

Approved on Feb. 2, 2017			Thursday Nov. 17, 2016 12noon – 2:00pm City Hall, Meeting Room 264, 2nd Floor
The Board of Directors for CityHousing Hamilton - Regular meeting			
There were present:			Councillor C. Collins , President Councillor M. Green , VP/Treasurer Tom Hunter , CEO/Secretary Councillor J. Farr Councillor Jackson Jacqueline Aird Carmen Filice Patricia Reid
Regrets:			Tony C. Lemma Councillor D. Conley
Also Present:			Rochelle Desouza, Kathy McInnes, Donna Kirchknopf, Bernice Lilley, Dave Pangborn, Sean Botham, Matt Bowen Housing Services Division: Kim Ryan Media: Spec, M. Van Dongen Public: 4 citizens
1.	<u>CALL TO ORDER</u> (Quorum is five) Councillor Collins, President, called the meeting to order. Tom Hunter introduced Sean Botham in his new role as Senior Development Program Manager.		
2.	<u>Conflict of Interest Declaration</u> In response of call from the President for conflict of interest declarations. None received.		
3.	<u>Confirmation of Minutes</u>		
a)	Regular meeting held September 13, 2016		
	It was moved by Councillor Green, seconded by Patricia Reid and carried that the minutes of the meeting held on September 13, 2016 be approved as distributed.		
b)	Special Urgent meeting held September 20, 2016		
	It was moved by Councillor Jackson, seconded by Jacquie Aird and carried that the minutes of the meeting held on September 20, 2016 be approved as distributed.		
c)	CHH Portfolio Management Sub-Committee Approved minutes, February 22, 2016		
	It was moved by Councillor Green, seconded by Councillor Farr and carried that the minutes of the meeting held on February 22, 2016 be approved as distributed.		

	d)	CHH Portfolio Management Sub-Committee <u>Draft</u> minutes, September 16, 2016
		It was moved by Patricia Reid, seconded by Carm Filice and carried that the draft minutes of the meeting held on September 16, 2016 be approved as distributed. The Board held an urgent meeting on September 20, 2016 due to the necessary actions from the PMC meeting on September 16 th .
4.		<u>Finance</u>
	a)	Operating Variance September 30, 2016 The Board was in receipt of Recommendation Report #16036 from the CEO/Secretary dated November 17, 2016. Rochelle Desouza gave an overview of the report, highlighting Attachment B, Replacement and Reserve Statement. It was moved by Councillor Green, seconded by Carm Filice and carried:
		That Report #16036 be received for information
	b)	Insurance Renewal 2016 The Board was in receipt of Recommendation Report #16035 from the CEO/Secretary dated November 17, 2016. Rochelle Desouza gave an overview of the report. After receiving quotes from other providers, the best option was to renew with the HSC program with a 10.9% reduction for the same service. Councillor Green commented that it would be beneficial to practise this kind of process of getting quotes every two years. It was moved by Councillor Green, seconded by Patricia Reid and carried:
		That Report #16035 be received for information.
5.		<u>Asset Renewal & Maintenance / Property Management & Tenant Engagement Support Services</u>
	a)	Monthly Key Performance Indicators The Board was in receipt of Recommendation Report #16037 from the CEO/Secretary dated November 17, 2016. Kathy McInnes gave an overview of the report and chart. Tom Hunter gave an overview of the dashboard indicators slideshow, including but not limited to:

	<p>-budget -actuals -variance trends -capital project -water conservation project potential savings -pest control statistics</p> <p>Tom Hunter commented that the 2017 focus will be on optimizing timeline for unit vacancies and turnovers.</p> <p>It was moved by Jacqueline Aird, seconded by Patricia Reid and carried:</p>
	That Report #16037 be received for information.
b)	Response to the Operational Review 2015/2016 Recommendations
	<p>The Board was in receipt of Recommendation Report #16038 from the CEO/Secretary dated November 17, 2016.</p> <p>Tom Hunter gave an overview of the report. Action plan, management response, Appendix A and B. Reviewed and identified how CHH will respond to the recommendations and directives. The follow up and work with Housing Services will occur over the next few months.</p> <p>It was moved by Councillor Jackson, seconded by Jacqueline Aird and carried:</p>
	That the Board of Directors approve the Response to the Operational Review Recommendations outlined in Appendix A and Appendix B.
c)	Resident Services & Partnership Development
	<p>The Board was in receipt of Recommendation Report #16039 from the CEO/Secretary dated November 17, 2016.</p> <p>Matt Bowen gave an overview of the report and presented a slideshow. The team's work and priorities of the organization included but not limited to:</p> <ul style="list-style-type: none"> • Tenant Engagement & Support Services • Community Relations • Community Development and Recreation • Key Outcomes • Key Partnerships & Funding • Existing Partnerships • Future Partnerships
	<p>Carm Filice commented and thanked the team for innovative partnerships and good work.</p> <p>Jacqueline Aird commented on her involvement in a group that is looking for ways to work with seniors and in the new year will explore opportunities to have this group connect with CHH.</p> <p>It was moved by Jacqueline Aird, seconded by Patricia Reid and carried:</p>
	That Report #16039 be received for information.

	<p>d) Petition: 200 Jackson St. W.</p> <p>The Board was in receipt of the resident signed petition from the CEO/Secretary dated November 17, 2016.</p> <p>Tom Hunter gave an overview of the signed petition and commented on the safety challenges with this building. The request for camera's will be explored, work with the Hamilton Police Community Safety Services is on-going and reviewing standardizing the entrance/exits to help provide safety.</p> <p>Motion by Councillor Farr, seconded by Councillor Green and carried that staff forward a report to the Board for security measures in all multi-residential CHH buildings, the costs comparisons and create a policy to standardize building entrance/exits.</p> <p>It was moved by Councillor Jackson, seconded by Councillor Green and carried:</p>
	<p>That the signed petition from 200 Jackson Street West be received for information.</p>
7.	CEO Written Information Updates
	<p>The Board was in receipt of the written information updates from the CEO/Secretary dated November 17, 2016.</p> <p>Tom Hunter reviewed items:</p> <p>1.0 Social Housing Improvement Program (SHIP) 1.1 Re-allocation of 2016 Capital Dollars</p> <p>It was moved by Councillor Jackson, seconded by Councillor Green and carried:</p>
	<p>That the CEO written updates be received for information.</p>
	<p><u>New Business</u></p> <p>Councillor Farr commented on the pending City's activity at Jamesville.</p> <p>Motion to move Board meeting In-Camera. Motion by Councillor Farr, seconded by Councillor Jackson and carried to move discussion In-Camera for Real Estate purpose. Section 8, Procedural By-law and <u>Section 8, 8.1c</u> – a proposed or pending acquisition or disposition of land for City & CityHousing Hamilton purposes.</p>
	<p>Attendance for In-Camera item: Councillors Farr, Green, Jackson and Collins, Jacqueline Aird, Patricia Reid, Tom Hunter, Carm Filice and Teresa Herechuk (recorder).</p> <p>Motion by Councillor Farr, seconded by Councillor Green and carried to support inclusionary planning.</p> <p>Motion by Councillor Jackson, seconded by Patricia Reid and carried to move Out of Camera.</p>

8.	ADJOURNMENT at 1:46pm
	Motion by Councillor Jackson seconded by Patricia Reid and carried that the meeting be adjourned.
	TAKEN AS READ AND APPROVED
	CHAD COLLINS, PRESIDENT CityHousing Hamilton Corporation
	Teresa Herechuk CityHousing Hamilton Corporation November 17, 2016