

Notice of Meeting and Meeting Agenda Capital Region Housing Corporation

Wednesday, February 13, 2019

11:30 AM

6th Floor Boardroom
625 Fisgard Street
Victoria, BC

1. APPROVAL OF THE AGENDA

2. ADOPTION OF MINUTES

2.1. [19-149](#) Capital Region Housing Corporation Minutes for Adoption

Recommendation: That the Capital Region Housing Corporation Board minutes of January 9, 2019 be adopted.

Attachments: [CRHC Board Minutes January 9, 2019](#)

3. REPORT OF THE CHAIR

4. PRESENTATIONS/DELEGATIONS

4.1 Presentations

4.2 Delegations

5. ADMINISTRATION REPORTS

6. REPORTS OF COMMITTEES

Hospitals and Housing Committee

6.1. [19-094](#) Capital Region Housing Corporation Capital Projects Staffing Requirements

Recommendation:

1. That the Hospitals and Housing Committee recommends to the Capital Region Housing Corporation Board that the amended 2019 Development Services Budget be approved, and
2. That the Hospitals and Housing Committee recommends to the Capital Regional District Board that an amendment to the 2019 Staff Establishment Chart include one Senior Project Coordinator position for a three-year fixed duration be approved.

Attachments: [Staff Report: CRHC Capital Projects Staffing Requirements](#)
[Appendix A: Amended CRHC 2019 Development Svs Budget](#)

7. NEW BUSINESS

8. MOTION TO CLOSE THE MEETING

9. ADJOURNMENT

Voting Key:

NWA - Non-weighted vote of all Directors

NWP - Non-weighted vote of participants (as listed)

WA - Weighted vote of all Directors

WP - Weighted vote of participants (as listed)

Meeting Minutes

Capital Region Housing Corporation

Wednesday, January 9, 2019

11:30 AM

6th Floor Boardroom
625 Fisgard Street
Victoria, BC

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

ABSENT: F. Haynes, C. McNeil-Smith, D. Screech

STAFF: R. Lapham, Chief Administrative Officer; N. Chan, Chief Financial Officer; K. Lorette, General Manager, Planning & Protective Services; C. Culham, Senior Manager, Capital Region Housing Corporation; S. Henderson, Manager, Real Estate; 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 Tait, **SECONDED** by Director Blackwell,
That the agenda be approved as circulated.
CARRIED

2. ADOPTION OF MINUTES

2.1. [19-039](#) Capital Region Housing Corporation Minutes for Adoption

MOVED by Director Tait, **SECONDED** by Director Orr,
That the minutes from the Capital Region Housing Corporation Board meetings of
September 25 and December 12, 2018 be adopted.
CARRIED

3. REPORT OF THE CHAIR

There was no report from the Chair.

4. PRESENTATIONS/DELEGATIONS

4.1 Presentations

- 4.1.1. [19-027](#) Capital Region Housing Corporation 2018 Audit Planning Report (Verbal Presentation), Lenora Lee, Lead Audit Engagement Partner, KPMG
- Ms Lenora Lee of KPMG gave a presentation of the Capital Region Housing Corporation 2018 Audit Planning Report.

4.2 Delegations

5. ADMINISTRATION REPORTS

- 5.1. [19-006](#) Capital Region Housing Corporation 2018 Audit Planning Discussion
- Mr. Chan introduced the report, and responded to questions from the Board.
- MOVED by Director Plant, SECONDED by Director Tait,
That the 2018 Capital Region Housing Corporation Audit Plan developed by
KPMG be approved.
CARRIED**
- 5.2. [19-012](#) Mortgage Renewal - Camosun Place
- Director Isitt recused himself as a family member lives in close proximity to the property, and left the meeting at 11:43 a.m.
- Mr. Lorette explained the report and responded to questions from the Board.
- MOVED by Director Howe, SECONDED by Director Loveday,
1. That the resolution required by BC Housing Management Commission to renew
the mortgage for Camosun Place through the Canada Mortgage and Housing
Corporation Direct Lending Program for a term not to exceed the expiry of the
existing operating agreement be approved; and
2. That the Chief Administrative Officer and Chief Financial Officer be authorized
to sign any documents related to the mortgage renewal.
CARRIED**

Director Isitt returned to the meeting at 11:44 a.m.

