

Board of Directors Meeting Agenda
Class Room – Civic Centre
August 17, 2016
12:00 p.m. – 4:00 p.m.

1. **Approval of Agenda**
2. **Approval of Minutes**
 - a. Approval of the June 15 2016 Board Meeting Minutes
3. **Business Arising from Minutes**
4. **Reports:**
 - a. Development Issue – Confidential
 - b. Report from Administration
 - c. McArthur Place rental rates - Confidential
 - d. Hector 5 year budget - Confidential
 - e. Draft 2017 & 2018 Budget - Confidential
 - f. Q2 Operating results
 - g. Board recruitment
 - h. Development Issue – Confidential
 - i. Development Issue – Confidential
5. **New Business**

None
6. **Motion Resolution Action List**

2016 Attached
7. **Meeting Adjournment**

*A majority of the Directors in office shall constitute a quorum. In the case of an equality of votes, the Chair shall be entitled to a second or casting vote.
(Articles of Association s45)*



Canmore Community Housing Corporation

For Information

DATE OF MEETING: August 17 2016
SUBJECT: Managing Director's Report

Agenda Item: 4b

RECOMMENDATION: For information
EXECUTIVE SUMMARY

The Administration Report summarizes activities relative to CCHC's operations and Strategic Plan as required.

1.0 OPERATIONS UPDATE Applications and Waitlist for July 2016

	Own Program		Rent Program			
			The Hector		McArthur Place	
Wait List:	26	flat over last month	37	flat over last month	27	-9 over last month
			23		Shared applicants	
Applications YTD:	16	+2 over last month +10 over STLY	42	+5 over last month +3 over STLY	37	+3 over last month N/A - STLY
Applications 2015:	12		58		27	
↑ Above numbers updated as of July 31, 2016 ↑						
Inquiries 2016 (YTD):	86	+11 over last month +19 over STLY	208		+39 over last month -53 from STLY	
Inquiries 2015:	116	total	361		total	
Total Units:	44		60		48	
Current Occupancy:	100%		100%		0%	Under construction
Turnover YTD:	11%	1 for sale by owner 5 closed sales 1 conditional sale	5%	3 units	N/A	
Turnover 2015:	2%	1 sale	40%	24 units	N/A	
↑ Above numbers updated as of July 31, 2016 ↑						

2.0 Property Management Agreements

CCHC has two property management agreements with PEKA Professional Property Management in place for its rental portfolio, the Hector Agreement (3 year) expires June 30th 2017, and the McArthur agreement (3 year) expires October 31st 2018. PEKA has reached out to inquire about the renewal of the Hector Agreement and to discuss the potential packaging of both agreements, it is anticipated that these discussions will continue through the fall of 2016.

3.0 Mortgage Loan Insurance

CCHC continues its discussions with both Canada Mortgage and Housing Corporation (CMHC) and Canada Guaranty with respect to the provision of mortgage loan insurance on CCHC's homeownership portfolio. As updates to these conversations occur the Board will be apprised.

4.0 Peaks Landing

The judicial review requested to challenge the bylaw (and its operation) that changed the zoning designation for certain lands in Peaks of Grassi has been allowed to proceed. The judicial review is scheduled to be heard January 4 2017, thereby further delaying the delivery of the 7 PAH units to be received as part of the Peaks Landing development.

5.0 McARTHUR PLACE (DYRGAS LANE) DEVELOPMENT UPDATE

Funding/Finance & Construction: To be reported on by Cathy-Anne David, Project Manager.

Property and Program Management: Those on the waitlist have been advised that Phase 1 of the McArthur Place development (36 units) is available for occupancy September 1

Prepared by: Dougal Forteach, Managing Director

Prepared on: August 12, 2016



Canmore Community Housing Corporation

DATE OF MEETING: August 17th, 2016

Agenda Item: 4f

SUBJECT: Q2 Operating results

RECOMMENDATION:

It is recommended that the Board accept the Q2 results as information

EXECUTIVE SUMMARY

N/A

DISCUSSION

Q2-2016 Financial Report

Attached is the financial report for the first quarter of 2016

Administration:

