

**Minutes of a Meeting of the Capital Region Housing Corporation Board of Directors
Held June 27, 2017 in Room 488, 625 Fisgard St, Victoria, BC**

PRESENT: **Directors:** D. Screech; J. Carline; B. Braude; G. Young; S. Price; W. McIntyre; R. Cooper; B. Desjardins (CRD Chair)
 Absent: W. McIntyre
 Staff: K. Lorette; C. Culham; D. Metcalf; R. Loukes; P. Kitson;
 Guests: D.Hennighan (CRD Manager IT)
 Recorder: K. Kusnyerik

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

1. APPROVAL OF AGENDA

It was **MOVED** by Director Braude, **SECONDED** by Director Price
That the agenda be approved with the addition of item 2.1 IT security update.

CARRIED

2. APPROVAL OF THE MINUTES OF APRIL 25, 2017

It was **MOVED** by Director Carline, **SECONDED** by Director Price
That the minutes of April 25, 2017 be approved as circulated.

CARRIED

2.1 IT SECURITY UPDATE

D.Hennigan Senior Manager of the CRD Information Technology department reviewed the various systems and processes that are in place to ensure CRD computer documents and data are secure. C.Culham thanked him and his team for all their support with CRHC's recent IT upgrade.

D.Hennigan left at 10:13am

3. CASTANEA PLACE LANDLORD - OPERATOR AGREEMENT

C.Culham presented the report. It was discussed that the transition to the new management company Thompson Community Services is anticipated to be seamless since they are retaining the same on site staff.

It was **MOVED** by Director Braude, **SECONDED** by Director Young
Authorize two members of the Executive Committee to sign the Castanea Place Landlord - Operator Agreement for Units 201 and 202 – 2860 Quadra Street, Victoria B.C. with Thompson Community Services.

CARRIED

4. LANDSCAPING SERVICES

C.Culham presented the staff report.

Discussion ensued regarding the need to address tenant concerns with regards to landscaping and gardening. C.Culham apologized for not including in the report the deliverables of the tenant engagement pilot project as she felt this may have addressed these concerns.

R. Loukes arrived at 10:29am.

B.Desjardins arrived at 10:35am

It was **MOVED** by Director Price **SECONDED** by Director Screech
Tender two contracts for 2018, based on Property Management Portfolios, increase service levels as per staff recommendations.

NO VOTE DUE TO REFERRAL MOTION

It was **MOVED** by Director Young **SECONDED** by Director Carline
Refer back to staff and an ad-hoc committee to recommend options. Staff to send an email to the board soliciting members for the ad-hoc committee.

CARRIED

D.Price opposed

5. CARILLON PLACE ROOF REPLACEMENT 17/192

C.Culham presented the report.

It was **MOVED** by Director Price **SECONDED** by Director Braude
Award Contract 17/192 for the Carillon Place Roof Replacement to Universal Sheet Metal in the amount of \$395,898 to be completed in 2017.

CARRIED

6. WESTVIEW DEVELOPMENT ARCHITECT CONTRACT

C.Culham circulated the architectural contract that was inadvertently omitted from the agenda package. Staff will circulate the contract via email prior to the contract being signed.

It was **MOVED** by Director Braude **SECONDED** by Director Price
Award Contract CRHC-CP-WV 17.102 for the Westview architectural services to Joe Newell Architect Inc. in the amount of \$299,900.

CARRIED

D.Carline opposed

7. MANAGEMENT REPORT

D.Metcalf provided an updated on the recently completed landscaping at The Heathers which was part of the building envelope remediation.

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

CARRIED

8. ADJOURNMENT

It was **MOVED** by Director Price **SECONDED** by Director Carline
That the meeting the adjourned.

CARRIED

The meeting was adjourned at 11:25.m.


David Screech, Chair


Kristine Kusnyerik, Recorder