



**CANMORE COMMUNITY  
HOUSING CORPORATION**

**Board of Directors Meeting Agenda**

**February 11, 2010**

**5:30 pm – 7:30 pm**

**CCHC Boardroom**

1. Approval of Agenda
2. Approval of January 14, 2010 Minutes
3. Business Arising from Minutes
4. Committee Reports
  - a. Executive Committee – *verbal report*
  - b. Communication Committee – *verbal report*
  - c. PAH Demand Assessment Committee – *verbal report*
5. Report from Managing Director - *for information*
6. New Business
7. In Camera
  - a. Legal Issue
  - b. Audit
  - c. Intergovernmental Issue
  - d. Intergovernmental Issue
  - e. Personnel issue
8. Direction to Council
9. Next meeting dates
10. 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.*



**CANMORE COMMUNITY  
HOUSING CORPORATION**

**Board of Directors Meeting Minutes  
DRAFT FOR APPROVAL**

**Thursday, January 14, 2010  
CCHC Boardroom**

Board members in attendance:

Cathy-Anne David	Kimber Meister
Andre Gareau	Eric Ostman
Karen Greene	Brent Rosvold
Shane Jonker (5:49pm)	Heather Schilling

Regrets: Tony Young  
Others Present: Jennifer Bisley, Managing Director CCHC

There being a quorum, Cathy-Anne David called the meeting to order at 5:37 pm.

1) Agenda Approval

Moved by Karen Greene to approve the agenda as presented.  
Carried unanimously.

2) Review and Approval of Minutes

**Motion 2010.1**

Moved by Eric Ostman that the Board approve the Minutes of the December 3, 2009 Board meeting as presented.  
Carried unanimously.

3) Business Arising from Minutes: update given on status of direction from previous meetings.

*Shane Jonker entered the meeting at 5:49 pm*

4) Committee Reports:

- a) Executive Committee: none
- b) Communications Committee: written report accepted for information
- c) PAH Demand Assessment Committee: written report accepted for information

5) Report from Managing Director

Managing Director's Report presented, discussed and accepted for information.

6) New Business

- a) Lamphouse Neighbourhood Association Board vacancies

**Motion 2010.2**

Moved by Eric Ostman to appoint Brent Rosvold and Heather Schilling to the Lamphouse Neighbourhood Association Board of Directors as CCHC representatives.  
Carried unanimously.



**CANMORE COMMUNITY  
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- b) Customer Satisfaction Survey Report: report presented, discussed and accepted for information.

Moved by Eric Ostman to go in camera at 6:35 pm. Carried unanimously.

7) In Camera

- a) Intergovernmental Issue

Board came out of camera at 7:09 pm

8) Direction to Council: none

9) Motion to Adjourn

Moved by Karen Greene to adjourn the meeting at 7:10 pm  
Carried unanimously

DRAFT



**BOARD MEETING DATE:** February 11, 2010

**SUBJECT/TOPIC:** **Managing Director's Report**

**PURPOSE:** For information

### **PRIORITY HIGHLIGHTS**

#### **1) PAH Development Plan**

The Managing Director is working with the PAH Demand Assessment Committee on the PAH Demand Survey, which has been tested and is undergoing some revisions based on Committee feedback.

#### **2) 2009/2010 Communication Plan Implementation**

The Managing Director is working with the Communications Committee on a terms of reference for a Strategic Planning session and initiating work to recruit a temporary part-time Communications and Marketing Officer to assist with the implementation of the Plan.

