

**Board of Directors Meeting Agenda  
Classroom- Civic Centre  
June 7th 2017  
3:00 p.m. – 5:00 p.m.**

- 1. Approval of Agenda**
- 2. Approval of Minutes**
  - a. Approval of the May 17<sup>th</sup> 2017 Board Meeting Minutes
- 3. Business Arising from Minutes**
- 4. Reports:**
  - a. Report from Administration (10 minutes)
  - b. Old Day Care Lands – confidential (30 minutes)
  - c. Hector rental rates & operating budget - confidential (40 minutes)
  - d. McArthur Place rental rates & operating budget – confidential (40 minutes)
- 5. New Business**
- 6. Motion Resolution Action List**

All actions completed
- 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.  
(Articles of Association s45)*



# For Information

**DATE OF MEETING:** June 7th 2017 **Agenda Item: 4a**

**SUBJECT:** Managing Director's Report

**RECOMMENDATION:** For information

## EXECUTIVE SUMMARY

The Administration Report summarizes activities relative to CCHC's operations and Strategic Plan as required.

## 1.0 OPERATIONS UPDATE

May 2017						
	Own Program		Rent Program			
			The Hector		McArthur Place	
<b>Wait List:</b>	37	+7 over last month	42	-10 from last month	43	+2 over last month
			29		Shared applicants	
<b>Applications YTD:</b>	21	+8 over last month +17 over STLY	52	+12 over last month +24 over STLY	57	+10 over last month +32 over STLY
↑ Above numbers updated as of May 31, 2017 ↑						
<b>Applications Year End 2016:</b>	28		74		88	
<b>Inquiries YTD:</b>	120	+15 over last month +18 over STLY	145		+6 over last month +6 over STLY	
<b>Inquiries Year End 2016:</b>	168	total	421		total	
<b>Current Occupancy:</b>	100%		100%		100%	
<b>Total PAH Units:</b>	44		60		48	
<b>Turnover YTD:</b>	5%	2 units 1 unit FSBO due to close June 8, 2017	10%	6 units	13%	6 units
↑ Above numbers updated as of May 31, 2017 ↑						
<b>Turnover 2016:</b>	18%	8 sales (8/44)	22%	13 units (13/60)	0%	(0/32 (Phase 1 only))

## **2.0 McARTHUR PLACE (DYRGAS LANE) DEVELOPMENT UPDATE**

Grand Opening: The date is set for Thursday June 15<sup>th</sup> from 5pm -7pm. Invitees will include Council; CCHC Board; Town CAO; the Coyote Ridge and MHCH owners. Administration would like to identify who will be speaking on behalf of the Board as the Chair is unable to attend.

## **3.0 CCHC branding/communication session**

The branding/communication session has been set for Thursday June 22<sup>nd</sup> from approximately 1-4:30pm in the Classroom at the Civic Centre. An agenda will be circulated approximately 2 weeks prior.

## **4.0 Freedom of Information and Privacy Act (FOIP)**

The Board had requested some more information specific to FOIP and how it relates to CCHC. Please find attached a one page summary, courtesy the Town of Canmore, to be reviewed and discussed. Please note that, as CCHC is owned by the Town of Canmore, where the handout says Councillor this can be replaced with CCHC administrative staff and where it says Council this can be replaced with the Board.

## **5.0 Town of Canmore**

Michael Fark will provide a verbal update as to what, if any, market or affordable housing initiatives the Town is aware of that CCHC should also be made aware of.

**Prepared by:** Dougal Forteath, Managing Director

**Prepared on:** June 2 2017



# FOIP and Council Records

## **How the Freedom of Information & Protection of Privacy – FOIP – Act applies:**

The FOIP Act applies to records dealing with the business of the municipality, even if the records are stored at a councillor's home or on a councillor's personal electronic device. The FOIP Act does not apply to a councillor's personal records or to records related to an election campaign.

Anyone may request access to a record that deals with the business of a municipality. Whether or not a record is disclosed depends on the information the record contains. Specific types of information are protected from disclosure by the FOIP Act.

## **Handling a request for information:**

If we receive a request for information that includes a councillor's records, we will ask the councillor to submit those records to the FOIP coordinator. In the case of electronic records, the councillor will need to supply a printed copy, or forward the electronic version to the FOIP coordinator for printing.

The FOIP coordinator reviews all records relating to a request against the FOIP Act. Information protected by the Act is not released. Sometimes entire records are withheld from disclosure, and in other cases sections containing protected information are severed before a record is released. Records that don't contain protected information are released in their entirety.

## **Information protected from disclosure:**

While we have discretion depending on the situation, in general, the Town typically protects the following records from disclosure:

- **Disclosure harmful to business interests of a third party (s. 16).** You can refuse access only if the expectation of harm is reasonable and the harm is probable.
- **Unreasonable invasion of a third party's personal privacy (s. 17).** The FOIP Act sets out a number of circumstances where disclosure is not unreasonable, as well as when you can presume disclosure would be an unreasonable invasion of privacy.
- **Local public body confidences.** This includes draft resolutions and bylaws, and the substance of deliberations of an authorized in camera meeting.
- **Advice from officials.** This section of the Act allows people who have the responsibility to make decisions to freely discuss the issues before them in order to arrive at well-reasoned decisions without fear of being wrong or appearing foolish if their deliberations were made public.
- **Disclosure harmful to economic and other interests of the Town.** This includes information which, if disclosed, could reasonably be expected to result in financial loss, prejudice to the Town's competitive position, or interference in its contractual or other negotiations.
- **Privileged information.** Public bodies may protect legal advice, information prepared for litigation, and other information related to legal services.

## **For more information about how the FOIP Act applies to your records:**

- Visit <http://www.servicealberta.ca/foip/index.cfm>
- Contact the Town's FOIP coordinator