

THE AGENCY FOR CO-OPERATIVE HOUSING

BOARD HIGHLIGHTS

Meeting of 10 November 2017

MANAGEMENT REPORT

The Board received the CEO's written management report for the period 15 May 2017 to 12 October 2017, accompanied by a copy of the Q3 2017 reporting letter to CMHC and CMHC's response to the Agency's Annual Report.

The CEO discussed revisions made to the Agency's Model Management Services Agreement, implementation of the Agency's Sector Relations Strategy and progress on the redesign of the public website. The Director, Operations reported on the Agency's services in connection with CHF Canada's refinancing program in Nova Scotia and the Agency's planned social-media strategy.

FINANCE

On the recommendation of the Finance and Audit Committee, the Board approved the 2017 audit plan and fee, the 2018 operating budget and updated five-year capital plan and the financial statements for the period ending 31 August 2017. The Board also approved the renewal of the outsourcing arrangement for the continued development and maintenance of the Agency's information system, following a Request for Proposals. On the Committee's recommendation, the Board approved amendments to the Agency's Financial Accountability Policy [\[link\]](#) and a change to signing officers following on staff changes.

GOVERNANCE AND HUMAN RESOURCES

On the advice of the Governance and Human Resources Committee, the Board approved changes to the Agency's policies governing human resources and accessibility for persons with disabilities. The Board approved the 2017 compliance-audit plan, granted a 1.3 per cent range-movement increase to Agency employees as of 1 January 2017 and discussed 2018 director appointments to be recommended to the Co-operative Housing Federation of Canada. The Board agreed on the instrument to be used for assessing its performance at the next meeting and approved a formal development strategy for the Agency's information system. Directors adopted a set of Strategic Focus Areas for 2018 and Key Performance Indicators. They then met in camera to consider the management-succession plan and a set of CEO competencies, to fix the CEO's 2018 compensation and performance goals and to approve a process for reviewing her 2017 performance.