

Board of Directors Meeting Agenda *revised*
CCHC Boardroom
April 16, 2014
1:00pm – 3:00pm

1. Approval of Agenda 1:00pm
2. Approval of March 19 , 2014 Minutes
Motion to approve the minutes as presented/amended
3. Business arising from minutes: none
4. Committee Reports:
 - a. Executive Committee: none
 - b. Corporation Strategic Review Committee: none
 - c. Project Committee: none
5. Report from Managing Director
Motion to accept the report for information
6. New Business
 - a. 2013 Audited Financial Statements 1:15pm-1:45pm
Doug Mundell from Auditor Young Parkyn McNab will present the draft 2013 audited financial statements for approval
Motion to approve the 2013 audited statements as presented/amended
Motion to approve reserve fund transfers
7. In Camera Items (motions to follow in camera)
 - a. Contract Issue 1:45pm-2:00pm
Motion to renew the property management contract of The Hector at Palliser Village with PEKA Professional Property Management Ltd. as presented
 - b. Development Issue 2:00pm-3:00pm
Motion to approve the development concept for Lot 39, Three Sisters Mountain Village
Motion to direct Administration to make a presentation of the development concept to the Town of Canmore Council
Motion to approve the request for proposals for architectural services and direct Administration to issue the request for proposals
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, March 19 2014
CCHC Boardroom
1:00-3:00pm**

Board Members in Attendance: Bob Kocian Sean Krausert
Garth Lyon Joanna McCallum
Kimber Meister Cathy Robinson

Others in Attendance: Hans Helder (Corporate Strategic Review Committee member)
Jennifer Bisley, Managing Director, CCHC
Gary Buxton, Town of Canmore

Regrets Camille Hemingson
Oscar Pacheco
Dan Sparks

There being a quorum, Garth Lyon called the meeting to order at 1:00 pm.

1) Agenda Approval

Moved by Joanna McCallum to approve the agenda as amended, with the removal of item 6a and addition of 7d Client issue
Carried unanimously

2) Approval of Minutes

Motion 2014.09

Moved by Cathy Robinson to approve the Minutes of the November 6 2013 Board meeting as presented.

Carried unanimously

3) Business Arising from Minutes: none

4) Committee Reports:

- a) Executive Committee: verbal update
- b) Corporation Strategic Review Committee: verbal update
- c) Project Committee: verbal update

APPROVED Motion 2014.XX
CANMORE COMMUNITY HOUSING CORPORATION

5) **Report from Managing Director**

Motion 2014.10

Moved by Bob Kocian to accept the Managing Director's Report for information.

Carried unanimously

6) **New Business:** none

Moved by Sean Krausert to go in camera at 1:23pm. Hans Helder was invited to stay for agenda item 7a.

7) **In Camera Items:**

a) **Policy Issue**

Hans Helder left the meeting at 2:55pm

b) **Development Issue**

c) **Human Resource Issue**

d) **Client Issue**

Moved by Sean Krausert to come out of camera at 3:28pm

Motion 2014.11

Moved by Sean Krausert to approve the 2013 Performance Pay allocation as presented.

Carried unanimously

8) **Motion to Adjourn**

Moved by Kimber Meister to adjourn the meeting at 3:29 pm

Carried unanimously

Chair

Managing Director



Canmore Community Housing Corporation

For Information

DATE OF MEETING: April 16, 2014 **Agenda Item: 5**

SUBJECT: Managing Director's Report

RECOMMENDATION: To accept the report for information

EXECUTIVE SUMMARY

The Managing Director's Report summarizes activities relative to the Business Plan. 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**
The Project Committee continues to work with a consultant on the development concept for Lot 39. The concept has been further defined and will be presented for approval at the April Board meeting.
- 2. Innovative finance and housing programs to improve housing access**
The development of any new programs has been put on hold pending the outcome of the Corporation Strategic Review (see below).
- 3. Improve organizational capacity to deliver programs and develop properties**
The research for the needs assessment has been completed and is in being drafted into a complete report. The analysis of CCHC's organizational model, programs and activities continues.

OPERATIONS UPDATE

Administer, Develop & Manage: PROGRAMS

- 1. OWN Wait List: 18** (April 12 2014)
YTD applications: 4
No current listings
- 2. HECTOR RENTAL Wait List: 15** (April 12, 2014)
YTD Applications: 12
Current Occupancy: 98%
Current Listings: barrier free 2 bedroom unit for \$925; 4 units are available May 1st and are in the viewing and leasing process.

Properties

Palliser Lands

- > Continue to assess mitigation work at Palliser Village and local mitigation measures in conjunction with the Blakiston property and property management for the Hector.

Programs

Ownership

- > Deadline for annual residency declaration from current owners has passed. Four remain outstanding and are being followed up with.
- > The new income limit for PAH Ownership Applications is \$120,500 from Line 150 of the applicant's 2013 CRA Tax Notice of Assessment.

The income limit is updated each May 1st to reflect the most recent tax year's median income. In accordance with Town PAH Policy, the income limit is 120% of estimated median income of couple families in Canmore.

The 2013 median income is estimated by taking the 2011 Statistics Canada taxfiler median income for all couple families in Canmore (\$96,260) and adjusting it by the change in national average weekly earnings for 2012 (2.51%) and 2013 (1.79%).

