

Board of Directors Meeting Agenda

CCHC Boardroom

June 17 2015

1:15pm – 3:00pm

1. **Approval of Agenda**
2. **Approval of Minutes**
 - a. May 20, 2015 Minutes
Motion to approve the minutes as presented
 - b. June 4, 2015 Minutes
Motion to approve the minutes as presented
3. **Business arising from minutes: none**
4. **Reports**
 - a. Managing Director's Report
Motion to accept the report for information purposes.
5. **New Business**
 - a. Officer Appointment
Motion to appoint a director as an officer of the corporation. An option is to appoint a director as signing authority only.
 - b. PAH Rent Program - non-worker limits
Motion to approve a limit on the number/share of rental units occupied by non-workers as allowed
6. **In Camera Items (motions to follow in camera session)**
 - a. Development Issue
 - b. Development Issue
 - c. Client Issue
 - d. Human Resource Issue
Motion to approve/deny the PAH Rent Program applicant appeal
Motion to approve the revised Managing Director position description as presented/amended
7. **Meeting adjournment**

Board of Directors Meeting Minutes

Wednesday, May 20 2015
CCHC Boardroom
1:00pm-3:00pm

Board Members in Attendance: Kimber Amping Sean Krausert
Cheryl Godefroy Joanna McCallum
Camille Hemingson Dan Sparks

Others in Attendance: Jennifer Bisley, Managing Director, CCHC
Bob Ellard, Ellard Design Group, CCHC Consultant (1:30pm)

Regrets Bob Kocian, Garth Lyon

There being a quorum, Kimber Amping, Acting Chair, called the meeting to order at 1:07 pm.

1) Agenda Approval

Moved by Sean Krausert to approve the agenda as presented.
Carried unanimously

2) Approval of Minutes

Motion 2015.20

Moved by Cheryl Godefroy to approve the Minutes of the April 15 2015 Board meeting as presented.
Carried unanimously

3) Business Arising from Minutes: none

4) Reports

a) Managing Director's Report

Motion 2015.21

Moved by Camille Hemingson to accept the May 20 2015 Managing Director's Report for information
Carried unanimously

5) New Business: (see in camera)

Bob Ellard entered the meeting at 1:30pm

6) In Camera Items

Moved by Joanna McCallum to go in camera at 1:30 pm

APPROVED June 17 2015 Motion 2015.23
CANMORE COMMUNITY HOUSING CORPORATION

- a. Development Issue
- b. Intergovernmental Issue
- c. Contract Issue
- d. Human Resource Issue

Moved by Sean Krausert to come out of camera at 3:02 pm

Motion 2015.22

Moved by Cheryl Godefroy to approve the submission for the June 17th, 2015 public hearing on the disposition of municipal reserve lands known as the Old Daycare Lands

Carried 4-2

7) Motion to Adjourn

Moved by Sean Krausert to adjourn the meeting at 3:09 pm.

Carried unanimously

Chair

Managing Director

DRAFT

Board of Directors Special Meeting Minutes

Thursday, June 4 2015
CCHC Boardroom
12:00pm-1:30pm

Board Members in Attendance: Kimber Amping Sean Krausert
Cheryl Godefroy Garth Lyon
Camille Hemingson Joanna McCallum
Bob Kocian Dan Sparks

Others in Attendance: Jennifer Bisley, Managing Director, CCHC

Regrets none

There being a quorum, Garth Lyon, Acting Chair, called the meeting to order at 12:07 pm.

1) Agenda Approval

Moved by Joanna McCallum 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: (see in camera)

6) In Camera Items

Moved by Bob Kocian to go in camera at 12:08 pm

a. Intergovernmental Issue

Moved by Bob Kocian to come out of camera at 1:18 pm

7) Motion to Adjourn

Moved by Kimber Amping to adjourn the meeting at 1:19 pm.
Carried unanimously

Chair

Managing Director

APPROVED June 17 2015 Motion 2015.24
CANMORE COMMUNITY HOUSING CORPORATION



Canmore Community Housing Corporation

For Information

DATE OF MEETING: June 17 2015 **Agenda Item:** 4 a

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 2015.

