

Draft			Tuesday May 30, 2017 12:30 – 2:00pm City Hall, Meeting Room 264, 2nd Floor
The Board of Directors for CityHousing Hamilton - Special meeting			
There were present:		Councillor C. Collins , President Councillor M. Green , VP/Treasurer Councillor D. Conley Councillor J. Farr Councillor Jackson Jacqueline Aird Carmen Filice Tony Lemma Patricia Reid	
Regrets:		Tom Hunter , CEO/Secretary	
Also Present:		CHH Staff: Rochelle Desouza, Kathy McInnes, Donna Kirchknopf, Bernice Lilley, Dave Pangborn, Matt Bowen, Brian Kinaschuk, Jessica Low Housing Services Division: Adam Sweedland, Kim Ryan	
1.	<u>CALL TO ORDER</u> (Quorum is five) Councillor Collins, President, called the meeting to order at 12: 21pm.		
2.	<u>Conflict of Interest Declaration</u> In response to a call from the President for conflict of interest declarations and noted that Tony Lemma, CHH Board Citizen member is contracted part-time until September 2017, on the LRT Community Connector Program. Tony Lemma informed the Board that he is on the LRT Community Connector Program and the City’s canvassing for the program has extended the contracted part-time position until September 2017. Tony Lemma will declare a Board conflict if any vote is required that involves any LRT issues.		
3.	<u>Confirmation of Minutes</u>		
	a)	Regular meeting held on April 11, 2017 It was moved by Tony Lemma, seconded by Councillor Farr and carried that the minutes of the meeting held on April 11, 2017 be approved as distributed.	
4.	<u>Finance</u>		
	a)	LHIN April 2016 – March 2017 Budget Approval The Board was in receipt of Recommendation Report #17014 from the CEO/Secretary dated May 30, 2017. Rochelle Desouza gave an overview of the report, highlighting the Local Health Integration Network (LHIN) Service Accountability Agreement between the LHIN and CityHousing Hamilton and the procurement policy requirement.	

	<p>It was moved by Councillor Conley, seconded by Councillor Jackson and carried:</p>
	<p>That the Board of Directors approve the updated April 1, 2016 to March 31, 2017, 2016 Schedule G- Declaration of Compliance per attached Appendix 1.</p>
<p>b)</p>	<p>Mortgage Renewal 185 and 206 Jackson Street East</p> <p>The Board was in receipt of Recommendation Report #17016 from the CEO/Secretary dated May 30, 2017.</p> <p>Rochelle Desouza gave an overview of the report.</p> <p>It was moved by Councillor Farr, seconded by Carmen Filice and carried:</p>
	<p>That the following Resolution be approved:</p> <p>WHEREAS CITYHOUSING HAMILTON CORPORATION (the “Corporation” and/or “Housing Provider”) has requested the Ministry of Municipal Affairs and Housing (the “Ministry”) to arrange on its behalf a refinancing of the existing charge/mortgage of land (the “Mortgage”) for its project municipally known as 185 and 206 Jackson Street East, Hamilton maturing on September 1, 2017 in the approximate amount of \$ 3,968,856.98</p> <p>AND WHEREAS the Ministry has agreed to arrange said mortgage financing and the Housing Provider agrees to be bound for those purposes by the terms and conditions contained in the said Mortgage or any amendments thereto.</p> <p>THEREFORE BE IT RESOLVED THAT:</p> <ol style="list-style-type: none"> 1. The Housing Provider hereby authorizes the Ministry to solicit and arrange on its behalf such Mortgage(s) or Mortgage facilities with a lender or its authorized agent (the “Lender”) as it deems necessary, appropriate or advisable for the project identified above and for the maturity date aforementioned; 2. The Housing Provider hereby agrees to be bound to the Lender for such mortgage purposes and upon the terms and conditions contained in the said Mortgage, or any amendments thereto, and the Housing Provider hereby further agrees to mortgage its property and assets to secure its present and future obligations under the said Mortgage, or any amendments thereto, to the Lender, as deemed necessary or advisable; 3. The Housing Provider hereby authorizes the designated signing Officers to enter into such agreement or agreements amending the terms of the said Mortgage and to deliver to the Lender such document or documents as may be deemed necessary, advisable or required by the Lender to give effect thereto;

