



## **Minutes of a Meeting of the Capital Region Housing Corporation Board of Directors Held January 22, 2013 in Room 488, 625 Fisgard St, Victoria, BC**

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**PRESENT: Directors:** Alastair Bryson, Chair, Capital Regional District Board,  
B. Isitt, G. Lewis, M. Miller, L. Seaton, L. Wergeland  
**STAFF:** R. Lapham, General Manager, Planning and Protective Services;  
A. Jaarsma, Senior Manager; D. Metcalf, Manager of Operations;  
R. Loukes, Accountant; C, English (recorder)  
**ABSENT: Directors:** D. Howe, S. Law

The meeting was called to order at 8:55 am.

### **1. CALL TO ORDER**

Robert Lapham called the meeting order and introductions were made around the table.

### **2. ELECTION OF OFFICERS**

Mr. Lapham called for nominations for the position of President of the Capital Region Housing Corporation for 2013 and Director Miller was nominated.

Nominations were called for a second and third time, and as there were none, Director Miller was declared President of the Capital Region Housing Corporation for 2013 by acclamation.

Mr. Lapham called for nominations for the position of Vice President of the Capital Region Housing Corporation for 2013 and Director Wergeland was nominated.

Nominations were called for a second and third time, and as there were none, Director Wergeland was declared Vice President of the Capital Region Housing Corporation for 2013 by acclamation.

Mr. Lapham called for nominations for the position of Secretary-Treasurer of the Capital Region Housing Corporation for 2013 and Director Isitt was nominated.

Nominations were called for a second and third time, and as there were none, Director Isitt was declared Secretary-Treasurer of the Capital Region Housing Corporation for 2013 by acclamation.

*Director Miller then assumed the Chair.*

### **1. APPROVAL OF AGENDA**

MOVED by Director Lewis, SECONDED by Director Wergeland  
That the agenda be approved as distributed.

**CARRIED**

**2. APPROVAL OF MINUTES OF OCTOBER 30, 2012**

MOVED by Director Seaton, SECONDED by Director Wergeland  
That the minutes of the meeting of October 30, 2012 be approved.

**CARRIED**

**3. PROPERTY MANAGEMENT REPORT**

Senior Manager Amy Jaarsma explained the background of the Property Management Report, including an explanation of the Central Registry Waitlist and the status of the capital repair projects in process. Extensive discussion was held about concerns with Residential Tenancy Branch hearings and staff was directed to prepare a letter for the Board's approval to be provided to the Residential Owners and Managers Association of BC and other interested parties, outlining these concerns.

*CRD Chair Bryson left the meeting at 9:21 am.*

**4. CONTRACT – CABINET REPLACEMENT**

MOVED by Director Miller, SECONDED by Director Wergeland

That the Board of Directors award Tender 12/151 to Story Construction Ltd.

That the Board of Directors authorizes any two members of the Executive Committee to sign Contract 12/151 in the amount of \$119,795.

**CARRIED**

**5. BANK RESOLUTION – SIGNING AUTHORITY**

The Board requested that staff keep a list of contracts awarded between \$10,000 and \$50,000 for the Board's information.

MOVED by Director Lewis, SECONDED by Director Wergeland

That the Board of Directors approves the RBC Resolution Regarding Banking and Security;

That the Board of Directors authorizes the Board President, Vice-President, Secretary-Treasurer and the Senior Manager, CRHC to act on behalf of the Corporation in accordance with the Delegation of Authority and Signing Authority; and

That the Board of Directors authorizes the President to sign the Resolution Regarding Banking and Security.

**CARRIED**

**6. MOTION TO CLOSE THE MEETING**

MOVED by Director Seaton, SECONDED by Director Lewis to close the meeting in accordance with the Community Charter, Part 4, Division 3, Section 90 (1) (e) the acquisition, disposition or expropriation of land or improvements.

**CARRIED**

The meeting was closed at 9:55 am and resumed in open session at 10:08 am without report.

**7. ADJOURNMENT**

The meeting adjourned at 10:08 am.



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Mike Miller, Chair



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C. English, Recorder