

Meeting Minutes

Capital Region Housing Corporation

Wednesday, December 12, 2018

11:30 AM

6th Floor Boardroom
625 Fisgard Street
Victoria, BC

PRESENT: L. Helps (Chair), D. Screech (Vice Chair), D. Blackwell, S. Brice, B. Desjardins, F. Haynes, M. Hicks, B. Maberley (for D. Howe), B. Isitt, J. Loveday, R. Martin, R. Mersereau, K. Murdoch, G. Orr, C. Plant, M. Tait, N. Taylor, K. Williams, R. Windsor, G. Young

ABSENT: G. Holman, C. McNeil-Smith, J. Ranns, L. Seaton

STAFF: K. Lorette, A/Chief Administrative Officer; N. Chan, Chief Financial Officer; K. Morley, General Manager, Corporate Services; R. Lachance, Senior Manager, Finance Services; C. Culham, Senior Manager, Capital Region Housing Corporation; S. Carey, Manager of Legal Services; C. English (Recorder)

Chair Helps acknowledged that the meeting was being held on the territories of the Lkwungen-speaking peoples.

The meeting was called to order at 11:30 a.m.

1. APPROVAL OF THE AGENDA

**MOVED by Director Loveday, SECONDED by Director Brice,
That the agenda be approved as circulated.
CARRIED**

2. ADOPTION OF MINUTES

2.1. [18-619](#) Minutes for Adoption

**MOVED by Director Orr, SECONDED by Director Murdoch,
That the minutes from the November 14, 2018 Capital Region Housing
Corporation Board inaugural meeting be adopted as circulated.
CARRIED**

3. REPORT OF THE CHAIR

Chair Helps identified three overarching Board responsibilities:

1. Overseeing development
2. Reinvesting in the existing portfolio
3. Continued tenant engagement

4. PRESENTATIONS/DELEGATIONS

4.1 Presentations

- 4.1.1. [18-610](#) Capital Region Housing Corporation Board Orientation: Kevin Lorette and Christine Culham

Mr. Lorette and Ms Culham gave a presentation which is on file with Regional Housing.

The presentation was received for information.

4.2 Delegations

There were none.

5. CONSENT AGENDA

There was no Consent Agenda.

6. ADMINISTRATION REPORTS

- 6.1. [18-584](#) 2019 Administration and Development Services Budgets

Ms Culham gave a presentation for Items 6.1 and Item 6.2.

MOVED by Director Tait, SECONDED by Director Screech,

1. That the Capital Region Housing Corporation 2019 Administration Budget be approved; and

2. That the Capital Region Housing Corporation 2019 Development Services Budget be approved.

CARRIED

- 6.2. [18-585](#) 2019 Portfolio Operating Budgets

MOVED by Director Screech, SECONDED by Director Tait,

1. That the Capital Region Housing Corporation 2019 Operating Budgets for the Umbrella Operating Agreement, Independent Living BC Agreement, No Operating Agreement, and the Regional Housing First Program Agreement be approved; and

2. That any 2018 operating surplus/(deficits) to be transferred to/(from) the appropriate Portfolio Stabilization Reserves be authorized.

CARRIED

6.3. [18-586](#) 2019 Updated Five Year Routine Capital Plans (2015-2019) and Major Capital Plan (2019-2023)

MOVED by Director Desjardins, **SECONDED** by Director Screech,

1. a) That the Capital Region Housing Corporation 2019 updated Umbrella Operating Agreement Five Year Capital Plan 2015-2019 be received;
- b) That staff be authorized to implement the Umbrella Operating Agreement 2019 capital plan; and
- c) That the 2019 transfer of funds of \$1,056,980 from the Umbrella Operating Agreement Portfolio Stabilization Reserve to the Capital Replacement Reserve Fund be approved.
2. a) That the Independent Living BC (ILBC) Operating Agreement (Parry Place) 2019 updated Five Year Capital Plan 2015-2019 be received; and
- b) That staff be authorized to implement the ILBC Operating Agreement (Parry Place) 2019 capital plan year.
3. a) That the No Operating Agreement Portfolio 2019 updated Five Year Capital Plan 2015 2019 be received; and
- b) That staff be authorized to implement the No Operating Agreement Portfolio 2019 capital plan year.
4. a) That the 2019-2023 Major Capital Plan be approved; and
- b) That the General Manager, Planning & Protective Services be authorized to apply to BC Housing for the pre-development repayable loan for Drake Road.

CARRIED

6.4. [18-583](#) Caledonia Redevelopment Project

Chair Helps declared a personal conflict, and left the meeting at 12:20 p.m. Vice-Chair Screech assumed the Chair.

MOVED by Director Haynes, **SECONDED** by Director Martin,
That the CRHC staff be directed to proceed with the Caledonia Redevelopment Project within the provisional budget of \$50,225,724.
CARRIED

7. REPORTS OF COMMITTEES

There were none.

8. BYLAWS

There were none.

9. NEW BUSINESS

There was none.

10. MOTION TO CLOSE THE MEETING

11. ADJOURNMENT

The meeting was adjourned at 12:30 p.m.

CHAIR

CERTIFIED CORRECT:

CORPORATE OFFICER