KEY STRATEGIES UPDATE

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

100 Dyrkas Lane

Construction of Phase 1 (32 rental units) at 100 Dyrkas Lane is underway. CCHC has secured funding for Phase 2 (16 rental units) and is in the process of securing development and building permits. Substantial completion of Phase 1 still scheduled for October 2015.

Accessory Suites Report

The report is available on the CCHC website and presented to Council at the May 12 Committee of the Whole meeting. The report supports the expansion of the supply of legal accessory suites.

2. Innovative finance and housing programs to improve housing access

Employee Housing

Continue to gather information and advance employee housing options with Canmore Business and Tourism (CBT) and the Town of Canmore. CBT is implementing a survey to assess employers' housing needs this month with results expected in July.

PAH Programs

Revisions to the municipal PAH Policy were approved on June 2, 2015. CCHC has responsibility for the details of the PAH Programs that it administers through its own policies. Research into alternate shared equity models is ongoing.

3. Improve organizational capacity to deliver programs and develop properties

Program policy review complete. Implemented recommendations of HR consultant and CCHC is now fully staffed. Governance issues identified with recommendations for strengthening governance to be considered later in the year.

OPERATIONS UPDATE

Applications and Waitlist

	Ownership	Hector
Wait List:	23 (-)	26 (-1)
Applications YTD:	5 (-)	28 (+7)
Applications 2014:	14	54
Inquiries 2015:	48 (+7)	136 (+25)
Inquiries 2014:	105	324
Total Units	44	60
Current Occupancy	100%	100%
Turnover YTD	0%	12% (7 units)
Turnover 2014:	9% (4 sales)	40% (24 units)

PROGRAM ADMINISTRATION

PAH Own Program:

- Annual Residency Confirmation: one outstanding due to medical reasons.
- Annual Eligibility Criteria Confirmation: Annual confirmation of eligibility for PAH Own Waitlist households initiated, with responses due by July 15, 2015.

PAH Rent Program:

- Rental Rate Change: Waiting for a response to the rent increase request for The Hector, which was submitted to the Province for approval on April 24, 2015. A response can take up to 6 months.
- Income Limits: The 2015 Core Needs Income Threshold (CNIT) limits were released. The only change is a decrease in the three bedroom income limit to \$63,500 from \$68,000 for The Hector.
- Eligibility Criteria Changes: Request for changes to The Hector criteria as approved by the Board on April 18th, 2015 was submitted to the Province for approval. The Province advised that it is only concerned about the CNIT income limits for new tenants and use of community waiting lists. The Province suggested to amend the grant agreement to remove the requirement that the Minister approve changes to other eligibility criteria. This will be considered at the same time as the rent changes.
- Hector Resident Survey: Completed a survey of The Hector residents to learn more about their housing experience and level of satisfaction, and to identify areas of concern or improvement. Responses were received from 42 of the 60 units (70%). Overall level of satisfaction was high. When asked to rate their overall level of satisfaction with their housing experience at The Hector at Palliser Village, 69% (29) responded very satisfied, 26% (11) somewhat satisfied, and only 2 respondents indicated that they were not satisfied.
- Hector Residents and Waitlist Meeting: Held a meeting with the residents and members of the waitlist to present the findings of the survey, to advise them of changes to the PAH Rent Program criteria and administration, and to give them an opportunity to register their interest for McArthur Place before the general public.

PROPERTY MANAGEMENT

- The Hector at Palliser Village: Staining of the wood (stairs and balcony) will be completed over two years beginning this summer. The cost of the project is \$27,900 and was contemplated within the capital reserve fund study.
- Dyrgas Lane: Arranging for painting of crosswalk and curbs at Dyrgas Lane. Continue to be the contact to report abandoned vehicles.
- Lamphouse Neighbourhood Association (LNA): The spring inspection shows that Dyrgas Lane is in good condition. There continue to be ongoing concerns about traffic calming, pedestrian safety, and upgrading emergency access which will be addressed by the LNA Board.
- Palliser Lands: The Town of Canmore shared the hazard report in April and asked for comments or issues, and is organizing a visioning session of affected landowners for this summer on future development.

