



CANMORE COMMUNITY HOUSING

Board of Directors Meeting Agenda

Classroom

July 6, 2023

3:00 p.m. – 5:00 p.m.

1. Consent Agenda

- a) Approval of July 6, 2023 Agenda
- b) Approval of February 17, 2023 Board Meeting Minutes
 - Note: it recently came to light that these meeting minutes were not formally approved due to transition in administrative leadership.
- c) Approval of the June 8, 2023 Board Meeting Minutes
- d) Duly signed special resolution of the Board to appoint Michelle Ouellette as Executive Director for CCH
- e) July 6, 2023 Management Report

Motion: That the Board accept the July 6, 2023 Consent Agenda as presented.

2. Business Arising from Minutes

- Introduction and welcome to Michelle Ouellette

3. New Business:

a) Clarification of Motion regarding new residency program

Motion: That the Board clarify the expectations of the proposed residency pilot program with CRPS and the Town of Canmore are as follows:

- That the Town of Canmore will provide the funding to purchase up to 5 market residential units from CRPS and/or their builders.
- That the goal is to recover the full cost of the program including purchase price, administrative and real estate fees through the sale of the residential units.
- That should any units need to be sold at less than the cost recovery due to the residency restriction placed on title of the units, CCH and the Town will first agree to:
 - a maximum price reduction per unit that is sustainable and appropriate for the purpose of securing the residency restriction,
 - a maximum listing period the units will be placed on the market for, and
 - how the shortfall in revenue shall be funded.
- That any reduced-price units remaining unsold at the end of the maximum listing period, will have the residency restriction removed from title and placed for sale at market rates.



CANMORE COMMUNITY HOUSING

- That the Town of Canmore will cover any losses incurred should the market sale price of the units not cover the full purchase price plus administrative and real estate fees.

b) Request from Bow Valley Builders and Developers Association (see attached email)

Motion: That the Board support the Executive Director remaining on the Bowda board of directors.

4. In-camera Discussion (if necessary)

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.

5. Motion Resolution Action List – See report attached.

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 Special Meeting Minutes
The Classroom – Civic Centre
February 17, 2023
2:00 p.m.**

Board Members in Attendance: Rob Murray Todd Kunst
Jamie Findlay Tanya Foubert
Sean Krausert Jeff Mah
Wade Graham Lisa de Soto

Board Members Absent: Jessie Fonseca

Rob Murray called the meeting to order at 2:04 pm.

1. In-camera Discussion

Motion 2023.020: Moved by Rob Murray that the Board go in-camera as disclosure of this information would be an unreasonable invasion of a third party's personal privacy (S.17)

CARRIED

Motion 2023.021: Moved by Lisa de Soto that the Board come out of in-camera.

Motion 2023.022: Moved by Rob Murray that the Board proceed with the termination of the employment agreement for Dougal Forteath effective Feb. 21, 2023, and that severance be provided in accordance with his employment agreement.

CARRIED

Motion 2023.023: Moved by Rob Murray that the Board offer Dougal Forteath outplacement services costing up to \$3,500 and engage Opt Human to provide HR support services with a budget of up to \$5,000.

CARRIED

2. Meeting Adjournment

Motion 2023.024: Moved by Jeff Mah that the meeting be adjourned at 2:45 p.m.

CARRIED

Managing Director

Chair



**Board of Directors Meeting Minutes
The Classroom – Civic Centre
June 8, 2023
3:00 p.m. – 5:00 p.m.**

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

Others in Attendance: Lisa de Soto, CCH
Theresa Bolton, CCH
James Kendal, Social Media Contractor
Greg Colgan, Rocky Mountain Outlook

Rob Murray called the meeting to order at 3:00 pm.

1. Consent Agenda

Motion 2023.055: Moved by Jeff Mah that the Board amend the June 8, 2023 Agenda to include an item under new Business titled “Framework for providing letters of support for development” **CARRIED**

Motion 2023.056: Moved by Jessie Fonseca that the Board accept the June 8, 2023 Consent Agenda as amended. **CARRIED**

2. Business Arising from Minutes None.

3. New Business:

a) Social Media Strategy and Policy

Motion 2023.057: Moved by Tanya Foubert that the Board adopt the Social Media Strategy for planning purposes and approve Social Media Policy 7.01 as presented. **CARRIED**

b) Wolf Willow – CCH Rental Units

Motion 2023.058: Moved by Rob Murray that 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;



CANMORE COMMUNITY HOUSING

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.

CARRIED

c) Framework for providing letters of support for developments

Jeff Mah spoke to the lack of a framework or policy for when CCH should submit letters in support of developments.

