

## Board of Directors Meeting Agenda

CCHC Boardroom

October 16, 2015

1:00pm – 4:00pm

1. Approval of Agenda
2. Approval of Minutes
  - a. September 16, 2015 Regular Board Meeting minutes  
*Motion to approve the minutes as presented*
3. Business arising from minutes  
None
4. Reports
  - a. Report from Administration  
*Motion to accept the report for information.*
5. New Business
  - a. **Lamphouse Neighbourhood Association**  
*Motion to nominate the Housing Program Manager, a CCHC Board member and the Coyote Ridge nominee for election to the Lamphouse Neighbourhood Association Board of Directors*  
  
*Motion to authorize the Housing Program Manager to represent CCHC's voting interests at the Lamphouse Neighbourhood Association AGM*
6. In Camera Items (motions to follow in camera)
  - a. 2015-2016 Board Appointments - *to prevent disclosure of personal information, in accordance with section 16 (1) of the Freedom of Information and Privacy of Protection Act*  
*Motion to recommend to the Town of Canmore, as CCHC Shareholders, the appointment of the approved list of Directors to the CCHC Board*
  - b. Development Issue – *to prevent disclosure harmful to the business interests of a 3rd party in accordance with section 17 (1) of the Freedom of Information and Protection of Privacy Act.*
  - c. Operation Budget - *to prevent disclosure harmful to the business interests of a 3<sup>rd</sup> party, in accordance with section 17 (1) of the Freedom of Information and Protection of Privacy Act.*  
*Motion to approve a revised 2016 Budget for submission to the Town of Canmore Budget Committee*  
  
*Motion to rescind Motion 2015.47 to approve prior budget*
  - d. Human Resource Issue - *to prevent disclosure of personal information, in accordance with section 16 (1) of the Freedom of Information and Privacy of Protection Act*
7. Meeting adjournment



**4) Business Arising from Minutes:**

**Motion 2015.46**

Moved by Kimber Amping to approve the 2016-2018 Strategic Plan to be submitted to the Town of Canmore's budget committee.

Carried unanimously

**Motion 2015.47**

Moved by Joanna McCallum that the CCHC board approve and recommend option 2 of the draft 2016 budget to the Town of Canmore budget committee with a reminder to the committee that the status quo budget (Option 1) is \$172,276 higher than the projected 2015 budget and the recommended position be hired pending the onboarding of the new managing director.

*Bob Kocian entered the meeting at 2:45 pm*

**6) In Camera Item**

a. Development Issue

Moved by Dan Sparks to go in camera at 2:52 pm

Moved by Bob Kocian to come out of camera at 3:04 pm

**5) Reports**

b. Report from Administration

**Motion 2015.48**

Moved by Garth Lyon to accept the August 19, 2015 Report from Administration for information purposes.

Carried unanimously

**7) In Camera Item**

Moved by Bob Kocian to go in camera at 3:15 pm

a. Human Resource Issue

b. Governance Issue

Moved by Kimber Amping to come out of camera at 3:23 pm

**7) Motion to Adjourn**

Moved by Kimber Amping to adjourn the meeting at 3:24 pm.

Carried unanimously

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Chair

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Managing Director



Canmore Community Housing Corporation

# For Information

**DATE OF MEETING:** October 16, 2015 **Agenda Item:** 4a

**SUBJECT:** Report from Administration

**RECOMMENDATION:** For information

## EXECUTIVE SUMMARY

The Administration Report summarizes activities relative to the Business Plan 2013-2015. This report refers to year-to-date activities in 2015.

## KEY STRATEGIES UPDATE

### 1. Build new units and utilize existing market units to increase availability of affordable housing

#### *100 Dyrgas Lane*

Construction of Phase 1 (32 rental units) at 100 Dyrgas Lane is underway, but is behind schedule by 2 months. Substantial completion has been pushed to early 2016.

Construction of Phase 2 (16 rental units): funding, finance, and development and building permits have been secured. Substantial completion of Phase 2 is scheduled for the end of May 2016.

