

<b>Approved Apr. 21, 2016</b>			<b>Wednesday February 24, 2016 <u>11:00am – 1:00pm</u> City Hall, Meeting Room 264 2<sup>nd</sup> Floor</b>
The Board of Directors for CityHousing Hamilton - Regular meeting			
There were present:			<b>Councillor C. Collins</b> , President <b>Tom Hunter</b> , Chief Executive Officer and Secretary <b>Councillor D. Conley</b> <b>Councillor J. Farr</b> <b>Councillor M. Green</b> <b>Councillor T. Jackson</b> <b>Jacqueline Aird</b> <b>Carm Filice</b> <b>Tony C. Lemma</b> <b>Patricia Reid</b>
Regrets:			
Also Present:			CHH staff: Rochelle Desouza, Kelly Miller, Kathy McInnes, Donna Kirchknopf; Brian Kinaschuk, Dave Pangborn. Housing Services Division: Kim Ryan Staff for item 4d: Leanne Ward, Laura Dempsey Public: SPRC, Sarah Hedden; Spectator reporter Matthew Van Dongen
<b>1.</b>	<b><u>CALL TO ORDER</u></b> (Quorum is five)		
	Councillor Collins, President, called the meeting to order.  Tom Hunter introduced Laura Dempsey, Leanne Ward attending for item 4d and Kim Ryan attending on behalf Adam Sweedland, Service Manager.		
<b>2.</b>	<b><u>Conflict of Interest Declaration</u></b>		
	In response to a call from the President for conflict of interest declarations.  None received.		
<b>3.</b>	<b><u>Confirmation of Minutes</u></b>		
	<b>a)</b>	Special meeting held January 25, 2016	
	It was moved by Councillor Green, seconded by Councillor Conley and carried that the minutes of the meeting held on January 25, 2016 be approved as distributed.		
<b>4.</b>	<b><u>Asset Renewal &amp; Maintenance / Property Management &amp; Tenant Engagement Support Services</u></b>		
	<b>a)</b>	<b>Monthly Key Performance Indicators</b>  The Board was in receipt of Recommendation Report #16006 from the CEO/Secretary dated February 24, 2016.	

	<p>Kathy McInnes gave an overview of the report rent receivables and targets. Tom Hunter reviewed the vacancies.</p> <p>Discussion ensued with the standardizing processes, best practice and with the new Rent Arrears, Lean Six Sigma pilot project systems approach that will have all levels of staff succeed in reducing rent arrears.</p> <p>Tom Hunter discussed the vacancy rate and the timeline trend for unit turnovers. The repair work using area rating dollars addresses 36 units for a total of \$435,000 and the balance of 60 units could result in repair costs ranging from \$750,000 to \$1,000,000.</p> <p><b>The Board gave direction</b> to staff to provide a power point presentation that displays the mix of unit/building conditions in need of repair ie: singles/semi's/townhouse/apartments.</p> <p>Tom Hunter mentioned that the annual inspection of all units is scheduled for the beginning of March and the results will be timely for up-to-date information for the presentation.</p> <p>It was moved by Councillor Green, seconded by Carm Filice and carried:</p>	
		That Report #16006 be received for information.
<b>b)</b>	<p><b>CHH Joint Health &amp; Safety Committee</b></p> <p>The Board was in receipt of Recommendation Report #16007 from the CEO/Secretary dated February 24, 2016.</p> <p>Kelly Miller gave an overview of the report highlighting WSIB, Ministry of Labour Act and CHH-JHSC requirements of committee.</p> <p>It was moved by Councillor Jackson, seconded by Councillor Farr and carried:</p>	
		That Report #16007 is received for information.
<b>c)</b>	<p><b>Integrated Pest Management Program</b></p> <p>The Board was in receipt of Recommendation Report #16008 from the CEO/Secretary dated February 24, 2016.</p> <p>Matt Bowen gave an overview of the report and update from November 2015, highlighting indicators, financial savings, pressures and on-going work. Information sessions are in place for Tenant education and a document of standard operating procedures and best practices. A full business case will be presented to the Board at the conclusion of this pilot project to determine sustainability.</p> <p>Councillor Collins expressed thanks for the report, the positive comments and the work with Public Health to update the City's bylaw.</p> <p>It was moved by Councillor Green, seconded by Patricia Reid and carried:</p>	
		That Report #16008 is received for information.

