



**CANMORE COMMUNITY  
HOUSING CORPORATION**

**Board of Directors Meeting Agenda  
January 13, 2011  
5:30 pm – 7:30 pm  
CCHC Boardroom**

*Agenda items subject to change*

1. Approval of Agenda
2. Approval of November 18, 2010 Minutes
3. Business Arising from Minutes
4. Committee Reports
  - a. Executive Committee
  - b. Communication Committee
  - c. PAH Demand Assessment Committee
5. Report from Managing Director
6. New Business
  - a. Lamphouse Neighbourhood Association AGM
7. In Camera
  - a. Legal Issue
  - b. Intergovernmental Issue
  - c. Legal Issue
8. Direction to Council
9. 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**  
***DRAFT FOR APPROVAL***  
**Thursday, November 18, 2010**  
**CCHC Boardroom**

Board members in attendance:

John Borrowman  
Cathy-Anne David  
Karen Greene  
Bob Kocian  
Garth Lyon

Kimber Meister  
Brent Rosvold  
Ed Russell  
Heather Schilling

Others: Jennifer Bisley, Managing Director, CCHC

There being a quorum, Cathy-Anne David called the meeting to order at 5:32 pm.

1) Agenda Approval

Moved by John Borrowman to approve the agenda as presented  
Carried unanimously.

2) Board Member Introductions

3) Election of Chairperson

**Motion 2010.32**

Moved by John Borrowman that Cathy-Anne David be appointed Chairperson.  
Carried unanimously.

4) Review and Approval of Minutes

**Motion 2010.33**

Moved by Heather Schilling that the Board approve the Minutes of the October 14, 2010 Board meeting as presented.  
Carried unanimously.

5) Business Arising from Minutes: none

6) Committee Appointments

a) Executive Committee

**Motion 2010.34**

Moved by Karen Greene that Heather Schilling be appointed Vice-Chairperson and Kimber Meister be appointed Treasurer.  
Carried unanimously



- b) Communication Committee

**Motion 2010.35**

Moved by John Borrowman that Cathy-Anne David, Karen Greene, Kimber Meister and Ed Russell be appointed to the CCHC Communication Committee.

Carried unanimously

- c) PAH Demand Assessment Committee

**Motion 2010.36**

Moved by Ed Russell that John Borrowman, Bob Kocian, Garth Lyon, Brent Rosvold and Heather Schilling be appointed to the PAH Demand Assessment Committee.

Carried unanimously

- 7) Report from Managing Director:

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

- 8) New Business

- a) Customer Satisfaction Survey Report

2010 Customer Satisfaction Survey Report presented, discussed and accepted for information.

- b) General PAH Ownership Applicant Appeal

**Motion 2010.37**

Moved by Heather Schilling to accept that applicant household JNK is in need of affordable housing, and therefore to allow the appeal and approve the household to buy PAH by CCHC.

Carried (6-3)

- c) Managing Director Performance Review Process

**Motion 2010.38**

Moved by John Borrowman to authorize the CCHC Executive Committee to undertake the Managing Director's 2010 performance review.

Carried unanimously

- 9) In Camera

Moved by Karen Greene to go in camera at 7:29 pm. Carried unanimously.

- a) Intergovernmental Issue

- b) Development Issue

Moved by Kimber Meister to come out of camera at 7:50 pm. Carried unanimously.



**CANMORE COMMUNITY  
HOUSING CORPORATION**

- 10) Direction to Council:  
Remind Council of request to investigate options for parking plug-ins and to inform them of customer satisfaction survey results.
- 11) Next Meeting Dates:  
CCHC Board Meeting: January 13, February 10, March 10, and April 14, 2011
- 12) Motion to Adjourn  
Moved by Heather Schilling to adjourn the meeting at 7:59 pm. Carried unanimously.

DRAFT



## Executive Committee Report Briefing Note

**BOARD MEETING DATE:** January 13, 2011

**SUBJECT/TOPIC:** Executive Committee Report

**PURPOSE:** For information

This report summarizes the status of matters discussed at the CCHC Executive Committee held on December 2, 2010.

### PAH Letter of Agreement:

The Town of Canmore incorporated the key recommendations by CCHC into the Letter of Agreement to be entered into between Spring Creek Mountain Village and Town of Canmore. The Committee suggested that CCHC should request to be a signatory on any agreement that references CCHC, or should ensure that a separate agreement is entered into that defines authority, responsibility and expectations of all parties.

