

DRAFT

Thurs. May 5th, 2011
12:00 – 2:00pm
Whitehern Stable, 41 Jackson
St. West W.

The Board of Directors for CityHousing Hamilton – Meeting

There were present:

Councillor McHattie, President
Peter Schafft, Vice President
Brenda Osborne, Chief Executive
Officer and Secretary
Councillor T. Jackson
Councillor L. Ferguson
Councillor S. Duvall
June Noonan

Regrets:

Councillor J. Farr
Alan Walker
James Scott

Also Present:

CHH staff: Marla Adams, Kelly Miller,
Vimal Sarin, Ramana Ganesaratnam
Finance & Administration: Maria Zegarac,
Larry Friday
Grant Thornton LLP ; Melanie Dugard

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

Councillor McHattie, President, called the meeting to order.

Introduction and welcome to Larry Friday, Director of Taxation, attending on behalf of Tony Tollis.

Motion to move in-camera for a verbal confidential discussion at the end of the agenda due to a proposed or pending acquisition or disposition of land for municipal or local board purposes.

Motion moved by Councillor Duvall, seconded by June Noonan to move in-camera for this item.

2. **Conflict of Interest Declaration**

In response to call from the President for conflict of interest declarations.

None received.

3. **Minutes of the special meeting held on March 31st, 2011**

It was moved by Councillor Duvall, seconded by Peter Schafft and carried that the minutes of the meeting held March 31st be approved as distributed.

4. **Unfinished Business**

The Board was provided with the list of Unfinished Business. The CEO/Secretary provided pending status of each unfinished business item.

Regarding Item 6, "Superintendents", Councillor Duvall commented on 395 Mohawk, Councillor Jackson and June Noonan commented on 801 Upper Gage about the improvement of the building since hiring Superintendents and thanked the Board for the support of the Superintendent Model which is showing positive affects already.

It was moved by June Noonan, seconded by Councillor Jackson and carried that the written information be received for information and amend the Unfinished Business List timelines.

5. Finance

a) **2010 Audited Statements**

The Board was in receipt of Recommendation Report #11009 from the CEO/Secretary dated May 5th, 2011.

Maria Zegarac asked Melanie Duguard to report on this item. Melanie explained the report and gave an overview and commented on the findings and announced that the audit is complete and waiting final signed Management Representation letter as well as final legal confirmations.

Councillor Ferguson commented on the meetings of the Finance and Audit Committee that have taken place and has provided satisfactory background and financial information to support this report.

Peter Schafft commented on the audit in Toronto recently completed and suggested that the Board view this audit in order to learn from their issues.

It was moved by Councillor Ferguson, seconded by Councillor Duvall and carried:

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

The Final 2010 Financial Report for CityHousing Hamilton as audited by Grant Thornton LLP, Chartered Accountants.

b) **Operating Variance Report February 2011**

The Board was in receipt of Recommendation Report #11010 from the CEO/Secretary dated May 5th, 2011.

Maria Zegarac gave an overview of the report and highlighted information about the favourable, unfavourable variables, service manager subsidy, capital reserve fund and year to date analysis.

Peter Schafft commented on the arrears amount. Brenda Osborne explained the recent change in process compared to 2010 which will reflect more accuracies in reporting numbers this year.

Councillor Duvall commented about the waste removal budget line and his role with working in the City on the waste management program which is focussing on illegal dumping and will keep the CHH Board apprised of the program.

It was moved by Councillor Ferguson, seconded by Peter Schafft and carried:

That Report #11010 be received for information.

c) LHIN 2011 Budget Approval

The Board was in receipt of Recommendation Report #11015 from the CEO/Secretary dated May 5th, 2011.

Maria Zegarac explained the funding received specifically to the First Place services and the base funding (Appendix 1) which subsidizes the recreation program.

Peter Schafft asked about the service agreement and that the Board as Directors of the agreement should view the document for due diligence.

Direction from the Board asking staff to provide a copy of the agreement at the next Board meeting.

It was moved by June Noonan, seconded by Peter Schafft and carried:

That the Board of Directors approve the updated 2011 LHIN funding budget per attached Appendix 1.

d) Proposed 2011 CHH Operating Budget

The Board was in receipt of Recommendation Report #10029a from the CEO/Secretary dated May 5th, 2011.

This item was tabled from the January 25th, 2011 Special meeting re: Budget, awaiting the City's Council budget final approval.

Maria Zegarac gave an overview and update and distributed at the time of the meeting a 2011 Operating budget – Adjusted (Appendix 1).

Councillor Ferguson asked about the final increase over the 2010 budget. Maria Zegarac confirmed that with the adjustments presented in Appendix 1, the total increase over the 2010 budget is 2.2%.