	d)	<p><b>Community Consultation, Jamesville &amp; 500 MacNab</b></p> <p>The Board was in receipt of Recommendation Report #16009 from the CEO/Secretary dated February 24, 2016.</p> <p>Tom Hunter gave an overview of the report highlighting the summary of survey results received from residents at Jamesville and 500 MacNab regarding the potential of future re-location. Leanne Ward gave a description of the questions asked and the translation/interpreter services and the response rate process.</p> <p>Councillor Farr commented on the high percentage of response rate and requested that this survey report be forwarded to all Jamesville residents before the next community meeting. Councillor Farr also requested to work with his office for scheduling another community meeting for the two areas, Jamesville and 500 MacNab to discuss their future housing preferences and collaborative efforts, the costs of maintenance for aging buildings, and further communication plans.</p> <p>A communication and transition plan would be needed for Ministerial Consent.</p> <p>Councillor Collins will be in attendance along with CHH staff at the WestHarbour public meeting being held Thurs. February 25<sup>th</sup>. CHH Board members are also invited to attend.</p> <p>Councillor Green suggested to forward survey results to the CHH Portfolio Committee.</p> <p><b>Motion by</b> Councillor Green, seconded by Councillor Farr and carried that the survey results be forwarded to the CHH Portfolio Committee. That the Deloitte representatives and City staff provide an update and report back to the Board of Directors in order to make an informed decision of the future of Jamesville and 500 MacNab.</p> <p>The Board extended thanks to Councillor Farr for his leadership role and dedication to the community work and to Tom Hunter for working at a critical pace and resources for replacement and relocation options.</p> <p>It was moved by Councillor Conley, seconded by Councillor Farr and carried:</p>	
			That Report # 16009 is received for information.
5.		<p><b>CEO Information Written Updates</b></p> <p>The Board was in receipt of CEO Written Updates, CEO/Secretary dated February 24, 2016.</p>	
		<p><b>1.0 Collective Agreement Negotiations</b></p> <p>In January 2016, negotiations started for the creation of a new collective agreement for the Superintendents at CityHousing Hamilton (CHH). In the fall of 2015, the Superintendents voted and ratified to become part of the Union. There are currently 18 Superintendents working for CHH. These individuals are provided an apartment and guaranteed 35 hours of work per week. This combination of housing and salary as compensation is a unique situation for both management and labour in establishing a collective agreement.</p>	

### 1.1 Green Investment Fund

On February 12, the Ministry of Municipal Affairs and Housing (MMAH) announced \$92 million in funding to improve the energy efficiency of social housing throughout the Province. The funding will be delivered through two new programs that include the Social Housing Apartment Retrofit Program (SHARP) and the Social Housing Electricity Efficiency Program (SHEEP). There will be \$82 million dollars available for SHARP and \$10 million dollars available for SHEEP. Based on the criteria for eligibility for the funding, CHH is most likely to receive funding through the SHARP. Eligible projects for SHARP are 150 plus unit high-rise apartment buildings requiring retrofits/upgrades such as major building systems (e.g. boilers and chillers), increased insulation, newer more efficient windows and LED lighting.

### 1.2 Daily Cash Processing Policy

CHH has been working to update policies and procedures throughout the organization. One significant policy is the Daily Cash Processing Policy. In September of 2015, the draft policy was reviewed and discussed with the Board. Staff was instructed to refine the Policy so it aligned with current practices. This work has been complete and the revised policy will be shared with the appropriate staff.

### 1.3 West Harbour Properties

Work on the future redevelopment options for CHH properties in the West Harbour continues. The two key properties are Jamesville and 500 MacNab. The Deloitte consulting study on the "*West Harbour Affordable Housing and Transition Strategy*" was presented to the CHH Portfolio Management Committee on February 22. As well, CHH will be participating in the West Harbour Community Conversation session on February 25. This will be an opportunity for CHH to share with the community the highlights of the consultant's study, the work relating to tenant engagement, and a high-level perspective of next steps.

Tom Hunter read to the Board the 3 motions that were approved at the Feb. 22 PMC meeting:

- that staff be directed to compile a list of CHH development options on CHH or City owned lands (in the vicinity of the West Harbour area) that seeks to integrate and replace the 236 units at MacNab and Jamesville, should one or both properties be redeveloped.
- that staff undertake a full condition assessment of 500 MacNab.
- that staff prepare a report, illustrating the cost, process and timelines associated with up-zoning one or both of 500 MacNab and Jamesville.

Councillor Jackson mentioned the announcement from Ted McMeekin, MMAH re: Ontario Investing \$92 Million to Create Jobs and Retrofit Social Housing, the new program deadline and the plan for Housing Services to submit a request to the Minister.

Tom Hunter commented that CHH will be submitting a request to the Service Manager, along with other Housing Providers.

Kim Ryan mentioned that the Service Manager will forward the eligible requests from the Housing Providers to the Minister.

#### **Added Vacant Units**

A recent article in the paper mentioned one of CHH's vacant units had been left unattended and the heat in the unit was set high.

	<p>Tom Hunter mentioned the follow up with the City's Bylaw of standard operating procedure for vacant buildings and CHH will implement a similar policy to ensure compliance. A staff person will be assigned to perform vacant unit checks on a quarterly basis.</p> <p><b>Motion by</b> Patricia Reid, seconded by Councillor Farr and carried to provide the Board with standard operating plan for vacant units.</p> <p>It was moved by Patricia Reid, seconded by Carm Filice and carried:</p>
	That CEO written updates be received for information.
<b>6.</b>	<b><u>ADJOURNMENT</u></b>
	Motion by Carm Filice seconded by Councillor Jackson and carried that the meeting be adjourned.
	<b>TAKEN AS READ AND APPROVED</b>
	<b>CHAD COLLINS, PRESIDENT CityHousing Hamilton Corporation</b>
	Teresa Herechuk CityHousing Hamilton Corporation February 24, 2016