

## Notice of Meeting and Meeting Agenda Capital Region Housing Corporation Board

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Wednesday, July 8, 2020

12:45 PM

6th Floor Boardroom  
625 Fisgard Street  
Victoria, BC

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### 1. TERRITORIAL ACKNOWLEDGEMENT

### 2. APPROVAL OF THE AGENDA

### 3. ADOPTION OF MINUTES

#### 3.1. [20-296](#) Minutes of the April 8, 2020, April 22, 2020 and June 24, 2020 Capital Region Housing Corporation Board Meetings

**Recommendation:** That the minutes of the Capital Region Housing Corporation Board meetings of April 8, 2020, April 22, 2020 and June 24, 2020 be adopted as circulated.

**Attachments:** [Minutes - April 8, 2020](#)  
[Minutes - April 22, 2020](#)  
[Minutes - June 24, 2020](#)

### 4. REPORT OF THE CHAIR

### 5. PRESENTATIONS/DELEGATIONS

#### 5.1 Presentations

#### 5.2 Delegations

### 6. CONSENT AGENDA

### 7. ADMINISTRATION REPORTS

#### 7.1. [20-370](#) Mortgage Renewals - Cloverhurst, Springtide, Amberlea and Arbutus View

**Recommendation:** a) That the resolutions required by BC Housing Management Commission to renew the mortgages for Cloverhurst, Springtide, Amberlea and Arbutus View 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  
b) That the Chief Administrative Officer and Chief Financial Officer be authorized to sign any documents related to the mortgage renewal.

**Attachments:** [Staff Report: Mortgage Renewals-Cloverhurst, Springtide, Amberlea & Arbutus](#)

**8. REPORTS OF COMMITTEES**

**9. BYLAWS**

**10. NOTICE(S) OF MOTION**

**11. NEW BUSINESS**

**12. MOTION TO CLOSE THE MEETING**

**13. RISE AND REPORT**

**14. 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 Board

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Wednesday, April 8, 2020

12:45 PM

Room 488  
625 Fisgard Street  
Victoria, BC

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**PRESENT:**

L. Helps (Chair), D. Screech (Vice-Chair)(EP), D. Blackwell, S. Brice (EP), B. Desjardins (EP), F. Haynes (EP), G. Holman (EP), D. Howe (EP), J. Loveday (EP), C. McNeil-Smith (EP), R. Martin (EP), R. Mersereau (EP), G. Orr (EP), C. Plant (EP), J. Ranns (EP), L. Seaton (EP), M. Tait (EP), N. Taylor (EP), K. Williams (EP), R. Windsor (EP)

Staff: R. Lapham, Chief Administrative Officer; N. Chan, Chief Financial Officer; L. Hutcheson, General Manager, Parks and Environmental Services (EP); K. Lorette, General Manager, Planning and Protective Services (EP); K. Morley, General Manager, Corporate Services; T. Robbins, General Manager, Integrated Water Services (EP); E. Gorman, Deputy Corporate Officer (EP); S. Closson, Committee Clerk (Recorder)

EP - Electronic Participation

Regrets: Director Hicks, Isitt, Murdoch, Young

The meeting was called to order at 12:49 pm.

#### 1. TERRITORIAL ACKNOWLEDGEMENT

Chair Helps provided a Territorial Acknowledgement.

#### 2. APPROVAL OF THE AGENDA

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

#### 3. ADOPTION OF MINUTES

3.1. [20-268](#) Minutes of the March 11, 2020 Capital Region Housing Corporation Board Meeting

**MOVED** by Director Blackwell, **SECONDED** by Director Plant,  
That the minutes of the Capital Region Housing Corporation Board meeting of March 11, 2020 be adopted as circulated.  
**CARRIED**

#### 4. REPORT OF THE CHAIR

There were no Chair's remarks.

