



**Board of Directors Meeting Agenda
Classroom
June 8, 2023
3:00 p.m. – 5:00 p.m.**

1. Consent Agenda

- a) Approval of June 8, 2023 Agenda
- b) Approval of the May 4, 2023 Board Meeting Minutes
- c) June 8, 2023 Management Report

Motion: That the Board accept the June 8, 2023 Consent Agenda as presented.

2. Business Arising from Minutes

3. New Business:

a) Social Media Strategy and Policy

- James, Kendal will be in attendance at the meeting to present the attached strategy and policy documents.

Motion: That the Board adopt the Social Media Strategy for planning purposes.

Motion: That the Board approve Social Media Policy 7.01 as presented

b) Wolf Willow – CCH Rental Units

- Theresa Bolton, Interim Operations Manager will be in attendance at the meeting to present the attached Board Report and Recommendations.

Motion: The Board directs that:

1. CCH administration renews the seven (7) existing tenancies at Wolf Willow for up to a six-month term, so long as the tenant(s) continue to be Vital Homes eligible, yet no six-month term will extend beyond June 30, 2024;
2. That existing tenant(s), so long as the tenant(s) meets the Vital Homes Homeownership eligibility criteria, be afforded the opportunity, as a first right of refusal, to acquire their unit that they live in until December 31, 2023;
3. That existing tenant(s) (who chose not to purchase), so long as the tenant(s) continue to meet the Vital Homes Rent eligibility criteria, be afforded the opportunity to be prioritized to the top of the CCH Rent Waitlist to have a chance at securing an affordable unit prior to the end of their lease-term, should one become available.



CANMORE COMMUNITY HOUSING

4. In-camera Discussion

Motion: That the Board take the meeting in Camera to prevent disclosure of information that could be harmful to a third party or that may be harmful to CCH's business interests.

- a) The Recruitment Sub-Committee will provide an update on the Executive Director interviews and recommendation for preferred candidate. No formal recommendation and decision will be made until negotiations and reference checks are completed.
- b) Discussion of offer from Trinity Bible Church.

5. Motion Resolution Action List - no outstanding resolutions.

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)*



**Board of Directors Meeting Minutes
The Classroom – Civic Centre
May 4, 2023
3:00 p.m. – 5:00 p.m.**

Board Members in Attendance: Rob Murray Todd Kunst
Jamie Findlay Tanya Foubert (attended virtually)
Sean Krausert Jeff Mah
Wade Graham Jessie Fonseca

Others in Attendance: Lisa de Soto, CCH
Theresa Bolton, CCH
Greg Colgan, Rocky Mountain Outlook

Rob Murray called the meeting to order at 3:04 pm.

1. Consent Agenda

Motion 2023.053: Moved by Jeff Mah that the Board accept the May 4, 2023 Consent Agenda as presented. **CARRIED**

2. Business Arising from Minutes None.

3. April 2023 Management Report

- Theresa Bolton and Lisa de Soto spoke to several updates on the management report and answered questions from the Board.

4. New Business:

a. Potential Land Purchase – in camera

This item was not discussed as the land in question had recently sold.

5. Motion Resolution Action List - no outstanding resolutions.

6. Meeting Adjournment

Motion 2023.054: Moved by Wade Graham that the meeting be adjourned at 5:09 pm.

CARRIED

Managing Director

Chair



CANMORE COMMUNITY HOUSING

DATE OF MEETING: June 8, 2023 **Consent Agenda**

SUBJECT: Management Report

RECOMMENDATION: For information

1.0 OPERATIONS UPDATE

CCH OPERATIONS REPORT										
April 2023										
	OWN Program			RENT Program						
Wait List:	178	+8 over last month		150					+8 over last month	
Applications YTD:	58	+17 over last month +45 over STLY		89					+15 over last month +51 over STLY	
<i>Applications Received/Processed 2022:</i>	72			154						
Inquiries YTD:	76	+20 over last month +43 over STLY		116					+39 over last month +63 over STLY	
<i>Inquiries 2022:</i>	227 Total			238 Total						
Current Occupancy:				97%	Hector	100%	McArthur	100%	Wolf Willow	100% NLCC
Total Vital Home Units:	162	3 Units for Sale in April 1 Unit SCMV-Available 2 Units WW-Both Available	60	48	9	1				
Turnover YTD:	3%	5	5%	3	13%	6	10%	1	0%	0
<i>Turnover 2022:</i>	12%	19 sales (19/157)	18%	11 Units (11/60)	31%	15 units (15/48)	30%	3 Units (3/9)	0%	0
↑ Above numbers updated as of April 30, 2023 ↑										