Motion 2023.059: Moved by Sean Krausert that the new Executive Director review all CCH policies to identify gaps including gaps in policy with respect to conducting advocacy on behalf of CCH.

CARRIED

4. In-camera Discussion

a) Executive Director Recruitment Update

b) Offer from Trinity Bible Church

Motion 2023.060: Moved by Jessie Fonseca 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.

Rob Murray left the meeting at 4:25 pm, Jessie Fonseca, Vice Chair assumed the role of Chair
Tanya Foubert left the meeting at 4:30 pm

Motion 2023.061: Moved by Jeff Mah that the Board come out of in-camera.

5. Motion Resolution Action List - no outstanding resolutions.

6. Meeting Adjournment

Motion 2023.062: Moved by Todd Kunst that the meeting be adjourned at 4:40 pm.

CARRIED

Managing Director

Chair




Per Article 28 (a) of the Articles of Association for Canmore Community Housing;


A resolution (whether ordinary or special) or a document purporting to be the minutes of a General Meeting shall have full force and effect according to its tenor and purport whether or not any meeting was held, or properly constituted, or the proper procedure followed thereat, provided that the resolution or documents is signed or consented to in writing by all of the Members entitled to vote at a General Meeting held on the date thereof.


Thereby, the following resolution was made this 15th day of June, 2023 and duly signed by all the Members of the Board of Directors, thus constituting a valid and bonafide resolution of the Board.

Motion 2023.

Moved by Rob Murray that the Board of Directors for Canmore Community Housing appoint Michelle Ouellette as its Executive Director effective July 10, 2023, and that the Board Chair be authorized to sign the attached Employment Agreement with Ms. Ouellette.

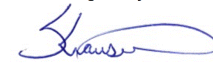
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 Rob Murray, Chair


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 Jessie Fonseca, Vice Chair

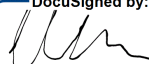
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 Todd Kunst, Treasurer

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 Jamie Findlay

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 Sean Krausert

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 Tanya Foubert

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 Wade Graham

 Jeff Mah



CANMORE COMMUNITY HOUSING

DATE OF MEETING: July 6, 2023

1. Consent Agenda

SUBJECT: Management Report

RECOMMENDATION: For information

1.0 OPERATIONS UPDATE

CCH OPERATIONS REPORT June 2023											
	OWN Program			RENT Program							
Wait List:	208	+12 over last month		158			+3 over last month				
Applications YTD:	85	+18 over last month +51 over STLY		128			+20 over last month +59 over STLY				
<i>Applications Received/Processed 2022:</i>	72			154							
Inquiries YTD:	149	+52 over last month +63 over STLY		231			+34 over last month +92 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:	163	1 unit on hold-WW for renovations-C/S		60		48		9		1	
Turnover YTD:	5%	8		8%	5	19%	9	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 June 30, 2023 ↑											



CANMORE COMMUNITY HOUSING

2.0 CCH VITAL HOMES SALES – June 2023

Sold or conditionally sold:

- #101, 125G Dyrgas Lane 1bedroom + Den (common room conversion unit) \$290,000-SOLD June 29, 2023
- #207, 505 Spring Creek Drive (Glacier Rock Lodge) 2 bedroom unit \$575,000-SOLD-June 16, 2023
- #202, 125H Dyrgas Lane 3 bedroom unit \$361,500-C/S pending renovations

Current listings/showings:

- No units listed for sale in June 2023

3.0 OTHER

1. Vital Homes within CRPS Development

- Exchanged email correspondence with Chris MacPhee from CRPS regarding the status of their development plans. Chris advised that they *“are in the early stages of planning and procurement to advance pre-construction activities with our trusted service providers which will continue to gain momentum through the balance of this year. We are not able to share specifics of this plan at this time, but when we are ready to formally disclose further details through various channels, we will let you know.”*

2. CCH role in Employee Housing

- Administration has reached out to Town of Canmore staff to advise that CCH has interest in the current conversation regarding Employee Housing as a discretionary use in industrial districts. Specifically, admin has offered to discuss ways CCH could be involved in purchasing units, registering caveats on title, and/or administering eligibility requirements on behalf of developers.

