

Board of Directors Meeting Minutes The Classroom (Civic Centre) & Video Conference Call February 8, 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

Jamie Findlay

Board Members Absent: N/A

Others in Attendance: Whitney Smithers, Town of Canmore

Michelle Ouellette, CCH Kris Mathieu, CCH Mark Tkacz, CCH Drew Steinhauer, CCH

James Kendal, Social Media Contractor Greg Colgan, Rocky Mountain Outlook

Rob Murray called the meeting to order at 3:05 pm.

1. Consent Agenda

- a) Approval of February 8, 2024 Consent Agenda
- b) Approval of January 18, 2024 Board Meeting Minutes
- c) Operations Report
- d) Committee Report(s)
- Motion 2024.008 Moved by Jeff Mah that the Board approve the Consent Agenda with the following amendment:
 - o Remove item 3.e) Executive Director Performance Review. To be taken to subcommittee first before presentation to the Board.

CARRIED

2. Business Arising from Minutes

N/A

3. New Business:

a) Online Client Management System



Motion 2024.009 Moved by Rob Murray that the Board approve the implementation
of the Arcori solution for the management of client profiles for the Vital Homes
program, and that the initial set up investment and annual fee as outlined in the quote
be paid for from the Special Initiatives Reserve fund.

CARRIED

- b) Project Delivery Policy
 - Motion 2024.010 Moved by Todd Kunst that the Board approve the Project Delivery Policy.

CARRIED

- c) 2024 Business Plan
 - Motion 2024.011 Moved by Joanna McCallum that the Board accept the 2024 Business Plan with the following amendments:
 - 1) Update Secure Financing to Q2 2024 (Item 1, Goal A, Page 3)
 - 2) Separate line items for "Permitting" and "Construction" and update to Q1 2024 and Q2 2024 respectively (Item 2, Goal A, Page 4)
 - 3) Update Land Use Bylaw amendment approval to Q2 2024 (Item 2, Goal A, Page 4)
 - 4) Remove words "test financial feasibility of" (Item 2, Goal D, Page 5)

CARRIED

Greg Colgan left the meeting at 3:47 pm.

- d) Board Workshop Communication and Engagement Key Messages
- 4. Motion Resolution Action List Report included in Agenda Package
- 5. Meeting Adjournment
 - Motion 2024.012 Moved by Jessie Fonseca that the meeting be adjourned at 4:40 pm.

CARRIED

Executive Director

Chair