



CANMORE COMMUNITY HOUSING

**Board of Directors Meeting Minutes
The Classroom – Civic Centre
December 14, 2023
3:00 p.m. – 5:00 p.m.**

Board Members in Attendance: Rob Murray Todd Kunst
Jamie Findlay Joanna McCallum
Jeff Hilstad Lisa de Soto
Jeff Mah

Board Members Absent: Jessie Fonseca Wade Graham

Others in Attendance: Michelle Ouellette, CCH
Whitney Smithers, Town of Canmore
Kris Mathieu, CCH
JaNae Sheppard, CCH
Courtney Shreiner, CCH
Mark Tkacz, CCH
Drew Steinhauer, CCH

Rob Murray called the meeting to order at 3:01 pm.

1. Consent Agenda

Motion 2023.098 Moved by Jeff Mah that the Board approve the Consent Agenda with the following amendments:

- Add Item 3.k) HR Committee Update
- Add Item 3.l) Discussion on taking of meeting minutes

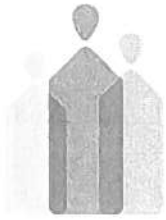
CARRIED

2. Business Arising from Minutes

- Lisa provided an update on the policy committee noting that Michelle has provided a Teams portal for viewing and editing of policies and the committee has begun to review/edit the Projects Framework. Not much else has happened since the committee had difficulty finding a suitable time to convene a meeting.

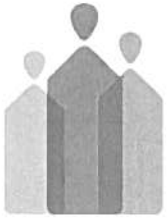
3. New Business:

- a) Introductions to the CCH Admin Team
- Michelle Ouellette introduced CCH's newest team members:
 - Courtney Shreiner, Program and Project Admin Assistant
 - Mark Tkacz, Housing Programs Manager
 - Drew Steinhauer, Development Coordinator



CANMORE COMMUNITY HOUSING

- b) Housing Conference Debrief/Comments
- Todd Kunst and Rob Murray provided a verbal update on the take aways from the BC Housing Conference they attended.
- c) COLA for CCH Administration
- **Motion 2023.099** Moved by Joanna Mc Callum that the Board approve the same cost of living increase approved through the Town of Canmore's budget approval process be applied to CCH's employee remuneration in 2024.
- CARRIED**
- d) IT and Financial Policies
- **Motion 2023.100** Moved by Lisa de Soto that the Board postpone decision on the Credit Card, EFT and IT Policies and refer same to the Policy Sub-Committee for review and recommendation back to the Board.
- CARRIED**
- e) CCH 2023 Transfers and Reserve Fund Balances
- **Motion 2023.101** Moved by Rob Murray the Board approve the following:
 - 1) Transfer \$107,000 from the Hector reserve fund account to the Hector operating account to complete the maintenance detailed below. Multiple transfers totaling no more than \$107,000.00 to be completed by June 30, 2024.
 - 2) Transfer \$72,819.00 from The McArthur Place operating account to the McArthur Place reserve fund by December 31, 2023.
- CARRIED**
- f) Wolf Willow 4 Bedroom, 101K-125 Dyrgas Lane
- **Motion 2023.102** Moved by Joanna Mc Callum that the Board move the meeting in-camera to prevent disclosure of information would be harmful to the business interests of a third party. FOIP ACT 16(1)a.
- CARRIED**
- **Motion 2023.103** Moved by Rob Murray that the Board take the meeting out of in-camera.
- CARRIED**
- **Motion 2023.104** Moved by Lisa de Soto that the Board direct administration to consider alternative options to disposing of 101K – 125 Dyrgas Lane such as:



CANMORE COMMUNITY HOUSING

- 1) Putting the unit on the open market to eligible purchasers who aren't yet on the CCH waitlist
- 2) Marketing the unit through a resident restricted program option,
- 3) Renting the unit to eligible CCH clients,
- 4) Updating the unit before remarketing to existing clients, and/or
- 5) Approaching the business community to see if there's interest to purchase or rent the unit as employee housing

CARRIED

Lisa de Soto left the meeting at 4:15 pm

- **Motion 2023.105** Moved by Rob Murray that the Board move the meeting in-camera to prevent disclosure of information would be harmful to the business interests of a third party. FOIP ACT 16(1)a.

CARRIED

- **Motion 2023.106** Moved by Todd Kunst that the Board take the meeting out of in-camera.

CARRIED

g) 2024 Business Plan DRAFT

- The Board accepted the DRAFT 2024 Business Plan for review.

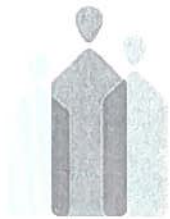
h) 100 Palliser Lane Prime Consultant Award

- **Motion 2023.107** Moved by Jeff Mah that the Board approve the recommendation to retain GGA Architecture under a Prime Consultant agreement in the amount of \$864,500, and that the Board recommend to Town Council the approval to use Town of Canmore Vital Homes reserve fund as working capital for the 100 Palliser Lane Vital Homes development up to \$864,500.

CARRIED

i) Signing Authority

- **Motion 2023.108** Moved by Rob Murray that the Board appoints Mark Tkacz as a non-financial signing authority, and grants him the authority to sign land purchases, sales, and leases, as well as any caveats or agreements related to these items, on behalf of the corporation and under corporate seal. His signature under corporate seal will bind the corporation.



CANMORE COMMUNITY HOUSING

CARRIED

j) Banking Operational Changes

- **Motion 2023.109** Moved by Todd Kunst that the Board approve the following:
 - 1) Establish bank accounts with Bank of Montreal as detailed in their proposal letter
 - 2) Approve the Online Banking for Business (OLBB) platform
 - 3) Approve electronic approvals from signing authorities
 - 4) Establish a linked credit card facility with Bank of Montreal with a credit limit of \$10,000 in name of our Executive Director, with JaNae Sheppard as an admin and authorized representative
 - 5) Approve that any two Signing Officers are authorized and directed to execute and deliver to the credit card

CARRIED

k) HR Committee Update

- **Motion 2023.110** Moved by Rob Murray that the Board retains the services of Opt Human for a Mini 360 Mid-Year Performance Evaluation, with a budget of \$2000.

CARRIED

l) Discussion on taking of meeting minutes


- The Board and Administration will further explore options around the role of minute-taker at future meetings.

4. Motion Resolution Action List – See report attached.

5. Meeting Adjournment

- **Motion 2023.111** Moved by Joanna McCallum that the meeting be adjourned at 4:56 pm.

CARRIED



Executive Director



Chair