Rental

- > Property management contract for The Hector expires June 30, 2014. A renewal has been offered and will be presented to the CCHC Board at the April Board meeting for approval.
- > The 2014 Core Needs Income Threshold (CNIT) limits which determine the income limits for eligibility for Canmore affordable housing rental projects funded by the Province were released at the beginning of April. The income limits do not recognize the difference between social housing and affordable housing, do not reflect criteria in neighboring and similar market areas, and with the exception of three bedroom units, they have not kept up with changes to market rents, inflation and earnings.

A letter was sent to the Province on April 8, 2014 requesting the following changes to the income limits at The Hector.

2014 Income Limits for Affordable Housing in Select Communities					
Community	Studio	1 bedroom	2 bedroom	3 bedroom	4 bedroom
Calgary	\$35,500	\$43,000	\$51,000	\$55,000	\$58,500
Banff	\$36,000	\$45,000	\$55,500	\$60,500	\$85,500
Canmore-current	\$29,500	*\$39,000	*\$54,000	\$68,000	\$71,000
Canmore-proposed	*\$36,000	*\$45,000	*\$55,500	\$68,000	\$71,000

*denotes interim income limits; all other income limits are 2014 CNIT levels

Prepared by: Jennifer Bisley, Managing Director
Prepared on: April 12, 2014



Canmore Community Housing Corporation

Request for Decision

DATE OF MEETING: April 16, 2014

Agenda Item: 6a

SUBJECT: Reserve Fund transfers

RECOMMENDATION:

That the Board approve the following reserve fund transfers:

- 1) Transfer \$7,368 from the CCHC Capital Reserve Fund to operations
- 2) Transfer \$31,046 from operations to the Hector Building Reserve Fund

EXECUTIVE SUMMARY

Each year, the CCHC budget includes anticipated reserve fund transfers from and to the CCHC Capital Reserve Fund, CCHC Operating Reserve Fund, and the Hector Building Capital Reserve Fund. Actual transfer amounts are at the discretion of the Board and based on the organization's financial performance and cash requirements.

PREVIOUS BOARD DIRECTION OR POLICY

Motion 2012.39 (October 18, 2012): Approval of the 2013-2015 Business Plan and budget

SPP 4.05 Cash Management Policy (January 26, 2012): The policy provides guidance on the treatment of cash balances of the organization including the Operating Reserve and Capital Reserve

SPP 4.07 The Hector at Palliser Village Building Reserve Fund Policy (February 16, 2012): The policy specifies the conditions on the establishment of and use of a segregated building reserve fund for The Hector at Palliser Village

DISCUSSION

The 2013 approved budget included the following transfers:

Cash Transfers from/(to) Reserves

CCHC Capital Reserve Fund	9,838
CCHC Operating Reserve Fund	2,428
Hector building capital reserve fund	-32,582
Net Transfers	- 20,316

CCHC Capital Reserve Fund Reconciliation

The budgeted transfer from this Fund was based on budgeted costs of development for Lot 39 TSMV and Lot 7 Palliser Village which are capitalized. The reconciliation below shows the actual 2013 disbursements.

Total Capital Reserve Fund (Dec 31, 2012)		\$ 649,852
2013 Contributions		\$ -
2013 Capital Disbursements		
Invested in future housing devt (TSMV Lot 39)		-\$ 6,606
Invested in future housing devt (PV Lot 7)		-\$ 732
Total CCHC Capital Reserve Fund (Dec 31, 2013)		\$ 642,514
BVCU Restricted Cash - Capital Reserve Dec 31, 2013 (GL1165)		\$ 649,882
Owing from/(to) Operations		-\$ 7,368
CCHC Capital Reserve Fund Balance		\$ 642,514

¹ \$1331 instead of \$1301 was transferred to the Reserve Fund in error. This will be corrected with the 2014 transfer.

The Hector Building Capital Reserve Fund

The transfer to this Fund was based on the budgeted total annual reserve fund allocation of \$31,046 and \$1,536 of interest as per the reserve fund study, which had a balance of \$82,052 at the end of 2013. However, in 2012, the entire Hector cash operating surplus was allocated to this Fund meaning the fund is higher than called for in the study.

Total Hector Building Reserve Fund (Dec 31, 2012)		\$ 67,619
2013 Contributions		\$ -
Annual Reserve Fund Allocation		\$ 31,046
Interest Earned		\$ 302
2013 Capital Disbursements		
Total Hector Building Reserve Fund (Dec 31, 2013)		\$ 98,967
BVCU Restricted Cash - Hector Building Reserve Dec 31, 2013 (GL1166)		\$ 67,921
Owing from/(to) Hector Operations		\$ 31,046
Total Hector Building Reserve Fund (Dec 31, 2013)		\$ 98,967

In 2013, The Hector operating cash surplus (rental revenue, less interest and rental expense and principal payments on long term debt) was \$55,736 before reserve fund transfers.

ALTERNATIVES:

CCHC Capital Reserve Fund

CCHC may choose to cover the capital costs with its operating budget due to its cash surplus for 2013 so no transfer is made from the CCHC Capital Reserve Fund. This might be preferable given the major project CCHC has planned.

The Hector Building Capital Reserve Fund

CCHC may choose to transfer the entire cash surplus for The Hector to the capital reserve fund, which would bring the balance of the reserve fund to \$123,647.

FINANCIAL IMPACTS

Transfers will achieve or exceed budgeted targets for reserve fund balances.

ATTACHMENTS none

Prepared by: Jennifer Bisley
Prepared on: April 15, 2014