



**Minutes of a Meeting of the Capital Region Housing Corporation Board of Directors  
Held August 23, 2016 in Room 488, 625 Fisgard St, Victoria, BC**

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

The meeting was called to order at 9:31a.m.

**1. APPROVAL OF AGENDA**

It was **MOVED** by Director Helps, **SECONDED** by Director Howe  
To approve the agenda as circulated.

**CARRIED**

**2. APPROVAL OF THE MINUTES OF JUNE 28, 2016**

It was **MOVED** by Director Howe, **SECONDED** by Director Helps  
That the minutes of June 28, 2016 be approved as circulated.

**CARRIED**

**3. CORRESPONDENCE – Vergo LEED rating**

It was **MOVED** by Director Screech, **SECONDED** by Director Plant  
That staff prepare a CRD press release regarding the Vergo LEED rating.

**4. CRHC PORTFOLIO RENEWAL – Redevelopment and Development Strategy**

**Director Carline arrived at 9:34am**

It was discussed that the recommendation if approved would need to be brought forward to the Capital Regional District (CRD) board for their final approval due to the governance model around hiring of staff. R. Lapham advised that the recommendation would be expedited to the CRD board.

It was **MOVED** by Director Plant, **SECONDED** by Director Helps  
That the Capital Region Housing Corporation Board of Directors:

- a) Approves the CRHC Portfolio Renewal, Redevelopment and Development Strategy; and
- b) Approves the hiring of a Manager of Major Capital Projects for up to a term of 5 years (October 1, 2016-December 31, 2021).

**CARRIED**

**5. MORTGAGE RENEWAL – Cairns Park**

It was **MOVED** by Director Howe, **SECONDED** by Director Helps  
That the Capital Region Housing Corporation (CRHC) Board of Directors:

- a) Approves the resolution required by British Columbia Housing Management Commission to renew the mortgage for Cairns Park; and
- b) Authorizes any two members of the CRHC Executive Committee to sign any document related to the mortgage renewal.

**CARRIED**

## **6. TENANT SATISFACTION SURVEY RESULTS**

C. Culham presented the tenant satisfaction survey. The Board was very pleased with the results. Staff was requested to circulate the survey comments to the board and use the comments when possible for future funding applications or on the CRHC website. Director Helps suggested a question for a future survey might be "What would make your experience living at CRHC better?" and "How is the health and wellbeing of our tenants". C. Culham discussed that the "Connections" project asked this question of the senior communities. The Tenant Engagement Task force reviewed the survey results as part of their initiative and will be bringing recommendations forward to the October board meeting.

It was **MOVED** by Director Howe, **SECONDED** by Director Helps  
That the Capital Region Housing Corporation Board receive the CRHC Tenant Satisfaction Survey Results Report for information.

**CARRIED**

## **7. QUARTELY FINANCIAL UPDATE**

The following items were clarified:

- The \$64,000 savings from the tax exemption will roll over as surplus.
- The June 2016 enhanced technology charge is for the consultant fees for the development phase of the software.
- The deficit at Parry Place is a result of higher vacancy loss at this building due to hospitality services included as part of the rent as well as CRHC's lack of control in filling the vacancies since Vancouver Island Health Authority (VIHA) provides the applicants.

It was **MOVED** by Director Helps, **SECONDED** by Director Carline  
That the Capital Region Housing Corporation Board of Directors receives the Quarterly Report for information.

**CARRIED**

## **8. TURNOVER AND VACANCY QUARTERLY REPORT – SECOND QUARTER**

It was **MOVED** by Director Howe, **SECONDED** by Director Braude  
That the Capital Region Housing Corporation Board of Directors receives the Second Quarter 2016 Turnover and Vacancy Report for information.

**CARRIED**

## **9. PROPERTY MANAGEMENT REPORT**

D. Metcalf presented the property management report.

It was **MOVED** by Director Plant **SECONDED** by Director Braude  
That the Capital Region Housing Corporation Board of Directors receives the Property Management Report for information.

**CARRIED**

## 10. CLOSE MEETING

It was **MOVED** by Director Plant, **SECONDED** by Director Helps  
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."

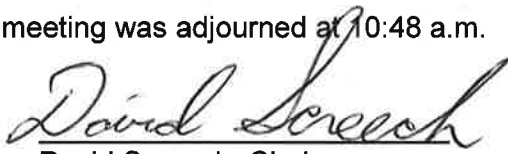
**CARRIED**

The meeting was closed at 10:35a.m. and resumed in open session at 10:48a.m.

## 11. ADJOURNMENT

It was **MOVED** by Director Howe, **SECONDED** by Director Screech  
That the meeting be adjourned

The meeting was adjourned at 10:48 a.m.

  
David Screech, Chair

  
Kristine Kusnyerik, Recorder