

# CANMORE COMMUNITY HOUSING

**Board of Directors Meeting Minutes  
The Classroom- Civic Centre  
August 4, 2022  
3:00 p.m. – 5:00 p.m.**

**Board Members in Attendance:**

|                |               |
|----------------|---------------|
| Kieran Dowling | Todd Kunst    |
| Jamie Findlay  | Rob Murray    |
| Jeff Hilstad   | Tanya Foubert |
| Maria Lynn     |               |

**Board members Absent:** Jessie Fonseca

**Others in Attendance:** Dougal Forteach, CCH  
Theresa Newland, CCH

Todd Kunst called the meeting to order at 3:02 p.m.

**1) Agenda Approval**

June 2<sup>nd</sup> Minutes:

Amend Motion 2022.032 - corrected to note the motion made by Jeff Hilstad.  
Add: "2) Business Arising from the Minutes N/A"

**Motion 2022.034 Moved by Rob Murray to approve the August 4, 2022 Consent Agenda as amended.**

**CARRIED**

**Note:** Kieran Dowling arrived at 3:12 p.m. and assumed Chairperson role.

**2) Business arising from Minutes**  
N/A

**Motion 2022.035 Moved by Todd Kunst to go in-camera at 3:17 p.m. as the Board is receiving advice from officials specific to programming not yet approved by the Board.**

**CARRIED**

**3) a. CCH new program -policy draft – confidential**

**Motion 2022.036 Moved by Jeff Hilstad to come out of camera at 4:25 p.m.**

**CARRIED**

**Motion 2022.037 Moved by Jeff Hilstad that the Board share the new program policy document for information purposes with the Shareholder, as edited.**

**CARRIED**

**b. SPP 3.02 Vital Homes Homeownership program – proposed amendments**

Motion 2022.038 Moved by Jamie Findlay that the Board approve the recommended changes to SPP 3.02 Vital Homes Own Program as presented. **CARRIED**

**c. Board/Shareholder proposed Agenda**

Motion 2022.039 Moved by Kieran Dowling that the Agenda for the Board/Shareholder meeting will be: CCH new program concept; Town of Canmore 2023-2026 Strategic Plan; Palliser Area Structure Plan. **CARRIED**

**d. Peaks Estates -CCH Vital Homes eligible units**

Motion 2022.040 Moved by Tanya Foubert to table Item 3d to the September 1, 2022, CCH Board meeting agenda. **CARRIED**

Motion 2022.041 Moved by Kieran Dowling to go in-camera at 4:59 p.m. as public discussion on this agenda item would be an unreasonable invasion of a third party's personal privacy (S.17) **CARRIED**

**e. Managing Director performance review – confidential**

Motion 2022.042 Moved by Jeff Hilstad to come out of camera at 5:26 p.m. **CARRIED**

Motion 2022.043 Moved by Kieran Dowling that CCH seek a contractor to manage HR-related matters for MD, specifically annual performance review, performance remuneration process, MD contract management within the next three months, return to the board for discussion. **CARRIED**


Motion 2022.044 Moved by Kieran Dowling that the Board confirm that MD will receive a COLA for 2022, retroactive to January 01, 2022. Additionally, the Managing Director is to receive a one-time \$5,000 bonus in recognition of meeting the strategic objections for 2021. **CARRIED**

4) New Business  
N/A

5) Motion resolution Action list  
No action required

**6) Meeting Adjournment**

Motion 2022.045 Moved by Tanya Foubert to adjourn the meeting at 5:34 p.m. **CARRIED**

  
\_\_\_\_\_  
Managing Director

  
\_\_\_\_\_  
Chair

APPROVED September 1, 2022 Motion 2022.047  
CANMORE COMMUNITY HOUSING