CANMORE COMMUNITY HOUSING

CCH OPERATIONS REPORT											
May 2023											
	OWN Program			RENT Program							
Wait List:	196	+18 over last month		155						+5 over last month	
Applications YTD:	67	+11 over last month +51 over STLY		108						+19 over last month +49 over STLY	
<i>Applications Received/Processed 2022:</i>	72			154							
Inquiries YTD:	97	+21 over last month +16 over STLY		197						+81 over last month +83 over STLY	
<i>Inquiries 2022:</i>	227 Total			238 Total							
Current Occupancy:				97%	Hector	100%	McArthur	100%	Wolf Willow	100%	NLCC
Total Vital Home Units:	162	2 Units for Sale in May 1 Unit SCMV-C/S 1 Unit WW-C/S		60		48		9		1	
Turnover YTD:	4%	6		8%	5	17%	8	10%	1	0% 0	
<i>Turnover 2022:</i>	12%	19 sales (19/157)		18%	11 Units (11/60)	31%	15 units (15/48)	30%	3 Units (3/9)	0% 0	
↑ Above numbers updated as of May 31, 2023 ↑											

2.0 CCH VITAL HOMES SALES – April/May 2023

Sold or conditionally sold:

- #101, 125G Dyrigas Lane 1bedroom + Den (common room conversion unit) \$290,000
- #207, 505 Spring Creek Drive (Glacier Rock Lodge) 2 bedroom unit \$575,000

Current listings/showings:

- #202, 125H Dyrigas Lane 3 bedroom unit \$361,500

3.0 OTHER

1. Executive Director Recruitment Update

- Over 120 applications were received from across Canada, with a few international candidates.
- HumanEdge conducted 35 preliminary conversations and 9 shortlist candidate interviews.



CANMORE COMMUNITY HOUSING

- Board Recruitment Sub-Committee held in person interviews with 4 very promising candidates on May 30th and June 2nd.
- A verbal update on those interviews and next steps will be provided in-camera at the Board meeting.

2. 205 Stewart Creek Landing Rezoning

- An application to rezone the property to R2A-SC was submitted on May 19th. The attached plan shows a possible row townhome layout with the new zoning in effect. We are hopeful that that amending Bylaw will receive first reading in September, followed by a public hearing and 2nd/3rd reading in October, although we have not heard back from the Town on our application as yet.

3. Potential Partnership Meetings

- Lisa de Soto met with Jessica Klaric, Executive Director for the Homeless Society of the Bow Valley and Sharon Oakley, Manager of Housing Sustainability with the Town of Banff to learn about their programs and discuss possible future partnership opportunities.
- A representative from Trinity Bible Church contacted CCH with an offer to donate a 3-bedroom home (i.e. just the structure, not the land). This home sits on a property they are planning to redevelop. I advised that there is no obvious piece of land to move the structure to, and that any land owned by CCH would be developed with a denser form of housing. The Board may wish to discuss this opportunity further in-camera.

4.0 TOWN OF CANMORE UPDATE

Whitney Smithers will provide a verbal update on any municipal housing related files.

Prepared by: Lisa de Soto, Strategic Leadership Advisor

Prepared on: May 31, 2023



CANMORE COMMUNITY HOUSING

DATE OF MEETING:

June 8, 2023

Agenda Item: 3a

SUBJECT: Social Media Strategy and Policy

RECOMMENDATION: That the Board adopt the Social Media Strategy for planning purposes; and That the Board approve Social Media Policy 7.01 as presented.

EXECUTIVE SUMMARY:

- On February 2, 2023, the Board passed Motion 2023.010 that directed the MD to issue an RFP for consulting services to propose and deliver a communication and social media strategy for CCH.
- An RFP was issued and in May a contract was awarded to James Kendall as Social Media Contractor.
- James will attend the Board meeting to present the attached strategy and policy direction for Board adoption and approval.

DISCUSSION:

In March of 2023, CCH issued an RFP for an individual or firm to develop and implement a social media strategy for the corporation. The scope of work identified in the RFP included the following:

- Create social media platforms and presence,
- Develop a social media policy for approval by the CCH Board that identifies ongoing, engagement and correction of misinformation,
- Increase the public's knowledge of CCH programs,
- Increase knowledge of CCH benefits and the individuals benefiting from CCH housing,
- Enhance the understanding of and support for CCH programs and projects, and
- Address misinformation regarding program accessibility and funding.

