	Bob Lapham, CAO, CRD
10:10-10:20 AM	Profile of Affordable Housing for the Region	Linda Ross, Linda Ross Consulting
10:20-10:30 AM	Profile of Capital Region Housing Corporation	Christine Culham, Senior Manager
10:30-11:45 AM	Visioning: Defining who we are and who we want to be	Linda Ross, Linda Ross Consulting
11:45–12:15 PM	Lunch	
12:15-1:20 PM	Breakout sessions	Linda Ross, Linda Ross Consulting
1:20-1:30 PM	Closing Remarks, Next steps	Linda Ross, Linda Ross Consulting

Property Management Report – May 27, 2014
Capital Region Housing Corporation Board of Directors

This Property Management Report provides an update since the last report of April 30, 2014

REGISTRY WAITLIST STATISTICS

Category	May 2014	April 2014	May 2013
Total Registry Units	3,246	3,203	3,206
Family	386	382	417
Seniors	457	455	468
Persons with disabilities	360	354	363
Wheelchair Modified	62	63	73
Singles	18	16	19
Total	1,283	1,270	1,340

RESIDENTIAL TENANCY BRANCH (RTB) ARBITRATIONS

An Order of Possession was received through an arbitration hearing, the tenants must vacate by May 31, 2014.

CRHC went to Small Claims Court to address two different cases of vacating tenants not honoring their commitments to repay. Both will likely lead to wage garnishees.

BUILDING ENVELOPE REMEDIATION & RELATED CAPITAL IMPROVEMENTS

The gutter replacement work at Olympic View is now complete.

BCHMC has informed CRHC that The Heathers has been prioritized for building envelope remediation. It is expected to go the Executive Committee on May 28, 2014. The tentative budget is 2 million dollars. Funding of the project will be through a forgivable second mortgage with BCHMC committing to repayment of the mortgage by way of subsidy payments to CRHC.

AMERESCO

Staff continues to work with BC Housing and Ameresco on the review and correction of the information presented in Ameresco Report. Information updates in the system by BCHMC are now anticipated for early June. Training on Ameresco will be provided by the BC Non Profit Housing Corporation (BCNPHA). CRHC staff is in contact with both agencies.

INITIATIVES – ENERGY SAVINGS, GREEN AND CONSERVATION PRACTICES

Kitchen Scraps Program: the roll out to our sites is complete. Resident acceptance has been very high. A small number of problems with odor, bin placement and sorting of recyclables have occurred. Issues have been minor and are addressed as they arise.

Energy Audit: staff is working with BCNPHA's Energy Specialist to audit 41 buildings looking for energy saving opportunities. BCNPHA is working in partnership with BC Hydro and Fortis BC with the mandate being to connect housing providers with funding opportunities offered by these two agencies. The first building, Rosewood, has been visited by BCNPHA audit staff and a report for this site is anticipated by mid-June.

FINANCIAL REPORTING: CHEQUES OVER \$50,000

None to report.

*** ORIGINAL SIGNED ***

Don Metcalf
Manager of Operations