

Board of Directors Meeting Agenda
CCHC Boardroom
March 19, 2014
1:00pm – 3:00pm

1. Approval of Agenda
2. Approval of January 22, 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: verbal update
 - c. Project Committee: verbal update
5. Report from Managing Director
Motion to accept the report for information
6. New Business
 - a. *Municipal Government Act* Review submission
Motion to approve the document as presented/amended
7. In Camera Items (motions to follow in camera)
 - a. Policy Issue
 - b. Development Issue
 - c. Human Resource Issue
Motion to approve 2013 performance pay allocation
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, January 22 2014
CCHC Boardroom
1:00-3:00pm**

Board Members in Attendance: Camille Hemingson Bob Kocian
Sean Krausert Garth Lyon
Joanna McCallum (1:38pm) Kimber Meister
Cathy Robinson Dan Sparks

Others in Attendance: Jennifer Bisley, Managing Director, CCHC
Patrick Sorfleet, Town of Canmore Planning Department

Regrets Oscar Pacheco

There being a quorum, Garth Lyon called the meeting to order at 1:04 pm.

1) Agenda Approval

Moved by Bob Kocian to approve the agenda as presented.
Carried unanimously

2) Approval of Minutes

Motion 2014.01

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

Carried unanimously

3) Business Arising from Minutes:

Motion 2014.02

Moved by Garth Lyon to appoint Hans Helder to the Corporation Strategic Review Committee

Carried unanimously

4) Committee Reports:

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

APPROVED Motion 2014.09
CANMORE COMMUNITY HOUSING CORPORATION

5) Report from Managing Director

Motion 2014.03

Moved by Sean Krausert to accept the Managing Director's Report for information.
Carried unanimously

6) New Business:

a) 2013 & 2014 Budgets Adjusted for Audit Purposes

Motion 2014.04

Moved by Kimber Meister to approve the 2013 and 2014 budgets adjusted for audit purposes.
Carried unanimously

b) 2013 Quarterly Financial Report and 2013 Trial Balance

Joanna McCallum entered the meeting at 1:38pm

Motion 2014.05

Moved by Bob Kocian to accept the quarterly financial report for information
Carried unanimously

Motion 2014.06

Moved by Kimber Meister to authorize the Managing Director to submit the 2013 trial balance to the CCHC auditor for annual audit purposes
Carried unanimously

Moved by Joanna McCallum to go in camera at 1:59pm

7) In Camera Items:

a) Draft PAH Project Committee Terms of Reference

Sean Krausert left the meeting at 2:40pm

Patrick Sorfleet left the meeting at 2:49pm

Bob Kocian left the meeting at 2:55pm

b) Human Resource Issue

c) Client Issue

Moved by Cathy Robinson to come out of camera at 3:06pm

Motion 2014.07

Moved by Cathy Robinson to approve the Project Committee terms of reference as presented
Carried unanimously

Motion 2014.08

Moved by Camille Hemingson to approve up to \$20,000 of funding from the CCHC Capital Reserve Fund to the Project Committee for the feasibility phase of Lot 39 development.
Carried unanimously

8) Motion to Adjourn

Moved by Dan Sparks to adjourn the meeting at 3:08 pm

Carried unanimously

Chair

Managing Director

DRAFT



Canmore Community Housing Corporation

For Information

DATE OF MEETING: March 19, 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 terms of reference has been approved with a work plan that includes the development of Lot 39 at TSMV. The Committee has met and plans to have a project business plan with preliminary concept plans and a feasibility assessment for Board approval at the April 2014 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 is in progress.

OPERATIONS UPDATE

Administer, Develop & Manage: PROGRAMS

- 1. OWN Wait List: 18** (March 13, 2014)
YTD applications: 4
No current listings
- 2. HECTOR RENTAL Wait List: 15** (March 13, 2014)
YTD Applications: 7
Current Occupancy: 98%
Current Listings: barrier free 2 bedroom unit for \$925

Properties

Palliser Lands

- > Attended Town of Canmore Stoneworks Creek stakeholder meeting.
- > Short-term mitigation work will repair the damage done to the creek and create a short deflection berm along the right bank to protect the Cross Zee Ranch. This will not address water and run-off from Stoneworks Creek. Advised that it was not practical to design short-term mitigation that will dovetail with long term mitigation.
- > A hazard assessment is expected to be completed in the summer. This will inform future decisions on future development of parcels of land and long-term mitigation work.
- > Residents and businesses need to be informed and prepare own local mitigation for high ground water and flooding events in the future as a similar or larger event could overwhelm the short term mitigation. Town is willing to share research on specific measures to deal with local mitigation. Suggest that a drill be organized in conjunction with Emergency Preparedness Week in May.

Coyote Ridge

- > Attended Coyote Ridge Board meeting. No significant issues identified. Capital reserve fund is ahead of the reserve fund schedule and condo has an adequate operating reserve. Informed the Board of the intent to develop Lot 39. Expressed concerns about the increase of traffic on Dyrgas Lane with the increase of residents and the safety issues for those walking up the Lane due to the lack of sidewalk.

Programs

Ownership

- > 2013 CPI is 0.9. See table below for CPI factor used in calculating PAH resale prices since 2007.

Yr	CPI	CPI factor <i>110% of CPI</i>
2007	2.2	2.42%
2008	2.3	2.53%
2009	0.3	0.33%
2010	1.8	1.98%
2011	2.9	3.19%
2012	1.5	1.65%
2013	0.9	0.99%

- > Annual residency declaration process for current owners is underway.
- > ATB Financial has confirmed that it will provide mortgage finance to qualified PAH buyers, joining local financial institutions BMO, BVCU, and CIBC.

Rental

- > Property management contract for The Hector expires June 30, 2014. A renewal is to be offered by March 31, 2014.

Other

- > Participated in the Bow Valley Interagency Housing Subgroup meeting. Group members

provided organizational updates and discussed ongoing and new housing issues, and reviewed its tasks under the Comprehensive Housing Action Plan. The group still saw a gap in housing for the “hard to house” single person in their 40s-60s and an emerging demand for housing for new permanent residents who transitioned from the temporary foreign worker program to a permanent resident and brought family over. Social and seniors housing are fully occupied, and the rent supplement program fully utilized, with waitlists for each program.

- > The Banff Community Housing Strategy Committee continues to meet on a biweekly basis. It has reviewed the housing needs study and recommendations, heard from a variety of practitioners, and has prepared an interim document that provides an overview of the work of the committee, including background information and ideas for the future housing strategy, which will be used for discussion, reaction and input.

General Administration

- > The audit is underway and on schedule for draft statements to be presented at the April board meeting.
- > The office wall construction project is complete.
- > CCHC has engaged a new bookkeeper who will also administer payroll.

Prepared by: Jennifer Bisley, Managing Director

Prepared on: March 17, 2014