- General operating revenues are on budget as they are primarily realized through the Town of Canmore's contributions, overall revenues are below projection as the McArthur Place building is not yet ready for occupancy.
- HR expenditures are below budget, in part b/c the managing director did not start until February 2016 and also as CCHC has yet to staff the half year position for a program and communication officer. As part of the approved 2016 budget CCHC had also allocated approximately \$25,000 to offset the costs of a project manager for McArthur Place, due to schedule delays this position will continue through to November 2016 and additional costs for this service will be absorbed through the funding allocated for the program and communication officer. The costs for the project manager will be capitalized however the funding source is CCHC's operating budget.
- Administrative revenues are \$308,580 (rounded) against expenses of \$215,197 (rounded) (note some additional expenses relating to benefits have yet to be invoiced however the effect of such will not be consequential)

Hector:

- Hector revenues are \$337,654 (rounded) against expenses of \$251,834 (rounded)

Other Programs:

- The PAH administration fee (gross amount) is \$18,155 to June 30 2016, this figure will rise an additional \$26,173 (gross amount) as there are 3 more sales that close in Q3. In addition CCHC has a new listing in August of 2016.
- McArthur Place shows \$nil revenues and expense however this will change as the units come on-stream beginning in September 2016

FINANCIAL IMPACTS: The Q2 budget figures on are track and there are no significant variances to report other than McArthur Place will not begin occupancy until September of 2016 as opposed to early spring as was projected.

ATTACHMENTS: Q2 Operating results

Prepared by: Dougal Forteath, Managing Director
Prepared on: August 12th 2016

	<u>Administration</u>	<u>Hector</u>	<u>McArthur</u>	<u>TOTAL</u>	<u>Annual Budget</u>	<u>Variance</u>
Income						
4100 · Town of Canmore Contributions	274,999.98	0.00	0.00	274,999.98	550,000.00	-275,000.02
4105 · Town of Canmore - In Kind Rent	12,810.00	0.00	0.00	12,810.00	25,620.00	-12,810.00
4200 · Interest Income	2,514.59	580.69	0.00	3,095.28	3,750.00	-654.72
4500 · PAH Administration Fees	18,155.00	0.00	0.00	0.00	25,000.00	-25,000.00
4510 · Application Fee	100.00	0.00	0.00	100.00	0.00	100.00
4600 · Rental Revenue	0.00	337,073.12	0.00	337,073.12	1,005,703.00	-668,629.88
Total Income	<u>308,579.57</u>	<u>337,653.81</u>	<u>0.00</u>	<u>646,233.38</u>	<u>1,610,073.00</u>	<u>-963,839.62</u>
Gross Profit	308,579.57	337,653.81	0.00	646,233.38	1,610,073.00	-963,839.62
Expense						
Administrative Expenses	215,197.24			215,197.24	578,153.00	-362,955.76
Hector Expenses		251,834.08		251,834.08	214,248.00	37,586.08
McArthur Expense			0.00	0.00	95,949.00	-95,949.00
Total Expense	<u>215,197.24</u>	<u>251,834.08</u>	<u>0.00</u>	<u>467,031.32</u>	<u>888,350.00</u>	<u>-421,318.68</u>
Net Income	<u>93,382.33</u>	<u>85,819.73</u>	<u>0.00</u>	<u>179,202.06</u>	<u>721,723.00</u>	<u>-542,520.94</u>



Canmore Community Housing Corporation

DATE OF MEETING: August 17th, 2016

Agenda Item: 4g

SUBJECT: Board recruitment

RECOMMENDATION:

CCHC administration recommends the Board direct:

- 1) That CCHC advertise for CCHC Board members (through the Rocky Mountain Outlook, CCHC and Town of Canmore's website) the weeks of August 29th, September 5th, and September 12th in conjunction with the Town of Canmore's own recruitment efforts in September of 2016;
- 2) That the deadline for application be set as 3pm Friday September 16th and that administration return to the September 21st
- 3) Board meeting with the Board applications received by said date. Current Board members are encouraged to re-apply;
- 4) That the Board review the applications received and make recommendations for the shareholder's consideration which will be presented at a shareholder meeting to be called immediately after Council's October 25th annual organization meeting, at a CCHC AGM whose date is yet to be determined, or at any other shareholder meeting as directed by the shareholder.

EXECUTIVE SUMMARY

N/A

DISCUSSION

CCHC's Articles of Association (AoA) states, after an amendment in March 2003, that CCHC will have 3-9 Directors at any given time, at present CCHC has 8 Directors.