### **MANDATE AND ACTIVITY HIGHLIGHTS**

#### **1. Research and Advice**

- Continue to monitor Canmore rental statistics. Quarterly average rents and availability by unit type are presented in attached charts. Rental rates for one and four+ bedrooms increased over the year, by 2% and 46% respectively, while rental rates decreased by 11% for bachelor units, 6.5% for two bedrooms and 6% for three bedroom units. The number of available units generally increased over the year, peaking in July. Approximately 40% of available units are two-bedrooms, 20% are three-bedrooms, 17% one-bedrooms, and 2% bachelor units. This information has been submitted to CMHC and will be distributed to appropriate organizations.
- Continue to communicate with the City of Calgary on areas of mutual interest, specifically, in garnering support for changes to provincial legislation to provide greater certainty in the enforceability of restrictive covenants for municipal affordable housing.
- Continue to communicate with Town Planning and Development Department on affordable and employee housing related issues, specifically, Spring Creek Mountain Village ARP, density bonus regulations and secondary suites.
- Working with other mountain town and resort housing organizations in the planning of a daylong housing session on May 14, 2010 in Banff/Canmore. The Mountain Town and Resort Planners Summit will run from May 12-14, 2010. For more information go to <http://www.mountaintownplanners.com/>.

## 2. Management of Housing Inventory

- Prepared a summary of PAH values as of July 1, 2009 and submitted to Bow Valley Property Valuers for Canmore property tax purposes based on the actual 2009 average % change in the Canadian all-items Consumer Price Index of 0.3% (released by Statistics Canada on January 19, 2010). Information on the % change in CPI will be sent out to all PAH Owners and posted on the website soon.
- Prepared a summary of all applications approved for 2009 for audit purposes and a general profile of all approved applicants (see attachment).

### **The Hector at Palliser Village (Rental) Update (February 8, 2010):**

- 47 units, or 78% of units have been leased
- All one-bedroom units are leased and applications are being accepted for a wait list.
- Continue to communicate with CMHC about the special market rental survey project undertaken last fall and the potential implications on the 2010 Core Needs Income Threshold (CNIT) levels.

### **Availability as of February 8, 2010:**

Unit type	Units Available	Total Units	% Leased	CNIT level
Studio/Bachelor	4	8	50%	\$ 27,000
One-bedroom	0	28	100%	\$ 30,000
Two-bedroom	6	20	70%	\$ 46,500
Three-bedroom	3	4	25%	\$ 63,500
<b>Total</b>	13	60	78%	

**PAH Sale Update:** There are currently no PAH units available to purchase. All sales are unconditional.

### **PAH List Update: (February 5, 2010)**

Status	Master List	Sub-lists	
		General PAH	PV Rent
Approved	17	13	4
Pending	1	1	0
Total	18	14	4

## 3. Communications

- Provided quarterly report for and attended the Town of Canmore February 9, 2010 Committee of the Whole meeting.
- Communicating with Town to determine Quarterly Shareholder meeting date.

## 4. Administration

- Undertaking the annual audit process. Draft audit statements for Board review are expected to be ready by March 11, 2010.

