

## Meeting Minutes

### Capital Region Housing Corporation Board

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Wednesday, December 8, 2021

1:00 PM

6th Floor Boardroom  
625 Fisgard Street  
Victoria, BC

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**PRESENT:**

J. Loveday (Chair), D. Blackwell, P. Brent (for D. Howe), S. Brice (1:09 pm), B. Desjardins (EP), L. Helps, M. Hicks, G. Holman, B. Isitt, D. Kowalewich (for D. Screech), R. Martin, C. McNeil-Smith (EP), R. Mersereau, K. Murdoch, G. Orr, C. Plant, J. Ranns, L. Seaton, M. Tait, N. Taylor, K. Williams, R. Windsor (EP), 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; M. Lagoa, Deputy Corporate Officer; S. Orr, Senior Committee Clerk (Recorder)

EP - Electronic Participation

Regrets: F. Haynes, D. Howe, D. Screech

The meeting was called to order at 1:00 pm.

#### 1. TERRITORIAL ACKNOWLEDGEMENT

Director Taylor provided the Territorial Acknowledgement.

#### 2. APPROVAL OF THE AGENDA

**MOVED** by Director Blackwell, **SECONDED** by Director Mersereau,  
That the agenda for the December 8, 2021 session of the Capital Region Housing  
Corporate Board be approved.

**CARRIED**

#### 3. ADOPTION OF MINUTES

3.1. [21-887](#) Minutes of the November 10, 2021 Capital Region Housing Corporation Board

**MOVED** by Director Helps, **SECONDED** by Director Mersereau,  
That the minutes of the Capital Region Housing Corporation Board meeting of  
November 10, 2021 be adopted as circulated.

**CARRIED**

#### 4. REPORT OF THE CHAIR

I would like to thank all of staff and former Chair Helps for meeting with me and

updating me on board business. I am lucky to have already served on this board for a number of years and have a good foundation of knowledge. I appreciate the time taken to assist me with taking over as Chair. Today is the final meeting of 2021 for the Capital Regional Housing Corporation Board and I would like to thank staff and board members for all their work in 2021. We have ambitious and practical capital plans and operating budgets and as we turn our minds to 2022, there will be very important work for this Board to undertake in terms of completing the CRD housing first program as well as what is a bold and collaborative approach to rapidly building more affordable housing in the region in terms of a new program to take over when the housing first initiative completes. I thank you all for working collaboratively towards that and wish all of you, staff and tenants a happy holidays.

## 5. PRESENTATIONS/DELEGATIONS

There were no presentations or delegations.

## 6. CONSENT AGENDA

Item 6.5 was removed from the consent agenda and moved to be considered under Reports of Committees as item 8.1.

**MOVED** by Director Plant, **SECONDED** by Director Blackwell,  
That consent agenda items 6.1. through 6.4. be approved.  
**CARRIED**

### 6.1. [21-870](#) 2022 Five Year Updated Routine Capital Plans (2020-2024)

1.a) That the Capital Region Housing Corporation Umbrella Operating Agreement (UOA) Updated Five Year Routine Capital Plan 2020-2024 be approved; and  
b) That staff be authorized to implement the UOA 2022 Routine Capital Plan.  
2. a) That the Independent Living BC (ILBC) Updated Five Year Routine Capital Plan 2020-2024 be approved; and  
b) That staff be authorized to implement the ILBC 2022 Routine Capital Plan.  
3. a) That the No Operating Agreement (NOA) Updated Five Year Routine Capital Plan 2020-2024 be approved; and  
b) That staff be authorized to implement the NOA 2022 Routine Capital Plan.  
4. a) That the Investment in Housing Innovation (IHI) Updated Five Year Routine Capital Plan 2020-2024 be approved; and  
b) That staff be authorized to implement the IHI 2022 Routine Capital Plan.  
5. a) That the Regional Housing First Program (RHFP) Updated Five Year Routine Capital Plan 2020-2024 be approved; and  
b) That staff be authorized to implement the RHFP 2022 Routine Capital Plan.  
6. a) That the Community Housing Fund (CHF) Five Year Routine Capital Plan 2020-2024 be approved; and  
b) That staff be authorized to implement the CHF Routine 2022 Capital Plan.  
**CARRIED**

