



CANMORE COMMUNITY HOUSING

**Board of Directors Meeting Minutes
The Classroom (Civic Centre) & Video Conference Call
April 11, 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: Therese Rogers, Town of Canmore
Kris Mathieu, CCH
Mark Tkacz, CCH
Jeffrey Chaves, CCH
JaNae Shepard, CCH

Rob Murray called the meeting to order at 3:04 pm.

1. Consent Agenda

- a) Approval of April 11, 2024 Consent Agenda
- b) Approval of March 14, 2024 Board Meeting Minutes
- c) Approval of March 25, 2024 Board Meeting Minutes
- d) Approval of March 28, 2024 Board Meeting Minutes
- e) Operations Report

- **Motion 2024.030** Moved by Rob Murray that the Board approve the Consent Agenda.

CARRIED

2. Business Arising from Minutes

N/A

3. New Business:

- a) Introduction to new staff – Manager of Finance, Admin & Corporate Services – Jeffrey Chaves

Rob Murray called a motion to go in camera at 3:21pm



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b) Corporate Credit Card and Online Banking Updates

- **Motion 2024.031** Moved by Rob Murray that the Board approve the opening a corporate credit card in the amount recommended to be issued to the Acting Executive Director. The Financing and Corporate Services Manager will be the administrator for the online corporate banking platform with BMO, as written.

CARRIED

Rob Murray called a motion to return meeting to the public at 3:29pm

LOLA Architecture (Maria Landry and Britt Cameron) attended the meeting at 3:31pm

c) CCH Wolf Willow Tenancies

- **Motion 2024.032** Moved by Rob Murray that the Board approve the extension of tenancy for Wolf Willow as presented, to December 31, 2024, with the condition that the tenant(s) must take the first available unit offered.

CARRIED

Wade Graham left the meeting 3:38pm

d) Priority Waitlist for Canmore Residents

Wade Graham, returned to the meeting at 3:48pm

Jeffrey Hillstad called a motion to go in camera at 3:49pm

JaNae Shepard left the meeting at 4:00pm

e) Palliser Lands – Master Plan Presentation – LOLA Architecture

LOLA Architecture left the meeting at 4:56pm

Mark Tkacz left the meeting at 4:57pm

f) Stewart Creek Project Charter

- **Motion 2024.033** Moved by Lisa deSoto that the Board approve the project charter, as amended, which included removing names of employees no longer with CCH and updating the project Proforma.



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CARRIED

g) Stewart Creek Financing

- **Motion 2024.034** Moved by Rob Murray that the Board approve the project financing strategy and loan guarantee amount as presented.

CARRIED

Jamie Findlay left the meeting at 5:20pm

h) 100 Palliser Lane – Project Funding Update

i) TeePee Town unit or cash-in-lieu

Wade Graham called a motion to go in camera at 5:26pm

j) Agenda Review Sub-Committee

- **Motion 2024.035** Moved by Rob Murray that the Board approve the formation of the agenda review sub-committee, as presented.

CARRIED

Therese Rogers left the meeting at 5:37pm

Wade Graham called a motion to approve the Stewart Creek Project Charter at 5:44pm (motion number denoted above)

Wade Graham called a motion to establish the agenda review sub-committee at 5:48pm (motion number denoted above)

k) Update on Office Lease

4. Motion Resolution Action List – Report included in Agenda Package

5. Meeting Adjournment



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- **Motion 2024.036** Moved by Rob Murray that the meeting be adjourned at 5:54pm.

CARRIED



Executive Director



Chair