



**Minutes of a Meeting of the Capital Region Housing Corporation Board of Directors  
Held February 2, 2016 in Room 107, 625 Fisgard St, Victoria, BC**

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**PRESENT:**     **Directors:** D. Screech (chair); J. Carline; D. Howe; R. Cooper; B. Braude  
                   **Staff:**         R. Lapham; K. Lorette; C. Culham; D. Metcalf; R. Loukes; R. Sharma;  
                                   R. Lachance; A. Genero  
                   **Recorder:** K. Kusnyerik  
**ABSENT:**     **Directors:** L. Helps; C. Plant

The meeting was called to order at 10:25a.m.

**1. APPROVAL OF AGENDA**

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

That the agenda be approved with the addition of the following items to item 5:

- a) Director Compensation; and
- b) Capital Region Housing Corporation Director Length of Term on Board.

**CARRIED**

**2. APPROVAL OF THE MINUTES OF DECEMBER 1, 2015 & DECEMBER 11, 2015**

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

That the minutes of December 1, 2015 and December 11, 2015 be approved with the deletion of Director Carline as being in attendance at the December 1, 2015 meeting.

**CARRIED**

**3. CAPITAL PLAN 2015 - 2019**

C. Culham gave a presentation of the Corporation's Capital Plan for the period 2015-2019.

Discussion ensued about the level at which replacement components are funded as well as the means in which these components are funded (operating versus capital fund). C. Culham explained that the process and categories of funding replacement components is determined through BC Housing and Management Commission (BCHMC) operating policies.

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

- a) That the Capital Region Housing Corporation (CRHC) Board of Directors receive the CRHC updated Umbrella Operating Agreement Five Year Capital Plan 2015-2019 for information; and
- b) That the CRHC Board of Directors approve the ILBC Operating Agreement - Parry Place and the No Operating Agreement Portfolio Five Year Capital Plans 2015-2019.

**CARRIED**

**4. DELEGATION OF AUTHORITY AND SIGNING AUTHORITY POLICY**

C. Culham presented the delegation of authority and signing authority policy.

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

That the Board of Directors approves the Capital Region Housing Corporation Delegation of Authority and Signing Authority policy as amended in the attached document – February 2, 2016.

**CARRIED**

**5. DEFINING FUNCTIONS AND DUTIES OF BOARD OFFICERS – RICK COOPER**

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

That the Board of Directors refer the Defining Functions and Duties of Board Officers back to Staff. Staff are also to define key staff roles and report back to the board on the executive roles by next meeting.

**CARRIED**

The time of the CRHC board meetings was discussed. It was decided that Director Screech as Chair will work with staff to determine the best time and date for the CRHC board meetings moving forward.

**a) Director Compensation**

It was discussed that non-profit board members are not permitted to be remunerated through the articles of incorporation and BCHMC Operating Agreements.

**b) Capital Region Housing Corporation Director Length of Term on Board**

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

That the Capital Region Housing Corporation Board of Directors request that the Capital Regional District Board (CRD), request that the CRD Governance Committee review the length of terms of board appointment and that they be extended from 1 year to 2 years.

**CARRIED**

Staff were requested to add page numbers to agenda packages for ease of reference.

R. Sharma, R. Lachance and A. Genero left the meeting at 11:08am

**6. LEBLOND STRATA – STRATA COUNCIL REPRESENTATION**

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

That the Capital Region Housing Corporation Board of Directors re-affirm their resolution of October 31, 2006 and retain the Senior Manager and Executive Committee as representatives for Lot #1 on the LeBlond Strata Council.

**CARRIED**

**7. DRAFT TERMS OF REFERENCE FOR CRHC TASK FORCE EXAMINATION OF POSSIBLE TENANT ENGAGEMENT MEASURES – JOHNNY CARLINE**

Director Carline presented the Draft Terms of Reference for CRHC Task Force Examination of Possible Tenant Engagement Measures. He noted that the objective is to have three people on the task force as well as staff member C. Culham.

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

That the Capital Region Housing Corporation Board of Directors support the Draft Terms of Reference for CRHC Task Force Examination of Possible Tenant Engagement Measures.

**CARRIED**

#### **8. 2016 OPERATIONAL PLAN**

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

That the Capital Region Housing Corporation Board of Directors receive this report for information.

**CARRIED**

#### **9. VACANCY REPORT**

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

That the Capital Region Housing Corporation Board of Directors receives the 2015 Turnover and Vacancy report for information.

**CARRIED**

#### **10. PROPERTY MANAGEMENT REPORT**

CRHC property insurance was discussed. C. Culham advised that BC Non Profit Association has just created an insurance company called Captive which may be a beneficial option for CRHC in future.

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

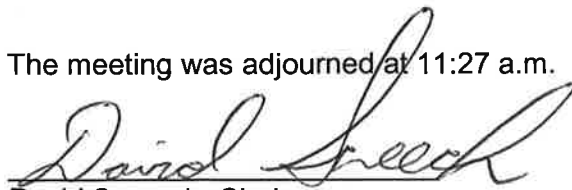
That the Capital Region Housing Corporation Board of Directors receive the Property Management Report for information.

**CARRIED**

#### **11. ADJOURNMENT**

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

The meeting was adjourned at 11:27 a.m.

  
David Screech, Chair

  
Kristine Kusnyerik, Recorder