



CRHC

The Capital Region's Housing Corporation

**Minutes of a Meeting of the Capital Region Housing Corporation Board of Directors
Held Oct 27, 2015 in Room 488, 625 Fisgard Street, Victoria, BC**

PRESENT: **Directors:** R. Cooper (Chair), C. Plant, J. Carline, C. Stock (on behalf of Alice Finall), S. Law,
 Staff: K. Lorette, General Manager, Planning and Protective Services
 C. Culham, Senior Manager; D. Metcalf, Manager of Operations;
 R. Loukes, Accountant; K. Kusnyerik, Recorder
 Absent: D. Screech, D. Howe
 Guest: Rianna Lachance

The meeting was called to order at 9:34a.m.

1. APPROVAL OF AGENDA

It was **MOVED** by Director Plant, **SECONDED** by Director Stock

That the agenda be approved with the addition of item 6.b Heathers' BER.

CARRIED

2. APPROVAL OF THE MINUTES OF September 29, 2015

It was **MOVED** by Director Carline, **SECONDED** by Director Plant

That the minutes of the September 29, 2015 board meeting be amended as follows: Remove the second motion under item 5. Community Representative Appointment 2016-2017.

CARRIED

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

That the minutes of Sept 29, 2015 be approved as amended.

CARRIED

3. UBCM 2016 AGE-FRIENDLY GRANT

C.Culham presented the report on the UBCM 2016 Age-Friendly Grant and discussed that Salt Spring Island was also applying for this grant. She explained that extra staff time would be required if we were granted this funding and able to proceed with this project. It was discussed that if funding was not received that this project could still be considered.

Guest Rianna Lachance arrived at 9:44am

It was **MOVED** by Director Plant, **SECONDED** by Director Stock

That the Capital Region Housing Corporation (CRHC) Board of Directors recommends that the Capital Regional District Board approve the submission to UBCM of the 2016 Age-friendly Community Planning and Project Grant application on behalf of the CRHC.

Motion to Lay on the Table for 5 min.

CARRIED

It was **MOVED** by Director Carline, **SECONDED** by Director Plant

That the UBCM Age Friendly Grant application be amended to indicate that in house staff implement the project and that they ensure practical outcomes as early in the process as possible.

CARRIED

It was **MOVED** by Director Plant, **SECONDED** by Director Stock

That the main motion be amended to replace "approve the submission" to "approve a submission".

CARRIED

It was **MOVED** by Director Law **SECONDED** by Director Plant

That the main motion be approved as amended.

CARRIED

4. QUARTERLY FINANCIAL UPDATE

It was **MOVED** by Director Stock **SECONDED** by Director Plant

To receive the quarterly financial update as presented.

CARRIED

C. Culham presented the quarterly budget.

Rianna Lachance discussed CRHC's investment portfolio and explained that she is currently reviewing CRHC's short term investments. She will require board signatory email approval with very little notice and turnaround. C.Culham will email the board the CRHC investment policy. The board requested that staff determine a practical way for board members to authorize these investments.

It was **MOVED** by Director Carline **SECONDED** by Director Law

That the CRHC Board of Directors direct staff to present a board report with recommendations updating the delegated authority policy.

CARRIED

5. THIRD QUARTER 2015 TURNOVER AND VACANCY REPORT

C.Culham presented the report and discussed that staff are working towards an average of 30 days vacancy. Staff have just conducted a vacant turnover review and anticipate reduced vacancy loss next quarter.

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

That the Capital Region Housing Corporation Board of Directors receives the Third Quarter, 2015 Turnover and Vacancy Report for information.

CARRIED

6. PROPERTY MANAGEMENT REPORT

D. Metcalf presented the Property Management Report.

It was **MOVED** by Director Plant **SECONDED** by Director Stock

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

CARRIED

6.b HEATHERS' BUILDING ENVLOPE REPORT (BER)

C.Culham reviewed the Heathers' BER report.

It was **MOVED** by Director Carline **SECONDED** by Director Stock

That the Board of Directors authorizes any two members of the Executive Committee to execute a contract with Integrity Exteriors Ltd in the amount of \$1,005,118.00 plus GST.

CARRIED

7. MOTION TO CLOSE THE MEETING

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

To close the meeting in accordance with the Community Charter, Part 4, Division 3, Section 90 (1) (a) personal information about an identifiable individual who holds or is being considered for a position as an officer, employee or agent of the municipality or another position appointed by the municipality

CARRIED


The meeting was closed at 11:13 a.m. and resumed in open session at 11:23 a.m.

8. ADJOURNMENT


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

To adjourn the meeting at 11:25 am

CARRIED



R.Cooper, Chair



K.Kusnyerik, Recorder