James Kendal was awarded the contract to deliver on the above work and has developed the attached strategy and policy/best practice guidance document. Administration extracted the key policy elements from this document and inserted same into a CCH policy template and is requesting the Board formally approve the policy.

FINANCIAL IMPACT

There are no new financial impacts that will result from adopting the social media strategy and approving the associated policy.



CANMORE COMMUNITY HOUSING

ATTACHMENTS:

1. Social Media Strategy and Policy by James Kendal
2. Social Media Policy for approval

Prepared by: Lisa de Soto, Strategic Leadership Advisor

Prepared on: May 31, 2023

SOCIAL MEDIA MARKETING Policy + Strategy

Prepared for Canmore Community Housing (CCH)

By James Kendal



**CANMORE
COMMUNITY
HOUSING**

1. Introduction

The primary social media marketing goal for Canmore Community Housing is to create platform channels that will, ultimately, be a toolset to create, enhance and broaden the essence, or, “The CCH Brand” and its mandate through content and posts that highlights the strategic initiatives set forth in the CCH’s strategic plan.

To develop and implement this goal a campaign will be built that revolves around the following key Strategic actions and subsequent “tactics” to support the overall goal of creating “awareness” and “knowledge” of, and for, the corporation in order to assist residents in navigating through the CCH process and program accessibility.

Actions and Tactics

1. Create the Social Media platforms
 - a. Facebook (FB - Meta)
 - b. Instagram (IG) + Linktree
 - c. Twitter
 - d. Auto responders (FB, IG)

2. Introduce CCH to the social media community and build a following of local residents and future residents which will:
 - a. Increase the public’s knowledge of CCH
 - b. Highlight Vision, Mission, Mandate + Values
 - c. Introduce the “Human Element” by profiling our Team and subsequently, our volunteer Board Members as “faces of the community.” This could include profiles of existing CCH clients or those eligible for CCH programs.

3. Educate followers about CCH Eligibility Policies
 - a. Address misinformation through “Fact and Fiction” posts
 - b. Build a connection to the concept of “Vital Homes,” rather than “affordable” and its importance to the social fabric of Canmore.
4. Promote and market
 - a. *CCH Programs + Resources*
 - *Vital Homes Inventory*
 - *Accessory Dwelling Grant Program (TBC)*
 - *Matching Down Deposit Program (TBC)*
 - *Highlight various links to additional resources on the CCH website*
 - b. *Highlight rentals and homes for sale as they become available*
 - c. *Feature past and future real estate projects*
 - d. *Build interest about upcoming projects*

2. Policies + Best Practices

CCH previously engaged Shift Consulting to propose a number of best practices which are fairly standard in the communications / public relations world and it would be natural to carry over and incorporate those points. It’s important to note that housing and affordability are highly contentious issues in the Bow Valley. Facebook forums, or groups, are subject to negative commentary and Canmore has a very active social media community. So a guiding principle for staff and board members if engaging in commentary should revolve around:

We are all members of a community that we are working towards making a better place to live and move forward. How do we do that? We refer back to our Vision statement that, *“Canmore has a strong and diverse housing market that supports its economic and social well-being and sustainability” and, our mission is “to bridge Canmore’s housing affordability gap through long-term housing options for Canmore’s workers.”*

How do we do that in the online world and what policies can we follow?

- Be **mindful** of what you post. Consider the possible consequences of your response or post before you hit the return button.
- Be **respectful** of the CCH Brand. Ensure that the content you share on social media aligns with CCH's values, mission and vision
- Be **accurate** when posting, or referencing, any of the CCH programs and ensure that information is up to date.
- Be **transparent** when engaging in online commentary and make online users aware, by disclosure, of who you are.
- Be **supportive** of the Corporation and stick to facts, engage comments if they are misinformed with positive comments that refer back to “what we do” and the programs and services “we provide.”
- Be the **protagonist** and “take the high road” when engaging negative commentary on threads. Being positive is hard to argue with and will eventually deflate the antagonist. The reputation of CCH should be thought of as the “security of the investment.”
- Be the **influencer** by asking questions in a positive light or answering questions from people commenting on posts.
- Give **credit** where credit is due. Ensure all material that is posted on behalf of CCH, or referenced, is respectful of copyright. Always provide a citation or a photo credit where applicable..

