



**CANMORE COMMUNITY  
HOUSING CORPORATION**

**Board of Directors Meeting Agenda**

**June 23, 2011**

**5:30 pm – 8:00 pm**

**CCHC Boardroom**

*Agenda items subject to change*

1. Approval of Agenda
2. Approval of May 19, 2011 Minutes
3. Business Arising from Minutes
4. Committee Reports
  - a. Executive Committee – no report
  - b. Communication Committee – verbal update
  - c. PAH Demand Assessment Committee – verbal update
5. Report from Managing Director
6. New Business
7. In Camera

*Notice of motions to follow in camera session*

  - a. Development Issue
  - b. Intergovernmental Issue
  - c. 2012 Business Planning working session
8. Direction to Council
9. Next Meetings
  - a. Board Meetings: August and September
  - b. Quarterly Shareholder Meeting – September
10. 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.*



## CANMORE COMMUNITY HOUSING CORPORATION

### Board of Directors Meeting Minutes

#### **DRAFT FOR APPROVAL**

Thursday, May 19, 2011

CCHC Boardroom

#### **Board members in attendance:**

John Borrowman  
Cathy-Anne David  
Karen Greene  
Garth Lyon (5:45pm)

Kimber Meister  
Brent Rosvold  
Heather Schilling (5:40pm)

#### **Others in attendance:**

Jennifer Bisley, Managing Director, CCHC;  
Colleen Renne-Grivell, Town of Canmore Planning and Development  
Department

**Absent:** Bob Kocian, Ed Russell

There being a quorum, Cathy-Anne David called the meeting to order at 5:36 pm.

#### 1) Agenda Approval

Moved by Karen Greene to approve the agenda as amended, changing the order of agenda items 7a through f.

Carried unanimously

#### 2) Review and Approval of Minutes

##### **Motion 2011.18**

Moved by Kimber Meister that the Board approve the Minutes of the April 14, 2011 Board meeting as presented.

Carried unanimously

#### 3) Business Arising from Minutes: none

*Heather Schilling entered the meeting at 5:40pm*

*Garth Lyon entered the meeting at 5:45pm*

#### 4) Committee Appointments

a) **Executive Committee:** Quarterly financial report discussed and accepted for information.

b) **Communication Committee:** Verbal report accepted for information.

c) **PAH Demand Assessment Committee:** Verbal report discussed and accepted for information.

*DRAFT FOR APPROVAL*

- 5) Report from Managing Director:  
Managing Director's Report presented, discussed and accepted for information.
- 6) New Business
- a) **Grant Funding: AHUA Housing Capital Initiatives 2011/2012:** Report accepted for information. Direction given to PAH Demand Committee to review terms and conditions of the funding program and determine if appropriate for CCHC purposes.

*Colleen Renne-Grivell entered the meeting at 6:00pm*

7) In Camera

Moved by Brent Rosvold to go in camera at 6:00pm. Carried.

a) **Intergovernmental Issue**

Moved by Garth Lyon to come out of camera at 6:29pm. Carried.

**Motion 2011.19**

Moved by Cathy-Anne David that the Board endorse the draft Comprehensive Housing Action Plan 2011 (version 6) with amendments as suggested by the Board (amendments severed from minutes).

Carried unanimously

*Colleen Renne-Grivell left the meeting at 6:30pm*

Moved by Karen Greene to go in camera at 6:31pm. Carried.

b) **Pending Report**

*Karen Greene left the meeting at 7:00pm*

c) **Intergovernmental Issue**

d) **Intergovernmental Issue**

e) **HR Issue**

Moved by Heather Schilling to come out of camera at 8:17pm. Carried.

**Motion 2011.20**

Moved by Kimber Meister that CCHC approve the draft "Nominee and Agent Agreement" between the Town and CCHC as amended (severed document).

Carried unanimously

**Motion 2011.21**

Moved by Kimber Meister that CCHC direct the Managing Director to explore options to administer payroll services and benefit packages internally, for presentation to the Board.

Carried unanimously

**Motion 2011.22**

Moved by Kimber Meister that CCHC direct the Executive Committee to explore the development of a performance review and compensation protocol.

Carried unanimously

*Kimber Meister declared a conflict and left the meeting at 8:27pm*

Moved by Heather Schilling to go in camera at 8:27pm. Carried.