### 2. Innovative finance and housing programs to improve housing access

#### *Employee Housing*

On hold at present until a new Managing Director has been engaged.

#### *PAH Programs*

Research into alternate shared equity models is on hold at present until a new Managing Director or Consultant has been engaged.

### 3. Improve organizational capacity to deliver programs and develop properties

On hold at present until a new Managing Director has been engaged.

**OPERATIONS UPDATE**  
**Applications and Waitlist**

	Own Program		Rent Program			
			The Hector		McArthur Place	
Expression of Interest (EOI):	N/A		N/A		49	-7 from last month
Wait List:	14	-3 from last month	20	-10 over last month	6	+6 over last month
Applications YTD:	9	+2 over last month	51	+3 over last month	8	+8 over last month
Applications 2014:	14		52		N/A	
↑ Above numbers updated as of October 14, 2015 ↑						
Inquiries 2015 (YTD):	92	+16 over last month +4 over STLY	314		+35 over last month +59 over STLY	
Inquiries 2014:	103	total	324		total	
Total Units:	44		60		48	
Current Occupancy:	100%		100%		0%	
Turnover YTD:	2%	1 sale	32%	19 units	N/A	
Turnover 2014:	9%	4 sales	40%	24 units	N/A	
↑ Above numbers updated as of September 30, 2015 ↑						

PAH Own Program: The Own Program continues to see steady interest and is pacing ahead of last year.

PAH Rent Program: Overall the inquiries for the Rent program are well ahead of inquiries over the same time last year. This is directly related to the inquiries specifically for McArthur Place.

The primary reason for the decrease in The Hector Waitlist month over month is due to applicants being housed.

Administration opened applications in October for those who had registered their interest to rent at McArthur Place. The number of Expression of Interest should decrease proportionally to the applications and waitlist numbers increasing.

**PROGRAM ADMINISTRATION**

**PAH Own Program:**

For Sale by Owner: 11, 100 Rundle Drive closed on October 1, 2015.

Annual Eligibility Criteria Confirmation: Confirmation of eligibility of waitlisted households is now complete and the waitlist is sitting at 14 eligible households ready for purchase.

**PAH Rent Program:**

Rental Rate Change: New leases are being signed with the rental rate change as of October 1, 2015. Periodic leases were provided letters to request proof of eligibility. Rental rates will increase for periodic leases as of December 1<sup>st</sup> due to notification periods. Those not eligible for PAH rents have been advised that they will be charged Market rent.

**PROPERTY MANAGEMENT**

The Hector at Palliser Village: The first year of staining of the stairs and balconies on the South side of the building is underway.

Palliser Lane: No items to report. CCHC continues to be the primary contact for issues regarding the lane.

Lamphouse Neighbourhood Association (LNA): The next LNA meeting is the AGM scheduled in November. The October 16<sup>th</sup> meeting will require the Board to put forth recommendations for the Lamphouse Board and to assign an individual to assign the voting rights of the Corporation.

Palliser Lands: No new information to report.

**McARTHUR PLACE (DYRGAS LANE) DEVELOPMENT UPDATE**

Funding/Finance & Construction: To be reported on by Cathy-Anne David.

Property and Program Management:

Applications are presently being accepted for those households who had registered interest in renting at McArthur Place. There has been a slow response to schedule appointments to submit applications. After the deadline, Administration will action a plan to reach out to those who have not submitted applications to obtain further information.

It is still anticipated that applications from the general public will be made available November 1, 2015 to facilitate efficiencies with application processing.

**Prepared by:** Cathy Robinson, Housing Program Manager

**Prepared on:** October 14, 2015



# For Decision

**DATE OF MEETING:** October 16, 2015 **Agenda Item: 5b**

**SUBJECT:** Lamphouse Neighbourhood Association (LNA) Board Appointments

**RECOMMENDATION:**

1. To appoint the following three (3) CCHC representatives to be elected as Directors to the Lamphouse Neighbourhood Association (LNA) at the Annual General Meeting scheduled November 18, 2015: one (1) CCHC Board member; the CCHC Housing Program Manager; and a Coyote Ridge representative.
2. To authorize the Housing Program Manager to represent CCHC's voting interests at the LNA Annual General Meeting.

