



CANMORE COMMUNITY HOUSING CORPORATION

Board of Directors Meeting Minutes

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.

- 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.