



CRHC
The Capital Region's Housing Corporation

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

AGENDA

9:30 a.m., Tuesday, June 24, 2014
City of Victoria Council Ante-Chamber, Victoria, BC

1. Approval of Agenda
2. Approval of Minutes of May 27, 2014
3. Exterior Painting Contract 14/166
4. Property Management Report
5. Adjournment



**Minutes of a Meeting of the Capital Region Housing Corporation Board of Directors
Held May 27, 2014 in Room 488, 625 Fisgard St, Victoria, BC**

PRESENT: **Directors:** M. Miller (Chair), R. Cooper, D. Howe, S. Law
 Absent: L. Cross, B. Isitt, 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: Susan Palmer, CRD Regional Planning

The meeting was called to order at 9:37 a.m.

1. APPROVAL OF AGENDA

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

CARRIED

2. APPROVAL OF MINUTES OF APRIL 30, 2014

It was **MOVED** by Director Howe, **SECONDED** by Director Law
That the minutes of April 30, 2014 be approved.

CARRIED

3. REGIONAL SUSTAINABILITY STRATEGY PRESENTATION

Susan Palmer presented a PowerPoint update to the Board of the ongoing Regional Sustainability Strategy (RSS) project. The RSS will replace the CRD Regional Growth Strategy (RGS) once it is adopted. Specific to Housing issues in the RSS, Susan commented that CRHC would want to consider water conservation and solar capture when considering new housing opportunities and renovations to existing sites.

The Board requested another update in late fall 2014 once the first draft of the report has been released and modelling has been done.

Director Howe raised a question about ethical investing, and staff were asked to bring a report to a future Board meeting with details about the Corporation's abilities and limitations to work with investors who wish to make a difference.

4. UMBRELLA OPERATING AGREEMENT RENEWAL

BC Housing has offered a renewal of the Umbrella Operating Agreement to CRHC for the period April 1, 2014 to December 31, 2014. The renewal will allow staff the opportunity to

work with BC Housing on a long-term agreement, and conclude negotiations around transfer of land to CRHC

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

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
2. 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.

CARRIED

3. BOARD STRATEGIC PLANNING 2014 – 2015, DRAFT AGENDA

The Board reviewed the draft agenda for the strategic planning session on June 24, 2014. It was noted by staff that broad strategic direction would come from the session, which staff would then utilize to create a business plan moving forward.

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

That the Capital Region Housing Corporation Board of Directors accepts the draft Strategic Planning Session agenda as presented.

CARRIED

4. PROPERTY MANAGEMENT REPORT

Don Metcalf updated the Board on the current operations of the Corporation. The Board requested information about the Corporation's vacancy rate and were advised that a report was being developed which would accompany the Property Management Report each month.

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

5. ADJOURNMENT

The meeting was adjourned at 10:25 a.m.

M. Miller, Chair

Colleen English, Recorder



**REPORT TO CAPITAL REGION HOUSING CORPORATION BOARD OF DIRECTORS
MEETING OF JUNE 24, 2014**

SUBJECT EXTERIOR PAINTING CONTRACT 14/166

ISSUE

The Capital Region Housing Corporation Signing Authority requires that all contracts with a value over \$50,000 require the approval of the Board of Directors and must be signed by two members of the Executive Committee.

BACKGROUND

Contract 14/166 is for three sites - Greenlea, Rosewood and Viewmont Gardens

Greenlea is 21 side-by-side townhouse units arranged in five blocks, built in 1990. The exterior is largely stucco with wood trim and privacy fencing. This is a full paint. Last exterior paint was completed in 2001.

Rosewood, built in 1988, is a three storey 44-unit apartment building. The exterior cladding is wood siding and this is a full paint. Last full exterior paint was completed in 2000.

Viewmont Gardens, built in 1991, is a three storey 36- unit apartment building. The exterior cladding is wood siding and this is a full paint. Last full exterior paint was completed in 1999.

FINANCIAL IMPLICATIONS

Both contracts were publicly tendered through the CRD website & BC Bid. Bid amounts are pre-tax.

Contract 14/166

- Four compliant bids were received
- The low bid was Ramsay Painting at \$119,455
- The other three bids were \$161,435 , \$163,860 and \$188,265
- The total budgeted in the capital plan for this work is \$240,000

CONCLUSION

These sites are due for exterior paint based on condition. Maintaining the exterior of the buildings both preserves the integrity of the building and enhances the appearance of the project. CRHC must move forward with the paint contracts now so that the work may be completed during good weather.

Ramsay Painting confirms they can proceed and anticipate completing the work within 90 days of award.

RECOMMENDATION

That the Capital Region Housing Corporation Board of Directors authorizes any two members of the Executive Committee to execute Contract #14/166 in the amount of \$119,455.

*** ORIGINAL SIGNED ***

Christine Culham
Senior Manager
Capital Region Housing Corporation

*** ORIGINAL SIGNED ***

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

Property Management Report – June 24, 2014
Capital Region Housing Corporation Board of Directors

This Property Management Report provides an update since the last report of May 27, 2014

REGISTRY WAITLIST STATISTICS

Category	June 2014	May 2014	June 2013
Total Registry Units	3,246	3,246	3,194
Family	393	386	416
Seniors	469	457	468
Persons with disabilities	358	360	354
Wheelchair Modified	61	62	74
Singles	17	18	18
Total	1,298	1,283	1,330

BUILDING ENVELOPE REMEDIATION & RELATED CAPITAL IMPROVEMENTS

BCHMC has informed CRHC that The Heathers has been approved for building envelope remediation by the Executive Committee. The budget is set at \$2 million. BCHMC will increase their subsidy payment to CRHC to pay for the second mortgage being taken to pay for the BER. We are waiting to hear from BCHMC regarding timing.

AMERESCO

Staff continues to work with BC Housing and Ameresco on the inputting of 2012 and 2013 financial information. Training on Ameresco will be provided by the BC Non-Profit Housing Association (BCNPHA).

INITIATIVES – ENERGY SAVINGS, GREEN AND CONSERVATION PRACTICES

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-July.

*** ORIGINAL SIGNED ***

Don Metcalf
Manager of Operations