### Shareholder Reporting:

Shareholders requested more detailed reporting on the use of the Town of Canmore Line of Credit and PAH purchases and sales. It was recommended by the Committee that this be done annually during the Annual General Meeting as a supplement to the audited financial statements.

Shareholders also requested better reporting and budgeting in relation to the PAH Reserve Fund. The budgeting and use of this Fund is under the authority and responsibility of the Town and not CCHC, and is reported on the Town's financial statements. The Managing Director spoke to the Manager of Finance at the Town in relation to this matter and invited discussion around how CCHC may participate in the budget/planning process for the accumulation and use of the PAH Reserve Fund. This will have to be revisited with the new Manager of Finance once hired.

### 2010 Audit – KPMG:

The CCHC Treasurer, Kimber Meister, met with KPMG representatives and discussed the upcoming audit process. A letter of engagement has been entered into.

### Agency Agreement:

A draft agency agreement between the Town and CCHC was discussed by the Committee. The agreement gives CCHC authority to act as the Town's agent in a general sense to buy and sell PAH properties, to administer rental projects and to act on the Town's behalf with respect to the management of Palliser Lane. From this agreement, more detailed service agreements can be

developed to provide guidance on how CCHC acts as the Town's agent, specifically in relation to reporting requirements. The Managing Director is expected to have a final draft agreement for CCHC Board approval at the February Board meeting.

#### Appeals to the CCHC Board

The Committee discussed the need to have a formal appeal process for PAH Applicants that specifies what information is to be considered by the Board in camera. This process should also detail what information is to be provided in the quarterly appeal report to Council as required by the Town PAH Policy. A draft process is expected to be presented at the February Board meeting.

#### Managing Director's Performance Review:

The Managing Director submitted a 2010 Performance Review Assessment to the Executive Committee for its review and comment, which was subsequently forwarded to Don Kochan, CAO of the Town of Canmore. The Managing Director will be meeting with Mr. Kochan on January 19th to go over the assessment. The CCHC Chair has been advised of this meeting.

Prepared by: Jennifer Bisley, Managing Director  
Prepared on: January 12, 2011



**BOARD MEETING DATE:** January 13, 2011

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

**PURPOSE:** Activity Report and Business Plan Update for information

**PRIORITY HIGHLIGHTS**

**1) PAH Development Plan**

The research is complete. The final report was delayed to December 2010, but due to unexpected contract issues, the final report preparation is delayed to February 2011.

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

Undertook regular marketing activities and hosted two information sessions for working partners.

**MANDATE AND ACTIVITY HIGHLIGHTS**

**1. RESEARCH AND ADVICE**

- Provided input to the PAH Letter of Agreement between Spring Creek and Town of Canmore.
- The Town has requested CCHC participation in the review of the Comprehensive Housing Action Plan (CHAP) in February/March.
- Continued to monitor monthly rental statistics to December 31, 2010 (see Figures 1 and 2).
  - The number of available units dropped significantly over November and December to 113 due to large drops in availability of two- and three-bedroom units. For comparison, in December 2009, 176 units were available. The table below highlights the variability of monthly rental rates and availability in 2010.

TABLE: Range of 2010 Canmore Monthly Rental Rates and Availability by Unit Type			
Unit Type	Median Rental Rate	Mean Rental Rate	Availability
Shared	\$500-\$600	\$531-\$594	10-45
Bachelor	\$650-\$825	\$654-\$825	2-10
1 Bedroom	\$850-\$975	\$880-\$1,013	23-41
2 Bedroom	\$1,100-\$1,250	\$1,209-\$1,333	43-91
3 Bedroom	\$1,425-\$1,595	\$1,500-\$1,782	21-47
4+ Bedroom	\$1,800-\$2,847	\$2,044-\$3,240	5-12

## 2. MANAGEMENT OF HOUSING INVENTORY

- The contract for the database is being closely monitored. The contractor continues to work on programming issues, but is behind schedule by three months.

### The Hector at Palliser Village (January 12, 2011):

- Occupancy as of January 12, 2011 is 90%. The occupancy rate has been fluctuating between 90-93% as residents give notice and recently approved applicants sign leases.
- Proposed rental rate changes have been submitted to the Board for approval at the January meeting, which will then be submitted to the Town and Province for approval.

## PAH Sale Update

### For Sale by CCHC

**11 Mineside Court:** 2 bedroom \$212,750: SOLD (closed Dec 15, 2010)

**Units 3,4 & 5, 818-7<sup>th</sup> Street:** CCHC is in the process of selling these units to the PAH List in order of priority.

