

**Board of Directors Meeting Agenda
Classroom –Civic Centre
December 20th, 2018
3:00 p.m. – 5:00 p.m.**

- 1. Approval of Agenda**
- 2. Approval of Minutes**
 - a. Approval of the December 6th, 2018 Board Meeting Minutes
- 3. Business Arising from Minutes**
- 4. Reports:**
 - a. Report from Administration
 - b. PAH resale – confidential
 - c. Mountain Haven Co-operative Homes – confidential
 - d. Managing Director Annual Review – confidential
- 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: December 20th, 2018 **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

November 2018						
	Own Program		Rent Program			
			The Hector		McArthur Place	
Wait List:	113	no change from last month	77	+8 over last month	61	+2 over last month
			51		shared applicants	
Applications YTD:	75	+3 over last month -10 from STLY	101	+4 over last month -13 from STLY	97	+2 over last month -26 from STLY
↑ Above numbers updated as of November 30,2018 ↑						
Applications Year End 2017:	91		121		129	
Inquiries YTD:	273	+8 over last month -213 from STLY	355			+13 over last month -37 from STLY
Inquiries Year End 2017:	503	total	409			total
Current Occupancy:	100%		100%		100%	
Total PAH Units:	65	32 Units under construction- Hawks Bend	60		48	
Turnover YTD:	34%	22 units	13%	8 Units	33%	16 units
↑ Above numbers updated as of November 30,2018 ↑						
Turnover 2017:	9%	4 sales (4/44)	25%	15 units (15/60)	29%	14 units (14/48)

2.0 Hawks Bend

CCHC administration: will provide a verbal update as to the status of the disclosure/purchase document preparation and related matters

3.0 2019 Q1 Board meetings

The Board meeting schedule for Q1 is as follows:

January 3 & 17

February 7 & 21 (Managing Director is away February 7)

March 7 & 21

4.0 CCHC Board governance session

The Board has indicated that it would like to continue with the second part of the governance session (held November 20th), administration is wondering if we should arrange the same for an existing Board meeting date or a separate date. The consultant is available Feb 7 & 21.

5.0 2019 Board packages

CCHC administration would like to discuss whether 2019 Board packages can be distributed the Monday before the meeting date. Administration would also like to take a new approach of trying to keep the first meeting in the month with reports focused on stewardship, operational items, and how CCHC is meeting objectives; and have the second meeting more focused on policy related matters.

6.0 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: December 14, 2018