3. CCH to purchase back a unit from its current owner.

- CCH Administration has entered into a Purchase Agreement with an owner who wants to sell their unit at Spring Creek Mountain Village. This unit currently has a different Option Agreement (OA) registered on title than most other units within the Vital Homes Program, as it increases in value by 2% **above** CPI. The intent of purchasing this unit is so CCH can switch the OA to one that reflects a growth of 110% **of** CPI. CCH will purchase this unit using ~\$419,060 from our current line of credit with the Town, changing the OA and offering this unit for sale to our waitlist. While we will list the property the week of July 10, the final purchase and subsequent sale is intended to be done simultaneously with CCH taking possession on September 15th and having a purchase agreement in place for the same week.



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: June 30, 2023



CANMORE COMMUNITY HOUSING

DATE OF MEETING: July 6, 2023

Agenda Item: 3a

SUBJECT: Clarification of Motions related to CCH Residency Program

- RECOMMENDATION:** That the Board clarify the expectations of the proposed residency pilot program with CRPS and the Town of Canmore are as follows:
- That the Town of Canmore will provide the funding to purchase up to 5 market residential units from CRPS and/or their builders.
 - That the goal is to recover the full cost of the program including purchase price, administrative and real estate fees through the sale of the residential units.
 - That should any units need to be sold at less than the cost recovery due to the residency restriction placed on title of the units, CCH and the Town will first agree to:
 - a maximum price reduction per unit that is sustainable and appropriate for the purpose of securing the residency restriction,
 - a maximum listing period the units will be placed on the market for, and
 - how the shortfall in revenue shall be funded.
 - That any reduced-price units remaining unsold at the end of the maximum listing period, will have the residency restriction removed from title and placed for sale at market rates.
 - That the Town of Canmore will cover any losses incurred should the market sale price of the units not cover the full purchase price plus administrative and real estate fees.

EXECUTIVE SUMMARY:

- Administration is working with the Town of Canmore on the terms of a new residency program to be piloted with the purchase of market housing units from CRPS.
- During this process admin has found there is a lack of clarity from the Board regarding the expectations of the proposed new residency program from a financing and cost recovery standpoint.
- We are therefore proposing an additional motion to provide further Board direction regarding the intent of the residency program.

BACKGROUND:

The CCH Board passed the following motions pertinent to this discussion:

1-Dec-22	2022.089	That CCH advise Town administration that it will create a new program for the additional units to be provided by CRPS once advised of the number of units negotiated. The new program will need to include some form of future resale price restriction along with the residence requirement.
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5-Jan-23	2023.007	<p>That CCH’s board supports the acquisition of 5 additional units from CRPS at market prices subject to the following conditions:</p> <ul style="list-style-type: none"> • The cost to acquire the 5 units, including GST, will be provided by the Town of Canmore and recovered through the sale of the property through CCH’s new program. • Should these 5 units need to be sold at market sale prices with no encumbrances/restrictions, subject to the Town of Canmore’s negotiated terms with CRPS, any financial loss in so doing shall be covered by the Town of Canmore.
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Town of Canmore Council has also passed resolutions pertinent to this discussion as follows:

September 13, 2022 – Motion 231-2022

- That Council authorize an exception to the Town’s Land Transaction Policy for the transfer of the land parcel legally described as 1095F;OT to the Canadian Rockies Public Schools Board on the condition that agreement can be reached between Canadian Rockies Public Schools, the Town of Canmore and Canmore Community Housing on the number of units to be purchased for a residency program.

October 4, 2022 – Motion 232-2022

- That Council direct administration to report back to provide information on the number of units in the residency program prior to the transfer of the land parcel legally described as 1095F;OT to the Canadian Rockies Public Schools Board being executed.

DISCUSSION:

Administration met with Town of Canmore staff counsel to discuss the Terms of Agreement between the Town, CCH and CRPS regarding the new residency program to be piloted in exchange for the closure of a road right of way and transfer of the lands to CRPS. In general, the terms of this tri-party agreement are:

- CCH will purchase 5 units at market rates from CRPS and/or their builder partners.
- In exchange for this guaranteed right of purchase, the ToC will transfer a closed section of road right of way to CRPS for amalgamation with their lands to be developed.
- ToC will lend CCH the funds to cover the purchase cost of the 5 residential units.
- CCH will register a caveat on title of the units that ensures the initial sale and all future sales of the units are made to eligible Canmore residents only.
- The eligibility criteria are as yet undefined, but the goal is to restrict sales to those who meet residency requirements by virtue of their employment, business ownership or long time ties to the Canmore community. A maximum income restriction is not intended to be a part of the eligibility criteria.



CANMORE COMMUNITY HOUSING

- CCH will offer the units for sale at a cost recovery rate with the caveat on title.
- The ToC will cover any financial loss incurred by CCH should CCH not be able to recover the full costs of the units due to the fact that the registered caveat reduces the desirability and or marketability of the units.

