

## Meeting Minutes

### Capital Region Housing Corporation

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Wednesday, January 9, 2019

11:30 AM

6th Floor Boardroom  
625 Fisgard Street  
Victoria, BC

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PRESENT: L. Helps (Chair), D. Blackwell, S. Brice, B. Desjardins, M. Hicks, G. Holman, D. Howe, B. Isitt, J. Loveday, R. Martin, R. Mersereau, K. Murdoch, G. Orr, C. Plant, J. Ranns, L. Seaton, M. Tait, N. Taylor, K. Williams, R. Windsor, G. Young

ABSENT: F. Haynes, C. McNeil-Smith, D. Screech

STAFF: R. Lapham, Chief Administrative Officer; N. Chan, Chief Financial Officer; K. Lorette, General Manager, Planning & Protective Services; C. Culham, Senior Manager, Capital Region Housing Corporation; S. Henderson, Manager, Real Estate; C. English (Recorder)

Chair Helps acknowledged that the meeting was being held on the territories of the Lkwungen-speaking peoples.

The meeting was called to order at 11:30 a.m.

#### 1. APPROVAL OF THE AGENDA

**MOVED** by Director Tait, **SECONDED** by Director Blackwell,  
That the agenda be approved as circulated.  
**CARRIED**

#### 2. ADOPTION OF MINUTES

##### 2.1. [19-039](#) Capital Region Housing Corporation Minutes for Adoption

**MOVED** by Director Tait, **SECONDED** by Director Orr,  
That the minutes from the Capital Region Housing Corporation Board meetings of  
September 25 and December 12, 2018 be adopted.  
**CARRIED**

#### 3. REPORT OF THE CHAIR

There was no report from the Chair.

#### 4. PRESENTATIONS/DELEGATIONS

##### 4.1 Presentations

- 4.1.1. [19-027](#) Capital Region Housing Corporation 2018 Audit Planning Report (Verbal Presentation), Lenora Lee, Lead Audit Engagement Partner, KPMG
- Ms Lenora Lee of KPMG gave a presentation of the Capital Region Housing Corporation 2018 Audit Planning Report.

## 4.2 Delegations

## 5. ADMINISTRATION REPORTS

- 5.1. [19-006](#) Capital Region Housing Corporation 2018 Audit Planning Discussion
- Mr. Chan introduced the report, and responded to questions from the Board.
- MOVED by Director Plant, SECONDED by Director Tait,  
That the 2018 Capital Region Housing Corporation Audit Plan developed by  
KPMG be approved.  
CARRIED**
- 5.2. [19-012](#) Mortgage Renewal - Camosun Place
- Director Isitt recused himself as a family member lives in close proximity to the property, and left the meeting at 11:43 a.m.
- Mr. Lorette explained the report and responded to questions from the Board.
- MOVED by Director Howe, SECONDED by Director Loveday,  
1. That the resolution required by BC Housing Management Commission to renew  
the mortgage for Camosun Place 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  
2. That the Chief Administrative Officer and Chief Financial Officer be authorized  
to sign any documents related to the mortgage renewal.  
CARRIED**

Director Isitt returned to the meeting at 11:44 a.m.

## 6. REPORTS OF COMMITTEES

## 7. NEW BUSINESS

## 8. MOTION TO CLOSE THE MEETING

8.1. [19-033](#) Motion to Close the Meeting

**MOVED** by Director Desjardins, **SECONDED** by Director Mersereau,  
That the meeting be closed in accordance with the Community Charter Section  
90(1), (e), the acquisition, disposition or expropriation of land or improvements, if  
the board considers that disclosure could reasonably be expected to harm the  
interests of the regional district.  
**CARRIED**

The Board moved to the closed session at 11:44 a.m. and rose from the closed  
session at 11:45 a.m. without report.

**9. RISE AND REPORT**

**10. ADJOURNMENT**

**MOVED** by Director Seaton, **SECONDED** by Director Blackwell,  
That the meeting be adjourned.  
**CARRIED**

The meeting was adjourned at 11:45 a.m.

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CHAIR

CERTIFIED CORRECT:

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CORPORATE OFFICER