3. Engagement Tactics and Practices

Facebook, Instagram and Twitter have slightly different audiences and aesthetics but can have overlap. CCH will use the different platforms for differing content. While Facebook and Instagram are somewhat similar, Facebook will have significantly more engagement. Posts shared on Facebook and Instagram will generally be the same post but the content of the copy material will vary slightly to ensure that users are able to efficiently and easily loop back to the CCH website. For example, Instagram does not allow you to post hyperlinks in the body of text so using *linktree* will facilitate connections to loop people back to program or website content.

Facebook will also be used to collect informal data from users through polls and by asking questions which, again, helps create engagement.

Twitter is more nuanced, in terms of content, and speaks to a wider, or macro, audience. Twitter is most effective for news releases¹ or for resharing relevant content. Twitter will therefore be used more as a news service or for sharing information about housing policies and issues. Housing affordability, financial rates, and lending policies are major topics on Twitter. The use of hashtags are more relevant on Twitter and increase engagement.

All our social media channels will have links back to the CCH website, and the CCH website will have social media icon widgets embedded in either the footer or the top right header being the preference.

As we come out of the starting block CCH staff and board members, as well as the Town of Canmore, will be encourage to help share and like posts. CCH staff will also be made admins. The Town of Canmore has roughly 18,000 followers and any form of an introduction to the new CCH channels would be advantageous. In addition, using a conservative budget to boost posts by geo targeting the Canmore area will also assist in growing followers.

A framework of engagement will be designed with roles and responsibilities established for administration and Board members regarding their role in social media posts. The framework will include:

- A system or hierarchy of responders should be established starting with the social media contractor.
- If responses to our posts are contentious they should be brought to the attention of staff and or the post should be muted or hidden rather than deleted (the poster will not be aware if their post has been hidden)
- A policy for a response time should be established? What warrants a response?
- Staff with social media accounts can be made admins so their identity is hidden in the event that they (staff) need to respond to a post.

Another best practice to increase engagement other than just posting about CCH, is to have weekly posts that profile the town we live in and where we recreate so long as they do not conflict with our policies.

Posts should be timely and not overdone (spam). Three to four posts per week, as

¹ CCH staff and team should advise and update the social media contractor on a regular basis of any new items or content that can be released and shared with the general community

well as one “Canmore” themed post are sufficient.

Recommended content themes for each social media channel:

Facebook	Informative posts about programs and resources
Instagram	Visual content about CCH projects, listings and rentals
Twitter	News releases and resharing relevant content pertaining to housing and housing policies.

Recommended hashtags for Instagram and Twitter

1. #CanmoreHousing #CanmoreRealEstate #CanmoreProperties
#CanmoreHomes #CanmoreLiving #CanmoreLife #CanmoreMountainHomes
#CanmoreProperty #CanmoreCondos #CanmoreTownhomes
#canmorefamilies #vitalhomes #canmoreaffordability

4. Recommended times to share posts.

By using the Meta Business app posts will be scheduled for the most optimal times.

Online research and user behavior tends to dictate the following times to post:

- Facebook: Weekdays between 9 a.m. and 3 p.m.
- Instagram: Weekdays between 10 a.m. and 3 p.m.
- Twitter: Weekdays between 8 a.m. and 4 p.m.
- Weekends tend to have the least amount of engagement as people are usually participating in activities.

5. Content Schedule and illustrative examples

Below are examples of graphics that would be used to highlight different posts throughout a week and outlined earlier in this document. These images provide an illustration of the potential look and feel while adhering to brand standards.

 <p><i>"CCH has allowed me to purchase a home in Canmore. Anyone who wishes to live or raise a family in Canmore, but is concerned about the affordability of housing, should research the Vital Homes Program."</i></p>	 <p>Canmore Community Housing (CCH) is a non-profit corporation wholly owned by the Town of Canmore and is operated as an independent organization. Established in 2000, we support a more sustainable community by providing a range of housing that is appropriate for the community's needs.</p>
 <p>MEET THE TEAM Board Member</p> <p>JEFF MAH Town Councillor</p>	 <p>New Listing #108-1735 11th Ave, Hawks Bend Condominium</p>

Social Media Accounts

Email address:

Account(s) login: social@canmorehousing.ca

Password: 20CCHig23

Meta Business Account

Canmore Community Housing

Business Account ID: 554634383497516

www.facebook.com/CanmoreCommunityHousing/

www.instagram.com/canmorehousing/

linktr.ee/canmorehousing

<https://twitter.com/CanmoreHousing>

CANMORE COMMUNITY HOUSING STATEMENT of POLICY and PROCEDURE (SPP)			
POLICY	Social Media Policy	SPP No.	7.01
Section:	Social Media Administration	Draft:	May 29, 2023
Issue to:	All Manual Holders	Effective:	
Motion/Date	Motion	Page:	1 of 2

1 PURPOSE:

- 1.1 The purpose of this policy is to provide direction and to outline the ethical standards for on-line behaviour with respect to using social media as a means to communicate on behalf of CCH, promote CCH, or respond to questions/posts concerning CCH and its activities.