Article 32 of CCHC's AoA further dictates that, in terms of Board Director appointments, at CCHC's AGM:

`` all Directors (regardless of whether they were appointed or elected) shall retire from office, retiring Directors are eligible for re-appointment. In the absence of an AGM where a successor is not appointed the Director(s) shall remain in office until a successor is appointed. In the absence of an AGM a Directors office shall be deemed to have expired 3 years after the date of their last appointment. ``

Notwithstanding Article 30, Article 32 of the AoA's also notes:

"Future Directors may be appointed in writing by a majority of the subscribers to the Memorandum of Association or at a meeting of the subscribers , if not so appointed they shall be elected by the Member(s) and the total number of Directors shall be the same as that that existed at that time;"

In the opinion of administration, as the Memorandum of Association does not identify who the "subscribers" are, per Article 30 of the AoA's the Board Directors are to be elected by the Member(s), who are the Shareholder(s), who are

Council and the Town Manager who holds their share in trust for the Town of Canmore, and who would therefore need to be sitting as a Shareholder and not Council and the Town Manager at the time of electing the CCHC Board members. Therefore this could occur at an AGM or any other shareholder meeting, thereby complying with Article 30 of the Articles of Association.

CCHC has not yet held its 2015 AGM however it could do so in October of 2016 to coincide with Council's annual organization meeting (AOM), or alternatively a different date prior to the AOM should it so choose. Regardless of the AGM date chosen CCHC should advertise for applicants for CCHC Director's for a three week period beginning the week of August 29th and ending the week of September 12th, with a deadline for applications of 3pm Friday September 16th, so as to meet the reporting requirements required should the AGM be held immediately after the AOM. Current Director's should be encouraged to re-apply.

ATTACHMENTS: Articles #30 to #38 - CCHC's Articles of Association
 Town of Canmore 2014 Advertisement (as an example)

Prepared by: Dougal Forteach, Managing Director
Prepared on: August 12th 2016

the admission or rejection of any vote, the chairman of the meeting shall determine the same, and such determination made in good faith shall be final and conclusive.

28. (a) A resolution (whether ordinary or special) or a document purporting to be the minutes of a meeting shall have full force and effect according to its tenor and purport whether or not any meeting was held, or properly constituted, or the proper procedure followed thereat, provided that the resolution or documents is signed or consented to in writing by all of the Members entitled to vote at a meeting held on the date thereof.
- (b) Where such consent is given by telegram or by teletype, such consent shall be effective upon the receipt thereof provided that within three weeks the Company or some officer or Director thereof shall have received a signed version or confirmation of such consent.
- (c) A meeting may be held by means of a loudspeaker or conference telephone notwithstanding the fact that the persons constituting such meeting are not all together in the same room or place, providing that all such persons entitled to vote thereat are able to hear the matters discussed at such meeting.

HONOURARY MEMBERSHIP

29. The Directors may from time to time appoint Honourary Members. An Honourary Member is not a true Member but holds such position by way of title only. An Honourary Member has none of the rights and obligations of a Member save only that an Honourary Member is entitled to attend general meetings (although he is not entitled to notice of such meeting, to propose or second motions thereat or to vote) and to participate in discussions thereat. An Honourary Membership is revocable by the Directors at their pleasure and is not transferrable.

ELECTION OF DIRECTORS

30. The subscribers, or where the subscriber is a corporation or firm, one representative of each such subscriber to the Memorandum of Association of the Company are the first Directors. The Directors to succeed the first Directors may be appointed in writing by a majority of the subscribers to the Memorandum of Association or at a meeting of the subscribers, or if not so appointed they shall be elected by the Members, and the number of Directors shall be the same as the number of Directors so appointed or elected.
31. The number of Directors may be prescribed or changed from time to time by ordinary resolution whether previous notice thereof has been given or not, but withstanding anything contained in these Articles, the number of Directors so prescribed shall never be less than THREE (3) or more than TWENTY (20).

