

Approved on May 29,
2018 AGM

Tuesday, May 30, 2017
12:00pm – 12:20pm
City Hall, Meeting Room
264, 2nd Floor

The Board of Directors for CityHousing Hamilton - **AGM**

There were present:

Councillor C. Collins, President
Councillor M. Green, Vice President/Treasurer
Councillor D. Conley
Councillor J. Farr
Councillor Jackson
Jacqueline Aird
Tony C. Lemma
Patricia Reid
Carmen Filice

Regrets: **Tom Hunter**, Chief Executive Officer/Secretary

Also Present:

CHH staff: Rochelle Desouza, Dave Pangborn, Kathy McInnes, Matt Bowen; Donna Kirchknopf; Bernice Lilley, Jessica Low
Housing Services Division: Adam Sweedland, Kim Ryan

Guest for item 4c: Scott Plugers from KPMG LLP

1. **CALL TO ORDER** (Quorum is five)

Councillor Collins, President, called the meeting to order.
Tom Hunter sends regrets and Rochelle Desouza is Acting CEO.

Welcome and introduction of Scott Plugers attending for item 4c, on behalf of Lois Ouellette from KPMG LLP.

2. **Conflict of Interest Declaration**

In response to a call from the President for conflict of interest declarations and noted that Tony Lemma, CHH Board Citizen member, is contracted part-time until September 2017, on the LRT Community Connector Program.

Tony Lemma informed the Board that he is on the LRT Community Connector Program and the City's canvassing for the program has extended the contracted part-time position until September 2017. Tony Lemma will declare a Board conflict if any vote is required that involves any LRT issues.

3. **Confirmation of AGM meeting minutes 2016**

a) AGM meeting held on May 24, 2016

It was moved by Councillor Green seconded by Patricia Reid and carried that the AGM minutes of the meeting held May 24, 2016 be approved as distributed.

4. Annual General Meeting

a) Remarks by President

Councillor Collins commented on the 2016 accomplishments and the Board's support for CHH issues. The CHH staff made many strides and significant progress with renovations, repairs and Key Performance Indicator (KPI) targets, including but not limited to:

- Revitalization – work on affordable housing in the West Harbour
- Redevelopment – sale of Singles and Semis
- Capital Projects - \$6.3M in funding from SHIP (Social Housing Improvement Program) this funding allocated \$1.2M for repairs to units
- Energy Efficiency Funding - \$9M in funding from SHARP (Social Housing Apartment Retrofit Program) for lighting and energy control in large apartment buildings
- Community Initiatives – continued support from the LHIN for our Wellness Program and partners such as Hamilton Community Foundation
- Integrated Pest Management Program – continued the focussed work and obtaining positive outcomes (resident satisfaction and response time)
- Property Tax Exemptions – approximately 875K for annualized funding that can be used for work on restoring and maintaining units
- Quality Improvement Work – Lean Six Sigma project to address areas (at 10% last month) and initiated work on Market Rent Unit Turnovers

Councillor Collins thanked the 2016 Board members for their continued support and focus on CHH matters over the past year and CHH staff for their on-going commitment and efforts.

b) AGM Brochure Presentation

The Board reviewed the 2016 Annual Report booklet. Rochelle Desouza presented the AGM booklet and mentioned appreciation to the Board, Staff, volunteers and community partners for their work, support and commitment. Rochelle Desouza highlighted partnerships and programs, such as:

- Partnerships of 2016 – HCF, LHIN
 - Housing with Supports Model in collaboration with OW and ODSP and Hamilton Urban Core
 - the HARPS program won the Tenant Achievement Awards by ONPHA
- Completion of two programs; one with Threshold and one with Mohawk College
 - Both programs assisting youth and employment
 - Both assisted with CHH unit retrofit

- The Gardens of CHH – beautifying neighbourhood gardens and demonstrating the passion and pride of CHH residents
- CHH Divisional Day
 - CHH's staff vision of housing through art - safety, family, love, freedom and happiness were expressed with beautiful colours
 - Staff Years of service and 2016 retirees

Councillor Green extended appreciation and recognition for a job well done by Rochelle Desouza and CHH finance department.

It was moved by Councillor Conley, seconded by Patricia Reid and carried:

That the AGM brochure be received for information.

c) Audited 2016 Financial Report for CHH

The Board was in receipt of Recommendation Report #17015 from the CEO/Secretary dated May 30th, 2017.

Rochelle Desouza gave a high level overview of the surplus, revenues, salaries due to gapping, bad debts, insurance – fires, material services, property taxes and trends.

Rochelle Desouza introduced Scott Plugers from KPMG LLP. Scott Plugers gave an overview of the audited Financial Statements.

Councillor Green took the Chair.

Councillor Collins commented on the increase of utility costs of \$700k noted on page 4. The concern of the impact on the operating budget with the rise of energy costs and loss of benefits.

Councillor Collins referred to staff about reporting back to the Board, the impact of rising energy costs and how not having clean energy benefits will affect the operating budget. A coordinated recommendation with the Service Manager, other housing providers and data from the Ontario Non-Profit Housing Association (ONPHA) to identify eligibility across the Province.

Motion by Councillor Conley, seconded by Patricia Reid and carried that staff report back to the Board a recommendation from the Service Manager. Seek data from other housing providers and ONPHA to identify the impact of the rising energy costs and not having a clean energy benefit.

Councillor Collins resumed chair.

Scott Plugers gave an outline of the Management letter, the definitions of various control deficiencies during an audit and confirmed no deficiencies were determined to be significant. One area determined to be other control deficiencies that the CHH Management identified for Best Practices and confirmed processes are being followed.

It was moved by Councillor Green, seconded by Jacqueline Aird and carried:

That the Board of Directors authorize the President and Vice-President to execute:

The Final 2016 Financial Report for CityHousing Hamilton as audited by KPMG LLP, Chartered Accountants

5. **Adjournment of the AGM meeting at 12:20 pm.**

It was moved by Tony Lemma seconded by Councillor Farr and carried that the Annual General meeting be adjourned.

TAKEN AS READ AND APPROVED

**CHAD COLLINS, PRESIDENT
CityHousing Hamilton Corporation**

Teresa Herechuk
CityHousing Hamilton Corporation
Tuesday May 30th , 2017