

**THE AGENCY FOR CO-OPERATIVE HOUSING –  
L'AGENCE DES COOPÉRATIVES D'HABITATION**

**BOARD HIGHLIGHTS**

**Board Meeting of June 9, 2006**

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**GOVERNANCE**

**Appointment of Officers and Committee Members**

The Board received a resolution signed by Nicholas Gazzard on behalf of the Agency's sole member, the Co-operative Housing Federation of Canada, re-appointing the Agency's auditors and directors Ray Hession and Jill Kelly, whose terms on the Board were ending.

The Board re-appointed Ray Hession as President, Jill Kelly as Vice-President and Peter Crawford as Treasurer, noting that these three form the Governance and Human Resources Committee by virtue of their offices. The Board agreed that Barb Millsap and Carol Davis would continue to serve with the Treasurer on the Finance and Audit Committee.

**Governance and Human Resources Committee Report**

The Governance and Human Resources Committee invited directors to comment on the results of the annual Board self-assessment, conducted on-line in April. The committee asked staff to decide which policies need board approval and which staff should manage, and to treat them accordingly. The committee agreed to begin a process of succession planning at its next meeting. The Board approved an annual schedule of activities, as recommended by the committee.

**Finance and Audit Committee Report**

The Finance and Audit Committee noted that the Agency's operating surplus was largely due to the delayed opening of its western offices. The committee considered that the surplus would ensure a positive cash flow for the foreseeable future, making a line of credit unnecessary, although anticipated expenses would reduce the surplus by year end. The Board asked the committee to review and report on the Agency's projected budget performance for the entire year.

**Policy Reviews**

The Board set a schedule for reviewing and updating each of its policies and made minor changes to the following documents, as recommended by staff or a Board committee:

- terms of reference for the Chief Information Users Group
- mandate of the Finance and Audit Committee

- the Board's mandate statement
- the statement about the individual director's role.

The Board took steps to ensure that the membership of the Chief Information Users Group would reflect changes in the leadership of the organizations involved.

### **Agency's Public Information Session**

The CEO noted that future presentations on the Agency at the annual meeting of the Co-operative Housing Federation of Canada (CHF Canada) would focus on the Agency's performance and plans.

## **PROGRAM MANAGEMENT**

### **Risk-Rating Model**

The Board approved a small change to the Agency's risk-rating model. A co-op's insurance replacement value will now be used as the denominator in the net-income ratio calculated for each co-op as part of the Agency's annual risk assessment.

## **BUSINESS OPERATIONS**

### **Management Report**

With the division directors' assistance, the CEO presented a management report for the period March 16, 2006 to May 31, 2006 that highlighted accomplishments, work in progress, goals for the next quarter and deferred activities. Here are some notes from the report:

- For administrative reasons CMHC unexpectedly held back 80 Ontario co-ops from transfer to the Agency for more than a month. As CMHC did not advise co-ops of the delay, the Board asked that the Agency's client list be posted on the website and kept current.
- CMHC and CHF Canada have developed plain-language guidelines for all programs administered by the Agency on CMHC's behalf. These guidelines were expected to be ready for posting on the website as soon as one final issue was settled.
- Agency staff were working with several co-ops at risk.
- The Agency had filled most staff positions and found office space for the Prairies and the B.C. regional service centres.

- A successful two-day staff orientation session had taken place in April, with more staff training planned for August, when the western staff would take part as new employees.
- The CEO noted that the early vision for the Agency had largely been realized. She predicted that the Agency would find its greatest challenge in the lack of access to financing for co-ops needing major repairs and improvements.
- According to CMHC, the province of Manitoba wants to complete negotiations for the return of federal co-ops before the province's fiscal year end. The Board urged the Agency not to miss any opportunity of offering expanded services.

### **April 30, 2006 Financial Statements**

On the recommendation of the Finance and Audit Committee, the Board approved the financial statements for the four-month period ending April 30, 2006.

### **Co-op Housing Information System (CHAIS)**

The Board confirmed a schedule for the release of new modules of the information system and delegated authority to the CEO to certify and accept future releases of the information system.

### **IN CAMERA**

The Board reviewed the CEO's performance evaluation and compensation.