CANMORE
COMMUNITY HOUSING

Board of Directors Meeting Minutes
CCH Boardroom – 100, 729 10 Street
August 6th, 2026
3:00 p.m. – 5:00 p.m.

Board Members in Attendance:	Rob Murray	Todd Kunst
	Jeff Mah	Sean Krausert
	Jessie Fonseca	Wade Graham
	Leah Lechelt	Karen Dyberg
Board Members Absent:		
Others in Attendance:	Katherine Plotnick	
	Nichole Abma	
	Whitney Smithers	

1. Call to Order
Leah Lechelt called the meeting to order at 3:02pm

- **Motion 2026.086:** Moved by Leah Lechelt to approve the agenda as amended, and to approve the July 23rd meeting minutes as amended.

CARRIED

2. Agenda Items

- **Motion 2026.087:** Moved by Jessie Fonseca at 3:09 p.m. that the Board move into a closed session to prevent the disclosure of:

- **Section 30(1)(c)(iii)** of the *Access to Information Act* (ATIA), to prevent the disclosure of information related to the Town's negotiating position.
- **Section 29(1)(a)** of the *Access to Information Act* (ATIA), to prevent the disclosure of advice, proposals, recommendations, analyses, or policy options developed by or for the public body, including background factual information and information provided for informational purposes only; and
- **Section 29(1)(g)** of the *Access to Information Act* (ATIA), to prevent the disclosure of information that could reasonably be expected to reveal pending budgetary decisions.

CARRIED

- **Motion 2026.088:** Moved by Sean Krausert to come out of closed session at 4:44pm

CARRIED

CANMORE
COMMUNITY HOUSING

a. **100 Palliser Project Update and Risk Discussion:** In this closed session the board received an update on the construction progress and risk for 100 Palliser. A decision was made to ensure the project funding is streamlined and separated from operating expenses. The following motion arose from the discussion OR No motions arose from the discussion.

- **Motion 2026.089:** Moved by Jeff Mah that:

- The CCH Board of Directors approve the transfer of $62,500.00 from The Hector Operating bank account to The Hector Reserve Fund bank account for the 2025 operating year. The transfer to the reserve fund bank account should match the transfer to The Hector Reserve under accumulated surplus.
- The CCH Board of Directors approve the transfer of $105,100.00 from the McArthur Operating bank account to The McArthur Reserve Fund bank account for the 2025 operating year. The transfer to the reserve fund bank account should match the transfer to The McArthur Reserve under accumulated surplus.
- The CCH Board of Directors approve the transfer of $618,357.87 from The Hector Operating bank account to the Capital Reserve Fund bank account. The transfer to the capital reserve fund bank account should match the transfer to the Capital Reserve under accumulated surplus.
- The CCH Board of Directors approve the transfer of $433,574.01 from The McArthur Operating bank account to the Capital Reserve Fund bank account. The transfer to the capital reserve fund bank account should match the transfer to the Capital Reserve under accumulated surplus.
- The CCH Board of Directors authorize the Executive Director to approve monthly transfers of any rental revenue surpluses from the McArthur and Hector Operating bank accounts to the Capital Reserve Fund bank account, on the condition that there shall always remain a minimum balance of $50,000.00 in each operating account. The transfers to the capital reserve fund bank account should match the transfer to the capital reserve under accumulated surplus. This approval shall expire or be revisited by the Board no later than January 31, 2027.
- Moved that the CCH Board of Directors approve the transfer of $400,000.00 from the Special Initiatives Reserve Fund bank account to the Capital Reserve Fund bank account. The transfer between bank accounts should match the transfer from the Special Initiative Reserve to the Capital Reserve under accumulated surplus.
- The CCH Board of Directors authorize management to close the New Life Church Centre and Wolf Willow MHCH bank accounts and approve the transfer of their balances ($18,178.47 and $175,292.52, respectively) into the Capital Reserve Fund bank account. The transfers to the capital reserve fund bank account should match the transfers to the Capital Reserve under accumulated surplus.

CANMORE
COMMUNITY HOUSING

- The CCH Board of Directors authorize management to establish a dedicated 100 Palliser bank account within BMO to segregate the $2,091,090.70 Ledcor Holdbacks, the $2,218,865.75 Town of Canmore remaining loan funds, and any other future dedicated project funding from general operating cash.

CARRIED

b. **CCH Capacity, Priorities and Budget Preparation:** In this closed session the board received an update on CCH organizational capacity, priorities and budget preparation. No motions arose from the discussion.

Next meetings

Next regular scheduled board meeting September 3, 2026

4. Meeting Adjournment

- **Motion 2026.090:** Moved by Rob Murray to adjourn the meeting at 4:57 p.m.

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.

CANMORE
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Executive Director

Chair