



**Board of Directors Meeting Agenda
Classroom
January 5, 2023
3:00 p.m. – 5:00 p.m.**

1. Consent Agenda

Approval of January 5, 2023 Agenda
Approval of the December 1, 2022 Board Meeting Minutes
Management report

Motion: Move to accept the January 5, 2023 Consent Agenda as presented.

2. Business Arising from Minutes

Correspondence from RTA (Motion [2022.072](#) -November 3, 2022)
Lot 28 MR designation – verbal update (Motion [2022.081](#) - November 3, 2022)
Alberta Transportation correspondence (Motion 2022.086 – December 1, 2022)

3. Reports:

- a. CCH TSMV lands
- b. Rental extension request – confidential
- c. Residency Program – confidential

4. New Business

5. Motion Resolution Action List

All actions completed

6. 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)*



CANMORE COMMUNITY HOUSING

DATE OF MEETING: January 5, 2023 **Consent Agenda**

SUBJECT: Management Report

RECOMMENDATION: For information

EXECUTIVE SUMMARY

1.0 OPERATIONS UPDATE

CCH OPERATIONS REPORT														
November 2022														
	Matching Down Deposit Program (MDDP)		Accessory Dwelling Grant Program (ADGP)		OWN Program		RENT Program							
Wait List:	12	no change from last month	2	+1 over last month	111	no change from last month	81			+3 over last month				
Applications YTD:	11	no change from last month	3	+1 over last month	53	+2 over last month -3 from STLY	135			+19 over last month +38 over STLY				
Number of Applicants: Funding Presently Committed	10: \$250,000		2: \$35,000											
Funds Advanced to Date / Total Allocated to Program	\$167,053	\$360,000	\$60,000	\$100,000										
Applications Received/Processed 2021:	8		2		59		106							
Inquiries YTD:	4	0 over last month -6 from STLY	8	+2 over last month +5 over STLY	189	+15 over last month +49 over STLY	211			+17 over last month +72 over STLY				
Inquiries 2021:	10 Total		3 Total		152 Total		148 Total							
Current Occupancy:							100%	Hector	98%	McArthur	94%	Wolf Willow	100%	NLCC
Total Vital Home Units:					157	No units for sale in November	60		48		9		1	
Turnover YTD:					12%	19	17%	10	27%	13	30%	3	0%	0
Turnover 2021:					16%	23 sales (23/144)	13%	8 Units (8/60)	31%	15 units (15/48)	31%	4 Units (6/13)	0%	0
↑ Above numbers updated as of November 30, 2022 ↑														

2.0 CCH Vital Homes Sales –December 2022

Sold:
N/A

Conditionally Sold:
N/A

Current listings/showings:
N/A



3.0 Town of Canmore

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

Prepared by: Dougal Forteath, Managing Director

Prepared on: January 2, 2023

Dougal Forteath

From: [REDACTED]
Sent: December 2, 2022 9:36 AM
To: [REDACTED]
Cc: Dougal Forteath
Subject: FW: Canmore Community Housing - RTA letter to Deputy Minister, Ms. Lisa Sadownik

Dear Mr. Murray,

Thank you for your letter regarding rent increases and your proposal for legislated rent and security deposit payment terms. As Deputy Minister for Service Alberta and Red Tape Reduction, responsible for the administration of the *Residential Tenancies Act* (RTA), I welcome input from residential tenancy stakeholders on how to improve our legislation.

The RTA is intended to provide a balanced approach to landlord and tenant issues to foster a healthy rental market, and to ensure adequate rental housing availability. The RTA already limits the amount a landlord can charge a tenant for a security deposit to the equivalent of one month's rent. Landlords are never allowed to charge more than this, and they are prohibited from charging an increase in a security deposit during a tenancy, regardless of what the terms of a tenancy agreement are. Tenants who are being required to pay security deposit amounts beyond what is allowed may apply to the Residential Tenancy Dispute Resolution Service (RTDRS) to have the excess amount refunded to them. More information on the RTDRS can be found at www.alberta.ca/residential-tenancy-dispute-resolution-service.aspx.

Any non-refundable payments made by a tenant to their landlord fall under the RTA definition of "rent", and the specific amounts and frequency of payments are determined by each rental agreement. As you have noted, the RTA does not dictate rent amounts or payment terms. However, this does not mean that tenants or landlords need to accept an unreasonable tenancy agreement. Landlords and tenants are free to negotiate terms that lead to a mutually beneficial agreement.

Most residential tenancy agreements set out rent as regular monthly payments, but landlords and tenants are free to agree to modified rent payment terms. Other rent payment options include lump sums, multiple months' rent upfront, deferred amounts, and irregular payments to accommodate tenants who have various sources of income. Prospective tenants can decline tenancy agreements that have payment terms unacceptable to them. Service Alberta and Red Tape Reduction's webpage for tenants and landlords provides more information on tenancy agreement terms at www.alberta.ca/starting-a-tenancy.aspx. More information on landlord obligations, tenant rights and responsibilities, and other resources is available at www.alberta.ca/landlords-tenants.aspx.