2 SCOPE

- 2.1 This policy applies to the Board of Directors, the Executive Director, the Social Media Contractor, and all employees of CCH (collectively “the Board and employees”).

3 RESPONSIBILITIES

- 3.1 It is the responsibility of the Executive Director to review this policy on an annual basis and propose any amendments to the Board of Directors for review and approval.
- 3.2 It is the responsibility of the Executive Director to oversee the policy and ensure it is adhered to.
- 3.3 It is the responsibility of the Social Media Contractor to establish a framework of engagement and escalation process for managing contentious posts.
- 3.4 It is the Responsibility of the Social Media contractor to monitor and track social media activities; daily to respond to comments and questions on posts; weekly to assess which content is resonating with our audience; monthly to review the strategy that is in place; and semi-annually to report to the Board on social medial engagement metrics.

4 DEFINITIONS

- 4.1 “Social Media” is an electronic means of communication through which information, ideas, images, videos and other content is disseminated.

5 POLICY

- 5.1 The social media platforms CCH will engage in will include, but not be limited to:
- Twitter
 - Facebook (FB-Meta)
 - Instagram (IG) + Linktree
 - Auto responders (FB, IG)

- 5.2 The Board and employees will be authentic in their on-line engagement, with the goal being to encourage others to re-post content and share information in order to:
- Increase the public’s knowledge of CCH,
 - Highlight CCH’s Vision, Mission, Mandate and Values
 - Educate followers about CCH Programs
 - Address misinformation through “Fact and Fiction” posts
 - Build connections to the concept of “Vital Homes”, rather than “affordable”.
- 5.3 The Board and employees shall be transparent and disclose their relationship with CCH when posting on social media using their personal accounts to promote CCH, and/or engaging in conversations related to CCH on social media platforms.
- 5.4 CCH social media accounts are the preferred platforms for posting any CCH related news or information and for engaging with online users (e.g., replying to comments and questions directed at CCH). The Board and employees are encouraged to *like* and *share* CCH posts using their personal accounts, where appropriate.
- 5.7 When posting on CCH platforms, or personal social media platforms when sharing CCH content, the Board and employees shall apply the following best practices:
- **Protect confidential and proprietary information:** Do not post confidential or proprietary information.
 - **Respect copyright use:** Be mindful of the copyright and intellectual property rights. Provide a citation or photo credit where appropriate.
 - **Privacy considerations:** Privacy does not exist in the world of social media. Be careful about what personal information you share online. If you wouldn’t say it at a conference, or to a member of the media, do not post it online.
 - **Be accurate:** Get the facts straight and ensure that information is up to date before posting.
 - **Act responsibly and ethically:** Represent CCH, yourself and your work accurately. Do not post other people’s work or ideas without their consent and without giving credit.
 - **Be respectful:** Ensure that all content shared aligns with CCH values, mission and vision. Understand that content contributed to a social media site could encourage comments or discussion of opposing ideas. Responses should be considered carefully and be worded in a positive manner that aims to deflate the situation and protects the reputation of CCH. Do not engage with or respond to disrespectful or derogatory comments. CCH does not tolerate online bullying or discrimination of any kind (including age, sex, race, religion, ethnicity, sexual orientation, gender identity, disability, or any other basis). If anyone posts a message on our platforms that we consider disrespectful or derogatory it will be removed or hidden from the public.