## 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

- 7.1. [20-212](#) Capital Region Housing Corporation 2019 Audit Findings Report and Audited Financial Statements

R. Lapham spoke to the updated recommendation.

**MOVED** by Director Blackwell, **SECONDED** by Director Plant,  
That the item be referred back to staff and brought forward for consideration by  
the Housing Corporation Board on April 22, 2020.  
**CARRIED**

## 8. REPORTS OF COMMITTEES

There were no items for consideration under this section.

## 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

### 12.1. Motion to Close the Meeting

**MOVED** by Director Blackwell, **SECONDED** by Director Plant,  
That the meeting be closed for Negotiations with the Province of BC under  
section 90(2)(b) of the Community Charter.  
**CARRIED**

The meeting was closed at 12:55 pm.

The meeting rose without report at 1:00 pm.

### 13. ADJOURNMENT

**MOVED** by Director Blackwell, **SECONDED** by Director Plant,  
That the April 08, 2020 Capital Region Housing Corporation Board meeting be  
adjourned at 1:00 pm.  
**CARRIED**

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**CHAIR**

**CERTIFIED CORRECT:**

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**CORPORATE OFFICER**

## Meeting Minutes

### Capital Region Housing Corporation Board

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Wednesday, April 22, 2020

12:45 PM

Room 488  
625 Fisgard Street  
Victoria, BC

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#### Special Meeting

#### PRESENT:

Directors: L. Helps (Chair), D. Screech (Vice-Chair)(EP), D. Blackwell, S. Brice (EP), B. Desjardins (EP), F. Haynes (EP), M. Hicks (EP), G. Holman (EP), D. Howe (EP), B. Isitt (1:06 pm)(EP), J. Loveday (1:03 pm)(EP), C. McNeil-Smith (EP), R. Martin (EP), R. Mersereau (EP), K. Murdoch (EP), G. Orr (EP), C. Plant, J. Ranns (EP), L. Seaton (EP), M. Tait (EP), N. Taylor (EP), K. Williams (EP), R. Windsor (EP), G. Young (EP)

Staff: R. Lapham, Chief Administrative Officer; N. Chan, Chief Financial Officer; L. Hutcheson, General Manager, Parks and Environmental Services (EP); K. Lorette, General Manager, Planning and Protective Services (EP); K. Morley, General Manager, Corporate Services; T. Robbins, General Manager, Integrated Water Services (EP); R. Lachance, Senior Manager, Financial Services; E. Gorman, Deputy Corporate Officer (EP); T. Pillipow, Committee Clerk (Recorder)

Guests: Lenora Lee, Senior Audit Consultant, KPMG (EP)

EP - Electronic Participation

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 Plant,  
That the agenda for the April 22, 2020 Session of the Capital Region Housing Corporation Board be approved.  
**CARRIED**

#### 3. PRESENTATIONS/DELEGATIONS

##### 3.1 Presentations

There were no Presentations.

##### 3.2 Delegations

There were no Delegations.

#### 4. SPECIAL MEETING MATTERS

- 4.1. [20-276](#) Capital Region Housing Corporation 2019 Audit Findings Report and Audited Financial Statements

N. Chan introduced Lenora Lee, Auditor, who spoke to Item 4.1.

**MOVED by Director Plant, SECONDED by Director Blackwell,  
That the Capital Region Housing Corporation 2019 Audit Findings Report be received and the 2019 Audited Financial Statements be approved.  
CARRIED**

Director Loveday joined the meeting at 1:03 pm.

Director Isitt joined the meeting at 1:06 pm.

- 4.2. [20-228](#) Capital Region Housing Corporation Investment Portfolio Holdings and Performance Annual Update

N. Chan spoke to Item 4.2.

**MOVED by Director Plant, SECONDED by Director Blackwell,  
That the Capital Region Housing Corporation Investment Portfolio Holdings and Performance Annual Update be received for information.  
CARRIED**

#### 5. MOTION TO CLOSE THE MEETING

- 5.1. [20-279](#) Motion to Close the Meeting

**MOVED by Director Blackwell, SECONDED by Director Plant,  
That the meeting be closed for Land Acquisition/Disposition under s. 90 (1)(f) of the Community Charter.  
CARRIED**

**MOVED by Director Blackwell, SECONDED by Director Plant,  
That such disclosures could reasonably be expected to harm the interests of the Regional District.  
CARRIED**

#### 6. RISE AND REPORT

The meeting rose from closed session at 1:21 pm without report.