The Government of Alberta (GoA) strives to find a fair balance between landlords and tenants in the legislation. Although there is no RTA review currently scheduled, I have instructed department staff to document your recommendations and to add your organization to the RTA stakeholder list. Feedback from organizations like yours is important, and we will consider your proposal and reach out to you for consultation when we next review the RTA.

The GoA acknowledges that some Albertans are facing challenges when looking for housing at market rates. The government has established an online tool to assist Albertans who are having trouble finding affordable housing. This tool is available at findhousing.alberta.ca. To further assist Albertans experiencing financial difficulties, the GoA provides a range of financial supports and other services. Information regarding affordable housing and other financial support options can be obtained from Alberta Supports at 1-877-644-9992, or online at www.alberta.ca/affordable-housing-programs.aspx and www.alberta.ca/alberta-supports.aspx.

Thank you again for taking the time to share your concerns and proposal with me.

Sincerely,

Lisa Sadownik
Deputy Minister
Service Alberta and Red Tape Reduction

Classification: Protected A

From: Dougal Forteath [REDACTED]
Sent: November 8, 2022 1:01 PM
To: Lisa Sadownik [REDACTED]
Cc: Rob Murray [REDACTED]
Subject: Canmore Community Housing - RTA letter to Deputy Minister, Ms. Lisa Sadownik

CAUTION: This email has been sent from an external source. Treat hyperlinks and attachments in this email with care.

Dear Ms. Sadownik,

The Board of Canmore Community Housing Corporation (CCH) is writing today (attached) as it is understood that the Residential Tenancy Act (RTA) continues to be overseen by your ministry. CCH is kindly asking that, at the next review/update of the RTA, that the practice of allowing landlords the ability to charge tenants over and above first month rent and security deposit to secure a tenancy, be prohibited.

Attached to CCH's letter to yourself and the RTA is a separate letter to a large commercial landlord requesting they cease this practice. We look forward to learning when the next review of the RTA is scheduled to occur and any/every effort your ministry will take to address the concern raised by CCH's board.

Thank You

Dougal Forteath
CCH | Managing Director
403.609.9983 ext. 104
www.canmorehousing.ca

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Dougal Forteath

From: [REDACTED]
Sent: December 6, 2022 3:09 PM
To: Dougal Forteath
Subject: RE: Canmore Community Housing : Dyrgas Lane connection to Three Sisters Parkway

Hello Dougal,

I manage the development control group which looks after the Canmore area.

I have discussed your request with my team and can advise that Alberta Transportation and Economic Corridor applies access management principles on our highways whereby we limit accesses to the highway to ensure the safety and operation of the highway through traffic. The more accesses on a highway corridor leads to increased conflicts and safety issues. We have reviewed the current access to the developments along Dyrgas Lane and believe the current access to Dyrgas Gate, Fitzgerald Rise, and an emergency gated access to Three Sisters Parkway is adequate for the development. We would not support an additional full movement access to Three Sisters Parkway at Dyrgas Lane.

If you wish to discuss further, I can be reached at the number below.

Thanks.

Jerry Lau, P. Eng.
Infrastructure Manager
Southern Region
Transportation and Economic Corridors
Government of Alberta

Tel 403-297-8633
Jerry.Lau@gov.ab.ca



Classification: Protected A

From: Dougal Forteath [REDACTED]
Sent: Monday, December 05, 2022 3:42 PM
To: [REDACTED]
Subject: Canmore Community Housing : Dyrgas Lane connection to Three Sisters Parkway

CAUTION: This email has been sent from an external source. Treat hyperlinks and attachments in this email with care.

Hi Jerry,

My name is Dougal Forteath and I oversee Canmore Community Housing, I received your contact information from a Town of Canmore representative.

I'm not 100% sure you're the appropriate person at Alberta Transportation to speak to about this, however I have direction from the CCH board to further investigate whether Dyrgas Lane can be connected to Three Sisters Parkway (I believe it's highway 742 – see attached pdf with Dyrgas Lane highlighted). I'm wondering if I could arrange a quick phone call with you to discuss what the process needs to be from our end or who the proper contact at your end would be prior to me sending a letter off with this request?



CANMORE COMMUNITY HOUSING

DATE OF MEETING:

January 5, 2023

Agenda Item: 3a

SUBJECT: CCH TSMV lands

RECOMMENDATION: CCH administration recommends that:

- 1) CCH apply to the Town of Canmore to rezone the parcel of land that is legally described as Plan 1611360 Block 21 Lot 28, currently zoned PD, to an R3-SC zoning.
- 2) CCH proceed with a new Vital Homes homeownership development on the parcels of land legally described as Plan 1611360 Block 21 Lot 27 and 28 and zoned R3-SC, subject to rezoning approval of Plan 1611360 Block 21 Lot 28.