6. ATTACHMENTS

None

Chair

Executive Director



CANMORE COMMUNITY HOUSING

DATE OF MEETING:

June 8, 2023

Agenda Item: 3b

SUBJECT: Wolf Willow – CCH rental units

RECOMMENDATION: The Board directs that:

- 1) CCH administration renew the seven (7) existing tenancies at Wolf Willow for up to a six-month term, so long as the tenant(s) continue to be Vital Homes eligible, yet no six-month term will extend beyond June 30, 2024;**
- 2) That existing tenant(s), so long as the tenant(s) meets the Vital Homes Homeownership eligibility criteria, be afforded the opportunity, as a first right of refusal, to acquire their unit that they live in until December 31, 2023;**
- 3) That existing tenant(s) (who chose not to purchase), so long as the tenant(s) continue to meet the Vital Homes Rent eligibility criteria, be afforded the opportunity to be prioritized to the top of the CCH Rent Waitlist to have a chance at securing an affordable unit prior to the end of their lease-term, should one become available.**

EXECUTIVE SUMMARY:

- CCH's Board passed [Motion 2022.024](#) in May of 2022 directing that CCH tenancies at Wolf Willow could be extended up to a 1-year term, yet no 1 year term could extend beyond December 31, 2023 and that existing tenants, so long as the tenant meets the Vital Homes homeownership eligibility criteria, be afforded the opportunity to acquire their unit until November 1, 2023.
- Given the current lack of rental availability/supply in the Canmore, CCH administration is recommending that the Board again move that CCH tenancies can be further extended on a 6-month fixed term tenancy, to June 30, 2024, should an existing tenant wish to remain in their unit.
- CCH administration would like to afford those tenants who meet the Vital Homes Homeownership eligibility criteria the opportunity to acquire their unit on a first right of refusal basis and that the timeline for doing so be extended to December 31, 2023.
- CCH administration is recommending that the Board move to allow for those tenants who do not wish to, or are unable to, purchase their Wolf Willow unit be afforded the right to be prioritized to the top of the CCH Rent Waitlist to allow for them the opportunity to move and continue to secure affordable housing in Canmore, should a unit be available to them, prior to June 30, 2024.
- CCH administration's strategy is to list its rental units at Wolf Willow for sale when the tenancies are not renewed, if the tenancies are broken, or at the end of June 2024, whichever comes first.

DISCUSSION:

- Unit 202H is currently not occupied (tenant moved out April 30, 2023), and is undergoing some renovations. This unit will be sold when those renovations are complete. CCH has been through the process of showing this unit and has received interest in this unit to purchase once it is ready. This unit is listed at \$361,500.
- CCH currently has seven (7) rental units at Wolf Willow Condominium Corporation, not including the one that is currently under renovation;



- All seven (7) rental units have lease/tenancy end dates of December 31, 2023;
- Of the seven (7) rental units, four (4) households have indicated in the past that they would be interested in purchasing their unit, pending finances;
- CCH has one (1) one-bedroom unit, five (5) two-bedroom units, and one (1) three-bedroom unit, currently in the Wolf Willow Rent portfolio;

FINANCIAL IMPACTS

- CCH Currently owes the Town of Canmore \$1,756,575.42 from the purchase of the original Wolf Willow Rental Units. The sale of the remainder of the units will pay this debt off which will provide greater flexibility to acquire new financing for future CCH projects. There has been one property sale that we are still waiting for the final expenses to come in before repaying the Town. Payment will be approximately \$216,500 which will further reduce the loan.

ATTACHMENTS:

- Maximum Resale Value Calculation

Prepared by: Theresa Bolton, Interim Operations Manager

Prepared on: May 24, 2023

Vital Homes

Maximum Resale Value Calculation

Owners Name(s): Canmore Community Housing
 Unit/Developer: 101 125A Dyrgas Lane
 As of: 1-Jun-2023
 Original Possession Date: 31-Dec-2019
 Purchase Price paid by Owner: \$ 202,845
 Starting Year: 2019

Start Date	End Date	Annual % change in CPI	110% of annual change in CPI	% of Year Owned	Maximum Allowable Increase in Value	Base Price
31-Dec-2019	31-Dec-2019	1.90%	2.09%	0.27%	\$ 12	\$ 202,857
1-Jan-2020	31-Dec-2020	0.70%	0.77%	100.00%	\$ 1,562	\$ 204,419
1-Jan-2021	31-Dec-2021	4.20%	4.62%	100.00%	\$ 9,444	\$ 213,863
1-Jan-2022	31-Dec-2022	6.80%	7.48%	100.00%	\$ 15,997	\$ 229,860
1-Jan-2023	1-Jun-2023	1.62%	1.78%	41.64%	\$ 1,706	\$ 231,565

Maximum Vital Homes Value \$ 231,565
Vital Homes Administration Fee TBD (2.5% of Sale Price)

CALCULATION:

The resale price is calculated by multiplying the Base Price paid by the owner by 110% of the annual change (%) in CPI, compounded annually. "CPI" means the all-items Canadian national consumer price index established and published from time to time by Statistics Canada. If there is no annual CPI published for the current year, the previous year's CPI will be used.

