



**Board of Directors Meeting Minutes
CCHC Boardroom – 100, 729 10 Street
October 10, 2024
03:00 p.m. – 05:00 p.m.**

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

Others in Attendance: Whitney Smithers, Town’s representation
Chelsea Gibbons, Town’s representation
Kristopher Mathieu, CCH
Mark Tkacz, CCH
Jeffry Chaves, CCH
Courtney Schreiner, CCH

1. Call to Order

Rob Murray called the meeting to order at 03:00 p.m.

2. Approval of Agenda and Previous Meeting Minutes

The agenda for today’s meeting and the minutes from the previous meeting were reviewed.

- **Motion 2024.059:** Moved by Rob Murray to approve the agenda with amendments. **CARRIED**
- **Motion 2024.060:** Moved by Rob Murray to approve the minutes of the previous meeting. **CARRIED**

3. Financial and Policy Updates

Discussions focused on the resident applicant fees and proposed updates to the MRE policy:

- The board agreed to the introduction of an applicant fee to cover administrative costs and ensure sustainability.
- An amendment to the MRE (Management, Risk, and Engagement) policy was reviewed and approved, ensuring alignment with updated operational requirements.
- **Motion 2024.061:** Approval of applicant fees. The board agreed to the proposed fees for the next cycle. **CARRIED**
- **Motion 2024.062:** Approval of the amendment to the MRE policy. **CARRIED**

4. Strategic and Operational Discussions

The board deliberated on the timing of certain agenda items, including the incentive discussion, which was deemed more effective if addressed after the in-camera session.

- Administration was authorized to explore additional insurance options to ensure comprehensive coverage for water damage, loss of use, and other potential gaps.
- **Motion 2024.063:** Approval to move the incentive discussion to a later point, after the in-camera session.

CARRIED

- **Motion 2024.064:** Authorization for administration to explore additional insurance options to ensure comprehensive coverage.

CARRIED

5. Budget Review and Approval

The 2025-2026 budget was presented, highlighting allocations for operational needs and strategic initiatives. Key points included:

- Ensuring sufficient reserves for anticipated projects.
- Incorporating adjustments based on prior years' financial performance.
- **Motion 2024.065:** Approval of the 2025-2026 budget. The budget was approved with considerations for future strategic initiatives.

CARRIED

6. Reserve Fund Development

The board discussed strategies to develop an independent reserve fund aimed at reducing dependency on external funding sources, such as, but not limited to, municipal support. This initiative would improve financial autonomy and sustainability.

- **Motion 2024.066:** Approval to develop a strategy for an independent reserve fund, reducing dependency on external funding.

CARRIED

7. Probationary Staff Reviews

A formal structure for probationary staff reviews was proposed, featuring:

- Scheduled evaluation periods.
- Constructive feedback mechanisms to support staff development and align their roles with organizational goals.
- **Motion 2024.067:** Approval to implement a structured review for probationary staff, including feedback mechanisms.

CARRIED

8. In-Camera Discussions


- **Motion 2024.068:** Motion to move into an in-camera session to discuss confidential matters. **CARRIED**
- **Motion 2024.069:** Motion to exit the in-camera session and return to the public meeting. **CARRIED**

9. Meeting Adjournment


- **Motion 2024.070:** Moved by Rob Murray to adjourn the meeting at 5:00 PM. **CARRIED**

- **Additional Notes for Public Awareness:**

CCH is dedicated to addressing the community's housing needs by developing innovative, sustainable solutions. Regular updates on key projects and initiatives will be provided to ensure transparency and community engagement.



Executive Director



Chair