

To be Approved in
2020 May AGM

Tuesday, May 28, 2019
12:30pm – 1:30pm
City Hall, Meeting Room 264,
2nd Floor

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

There were present:

Councillor C. Collins, President
Councillor J. Farr, Vice President
Councillor N. Nann, Treasurer
Tom Hunter, CEO/Secretary
Councillor T. Jackson
Councillor M. Wilson
Nicholas But
Adriana Harris
Patricia Reid

Regrets: **Jacqueline Aird**

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

Guest for item 4c: Scott Plugers from KPMG
LLP

Public: J. Novak

12:35pm

1. CALL TO ORDER (Quorum is five)

Councillor Collins, President, called the meeting to order.

Welcome and introduction of New Citizen members, Nicholas But and Adriana Harris. Scott Plugers, Auditor 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 2018

a) AGM meeting held on May 29, 2018

It was moved by Councillor Jackson, seconded by Councillor Farr and carried that the AGM minutes of the meeting held May 29, 2018 be approved as distributed.

b) Audit & Finance Committee meeting held on May 22, 2018

It was moved by Councillor Nann, seconded by Councillor Farr and carried that the AGM minutes of the meeting held May 28, 2018 be approved as distributed

4. **Annual General Meeting**

a) **Remarks by President**

Councillor Collins commented on the 2018 accomplishments and thanked staff for their tremendous work over the year.

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

b) **AGM Brochure Draft Outline Presentation**

The Board reviewed the 2018 Annual Report draft outline.

Tom Hunter presented the outline including but not limited to:

- Message from Board President and CEO
- Community Partnership
- Development and Revitalization
- Staff Divisional Day
- City of Hamilton Council Commitment
- Financial Year in Review
- Community Partners

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

It was moved by Councillor Nann, seconded by Adriana Harris and carried:

That the 2018 AGM draft brochure outline be received for information.

c) **Audited 2017 Financial Report for CHH**

The Board was in receipt of Recommendation Report #19014 from the CEO/Secretary dated May 28th, 2019.

Rochelle Desouza reviewed the report, highlighting

Rochelle Desouza introduced Scott Plugers from KPMG LLP. Scott Plugers gave an overview of the audited Financial Statements and the Management letter dated May 21, 2019.

It was moved by Councillor Nann, seconded by Nicholas But and carried:

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

The Final 2018 Financial Report for CityHousing Hamilton as audited by KPMG LLP, Chartered Accountants.

d) Appointment of Auditors for 2019

The Board was in receipt of Recommendation Report #19015 from the CEO/Secretary dated May 28th, 2019.

Rochelle Desouza gave an overview of the report.

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

That the Board of Directors appoint KPMG LLP for the 2019 fiscal year audit for CityHousing Hamilton Corporation.

6. Adjournment of the AGM meeting at 1:25pm.

It was moved by Nichola But, seconded by Adriana Harris 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 28th, 2019