**EXECUTIVE SUMMARY**

Annually, the Board of Directors must make a decision as to who will represent CCHC interests on the Board of Directors for the Lamphouse Neighbourhood Association. The LNA Board of Directors appointment expires at each AGM. Three (3) CCHC representatives must be reelected at the AGM and a CCHC representative must be authorized to represent CCHC's voting interest.

**PREVIOUS BOARD DIRECTION OR POLICY**

- 2014.51 Moved by Camille Hemingson to nominate Jennifer Bisley, Bob Kocian and the Coyote Ridge nominee for election to the Lamphouse Neighbourhood Association Board of Directors.
- 2014.52 Moved by Sean Krausert to authorize Jennifer Bisley to represent CCHC's voting interests at the Lamphouse Neighbourhood Association 2014 Annual General Meeting.
- 2015.38 Moved by Sean Krausert to designate Cathy Robinson as the CCHC representative to fill vacancies of the Lamphouse Neighbourhood Association and Coyote Ridge boards of directors.

**DISCUSSION**

The Lamphouse Neighbourhood Association (LNA) was established as a Society in November 2005 to manage the Canmore Community Housing subdivision located on lands legally described as Plan 0412844, Block 4, Lots 39, 40 and 41, which encompasses the Coyote Ridge, Mountain Haven Co-operative Homes (MHCH), and 100 Dyrgas Lane developments.

The Society is managed similar to a condominium corporation, with each development providing contributions for common expenses for the private roadway and other common infrastructure. It also serves as a critical mechanism to facilitate discussion about other issues between the land owners, ground lessees and residents of the Subdivision.

According to the Bylaws of the Society, the Board shall consist of five (5) members. Two (2) members must be ground lessees or their designees (Mountain Haven Coop) and one (1) member each the owner or designee of Lots 39, 40, and 41 (CCHC). This gives CCHC 3 Board appointments.

Section 11(e) of the LNA bylaws states "Board membership shall commence upon election or appointment to the Board and shall expire at the next succeeding Annual General Meeting, unless prior thereto the Board member resigns, becomes disqualified under clause (d) hereof or is removed under clausd (f) hereof. Board members may be re-elected. "

The 2015 Annual General Meeting is scheduled for November 18, 2015 at 6:00 p.m. at the PEKA offices.

In the past, the Board has typically met no more than twice a year with most communication done by email. It is expected the Board will meet more frequently this year due to the new development at 100 Dyrgas Lane and concerns regarding traffic safety, pedestrian access, and the fire lane. Other issues before the LNA are generally related to snow removal and rules and regulations regarding the use of the road.

The current Board members are:

Mountain Haven Cooperative 1:	Carla Skirten
Mountain Haven Cooperative 2:	Monica Herwig
CCHC1:	Bob Kocian
CCHC2:	Cathy Robinson
CCHC3/Coyote Ridge:	Nic Keast

The current composition allows all lessee groups to be represented on the LNA so it may serve as a mechanism to facilitate discussion between the land owners, ground lessees and residents of the Subdivision. The current mix of CCHC Administration, Board member and Coyote Ridge representative has been working well.

Recommendations:

- It is recommended that the CCHC Board nominate the Housing Program Manager, a CCHC Board member, and a Coyote Ridge representative as put forward by its Board.
- The Board must also authorize one representative to collectively represent CCHC's voting interests at the LNA AGM. It is recommended that this be the Housing Program Manager.

#### **ALTNERATE OPTIONS**

- The Board may choose to nominate another representative from Administration rather than nominating a Board Member. This is not recommended since there is more familiarity with the construction of McArthur Place and other ongoing items relating to the Association at the Board level.

**FINANCIAL IMPACTS:** None

**ATTACHMENTS:** None

**Prepared by:** Cathy Robinson, Housing Program Manager

**Prepared on:** October 15, 2015