

<b>Approved on Feb. 2, 2017</b>				<b>Thursday, Dec. 8<sup>th</sup>, 2016</b> <b>10:00 – 11:30am</b> <b>City Hall, Meeting Room 264,</b> <b>2<sup>nd</sup> Floor</b>
The Board of Directors for CityHousing Hamilton - Special Budget meeting				
There were present:			<b>Councillor C. Collins</b> , President <b>Councillor M. Green</b> , VP/Treasurer <b>Tom Hunter</b> , CEO/Secretary <b>Councillor D. Conley</b> <b>Councillor J. Farr</b> <b>Councillor Jackson</b> <b>Jacqueline Aird</b> <b>Carmen Filice</b> <b>Tony C. Lemma</b>	
Regrets:			<b>Patricia Reid</b>	
Also Present:			Rochelle Desouza, Dave Pangborn, Kathy McInnes, Bernice Lilley, Matt Bowen; Guest: Councillor D. Skelly for item 3c Public: 1 public member	
<b>1.</b>	<b><u>CALL TO ORDER</u></b> (Quorum is five)  Councillor Collins, President, called the special budget meeting to order.			
<b>2.</b>	<b><u>Conflict of Interest Declaration</u></b>  In response of call from the President for conflict of interest declarations.  None received.			
<b>3.</b>	<b><u>Finance</u></b>			
	<b>a)</b>	<b><u>Proposed 2017 CHH Operating Budget</u></b>  The Board was in receipt of Recommendation Report #16041 from the CEO/Secretary dated December 8, 2016.  Rochelle Desouza reviewed the report and presented the power point slide show. It is a break even budget. The Board expressed job well done with financial stewardship.  Motion by Councillor Farr, seconded by Councillor Green and carried:		
			i) That Report #16041 be received for information; and  ii) That the Board adopt and approve the CityHousing Hamilton 2017 Operating Budget	
	<b>b)</b>	<b><u>2017 Budget power point presentation</u></b>  The Board was in receipt of a copy of the power point presentation from the CEO/Secretary dated December 8, 2016.		

	<p>Rochelle Desouza presented the slide show to the Board which included but not limited to:</p> <ul style="list-style-type: none"> <li>-2017 Proposed budget</li> <li>-Assumptions</li> <li>-Challenges / Opportunities</li> <li>-Budget at a glance</li> <li>-Operating Expenses</li> <li>-Revenue</li> <li>-Administrative</li> <li>-Maintenance</li> <li>-Utilities</li> <li>-Property Tax</li> <li>-Construction</li> </ul> <p>Motion by Councillor Conley, seconded by Jacqueline Aird and carried:</p>
	<p>That the 2017 power point presentation be received for information.</p>
<b>c)</b>	<b>2017 Replacement &amp; Reserve Budget</b>
	<p>The Board was in receipt of Recommendation Report #16040 from the CEO/Secretary dated December 8, 2016.</p> <p>Bernice Lilley gave an overview of the report, highlighting 2016 project shortfalls, Social Housing Improvement Program (SHIP) funding, Unit Turnover and Maintenance.</p> <p>Each Appendix was reviewed:</p> <p>Appendix – A – 2017 Proposed Budget</p> <p>Appendix – B – Approved SHIP Funding Tom Hunter identified what projects are not funded through SHIP and the Capital Budget Reallocation for 2017.</p> <p>Appendix – C – Approved SHARP Funding Tom Hunter commented on the anticipated incentives for the projected reduction in utilities.</p> <p>Appendix – D – Additional Funding Resources Tom Hunter commented on the ward area rating funds received and the City of Hamilton 10 year water conservation loan.</p> <p>Councillor Green was asked to take the Chair.</p> <p>Councillor Collins inquired about the security cameras and the need for a summary of existing security systems and new equipment investment costs.</p> <p>Motion by Councillor Collins, seconded by Councillor Conley and carried to direct staff to apply the 1.2m budget to a safety and security plan. Staff will forward a comprehensive report that outlines a multifaceted plan, phasing in over three years with identifying year 1, 2 and 3 priorities. In the event of any money remaining from this budget then those funds will be used for vacant units and maintenance repairs.</p> <p>Councillor Collins resumed the Chair.</p> <p>Carm Filice inquired about the shortfall breakdown for the projects mentioned in Appendix A. Bernice Lilley will follow up with an email to the Board detailing the shortfall for the projects identified in Appendix A.</p>