#### 7. ADJOURNMENT

**MOVED by Director Plant, SECONDED by Director Blackwell,  
That the April 22, 2020 Capital Region Housing Corporation Board meeting be adjourned at 1:21 pm.  
CARRIED**

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CHAIR

CERTIFIED CORRECT:

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CORPORATE OFFICER



## Meeting Minutes

### Capital Region Housing Corporation Board

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Wednesday, June 24, 2020

12:45 PM

6th Floor Boardroom  
625 Fisgard Street  
Victoria, BC

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#### Special Meeting

#### PRESENT:

L. Helps (Chair), D. Blackwell, S. Brice, B. Desjardins, F. Haynes, M. Hicks (EP), G. Holman, B. Isitt, J. Loveday (EP 12:48 pm), C. McNeil-Smith, R. Martin, K. Murdoch, G. Orr, C. Plant, J. Ranns (12:49 pm), L. Seaton, J. Bateman (for M. Tait), N. Taylor, K. Roessingh (EP)(for K. Williams), G. Young

Staff: R. Lapham, Chief Administrative Officer; N. Chan, Chief Financial Officer; L. Hutcheson, General Manager, Parks and Environmental Services; 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; E. Gorman, Deputy Corporate Officer; T. Pillipow, Committee Clerk (Recorder)

Regrets: Directors Screech (Vice-Chair), Howe, Mersereau, Windsor

EP - Electronic Participation

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 Brice,  
That the agenda for the June 24, 2020 Session of the Capital Region Housing Corporation Board be approved.  
**CARRIED**

#### 3. REPORT OF THE CHAIR

Chair Helps thanked the Housing Corporation staff for their hard work keeping tenants safe and COVID protocols in place in all buildings.

#### 4. PRESENTATIONS/DELEGATIONS

##### 4.1. Presentations

There were no Presentations.

## 4.2. Delegations

There were no Delegations.

## 5. SPECIAL MEETING MATTERS

### 5.1. [20-356](#) 2020 West Park Building Operating Budget and Capital Region Housing Corporation Major Capital Plan Amendment

K Lorette spoke to Item 5.1.

Discussion ensued on the following:

- change to completion date
- advising the federal government of the schedule change

**MOVED by Director Plant, SECONDED by Director Desjardins,  
That the 2020 Building Operating Budget for West Park and the Capital Region  
Housing Corporation Major Capital Plan Amendment be approved.  
CARRIED**

## 6. MOTION TO CLOSE THE MEETING

### 6.1. [20-367](#) Motion to Close the Meeting

**MOVED by Director Plant, SECONDED by Director Brice,  
That the meeting be closed for Land Acquisition in accordance with Section 90(1)  
(e) of the Community Charter.  
CARRIED**

**MOVED by Director Plant, SECONDED by Director Brice,  
That such disclosures could reasonably be expected to harm the interests of the  
Regional District.  
CARRIED**

## 7. RISE AND REPORT

The meeting rose from closed session at 1:00 pm without report.

## 8. ADJOURNMENT

**MOVED by Director Plant, SECONDED by Director Desjardins,  
That the June 24, 2020 Capital Region Housing Corporation Board meeting be  
adjourned at 1:00 pm.  
CARRIED**

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CHAIR

CERTIFIED CORRECT:

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CORPORATE OFFICER

**REPORT TO CAPITAL REGION HOUSING CORPORATION BOARD  
MEETING OF WEDNESDAY, JULY 08, 2020**

**SUBJECT**     **Mortgage Renewals – Cloverhurst, Springtide, Amberlea and Arbutus View**

**ISSUE SUMMARY**

BC Housing Management Commission (BCHMC) requires a resolution from the Capital Region Housing Corporation (CRHC) Board of Directors to renew the mortgages for Cloverhurst, Springtide, Amberlea and Arbutus View.