6. REPORTS OF COMMITTEES

7. NEW BUSINESS

8. MOTION TO CLOSE THE MEETING

8.1. [19-033](#) Motion to Close the Meeting

MOVED by Director Desjardins, **SECONDED** by Director Mersereau,
That the meeting be closed in accordance with the Community Charter Section 90(1), (e), the acquisition, disposition or expropriation of land or improvements, if the board considers that disclosure could reasonably be expected to harm the interests of the regional district.
CARRIED

The Board moved to the closed session at 11:44 a.m. and rose from the closed session at 11:45 a.m. without report.

9. RISE AND REPORT

10. ADJOURNMENT

MOVED by Director Seaton, **SECONDED** by Director Blackwell,
That the meeting be adjourned.
CARRIED

The meeting was adjourned at 11:45 a.m.

CHAIR

CERTIFIED CORRECT:

CORPORATE OFFICER



**REPORT TO HOSPITALS AND HOUSING COMMITTEE
MEETING OF WEDNESDAY, FEBRUARY 6, 2019**

SUBJECT **Capital Region Housing Corporation Capital Projects Staffing Requirements**

ISSUE

Capital Region Housing Corporation (CRHC) Board approval is required to amend the 2019 Development Services Budget.

Capital Regional District (CRD) Board approval is required for amendments to the 2019 Staff Establishment Chart.

BACKGROUND

In the 2016 – 2019 CRHC Strategic Priorities, the Board approved the Westview, Caledonia Redevelopment, Michigan Redevelopment, Drake Road, and the Carey Lane building envelope remediation projects.

In 2016, the Board also approved hiring a Manager of Capital Projects for a five year fixed duration to execute these projects. The CRHC development staff responsibilities include project feasibility analysis, procurement of design and construction services, securing municipal approvals, and project management oversight.

The approved projects are in varying stages: Westview is under construction; Caledonia Redevelopment and Michigan Redevelopment projects are in the design and municipal approvals phase; Drake Road and Carey Lane are in the project feasibility phase.

On December 12, 2018 the Board approved the 155 unit Caledonia Redevelopment project budget of \$50.2M. Additional staffing resources were identified in the Caledonia project budget to support the management and oversight of the Caledonia project. This budget included project management fees of \$700,000, or \$210,000 annually, for the 40-month project duration (January 2019 to April 2022).

CRHC is requesting to hire a Senior Project Coordinator for a three-year fixed duration commencing in March 2019 and ending in March 2022. The Senior Project Coordinator will be responsible for assisting with all aspects of delivering the development projects.

Hiring this position requires an amendment to the CRHC 2019 Development Services Budget and the CRD 2019 Staff Establishment Chart (SEC). Regional Housing currently has 33.77 full time employees (FTEs) and 2 fixed duration positions. With the addition of this requested position the 2019 SEC for Regional Housing will be 33.77 FTEs and 3 fixed duration positions.

ALTERNATIVES

Alternative 1:

- a) That the Hospitals and Housing Committee recommends to the Capital Region Housing Corporation Board that the amended 2019 Development Services Budget be approved; and
- b) That the Hospitals and Housing Committee recommends to the Capital Regional District Board that an amendment to the 2019 Staff Establishment Chart include one Senior Project Coordinator position for a three-year fixed duration be approved.

Alternative 2:

That the report be referred back to staff.

IMPLICATIONS

Financial Implications

The Caledonia Redevelopment project budget allocated \$700,000 for CRHC project management fees. The requested three-year fixed duration Senior Project Coordinator position and the existing Manager, Capital Projects combined costs are \$610,000 to project completion, as summarized in Table 1. The \$90,000 balance will be used for allocations on an as-needed basis to cover costs such as financial, communications, legal, real estate and information technology support as the detailed scope is defined.

