



Date: February 2, 2017

Report to: Board of Directors
CityHousing Hamilton Corporation

Submitted by: Tom Hunter
Chief Executive Officer/
Secretary

Prepared by: Tom Hunter, CEO

Subject: **CEO Information Written Update**

1.0 Resident Handbook

The staff and residents at CityHousing Hamilton (CHH) are pleased to report that the Resident Handbook has been updated. This was a significant undertaking by the staff to re-work the Handbook so that it highlights key information for our residents. As well, an information sheet will be provided with the Handbook that identifies essential numbers and messages that will be helpful for the residents. This document will be reviewed and updated at least once a year to keep it current.

2.0 Audit – Mohawk Gardens Project

At the CHH December Board meeting it was reported that an audit would be undertaken of the capital project at Mohawk Gardens that involved the entrance to the building and the expansion of the parking lot. On December 16th, 2016, CHH met with Charles Brown, Director of Audit Services to initiate this process. It is the intention of CHH staff to continue to revise and refine its procurement policies and procedures, and to educate all staff as these documents are updated.

3.0 Renovation Options for 500 MacNab

CHH has engaged the firm of ERA Architects to assist in the preparation of applications to the CMHC Innovation Fund and to the FCM Green Municipal Fund. The intent of applying to these funds is to obtain the dollars to support a "Passive House" deep energy retrofit to 500 MacNab. This type of retrofit is well-developed in Europe and has been used for apartment tower renewals. It has been documented that utility costs have decreased by 75 to 90% as a result of this Passive House approach. CHH requires a consultant to build a highly compelling and innovative business case and complete funding applications for up to \$8 million from CMHC and FCM. Due to the very specific nature of this retrofit and the tight timelines the consulting work has been sole sourced to ERA Architects. The consultants will be preparing a business case and applications which will include but not be limited to: affordable housing considerations, financial and building science innovation, pro forma and sensitivity analysis, long-term viability analysis, efficiency strategy, site development potential and replicability and scalability assessment. If successful, this would be one of the first deep energy retrofits of this type in North America.



Tom Hunter
Chief Executive Officer/Secretary