



**CANMORE COMMUNITY  
HOUSING CORPORATION**

**Board of Directors Meeting Minutes**

**Thursday, April 14, 2011  
CCHC Boardroom**

Board members in attendance:

John Borrowman  
Cathy-Anne David  
Karen Greene  
Bob Kocian

Garth Lyon  
Kimber Meister  
Brent Rosvold  
Heather Schilling

Others: Jennifer Bisley, Managing Director, CCHC

Regrets: Ed Russell

There being a quorum, Cathy-Anne David called the meeting to order at 5:33 pm.

1) Agenda Approval

Moved by Bob Kocian to approve the agenda as presented.  
Carried unanimously

2) Review and Approval of Minutes

**Motion 2011.12**

Moved by Heather Schilling that the Board approve the Minutes of the March 10, 2011 Board meeting as presented.

Carried unanimously

3) Business Arising from Minutes: none

*Kimber Meister left the meeting at 5:41pm*

4) Committee Appointments

- a) **Executive Committee**: Application audit report accepted for information.
- b) **Communication Committee**: Verbal report accepted for information.
- c) **PAH Demand Assessment Committee**: No report.

5) Report from Managing Director:

Managing Director's Report presented, discussed and accepted for information.

6) New Business

- a) **2011 PAH Gross Household Income Limit**: Report accepted for information
- b) **2011 Core Needs Income Threshold (CNIT)**: Report accepted for information



**c) Draft Applicant Appeal Policy and Procedure:**

**Motion 2011.13**

Moved by Heather Schilling that the Board adopt the policy *PAH Applicant Appeal Process* dated April 14, 2011 (attached document) with the following amendment:

7. The decision of the CCHC Board is final. A letter notifying the appellant(s) of the decision will be sent by the Chair within five (5) business days. A report on all appeal decisions will be made available to Council on a quarterly basis.

Carried unanimously

**7) In Camera**

Moved by Bob Kocian to go in camera at 7:00 pm. Carried unanimously.

**a) Intergovernmental Issue**

**b) Draft Audited Financial Statements**

Moved by Brent Rosvold to come out of camera at 8:13 pm

**Motion 2011.14**

Moved by Cathy-Anne David that the Board approve the draft 2010 CCHC Audited Financial Statements as presented (document severed).

Carried unanimously

**Motion 2011.15**

Moved by Karen Greene that the Board restrict the funds in The Hector Bank Account for purposes of managing The Hector at Palliser Village rental project only.

Carried unanimously

*Garth Lyon left the meeting at 8:15 pm*

Moved by Bob Kocian to go in camera at 8:16 pm. Carried unanimously.

**c) Development Issue**

**d) Legal Issue**

Moved by Brent Rosvold to come out of camera at 8:56 pm



**Motion 2011.16**

Moved by Bob Kocian that the Board postpone a recommendation to Council regarding automobile parking plugs at The Hector at Palliser Village until:

1. Town Administration has more information on building deficiencies and their cost implications
2. CCHC has better assessed demand with residents in view of the estimated costs
3. The reserve fund study has been completed

Carried unanimously

e) **Client Issue**

*Bob Kocian declared a conflict and left the meeting at 8:58 pm*

Moved by Karen Greene to go in camera at 8:58 pm

Moved by Heather Schilling to come out of camera 9:06 pm

**Motion 2011.17**

Moved by Brent Rosvold to deny the client request to exceed the allowable upgrade allowance of five percent of the total purchase price of the PAH home.

Carried unanimously

8) Direction to Council:

- a) CCHC representatives have been involved in the Comprehensive Housing Action Plan (CHAP) review process. The CCHC Board will review the final draft once it is completed.
- b) CCHC has reviewed the proposals for the parking plugs at The Hector and has postponed a recommendation until more information is available.
- c) CCHC continues to work on the PAH Development and Implementation Plan, considering the development potential of land owned by CCHC, including the former Boychuk lands on Palliser Trail.

9) Next Meeting Dates

- a) Board meetings: May 19; June to be confirmed
- b) Annual General Meeting/Quarterly Shareholder Meeting: date to be determined following the May Board meeting.

