



Notice of Meeting and Meeting Agenda Capital Region Housing Corporation Board

Wednesday, May 8, 2019

11:30 AM

6th Floor Boardroom
625 Fisgard Street
Victoria, BC

1. APPROVAL OF THE AGENDA

2. ADOPTION OF MINUTES

2.1. [19-496](#) Capital Region Housing Corporation Minutes for Adoption

Recommendation: That the minutes from the Capital Region Housing Corporation Board meeting of April 10, 2019 be adopted.

Attachments: [CRHC Board Minutes April 10, 2019](#)

3. REPORT OF THE CHAIR

4. PRESENTATIONS/DELEGATIONS

5. ADMINISTRATION REPORTS

5.1. [19-450](#) LeBlond Strata - Strata Council Resolution

Recommendation: That the Senior Manager, Regional Housing be authorized to appoint herself and one or more designates as necessary, to the Strata Corporation for Strata Plan VIS 4659 on behalf of the Capital Region Housing Corporation, and hold an annual general meeting in writing pursuant to the Strata Property Act (BC), taking any steps necessary for doing so.

Attachments: [Staff Report: LeBlond Strata - Strata Council Resolution](#)
[Appendix A: LeBlond Strata 2019 Common Area Budget](#)
[Appendix B: Resolution](#)

6. REPORTS OF COMMITTEES

7. NEW BUSINESS

8. MOTION TO CLOSE THE MEETING

8.1. [19-502](#) Motion to Close the Meeting

Recommendation: 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.

9. RISE AND REPORT

10. ADJOURNMENT

Meeting Minutes

Capital Region Housing Corporation Board

Wednesday, April 10, 2019

11:30 AM

6th Floor Boardroom
625 Fisgard Street
Victoria, BC

PRESENT: L. Helps (Chair), D. Blackwell, S. Brice, B. Desjardins, F. Haynes, M. Hicks, G. Holman, B. Mabberley (for D. Howe), B. Isitt, L. Collins (for J. Loveday), C. McNeil-Smith, R. Martin, R. Mersereau, K. Murdoch, G. Orr, C. Plant, J. Ranns, D. Screech, L. Seaton, Z. deVries (for N. Taylor), K. Williams, M. Alto (for G. Young)

ABSENT: M. Tait, R. Windsor

STAFF: R. Lapham, Chief Administrative Officer; N. Chan, Chief Financial Officer; K. Lorette, General Manager, Planning & Protective Services; K. Morley, General Manager, Corporate Services; C. Culham, Senior Manager, Capital Region Housing Corporation; C. English (Recorder)

GUEST: Lenora Lee, Lead Audit Engagement Partner, KPMG

Chair Helps acknowledged the Lekwungen-speaking peoples, on whose homelands the CRD building stands and recognized with respect all of the nations across the region with whom the CRD has a long-standing relationship.

The meeting was called to order at 11:32 a.m.

1. APPROVAL OF THE AGENDA

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

2. ADOPTION OF MINUTES

2.1. [19-386](#) Capital Region Housing Corporation Minutes for Adoption

MOVED by Director McNeil-Smith, **SECONDED** by Director Mersereau
That the minutes from the Capital Region Housing Corporation Board meeting of February 13, 2019 be adopted.
CARRIED

3. REPORT OF THE CHAIR

Chair Helps reported that Millstream Ridge, a project under the Regional Housing First Program (RHFP), and operated by Capital Region Housing Corporation, is open. Staff have begun work on the next steps for the RHFP, once all units have been built, and will bring recommendations to the Board through the Hospitals and Housing Committee.

4. PRESENTATIONS/DELEGATIONS

- 4.1. [19-394](#) Capital Region Housing Corporation 2018 Audit Findings Report (Verbal Presentation), Lenora Lee, Lead Audit Engagement Partner, KPMG
- The 2018 Audit Findings Report and Audited Financial Statements were presented to the Board by Lenora Lee of KPMG.

5. ADMINISTRATION REPORTS

- 5.1. [19-365](#) Capital Region Housing Corporation 2018 Audit Findings Report and Audited Financial Statements
- Staff and KPMG responded to questions from the Board about the 2018 Financial Statements. The Board thanked staff and KPMG for their work.
- MOVED by Alternate Director Alto, SECONDED by Director Screech
That the Capital Region Housing Corporation 2018 Audit Findings Report be received and the 2018 Audited Financial Statements be approved.
CARRIED**

6. REPORTS OF COMMITTEES

7. NEW BUSINESS

8. ADJOURNMENT

**MOVED by Director Brice, SECONDED by Director Mersereau
That the meeting be adjourned.
CARRIED**

The meeting was adjourned at 12:03 p.m.

CHAIR

CERTIFIED CORRECT:

CORPORATE OFFICER

**REPORT TO CAPITAL REGION HOUSING CORPORATION BOARD
MEETING OF WEDNESDAY, MAY 8, 2019**

SUBJECT LeBlond Strata - Strata Council Resolution

ISSUE

To sign the resolution of the LeBlond Strata in place of the Annual General Meeting.

