

BANFF HOUSING CORPORATION

Board of Directors

ORDER OF BUSINESS

Wednesday March 22nd, 2017

Town of Banff, Ted Langridge Room, 8:30am

1.0 CALL TO ORDER / APPROVAL OF AGENDA

2.0 DELEGATIONS

3.0 ADOPTION OF PREVIOUS MINUTES & PUBLIC ATTACHMENTS

Minutes: February 15th, 2017

4.0 CONTINUING BUSINESS –OPERATIONAL UPDATES

- 4.1 BHC operational update: standing items
 - 4.1.1 Admin Fee – Update
 - 4.1.2 Housing sustainability update
 - 4.1.3 Administrators hours update
 - 4.1.4 RRL application update
 - 4.1.5 Update of home listings and sales

5.0 TODAY'S BUSINESS

- 5.1 **Presentation by Canmore Community Housing**
- 5.2 **Agreement between the Town of Banff and the BHC for Deer Lane**
- 5.3 **Business Plan**

6.0 NEW BUSINESS / NEXT MEETING

DATE: Wednesday April 19, 2017

Items for next Meeting:

- **Approve audited financials from KPMG (KPMG will call into the meeting)**
- **BHC equity share update**
- **BHC AGM update**

Distribution

6 BHC Board members	(1 Administration, 5 Public Members)
1 Town Council Member	Corrie DiManno
1 Administrator	Liz Hogg

4.0 CONTINUING BUSINESS:

4.1 BHC Operational Update

4.1.1 Admin fee update: Update will be provided at meeting (QuickBooks is currently unavailable)

4.1.2 Housing Sustainability update – Sharon to provide an update

4.1.3 Administrators Hours – The administrator has been working between 25-30 hours per week.

4.1.4 RRL applications – We have received 2 applications

4.1.5 Update of home listings and sales

- 10 Fairholme sold for \$880 000.
- It closed on March 17th
- There are no new listings

**To: BHC Board of Directors
From: Liz Hogg**

5.1 Presentation by Canmore Community Housing

The management working group suggested that it would be great if CCHC (Dougal Forteath, Managing Director will be presenting) could join the meeting and provide insight into the history of CCHC and the future. This is a time for Board members to ask any questions they have. Below is some information and links that may be useful to prepare for the meeting.

ABOUT CCHC:

OUR CORPORATION

The Canmore Community Housing Corporation (CCHC) is a non-profit corporation wholly owned by the Town of Canmore and governed as an arm's length organization. Established in 2000, CCHC supports a more sustainable community by providing a range of housing that is appropriate and affordable for the community's needs. We do this through research, education, advocacy and our Perpetually Affordable Housing (PAH) program.

OUR VISION

Canmore has a strong and diverse housing market that supports its economic and social well-being and sustainability.

OUR MISSION

To bridge Canmore's housing affordability gap through long-term housing options for Canmore's resident workers.

OUR MANDATE

Planning & Development | Housing Programs | Research & Advice

OUR VALUES

Leadership | Connectedness | Integrity | Accountability

[Strategic plan](#)
[rental-eligibility-glance](#)
[ownership-eligibility-glance](#)

**To: BHC Board of Directors
From: Liz Hogg**

5.2 Agreement between the Town of Banff and the BHC for Deer Lane

- Please see attached
- Kelly Gibson - Director of Corporate Services for the Town of Banff, will join the meeting to explain and review the attached document.

RECOMMEDATION

Please review the attached draft business plan and bring any notes on changes you would like to see implemented into the 2017 plan.

**To: BHC Board of Directors
From: Liz Hogg**

5.3 Business Plan

- Please see attached Business Plan
- See attached noted from our November working group

RECOMMEDATION

Please review the attached draft business plan and bring any notes on changes you would like to see implemented into the 2017 plan.

Month	Task	Status update
January	Begin Budget and business plan	complete
	Review of existing BHC policies/BHC procedural document	
	Annual update of Calendar	complete
February	Continue Business Plan and Budget	ongoing
	Review of previous fiscal years financial performance in relation to budget	complete
March	Finalise Business plan and Budget (if not done in Feb)	
	Reminder of BHC AGM	
April	Approve Audited Statements (with KPMG call)	
	BHC equity share update	
	BHC AGM	
May	Q1 update	
June	Review website analytics	
July	Nothing	
August	Q2 update	
	set annual Fee	
September	Review of new directors orientation kit (when required)	
	Review rental rate	
	Advertise for new directors (when required)	
October	Recommend applicants for director positions to shareholders	
November	File Annual Return	
	Q3 update	
December	Review of terms of reference for Chair/Vice Chair and other officers	
	Election of Chair/Vice Chair (and other officers as required) for next fiscal year	
	Review of terms of reference for Directors	
	Appointment of auditor (if required, must coincide with Town's appointment)	
	Board update on any outstanding legal actions	
	Review Website analytics data	

Last Updated: March 2017