*amended
3-9*

32. At each annual general meeting, all of the Directors, however appointed or elected, shall retire from office PROVIDED HOWEVER that in default of an annual general meeting at which a successor is appointed an incumbent Director shall remain in office until such successor is appointed. A retiring Director shall be eligible for re-election. In default of an annual general meeting a Director's office shall be deemed to have expired three (3) years after the date of his last appointment.
33. The Board of Directors shall have the power to appoint any other person to be a Director to fill a casual vacancy occurring in their number but so that the total number of Directors shall not at any time exceed the number prescribed by ordinary resolution of the Company, any Director so appointed shall only hold office for the balance of the replaced Director's term.
34. The Members in the general meeting may by ordinary resolution remove any Director before the expiration of his period of office, and may by ordinary resolution appoint another person in his stead. The person so appointed shall hold office during such time only as the Director in whose place he is appointed would have held the same if he had not been removed.
35. A Director need not be a Member but he must be an individual.
36. A Director may retire from his office upon delivering to the Company's registered office a notice in writing of his intention so to do and such resignation shall take effect upon delivery of such notice; PROVIDED that the Directors may accept such resignation prior to the expiration of such notice and in such event the resignation shall take effect upon such acceptance by the Directors.
37. The continuing Directors may act notwithstanding any vacancy in their body even if their number falls below three (3).
38. The office of a Director shall be vacated on the occurrence of any one of the following events:
 - (a) he becomes mentally incompetent; or
 - (b) he dies; or
 - (c) he resigns his office in accordance with **Article 35**; or
 - (d) he is convicted of an indictable offence or is imprisoned in excess of **FOURTEEN (14)** days; or
 - (e) he is removed from office by ordinary resolution of the Members; or
 - (f) he disappears for **THREE (3)** months or more; or

We need you to help build Canmore's future.

The Town of Canmore is accepting applications from residents interested in sitting on a committee or board. Applications are available at www.canmore.ca, at the front desk of the Civic Centre, or by emailing chyde@canmore.ca. Unless otherwise noted, **the deadline for applying is Wednesday, October 15, 2014 at noon.**

Budget Committee

Advises council on the proposed operating and capital budgets.

Positions available: 1

Term: 2 years.

The committee meets approximately six times in October and November of each year.

Canmore Community Housing Corporation (CCHC)

Provides affordable rental and ownership housing options in Canmore.

Go to canmorehousing.ca for more information.

Positions available: 7

Term: 1 year. The board of directors meets up to 10 times a year.

NOTE: deadline for CCHC applications is Monday, October 7 at 4:30 p.m.

Canmore Planning Commission (CPC)

Makes decisions on development permit applications and makes recommendations on planning matters.

Positions available: 4

Term: 1 year. The CPC currently meets the 3rd Monday of each month.

Canmore Policing Committee

Acts as a liaison between council, the RCMP detachment, Town administration and the citizens of Canmore, to foster responsible community actions towards the creation of a safe, secure community.

Positions available: 1 youth between 16 and 18 years of age

Term: 3 years (youth term is 1 year).

The committee currently meets the 4th Monday of each month.

Community Public Art Committee

Oversees and advises council on the development of public art in Canmore.

Positions available: 4

Term: 2 or 3 years.

The committee currently meets the 2nd Thursday of each month.

Canmore Library Board

Organizes, promotes and maintains library services in the town of Canmore.

Positions available: 3

Term: 3 years.

The committee currently meets the last Thursday of each month in the evening.

Community Services Advisory Committee

Advises council on recreational, cultural, and social aspects of Town services, programs, facilities and related projects.

Positions available: 7

Term: 1 year. The committee currently meets the 4th Thursday of each month.

Environmental Advisory Review Committee

Advises council on environmental initiatives and policies, and reviews environmental impact statements and assessments.

Positions available: 5

Term: 1 year. The committee currently meets the 2nd Monday of each month.

Subdivision and Development Appeal Board (SDAB)

Decides on appeals of decisions made by the Town regarding development permits and subdivision applications.

Positions available: 4

Term: 1 year. The SDAB meets when an appeal is received.

Teepee Town Task Force

Advises council on planning matters regarding the implementation of the Teepee Town Area Redevelopment Plan (ARP) and ongoing development in the area.

Positions available: 5

Term: 1 year. The task force meets up to twice a year.

For more information visit www.canmore.ca – Boards and Committees.

