



**Board of Directors Meeting Agenda
Classroom
April 10, 2023
3:00 p.m. – 4:30 p.m.**

1. Consent Agenda

Approval of April 10, 2023 Agenda
Approval of the March 30, 2023 Board Meeting Minutes

Motion: That the Board accept the April 10, 2023 Consent Agenda as presented.

2. Business Arising from Minutes

3. New Business:

a. Executive Director Position Profile

Motion: that the Board approve the Executive Director Position Profile and Marketing Document prepared by Human Edge Executive Search, as amended.

b. Executive Director Compensation Package – CONFIDENTIAL

Motion: that the Board go in-camera as disclosure of this information could be harmful to the business interests of the organization (s25)

c. Recruitment Sub-committee – confirmation of membership and authorization to hire.

Motion: that the following Board and administrative personnel be appointed to the Recruitment Sub-committee and that the committee be authorized to work with the selected Recruiter to complete all aspects of the recruitment process for the new Executive Director position including but not limited to interviewing, reference checking, final candidate selection, and contract negotiation.

1. _____, 2. _____, 3. _____,
4. _____, 5. _____

4. Motion Resolution Action List - no outstanding resolutions

5. 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)*



CANMORE COMMUNITY HOUSING

Board of Directors Meeting Minutes
The Classroom – Civic Centre
March 30, 2023
3:00 p.m. – 4:00 p.m.

Board Members in Attendance: Rob Murray Todd Kunst
Jamie Findlay Jessie Fonseca
Wade Graham Jeff Mah

Board members Absent: Sean Krausert, Tanya Foubert

Others in Attendance: Lisa de Soto, CCH
Greg Colgan, RMO

Rob Murray called the meeting to order at 3:03pm

1) Consent Agenda

Motion 2023.037: Moved by Jeff Mah to approve the March 30, 2023 Consent Agenda as presented.

CARRIED

2) **Business arising from Minutes**

- Todd Kunst provided an update on the Palliser ASP Open House that he attended on March 23rd noting that many in attendance were local area residents and were concerned about the proposed six storey building height for lot 7 (CCH owned parcel that's currently a dog park).
- Lisa de Soto provided an update on the Lower Silvertip Wildlife Corridor Management Plan noting that the main role for CCH will be to ensure current and future residents are aware of the corridor and are educated on the importance of recreating responsibly in and around the corridor.

3) **New Business:**

- a. **CCH 2023 Business Plan** – amended to include actions from Bold Ideas Workshop

Motion 2023.038: Moved by Jessie Fonseca that the Board accept the CCH 2023 Business Plan as presented.

CARRIED

- b. **Social Media Strategy Development and Implementation**

Motion 2023.039: Moved by Wade Graham that the Board authorize administration to complete the evaluation of proposals and award of a contract for the development and implementation of a social media strategy.

CARRIED

- c. **CCH Staffing Restructure – confidential**

Motion 2023.040: Moved by Todd Kunst that the Board go in-camera as disclosure of this information would be an unreasonable invasion of a third party's personal privacy (S.17).

CARRIED

Motion 2023.041: Moved by Rob Murray that the Board come out of in-camera.

CARRIED

4) Meeting Adjournment

Motion 2023.042: Moved by Todd Kunst that the meeting be adjourned at 4:05 pm

CARRIED

Managing Director

Chair



CANMORE COMMUNITY HOUSING



**DRAFT
POSITION
PROFILE Executive
Director**

<https://www.canmorehousing.ca/>

www.humanedgeglobal.com

About the Town of Canmore and the Canmore Community Housing Corporation (CCH)

The [Town of Canmore](#) (the 'Town') is nestled in the Bow Valley in the front range of the Canadian Rocky Mountains. The Town is 106 Kms west of Calgary on the Trans-Canada Highway, 7 Kms east of the Banff National Park gates and 22 Km east of the Town of Banff. Based on the 2016 Census, the Town of Canmore recorded a population of 13,992 permanent residents, with an additional estimated 20-30% of non-permanent homeowners with its surroundings. Canmore is the 9th largest Town in Alberta. Adjacent municipalities include the MD. of Bighorn No. 8. First Nations within the region include the Iyarde Nakoda and Tsuut'ina nations and the Blackfoot Confederacy: Siksika, Kainai, and Piikani all within Treaty 7, and Metis Nation of Alberta, Region 3.