BACKGROUND

LeBlond Place is located in the Selkirk Waterfront development. This building includes 13 family townhouses, 28 apartments for seniors, a 4-bedroom group home for persons requiring 24 hour care, underground parking and a commercial office space.

The property was developed in partnership with Jawl Holdings Ltd., and is comprised of three strata lots under the Strata Plan VIS 4659 (LeBlond Strata). Lot #1 is Capital Region Housing Corporation (CRHC) units and parking and represents 93.7%. Lot #2 is the commercial offices and Lot #3 is the residual parking and is owned by Jawl Holdings.

CRHC is responsible for the management of the strata including maintenance of the common areas and administration. Part of that administrative work includes preparation of the annual operating budget (Appendix A) and compliance with the *Strata Property Act*, specifically maintaining a replacement reserve and ensuring that the annual general meeting (AGM) requirements are met. By mutual agreement, the parties have decided to waive holding an AGM, and in its place a resolution (Appendix B) is prepared respecting the business of the AGM.

ALTERNATIVES

Alternative 1:

That the Senior Manager, Regional Housing be authorized to appoint herself and one or more designates as necessary, to the Strata Corporation for Strata Plan VIS 4659 on behalf of the Capital Region Housing Corporation, and hold an annual general meeting in writing pursuant to the Strata Property Act (BC), taking any steps necessary for doing so.

Alternative 2:

Refer back to staff.

CONCLUSION

CRHC is responsible for the management of the Strata. By mutual agreement, the parties have decided to prepare a resolution in place of an AGM.

RECOMMENDATION

That the Senior Manager, Regional Housing be authorized to appoint herself and one or more designates as necessary, to the Strata Corporation for Strata Plan VIS 4659 on behalf of the Capital Region Housing Corporation, and hold an annual general meeting in writing pursuant to the Strata Property Act (BC), taking any steps necessary for doing so.

Submitted by:	Christine Culham, Senior Manager, Regional Housing
Concurrence:	Kevin Lorette, P.Eng., MBA, General Manager Planning & Protective Services
Concurrence:	Robert Lapham, MCIP, RPP, Chief Administrative Officer

CC:ce

Attachments: Appendix A – 2019 LeBlond Common Area Strata Budget
Appendix B – Resolution of the Owners, Strata Plan VIS 4659

**CAPITAL REGION HOUSING CORPORATION
LEBLOND COMMON AREA STRATA
2019 BUDGET**

Budget Items	2018 Budget	2018 Estimate	% Allocation	2019 Budget Allocation			
				2019 Budget	JH%	Jawl Holdings	CRHC % CRHC
Insurance	18,188	18,365		19,479	7.00%	1,364	93.00% 18,116
Maintenance	6,661	5,773		6,940	9.44%	655	90.56% 6,285
Caretaker (8%)	3,502	3,593		4,028	9.44%	380	90.56% 3,648
Electricity	17,294	16,650		17,294	3.54%	612	96.46% 16,681
Water	32,744	27,890		30,648	15.00%	4,597	85.00% 26,051
Garbage	6,547	6,482		6,547	10.00%	655	90.00% 5,892
Audit/legal	800	0		800	9.44%	76	90.56% 724
Miscellaneous	200	0		200	9.44%	19	90.56% 181
Subtotal	85,936	78,753		85,936		8,358	77,578
Administration	7,734	7,734	9.00%	7,734	9.44%	730	90.56% 7,004
Replacement Reserve	8,594	8,594	10.00%	8,594	9.44%	811	90.56% 7,782
	102,264	95,081		102,264	0.0%	9,900	92,364

Notes:

2019 budget: no overall increase but monies moved between budget line items as water consumption (2018-2019) should have stabilized.

**RESOLUTION OF THE OWNERS, STRATA PLAN VIS 4659
(the “Strata Corporation”)**

RESOLVED THAT:

1. The holding of the Annual General Meeting for 2018 be waived.
2. The budget for the Strata Corporation for the year ending December 31, 2019 attached hereto is approved.
3. The following be elected to the Strata Council for the Strata Corporation until the next Annual General Meeting or until their successors are elected or appointed.

COMPANY	STRATA LOT	REPRESENTATIVE
Capital Region Housing Corporation	1	Christine Culham
Jawl Holdings	2	Karen Jawl
Jawl Holdings	3	Karen Jawl

4. The following be elected as Officers for the Strata Council for the Strata Corporation until their successors are elected or appointed:

Christine Culham – President
Karen Jawl – Secretary

5. The Annual General Meeting of the Strata Corporation for the year 2019 will be deemed to have been held on the date of these resolutions.

Effective Date: May 8, 2019

Consented To In Writing By:

CAPITAL REGION HOUSING CORPORATION

JAWL HOLDINGS

President Christine Culham

Secretary Karen Jawl