It was moved by Councillor Jackson, seconded by Councillor Duval and carried:

That Report #10029A be approved

5. e) Updated RBC Banking Resolution

The Board was in receipt of Recommendation Report #11008 from the CEO/Secretary dated May 5th, 2011.

Maria Zegarac gave an overview of the report.

It was moved by Councillor Ferguson, seconded by Councillor Jackson and carried:

That the Board of Directors approve the updated Resolution Regarding Banking and Security per attached appendix 1.

6. Asset Renewal & Maintenance / Property Management**a) Asset Renewal & Maintenance 2011 Summary**

The Board was in receipt of Recommendation Report #11012 from the CEO/Secretary dated May 5th, 2011.

Kelly Miller gave an overview of the report and added that most of the projects are underway.

Councillor Jackson commented on the good work being done and thanked staff for carrying through and commitment to the projects.

It was moved by Councillor Jackson, seconded by June Noonan and carried:

That Report #11012 be received for information.

b) Monthly Key Performance Indicators

The Board was in receipt of Recommendation Report #11014 from the CEO/Secretary dated May 5th, 2011.

Brenda Osborne reviewed the indicators and the comparison to the 2010 numbers and targets.

Councillor Ferguson asked for costs per square foot, energy savings, staff costs per square foot and variance report from capital to compare market trends and other municipalities.

Direction from the Board that a meeting be scheduled with Councillor Ferguson, Peter Schafft, Brenda Osborne, Maria Zegarac to determine how the KPI will be reported.

It was moved by Councillor Jackson, seconded by Councillor Ferguson and carried:

That Report #11014 be received for information

c) 4 Bridge Water Court, First Mortgage (Report #11013)

Brenda Osborne gave an overview of the report and that the project is completed and rented and now the mortgage needs to be finalized.

Vimal Sarin commented on the 48 occupied units and there is a portion of the land waiting to be developed for 14 more units. Further discussion of the shortfall of funds, the gap and the Provincial component.

Councillor McHattie confirmed that the mortgage request is a normal processes.

Peter Schafft discussed concern of the mortgage approval being for the whole property (including the undeveloped piece) and this would interfere with any severance of the land for future consideration.

Motion from the Board to table this item (Report #11013) to the next Board meeting in order to schedule an off-line meeting with Peter Schafft, Vimal Sarin, Councillor McHattie and further view options of severance of land before approving mortgage.

Moved by Councillor Ferguson, seconded by Peter Schafft and carried to table item 6c (Report #11013) to the next Board meeting.

7. CEO Information Written Updates

Brenda Osborne provided a written update and comment on each item:

1.0 OPERATIONAL REVIEW ITEMS

1.1 Business Re-Engineering/Software Upgrade

1.2 Communication

1.3 Staff Training

1.4 Playgrounds and Community Gardens

1.5 On-Site Offices

1.6 Bed Bugs

Councillor Jackson inquired about the bed bug process and referring calls to the Good Shepherd Works staff. Councillor Jackson requested that any process concerns be channelled through Ramana Ganesaratnam in order to be aware and appropriate follow up be done.

Moved by June Noon, seconded by Councillor Jackson and carried:

That the CEO Written Updates be received for information.

OTHER BUSINESS

RESIGNATION

June Noonan has handed in her resignation from the Board, dated April 12, 2011, after serving seven years on the CHH Board of Directors.

June Noonan was thanked for her years of service, support and dedication to the Board and presented with a gift and well wishes.

7.1 IN CAMERA

Additions to the agenda:

Confidential / In Camera discussion

A motion from the chair asking that a portion of the meeting be closed to the public due to a proposed or pending acquisition or disposition of land for municipal or local board purposes and anyone who does not have any connection to this discussion adjourn from the meeting at this time.

Attendance for item 7.1:

Councillors McHattie, Jackson, Duvall

Board members; June Noonan, Peter Schafft, Brenda Osborne

CHH Staff; Vimal Sarin, Teresa Herechuk

Direction for item 7.1: The Board will review all options and considerations.

Motion was moved by Councillor Duvall, seconded by Peter Schafft to reconvene in Open Session.

8. ADJOURNMENT

Next Board meeting re: "Special" Meeting is Thurs. May 26th.

The Clerks Department, Selection Committee will be holding interviews at the end of May for new Public Board members.

It was moved by Councillor Duvall, seconded by Councillor Jackson and carried that the meeting be adjourned.

TAKEN AS READ AND APPROVED

**BRIAN McHATTIE, PRESIDENT
CityHousing Hamilton Corporation**

Teresa Herechuk
Administrative Assistant
CityHousing Hamilton Division
Thursday May 5, 2011