

Meeting Minutes

Capital Region Housing Corporation Board

Wednesday, December 11, 2019

12:30 PM

**6th Floor Boardroom
625 Fisgard Street
Victoria, BC**

PRESENT

L. Helps (Chair), D. Screech (Vice-Chair), D. Blackwell, S. Brice, M. Brame (for B. Desjardins), F. Haynes, M. Hicks (12:32 pm), G. Holman, D. Howe, B. Isitt (12:32 pm), M. Alto (for J. Loveday), C. McNeil-Smith, R. Martin, R. Mersereau (12:31 pm), K. Murdoch, G. Orr, C. Plant, J. Ranns (12:32 pm), L. Seaton, J. Bateman (for M. Tait)(12:32 pm), N. Taylor (12:31 pm), K. Williams, R. Windsor, G. Young

Staff: R. Lapham, Chief Administrative Officer; N. Chan, Chief Financial Officer; K. Lorette, General Manager, Planning and Protective Services; K. Morley, General Manager, Corporate Services; T. Robbins, General Manager, Integrated Water Services; C. Culham, Senior Manager, Regional Housing; S. Closson, Committee Clerk (Recorder)

The meeting was called to order at 12:30 pm.

1. TERRITORIAL ACKNOWLEDGEMENT

Director Haynes provided a Territorial Acknowledgment.

2. APPROVAL OF THE AGENDA

**MOVED by Alternate Director Alto, SECONDED by Director Howe,
That the agenda for the December 11, 2019 Capital Region Housing Corporation
Board meeting be approved.
CARRIED**

3. ADOPTION OF MINUTES

3.1. [19-1038](#) Minutes of the November 13, 2019 Capital Region Housing Corporation Board Meeting

**MOVED by Director Brice, SECONDED by Director Blackwell,
That the minutes of the November 13, 2019 Capital Region Housing Corporation
Board meeting be adopted as circulated.
CARRIED**

4. REPORT OF THE CHAIR

Chair Helps thanked the Board for their ongoing support in her continued role as Chair for the next year. In the next two years, the Housing Corporation will become the operator of an additional 600 units and continue to grow the portfolio.

5. PRESENTATIONS/DELEGATIONS

5.1 Presentations

There were no presentations.

5.2 Delegations

There were no delegations.

6. CONSENT AGENDA

There were no items for consideration under this section.

7. ADMINISTRATION REPORTS

There were no items for consideration under this section.

8. REPORTS OF COMMITTEES

Hospitals and Housing Committee

8.1. [19-1005](#) Umbrella Operating Agreement (2020-2024)

K. Lorette introduced the Umbrella Operating Agreement for 2020 - 2024.

**MOVED by Director Howe, SECONDED by Director Orr,
That the Capital Region Housing Corporation Board authorizes the Chief
Administrative Officer to sign the Umbrella Operating Agreement with a term
of January 1, 2020 - December 31, 2024.**

CARRIED

8.2. [19-1001](#) 2020 Administration and Development Services Budgets

K. Lorette introduced the 2020 Administration and Development Services Budgets.

Discussion ensued on insurance rates.

**MOVED by Director Murdoch, SECONDED by Alternate Director Brame,
a) That the Capital Region Housing Corporation 2020 Administration Budget
be approved; and
b) That the Capital Region Housing Corporation 2020 Development Services
Budget be approved.**

CARRIED

8.3. [19-1002](#) 2020 Portfolio Operating Budgets

K. Lorette spoke to the 2020 Portfolio Operating Budgets.

Chair Helps thanked the staff for their detailed and comprehensive work on the operating budgets.

- MOVED by Director Screech, SECONDED by Director Mersereau,**
- a) That the 2020 Operating Budget for the Umbrella Operating Agreement be approved;
 - b) That the 2020 Operating Budget for the No Operating Agreement be approved;
 - c) That the 2020 Operating Budget for the Independent Living BC Agreement be approved;
 - d) That the 2020 Operating Budget for the Regional Housing First Program Agreement (Millstream Ridge and Spencer) be approved;
 - e) That the 2020 Operating Budget for the Investment in Housing Innovation be approved; and
 - f) That any 2019 operating surplus/(deficits) to be transferred to/(from) the appropriate Portfolio Stabilization Reserves be authorized.

CARRIED

8.4. [19-1003](#) Five Year Routine Capital Plans (2020-2024)

K. Lorette introduced the Five Year Routine Capital Plans for 2020 - 2024.

- MOVED by Director Murdoch, SECONDED by Director Mersereau,**
- 1. a) That the Capital Region Housing Corporation Umbrella Operating Agreement (UOA) Five Year Capital Plan 2020-2024 be approved; and
 - b) That staff be authorized to implement the UOA 2020 capital plan.
 - c) That the 2020 transfer of funds of \$300,000 from the Umbrella Operating Agreement Portfolio Stabilization Reserve to the Capital Replacement Reserve Fund be approved.
 - 2. a) That the No Operating Agreement Portfolio Five Year Capital Plan 2020-2024 be approved;
 - b) That the 2020 transfer of Portage Place, Campus View and Royal Oak Square December 31, 2019 Capital Replacement Reserve Balances from the UOA Capital Replacement Reserve Fund to the No Operating Agreement Capital Replacement Reserve Fund be approved; and
 - c) That staff be authorized to implement the No Operating Agreement Portfolio 2020 capital plan year.
 - 3. a) That the Independent Living BC (ILBC) Operating Agreement (Parry Place) Five Year Capital Plan 2020-2024 be approved; and
 - b) That staff be authorized to implement the ILBC Operating Agreement (Parry Place) 2020 capital plan year.
 - 4. a) That the Regional Housing First Program (RHFP) Operating Agreement Five Year Capital Plan 2020-2024 be approved; and
 - b) That staff be authorized to implement the RHFP Operating Agreement 2020 capital plan year.

CARRIED

8.5. [19-1004](#) Major Capital Plan (2020-2024)

K. Lorette spoke to the Major Capital Plan for 2020 - 2024.

- MOVED by Director Howe, SECONDED by Director Haynes,**
- a) That the 2020-2024 Major Capital Plan be approved; and
 - b) That the Chief Administrative Officer be authorized to execute the \$250,000 BC Housing Management Commission Project Development Funding Repayable Loan for Michigan Square.
 - c) That the Senior Manager Regional Housing be authorized to submit

applications for the Michigan Square redevelopment to the Building BC:
Community Housing Fund, the Regional Housing First Program and
additional funding programs.
CARRIED

9. BYLAWS

There were no bylaws for consideration under this section.

10. NOTICE(S) OF MOTION

There were no Notice(s) of Motion.

11. NEW BUSINESS

There was no new business.

12. MOTION TO CLOSE THE MEETING

There was no motion to close the meeting.

14. ADJOURNMENT

MOVED by Director Murdoch, **SECONDED** by Director Mersereau,
That the December 11, 2019 Capital Region Housing Corporation Board meeting
be adjourned at 12:47 pm.
CARRIED

CHAIR

CERTIFIED CORRECT:

CORPORATE OFFICER