

CANMORE COMMUNITY HOUSING

Board of Directors Meeting Minutes

Zoom Video Conference

April 1, 2021

3:00 p.m. – 5:00 p.m.

Board Members in Attendance:

Kieran Dowling
Jeff Hilstad
Todd Kunst
Dallas Suttie

Vi Sandford
Samantha McConnery
Rob Murray

Board members Absent:

Steve Ashton
Maria Lynn

Others in Attendance:

Dougal Forteath, CCHC
Lisa de Soto, ToC
Calvin Scott, Avail CPA

Kieran Dowling called the meeting to order at 3:04 p.m.

1) Consent Agenda Approval

Motion 2021.027 Moved by Samantha McConnery to approve the April 1, 2021 Consent Agenda as presented. **CARRIED**

2) Business Arising from Minutes:

N/A

3) a. CCH 2020 draft Audited Statements

Note: Dougal Forteath and Lisa de Soto left the meeting at 3:25 p.m.

Motion 2021.028 Moved by Kieran Dowling to go in camera at 3:26 p.m. as to allow the Board to ask questions of the Management Letter and Post Audit letter to the auditor. **CARRIED**

Motion 2021.029 Moved by Todd Kunst to come out of camera at 3:35 p.m. **CARRIED**

Note: Dougal Forteath and Lisa de Soto returned to the meeting at 3:36 p.m.

Motion 2021.030 Moved by Dallas Suttie that CCH's Board approve the 2020 audited Statements as presented. CARRIED

Motion 2021.031 Moved by Rob Murray to go in camera at 3:39 p.m. as the Board is reviewing information related to a third party's personal privacy (S.17). CARRIED

b. Rental Eligibility Appeal – confidential

Motion 2021.032 Moved by Samantha McConnery to come out of camera at 3:51 p.m. CARRIED

Motion 2021.033 Moved by Kieran Dowling the appeal reviewed be denied as the rental application does not meet the Employment & Residency criteria set out in Section 5.2.3 of the Vital Homes rental program policy SPP 3.03. CARRIED

Note: Dougal Forteath and Lisa de Soto left the meeting at 3:52 p.m.

Motion 2021.034 Moved by Kieran Dowling to go in camera at 3:53 p.m. as the Board is reviewing information related to a third party's personal privacy (S.17). CARRIED

c. Managing Director Review – confidential

Motion 2021.035 Moved by Kieran Dowling to come out of camera at 4:33 p.m. CARRIED

Motion 2021.036 Moved by Samantha McConnery to amend the Managing Director's base salary to \$120,579 as of January 1, 2021. CARRIED

Motion 2021.037 Moved by Samantha McConnery to approve the Statement of Policy and Procedure – Annual Salary Administration (SPP 5.04(1)) as amended.

Discussion:

Amending Motion:

Motion 2021.038 Moved by Kieran Dowling to amend motion 2021.037 to additionally state "Managing Director will no longer fall within the Town of Canmore salary range pay grid system, rather a salary range of \$115,000 to \$130,000 has been established, as of December 31, 2020. Pending a legal review of the statement of policy and procedure (SPP 5.04 (1)).

Vote on Motion 2021.038 CARRIED

Vote on Motion 2021.037 as amended CARRIED

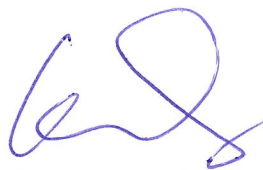
6) Meeting Adjournment

Motion 2021.039 Moved by Kieran Dowling to adjourn the meeting at 4:35 p.m.

CARRIED



Managing Director



Vice Chair