**PERFORMANCE MEASURES**

**1. Occupancy rate at The Hector:**

Target: 95%  
Leased: 78%

**2. Number of Applications Approved:**

Number of Applications Approved by Sub-list in 2010

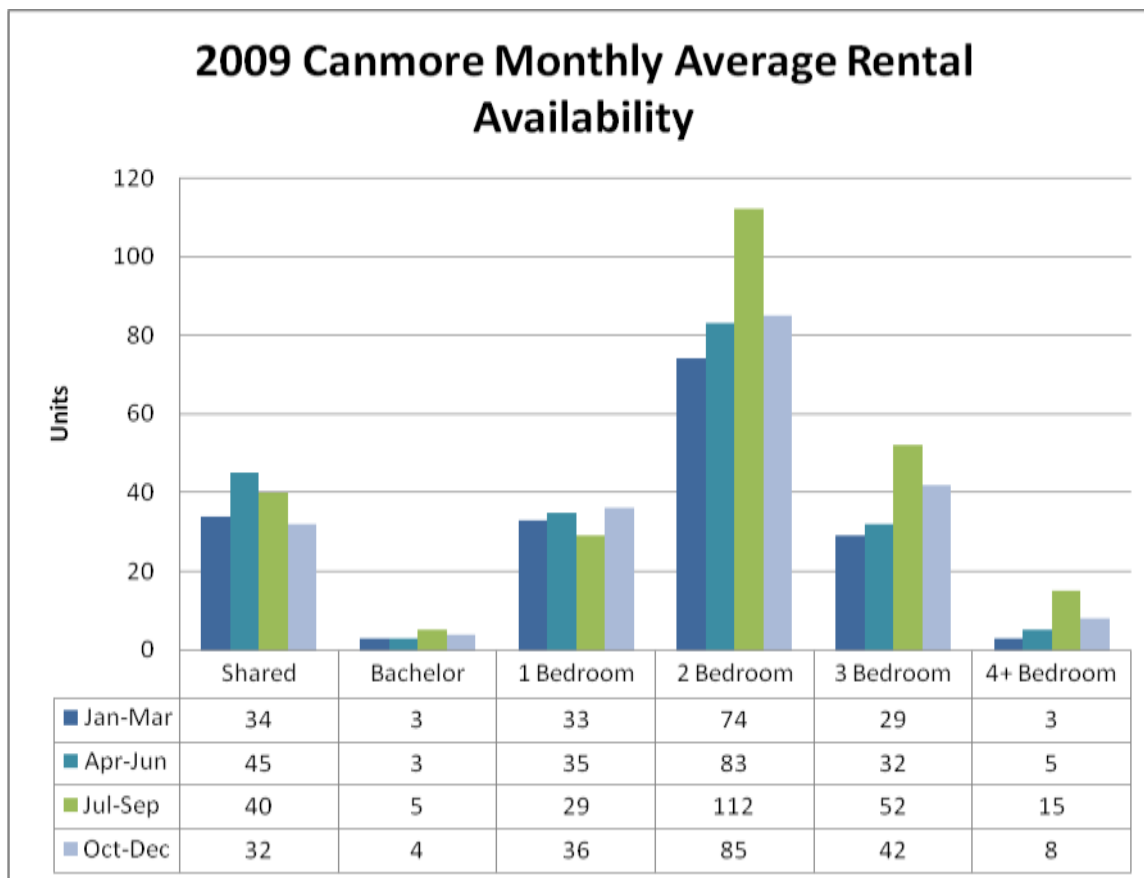
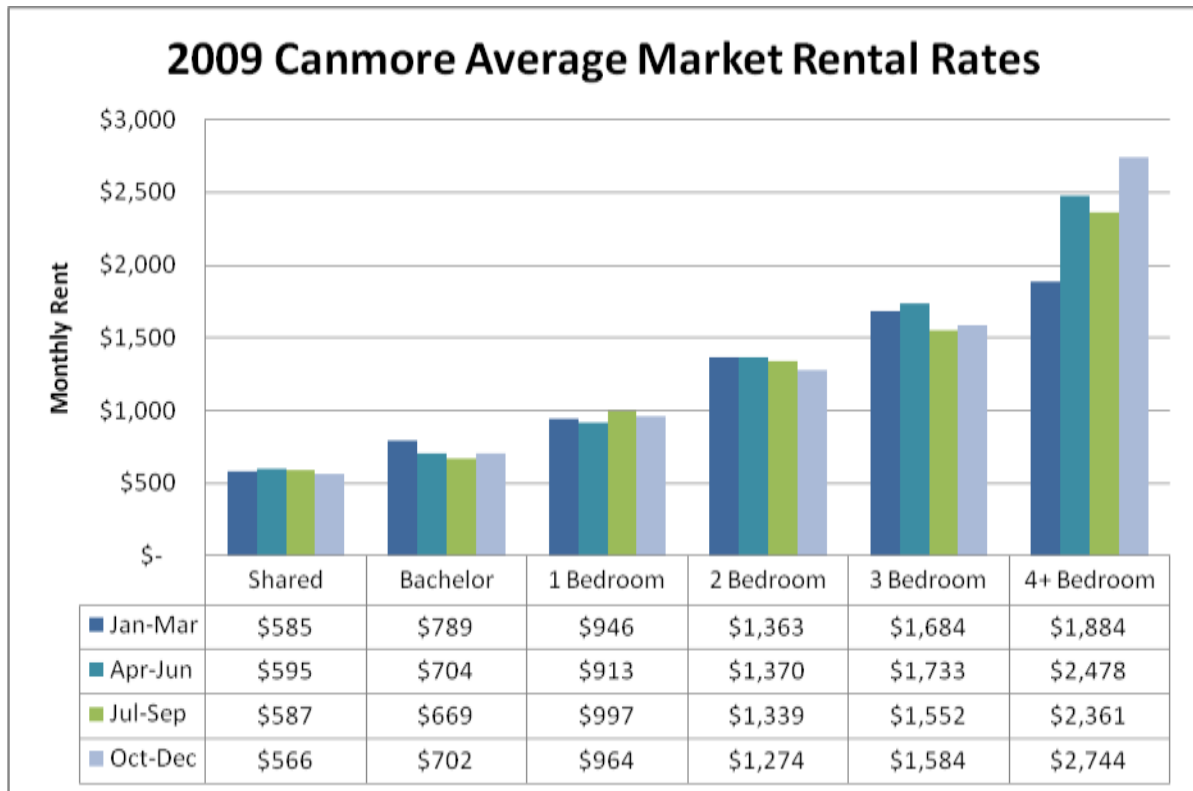
	Approved	Target	Achieved
(1) General PAH Ownership	1	20	5%
(2) Palliser Village Rental	8	40	20%
TOTAL	9	60	15%