		<ol style="list-style-type: none"> 4. The Housing Provider hereby confirms that this Resolution has been ratified and approved by its Board of Directors and it agrees to deliver this resolution to the Ministry and to the Lender; and 5. The Housing Provider further confirms that this resolution shall continue in force and effect until written notice to the contrary is delivered to the Lender and the Ministry with receipt acknowledged by the Lender and the Ministry.
	<p>c) Mortgage Renewal, 170 East Avenue South</p> <p>The Board was in receipt of Recommendation Report #17017 from the CEO/Secretary dated May 30, 2017.</p> <p>Rochelle Desouza gave an overview of the report.</p> <p>It was moved by Councillor Farr, seconded by Carmen Filice and carried:</p>	
		<p>That the following Resolution be approved:</p> <p>WHEREAS CITYHOUSING HAMILTON CORPORATION (the “Corporation” and/or “Housing Provider”) has requested the Ministry of Municipal Affairs and Housing (the “Ministry”) to arrange on its behalf a refinancing of the existing charge/mortgage of land (the “Mortgage”) for its project municipally known as 170 East Avenue South, Hamilton maturing on September 1, 2017 in the approximate amount of \$ 2,231,490.81</p> <p>AND WHEREAS the Ministry has agreed to arrange said mortgage financing and the Housing Provider agrees to be bound for those purposes by the terms and conditions contained in the said Mortgage or any amendments thereto.</p> <p>THEREFORE BE IT RESOLVED THAT:</p> <ol style="list-style-type: none"> 1. The Housing Provider hereby authorizes the Ministry to solicit and arrange on its behalf such Mortgage(s) or Mortgage facilities with a lender or its authorized agent (the “Lender”) as it deems necessary, appropriate or advisable for the project identified above and for the maturity date aforementioned; 2. The Housing Provider hereby agrees to be bound to the Lender for such mortgage purposes and upon the terms and conditions contained in the said Mortgage, or any amendments thereto, and the Housing Provider hereby further agrees to mortgage its property and assets to secure its present and future obligations under the said Mortgage, or any amendments thereto, to the Lender, as deemed necessary or advisable; 3. The Housing Provider hereby authorizes the designated signing Officers to enter into such agreement or agreements amending the terms of the said Mortgage and to deliver to

		<p>the Lender such document or documents as may be deemed necessary, advisable or required by the Lender to give effect thereto;</p> <p>4. The Housing Provider hereby confirms that this Resolution has been ratified and approved by its Board of Directors and it agrees to deliver this resolution to the Ministry and to the Lender; and</p> <p>5. The Housing Provider further confirms that this resolution shall continue in force and effect until written notice to the contrary is delivered to the Lender and the Ministry with receipt acknowledged by the Lender and the Ministry.</p>
5.	CEO Information Written Updates	
	<p>The Board was in receipt of the written CEO Information Updates from the CEO/Secretary dated May 30, 2017.</p> <p>Rochelle Desouza gave an overview of each update:</p>	
1.0	<p>Strategic Plan 2017 – 2020</p> <p>Rochelle Desouza introduced and thanked Jessica Low for the work on this document and gave an overview of the document. The CHH Strategic Plan was developed as a follow up to the recommendation from the 2016 Operational review. The CHH plan is a document in progress and adapted from the City of Hamilton's Strategic Plan. CHH staff will report back to the Board on the performance measures that will be results based through accountability framework achieved through qualitative and quantitative outcomes.</p> <p>Carmen Filice commented on the timelines for measuring performance and request that staff provide a plan for the timelines over the four years. Rochelle Desouza commented that an insert of timelines will be included in the plan and Jessica Low will report the outcomes back to the Board on an annual basis.</p> <p>It was moved by Jacqueline Aird, seconded by Patricia Reid and carried:</p>	
		That the CEO written update 1.0 be received for information.
1.1	<p>Sale of Single and Semi-Detached Homes</p> <p>Rochelle Desouza provided an update of the sold units and the properties that are to be listed. The semi-detached units need to be severed first, then they can go on the market.</p> <p>Discussion ensued regarding the re-location plan, consistent communication messaging, most popular unit size and location areas that are requested. The most recent statistics from the Access to Housing Waitlist would be useful for determining the type and location of where to build new CHH units.</p> <p>The Board directed staff to provide the statistics from the Service Manager of the 3 top geographical areas chosen from the Access To Housing Waitlist in the City of Hamilton and what percentage on the waitlist is waiting for 3 bedrooms or more (family units).</p>	

		It was moved by Councillor Farr, seconded by Councillor Jackson and carried:
		That the CEO written update 1.1 be received for information.
1.2		Lean Six Sigma Project – Turn Over of Vacant Units Rochelle Desouza reviewed the project, goals and target.
		It was moved by Tony Lemma, seconded by Patricia Reid and carried:
		That the CEO written update 1.2 be received for information.
	<p><u>New Business</u></p> <p>The Board received copies of the CHH Resident Housing Matters, Spring 2017 newsletter.</p> <p>Rochelle Desouza gave an overview of the four documents that will be the key communication tools for the CHH stakeholders throughout the year:</p> <ul style="list-style-type: none"> -2016 Annual Report -Strategic Plan 2017 – 2020 -Resident Handbook -Resident Housing Newsletter. 	
6.	<u>ADJOURNMENT at 12:40pm</u>	
	Motion by Councillor Farr seconded by Councillor Green and carried that the meeting be adjourned.	
	TAKEN AS READ AND APPROVED	
	CHAD COLLINS, PRESIDENT CityHousing Hamilton Corporation	
	Teresa Herechuk CityHousing Hamilton Corporation May 30, 2017	