Approved: _____

Vital Homes

Maximum Resale Value Calculation

Owners Name(s): Canmore Community Housing
 Unit/Developer: 102 125B Dyrgas Lane
 As of: 1-Jun-2023
 Original Possession Date: 30-Jul-2021
 Purchase Price paid by Owner: \$ 300,864
 Starting Year: 2021

Start Date	End Date	Annual % change in CPI	110% of annual change in CPI	% of Year Owned	Maximum Allowable Increase in Value	Base Price
30-Jul-2021	31-Dec-2021	4.20%	4.62%	42.47%	\$ 5,903	\$ 306,767
1-Jan-2022	31-Dec-2022	6.80%	7.48%	100.00%	\$ 22,946	\$ 329,713
1-Jan-2023	1-Jun-2023	1.62%	1.78%	41.64%	\$ 2,447	\$ 332,160

Maximum Vital Homes Value \$ **332,160**
Vital Homes Administration Fee **TBD** (2.5% of Sale Price)

CALCULATION:

The resale price is calculated by multiplying the Base Price paid by the owner by 110% of the annual change (%) in CPI, compounded annually. "CPI" means the all-items Canadian national consumer price index established and published from time to time by Statistics Canada. If there is no annual CPI published for the current year, the previous year's CPI will be used.

Approved: _____

Vital Homes

Maximum Resale Value Calculation

Owners Name(s): Canmore Community Housing
 Unit/Developer: 101 125C Dyrgas Lane
 As of: 1-Jun-2023
 Original Possession Date: 31-Dec-2019
 Purchase Price paid by Owner: \$ 241,618
 Starting Year: 2019

Start Date	End Date	Annual % change in CPI	110% of annual change in CPI	% of Year Owned	Maximum Allowable Increase in Value	Base Price
31-Dec-2019	31-Dec-2019	1.90%	2.09%	0.27%	\$ 14	\$ 241,632
1-Jan-2020	31-Dec-2020	0.70%	0.77%	100.00%	\$ 1,861	\$ 243,492
1-Jan-2021	31-Dec-2021	4.20%	4.62%	100.00%	\$ 11,249	\$ 254,742
1-Jan-2022	31-Dec-2022	6.80%	7.48%	100.00%	\$ 19,055	\$ 273,796
1-Jan-2023	1-Jun-2023	1.62%	1.78%	41.64%	\$ 2,032	\$ 275,828

Maximum Vital Homes Value \$ 275,828
Vital Homes Administration Fee TBD (2.5% of Sale Price)

CALCULATION:

The resale price is calculated by multiplying the Base Price paid by the owner by 110% of the annual change (%) in CPI, compounded annually. "CPI" means the all-items Canadian national consumer price index established and published from time to time by Statistics Canada. If there is no annual CPI published for the current year, the previous year's CPI will be used.

Approved: _____

Vital Homes

Maximum Resale Value Calculation

Owners Name(s): Canmore Community Housing
 Unit/Developer: 301 125C Dyrgas Lane
 As of: 1-Jun-2023
 Original Possession Date: 31-Dec-2019
 Purchase Price paid by Owner: \$ 241,618
 Starting Year: 2019

Start Date	End Date	Annual % change in CPI	110% of annual change in CPI	% of Year Owned	Maximum Allowable Increase in Value	Base Price
31-Dec-2019	31-Dec-2019	1.90%	2.09%	0.27%	\$ 14	\$ 241,632
1-Jan-2020	31-Dec-2020	0.70%	0.77%	100.00%	\$ 1,861	\$ 243,492
1-Jan-2021	31-Dec-2021	4.20%	4.62%	100.00%	\$ 11,249	\$ 254,742
1-Jan-2022	31-Dec-2022	6.80%	7.48%	100.00%	\$ 19,055	\$ 273,796
1-Jan-2023	1-Jun-2023	1.62%	1.78%	41.64%	\$ 2,032	\$ 275,828

Maximum Vital Homes Value \$ 275,828
Vital Homes Administration Fee TBD (2.5% of Sale Price)

CALCULATION:

The resale price is calculated by multiplying the Base Price paid by the owner by 110% of the annual change (%) in CPI, compounded annually. "CPI" means the all-items Canadian national consumer price index established and published from time to time by Statistics Canada. If there is no annual CPI published for the current year, the previous year's CPI will be used.