McARTHUR PLACE (DYRGAS LANE) DEVELOPMENT UPDATE

- Funding/Finance

Phase 1: Conditions for Phase 1 financing have been met and the mortgage registered. The first draw on construction financing is expected in July.

Phase 2: CCHC accepted the offer of financing from the Bow Valley Credit Union. There is a valid bylaw for the Town of Canmore corporate guarantee.

- Construction

Phase 1: Framing begins June. The framing is prefabricated so the walls and roof will be assembled within a matter of weeks.

Phase 2: Ready for deep servicing.

- Property and Program Management

CCHC is holding information sessions and accepting registrations of interest to rent at McArthur Place from households who meet the income criteria. The full application process is expected to take place late summer.

Finalizing the property management agreement with PEKA Professional Property Management.

Prepared by: Jennifer Bisley, Managing Director

Prepared on: June 15 2015



For Decision

DATE OF MEETING: June 17, 2015 **Agenda Item: 5a**

SUBJECT: Officer Appointment

RECOMMENDATION:

That the Board make a motion to appoint a director an Officer of the Corporation to serve as Chair. Alternatively, to appoint a director a signing authority until the new Board is appointed in October.

EXECUTIVE SUMMARY:

At present, CCHC has two officers, Garth Lyon Vice-Chair (who is acting Chair) and Kimber Meister, Treasurer. All officers are signing authorities. It is recommended that a director who intends to stand for the Board in the coming year, be appointed as Chair.

PREVIOUS BOARD DIRECTION OR POLICY

The CCHC Articles of Association refer to the appointment of Officers and the authority and responsibility of the Chair.

- 2009.38 Executive Committee established as a standing committee that acts on matters as delegated by the Board, with membership consisting of the following Officers: Chair, Vice-Chair, and Treasurer.
- 2011.45 Responsibilities of Officers defined
 - Chair: Chair meetings of the Board and Shareholders and assist with agendas
Act as official spokesperson for the organization
Act as a signing authority
 - Vice-Chair: Act as Chair in his or her absence; act as a signing authority
 - Treasurer: Provide quarterly financial reports to the Board; act as a signing authority

DISCUSSION

Following the resignation of the former Chair, Cathy Robinson, in March 2015, CCHC has only two officers, Garth Lyon Vice-Chair (acting Chair) and Kimber Meister, Treasurer. All officers are signing authorities, as is the Managing Director.

For succession planning purposes and due to holiday absences, it is recommended that a director who intends on remaining on the CCHC Board in the coming year, be appointed Chair.

ALTERNATIVES:

1. The Board may choose to appoint another signing authority who is not an officer. This is recommended only if there is not a director willing and able to take the role of Chair.

FINANCIAL IMPACTS: None

ATTACHMENTS: None

Prepared by: Jennifer Bisley

Prepared on: June 15, 2015



For Decision

DATE OF MEETING: June 17, 2015 **Agenda Item: 5b**

SUBJECT: PAH Rent Program: non-worker limits

RECOMMENDATION:

That the Board make set a limit of 20% of units at any single rental property to be occupied by non-workers under the PAH Rent Program.

EXECUTIVE SUMMARY:

The primary purpose of the PAH Rent Program is to provide affordable housing to Canmore workers. Recent changes to the PAH Policy enable CCHC to set limits on the number or share of units to be occupied by non-workers. It is recommended that no more than 20% of the units at any single rental property to be occupied by non-workers under the PAH Rent Program.

PREVIOUS BOARD DIRECTION OR POLICY

SPP3.03 PAH Rent Program (approved April 18, 2015, in effect June 2, 2015)

- 6.3.2 The primary purpose of the PAH Rent Program is to provide housing to Canmore workers. In order to achieve program objectives, the CCHC Board may set limits on the number of units within a specific property, or across all properties, to be occupied by non-workers. Non-workers include retirees and individuals unable to work due to disability.
- 6.3.3 Placement will be based on priority on the Waiting List as determined by the date the application is approved, with the following exceptions:
 - a. Eligible applicants who require an accessible or barrier-free unit for health reasons receive priority for accessible and barrier-free units; and
 - b. Eligible employees and self-employed persons receive priority when limits established by the Board in accordance with 6.3.2 have been met or exceeded.

