

**Board of Directors Meeting Agenda
CCHC Boardroom
January 20, 2016
1:00 p.m. – 3:00 p.m.**

1. **Approval of Agenda**
2. **Approval of Minutes**
 - a. Approval of the December 16, 2015 Regular Board Meeting Minutes
Motion to approve the minutes as presented/amended
 - b. Approval of the January 15, 2016 Special Board Meeting Minutes
Motion to approve the minutes as presented/amended
3. **Business Arising from Minutes**
4. **Reports:**
 - a. Report from Administration
Motion to accept the report for information
5. **New Business**

None
6. **In Camera Items**
 - a. Contract Issue
7. **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

CCHC Boardroom
December 16, 2015
1:00pm – 3:00pm

Board Members in Attendance: Joanna McCallum Cheryl Godefroy
John Borrowman Bob Kocian (1:54 p.m.)
Garth Lyon Chuck Patel
Carolynn Winterhalt

Others in Attendance: Cathy Robinson, CCHC
Michael Fark, Town of Canmore Liaison to CCHC
Cathy-Anne David, CCHC Construction Administrator

Regrets Dan Sparks
Peter Musil

There being a quorum, Joanna McCallum, Chair, called the meeting to order at 1:05 p.m.

1) Agenda Approval

Moved by Garth Lyon to approve the agenda as amended with the addition of item 6.c. Human Resource Issue and 6. d. Contract Issue.

Carried unanimously

2) Approval of Minutes

a. November 18, 2015 Regular Board Meeting minutes

Motion 2015.63

Moved by Cheryl Godefroy to approve the Minutes of the November 18, 2015 Regular Board meeting minutes as presented.

Carried unanimously

3) Business Arising from Minutes:

a. Revised Construction Budget incorporating funding changes.

Motion 2015.64

Moved by John Borrowman to approve the revised McArthur Place construction budget as presented.

Carried unanimously

- b. Revised Annual Operating Budget

Motion 2015.65

Moved by Chuck Patel to approve the revised CCHC annual operating budget as presented.

Carried unanimously

4) Reports:

- a. Report from Administration

Motion 2015.66

Moved by Carolynn Winterhalt to accept the December 11, 2015 Report from Administration for information purposes.

Carried unanimously

Cathy-Anne David left the meeting at 1:23 p.m.

5) New Business: None.

6) In Camera Items

Moved by Cheryl Godefroy to go in camera at 1:25 p.m.

- a. Development Issue

Bob Kocian entered the meeting at 1:54 p.m.

- b. Human Resource Issue

- c. Human Resource Issue

Moved by John Borrowman to come out of camera at 2:28 p.m.

Cathy Robinson re-joined the meeting at 2:28 p.m.

Motion 2015.67

Moved by Carolynn Winterhalt to approve the proposed compensation package and to direct the Chair to engage an employment contract with the selected candidate for Managing Director as soon as possible.

Motion carried.

Motion 2015.68

Moved by Cheryl Godefroy to approve a cost of living adjustment (COLA) of 1.8% increase for all administrative staff as of January 1, 2016.

Motion carried

Motion 2015.69

Moved by Chuck Patel to approve the 2015 performance pay increases as proposed.

Motion carried

Chuck Patel left the meeting at 2:30 p.m.

Moved by Garth Lyon to go in camera at 2:31 p.m.

- d. Contract Issue

Moved by Garth Lyon to come out of camera at 2:43 p.m.

7) Next Meeting:

The next meeting will be held on Wednesday, January 20, 2016 from 1:00 – 3:00 p.m.

8) Motion to Adjourn

Moved by Garth Lyon to adjourn the meeting at 2:44 p.m.

Carried unanimously

Chair

Vice Chair

DRAFT

Board of Directors Special Meeting Minutes

CCHC Boardroom
January 15, 2016
2:00 p.m. – 4:00 p.m.

Board Members in Attendance: Joanna McCallum Peter Musil
Bob Kocian Chuck Patel
Garth Lyon Dan Sparks (2:04 p.m.)

Others in Attendance: Cathy Robinson, CCHC
Alaric Fish, Manager of Planning & Development TOC
Patrick Sorfleet, Development Planner TOC
Katherine Van Keimpema, Manager of Finance TOC
Cathy-Anne David, CCHC Construction Administrator

Regrets John Borrowman
Cheryl Godefroy
Carolynn Winterhalt

There being a quorum, Joanna McCallum, Chair, called the meeting to order at 2:03 p.m.

1) Agenda Approval

Moved by Bob Kocian to approve the agenda as presented

Carried unanimously

2) Approval of Minutes - None

3) Business Arising from Minutes: None

4) Reports: None

5) New Business: None

6) In Camera Items

Moved by Peter Musil to go in camera at 2:04 p.m.

