

Board of Directors Meeting Minutes

CCHC Boardroom

December 14, 2016

3:00p.m. – 5:00 p.m.

Board Members in Attendance: John Borrowman Lesley Bannister
Rob Seeley Peter Musil
Dan Sparks Samantha McConnery
Steve Ashton Sue Anderson
Sandra Demchuk

Others in Attendance: Dougal Forteach, CCHC

Regrets Cathy-Anne David
Michael Fark

Dan Sparks called the meeting to order at 3:04pm

1) **Agenda Approval**

Motion 2016.132 Moved by Rob Seeley to approve the agenda as presented CARRIED

2) **Approval of Minutes**

a. Approval of the November 16th 2016 Regular Board Meeting Minutes

Motion 2016.133 Moved by John Borrowman to approve the minutes of November 16, 2016 as presented. CARRIED

3) **Business Arising from Minutes:**

None

4) a. **Report from administration**

The Board directed that the January 4th meeting will be cancelled

Motion 2016.134 Moved by Sue Anderson to accept the report from administration as information. CARRIED

Motion 2016.135 Moved by Samantha McConnery to go in- camera at 3:20 pm as disclosure of this information is harmful to the economic interests of CCHC CARRIED

b. Old Day Care Lands draft RFP – confidential

Motion 2016.136 Moved by Peter Musil to come out of camera at 4:40pm CARRIED

Motion 2016.137 Moved by Peter Musil to approve the draft RFP as amended and that the RFP be released no later than December 23 2016. CARRIED

Motion 2016.138 Moved by Samantha McConnery to go in- camera at 4:42 pm as disclosure of this information harmful to the economic interests of CCHC CARRIED

c. Old Day Care Lands - confidential

Motion 2016.139 Moved by Rob Seeley to come out of camera at 4:47pm CARRIED

Motion 2016.140 Moved by Samantha McConnery that administration draft an offer to purchase for the acquisition of the Old Day Care Lands for the Town of Canmore's consideration. The offer will: identify a purchase price of \$1,300,000 and over and above generally accepted purchasers conditions shall include a condition that the purchase price is not payable until 45 days past the date of substantial performance of the development. CARRIED

d. LNA appointment

Motion 2016.141 Moved by John Borrowman that the Managing Director be appointed to the LNA Board of directors until November 2017. CARRIED

e. Q3 operating results

This matter was moved to the January Board agenda

f. 2017 Cost of Living Adjustment

Motion 2016.142 Moved by Sue Anderson that a COLA increase of 1.3% be approved for all CCHC employees in 2017. CARRIED

Motion 2016.143 Moved by Lesley Bannister to go in camera at 4:55pm to discuss a personnel matter CARRIED

g. 2016 Managing Director review – confidential

Motion 2016.144 Moved by Sue Anderson to come out of camera at 5:16pm CARRIED

Motion 2016.145 Moved by Dan Sparks that:

- 1) the Managing Director's salary be increased to \$112,500 effective August 1 2016 and that a 1.3% COLA increase be effective for 2017; that the managing directors vacation allotment be increased to 5 weeks a year effective January 1 2017;
- 2) The Board appoint a committee to meet in early 2017 to draft performance review guidelines for the managing director position. The committee will report back early in the second quarter of 2017 to recommend guidelines for an annual performance review with consideration given to performance review criteria, possible performance based pay bonuses and/or salary increases, and COLA applicability. CARRIED

5) **New Business**

None

6) **Motion Resolution Action List**

None


7) **Meeting Adjournment**

Motion 2016.146 Moved by Sue Anderson to adjourn the meeting at 5:20pm

CARRIED



Managing Director



Chair