EXECUTIVE SUMMARY:

- The above recommendations were deferred (November 3 2022/ [Motion 2022.081](#)) while an MR designation applicable to Plan 1611360 Block 21 Lot 28 was further investigated.
- The Town of Canmore has confirmed that the MR designation previously registered has been removed from Plan 1611360 Block 21 Lot 28
- CCH administration is recommending CCH proceed with a homeownership development on the subject lands.

DISCUSSION:

Plan 1611360 Block 21 Lot 27 and 28

- CCH owns two parcels of land in TSMV (see attached map); lot 27, zoned R3-SC, is ~0.183 ha in size, lot 28, currently zoned PD, is ~0.0531 ha; combined they would be ~.2361 ha
- CCH 's board had previously envisioned townhouse or stacked townhouse units for this parcel, the minimum density for townhouse or stacked townhouse in the R3-SC section of the Land Use Bylaw is 30 units/ha, and the maximum 67/ha; this would mean the range of units that could be developed on both lots is 7-15 units (CCH combined parcel is ~ 0.2361ha).
- CCH has engaged McElhanney to consolidate the two lots by way of a descriptive plan (~ 2 weeks to complete) . The descriptive plan will be submitted to Land Titles office for registration (~ 3 months for registration) subject to board approval to proceed with developing the subject lands.
- CCH will require items such as a survey plan, grading, surface work and underground utilities plan, and environmental impact study prior to issuing an RFP. (There should be an undermining report registered on Title)
- More recently CCH has first issued an Expression of Interest (EOI) from qualified proponents and then narrowed the list down for a design build RFP submission. CCH administration will return to the board with those options/timelines in February/March.

FINANCIAL IMPACTS: the costs associated with producing the descriptive plan and registering the same at LTO , and the reports/surveys to initiate the EOI/RFP process will be drawn from CCH's capital reserve and be capitalized and recovered in the sale of the properties to be developed.



CANMORE COMMUNITY HOUSING

ATTACHMENTS: TSMV – CCH parcels of land (map)
Town of Canmore – R3-SC regulations in Land Use Bylaw

Prepared by: Dougal Forteath, Managing Director
Prepared on: January 2, 2023

Information Viewer

Contact Us



Layer List

Layers

- Offsite Levy Zones
- Land Use Districts
- Wildlife Corridor - 1998 Approval
- Wildlife Corridor - 2020 Provincial Approval
- Habitat Patch
- Provincial Parks
- Area Structure Plans and Area Redevelopment Plans
- Building Code Ten Minute Response Time
- 1:100 Year Design Groundwater Elevations
- Overland Flow Elevations
- Provincial Flood Hazard Mapping - Overland Flow
- Provincial Flood Hazard Mapping - Flood Fringe

3.10 R3 SC RESIDENTIAL COMPREHENSIVE MULTIPLE UNIT, STEWART CREEK DISTRICT

Purpose

To provide for multi-unit residential development in Stewart Creek at medium densities and on larger sites to facilitate comprehensively designed developments and other compatible residential neighbourhood uses.

3.10.1 Permitted Uses

Accessory Building

Accessory Dwelling Unit, Attached [2020-16]

Apartment Building

Home Occupation - Class 1

Open Space

Public Utility

Townhouse

Townhouse, Stacked

3.10.2 Discretionary Uses

Administrative/Sales Office

Common Amenity Housing

Day Care

Duplex Dwelling

Employee Housing

Home Occupation - Class 2

Logging Operation

Manufactured Dwelling

Public Building

3.10.3 Regulations

3.10.3.1 The minimum front yard setback shall be 7.5 m.

3.10.3.2 The minimum side yard setback shall be 3.0 m.

3.10.3.3 The minimum rear yard setback shall be 9.0 m.

3.10.3.4 The maximum building height shall be 12.0 m not exceeding 9.0 m at any eaveline.

3.10.3.5 A minimum of 40% of the site area shall be landscaped.

3.10.3.6 The maximum site coverage for all buildings shall be 40%.

3.10.3.7 The minimum density for Apartment Building, Townhouse and Townhouse, Stacked developments shall be 30 units per hectare.

3.10.3.8 The maximum density for Apartment Building, Townhouse and Townhouse, Stacked developments shall be 67 units per hectare.

3.10.4 Multi-Unit Entry Level Housing Requirements

3.10.4.1 25% of the units developed within this District must qualify as Entry Level Housing or Perpetually Affordable Housing (PAH), at the discretion of the Development Authority in accordance with the following:

- a. The maximum GFA of an Entry Level, Multi-Unit Residential dwelling shall be 93 m², or
- b. The ratio of PAH to be credited towards the required Entry Level Housing will be mutually agreeable to the Town of Canmore and the applicant. The PAH ratio shall be significantly lower than the entry-level ratio, notwithstanding a minimum of 5% of all units within the district shall qualify as entry-level units.