

CANMORE COMMUNITY HOUSING

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

Board Members in Attendance: Rob Murray Jamie Findlay
Sean Krausert Jessie Fonseca
Wade Graham Jeff Mah
Lisa de Soto Tanya Foubert

Board Members Absent: Todd Kunst

Others in Attendance: Michelle Ouellette, CCH
Whitney Smithers, Town of Canmore
Kris Mathieu, CCH
JaNae Sheppard, CCH

Rob Murray called the meeting to order at 3:00 pm.

1. Consent Agenda

Motion 2023.083: Moved by Tanya Foubert to approve the Agenda as presented with the following amendments:

CARRIED

Additions to the Agenda

Energy Performance and Costing – confidential
Proposed change of date to monthly CCH Board Meeting
Proposed Regular CCH Shareholder meeting with Town of Canmore
Non-market commercial

September 7th Minutes

Amend Motion 2023.071 to remove repeated “that the board” to read:
Moved by Tanya Foubert that the Board go in-camera as disclosure of this information could be harmful to the business interests of the organization.

Amend Motion 2023.078 to state that Rob Murray moved to come out of camera, to read:
Moved by Rob Murray to come out of Camera

Amend motion 2023.072 to include dollar figures, to read:
Moved by Lisa de Soto to approve:



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1. Budget changes of:

TSMV 201 & 205 Stewart Creek Rise (GL 5860) – Increase to \$22,000 from \$1,000

Palliser Trail – Increase to \$26,120.00 from \$4,120

Amend motion 2023.074 to include dollar figure, to read:

Moved by Rob Murray to approve unbudgeted expenses of \$165,000 transfer from unrestricted reserve by September 30, 2023

Amend motion 2023-075 to include dollar figures, to read:

Moved by Tanya Foubert to approve the Draft 2024 Operating Budget as requested.

Salaries and Benefits increased to \$625,000.00

Professional Development increased to \$6,000.00

Office rental increased to \$50,000.00

Computer Equipment increased to \$5,000.00

Furniture and Fixtures increased to \$3,000.00

Michelle provided a verbal update on the Program Operations Report.

2. Business Arising from Minutes

N/A

3. New Business:

a. CRPS Transfer Agreement

Michelle provided a verbal update on the status of the CRPS transfer agreement.

b. BC Housing Conference Attendee

Tabled until later in the meeting, after CCH Board Applications are reviewed.

c. Proposed change in date to monthly CCH Board Meeting

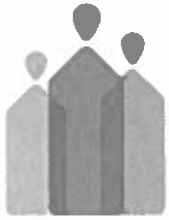
Michelle provided a verbal update to change the monthly CCH Board Meeting to the second Thursday of each month.

Motion 2023.084: Moved by Rob Murray to change the CCH Board Meetings to the second Thursday of the month, pending finding an available location.

CARRIED

d. Proposed Regular CCH Shareholder meeting with Town of Canmore

Sean verbally requested for a bi-annual (twice per year) CCH shareholder meeting with the Town of Canmore.



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e. Non-Market Commercial

Wade verbally brought forward the idea of CCH getting into Non-Market Commercial Space.

f. CCH Board Applications

Motion 2023.085: Moved by Jeff Mah made a motion to go in camera to prevent disclosure of personal information in accordance with sections 17(4)(g) of the Freedom of Information and Protection of Privacy Act.

CARRIED

Note: Rob Murray left the meeting.

Note: Rob Murray rejoined the meeting.

Motion 2023.086: Moved by Sean Krausert to return to the public meeting.

CARRIED

Motion 2023.087: Moved by Jessie Fonseca that Rob Murray attend the BC Housing Conference, which takes place November 20-22, 2023 in Vancouver, BC.

Note: Rob Murray abstained from voting.

CARRIED

Motion 2023.088: Moved by Rob Murray to forward Board Applications as recommended.

CARRIED

Motion 2023.089: Moved by Tanya Foubert that CCH Board of Directors recommend for contract award under CCDC-5b to Ashton Construction Services Inc. and Montane Architecture in the budget amount of, but not solely limited to \$492,379 for soft costs associated with development.

Note: Jessie Fonseca abstained from voting as her employer is listed as a contractor in the RFP, even though she will not be working on this project.

CARRIED

4. **Motion Resolution Action List**

5. **Meeting Adjournment**

Motion 2023.090: Moved by Jeff Mah that the meeting be adjourned at 4:55 pm.

CARRIED



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U. Duellotte

Executive Director

M

Chair