When reviewing the wording of the above motions, specifically motion 2023.007, we believe the second bullet point is unclear and incomplete. This point reads:

- Should these 5 units need to be sold at market sale prices with no encumbrances / restrictions, subject to the Town of Canmore's negotiated terms with CRPS, any financial loss in so doing shall be covered by the Town of Canmore.

This wording is ambiguous in that it states that the terms are to be negotiated between the Town and CRPS, when CCH is also a party to the agreement. The wording around market sale prices is also unclear in that if anything, we believe the units may need to be sold for less than market prices. There is also no clarity around the level of loss CCH and the Town are willing to consider before the residency pilot would be deemed unviable or terminated.

Administration is therefore recommending that the Board provide further clarity around the intent and viability of a residency program pilot for the 5 units to be purchased from CRPS. This will allow us to finalize the Term Sheet negotiations with the Town and CRPS.

The Board may wish to go in-camera if they believe this discussion would prejudice the business interests of CCH.

FINANCIAL IMPACT

The full financial impact of the pilot residency program will not be known until the development and sales process for the units to be constructed on the CRPS lands has concluded. While the intent of the program is full cost recovery, it is acknowledged that the marketability of the units will likely be impacted by the resident restriction to be placed on title. The CCH Board has recognized this in the past and has been willing to financially support initiatives such as the Accessory Dwelling Grant Program. Administration will return to the Board at a future date for approval of terms mutually agreed to with the Town of Canmore regarding maximum price reduction and time on market.

ATTACHMENTS: None

Prepared by: Lisa de Soto, Strategic Leadership Advisor

Prepared on: June 30, 2023

From: [Ian O'Donnell](#)
To: [Michelle Ouellette](#)
Subject: BOWDA board
Date: June 27, 2023 2:18:31 PM
Attachments: [Outlook-kxcomi25.png](#)

Good afternoon Michelle,

Congratulations on the exciting new role and we certainly look forward to working alongside you with your new mandate to help support housing delivery in Canmore.

The board reviewed your request to remain an active board member with BOWDA and believes there is great added value to both organizations in having you remain as a board member.

That said, we want to ensure that any conflict of interest, real or perceived, is acknowledged as they arise and ensure that any party can raise that with the board at any time. This is consistent with our code of ethics and the declaration requested and noted at the beginning of all formal board meetings.

The governance committee would also request that CCH provide us with acknowledgement of their support to have you continue as a BOWDA board member for our review and records.

Thank you again for your service and we wish you all the best going forward.

Regards,

Ian O'Donnell BA (Econ), LEED AP
Executive Director
Bow Valley Builders and Developers Association
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M: 780.970.0067
ceo@bowda.ca | bowda.ca
<https://www.linkedin.com/in/ian-o-donnell-bowda/>



**Resolution Action List
Status as of June 30, 2023**

The following Board motions are not yet complete and are in the process of being actioned.

Date	Motion #	Motion	Status Update
5-Jan-23	2023.002	Moved by Rob Murray that CCH proceed with a new Vital Homes 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. (125 Stewart Creek Rise)	ToC advised that 1 st reading tentatively scheduled for August with public hearing and 2 nd /3 rd reading planned for September. ED will be meeting with ToC planning and engineering staff to review their comments on the application on July 11.
5-Jan-23	2023.006	Moved by Tanya Foubert that CCH administration further pursue the option of CCH acquiring access from five to ten purpose-built rental units from CRPS, for a term of 25-years at a reduced rental rate to be negotiated.	Email with Chris MacPhee at CRPS confirms they are committed to leasing 5 of the 20 Staff Residence Building units to CCH. They are in the early stages of conceptual design and will engage regarding specific lease terms and conditions such as unit mix, rates, term in due course.
5-Jan-23	2023.007	Moved by Sean Krausert that CCH's board supports the acquisition of 5 additional units from CRPS at market prices subject to the following conditions: the cost to acquire the 5 units, including GST, will be provided by The Town of Canmore and recovered through the sale of the property through CCH's new program. Should these 5 units need to be sold at market sale prices with no encumbrances/restrictions, subject to the Town of Canmore's negotiated terms with CRPS, any financial loss in so doing shall be covered by the Town of Canmore.	ToC staff counsel, Adam Driedzic drafted a "Term Sheet" for Town/CCH/CRPS review and agreement. CCH admin met with Adam but have not yet met with CRPS to review terms. Meetings exposed a lack of clarity in Board direction so admin has proposed an additional motion with accompanying Board Report.