



**CANMORE COMMUNITY
HOUSING CORPORATION**

Board of Directors Meeting Minutes

**Thursday, March 10, 2011
CCHC Boardroom**

Board members in attendance:

John Borrowman
Cathy-Anne David
Karen Greene
Bob Kocian

Kimber Meister
Brent Rosvold
Heather Schilling

Others: Jennifer Bisley, Managing Director, CCHC
Gary Buxton, Town of Canmore CCHC Liaison

Regrets: Garth Lyon
Ed Russell

There being a quorum, Cathy-Anne David called the meeting to order at 5:31pm.

1) Agenda Approval

Moved by Karen Greene to approve the agenda as amended with the addition of 7d Legal Issue.

Carried unanimously.

2) Review and Approval of Minutes

Motion 2011.8

Moved by Bob Kocian that the Board approve the Minutes of the February 10, 2011 Board meeting as presented.

Carried unanimously

3) Business Arising from Minutes: none

4) Committee Appointments

a) **Executive Committee**: no report.

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

c) **PAH Demand Assessment Committee**: verbal report accepted for information.

5) Report from Managing Director:

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



6) New Business

a) **Annual Eligibility Criteria Review**

Kimber Meister declared a conflict of interest and removed herself from the discussion and vote.

Motion 2011.9

Moved by Heather Schilling that CCHC recommend to the Town of Canmore that no changes be made to the PAH Eligibility Criteria in Section 6 and the PAH Partnership Agreement in Section 7 of the *Town of Canmore PAH Policy* (Resolution 180-2009, May 12, 2009).

Carried (6 in favour; 1 abstention)

Motion 2011.10

Moved by Cathy Anne David that CCHC recommend to the Town of Canmore that it rescind Town of Canmore Resolution 245-2008 (CCHC Palliser Village Rental Eligibility Criteria) and replace it with the March 10 2011 The Hector at Palliser Village Rental Eligibility Criteria policy as attached.

Carried (6 in favour; 1 abstention)

7) In Camera

Moved by Bob Kocian to go in camera at 6:48 pm. Carried unanimously.

a) **Intergovernmental Issue**

b) **Intergovernmental Issue**

Brent Rosvold and Karen Greene declared a conflict of interest and left the meeting at 7:23pm

c) **Legal Issue**

Moved by Bob Kocian to come out of camera 7:40pm.

Motion 2011.11

Moved by Kimber Meister to authorize the Managing Director to initiate Lease Amendment Option 2 (severed document).

Carried (5 in favour; 2 abstentions)

Karen Greene and Brent Rosvold returned to the meeting at 7:42pm.



**CANMORE COMMUNITY
HOUSING CORPORATION**

d) Legal Issue

Kimber Meister declared a conflict and left the meeting at 7:42pm

Moved by Karen Greene to go in camera at 7:42pm

Moved by John Borrowman to come out of camera 7:54pm

8) Direction to Council: none

9) Motion to Adjourn

Moved by Karen Greene to adjourn the meeting at 7:55 pm

Carried unanimously.

Attachment: Motion 2011.10

EFFECTIVE DATE:

ADOPTED BY RESOLUTION:

POLICY TITLE:

The Hector at Palliser Village Perpetually
Affordable Housing (PAH) Eligibility Criteria

1. INTRODUCTION

The Eligibility Criteria contained in this policy are specifically for The Hector at Palliser Village Perpetually Affordable Housing (PAH) rental property and replaces Resolution #245-2008 (July 2008).

The *Perpetually Affordable Housing (PAH) Policy* (Resolution 180-2009, May 12, 2009) includes a definition of "Perpetually Affordable Housing" and specific Eligibility Criteria. Section 6.15 allows the Eligibility Criteria contained in that Policy to be altered either generally, or specifically with respect to a particular PAH project or development, with the approval of Council, such as in the case of The Hector at Palliser Village.

The Hector at Palliser Village was funded in part by the Province of Alberta under the Rural Affordable Housing Partnership Initiative (RAHPI), and accordingly, is subject to the terms and conditions of that grant, including maximum income criteria.

Canmore Community Housing Corporation (CCHC) may act as the Town's agent to implement the eligibility criteria through an application process. Should applicants wish to appeal a CCHC staff decision, appeals shall be made to the CCHC Board. The CCHC Board has the discretion to consider how staff applied and interpreted the eligibility criteria, but does not have the discretion to allow exceptions to the eligibility criteria itself. The decision of the CCHC Board is final. A report on all appeal decisions will be made available to Town Council on a quarterly basis.

2. DEFINITIONS

"**CNIT**" is the Core Need Income Threshold published annually by the Province of Alberta, which limits the gross annual income by unit type allowed in developments funded by specific provincial grants.

"**Disability**" refers to a prolonged and/or permanent condition that substantially limits an individual's ability to earn a living. This includes, but is not limited to, recipients of the Assured Income for the Severely Handicapped (AISH) in Alberta and of the Canadian Pension Plan (CPP) Disability Benefit.

"**Employed**" includes, but is not restricted to, being on maternity leave or sick/disability leave, or being a homemaker, or having accepted a bona fide job offer.

APPROVED Motion 2011.12 April 14, 2011

"Tenants" are all adult persons living in rental accommodation. All such persons shall be on the lease.

3. ELIGIBILITY CRITERIA

Applicants are required to meet all qualifications.

Age and Canadian Legal Status: All applicants of Alberta legal age must be listed as Tenants on the rental lease and must be a Canadian Citizen, or be a Permanent Resident, or possess a valid Canadian work permit.

Employment: All Tenants must be one of the following:

- i. an employee working in Canmore a minimum average of twenty (20) hours per week for a licensed Canmore business; or
- ii. a self-employed person with a Canmore business license or recognized equivalent performing the services as a self-employed person for a minimum of an average of twenty (20) hours a week; or
- iii. a retiree, and the spouse or caregiver of the retiree, who meets one of the following conditions:
 - a. has worked in Canmore a minimum average of twenty (20) hours per week for at least three (3) years; or
 - b. has lived in Canmore for at least five (5) years since the age of fifteen years old.or;
- iv. is an individual, and the spouse or caregiver of the individual, who has a disability and who meets one of the following conditions:
 - a. has worked in Canmore a minimum average of twenty (20) hours per week for at least three (3) years; or
 - b. has lived in Canmore for at least five (5) years since the age of fifteen years old.

Residency: Preference shall be given to Tenants who currently live in Canmore and shall have lived in Canmore for at least the twelve (12) months prior to the effective date of the lease.

Occupancy: The rental home must be the permanent primary residence, on a continuous basis, of all Tenants.

Net Household Assets: none

Gross Annual Income: All tenants must meet the Core Needs Income Threshold (CNIT) as approved by the Province of Alberta or as otherwise agreed to by the Province of Alberta.