10) Motion to Adjourn

Moved by John Borrowman to adjourn the meeting at 9:11pm

Carried unanimously.

# Attachment: Motion 2011.13

## CCHC Policy and Procedures

**EFFECTIVE DATE:** April 14, 2011  
**ADOPTED BY RESOLUTION:** 2011.13  
**POLICY TITLE:** PAH Applicant Appeal Process

### VISION ALIGNMENT

CCHC's vision is for Canmore to be known for the quality of life of its citizens. CCHC contributes to this by advancing community housing options. Our decisions and actions are informed by corporate values of leadership, connectedness, integrity and accountability.

### PURPOSE

CCHC administers a Perpetually Affordable Housing (PAH) Program pursuant to the Town of Canmore PAH Policy (Resolution 180-2009, May 12, 2009). Town policy specifies the eligibility criteria to buy and rent PAH. Town policy also states that all appeals shall be made to the CCHC Board, whose decision is final.

In determining eligibility and qualifying applicants, CCHC has the discretion to:

- 1) determine what supporting documentation and evidence is required to demonstrate that the eligibility criteria are met; and
- 2) approve applications with variations as allowed within Town Policy.

CCHC has no discretion to alter the eligibility criteria.

For greater clarity, an applicant could appeal on the basis that CCHC did not apply the eligibility criteria appropriately, but not on the basis that the eligibility criteria are not appropriate.

### DEFINITIONS

**“Freedom of Information and Protection of Privacy (FOIP) Act”** means the rules for the protection of personal information and for access to information held by public bodies in Alberta.

**“In Camera”** means a meeting of the Members of the Board in the absence of the public, but may include Administration and other invited persons.

### POLICY GUIDELINES

CCHC is a public body under the Freedom of Information and Protection of Privacy Act (FOIP Act).

The basic objectives of the FOIP Act are: 1) to ensure that public bodies are open and accountable to the public by providing a right of access to records; and 2) to protect the privacy of individuals by controlling the manner in which public bodies collect, use and disclose personal information.

The document "CCHC Policies and Procedures: FOIP" (adopted by Resolution 2009.20 June 11, 2009) contains CCHC policies and standard operating procedures for in camera meetings, records management and the collection management and protection of personal information for operating programs.

Appeals are to be decided upon by the CCHC Board during scheduled Board meetings.

Division 2 of Part 1 of the FOIP Act permits the CCHC Board to go In Camera in circumstances where discussion of matters pertaining to an identifiable individual with members of the public in attendance would be an unreasonable invasion of privacy.

## **APPEALS PROCESS**

1. Once CCHC has notified an applicant of an unsuccessful application for the Perpetually Affordable Housing (PAH) Program as administered by CCHC, the applicant has 30 days to submit a "Notice of Appeal" to the Managing Director.
2. The "Notice of Appeal" must include a statement and supporting documentation from the applicant regarding the reason for appeal, specifically, why the applicant believes that CCHC did not apply the eligibility criteria appropriately.
3. The Managing Director will conduct an informal review of the decision right away to see if the problem can be solved without a formal review by the CCHC Board. If the problem is resolved, a report shall be made to the CCHC Board. If the problem is not resolved within 14 days of the notice of appeal being received by CCHC, the appeal will automatically be reviewed at the next regularly scheduled board meeting, unless the applicant withdraws the appeal in writing.
4. All appeals will be conducted in camera in the interests of protecting the privacy of applicants.
5. The "Notice of Appeal" and supporting documentation will become part of the appeal package for distribution to the Board for decision. The Managing Director will prepare a confidential briefing report with the following information:
  1. Summary of staff decision
  2. Reason for appeal as submitted in the Notice of Appeal and supporting documents.
  3. Results of the informal review process
  4. Opinion of whether the Board has the authority to hear the appeal
  5. Summary of issues for the Board to consider

To ensure the review is objective, identifiable information will be removed from the briefing materials unless it is fundamental to the appeal.

6. Following in camera deliberations, a motion of decision will be made including a summary of the issues considered and the reason for the decision.
7. The decision of the CCHC Board is final. A letter notifying the appellant(s) of the decision will be sent by the Chair within five (5) business days. A report on all appeal decisions will be made available to Council on a quarterly basis.