

**Board of Directors Meeting Minutes
CCH Boardroom – 100, 729 10 Street
January 09, 2025
03:00 p.m. – 05:00 p.m.**

Board Members in Attendance:

Rob Murray	Todd Kunst
Jamie Findlay	Jeff Hilstad
Joanna McCallum	Jeff Mah
Jessie Fonseca	Dan Roycroft
Leah Lechelt	

Board Members Absent:

Others in Attendance:

Chelsey Gibbons, Town's representation
Kristopher Mathieu, CCH
Mark Tkacz, CCH
Jeffrey Chaves, CCH

1. Call to Order

Rob Murray called the meeting to order at 03:02 p.m.

2. Approval of Agenda and Previous Meeting Minutes

The agenda for the meeting and the minutes from the previous meeting were reviewed. Amendments to the agenda included:

- Discussion regarding **tax incentive policies** and whether CCH qualifies.
- Clarification on **CCH operations report dates**.
- Discussion on **strategic fundraising initiatives**.

Motions:

- **Motion 2025.001:** Moved by Rob Murray to approve the amended agenda.

CARRIED

- **Motion 2025.002:** Moved by Rob Murray to approve the minutes from the previous meeting.

CARRIED

3. Standing Updates

3.1 CCH Operations Update

The CCH operations report was discussed, with clarification provided that data is always reported for the previous month.

- Board members suggested including a clear statement on reports indicating data validity as of the end of the previous month.
- Annual declarations were sent out via mail, incurring significant mailing costs. Staff plans to move away from physical mail in the future.

3.2 Shareholder Updates

- Updates on the Palliser Lane project were provided. Legal documents for loan guarantees have been signed, and the development permit is expected to be approved following upcoming February and March council readings.

4. New Business

4.1 Property Acquisition – Below market residential property

- CCH purchased a unit through the Vital Homes Program for \$347,000 from private sellers. The property is in good condition and will be sold to a qualified applicant from CCH's waitlist.
- Discussion on whether tax incentives can be offered to the sellers to further incentivize similar sales in the future.
- Board members agreed to explore charitable tax receipt options for sellers willing to sell below market value.

- **Motion 2025.003:** Moved by Joanna McCallum to explore tax incentive options for sellers under the Vital Homes Program.

CARRIED

4.2 Stewart Creek Project - Funding and Legal Matters

- BMO funding of \$3.6M is scheduled for release on January 17, 2025, resolving previous cash flow issues.
- Legal Counsel Transition: CCH will move from Jessica Sturgeon to Don Blaket from Field Law for large-scale construction projects.
- Discussion on loan guarantee complexities and new risk management requirements from BMO.
- Construction remains on schedule with completion expected by June/July 2025.

4.3 Affordable Housing Fundraising Initiatives

- The Town of Canmore engaged Partners for Affordable Housing via a Council resolution. The Town designated CCH as the beneficiary of the fundraising efforts of Partners for Affordable Housing.
- It was noted that Partners for Affordable Housing recently obtained charitable status, allowing them to access donations.
- The CCH Board acknowledges that fundraising efforts should be monitored, and that ongoing communication with the Town is essential to ensure alignment on roles and responsibilities.
- CCH will continue to work with the Town of Canmore to assess and understand the fundraising outcomes of Partners for Affordable Housing.

- **Motion 2025.004:** Moved by Leah Lechelt to review and assess the fundraising efforts of Partners for Affordable Housing before committing additional funding.

CARRIED

5. Sub-Committee Appointments

5.1 Executive Director Performance Review

- The performance review process is underway, with two board members and one staff member conducting assessments.
- Board members are encouraged to complete reviews by the end of the week to ensure timely evaluation.

5.2 Policy Review Committee

- Discussion on upcoming policy updates and ensuring policies align with CCH's 2025 strategic direction.
- Meetings will commence later in Q1 2025 to review outdated policies.

5.3 Strategic Planning Sessions

- The Board discussed structuring strategic planning meetings, agreeing to a facilitator-led process with a mix of full-day and follow-up sessions.
- Staff will coordinate facilitator availability and present potential dates for approval.

- **Motion 2025.005:** Moved by Todd Kunst to proceed with structured strategic planning facilitated sessions.

CARRIED

6. In-Camera Session

- **Motion 2025.006:** Moved by Dan Roycroft to enter an in-camera session.

CARRIED

- **Motion 2025.007:** Moved by Rob Murray to adjourn the in-camera session.

CARRIED

Public Summary: The Board discussed confidential matters related to funding strategies and future development opportunities.

7. Meeting Adjournment

- **Motion 2025.008:** Moved by Jamie Findlay to adjourn the meeting at 5:01 PM.

CARRIED

Additional Notes for Public Awareness:

CCH is steadfast in its commitment to addressing the housing challenges facing our community through innovative, inclusive, and sustainable solutions. Our priority is to balance the immediate housing needs of residents with long-term growth and financial sustainability. Initiatives such as the Palliser Lane project, enhanced digital systems for applicant management, and strategic collaborations with local stakeholders exemplify our forward-thinking approach.

We are dedicated to fostering transparency, inclusivity, and community engagement by providing regular updates on key developments and ensuring our programmes remain accessible to all. The board's ongoing efforts aim to enhance operational efficiency, maximize available resources, and create opportunities for diverse populations within Canmore.

Your feedback is invaluable to shaping our strategies and achieving shared goals. Together, we continue to build a community where housing is equitable and sustainable for current and future generations.

Kristopher L. Mathieu

Executive Director

Rob Murray

Chair