



CRHC

The Capital Region's Housing Corporation

**Minutes of a Meeting of the Capital Region Housing Corporation Board of Directors
Held December 1, 2015 in Room 488, 625 Fisgard Street, Victoria, BC**

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PRESENT: **Directors:** R. Cooper (Chair), C. Plant, C. Stock (on behalf of Alice Finall), S. Law,
D. Screech,
Staff: K. Lorette, C. Culham, D. Metcalf, R. Loukes, Rianna Lachance
Recorder: K. Kusnyerik
Absent: D. Howe; J. Carline
Guest: Randy Decksheimer & Heather Crowe of KPMG

The meeting was called to order at 9:32a.m.

1. APPROVAL OF AGENDA

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

CARRIED

2. APPROVAL OF THE MINUTES OF July 28, 2015

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

That the minutes of the **July 28, 2015** be approved

CARRIED

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

That the minutes of **October 27, 2015** be approved with the following amendments.

- a) Under item 3 replace the title "UBCM 2016 Age-Friend" with "UBCM Age-Friendly Grant"
- b) It was noted that a final motion wasn't made under item 3 to approve the motion as amended; stating this the directors made the following motion:

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

That the main motion be approved as amended.

CARRIED

3. AUDITOR'S ANNUAL ADDRESS – Randy Decksheimer, KPMG

Randy Decksheimer presented CRHC's audited planning report for the year ending December 31, 2015.

It was discussed that CRHC board members would discuss a "whistle blower policy" with Dave Howe to bring forward to the CRD board. CRHC currently does not have this policy in place.

The Board requested that staff circulate the Annual Financial Statements in advance of the Annual General Meeting.

Randy Decksheimer and Heather Crowe left at 9:48am.

Rianna Lachance was introduced to the group.

4. PARRY PLACE KITCHEN

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

That the Board of Directors authorizes any two members of the Executive Committee to execute a contract with Canpro Construction Ltd. up to the amount of \$175,644 plus GST.

CARRIED

5. 2016-2019 BOARD STRATEGIC PRIORITIES

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

That the Capital Region Housing Corporation Board of Directors adopts the (CRHC) Board Strategic Priorities 2016-2019.

CARRIED

6. 2016 BUDGETS

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

That the Capital Region Housing Corporation Board of Directors approves the 2016 Capital Region Housing Corporation Administrative Budget.

CARRIED

C.Culham requested that the board allow her to present the combined Administrative Budget and Operating Budget.

C.Culham presented the 2015 and 2016 Administrative Budgets and the 2016 Operating Budgets. It was discussed that insurance premiums were projected to increase in 2016. Staff had looked into being added to Capital Region District's policy however it wasn't possible due to CRHC's insurance requirements. An update will be provided by Nancy Moore regarding the specifics as part of the January Property Management Report. C.Culham advised that BC Non Profit Housing Association was forming their own insurance company, "Captive", and will keep the board updated on this matter.

It was also noted that in C.Culham's new role as senior manager of both CRHC and Housing Policy and Planning that 30% of her salary is now paid by Housing Policy and Planning. Due to this arrangement the board suggested the workload be reviewed periodically.

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

That the main motion be amended to include "and the 2016 Operating Budgets for the Umbrella Operating Agreement portfolio, Parry Place, Village on the Green and Vergo."

CARRIED

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

That the main motion be approved as amended.

CARRIED

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

That the Capital Region Housing Corporation Board of Directors authorizes any 2015 operating surplus/(deficits) to be transferred to/(from) the appropriate Portfolio Stabilization Reserves.

CARRIED

7. PROPERTY MANAGEMENT REPORT

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

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

CARRIED

8. MOTION TO CLOSE THE MEETING

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

Motion to Close the meeting in accordance with the Community Charter, Part 4, Division 3, Section 90 (1) (i) the receipt of advice that is subject to solicitor-client privilege, including communications necessary for that purpose and

- (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 10:32a.m. and resumed in open session at 11:34 a.m.

9. ADJOURNMENT

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

To adjourn the meeting.

CARRIED

The meeting was adjourned at 11:35 a.m.



Rick Cooper, Chair



Kristine Kusnyerik, Recorder