Town amenities include a transit system ('ROAM'), two ice arenas, an aquatic & recreation centre ('Elevation Place'), a [golf & curling club](#), a public library, [museum & geoscience centre](#), [arts centre](#), civic centre, green spaces (parks), skatepark, playgrounds and sports fields, a new fire hall, and an RCMP detachment. Regional outdoor recreation amenities are second-to-none [Canmore Nordic Centre Provincial Park](#) (site of the 1988 Winter Olympics), [Banff National Park](#), and [Kananaskis Provincial Park](#).

Canmore offers a variety of education options from pre-school, elementary, middle school, and high school. Canmore has a general hospital and a variety of health and wellness facilities and services. There are seniors' care and supportive living facilities in the Town.





Canmore Community Housing (CCH) is a non-profit corporation wholly owned by the Town of Canmore and is operated as an independent organization led by the Executive Director. CCH provides 'affordable housing' (as compared to low-income or social housing) in Alberta's most expensive housing market. Established in 2000, the four-person CCH organization supports a more sustainable community by providing a range of housing that is appropriate for the community's needs. CCH achieves this through research, education, advocacy; and the Vital Homes program, Accessory Dwelling Grants, and Matching Down Deposit programs. CCH's programs have approximately 275 units (rental and homeownership) with a cumulative market value in excess of 70 million dollars. The programs operate on an application/waitlist basis. CCH owns parcels of land north of the TransCanada Highway (the 'Palliser Lands'). In addition, the Town itself owns smaller pieces of land which may be made available to CCH. Council is in the process of developing and approving an Area Structure Plan (ASP) that will be approved by the end of 2023.



About the Opportunity – Executive Director

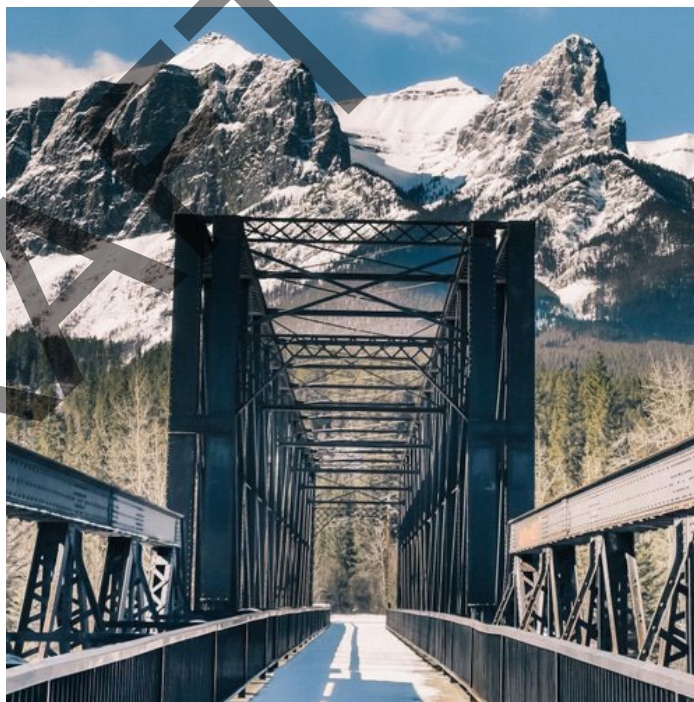
The CCH Executive Director is able to live and work in one of the country's most desirable communities enjoying an active mountain lifestyle while leading an organization that's directly addressing Canmore's #1 challenge: affordable housing. CCH's Board (comprised of Town councilors and community members) is searching for an Executive Director- its next visionary leader to build on the organization's successes and set the stage for an even larger impact in the community. CCH's Board, the Town Council, Town administration, the CCH organization and the greater community are all ready to put their shoulders to the wheel with you! This is the perfect opportunity for a leader that wants to see the impact of their efforts on the community.



