

**MINUTES OF THE
BANFF HOUSING CORPORATION
Town Hall, Ted Langridge Room
July 4, 2018 at 8:30 a.m.**

BOARD MEMBERS PRESENT

Chris Thorburn	Public Member Director
Kevin Driver	Public Member Director
Allan Buckingham	Public Member Director
Richard Maisonet	Public Member Director
Corrie DiManno	Town Councillor
Sharon Oakley	Manager, Housing Sustainability

BOARD MEMBERS/OTHERS ABSENT

Carrie Vaugeois	Banff Housing Corporation Supervisor
Aimee Woo	Administrator, Banff Housing

ADMINISTRATION, OTHERS PRESENT

Candis Waugh	Recorder
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1.0 CALL TO ORDER/APPROVAL OF AGENDA

C. DiManno called the July 4th, 2018 meeting of the Banff Housing Corporation to order at 8:30 a.m.

BHC18-42	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

BHC18-43	Moved by A. Buckingham that the board adopt the minutes of the May 23 rd , 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

Carrie is transitioning to home sales for the BHC. There are no completed sales at this time.

4.1.2 Housing Sustainability Update

4.1.2.1 AGM update

The AGM is set for Monday, July 16 at 3:30 p.m. at Council. The equity portfolio is in the finishing stages by Sharon.

K. Driver and A. Buckingham will be representing the board at the AGM.

4.1.2.2 Ti'nu (verbal update)

Move-in's to Ti'nu began the week of June 25th and have been a steady staggered entry and will continue during July and August. There has been approximately 10 units each day move in. Hoya and Mistaya are the first buildings to be occupied. Nakoda will start move-ins on June 28th and 29th.

The Ti'nu office is located at Unit 2106 Hoya building which is a central location.

New applications are now being vetted for move-ins during August, September and October.

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

5.0 TODAY'S BUSINESS

5.1.1 Review and Approve 2018 Business Plan (attached)

S. Oakley is updating the business plan which will now include the rental information, a draft will be sent out to review.

Budget approved and will be attached

5.1.2 Review 2017 BHC equity portfolio (attached)

S. Oakley will complete the equity portfolio based on 2017 property assessments for 2018. This shows council the growth in the portfolio.

5.1.3 Staff update (verbal update)

Carrie Vaugeois has joined the team, she comes with great knowledge from her experience at the Chateau Lake Louise – housing. She has already attended an open house for the BHC and has completed the orientation.

Maintenance lead hand has been offered the position starting on July 15th, we are waiting for an acceptance.

Full staffing should be in place by July 15 for the BHC.

Security will be provided by JASE and has started on July 1, 2018. They have already provided excellent reports and very thorough.

5.1.4 BHC admin fees (verbal update)

BHC18-44

Moved by C. DiManno to investigate the BHC historical administration files regarding the timing of collection for admin fees. **CARRIED**

5.1.5 Letter from Ti'nu applicant (in-camera meeting)

BHC18-45

Moved by C. DiManno to move in-camera to discuss a matter which involves third party personal privacy as per Section 17 of the Freedom of Information and Protection of Privacy Act at 9:20 a.m. **CARRIED**

BHC18-46

Moved by C. DiManno to come out of camera at 9:31 a.m. **CARRIED**

6.0 NEW BUSINESS / NEXT MEETING

DATE Next meeting - Wednesday, September 12, 2018 at 8:30 a.m.

BHC18-47 Moved by C. DiManno to adjourn at 9.45 a.m.

CARRIED

Corrie DiManno, Chair

Recording Secretary