

**MINUTES OF THE
BANFF HOUSING CORPORATION
Town Hall, Ted Langridge Room
May 23, 2018 at 8:30 a.m.**

BOARD MEMBERS PRESENT

Chris Thorburn	Public Member Director
Kevin Driver	Public Member Director
Allan Buckingham	Public Member Director
Corrie DiManno	Town Councillor

BOARD MEMBERS/OTHERS ABSENT

Richard Maisonet	Public Member Director
Sharon Oakley	Manager, Housing Sustainability

ADMINISTRATION, OTHERS PRESENT

Aimee Woo	Administrator, Banff Housing
Candis Waugh	Recorder

1.0 CALL TO ORDER/APPROVAL OF AGENDA

C. DiManno called the May 23, 2018 meeting of the Banff Housing Corporation to order at 8:30 a.m.

BHC18-37	Moved by K. Driver to approve the agenda.	CARRIED
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2.0 DELEGATIONS

There were no delegations.

3.0 ADOPTION OF PREVIOUS BANFF HOUSING CORPORATION MINUTES

BHC18-38	Moved by K. Driver that the board adopt the minutes of the April 18, 2018 meeting of the Banff Housing Corporation as presented.	CARRIED
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4.0 CONTINUING BUSINESS - OPERATIONAL UPDATES

4.1.1 BHC Operational Update

4.1.1.1 Home Sales

An open house was held for 269 Jasper Way.

4.1.2 Housing Sustainability Update

4.1.2.1 AGM update

C. DiManno will confirm that Kevin Driver from the BHC will present to council for the AGM on June 11th, 2018.

4.1.2.2 Ti'nu

i. Move-In Day

Options were emailed out asking preferences for move-in dates with those who have qualified and prelease agreements signed. The options being:

- last week in June
- July 1st
- August 1st

There are currently a few units left for the 1 and 2 bedroom apartments.

ii. Draft Tenant Agreement (Attached)

Wording has be changed on page 9 not to include or allow the storage of 20lb or larger propane tanks in units, as individual barbeques are not allowed.

A communal barbeque will be provided by Ti'nu in a common area.

5.0 TODAY'S BUSINESS

5.1.1 RRL book end clarification in operational policy

The book end policy will be updated and added to the manual. This policy will be reworded with clear language. This task will be given to the new position. The discussion will be postponed until new wording has been completed.

5.1.2 Rules around open houses for BHC sales (verbal discussion)

The rules regarding open houses require updating in the operating manual. For instance: Can we make the open house rules smoother with further education on open houses? Possibly limit the number of open houses per month as there is considerable work put into an open house, or make decisions based on availability?

Previous documentation needs cleaning up and will ask this of the new BHC position.

BHC18-39

Moved by C. DiManno

That administration continue to hold open houses in accordance with staff time and workload.

CARRIED

5.1.3 Review bylaws for amendments prior to AGM

Voting members from Town of Banff will be verified with the Municipal Clerk. Along with the current board regarding the terms of the Public Member Directors when they started and when each term ends.

Bylaw No 1-2 BHC will be updated and will have amended and given to the Municipal Clerk prior to the June 11th AGM.

BHC18-40 Moved by C. DiManno that Bylaw No 1-2 be approved as amended:

a) to add the option of a representative of the shareholder to the board - "the board must include a senior Town of Banff administrator and/or a representative of the shareholder"

b) to clarify the type of homeowners or renters - "but no more than two (2) Banff Housing Corporation homeowners or renters as public members"

c) to amend the pronoun to "they" from "he" in the section about directors vacating their position

5.1.4 New hires interview process (verbal update)

C. Thorburn will help S. Oakley with the interview process starting May 28 for the new positions with the BHC.

6.0 NEW BUSINESS / NEXT MEETING

DATE Next meeting - Wednesday, June 13, 2018 at 8:30 a.m. for a Ti'Nu tour

BHC18-41 Moved by C. DiManno to adjourn at 9:39 a.m.

CARRIED

Corrie DiManno, Chair

Recording Secretary