The Ideal Candidate

As an ideal candidate you're a visionary LEADER and BUILDER who will continue CCH's successes and accelerate the organization's impact on the community. You're passionate about housing in general and affordable housing in particular. You're ready to fully understand the affordable housing challenge, where CCH has gone in the past and where it needs to go now. As an articulate COMMUNICATOR, you're ready to jump in and build relationships with key stakeholders (applicants/residents, Town Council, CCH Board, CCH staff, developers, the community, and adjacent communities) and then pull them together to align their efforts. As a deft MANAGER of people, finances and assets, you're poised to energize the CCH staff and organization to aggressively execute on its plans. As a DO-ER, you're prepared to roll up your sleeves and personally address items (CCH is a very lean organization). As a calculated risk-taker, you're ready to shepherd more approved affordable housing projects- in tandem wherever possible. You're a COMPASSIONATE leader who seeks to understand and support Canmore residents.

The new Executive Director will be part of a new generation of municipal leaders that are visible to staff and the community. You'll bring fresh perspectives, sophistication, and innovation to the organization. And, you'll act with the utmost integrity and put the best interests of the community and organization at the forefront of everything you do.



Responsibilities & Accountabilities

The Executive Director is the senior leader of CCH and oversees the operations of the organization. The Executive Director provides effective advice and support to the CCH Board of Directors in developing and implementing policies and strategies that address the unique needs of the Town of Canmore. The Executive Director is accountable for, and will provide, effective leadership to CCH's staff and leads the execution of CCH's Strategic Plan.



The following are the key responsibilities and accountabilities of the CCH Executive Director:

- Develop strategies, including innovative new approaches, to accelerate CCH's impact on the community.
- As the 'face' of CCH, build effective relationships with the community as a whole (e.g. applicant pool, local business & tourism associations, local developers and their association, service clubs, media etc.). In the same vein, build effective partnerships with local agencies and organizations where there is a clear and common goal.
- Work collaboratively with the CCH Board to lead the execution of the updated Strategic Plan.
- Provide critical and strategic advice to the CCH Board and Town of Canmore Council as required.
- Advocate for supportive policies and bylaws that will remove barriers to development of affordable housing.
- Deliver CCH's strategic/operational/financial reporting to the CCH Board regularly and as requested.
- Prepare and present CCH's annual operating budget and debt requirements to the CCH Board for approval.
- Monitor the CCH budget and manage all CCH financial affairs and assets; in all instances acting with due diligence and prudence.
- Coordinate and broadly supervise the implementation of all programs and services approved by the CCH Board.
- Establish and maintain a positive, respectful, and professional working relationship with the CCH Board, Town Council (and relevant commissions) and Town administration.
- Communicate effectively and frequently to ensure a broad understanding of CCH initiatives, directions, projects and so forth with community stakeholders such as the Town Council, administration and the community at large.
- Act as a liaison with other municipalities, the provincial government, the federal government, boards, and government agencies with respect to affordable housing.
- Understand the past, current-state and trends impacting Canmore's affordable housing challenge. Become the 'go-to' resource for communicating the community's affordable housing challenge and CCH's strategies.
- Develop Key Performance Indicators (KPIs) that measure/report on CCH's progress towards desired outcomes.
- Oversee stewardship CCH's tangible capital assets.
- Ensure that CCH's key processes, internal and client-facing, are continuously improved with respect to efficiency and effectiveness.
- Effectively supervise and mentor CCH's employees and create a positive and



collaborative working environment and ensure a spirit of continuous improvement.

- Administer all approved employment policies.
- Provide effective direction to CCH staff and further develop and foster a culture of Positivity, Responsibility, Teamwork, Entrepreneurship, Courage, and Urgency.
- The Executive Director shall have authority to recruit, retain, employ, appoint, discipline, suspend and dismiss all employees of CCH.
- Exhibit a high level of personal and professional integrity.



