

Approved on
May 28, 2019 AGM

Tuesday, May 29, 2018
12:00pm – 1:00pm
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
Tom Hunter, Chief Executive Officer/Secretary
Councillor D. Conley
Councillor J. Farr
Patricia Reid
Carmen Filice

Regrets:

Councillor Jackson
Jacqueline Aird
Tony C. Lemma

Also Present:

CHH staff: Rochelle Desouza, Kathy McInnes, Matt Bowen; Donna Kirchknopf; Bernice Lilley, Brian Kinaschuk, Kate Mannen

Guest for item 4c: Scott Plugers from KPMG LLP

Public: J. Novak

12:05

1. CALL TO ORDER (Quorum is five)

Councillor Collins, President, called the meeting to order.

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 of a call from the President for conflict of interest declarations:
None received.

3. Confirmation of AGM meeting minutes 2017

a) AGM meeting held on May 30, 2017

It was moved by Farr Councillor, seconded by Patricia Reid and carried that the AGM minutes of the meeting held May 30, 2017 be approved as distributed.

4. Annual General Meeting

a) Remarks by President

Councillor Collins commented on the 2017 accomplishments and

thanked the 2017 Board members, partners and the City of Hamilton Council for their continued support and dedication.

Councillor further commented on the good work done with financials, capital and maintenance repairs, policy development and resident communication.

It was moved by Councillor Farr, seconded by Councillor Conley and carried to receive President remarks for information.

b) AGM Brochure Presentation

The Board reviewed the 2017 Annual Report booklet.

Tom Hunter presented the AGM booklet including and not limited to:

- Message from Board President and CEO
 - City of Hamilton Council commitments, investment, tax exempt and area rating funding
- Community Partnership
- Revitalization: Roxborough, Riverdale and 55 Queenston
- Quality improvement Initiatives
- Residents of CHH: Step by Step Resident Council, Club 30
- Staff Divisional Day
- Financial Year in Review

Tom Hunter thanked the Board for their commitment and for the work of CHH staff.

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

That the 2017 AGM brochure be received for information.

c) Audited 2017 Financial Report for CHH

The Board was in receipt of Recommendation Report #18008 from the CEO/Secretary dated May 29th, 2018.

Rochelle Desouza reviewed the report, highlighting the audited statement, surplus details, salaries, bad debts, insurance, materials & services, Amortization & deferred contributions, property taxes, utilities and other funds

Rochelle Desouza introduced Scott Plugers from KPMG LLP. Scott Plugers gave an overview of the audited Financial Statements and the Management letter dated May 9, 2018. The letter noted no deficiencies, no issues. One area determined to be other control deficiencies and identified to follow best practice and processes. Reviewed the financial position, liabilities, fund balance, government subsidies and revenues, statement of cash flow, financial statement standards, loans and mortgages.

It was moved by Councillor Conley, seconded by Councillor Green and carried:

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

The Final 2017 Financial Report for CityHousing Hamilton as audited by KPMG LLP, Chartered Accountants.

d) **Appointment of Auditors for 2018**

The Board was in receipt of Recommendation Report #18009 from the CEO/Secretary dated May 29th, 2018.

Rochelle Desouza gave an overview of the report.

It was moved by Councillor Farr, seconded by Councillor Green and carried:

That the Board of Directors appoint KPMG LLP for the 2018 fiscal year audit for CityHousing Hamilton Corporation.

5. **CEO Written Update**

1.0 **National Housing Strategy**

The Board was in receipt of the CEO Written Update from the CEO/Secretary dated May 29th, 2018.

Tom Hunter reviewed the two streams of the federal government announcement of the co-investment fund as part of the national housing strategy.

It was moved by Councillor Farr, seconded by Councillor Green and carried:

That the CEO Written Update be received for information.

6. **Adjournment of the AGM meeting at 12:50pm.**

It was moved by Patricia Reid, seconded by Councillor Conley 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 29th, 2018