Moved by Heather Schilling to come out of camera at 8:47pm. Carried.

**Motion 2011.23**

Moved by Brent Rosvold that CCHC accept that MHCH has completed construction pursuant to Section 6.01(2) of the Lease.

Carried unanimously

**Motion 2011.24**

Moved by Garth Lyon that CCHC consent to prior transfers of the Lease on the condition that transferees give MHCH enduring power of attorney, or a similar mechanism, that gives MHCH legal authority to sign and act on the transferees behalf with respect to the Lease.

Carried unanimously

**Motion 2011.25**

Moved by Cathy-Anne David that CCHC consent to future transfers of the Lease if the following two conditions are met:

1. That transferees give MHCH enduring power of attorney, or a similar mechanism, that gives MHCH legal authority to sign and act on the transferees behalf with respect to the Lease; and
2. That MHCH provide to CCHC at least 14 days prior to transfer the following documents:
  - a) Statutory declaration of the proposed transferee in form determined by CCHC, stating that the proposed transferee is an Eligible Resident and, for resales, the proposed transferee is paying no more than the maximum resale price as permitted under the Lease.
  - b) Consent to Transfer and Mortgage document prepared by MHCH's lawyer for CCHC's signature in a format to be determined by CCHC.
  - c) Certificate of an independent chartered accountant for the proposed transfer that certifies:
    - i) the maximum allowable income amount to qualify to buy the unit subject to the transfer (CNIT/PAH)
    - ii) that the proposed transferee's previous year's income as stated in a CRA Tax Notice of Assessment is equal to or less than that current year's maximum allowable income for the unit subject to the transfer.

- iii) that proper procedures were followed in calculating net assets and whether or not the proposed transferee's net household assets are equal to or less than the maximum net asset amount.
- iv) for resales, that proper procedures were followed in calculating the maximum resale price and confirmation of the maximum allowable price.
- d) If the proposed transferee does not meet the asset test, a statutory declaration from MHCH declaring that there were no other applicants that met the asset test.

Carried unanimously

8) Direction to Council: none

9) Next Meeting Dates

a) Business Planning Board Meeting: June 16, 2011

b) Annual General Meeting/Quarterly Shareholder Meeting: June 14, 2011

10) Motion to Adjourn

Moved by Heather Schilling to adjourn the meeting at 8:50pm

Carried.

# Executive Committee Report

|           |  |
|-----------|--|
| June      | Business Planning<br>Communication Committee meets   |
| July      | Survey/draft Business Plan for circulation<br>PAH Demand Committee meets   |
| August    | Approval of Business Plan and Budget<br>Initiate formal Board recruitment process  |
| September | Draft HR policies: payroll/benefit services, performance management, compensation protocol and vacation entitlement<br>Draft financial policies: capital and operating reserves<br>PAH Demand Committee meets<br>Quarterly Shareholder meeting |
| October   | Recommend Directors for 2011/12<br>Approve HR and financial policies<br>Draft PAH Development & Implementation Plan  |
| November  | New Board Orientation and Appointments   |



**BOARD MEETING DATE:** June 23, 2011

**SUBJECT/TOPIC:** **Managing Director's Report**

**PURPOSE:** Activity Report

**HIGHLIGHTS**

Activities in late May/June focused on the PAH Development and Implementation Plan, the rebranding strategy, and preparations for the Annual General Meeting and quarterly shareholders meeting.

**PRIORITIES**

**1. Implementation Plan for Future PAH Development**

- PAH Demand Committee met and discussed current need/demand, land inventory, issues and potential solutions for development.
- The Committee will meet in July to review specific sites, previous plans, and discuss options for future development

**2. Communication Strategy: Branding and Identity**

- The new brand is expected to be ready to launch in July. New marketing materials are currently being designed and developed.

**MANDATE AND ACTIVITY HIGHLIGHTS**

**1. RESEARCH AND ADVICE**

- Participated in the Bow Valley Trail Area Redevelopment Plan workshops.
- Continue to monitor monthly rental statistics

**2. MANAGEMENT OF HOUSING INVENTORY**

**PAH Program**

**Ownership**

- Initiated annual eligibility criteria confirmation for PAH List members using a survey. PAH List members have until the end of June to confirm that they are still interested in remaining on the List and providing current information to confirm their ongoing eligibility.