Education & Experience

- ✓ A degree in a related discipline.
- ✓ Minimum of five years' experience in an executive-level role.
- ✓ Effectively working with/for a Board of Directors.
- ✓ Demonstrated experience in successfully managing and leading people.
- ✓ Demonstrated leadership experience.
- ✓ Superior oral and written communication skills.
- ✓ Superior networking, negotiation, and relationship-building skills.
- ✓ Demonstrated experience with executive-level critical thinking and strategic planning.
- ✓ Demonstrated commitment to delivering exceptional service and best practices.
- ✓ Experience in related field(s) in the public or private sectors such as affordable housing, municipal government, housing development.
- ✓ Proficient computer skills

Acknowledgement

The Town of Canmore is located within Treaty 7 region of Southern Alberta. In the spirit of respect, reciprocity and truth, we honour and acknowledge the Canmore area, known as "Chuwapchipchian Kudi Bi" (translated in Stoney Nakoda as "shooting at the willows") and the

traditional Treaty 7 territory and oral

practices of the Îyârhe Nakoda (Stoney

Nakoda) – comprised of the Bearspaw First Nation, Chiniki First Nation, and Goodstoney First

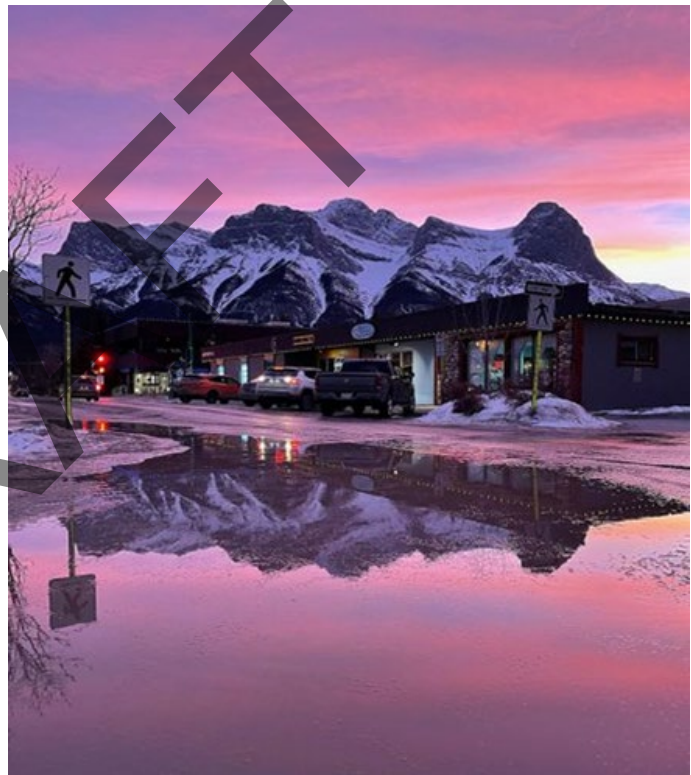
Nation – as well as the Tsuut'ina First Nation and the Blackfoot Confederacy comprised of the

Siksika, Piikani, Kainai. We acknowledge that this territory is home to the Métis Nation of

Alberta, Region 3, within the historical Northwest Métis homeland. We acknowledge all

Nations who live, work, and play and help us steward this land and honour and celebrate this

territory. We commit to working to live in right relations and to advance Truth and Reconciliation.





Equal Opportunity

CCH is committed to equity, diversity and inclusion and recognizes that a diverse staff benefits and enriches the work environment and contributes to organizational excellence. We welcome applications from all qualified individuals including candidates from diverse backgrounds and those with disabilities.

Compensation

CCH is prepared to offer a very competitive compensation package commensurate with skills and experience. Further details will be discussed in a personal interview.

Confidentiality

In compliance and consistent with the Personal Information Protection and Electronic Documents Act ("PIPEDA"), HumanEdge shall respect the privacy and confidentiality of all personal information provided directly or indirectly verbally, electronically or in print throughout the process of candidate engagement in our search assignments.





Resume & Cover Letter can be submitted in confidence to:

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www.humanedgeglobal.com

