

**Board of Directors Meeting Agenda  
Classroom –Civic Centre  
December 6<sup>th</sup>, 2018  
3:00 p.m. – 5:00 p.m.**

- 1. Approval of Agenda**
- 2. Approval of Minutes**
  - a. Approval of the November 15th, 2018 Board Meeting Minutes
- 3. Business Arising from Minutes**
- 4. Reports:**
  - a. Managing Director Annual Review – confidential
  - b. Report from Administration
- 5. New Business**
- 6. Motion Resolution Action List**

All actions completed
- 7. Meeting Adjournment**

*A majority of the Directors in office shall constitute a quorum. In the case of an equality of votes, the Chair shall be entitled to a second or casting vote.  
(Articles of Association s45)*



# For Information

**DATE OF MEETING:** December 6th, 2018 **Agenda Item: 4a**

**SUBJECT:** Managing Director's Report

**RECOMMENDATION:** For information

## **EXECUTIVE SUMMARY**

The Administration Report summarizes activities relative to CCHC's operations and Strategic Plan as required.

### **1.0 OPERATIONS UPDATE**

There is no update provided for November, it will be provided December 20th

### **2.0 Hawks Bend**

Construction update: Cathy-Anne David will provide the Board with a verbal report/update as to the status of the development

CCHC administration: will provide a verbal update as to the status of the disclosure/purchase document preparation and related matters

### **3.0 CCHC Board officer positions**

The Board will need to appoint the following CCHC officers: Chair, Vice Chair, and Treasurer. The current Chair, Vice Chair and Treasurer appointments expired November 15<sup>th</sup>, 2018 (Motion 2017-148)

### **4.0 CCHC Recruitment**

The Board will be provided with an update to the recruitment process

### **5.0 PAH resale**

CCHC administration will provide the Board with a verbal update on a forthcoming PAH re-sale at SCMV

### **6.0 CCHC Board governance session**

CCHC would like to discuss the November 22<sup>nd</sup> Governance session with the Board to determine whether the Board feels any follow up is required.

### **7.0 Town of Canmore**

Michael Fark will provide a verbal update as to what, if any, market or affordable housing initiatives the Town is aware of that CCHC should also be made aware of.

**Prepared by:** Dougal Forteath, Managing Director

**Prepared on:** November 30, 2018