### 6.2. [21-871](#) Major Capital Plan (2022-2026)

1. That the 2022-2026 Major Capital Plan be approved; and  
2. That staff be authorized to submit grant funding applications and receive grant funding for up to four CRHC Redevelopment projects, through Canada Mortgage and Housing Corporation, BC Housing Management Commission,

Federation of Canadian Municipalities and other funding programs as necessary and as they become available.

**CARRIED**

**6.3.**     [21-872](#)     2022 Administration and Development Services Budgets

1. That the Capital Region Housing Corporation 2022 Administration Budget be approved; and

2. That the Capital Region Housing Corporation 2022 Development Services Budget be approved.

**CARRIED**

**6.4.**     [21-873](#)     2022 Portfolio Operating Budgets

1. That the 2022 Operating Budget for the Umbrella Operating Agreement be approved;

2. That the 2022 Operating Budget for the No Operating Agreement be approved;

3. That the 2022 Operating Budget for the Independent Living BC Agreement be approved;

4. That the 2022 Operating Budget for the Regional Housing First Program Agreement be approved;

5. That the 2022 Operating Budget for the Investment in Housing Innovation be approved;

6. That the 2022 Operating Budget for the Community Housing Fund (CHF) be approved; and

7. That any 2021 operating surplus/(deficits) to be transferred to/(from) the individual Portfolio Stabilization Reserves be authorized.

**CARRIED**

**7. ADMINISTRATION REPORTS**

**7.1.**     [21-894](#)     Caledonia Redevelopment - Pre-Development Funding Mortgage

Director Helps declared a personal conflict of interest and recused herself from the meeting at 1:06 pm.

K. Lorette spoke to Item 7.1.

**MOVED** by Director Isitt, **SECONDED** by Director Taylor,

1. That the Chief Administrative Officer and Chief Financial Officer be directed to negotiate and execute a mortgage with BC Housing Management Commission for the Olympic View Property to secure pre-development funding in the amount of \$3,005,049 for the Caledonia Redevelopment;

2. That the resolution, attached as Appendix A and required by BC Housing Management Commission to authorize the execution of the Loan, Mortgage, and other documents for the pre-development funding be approved; and

3. That staff be directed to do all things necessary to secure and accept the pre-development funding and conclude the loan and mortgage from BC Housing Management Commission.

**CARRIED**

Director Helps returned to the meeting at 1:07 pm.

## 8. REPORTS OF COMMITTEES

8.1. [21-874](#) Michigan Square Redevelopment Mortgage Registration and Final Budget Approval

Discussion ensued regarding:

- Water damage
- Cost analysis of renovation versus replacement costs
- Environmental impacts of demolition
- Third party review on construction model

**MOVED by Director Seaton, SECONDED by Director Murdoch,**

**1. That the resolutions, attached as Appendix A, Appendix B and Appendix C and required by BC Housing Management Commission to authorize the execution of the Section 219 Covenants and the Loan and Mortgage documents for Michigan Square (PID 001-225-197) be approved;**

**2. That the Cost Overrun Agreement, attached as Appendix D, be approved; and**  
**3. That the Chief Administrative Officer be authorized to do all things necessary to effect the project and take such steps as are required to conclude the financing, construction and operation of the Michigan Square Redevelopment project.**

**CARRIED**

## 9. NOTICE(S) OF MOTION

There were no Notice(s) of Motion.

## 10. NEW BUSINESS

There was no new business.

## 11. ADJOURNMENT

**MOVED by Director Seaton, SECONDED by Director Helps,**

**That the December 8, 2021 Capital Region Housing Corporation Board meeting be adjourned at 1:17 pm.**

**CARRIED**

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CHAIR

CERTIFIED CORRECT:

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CORPORATE OFFICER