**3. Customer Satisfaction Survey:** reporting in December 2010

**ATTACHMENTS: 2009 Canmore Average Rental Market Rates and Availability  
2009 PAH Applicant Profile**

Prepared by Jennifer Bisley, Managing Director  
February 9, 2010

## 2009 Canmore Average Market Rental Rates and Availability



## 2009 PAH Applicant Profile

### GENERAL PAH OWNERSHIP

- A total of 17 applicant households were approved in 2009.
- Most applicants were either single (41%) or couple (41%) households with no children
- Only three applicants had children, 2 of which were single parents (12%) and one a couple family (6%).
- Median income for all applicants was \$49,960, which is similar to the median income of single person households. However, there is considerable variation by household with single parents having the lowest median income at \$41,585 and the median income of all couple families is \$96,039
- Median asset value (not including RRSPs) for all applicants was \$30,170. This is similar to the median asset value for all couple families but higher than for single parent and single person households, which was \$19,191 and \$28,197 respectively.
- The median pre-approved mortgage amount was \$260,000. This statistic should be used with caution as it does not necessarily reflect the true value of a mortgage for which the applicant may be eligible for two reasons: 1) typically the pre-approval is for an amount tied to a desired unit and not the maximum they may afford; and 2) the applicant may not be successful in acquiring financing.
- The median age of all applicants was 32, with a range from 24 to 58 years old.
- Approximately 58% of applicants were female and 42% were male.

### THE HECTOR AT PALLISER VILLAGE

- A total of 73 applicant households were approved in 2009.
- Of all approved applicants, 73% (44) leased units. Note that this is higher than the 72% leased units as of December 31, 2009 as one tenant was released from her lease for medical/health reasons.
- Tenants have an average Canmore residency of 2.88 years. This is shorter than the average 3.5 year residency of all applicants.
- Tenant median income is \$23,363. This is lower than the \$25,559 median income of all applicants.
- Tenants' ages range from 19 to 76 years of age, with a median age of 30, younger than the 34 year median age of all applicants.
- The majority of tenants, 88%, are Canmore employees. Only 2% are self-employed and 10% are either homemakers, on long-term disability, or AISH clients with prior Canmore work experience. No tenants are classified as retirees; tenants over 65 are typically working at a minimum part-time to supplement their retirement income.
- The majority of tenants, 75%, are single person households, 11% are single parents, 7% are couples with no children, and 7% are single persons living together. No couple families with children rented at The Hector even though they comprised 5% of all approved applicants.
- The majority of tenants, 62%, are female. All single parent households were headed by a female and each had one child.