		Motion by Councillor Farr, seconded by Councillor Conley and carried:
		That the Board adopt and approve the CityHousing Hamilton Corporation 2017 Proposed Replacement Reserve Budget totalling \$8,300,000
<b>4.</b>	<b><u>Property Management</u></b>	
	<b>a)</b>	<b><u>395 Mohawk Road West</u></b>
		<p>The Board was in receipt of the media release dated November 23, 2016, "<i>Councillor Skelly calls in City Auditor after cost of housing project soar</i>" and the Memorandum dated November 30, 2016 from Charles Brown, Director of Audit Services, "<i>Recent Council Direction for CityHousing Hamilton Audit</i>".</p> <p>Tom Hunter provided an update and reviewed a brief chronological note of events regarding Mohawk Gardens, 395 Mohawk Road West, change of driveway entrance and parking expansion escalated costs and the 2015 Ward 7 area rating funds.</p> <p>The consultant fees for the project went beyond the approved amount and scope of 10k and breached the procurement policy. Councillor Donna Skelly and (former Ward 7 Councillor) MP Scott Duvall, held a meeting with residents at 395 Mohawk to discuss the current concern and costs for this project and the need to adjust the scope of the work.</p> <p>The City will conduct an audit early in 2017 on CHH's procurement process.</p> <p>Councillor Green commented that audits are used to find issues and identify where improvements and /or corrections are needed.</p> <p>Councillor Skelly commented and thanked CHH staff for their cooperation. Councillor Skelly confirmed that the 350k allocated to this project is available. It will require that the scope of the project is adjusted and the focus will be on visitor's parking expansion at 395 Mohawk St. W.</p> <p>Motion by Councillor Green, seconded by Councillor Conley and carried:</p>
		That the media release and City's memorandum be received for information.
<b>5.</b>	<b><u>Private &amp; Confidential / In-Camera</u></b>	
		<p>Motion by Carm Filice, seconded by Councillor Conley and carried at 11:19am to move In-Camera.</p> <p>Pursuant to section 8 and subsection 8.1(c) of the Procedural By-Law – pertaining to a proposed or pending acquisition or disposition of land for CityHousing Hamilton Corporation redevelopment purposes.</p> <p>Attendance for In-Camera, item 5a: Councillors Farr, Jackson, Conley, Collins; Jacquie Aird, Carm Filice, Tony Lemma, Tom Hunter, Teresa Herechuk (recorder).</p> <p>Tom Hunter distributed the confidential, Letter of Intent to the Board of Directors.</p>

	<p><b>a) Re: Letter of Intent (LOI)</b></p> <p>Letter of Intent dated November 28, 2016: Roxborough Park Inc and CHH re: Roxborough Park Project</p> <p>Motion by Carm Filice, seconded by Tony Lemma and carried to proceed with the Letter of Intent.</p> <p>Motion by Councillor Jackson, seconded by Councillor Farr and carried to move Out of Camera at 11:41am.</p>
	<p><b><u>OTHER BUSINESS</u></b></p> <p>Next Board meeting is Thursday February 2, 2017.</p>
6.	<p><b><u>ADJOURNMENT at 11:41</u></b></p>
	<p>Motion by Councillor Jackson seconded by Councillor Farr and carried that the meeting be adjourned.</p>
	<p style="text-align: right;"><b>TAKEN AS READ AND APPROVED</b></p>
	<p style="text-align: right;"><b>CHAD COLLINS, PRESIDENT CityHousing Hamilton Corporation</b></p>
	<p>Teresa Herechuk CityHousing Hamilton Corporation December 8, 2016</p>