



## Board of Directors Meeting Minutes

Thursday, October 10, 2013  
CCHC Boardroom  
4:00-6:00pm

**Board Members in Attendance:** Garth Lyon Sean Krausert  
Bob Kocian Cathy Robinson  
Kimber Meister Dan Sparks  
Hans Helder

**Others in Attendance:** Jennifer Bisley, Managing Director, CCHC  
Gary Buxton, GM Municipal Infrastructure, Town of  
Canmore Administration and CCHC Liaison

**Regrets** none

There being a quorum, Garth Lyon called the meeting to order at 4:15 pm.

1) **Agenda Approval**

Moved by Bob Kocian to approve the agenda as presented.  
Carried unanimously

2) **Approval of Minutes**

**Motion 2013.32**

Moved by Kimber Meister to approve the Minutes of the August 28 2013 Board meeting as presented.

Carried unanimously

3) **Business Arising from Minutes:** none

4) **Committee Reports:** (see New Business)

5) **Report from Managing Director**

**Motion 2013.33**

Moved by Bob Kocian to accept the Managing Director's Report for information.  
Carried unanimously

*APPROVED Motion 2013.36, November 6, 2013  
CANMORE COMMUNITY HOUSING CORPORATION*

6) **New Business:**

a) **CCHC Corporation Strategic Review Work Plan**

**Motion 2013.34**

Moved by Cathy Robinson to allocate an additional \$4,000 from the operating budget to the corporation strategic review.

Carried unanimously

7) **In Camera Items**

Moved by Cathy Robinson to go in camera at 4:48pm

a) **Intergovernmental Issue**

b) **Project Committee Issue**

c) **Client Issue**

Moved by Bob Kocian to come out of camera at 5:50pm

**Motion 2013.35**

Moved by Bob Kocian to recommend to the CCHC Shareholders that they appoint the approved list of Directors to the CCHC Board (list severed).

Carried unanimously

8) **Motion to Adjourn**

Moved by Kimber Meister to adjourn the meeting at 5:52 pm.

Carried unanimously

\_\_\_\_\_  
Chair

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Managing Director

**Board of Directors Meeting Minutes**

**Wednesday, August 28, 2013  
CCHC Boardroom  
4:00-6:00pm**

**Board Members in Attendance:** Garth Lyon Sean Krausert  
Bob Kocian (5:08pm) Cathy Robinson  
Kimber Meister Dan Sparks (4:05 pm)  
Hans Helder

**Others in Attendance:** Jennifer Bisley, Managing Director, CCHC  
Gary Buxton, GM Municipal Infrastructure, Town of  
Canmore Administration and CCHC Liaison

**Regrets** none

There being a quorum, Garth Lyon called the meeting to order at 4:02 pm.

1) **Agenda Approval**

Moved by Sean Krausert to approve the agenda as presented.  
Carried unanimously

2) **Approval of Minutes**

**Motion 2013.26**

Moved by Kimber Meister to approve the Minutes of the May 16 2013 Board meeting as presented.

Carried unanimously

3) **Business Arising from Minutes**: none

*Dan Sparks entered the meeting at 4:05pm*

4) **Committee Reports**: none

5) **Report from Managing Director**

**Motion 2013.27**

Moved by Sean Krausert to accept the Managing Director's Report for information.  
Carried unanimously

*APPROVED Motion 2013.32, October 10 2013  
CANMORE COMMUNITY HOUSING CORPORATION*

6) **New Business:**

a) **CCHC Corporation Strategic Review Terms of Reference**

**Motion 2013.28**

Moved by Hans Helder to approve the Corporation Strategic Review Terms of Reference as presented.

Carried unanimously

b) **CCHC Sublease Policy**

**Motion 2013.29**

Moved by Cathy Robinson to approve the CCHC Sublease Policy as presented.

Carried unanimously

*Bob Kocian entered the meeting at 5:08pm*

c) **CCHC Leasing and Acquisition Report**

**Motion 2013.30**

Moved by Cathy Robinson to receive the consultant report "CCHC Leasing and Acquisition Strategy Plan" as presented.

Carried unanimously

d) **2013-2014 CCHC Board Recruitment**

The Board provided direction to the Managing Director with respect to CCHC Board recruitment for 2013-2014.

e) **2014 Business Plan and Cash Budget**

**Motion 2013.31**

Moved by Kimber Meister to approve the 2014 draft cash budget for submission to the Town of Canmore.


Carried unanimously


7) **In Camera Items:** none

8) **Motion to Adjourn**

Moved by Bob Kocian to adjourn the meeting at 6:06 pm.

Carried unanimously

  
\_\_\_\_\_  
Chair

  
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Managing Director

APPROVED Motion 2013.32 October 10, 2013  
CANMORE COMMUNITY HOUSING CORPORATION