

CANMORE COMMUNITY HOUSING

**Board of Directors Meeting Minutes
Zoom Video Conference
January 7, 2021
3:00p.m. – 5:00 p.m.**

Board Members in Attendance:

| | |
|----------------|--------------------|
| Kieran Dowling | Vi Sandford |
| Jeff Hilstad | Samantha McConnery |
| Todd Kunst | Rob Murray |
| Maria Lynn | Dallas Suttie |
| Steve Ashton | |

Board members Absent: N/A

Others in Attendance: Dougal Forteath, CCHC
Lisa de Soto, ToC

Steve Ashton called the meeting to order at 3:03 p.m.

1) Agenda Approval

Motion 2021.001 Moved by Todd Kunst to approve the Agenda as presented.

CARRIED

2) Approval of Minutes

December 17, 2020:

Amend to correct spelling to “Vi Sandford” in motion 2020.119

Motion 2021.002 Moved by Dallas Suttie to approve the December 17, 2020 meeting minutes as amended.

CARRIED

3) Business Arising from Minutes:

N/A

4) a. Managers Report

2.0 CCH Board meetings

Meetings will remain at twice a month, when required, and the Board will move to a Consent Agenda format.

3.0 Managing Director review subcommittee

Motion 2021.003 Moved by Steve Ashton that Samantha McConnery, Kieran Dowling, Dallas Suttie be appointed to the managing Director’s 2020 review subcommittee and complete the 2020 performance review.

CARRIED

4.0 Town of Canmore

Lisa de Soto advised that CCH’s MOST funding request (**Motion 2020.096** – Request sent to Town of Canmore November 17, 2020 for \$44,092.03 in funding) was approved at Finance committee.

The balance of the managers report was accepted as information.

b. Vital Homes Own Program SPP 3.02

Motion 2021.004 Moved by Todd Kunst that all references to PAH be replaced with Vital Homes within policy SPP 3.02.

CARRIED

Motion 2021.005 Moved by Jeff Hilstad to amend Section 4.4 of SPP 3.02, definition of “Moderate Income”, to reflect CCH administration can approve applicants whose gross household income is a maximum of 2% above the threshold at the time of application.

CARRIED

Motion 2021.006 Moved by Vi Sandford to amend Section 5.2.3 of SPP 3.02, “Annual Gross Household Income”, to reflect that gross household income must be in accordance with the definition of “Moderate Income” in Section 4.4.

CARRIED

Motion 2021.007 Moved by Kieran Dowling to amend Section 5.2.4 of SPP 3.02, “Net Household Assets”, to reflect CCH administration can approve applicants whose net household assets are a maximum of 2% above the threshold at the time of application.

CARRIED

Motion 2021.008 Moved by Steve Ashton to delete Section 5.2.5 of SPP 3.02 in its entirety.

CARRIED

Motion 2021.009 Moved by Kieran Dowling to amend Section 6.2.2 of SPP 3.02 to reflect that once an applicant has purchased a Vital Homes unit, they will go to the bottom of the Waitlist in priority order from the time they acquired their Vital Homes unit subject to the eligibility criteria.

CARRIED

Motion 2021.010 Moved by Steve Ashton to go in-camera at 4:16 p.m. as information contained in this report would be an unreasonable invasion of a third party's personal privacy should it be discussed publicly (s.17) CARRIED

c. Vital Homes waitlist applicant appeal – confidential

Motion 2021.011 Moved by Todd Kunst to come out of camera at 4:18 p.m. CARRIED

Motion 2021.012 Moved by Todd Kunst to approve the applicant's eligibility confirmation based on changes to SPP 3.02 adopted by the Board January 7, 2021. CARRIED

Motion 2021.013 Moved by Steve Ashton to go in-camera at 4:19 p.m. as information contained in this report would be an unreasonable invasion of a third party's personal privacy should it be discussed publicly (s.17) CARRIED

d. Vital Homes Waitlist applicant request


Motion 2021.014 Moved by Steve Ashton to come out of camera at 4:28 p.m.

Motion 2021.015 Moved by Samantha McConnery that CCH reimburse the waitlist applicant up to a gross amount of \$750, subject to receipt of invoices and proof of payment, for legal costs associated with the purchase and sale agreement for 101-125B. CARRIED

Motion 2021.016 Moved by Samantha McConnery CCH provide the waitlist applicant the first opportunity to acquire 101-125B Dyrigas Lane when it is next listed prior to October 31, 2021. CARRIED

7) Meeting Adjournment

Motion 2021.017 Moved by Rob Murray to adjourn the meeting at 4:30 p.m. CARRIED



Managing Director



Chair