



**Minutes of a Meeting of the Capital Region Housing Corporation Board of Directors
Held July 22, 2014 in Room 488, 625 Fisgard St., Victoria, BC**

PRESENT: Directors: M. Miller (Chair), R. Cooper, D. Howe, S. Law, 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

ABSENT: Directors: L. Cross, B. Isitt

The meeting was called to order at 9:35 a.m.

1. APPROVAL OF AGENDA

It was requested that a discussion on smoke-free buildings be added to the agenda as Item 7(a).

It was **MOVED** by Director Cooper, **SECONDED** by Director Howe
That the agenda be approved as amended.

CARRIED

2. APPROVAL OF MINUTES OF JUNE 24, 2014

It was **MOVED** by Director Wergeland, **SECONDED** by Director Law
That the minutes of June 24, 2014 be approved.

CARRIED

3. QUARTERLY REPORT

The Board reviewed the Quarterly Report. The trend in fewer vacancies continues and is reflected in a surplus in tenant rents. Surpluses in some budget items are due to the cyclical nature of work to be done in the summer.

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

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

CARRIED

4. TURNOVER AND VACANCY

The Board reviewed the report and requested that statistics on turnover and vacancy be provided quarterly.

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

That the Capital Region Housing Corporation Board of Directors receives this report on the turnover, vacancy and housed activity.

CARRIED

5. APPLICANT ELIGIBILITY POLICY UPDATE

The Board reviewed the report and asked questions about the amended policy. It was requested that staff amend the wording of Item 4.2 Rental Payment History to "This *may* be verified during the landlord reference check."

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

That the Capital Region Housing Corporation (CRHC) Board of Directors approves the amended Applicant Eligibility Policy 2.10 (Appendix A) whereby CRHC selects eligible applicants off the Housing Registry by chronology and intermittently houses those applicants who have a verified supplemental application and are in critical housing need.

CARRIED

Director Howe left the meeting at 10:30 a.m.

6. ROOFING AND GUTTER CONTRACT #14/168

The Board had a detailed discussion about the Corporation's process of posting and awarding contracts.

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

That the Capital Region Housing Corporation Board of Directors authorizes any two members of the Executive Committee to execute Contract #14/168 with Parker Johnston Industries Ltd. in the amount of \$65,500.

CARRIED

7. PROPERTY MANAGEMENT REPORT

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

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

CARRIED

Due to time constraints it was agreed to postpone Item 7 (a) to a subsequent meeting. It was requested that an update be provided at the September 30, 2014 meeting of the CRHC Board of Directors.

Director Law left the meeting at 11:37 a.m.

8. ADJOURNMENT

The meeting was adjourned at 11:49 a.m.

*** ORIGINAL SIGNED ***

M. Miller, Chair

*** ORIGINAL SIGNED ***

Colleen English, Recorder