

**MINUTES OF THE  
BANFF HOUSING CORPORATION  
Town Hall, Ted Langridge Room  
March 20, 2019 at 8:30 a.m.**

**BOARD MEMBERS PRESENT**

Corrie DiManno	Town Councillor
Richard Maisonet	Public Member Director
Chris Thorburn	Public Member Director
Dee Larosa	Public Member Director
Sharon Oakley	Manager, Housing Sustainability

**BOARD MEMBERS/OTHERS ABSENT**

Allan Buckingham	Public Member Director
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**ADMINISTRATION, OTHERS PRESENT**

Carrie Vaugeois	Banff Housing Corporation Supervisor, Recorder
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**1.0 CALL TO ORDER/APPROVAL OF AGENDA**

C. DiManno called the March 20, 2019 meeting of the Banff Housing Corporation to order at 8:30am.

BHC19-6 Additions to the agenda, 6.1.9 Financial Committee, 6.1.10 Request for sabbatical, 6.1.11 Fees and payments. Moved by R. Maisonet to approve agenda **CARRIED**

**2.0 DELEGATIONS**

There were no delegations.

**3.0 ADOPTIONS OF MINUTES & PUBLIC ATTACHMENTS**

BHC19-7 meeting Moved by C. DiManno to review and approve the January 2019 minutes at the April 17, 2019

**CARRIED**

**4.0 BUSINESS ARISING FROM MINUTES**

Minutes were moved to April for approval

**5.0 CONTINUING BUSINESS – OPERATIONAL UPDATES**

5.1.1 BHC operational update

5.1.1.1 Home Sales:

Currently two properties listing in April. Six additional homeowner have contacted the BHC inquiring about home sales.

5.1.1.2 Ti’Nu:

1. February 2019 -Ti’Nu was fully occupied with a waitlist for all styles of units.
2. Small Appliance loan program has started with select appliances.
3. Large toys/sporting equipment program for summer 2019.

4. Investigating potential options for paid underground parking at other locations, to offer paid options for secure, assigned parking to residents of Ti’Nu.

5. Car Share -12 memberships. 35 single use rentals.

#### 5.2 Housing Sustainability Update

5.2.1 Update from Community Social Assessment. Waiting for the 2018 Banff vacancy rate from the Alberta Apartment and rental Cost Survey.

5.2.2 Contacting third party consultants to review the entire BHC portfolio.

5.2.3 Rent increase for Ti’Nu will be tied to the average household income over the past 5 years.

### 6.0 TODAY’S BUSINESS

6.1.1 BHC Co-mortgage  
Will be brought to the workshop in May

6.1.2 2019 Business plan  
April meeting review and approval.

6.1.3 Ti’Nu Operating budget/BHC – Operating budget  
Budget is approved in November for the following year. BHC & Ti’Nu budgets to be merged into same format  
Investigating a third party CPA/book keeper to assist with monthly bookkeeping, reports and reconciliation.

BHC19-8 Motion C. DiManno, Bring back two proposal, 1 external and 1 from the Town of Banff for monthly financial review. **CARRIE**

6.1.4 2019 BHC Calendar  
Reviewed – BHC board meeting will continue to meet monthly for 2019, adding workshops one to two times a year.

6.1.5 2019 Board of Directors Terms of Reference  
Review and return with recommendations

6.1.6 Reviewed BHC website Analytics/FAQ’s

6.1.7 Bylaw review  
Board to review and email edits to Manager, Housing Sustainability.

6.1.8 338 Banff Ave  
New lease to be renewed with Caribou Properties for July 1<sup>st</sup>, 2019.

6.1.9 Finance Committee

BHC19-9 C. DiManno moved to appoint R. Maisonet and C. Thorburn to the Finance Committee, to meet as necessary.

6.1.10 Request for Sabbatical

BHC19-10 Motion by C. DiManno, As per BHC rental policy Board approved 1 year rental of 206 Peyto Place August 1, 2018 to July 31, 2019.

6.1.11 Unpaid Fees

Thirty-one homeowners have outstanding fees- \$25,000.00 outstanding. BHC to investigate easier methods of payments other than cash or check.

**7.0 OTHER ITEMS**

7.1.1 Board Development planning session

Wednesday, May 15, 2019 at 8:30 a.m. till 12 p.m. at Fenlands – meeting TBA

7.1.2 2018 Audit

April 17, 2019 meeting

**8.0 NEXT MEETING DATE / ITEMS FOR NEXT MEETING**

8.1.1 Next meeting: Wednesday, April 17, 2019 at 8:30 a.m. at the Ted Landridge, Meeting Room

8.1.2 Operating Budgets: BHC 2019

Ti’Nu 2019

BHC19-5 Moved by C. Thorburn to adjourn at 10:34 a.m.

**CARRIED**

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Corrie DiManno, Acting Chair

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Recording Secretary