Table 1: Total Staffing costs

CRHC Project Management Team	Fixed Duration	2017-2018	2019	2020	2021	2022	Total
Manager, Capital Projects	Feb/17 to Jan/22	20,000	60,000	60,000	60,000	5,000	205,000
Senior Project Coordinator (J19)	Mar/19 to Mar/22	0	110,240	134,940	137,630	22,190	405,000
Total Staff Costs		20,000	170,240	194,940	197,630	27,190	610,000

The impact to the 2019 Development Services Budget is \$110,240 which represents an increase in revenues (project management fees) and expenditures (salaries, benefits and overhead). This will be fully recovered through the Caledonia project budget.

CONCLUSION

Staff is requesting Board approval to hire a Senior Project Coordinator (J19) position to support the Manager of Capital Projects. This position will cost \$405,000 for a three-year fixed duration and will be recovered from the Caledonia Redevelopment project.

RECOMMENDATIONS

- a) That the Hospitals and Housing Committee recommends to the Capital Region Housing Corporation Board that the amended 2019 Development Services Budget be approved; and
- b) That the Hospitals and Housing Committee recommends to the Capital Regional District Board that an amendment to the 2019 Staff Establishment Chart include one Senior Project Coordinator position for a three-year fixed duration be approved.

Submitted by:	Christine Culham, Senior Manager Regional Housing
Concurrence:	Chris Neilson, BComm, MBA, CPHR, Senior Manager Human Resources & Corporate Safety
Concurrence:	Kevin Lorette, P.Eng., MBA, General Manager Planning & Protective Services
Concurrence:	Nelson Chan, MBA, CPA, CMA, Chief Financial Officer
Concurrence:	Robert Lapham, MCIP, RPP, Chief Administrative Officer

PK:ce

Attachments: Appendix A – Amended CRHC 2019 Development Services Budget

**CAPITAL REGION HOUSING CORPORATION
AMENDED 2019 DEVELOPMENT SERVICES BUDGET**

APPENDIX A

	2018 Board Approved (A)	2018 Estimated Actuals (B)	2018 \$ Variance (C)	2018 % Variance (D)	2019 CRHC Amended (E)	2019 Budget \$ Change (F)
REVENUE						
Project Management Fees						
Westview Capital Project	60,000	60,000	0	0.0%	60,000	0
Caledonia Capital Project	10,000	10,000	0	0.0%	60,000	50,000
Caledonia Capital Project - Snr. Project Coordinator	0	0	0	0.0%	110,240 (2)	110,240
Mighigan Capital Project	10,000	10,000	0	0.0%	60,000	50,000
Drake Capital Project	10,000	10,000	0	0.0%	10,000	0
Carey Lane BER Project	0	0	0	0.0%	10,000	10,000
Ashlar BER Project	64,100	5,000	(59,100)	-92.2%	0	(64,100)
TOTAL REVENUE	154,100	95,000	(59,100)	-38.4%	310,240	156,140
EXPENDITURES						
Salaries & Benefits - Manager, Capital Projects	139,400	133,000	6,400	4.6%	154,740	15,340
Salaries & Benefits & Overhead - Snr. Project Coordinator	0	0	0	0.0%	110,240 (2)	110,240
Travel - local and SSI Drake Rd project	1,200	700	500	41.7%	1,200	0
Telephone	1,000	650	350	35.0%	1,000	0
Miscellaneous	12,500	0	12,500	100.0%	2,500	(10,000)
Transfer to Corporation Stabilization Reserve	0	0	0	0.0%	40,560	40,560
TOTAL EXPENDITURES	154,100	134,350	19,750	12.8%	310,240	156,140
TOTAL DEVELOPMENT SERVICES Surplus/(Deficit)	0	(39,350) (1)			0	

Notes:

- (1) 2018 Development Services: (39,350) deficit funded by Corporation Stabilization Reserve and recovered from approved Capital Projects.
- (2) 2019 Salaries & Benefits & Overhead - Snr Project Coordinator: 110,240 to be funded by Caledonia project management fees.