

Minutes of a Meeting of the Capital Region Housing Corporation Board of Directors Held October 25, 2016 in Room 488, 625 Fisgard St, Victoria, BC

PRESENT:

Directors: D. Screech (Chair); L. Helps; R. Cooper; J. Carline; B. Braude; C. Plant

(called in)

Staff: K. L

K. Lorette; C. Culham; D. Metcalf; R. Loukes;

Absent: D. Howe; **Recorder** K. Kusnyerik

The meeting was called to order at 10:00a.m.

1. APPROVAL OF AGENDA

It was **MOVED** by Director Carline, **SECONDED** by Director Braude To approve the agenda as circulated.

CARRIED

Director Helps arrived 10:01a.m.

2. APPROVAL OF THE MINUTES OF OCTOBER 4, 2016

It was **MOVED** by Director Braude, **SECONDED** by Director Cooper That the minutes of October 4, 2016 be approved as circulated.

CARRIED

R. Loukes arrived 10:02 am

3. WASTE COLLECTION AND DISPOSAL CONTRACT

C.Culham presented the Waste Collection and Disposal Contract Staff reported. It was clarified that there is an annual lift calculation clause in the joint purchasing contract. Director Carline asked if there is currently a standard clause to ensure compliance with labour and environmental laws. This is something staff will review.

It was MOVED by Director Helps SECONDED by Director Braude

Authorizes any two members of the Capital Region Housing Corporation Executive Committee to sign the waste collection and disposal contract with Waste Management and Recycling Services (Waste Management) in the amount of \$192,858 annually for the term of January 1, 2017 to August 14, 2019 with the option of a two-year term extension.

CARRIED

4. ARTICLES OF INCORPORATION – CHANGES TO CRD DIRECTOR TERMS

Staff to review if shareholder meeting date has to be revised to align with CRD director terms or an amendment made to the articles at a future meeting.

It was MOVED by Director Helps, SECONDED by Director Plant

That Article 10.4 of the Capital Region Housing Corporation (CRHC) Articles of Incorporation be amended to read:

"Term of directors

10.4 The directors shall serve the following term:

(a) directors from the Capital Regional District shall hold office for a term of two (2) years commencing January 1 to December 31;

- (b) directors from the community members shall hold office for a term of two (2) years commencing January 1 to December 31;
- (c) no director shall serve more than six (6) consecutive years; and
- (d) Article 10.4(a) shall be in effect for directors appointed for a term commencing on or after January 1, 2017."

CARRIED

5. QUARTERLY FINANCIAL UPDATE

It was discussed that CRD owned properties Vergo and Village on the Green may show short falls as a result of quarterly vacancies due to the fact that they are not being reviewed as part of a larger portfolio

It was **MOVED** by Director Carline, **SECONDED** by Director Cooper That the Capital Region Housing Corporation (CRHC) Board of Directors receive the Third Quarter Financial Report for information.

CARRIED

6. THIRD QUARTER 2016 TURNOVER AND VACANCY REPORT

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

CARRIED

7. PROPERTY MANAGEMENT REPORT

D.Metcalf made a presentation on the recently completed Building Envelope Remediation (BER) at 3169 Tillicum Rd. (The Heathers).

Director Plant left the meeting at 10:28a.m.

Staff to bring a proposal back to the board with regards to modernizing the signage at all of the communities.

Staff are awaiting response from BC Housing with regards to funding for future BERs. Caledonia and Carey Lane are scheduled to be addressed as part of CRHC's development plan.

It was discussed that IPADs were circulated in advance of the launch of the upgraded information technology system so that they staff could familiarize themselves with the hardware prior to having to learn new software.

It was **MOVED** by Director Braude **SECONDED** by Director Helps

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

CARRIED

8. CLOSE MEETING

It was MOVED by Director Carline SECONDED by Director Helps

That Motion to Close the meeting in accordance with the Community Charter, Part 4, Division 3, Section 90 (2) b) the consideration of information received and held in confidence relating to negotiations between the municipality and a provincial government or the federal government or both and a third party;

CARRIED

The meeting was closed at 10:50a.m. and resumed in open session at 10:56a.m.

9. ADJOURNMENT

It was **MOVED** by Director Helps, **SECONDED** by Director Carline That the meeting be adjourned

The meeting was adjourned at 10:56a.m.

David Screech, Chair

Kristine Kusnyerik, Recorder