**BACKGROUND**

The mortgages for Cloverhurst, Springtide, Amberlea and Arbutus View are due for renewal on October 1, 2020.

BCHMC intends to renew the mortgages through Canada Mortgage and Housing Corporation (CMHC) Direct Lending, which offers lower interest rates than other lenders. The rate for a 5-year term as of May 2020 for CMHC Direct Lending is currently posted at 0.69%. At time of renewal the interest rate could differ from the posted rate as interest rates for renewals are set at the equivalent term Government of Canada benchmark bond yield plus approximately 0.50% per annum compounded semi-annually.

Renewal details are shown in Table 1.

**Table 1 – Mortgage Details**

Building	Existing mortgage interest rate	Principal at renewal	Annual Subsidy	Remaining Term	Operating Agreement & Mortgage Maturity Date
<b>Cloverhurst</b> 10-unit townhouse	3.13%	\$213,359	\$43,824	4 yr. 7 mo.	December 31, 2024 May 21, 2025
<b>Springtide</b> 48-unit apartment	3.13%	\$714,926	\$122,028	4 yr. 7 mo.	December 31, 2024 May 21, 2025
<b>Amberlea</b> 16-unit townhouse 28-unit apartment	3.13%	\$763,742	\$122,645	4 yr. 7 mo.	December 31, 2024 May 1, 2025
<b>Arbutus View</b> 23-unit townhouse	3.13%	\$502,694	\$55,608	4 yr. 9 mo.	December 31, 2024 July 1, 2025

**ALTERNATIVES**

*Alternative 1*

- a) That the resolutions required by BC Housing Management Commission to renew the mortgages for Cloverhurst, Springtide, Amberlea and Arbutus View 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
- b) That the Chief Administrative Officer and Chief Financial Officer be authorized to sign any documents related to the mortgage renewal.

*Alternative 2*

That staff be directed to review other financing options based on Capital Region Housing Corporation Board direction.

**IMPLICATIONS**

*Financial Implications*

If the Board approves the CMHC Direct Lending mortgage renewals, CRHC will continue to benefit from the preferential interest rates available through CMHC Direct Lending while also supporting the continuation of the annual rent subsidy assistance for Cloverhurst, Springtide, Amberlea and Arbutus View until the expiry of the operating agreements.

A Board decision to not renew the mortgages under CMHC Direct Lending would necessitate securing a commitment for alternate financing through the Municipal Finance Authority (MFA) under the Capital Regional District (CRD) or through private lenders. Examples of current posted rates for a 5-year fixed term mortgage from Scotiabank is 4.94% and from Vancity is 2.54%.

Under the MFA option, the CRHC would borrow through the CRD and would require \$2.2 million in borrowing authority against the maximum borrowing allowed under Loan Authorization Bylaw No. 3715 and the maximum levy allowed under Service Establishment Bylaw No. 3712. This would require an amendment to the limits in each bylaw, requiring an approval process. The current posted 5-year MFA rate is 1.28%.

An evaluation of borrowing rates shows the CMHC Direct Lending interest rate is the most cost-effective option.

**CONCLUSION**

The mortgages for Cloverhurst, Springtide, Amberlea and Arbutus View are due for renewal on October 1, 2020. The most cost-effective option is to renew through CMHC Direct Lending.

**RECOMMENDATION**

- a) That the resolutions required by BC Housing Management Commission to renew the mortgages for Cloverhurst, Springtide, Amberlea and Arbutus View 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
- b) That the Chief Administrative Officer and Chief Financial Officer be authorized to sign any documents related to the mortgage renewal.

Submitted by:	Christine Culham, Senior Manager, Regional Housing
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