PAH Applicant Status as of June 16, 2011

| <b>BUY</b>    | <b>YTD 2011</b> | <b>2010</b> | <b>2008/09</b> | <b>Total</b> |
|---------------|-----------------|-------------|----------------|--------------|
| PAH List      | 1               | 13          | 7              | 21           |
| Purchased PAH | 1               | 4           | 14             | 19           |
| Not Approved  | 0               | 1           | 1              | 2            |
| Withdrew      | 0               | 0           | 3              | 3            |
| <b>Total</b>  | <b>2</b>        | <b>18</b>   | <b>25</b>      | <b>45</b>    |

- 1 new PAH property for sale by owner at Coyote Ridge for \$336,000 (3 bedroom)

## PAH Program - The Hector Rental

The Hector at Palliser Village Occupancy Rate, 2011

| Target | Jan | Feb | Mar | Apr | May  | Jun  |
|--------|-----|-----|-----|-----|------|------|
| 95%    | 90% | 92% | 90% | 90% | 100% | 100% |

- Occupancy as of June 17, 2011 remains at 100%.

PAH Applicant Status as of June 16, 2011

| RENT         | YTD 2010  | 2010      | 2008 /09  | Total      |
|--------------|-----------|-----------|-----------|------------|
| PAH List     | 6         | 0         | 0         | 6          |
| Rented PAH   | 14        | 23        | 23        | 60         |
| Ended Lease  | 0         | 7         | 21        | 28         |
| Withdrew     | 6         | 15        | 33        | 54         |
| <b>Total</b> | <b>26</b> | <b>45</b> | <b>77</b> | <b>148</b> |

## PAH Properties

### The Hector at Palliser Village

- Continue to monitor deficiencies at The Hector with Town Administration. Work is scheduled to be completed by June 30, 2011.
- Conducted Spring walkabout with PEKA and Town Administration. Several trees and shrubs need removal and replacement, and backfill, mulch, pruning and spot treating weeds are to be done. Dogs are not being picked up after so a warning has been sent to residents that the pet policy may need to be revisited if this continues to be a problem.

### Coyote Ridge

- Received Development Completion Certificate
- AGM scheduled for July 14, 2011 at 6:30pm

### Lamphouse Neighborhood Association (Dyrgas Lane)

- Attended LNA budget meeting and approved budget for 2011-12 with no increase to contributions. Next Board meeting scheduled for Wed, Sept 14<sup>th</sup> at 7:00pm with the AGM scheduled for Wed, Nov 30<sup>th</sup> at 7:00pm.

## 3. COMMUNICATIONS

- Continue to hold monthly lunch information sessions to buy PAH. Made presentations to Royal LePage, Century 21, and REMAX on PAH and opportunities to partner.
- Completed 2010 Report to Shareholders, which is to be made a public document at the direction of the Shareholders.
- Inquiries dropped back to a level similar to the previous year after a surge in April.

### PAH Inquiries

|                   | Jan       | Feb       | Mar       | Apr       | May       | Total      |
|-------------------|-----------|-----------|-----------|-----------|-----------|------------|
| Rental            | 9         | 7         | 25        | 40        | 12        | 93         |
| General PAH       | 4         | 7         | 7         | 11        | 5         | 34         |
| Other             | 1         | 0         | 0         | 0         | 0         | 1          |
| Info Sessions     | 3         | 4         | 2         | 5         | 1         | 13         |
| <b>2011 Total</b> | <b>17</b> | <b>18</b> | <b>34</b> | <b>56</b> | <b>18</b> | <b>143</b> |
| <b>2010 Total</b> | <b>40</b> | <b>23</b> | <b>32</b> | <b>19</b> | <b>16</b> | <b>130</b> |



**PERFORMANCE MEASURES as of June 16, 2011**

**1. Occupancy rate at The Hector:**

|         |      |
|---------|------|
| Target: | 95%  |
| Leased: | 100% |

**2. Number of Applications Approved as of June 16 2011:**

|                             | Approved | Target | Achieved |
|-----------------------------|----------|--------|----------|
| (1) General PAH Ownership   | 2        | 20     | 10%      |
| (2) Palliser Village Rental | 26       | 40     | 65%      |
| TOTAL                       | 28       | 60     | 47%      |

**3. Customer Satisfaction Survey:** reporting in December 2011.

Prepared by: Jennifer Bisley, Managing Director

Prepared on: June 17, 2011