

Board of Directors Meeting Agenda

CCHC Boardroom

October 15, 2014

1:00pm – 3:00pm

1. Approval of Agenda
2. Approval of August 20, 2014 Minutes
3. Business arising from minutes
4. In Camera Items (motions to follow in camera)
 - a. Development Issue
 - b. Intergovernmental Issue
5. Committee Reports: none
6. Report from Managing Director
7. New Business
 - a. Business Plan & Budget
8. 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

Wednesday, August 20 2014
CCHC Boardroom
1:00pm-3:00pm

Board Members in Attendance: Camille Hemingson Bob Kocian
Sean Krausert Garth Lyon
Joanna McCallum Cathy Robinson

Others in Attendance: Jennifer Bisley, Managing Director, CCHC
Gary Buxton, Town Liaison to CCHC

Regrets Kimber Meister, Dan Sparks

There being a quorum, Garth Lyon called the meeting to order at 1:03 pm.

1) Agenda Approval

Moved by Cathy Robinson to approve the agenda as presented
Carried unanimously

2) Approval of Minutes

Motion 2014.32

Moved by Sean Krausert to approve the Minutes of the June 18 2014 Board meeting as presented
Carried unanimously

3) Business Arising from Minutes: none

4) Committee Reports:

- a) Executive Committee: none
- b) Corporation Strategic Review Committee: none
- c) Project Committee: written report

Motion 2014.33

Moved by Sean Krausert to accept the Project Committee Aug 20 2014 written report for information.
Carried unanimously

5) Report from Managing Director

Motion 2014.34

Moved by Bob Kocian to accept the August 20 2014 Managing Director's Report for information.
Carried unanimously

APPROVED Motion 2014.32
CANMORE COMMUNITY HOUSING CORPORATION

6) New Business:

a) 100 Dyrkas Lane Development Update

Bob Kocian declared a conflict of interest and removed himself from voting on any motions

Motion 2014.35

Moved by Cathy Robinson to accept the report for information

Carried unanimously

7) In Camera

Moved by Joanna McCallum to go in camera at 2:03 pm.

a) Development Issue

b) Business Plan and Budget

c) Policy Issue

Bob Kocian left the meeting at 2:45pm

Moved by Cathy Robinson to come out of camera at 2:52 pm.

Motion 2014.36

Moved by Cathy Robinson to approve the 2015 business plan update and draft budget for submission to the Town of Canmore budget committee as required by affiliated Town organizations, with a final 2015 budget to be presented for approval at the October 2014 Board meeting.

Carried unanimously

Motion 2014.37

Moved by Sean Krausert to approve the revised organizational chart and positions as presented.

Carried unanimously

Motion 2014.38

Moved by Sean Krausert to approve an increase of \$8,500 to the 2014 capital expenditure budget for computer equipment, furniture and fixtures.

Carried unanimously

8) Motion to Adjourn

Moved by Cathy Robinson to adjourn the meeting at 3:23 pm

Carried unanimously

Chair

Managing Director

APPROVED Motion 2014.39
CANMORE COMMUNITY HOUSING CORPORATION



Canmore Community Housing Corporation

For Information

DATE OF MEETING: October 15 2014 **Agenda Item: 6**

SUBJECT: Managing Director’s Report

RECOMMENDATION: For information

EXECUTIVE SUMMARY

The Managing Director’s Report summarizes activities relative to the Business Plan 2013-2015. This report refers to year-to-date activities in 2014.

KEY STRATEGIES UPDATE

1. **Build new units and utilize existing market units to increase availability of affordable housing**
CCHC issued an invitation to bid for a 32 unit townhouse development as Phase 1 development at 100 Dyrgas Lane in September which closed on Oct 2. CCHC is also in the process of arranging funding and securing development and building permits for the project.
2. **Innovative finance and housing programs to improve housing access**
No activity.
3. **Improve organizational capacity to deliver programs and develop properties**
No activity.

OPERATIONS UPDATE

APPLICATIONS AND WAIT LIST

Ownership

Wait List:	16	
Applications YTD:	12	
Applications 2013:	13	
Current Listings:	none	
Sales:	314, 505 Spring Creek Drive	\$330,500 (closed September)
	3, 818-7 th Street	\$271,175 (closed September)
	4, 100 Rundle Drive	\$348,620 (closed September)

Hector Rental

Wait List:	16
Applications (YTD):	40
Applications 2013:	64
Current Occupancy:	100%
Turnover YTD:	33% (20 units)

INQUIRIES

	Jan-Sep 2014	2013	2012
Rent	255	420	251
Own	85	102	121
Other/General	<u>8</u>	<u>10</u>	<u>4</u>
Total	348	532	376

- > Rental inquiries average 28 per month, below 2013 levels of 35 per month but above 2012 levels of 18 per month.
- > Ownership inquiries sharply increased in August and September, which is attributed to the availability of 3 PAH homes to purchase.

PROGRAM ADMINISTRATION

Ownership

- > Continue to work with the Bank of Montreal to renew its participation as a PAH lender. A change in bank policy in July has led CIBC to suspend its participation as a PAH lender.

Rental

- > Annual confirmation of eligibility to qualify for affordable rental rates for tenants on the old periodic leases is complete. Four (4) households were no longer eligible and became subject to market rents as of Oct 1, 2014, while five (5) households unable to demonstrate eligibility opted to convert to a one-year fixed term lease at the affordable rent as part of CCHC's efforts to standardize the leases to the fixed term lease and ensure that units are occupied by eligible tenants.

PROPERTY MANAGEMENT

Palliser Lands

- > The Town awarded a contract for the restoration of the drainage and landscaping due to flooding but the work is not complete.

GENERAL

- > Participated in discussions on redevelopment options at the "old daycare" lands.
- > CCHC is currently hiring for a Rental Administrator and a Housing Program Manager. The Housing Program Manager is subject to approval of the final 2015 budget.
- > CCHC offices are currently undergoing minor renovations to better accommodate existing and anticipated staff.

Prepared by: Jennifer Bisley, Managing Director

Prepared on: October 13, 2014