

**Board of Directors Meeting Minutes**

**Thursday, September 22, 2011  
CCHC Boardroom**

**Board members in attendance:**

Cathy-Anne David  
Bob Kocian  
Garth Lyon

Kimber Meister  
Brent Rosvold

**Others in attendance:**

Jennifer Bisley, Managing Director, CCHC;  
Gary Buxton, Town of Canmore, CCHC Liaison  
Therese Rogers, Town of Canmore, HR Manager

**Regrets** John Borrowman, Karen Greene, Ed Russell, Heather Schilling

There being a quorum, Cathy-Anne David called the meeting to order at 5:39 pm.

**Presentation: Town of Canmore Human Resources Policies and Procedures**

*Therese Rogers left the meeting at 6:08pm*

1) Agenda Approval

Moved by Brent Rosvold to approve the agenda as amended, with the removal of agenda item 7b.

Carried unanimously

2) Review and Approval of Minutes

**Motion 2011.34**

Moved by Kimber Meister that the Board approve the Minutes of the August 18, 2011 Board meeting as presented.

Carried unanimously

3) Business Arising from Minutes:

**a) 2012 CCHC Business Plan**

**Motion 2011.35**

Moved by Bob Kocian that the Board approve the final version of the 2012 CCHC Business Plan as presented.

It was noted that the CCHC Managing Director and Chair will make a presentation to the Town of Canmore Budget Committee on October 12, 2011 at the Town's request.

4) Committee Reports

- a) **Executive Committee:** none
- b) **Communication Committee:** none
- c) **PAH Demand Assessment Committee:** none
- d) **Board Recruitment Committee:** verbal report accepted for information

5) Report from Managing Director:

Managing Director's Report presented, discussed and accepted for information.

6) New Business

**a) Presentation: Town of Canmore Human Resources Policies and Procedures**

**b) Bow Valley Interagency Letter of Support Request**

**Motion 2011.36**

Moved by Brent Rosvold that CCHC provide a letter of support to the Town of Banff Family and Community Support Services for its application for a Bow Valley Housing Outreach Worker under the Canada Homelessness Partnering Strategy Funding Program

Carried unanimously

**c) Canadian Tire Affordable Housing Contribution**

**Motion 2011.37**

Moved by Bob Kocian that CCHC, on receipt of the Canadian Tire \$288,000 affordable housing contribution, deposit the funds in the capital fund account with a restriction on its use for future affordable housing projects as to be approved by the Board.

Carried unanimously

Moved by Kimber Meister to go in camera at 6:53 pm. Carried.

7) In Camera

- a) **HR Issue**
- b) **Removed from agenda**
- c) **Intergovernmental Issue**

*Kimber Meister declared a conflict of interest and left the meeting at 7:15 pm*

**d) Legal Issue**

*Kimber Meister returned to meeting at 7:30 pm*

Moved by Bob Kocian to come out of camera at 7:30 pm. Carried.

8) Direction to Council: none

9) Next Meeting Dates

a) Shareholder Meeting: October 18, 2011

b) Board Meeting: October 20, 2011

10) Motion to Adjourn

Moved by Kimber Meister to adjourn the meeting at 7:32 pm

Carried.