## PAH List and Application Update

### PAH List Update as of Jan 12, 2011

Status	Master List	Sub-lists	
		General PAH	PV Rent
Approved	27	25	2
Pending	1	0	1
Total	28	25	3

## 3. COMMUNICATIONS

- Held two PAH information sessions for working partners attended primarily by lawyers and mortgage lenders.
- Co-hosted Christmas wine and cheese with CEDA and the Biosphere Institute on December 2, 2010.

## 4. ADMINISTRATION

- Managing Director met with Manager of Finance to discuss audit and reporting requirements.



**PERFORMANCE MEASURES as of December 31, 2010**

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

Target: 95%  
Leased: 90%

**2. Number of Applications Approved:**

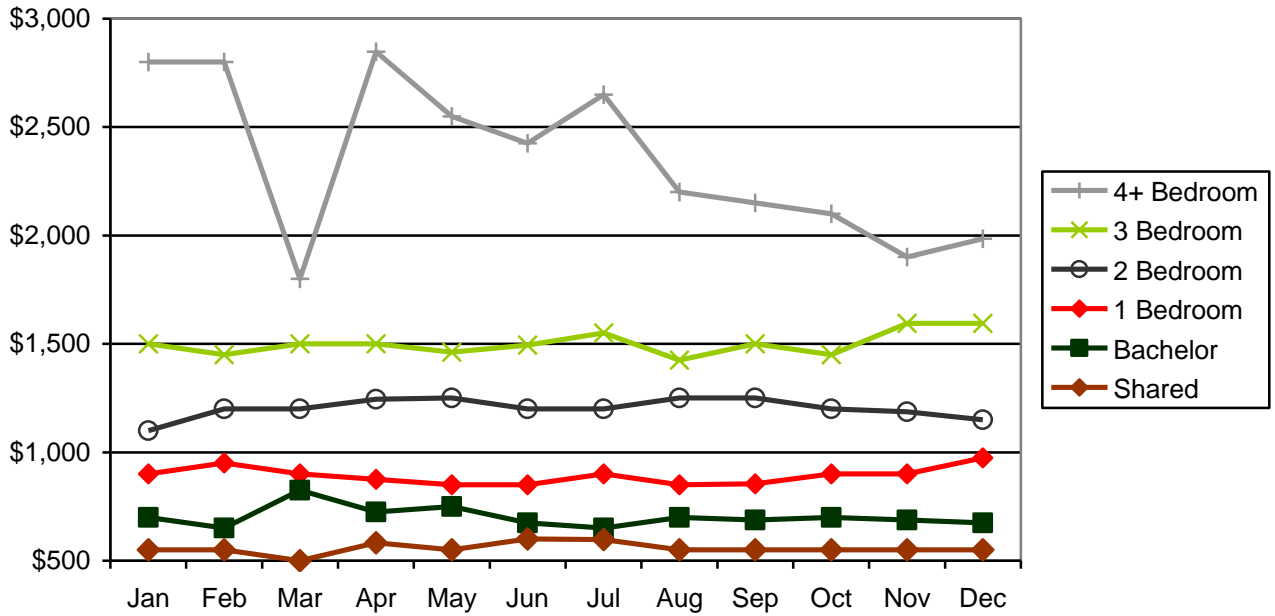
Number of Applications Approved by Sub-list in 2010

	Approved	Target	Achieved
(1) General PAH Ownership	17	20	85%
(2) Palliser Village Rental	45	40	113%
TOTAL	62	60	103%

**3. Customer Satisfaction Survey:** 100% of customers expressed satisfaction with our service in 2010 compared to 90% in 2009.