Dan Sparks entered the meeting at 2:04 p.m.

a. Legal Issue

Moved by Chuck Patel to come out of camera at 4:21 p.m.

Motion 2016.01

Moved by Chuck Patel to accept the Offer to Purchase Agreement with the Peaks Landing Developers as amended.

Motion carried

Motion 2016.02

Moved by Garth Lyon to utilize the Line of Credit available from the Town of Canmore for the purchase of up to seven PAH Homes in the Peaks Landing Development, should the development pass second and third reading by Town Council.

Motion carried

Motion 2016.03

Moved by Bob Kocian to make the dually signed Offer to Purchase contract with the Peaks Landing Developers public and made available for discussion at the January 19, 2016 Town Council meeting.

Carried unanimously

7) Motion to Adjourn

Moved by Bob Kocian to adjourn the meeting at 4:27 p.m.

Carried unanimously

Chair

Vice Chair

DRAFT



Canmore Community Housing Corporation

For Information

DATE OF MEETING: January 20, 2016 **Agenda Item: 4a**

SUBJECT: Report from Administration

RECOMMENDATION: For information

EXECUTIVE SUMMARY

The Administration Report summarizes activities relative to the Business Plan 2013-2015. A new plan is needed for 2016 looking forward and is likely to be drafted once the new Managing Director has been on boarded. This report refers to year-to-date activities in 2016 as they relate to the 2013-2015 business plan.

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, and approximately 55% complete for Phase 1. Substantial completion is anticipated Spring 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 and progress has reached about 20% completion.

2. Innovative finance and housing programs to improve housing access

Employee Housing

On hold at present until the new Managing Director has been on boarded.

PAH Programs

Research into alternate shared equity models is on hold at present until the new Managing Director has been on boarded and can determine if the work will be completed in house or a Consultant engaged.

3. Improve organizational capacity to deliver programs and develop properties

On hold at present until the new Managing Director has been on boarded.

OPERATIONS UPDATE

Applications and Waitlist

	Own Program		Rent Program			
			The Hector		McArthur Place	
Expression of Interest (EOI):	N/A		N/A		N/A	
Wait List:	18	No Change	22	No Change	26	+1 over last month
Applications YTD:	12	No Change	58	No Change	27	+1 over last month
Applications 2014:	14		55		N/A	
↑ Above numbers updated as of December 31, 2015 ↑						
Inquiries 2015 (YTD):	116	+2 over last mnth +13 over STLY	361		+14 over last month +37 over STLY	
Inquiries 2014:	103	total	324		total	
Total Units:	44		60		48	
Current Occupancy:	100%		100%		0%	
Turnover YTD:	2%	1 sale	40%	24 units	N/A	
Turnover 2014:	9%	4 sales	40%	24 units	N/A	
↑ Above numbers updated as of December 31, 2015 ↑						

PROGRAM ADMINISTRATION

PAH Own Program:

Inquiries: Inquiries for ownership were relatively slow in December, however, overall 2015 saw a rise in inquiries primarily due to newsworthy stories related to the old Daycare Lands and Peaks of Grassi proposals.

Applications: One application was received in December, but will not be counted until January statistics due to timelines with processing. Overall the year completed with two less applications than in 2014, but this is likely due to fewer units coming to market; resulting in less advertising and less urgency to apply.

PAH Rent Program:

Inquiries: 2015 concluded with rental inquiries significantly ahead of 2014 which was a direct correlation to the interest generated from the introduction of McArthur Place.

Applications: These directly correlate to rental inquiries and most new applicants are opting to apply for both The Hector and McArthur Place at the same time.

Operating Procedures: Administration is working through ways to make procedures most efficient for the client, CCHC and PEKA. A meeting is planned with the Property Manager on January 19, 2016 to bring some of these matters to a conclusion that will work for all involved.

PROPERTY MANAGEMENT

The Hector at Palliser Village: No new information to report.

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

Lamphouse Neighbourhood Association (LNA): Construction has engaged a separate contract with Tanmanz to increase the service level of ice mitigation on the lane in addition to the contract in place between the LNA and the snow removal company. Tanmanz had indicated that additional money would need to be charged to maintain the road in the manner suitable for the large vehicles. As the level of service was sufficient for standard vehicles but not for the large trucks who service and deliver to the construction site, it was determined that the cost was directly related to the need of Construction and would not be charged to the association; charges are anticipated to be nominal overall but necessary.

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 continue to come in with most applicants choosing to submit applications for both The Hector and McArthur Place. Regular updates with photos are planned for the website beginning this month to begin to ramp up renewed interest in the property. Work will resume with PEKA to finalize tenant documents well in advance of occupancy.

Prepared by: Cathy Robinson, Housing Program Manager

Prepared on: January 14, 2016