



**Minutes of a Meeting of the Capital Region Housing Corporation Board of Directors
Held December 6, 2016 in Room 488, 625 Fisgard St, Victoria, BC**

PRESENT: **Directors:** D. Screech (Chair); L. Helps; P. Leblond (alternate D. Howe); R. Cooper; J. Carline; B. Braude; C. Plant
 Staff: K. Lorette; C. Culham; D. Metcalf; R. Loukes; R. Sharma
 Absent: D. Howe
 Guest: Miko Betanzo
 Recorder K. Kusnyerik

The meeting was called to order at 10:01a.m.

L.Helps arrived 10:01a.m.

1. APPROVAL OF AGENDA

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

CARRIED

2. APPROVAL OF THE MINUTES OF OCTOBER 25, 2016

C. Culham discussed that she met with legislative services and confirmed that CRHC's Shareholder meeting schedule currently will not need to change to align with the 2 year term of CRD Directors.

It was **MOVED** by Director Braude, **SECONDED** by Director Cooper
That the minutes of October 25, 2016 be approved as circulated.

CARRIED

3. DRAKE ROAD DEVELOPMENT UPDATE

C.Culham presented to the staff report.

It was **MOVED** by Director Helps **SECONDED** by Director Braude
Receives Drake Road Development update for information.

CARRIED

4. 3816 CAREY RD. DEVELOPMENT – PRE-DEVELOPMENT BUDGET

C.Culham presented the staff report. It was discussed that interviews are currently being held for the Manager of Major Capital Projects who will oversee this project. In the interim CitySpaces has been retained until March 31, 2017.

C.Plant arrived at 10:15a.m.

C.Culham reviewed the composition of the new development as discussed in detail at the June 10, 2016 special board meeting.

R.Loukes stepped out at 10:20a.m. and returned at 10:20a.m.

It was **MOVED** by Director Helps, **SECONDED** by Director Braude
Approve the 3816 Carey Road development project proposed pre-development budget of \$165,000 to be funded from the CRHC cash equity contribution to the project.

CARRIED

M.Benezo left the meeting at 10:23a.m.

5. 2016 UBCM GRANT (Connections) – Final Report

C.Culham presented the final report to be submitted for the Union of BC Municipalities (UBCM). She discussed that many initiatives were continuing post project. The Directors expressed their pleasure with the outcomes of this project.

It was discussed that the UBCM grant was one time funding and may not be applied for again by CRHC for this type of initiative. Director Helps suggested that we continue to reference the data collected in the tenant survey. She also requested that the title community outcomes on page six of the report be changed to community activities.

It was **MOVED** by Director Carline, **SECONDED** by Director Cooper That the Union of BC Municipalities 2016 Age-friendly Community Planning & Project Grants Final Report be received for information.

CARRIED

6. TENANT ENGAGEMENT TASK FORCE IMPLICATIONS REPORT

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

- a) That a Tenant Engagement Framework be approved for 2017 with a budget of \$50,000 and that staff report back to the Board with an evaluation and recommendations of the Tenant Engagement Framework in 2017.
- b) That staff review the current landscape services and report back to the Board on how to improve the current services including a review of potential models of service delivery in 2017.

The following friendly amendments were made to the Tenant Engagement Framework noted in the motion:

- Tenant centered units as homes and projects as communities.
- Page. 5 phase 1 #4 increase community building and belonging.
- Phase 3 increase in sense of belonging and connectedness.

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

- a) That the Tenant Engagement Framework be amended as follows:
 - Tenant centered units as homes and projects as communities.
 - Page. 5 phase 1 #4 increase community building and belonging.
 - Phase 3 increase in sense of belonging and consecutiveness.
- b) That the Tenant Engagement Framework be approved as amended for 2017 with a budget of \$50,000 and that staff report back to the Board with an evaluation and recommendations of the Tenant Engagement Framework in 2017.
- c) That staff review the current landscape services and report back to the Board on how to improve the current services including a review of potential models of service delivery in 2017.

CARRIED

7. BOARD EVALUATION PROCESS

C.Culham reviewed the report and discussed that the process would be in confidence with support of CRD's legislative services department.

R.Loukes exited the meeting at 10:57am

It was discussed that in future years the survey would be circulated in September so that Director input could be discussed prior to the end of the year and the potential end of

Director's terms. 2016 would be an exception with the survey being circulated shortly, for discussion.

R.Loukes returned at 11:01am

R.Loukes circulated a full copy of the survey that had been scanned incorrectly for the Director's review.

It was **MOVED** by Director Plant, **SECONDED** by Director Helps
That the Board Evaluation Process be approved as presented.

CARRIED

R.Sharma arrived at 11:05am

6. 2016/2017 ADMINISTRATIVE BUDGETS

C.Culham presented the 2016/2017 Administrative Budget.

It was **MOVED** by Director Carline **SECONDED** by Director Braude
That the Capital Region Housing Corporation Board of Directors approves the 2017 Capital Region Housing Corporation Administration Budget.

CARRIED

7. 2016/2017 OPERATING BUDGETS

C.Culham presented the 2016/2017 Operating Budget.

L.Helps left the meeting at 11:27a.m.

It was **MOVED** by Director Carline **SECONDED** by Director Braude
That the Capital Region Housing Corporation (CRHC) Board of Directors

- a) approves the Capital Region Housing Corporation 2017 Operating Budgets for the Umbrella Operating Agreement portfolio, Parry Place, Village on the Green and Vergo; and
- b) authorizes any 2016 operating surplus to be transferred to the appropriate Portfolio Stabilization Reserves.

CARRIED

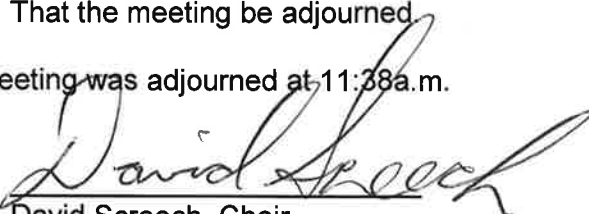
8. PROPERTY MANAGEMENT REPORT

It was **MOVED** by Director Carline **SECONDED** by Director Braude
Receive the property management report for information.

9. ADJOURNMENT

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

The meeting was adjourned at 11:38a.m.


David Screech, Chair


Kristine Kusnyerik, Recorder