



# CANMORE COMMUNITY HOUSING

**Board of Directors Meeting Minutes**  
**Video Conference Call**  
**January 18, 2024**  
**3:00 p.m. – 5:00 p.m.**

**Board Members in Attendance:** Rob Murray    Todd Kunst  
Jessie Fonseca    Wade Graham  
Lisa de Soto    Joanna McCallum  
Jeff Hilstad    Jeff Mah

**Board Members Absent:** Jamie Findlay

**Others in Attendance:** Whitney Smithers, Town of Canmore  
Michelle Ouellette, CCH  
Kris Mathieu, CCH  
Drew Steinhauer, CCH

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

**1. Consent Agenda**

- a) Approval of January 18, 2024 Consent Agenda
- b) Approval of December 14, 2023 Board Meeting Minutes
- c) Operations Report
- d) Committee Report(s)

- **Motion 2024.001** Moved by Jeff Hilstad that the Board approve the Consent Agenda with the following amendments:
  - Add rental waitlist wait time to Operations Report (page 2)
  - Correction to spelling of Joanna McCallum's last name

**CARRIED**

**2. Business Arising from Minutes**

**3. New Business:**

- a) Project Delivery Policy

- **Motion 2024.002** Moved by Lisa de Soto that the Board postpone approval of the Project Delivery Policy to allow Administration time to incorporate the following amendments:
  - Include definition of what constitutes a project (eg. set the scope, magnitude, threshold limit)



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- Wording correction: Replace “Procurement Policy” with “Purchasing Policy FIN-006” (Items 6 & 12, Project Delivery Policy)

**CARRIED**

## b) IT and Financial Policies

- **Motion 2024.003** Moved by Lisa de Soto that the Board approve the IT, EFT, and Credit Card policies with the following amendments:
  - Add to each policy: to be reviewed every four (4) years
  - Remove from each policy: “AND PROCEDURE” from title header
  - Revise wording: Remove “... offensive” and add words to effect of “in accordance with the Employee Code of Conduct” (Item 5.05, IT Policy)
  - Spelling correction: “ELECTRONIC” in title header (EFT Policy)

**CARRIED**

## d) 2024 Business Plan

- **Motion 2024.004** Moved by Rob Murray that the Board accept the 2024 Business Plan with the following amendments:
  - 1) Revise board terms to be two-year terms (instead of two-year) and 3-member/2-member rotation (instead of 4-member/3-member) (General Overview, Page 2)
  - 2) Add commitment end date to The Peaks project (Page 4)
  - 3) Replace “Purpose” with “Purpose Built Rental” (Item 2, Page 5)
  - 4) Add word “potentially” before the words “transfer land holdings from ToC” (Item 4, Page 5)
  - 5) Remove “Q2” from two bullet points (Item 5, Page 5)
  - 6) Add “to align with Town of Canmore guiding documents” (Item 2 of Goal D, Page 6)

**CARRIED**

- **Motion 2024.005** 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**

## c) Wolf Willow Unit 101K (4 bed) – verbal

## e) Stewart Creek Project Update – confidential



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- **Motion 2024.006** Moved by Jessie Fonseca that the Board take the meeting out of in-camera.

**CARRIED**

Jeff Mah left the meeting at 4:47 pm.

#### 4. **Motion Resolution Action List**

- Report to be shared in Board of Directors digital folder (SharePoint)

#### 5. **Meeting Adjournment**

- **Motion 2024.007** Moved by Rob Murray that the meeting be adjourned at 4:57 pm.

**CARRIED**

Executive Director

Chair