

Meeting Minutes

Capital Region Housing Corporation Board

Wednesday, January 8, 2020

12:45 PM

6th Floor Boardroom
625 Fisgard Street
Victoria, BC

PRESENT

Directors: L. Helps (Chair), D. Blackwell, S. Brice, B. Desjardins, F. Haynes, M. Hicks, G. Holman, D. Howe, B. Isitt (12:46 pm), J. Loveday (12:47 pm), C. McNeil-Smith (12:47 pm), R. Martin, R. Mersereau, K. Murdoch, G. Orr, C. Plant (12:56 pm), J. Ranns (1:00 pm), L. Seaton, M. Tait, K. Harper (for N. Taylor), 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. Eam, Supervisor, Financial Services; S. Closson, Committee Clerk (Recorder)

Guests: Lenora Lee, Audit Engagement Partner, KPMG; Sara Bennett, KPMG

Regrets: Director Screech

The meeting was called to order at 12:45 pm.

1. TERRITORIAL ACKNOWLEDGEMENT

Chair Helps provided a Territorial Acknowledgement.

2. APPROVAL OF THE AGENDA

MOVED by Director Blackwell, **SECONDED** by Director Haynes,
That the agenda for the January 08, 2020 Session of the Capital Region Housing Corporation Board be approved.

CARRIED

3. ADOPTION OF MINUTES

3.1. [20-025](#) Minutes of the December 11, 2019 Capital Region Housing Corporation Board

MOVED by Director Seaton, **SECONDED** by Director Murdoch,
That the minutes of the Capital Region Housing Corporation Board meeting of December 11, 2019 be adopted as circulated.

CARRIED

4. REPORT OF THE CHAIR

The Chair noted that this will be a busy year as the Capital Regional Housing

Corporation through the Regional Housing First Program have a number of units under construction and our mandate as a CRD Board is to get another 1100 units under construction by 2021 and also to secure \$30M to build the remaining units.

5. PRESENTATIONS/DELEGATIONS

5.1 Presentations

5.1.1. [20-037](#) Capital Region Housing Corporation 2019 Audit Planning Report, Lenora Lee, Audit Engagement Partner, KPMG

N. Chan introduced the presentation to the Board.

L. Lee spoke to the presentation of the Audit Planning Report.

Discussion ensued on the following:

- process for qualifications of subsidized tenants
- audit process

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 administration reports.

8. REPORTS OF COMMITTEES

8.1. [20-006](#) Capital Region Housing Corporation 2019 Audit Planning Discussion

Discussion ensued on the following:

- process change mechanism options
- current sampling scope

MOVED by Director Tait, **SECONDED** by Director Mersereau,
That the Capital Region Housing Corporation 2019 Audit Plan developed by KPMG be approved.

CARRIED

9. BYLAWS

There were no bylaws for consideration.

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.

13. RISE AND REPORT

There was no Rise and Report.

14. ADJOURNMENT

MOVED by Director Blackwell, **SECONDED** by Loveday,
That the January 08, 2020 Capital Region Housing Corporation Board meeting be
adjourned at 1:04 pm.
CARRIED

CHAIR

CERTIFIED CORRECT:

CORPORATE OFFICER