CCHC BOARD MOTIONS 2016

Last Updated 10-Aug-16

Date	Number	Motion	Status	Notes	Column1
15-Jan-16	2016.01	Moved by Bob Kocian to approve the agenda as presented.	Complete		
15-Jan-16	2016.02	Moved by Peter Musil to go in camera at 2:04 p.m.	Complete		
15-Jan-16	2016.03	Moved by Chuck Patel to come out of camera at 4:21 p.m.	Complete		
15-Jan-16	2016.04	Moved by Chuck Patel to accept the Offer to Purchase Agreement with the Peaks Landing Developers as amended.	Complete		
15-Jan-16	2016.05	Moved by Garth Lyon to utilize the Line of Credit available from the Town of Canmore for the purchase of up to seven PAH Homes in the Peaks Landing Development, should the development pass second and third reading by Town Council.	Complete		
15-Jan-16	2016.06	Moved by Bob Kocian to make the dually signed Offer to Purchase contract with the Peaks Landing Developers public and made available for discussion at the January 19, 2016 Town Council meeting.	Complete	new specs completed by JM and BK. With Planning & Development	
15-Jan-16	2016.07	Moved by Bob Kocian to adjourn the meeting at 4:27pm.	Complete		
20-Jan-16	2015.08	Moved by Dan Sparks to approve the agenda as amended, adding under New Business 5) a. Schedule for McArthur Place Site Visit, 5) b. Purchase Process New Units, removing in Camera item 6) a. and adding 5) c. Governance Training.	Complete		
20-Jan-16	2016.09	Moved by Garth Lyon to approve the minutes of December 16, 2015 as presented.	Complete		
20-Jan-16	2016.10	Moved by Bob Kocian to approve the minutes of January 15, 2016 as presented.	Complete		
20-Jan-16	2016.11	Moved by Cheryl Godefroy to approve the report from Administration for information purposes.	Complete		
20-Jan-16	2016.12	Moved by Peter Musil to adjourn the meeting at 1:54 p.m.	Complete		
17-Feb-16	2016.13	Moved by Peter Musil to approve the agenda as amended, adding under In Camera	Complete		
17-Feb-16	2016.14	Moved by Cheryl Godefroy to approve the minutes of January 20, 2016 as presented.	Complete		
17-Feb-16	2016.15	Moved by Joanna McCallum to accept the attached letter as amended for submission to the Municipal Development Plan public hearing to be held March 8, 2016.	Complete		
17-Feb-16	2016.16	Moved by Carolynn Winterhalt to accept the attached letter as amended for submission to the Coast Direct Control District public hearing to be held March 3, 2016.	Complete		
17-Feb-16	2016.17	Moved by Joanna McCallum to go in-camera at 2:35pm as disclosure of this information would be harmful to CCHC's economic interests.	Complete		
17-Feb-16	2016.18	Moved by Joanna McCallum to come out of camera at 2:45pm.	Complete		
17-Feb-16	2016.19	Moved by Cheryl Godefroy to accept the administrators report as information.	Complete		
17-Feb-16	2016.20	Moved by Peter Musil to accept the CCHC's Q4 operating results as information.	Complete		
17-Feb-16	2016.21	Moved by Joanna McCallum to go in camera at 3:02pm as disclosure of this information would be harmful to CCHC's economic interests.	Complete		
17-Feb-16	2016.22	Moved by Joanna McCallum to come out of camera at 3:10pm.	Complete		
17-Feb-16	2016.23	Moved by Peter Musil to adjourn the meeting at 3:11pm.	Complete		
16-Mar-16	2016.24	Moved by Bob Kocian to approve the agenda as amended, adding under In Camera item 6b) Development Issue.	Complete		
16-Mar-16	2016.25	Moved by Dan Sparks to approve the minutes of February 17, 2016 as presented.	Complete		
16-Mar-16	2016.26	Moved by Cheryl Godefroy to go in-camera at 1:17pm to discuss Item 6a) Contract Issue as disclosure of this information would be harmful to CCHC's economic interests.	Complete		
16-Mar-16	2016.27	Moved by John Borrowman to come out of camera at 1:35pm.	Complete		
16-Mar-16	2016.28	Moved by John Borrowman to adopt the Board of Directors Terms of Reference Policy as presented.	Complete		
16-Mar-16	2016.29	Moved by Bob Kocian to adopt the Board of Directors Conflict of Interest Policy as presented.	Complete		
16-Mar-16	2016.30	Moved by Carolynn Winterhalt to adopt the Bring Your Own Device Policy as presented.	Complete		
16-Mar-16	2016.31	Moved by Peter Musil to add the annual calendar to the end of each Board report moving forward.	Complete		
16-Mar-16	2016.32	Moved by Dan Sparks that Garth Lyon, Joanna McCallum, and Bob Kocian form part of the Personnel Committee.	Complete		
16-Mar-16	2016.33	Moved by Cheryl Godefroy to go in camera at 2:48pm as disclosure of this information would be harmful to CCHC's economic interests.	Complete		
16-Mar-16	2016.34	Moved by John Borrowman to come out of camera at 3:01pm.	Complete		
16-Mar-16	2016.35	Moved by John Borrowman to adjourn the meeting at 3:02pm	Complete		
20-Apr-16	2016.36	Moved by Cheryl Godefroy to approve the agenda as amended, adding item 4d) Liveable Canmore and under In Camera Item 6b) Legal Issue and Item 6c) Board member Issue.	Complete		
20-Apr-16	2016.37	Moved by Chuck Patel to approve the minutes of March 20, 2016 as amended.	Complete		
20-Apr-16	2016.38	Moved by Joanna McCallum to go in camera at 1:22pm	Complete		
20-Apr-16	2016.39	Moved by Dan Sparks to come out of camera at 1:30pm	Complete		
20-Apr-16	2016.40	Moved by Peter Musil to approve the audited statements as presented	Complete		

