

**Board of Directors Meeting Agenda
CCHC Boardroom
September 21, 2016
1:00 p.m. – 3:00 p.m.**

1. **Approval of Agenda**
2. **Approval of Minutes**
 - a. Approval of the August 17 2016 Board Meeting Minutes
3. **Business Arising from Minutes**
4. **Reports:**
 - a. Report from Administration
 - b. Property management contract – Confidential
 - c. Development Issue (carried over from August 17 – 4i)
 - d. Development Issue – Confidential
5. **New Business**

None
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: September 21 2016
SUBJECT: Managing Director's Report

Agenda Item: 4a

RECOMMENDATION: For information
EXECUTIVE SUMMARY

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

1.0 OPERATIONS UPDATE

Applications and Waitlist for August 2016

	Own Program		Rent Program			
			The Hector		McArthur Place	
Wait List:	28	+2 over last month	28	-9 from last month	20	-7 from last month
			7		Shared applicants	
Applications YTD:	18	+2 over last month +11 over STLY	47	+5 over last month +3 over STLY	49	+12 over last month N/A - STLY
Applications 2015:	12		58		27	
↑ Above numbers updated as of August 31, 2016 ↑						
Inquiries 2016 (YTD):	104	+18 over last month +28 over STLY	261		+53 over last month -19 from STLY	
Inquiries 2015:	116	total	361		total	
Total Units:	44		60		48	
Current Occupancy:	100%		100%		0%	Under construction
Turnover YTD:	14%	1 for sale by owner 6 sales	10%	6 units	N/A	
Turnover 2015:	2%	1 sale	40%	24 units	N/A	
↑ Above numbers updated as of August 31, 2016 ↑						

2.0 Mortgage Loan Insurance CCHC continues its discussions with both Canada Mortgage and Housing Corporation (CMHC) and Canada Guaranty with respect to the provision of mortgage loan insurance on CCHC's homeownership portfolio. CCHC will provide the Board with verbal updates to these discussions at the Board meeting.

3.0 McARTHUR PLACE (DYRGAS LANE) DEVELOPMENT UPDATE

Funding/Finance & Construction: To be reported on by Cathy-Anne David, Project Manager.

Property and Program Management: Should all those who have said they will be signing leases this week do so CCHC will have 75% of the units in Phase 1 occupied for October 1st. The move to adjust the rental rates to afford residents an even stronger measure of affordability in relation to market has been well received. CCHC is hoping to be at full occupancy for Phase 1 by December 1 2016.

Prepared by: Dougal Forteach, Managing Director
Prepared on: September 13, 2016



Canmore Community Housing Corporation

DATE OF MEETING: September 21st 2016 (from August 17th, 2016 -4i) Agenda Item: 4c)

SUBJECT: Selection committee: Expression of Interest – Old Day Care Lands
Selection Committee: Request For Proposals – Old Day Care Lands

Note: The below report was carried over from the August 17th Board meeting (Item 4i). At this same meeting, although the Board approved the release of the EOI for the Old Day Care Lands, due to time restraints the appointment of selection committee members for the EOI was postponed.

As a result CCHC administration is amending recommendation #2 below to reflect that the three person selection committee referred to should now participate in the EOI and RFP (if required) selection team. Due to advertising and time constraints it is not possible for the public member to participate in the EOI selection committee.

Amended Recommendation #2:

- 2) **Appoint a three person selection committee, to work with the managing director and public member, if such is approved, to: review the proposals received through the EOI and RFP processes; and recommend to the Board a successful proponent. It is further suggested that one of the three appointees be the Town of Canmore's manager of infrastructure or his designate.**

Report from August 17th

RECOMMENDATION:

It is recommended that the Board:

- 1) **Approve the site area for a public member from the Larch area to participate on the RFP selection committee for the development of the old day care lands; and**
- 2) **Appoint a three person selection committee, to work with the managing director and the successful public member, to review the RFP proposals received through the EOI process and to recommend to the Board a successful proponent. It is further suggested that one of the three appointees be the Town of Canmore's manager of infrastructure or his designate.**

EXECUTIVE SUMMARY

CCHC has proceeded with an Expression of Interest (EOI) for the development of the Old Day Care Lands (ODCL), as a function of this process up to 3 proponents may be selected to further proceed to an RFP process and CCHC will need to establish a selection committee to: meet with proponents as required; review proposals; make a recommendation to the Board as to whom the successful proponent should be.

DISCUSSION

CCHC has received direction to proceed with the development of the ODCL with the intention of having the development in the ground in or around late spring/early summer 2017 and units available for occupancy by late summer/ fall of 2018. The purpose of the development is to provide new homeownership opportunities for residents of

Canmore, specifically targeting families (3 bedroom units/townhouse or half duplex design), and by extension complement CCHC's current 44 units homeownership portfolio.

As part of a Board/Shareholder workshop held June 28th attendees were asked if they felt it would be appropriate to offer an invitation to a public member from the Larch area to participate in the RFP process. The purpose of this invitation is to acknowledge that input from local residents is welcome and valued and that, although not everyone can be part of the decision making process, decisions in this regard are not made in the absence of residents input.

The response from attendees was that this offer for participation would be appropriate however the successful applicant should be included in the decision making process (it was suggested by administration that they would not).

CCHC administration has attached a draft site map for review by the Board to help determine the area that applicants can be selected from. In addition to this administration will work with the Town of Canmore's communication department to draft the language for the advertisement inviting applicants to apply.

FINANCIAL IMPACTS: There would be some financial impacts relating to advertising (approximately \$250-\$256 /week) that will be incurred as a function of recruiting a public member selection committee member. These costs will need, and can be, absorbed through CCHC's 2016 operating budget.

ATTACHMENTS: Site map of Larch area

Prepared by: Dougal Forteath, Managing Director
Prepared on: August 12th 2016