DISCUSSION

The PAH Rent Program consists of 60 occupied units, 12 of which are accessible, at The Hector and 48 units under construction at McArthur Place. The analysis primarily deals with our experience at The Hector which can be applied to the new development.

The current occupant profile is considerably different from the applicant profile. There is a smaller share of working occupants (employees and self-employed) at 72% compared to the share of working applicants, 86% to 91%, in each of the last three years (see table below). Conversely, there is a greater share of non-workers who occupy the property than applicants.

There are also five occupants listed as “unknown”. These tenants were on the original periodic lease but no longer met the Canmore employment, retirement or unable to work criteria. This means that they may work outside of Canmore or not work at all. Note that those who were not eligible due to income but who do work in Canmore were still counted as workers. Four of these occupants opted for a fixed term lease at an affordable rent meaning that they will have to be eligible to remain at The Hector at the end of September 30, 2015.

The Managing Director has been monitoring the situation and has observed that there is a growing share of units occupied by non-Canmore workers over the years. The reason appears to be due to the lower turnover of this group of residents relative to workers. It has also been noted that a number of working residents have transitioned to retirement, and there are a number who are of retirement age who might transition to retirement. Without limits on the number of units occupied by non-workers, this group of residents will continue to grow. This was not the intent of the PAH Rent Program.

At present, 26% of the primary occupant in all units are non-workers. This means that at least one occupant meets the criteria for a Canmore employee or self-employed. It is broken down as follows:

- 8% by retirees
- 10% by those unable to work due to a disability
- 8% who do not meet either the Canmore work/non-worker criteria

TABLE: Number and Share of Occupants by Employment Status compared to Applicants 2012-2014

EMPLOYMENT	Status of Primary Occupant		Status of all Occupants		2014		2013		2012	
	Count	Share	Count	Share	Count	Share	Count	Share	Count	Share
Employee	43	72%	47	69%	50	83%	61	87%	61	90%
Self-employed	1	2%	2	3%	2	3%	3	4%	1	1%
Retiree	5	8%	7	10%	2	3%	4	6%	2	3%
Other	6	10%	7	10%	6	10%	2	3%	4	6%
Unknown	5	8%	5	7%	-	-	-	-	-	-
Total	60	100%	68	100%	60	100%	70	100%	68	100%

Recommendation

It is recommended that a limit of 20% of units in any single PAH rental property be occupied by those who do not meet the Canmore employee or self-employed criteria, making at least 80% of the units available to Canmore workers. As CCHC is administering separate waitlists for each property, it is recommended that the limit be established by property rather than across the program.

The key rationale is that PAH rental projects are intended to serve Canmore workers. It is also consistent with the fact that 20% of the units were required to be accessible, who are more likely to qualify under the non-worker category. The limit would still allow for diversity and inclusivity, and allow for a resident

population representative of the overall Canmore demographic, but slightly weighted towards employees. For comparison, according to the 2014 Canmore census, 73% of the Canmore population reported being employed or self-employed (within and outside Canmore) while only 12% of the population reported being 65+ years old.

The immediate implication of implementing this limit is that workers would get priority over non-workers until the share of units occupied by non-workers is reduced to 20%. On our current waitlist of 26, only one applicant falls within the non-worker category. It does not mean that non-workers are ineligible, just that they would not receive priority. Should a worker not be available to take a unit, the non-worker would be able to.

ALTERNATIVES:

1. The Board may choose to set a higher or lower limit, a different limit for each property, or a limit across the program. Administration may need to assess the impact of different limits to under the impact.

FINANCIAL IMPACTS: None

ATTACHMENTS: None

Prepared by: Jennifer Bisley

Prepared on: June 15, 2015