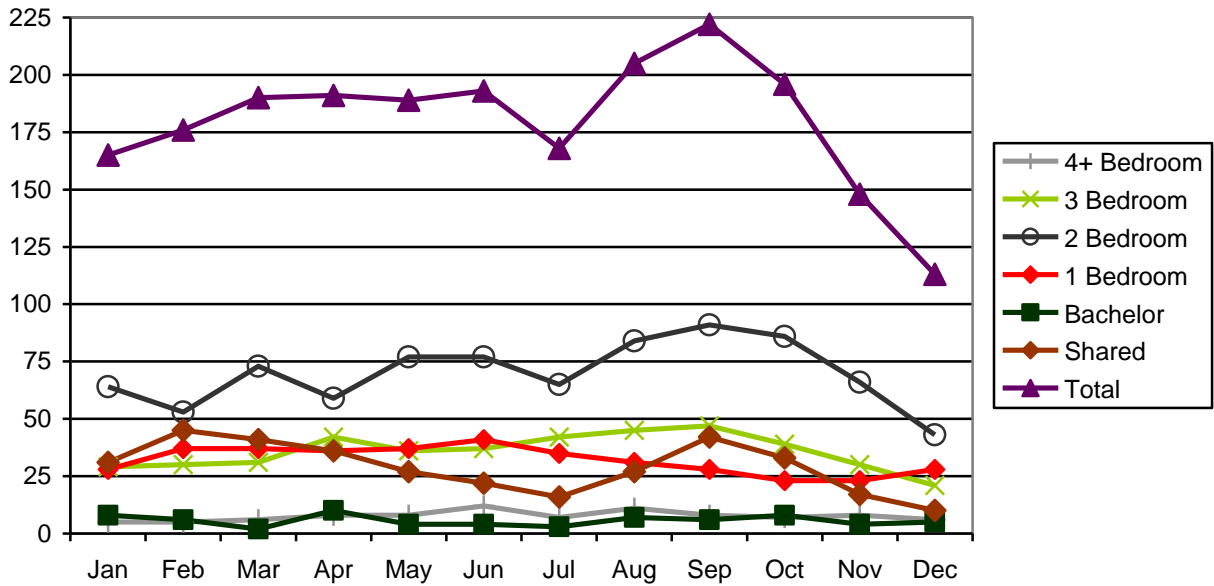
Prepared by Jennifer Bisley, Managing Director  
January 12, 2011

**Figure 1: Canmore Median Market Rents by Month and Type (2010)**



Source: CCHC

**Figure 2: Canmore Rental Availability by Month and Type (2010)**



Source: CCHC



**BOARD MEETING DATE:** January 13, 2011

**SUBJECT/TOPIC:** Lamphouse Neighbourhood Association  
Annual General Meeting

**PURPOSE:** For decision

**RECOMMENDATION:**

1. To appoint three representatives of CCHC to stand for election to the Board of Directors of the Lamphouse Neighbourhood Association (LNA) at the Annual General Meeting (AGM) scheduled for February 17, 2011.
2. To authorize Jennifer Bisley to vote on CCHC's behalf at the Lamphouse Neighbourhood Association AGM.

**ISSUE:**

The LNA Board of Directors appointment expires at each Annual General Meeting (AGM). CCHC can appoint up to three (3) representatives to the LNA Board of Directors at the AGM. A CCHC representative should also be authorized to vote on CCHC's behalf at the AGM. It is expected the only vote will be for the Directors. No resolutions have been proposed to date for.

**BACKGROUND:**

The Lamphouse Neighbourhood Association (LNA) was established as a Society in November 2005 to manage the Canmore Community Housing subdivision located on lands legally described as Plan 0412844, Block 4, Lots 39, 40 and 41.

The Society is managed similar to a condominium corporation, with each development providing contributions for common expenses for the private roadway. According to the Bylaws of the Society, the Board shall consist of five (5) members. Two (2) members must be ground lessees or their designees (Mountain Haven Coop) and one (1) member each the owner or designee of Lots 39, 40, and 41 (CCHC).

Section 11(e) of the bylaws states "*Board membership shall commence upon election or appointment to the Board and shall expire at the next succeeding Annual General Meeting, unless prior thereto the Board member resigns, becomes disqualified under clause (d) hereof or is removed under clause (f) hereof. Board members may be re-elected.*"

Current Board members are:

- Michael Melville and Ian Mellors of Mountain Haven Coop
- Heather Schilling, Jennifer Bisley and Brent Rosvold for CCHC (note that Brent is a designee as recommended by Coyote Ridge)

The 2010-11 Annual General Meeting is scheduled for February 17<sup>th</sup>, 2011 at 6:00 pm.

**DISCUSSION/IMPLICATIONS:**

The current composition allows all lessee groups to be represented on the Lamphouse Neighbourhood Association allowing it to serve as an important mechanism to facilitate discussion between the land owners, ground lessees and residents of the Subdivision.

Until Lot 39 is developed and sold, it would be in CCHC's best interests to continue to appoint one (1) Coyote Ridge designee and two (2) CCHC representatives to achieve a balance to ensure CCHC's interests and those of the future owners of Lot 39 are represented in the Association.

Coyote Ridge recommended Brent Rosvold for appointment last year. CCHC may choose to ask Coyote Ridge to put forward a recommendation for this year.

**ATTACHMENTS:** none

Prepared by: Jennifer Bisley, Managing Director  
Prepared on: January 11, 2011