Approved: _____

Vital Homes

Maximum Resale Value Calculation

Owners Name(s): Canmore Community Housing
 Unit/Developer: 202 125F Dyrgas Lane
 As of: 1-Jun-2023
 Original Possession Date: 31-Dec-2019
 Purchase Price paid by Owner: \$ 312,792
 Starting Year: 2019

Start Date	End Date	Annual % change in CPI	110% of annual change in CPI	% of Year Owned	Maximum Allowable Increase in Value	Base Price
31-Dec-2019	31-Dec-2019	1.90%	2.09%	0.27%	\$ 18	\$ 312,810
1-Jan-2020	31-Dec-2020	0.70%	0.77%	100.00%	\$ 2,409	\$ 315,219
1-Jan-2021	31-Dec-2021	4.20%	4.62%	100.00%	\$ 14,563	\$ 329,782
1-Jan-2022	31-Dec-2022	6.80%	7.48%	100.00%	\$ 24,668	\$ 354,449
1-Jan-2023	1-Jun-2023	1.62%	1.78%	41.64%	\$ 2,630	\$ 357,080

Maximum Vital Homes Value \$ 357,080
Vital Homes Administration Fee TBD (2.5% of Sale Price)

CALCULATION:

The resale price is calculated by multiplying the Base Price paid by the owner by 110% of the annual change (%) in CPI, compounded annually. "CPI" means the all-items Canadian national consumer price index established and published from time to time by Statistics Canada. If there is no annual CPI published for the current year, the previous year's CPI will be used.

Approved: _____

Vital Homes

Maximum Resale Value Calculation

Owners Name(s): Canmore Community Housing, Common Room
 Unit/Developer: 101 125G Dyrigas Lane
 As of: 31-Dec-2022
 Original Possession Date: 31-Dec-2019
 Purchase Price paid by Owner: \$ -
 Starting Year: 2019

Start Date	End Date	Annual % change in CPI	110% of annual change in CPI	% of Year Owned	Maximum Allowable Increase in Value	Base Price
31-Dec-2019	31-Dec-2019	1.90%	2.09%	0.27%	\$ -	\$ -
1-Jan-2020	31-Dec-2020	0.70%	0.77%	100.00%	\$ -	\$ -
1-Jan-2021	31-Dec-2021	4.20%	4.62%	100.00%	\$ -	\$ -
1-Jan-2022	31-Dec-2022	6.80%	7.48%	100.00%	\$ -	\$ -

Maximum Vital Homes Value \$ -
Vital Homes Administration Fee TBD (2.5% of Sale Price)

CALCULATION:

The resale price is calculated by multiplying the Base Price paid by the owner by 110% of the annual change (%) in CPI, compounded annually. "CPI" means the all-items Canadian national consumer price index established and published from time to time by Statistics Canada. If there is no annual CPI published for the current year, the previous year's CPI will be used.

Approved: _____

Vital Homes

Maximum Resale Value Calculation

Owners Name(s): Canmore Community Housing
 Unit/Development: 202 125G Dyrigas Lane
 As of: 1-Jun-2023
 Original Possession Date: 31-Dec-2019
 Purchase Price paid by Owner: \$ 235,158
 Starting Year: 2019

Start Date	End Date	Annual % change in CPI	110% of annual change in CPI	% of Year Owned	Maximum Allowable Increase in Value	Base Price
31-Dec-2019	31-Dec-2019	1.90%	2.09%	0.27%	\$ 13	\$ 235,171
1-Jan-2020	31-Dec-2020	0.70%	0.77%	100.00%	\$ 1,811	\$ 236,982
1-Jan-2021	31-Dec-2021	4.20%	4.62%	100.00%	\$ 10,949	\$ 247,931
1-Jan-2022	1-Jun-2023	6.80%	7.48%	141.64%	\$ 26,268	\$ 274,199
1-Jan-2023	1-Jun-2023	1.62%	1.78%	41.64%	\$ 2,035	\$ 276,234

Maximum Vital Homes Value \$ 276,234
Vital Homes Administration Fee TBD (2.5% of Sale Price)

CALCULATION:

The resale price is calculated by multiplying the Base Price paid by the owner by 110% of the annual change (%) in CPI, compounded annually. "CPI" means the all-items Canadian national consumer price index established and published from time to time by Statistics Canada. If there is no annual CPI published for the current year, the previous year's CPI will be used.

Approved: _____