



**CANMORE COMMUNITY
HOUSING CORPORATION**

Board of Directors Meeting Agenda

**May 19, 2011
5:30 pm – 8:00 pm
CCHC Boardroom**

Agenda items subject to change

1. Approval of Agenda
2. Approval of April 14, 2011 Minutes
3. Business Arising from Minutes
4. Committee Reports
 - a. Executive Committee – Quarterly Financial Report
 - b. Communication Committee – Oral Report
 - c. PAH Demand Assessment Committee – Oral Report
5. Report from Managing Director
6. New Business
 - a. Grant Funding: AHUA Housing Capital Initiatives 2011/2012 *for information*
7. In Camera

Notice of motions to follow in camera session

 - a. Pending Report
 - b. Intergovernmental Issue
 - c. Intergovernmental Issue
 - d. Intergovernmental Issue
 - e. Client Issue
 - f. HR Issue
8. Direction to Council
9. Next Meetings
 - a. Business Planning Board Meeting: June 16, 2011
 - b. AGM and Quarterly Shareholder Meeting: June 14, 2011
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.



Board of Directors Meeting Minutes
DRAFT FOR APPROVAL
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.

Canmore Community Housing Corporation

Financial Report

As of 31-Mar-11

Prepared 19-Apr-11

	2011 Adj YTD	2011 Budget	Adj YTD as % of Budget	NOTES
Operating Revenues				
Town Contributions	\$ 62,500	\$ 250,000	25%	
PAH Admin Fees	0	31,250	0%	Apr 14 and May sales = fees of \$10,738
Interest	2,165	5,000	43%	
Other	0	0		
MHCH Lease Revenues	0	0		
Total Operating Revenues	\$ 64,665	\$ 286,250	23%	
Operating Expenses				
Advertising and Marketing	\$ 1,481	\$ 17,500	8%	Still to be invoiced for Rebranding activities
Bank Charges	50	200	25%	
Hosting - Meetings	463	2,500	19%	
Insurance	401	1,925	21%	
Meals and Entertainment	207	1,000	21%	
Office Services	1,348	6,500	21%	
Office Supplies	64	4,500	1%	Waiting for rebranding to order new supplies
Professional Fees	5,289	15,000	35%	High due to Legal Fees re Lease administration
Professional Development	0	1,750	0%	
Resale Fees	763	17,500	4%	Consistent with low PAH admin fees
Salaries and Benefits	44,601	195,375	23%	
Telephone, Fax, Net	822	4,250	19%	
Travel, Conferences	0	2,500	0%	
Total Operating Expenses	\$ 55,490	\$ 270,500	21%	
Operating Surplus/Deficit	\$ 9,176	\$ 15,750	58%	
Capital Costs				
Computer Equipment	0	2,000	0%	To be ordered in June
PROJECT COSTS				
The Hector at Palliser Village				
Revenue	143,725	593,792	24%	
Operating Costs	(28,038)	(159,180)	18%	
Financing and Reserves	(75,733)	(430,592)	18%	
Net Surplus/Deficit	\$ 39,954	\$ 4,020	994%	
Owing to/from Town	(39,954)	(4,020)	994%	
Cash Balance	\$ 0	\$ 0	-	
Site 2A		0	-	
Coyote Ridge	1,637	0	-	Electrical inspections
TSMV Lot 39	1,907	7,750	25%	
Palliser Lot 7	366	6,000	6%	Snow removal and signage charged in Q2
Total Project Costs	\$ 3,910	\$ 13,750	28%	
NET CASH SURPLUS/DEFICIT	\$ 5,266	\$ 0		
OTHER REVENUES/EXPENDITURES				
Housing Development				
Sales	0			MSC Sale in May; 3x5plex Fall 2011 possession
Cost of Goods Sold	0			Note:revenue budgeted under PAH Admin Fee
Revenue	\$ 0			



BOARD MEETING DATE: May 19, 2011

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

PURPOSE: Activity Report

HIGHLIGHTS

Activities in April focused on activities related to the PAH properties, processing rental applications, and PAH Program and lease administration.

MANDATE AND ACTIVITY HIGHLIGHTS

1. RESEARCH AND ADVICE

- Prepared briefing materials on Core Needs Income Threshold (CNIT) issues for a meeting between the Mayor and Minister Denis of Alberta Housing and Urban Affairs.
- Received a copy of the "Waterton Lakes Community Housing Study: Best Practice Review" that includes information from interviews conducted by the consultant with CCHC. It is only available for internal distribution.
- Attended Canmore Economic Development Authority (CEDA) AGM. Due to the restructuring of CEDA, CCHC is no longer a member.