CCHC BOARD MOTIONS 2016

Date	Number	Motion	Status	Notes	Column1
20-Apr-16	2016.41	Moved by Dan Sparks to approve the Housing Needs Study scope of work as presented.	Complete		
20-Apr-16	2016.42	Moved by Cheryl Godefroy to accept the report from administration as information.	Complete		
20-Apr-16	2016.43	Moved by Chuck Patel to go in camera at 2:09pm to discuss a development issue, a legal issue, and a Board member issue. Disclosure of the first two items would be harmful to CCHC's economic interests and the last item is harmful to a 3 rd party.	Complete		
20-Apr-16	2016.44	Moved by Garth Lyon to come out of camera at 2:53pm	Complete		
20-Apr-16	2016.45	Moved by Chuck Patel to adjourn the meeting at 2:54pm	Complete		
5-May-16	2016.46	Moved by Bob Kocian to approve the agenda	Complete		
5-May-16	2016.47	Moved by Cheryl Godefroy to go in camera at 1:10pm to discuss a development issue. Disclosure of this item would be harmful to CCHC's economic interests and the last item is harmful to a 3 rd party.	Complete		
5-May-16	2016.48	Moved by Bob Kocian to come out of camera at 3:08pm	Complete		
5-May-16	2016.49	Moved by Dan Sparks to adjourn the meeting at 3:09pm	Complete		
18-May-16	2016.50	Moved by Bob Kocian to approve the agenda as presented, the construction update under Item 4d) Report from Administration will be reviewed first.	Complete		
18-May-16	2016.51	Moved by John Borrowman to approve the minutes of April 20, 2016 as presented.	Complete		
18-May-16	2016.52	Moved by Cheryl Godefroy to approve the minutes of May 5, 2016 as presented.	Complete		
18-May-16	2016.53	Moved by Bob Kocian to go in camera to discuss a contract issue at 1:15pm	Complete		
18-May-16	2016.54	Moved by Dan Sparks to come out of camera at 1:41pm	Complete		
18-May-16	2016.55	CCHC rental program for the 2016/17 application year.	Complete		
18-May-16	2016.56	Moved by Peter Musil to approve the rental rates for McArthur Place in 2016	Complete		
18-May-16	2016.57	Moved by Chuck Patel to adjourn the meeting at 3:03pm	Complete		
1-Jun-16	2016.58	Moved by Peter Musil to approve the agenda as presented	Complete		
1-Jun-16	2016.59	Moved by Bob Kocian to go in camera at 12:12pm as disclosure of this information would be harmful to CCHC's economic interests.	Complete		
1-Jun-16	2016.60	Moved by Bob Kocian to come out of camera at 2:23pm	Complete		
1-Jun-16	2016.61	Moved by Peter Musil to request the CCHC Managing Director to ask the Town of Canmore administration to move forward with the disposition of the Municipal Reserve lands at the old day care site as per Council's motion.	Complete		
1-Jun-16	2016.62	Moved by Chuck Patel that CCHC's managing director seek a legal opinion on CCHC's options with regards to equity share registration on Title for CCHC units	Complete		
1-Jun-16	2016.63	Moved by Bob Kocian to adjourn the meeting at 2:26pm	Complete		