2. MANAGEMENT OF HOUSING INVENTORY

PAH Program

- CCHC recommended changes to The Hector eligibility criteria and the PAH Build Guidelines proposed by CCHC last fall were incorporated into the updated PAH Policy (145-2011 April 19, 2011) adopted by Town Council. A copy of the policy has been sent to all Board members and it is available on the CCHC website.
- Published 2011/2012 application forms to buy and rent PAH with current income guidelines based on 2010 reported income for tax purposes.

PAH Developments

The Hector at Palliser Village:

- Occupancy as of May 4, 2011 is 100% for the first time.
- Significant increase in the number of applications processed in April

2011 Hector Rental Applications Processed			
Jan	Feb	Mar	Apr
4	3	2	10

- Continue to monitor construction deficiencies with PEKA and the Town of Canmore.

Palliser Lane

- Reviewed safety issues on Palliser Lane with bylaw services and The Blakiston and have ordered the installation of crosswalk, playground and additional no parking signs in addition to crosswalk painting.

Coyote Ridge

- Attended the Coyote Ridge Condo Association budget meeting and Spring walkabout. The property is in reasonably good condition with some attention needed to be paid to the guttering.

Mineside Court

- Attended the Mineside Court Annual General Meeting (AGM). Very poor turnout and the current Board looking at ways to engage the ownership.

PAH Sale Update

There are currently no properties available for purchase.

PAH List Update as of May 13, 2011

Status	Master List	Sub-lists	
		General PAH	PV Rent
Approved	24	21	3
Pending	0	0	0
Total	24	21	3

3. COMMUNICATIONS

- Continue to hold monthly lunch information sessions to buy PAH.
- Communication Committee continues to work on rebranding and will present work to date at May 19th Board meeting.
- Office inquiries and website visits have steadily increased from February, particularly for rental. In previous years, inquiries decreased from March to April. The increase may be due to advertising rental properties on Kijiji and the rental rate changes.

PAH Inquiries 2011					
	Jan	Feb	Mar	Apr	Total
Rental	9	7	25	40	81
General PAH	4	7	7	11	29
Other	1				1
Total	14	14	32	51	111

Website Visits 2011				
	Jan	Feb	Mar	Apr
Total Visits	628	691	808	783
New Visitors	311	301	353	420
Returning Visitors	317	390	455	363
Views: Buy	302	211	183	216
Views: Rent	131	160	177	301
Views: Current Listings	315	382	394	590

PERFORMANCE MEASURES as of May 13, 2011

1. Occupancy rate at The Hector:

Target: 95%
Leased: 100%

2. Number of Applications Approved as of April 5 2011:

	Approved	Target	Achieved
(1) General PAH Ownership	2	20	10%
(2) Palliser Village Rental	22	40	55%
TOTAL	24	60	40%

3. Customer Satisfaction Survey: reporting in December 2011.

Prepared by: Jennifer Bisley, Managing Director
Prepared on: May 13, 2011



CANMORE COMMUNITY
HOUSING CORPORATION

6a Briefing Note

TO: CCHC Board

MEETING DATE: May 19, 2011

SUBJECT/TOPIC: AHUA Housing Capital Initiatives 2011/12

PURPOSE: For information

ISSUE: To inform the Board of the 2011/12 Alberta Housing and Urban Affairs Housing Capital Initiatives Grant Funding Program

RECOMMENDATION: Accept the report for information and direct the PAH Demand Committee to review the full requirements and make a recommendation as to whether CCHC should make an application.

BACKGROUND:

On May 4, 2011, Alberta Housing and Urban Affairs released details of its 2011/12 Housing Capital Initiative Request for Proposals (RFP) grant program. The program is targeted towards proposals to develop housing for lower-income and homeless Albertans. Eligible groups to build the units in partnership with the Alberta government include municipalities, not-for-profit groups, and the private sector.

Total funding available under the 2011/2012 RFP is \$100 million. Preference is being given to certain types of projects in Calgary and Edmonton, and to projects in all other communities that provide affordable housing options and that meet the demonstrated, prioritized needs within the local community. Funding is available for rental and homeownership units. Full details are available on the AHUA website at www.housing.alberta.ca/533.cfm.

DISCUSSION:

The RFP package is extensive. There are many project/program requirements that need to be assessed to determine whether this grant funding program would be of any relevance to CCHC and its activities. It is recommended that the Board direct the PAH Demand Committee in its activities in developing the PAH Development and Implementation Plan to review the RFP requirements and determine whether it would be appropriate for CCHC to prepare a submission.

ATTACHMENTS: none

Prepared by: Jennifer Bisley, Managing Director
Prepared on: May 13, 2011