

<p>Approved on Nov. 21, 2017</p>			<p>Tuesday Sept. 26, 2017 Board Meeting <u>12:10pm – 2:00pm</u> City Hall, Meeting Room 264, 2nd Floor</p> <p>Tuesday Sept. 26, 2017 CHH 2017 Garden Awards <u>11:45am – 12:noon</u> City Hall, Meeting Room 192, 1st Floor</p>
<p>The Board of Directors for CityHousing Hamilton - Regular meeting</p>			
<p>There were present:</p>			<p>Councillor C. Collins, President Councillor M. Green, VP/Treasurer Tom Hunter, CEO/Secretary Councillor D. Conley Councillor J. Farr Tony Lemma Patricia Reid</p>
<p>Regrets:</p>			<p>Councillor T. Jackson Carmen Filice</p>
<p>Also Present:</p>			<p>Rochelle Desouza, Kathy McInnes, Donna Kirchknopf, Bernice Lilley, Matt Bowen, Sean Botham Housing Services Division: Adam Sweedland Public: 2 Citizens</p>
<p>CHH 2017 Garden Awards: 11:45am – CHH 2017 Garden Award Ceremony took place. Councillor Collins distributed the awards and gifts to the 2017 Award Recipients.</p>			
<p>1.</p>	<p><u>CALL TO ORDER</u> (Quorum is five) Councillor Green, VP/Treasurer, called the meeting to order at 12:20pm.</p>		
<p>2.</p>	<p><u>Conflict of Interest Declaration</u> In response of a call from the Vice President/Treasurer for conflict of interest declarations: Tony Lemma declared being hired back by the City, Part-Time temporary on the LRT Community Connector Committee. Councillor Green, Vice President confirmed that there are no LRT agenda items for today's CHH Board meeting and therefore, no conflict of interest. Councillor Collins resumed the Chair.</p>		
<p>3.</p>	<p><u>Confirmation of Minutes</u></p>		
	<p>a)</p>	<p>Special meeting held July 18, 2017</p>	
<p>It was moved by Patricia Reid, seconded by Councillor Farr and carried that the minutes of the meeting held on July 18, 2017 be approved as distributed.</p>			

4.	<u>Finance</u>	
	<p>a) Operating Variance Report for August 31, 2017</p> <p>The Board was in receipt of Recommendation Report #17028 from the CEO/Secretary dated September 26, 2017.</p> <p>Rochelle Desouza gave an overview of the report, highlighting operating favourable and unfavourable variances. Reviewed the Operating Revenue, Subsidy, Property Taxes, Administration, Materials and Services, Utilities, Replace and Reserve variances.</p> <p>It was moved by Councillor Farr, seconded by Councillor Conley and carried:</p>	
		That Report #17028 be received for information.
	b) Council Follow Up Notice, 395 Mohawk Rd. E.	
	<p>The Board was in receipt of Recommendation Report #17027 from the CEO/Secretary dated September 26, 2017.</p> <p>Tom Hunter gave an overview of the report, background and the follow up information of the project and the completion of the City's audit. The City's Audit, Finance and Administration Committee forwarded to the CHH Board a resolution letter for consideration.</p> <p>Councillor Green took the Chair.</p> <p>Councillor Collins commented on the audit results and the resident expectations of the original project. The background political resolution needs to be clarified of the project plan and outcomes communicated to the residents of how CHH will proceed. Tom Hunter commented on the recent meetings with the community and Ward Councillor and will be finalizing the scope of the project plans for the new parking lot.</p> <p>Councillor Collins resumed the Chair.</p> <p>It was moved by Councillor Conley, seconded by Tony Lemma and carried:</p>	
		That Report #17027 be received for information.
5.	<u>Asset Renewal & Maintenance / Property Management / Resident Engagement & Partnership Development</u>	
	<p>a) Key Performance Indicators as of August 31</p> <p>The Board was in receipt of Recommendation Report #17026 from the CEO/Secretary dated September 26, 2017.</p> <p>Kathy McInnes gave an overview of the report, highlighting rent arrears and maintaining target at 10%. Kathy reviewed the rent recovery process, vacancy rate and vacancy turnover targets.</p>	

	<p>Discussion ensued regarding the CHH units available to rent and the Access to Housing Wait list process. Adam Sweedland gave a summary of the company that is contracted until March 2018 to process the City's centralized wait list and housing applications.</p> <p>The Board directed staff to include further breakdown details of the indicator for future vacancy reports.</p> <p>Councillor Green commented on the Poverty Reduction Fund that CHH will be receiving and extended thanks to Councillor Collins for the work which has funds earmarked for over the next 10 years. 10m will be applied to retrofit CHH units and 10m will be applied to new builds. Tom Hunter commented that staff will create a separate chart outlining the money spent on retrofits and on new builds.</p> <p>It was moved by Patricia Reid, seconded by Jacqueline Aird and carried:</p>
	<p>That Report #17026 be received for information.</p>
	<p>b) Comprehensive Operational Review Update</p>
	<p>The Board was in receipt of Recommendation Report #17023 from the CEO/Secretary dated September 26, 2017.</p> <p>Kathy McInnes gave an overview of the report, highlighting legislative requirements and CHH has completed 4 out of the 6 recommendations. CHH has completed 58% of the Non-Legislative recommendations.</p> <p>It was moved by Councillor Farr, seconded by Councillor Conley and carried:</p>
	<p>That the CityHousing Hamilton (CHH) Board of Directors receive for information the Operational Review (Review) update. The attachments that are associated with this report, include the following:</p> <ul style="list-style-type: none"> (i) Appendix A – Legislative Requirements (ii) Appendix B – Non Legislative Requirements (iii) Appendix C – CHH responses to comments on indicators and elements as part of the Review
	<p>c) CHH Policies</p> <p>The Board was in receipt of Recommendation Report #17024 from the CEO/Secretary dated September 26, 2017.</p> <p>Kathy McInnes gave an overview of the report, reviewing the processes of 6 policies. There are 3 policies that are legislative requirements from the Operational Review and there are 3 policies that are for information purposes:</p>

	<ul style="list-style-type: none"> • Non-Legislated Policies – Requires CHH Board approval: <ol style="list-style-type: none"> a. Complaints Policy b. Internal Review Committee Policy c. Investment Policy • Legislated Policies – for CHH Board information only: <ol style="list-style-type: none"> a. Fire Safety Policy b. Guest Policy c. Incident Reporting Policy <p>It was moved by Councillor Green, seconded by Councillor Conley and carried:</p>
	<p>(i) That the CHH Complaint, Investment and Internal Review Committee policies be approved.</p> <p>(ii) That the CHH Guest, Fire Safety and Incident Reporting be received as information.</p>
d)	<p>2018 Market Rent Increase</p> <p>The Board was in receipt of Recommendation Report #17020 from the CEO/Secretary dated September 26, 2017.</p> <p>Donna Kirchknopf gave an overview of the report, highlighting 2018 market rent rates and Appendix A which aligns with the Provincial Guidelines.</p>
	<p>It was moved by Councillor Green, seconded by Councillor Conley and carried:</p>
	<p>That Report #17020 be received for information.</p>
e)	<p>55 Queenston Road Development Opportunity</p> <p>The Board was in receipt of Recommendation Report #17022 from the CEO/Secretary dated September 26, 2017.</p> <p>Tom Hunter gave an overview of the report and background from the previous meeting held in July regarding the feasibility opportunity for development. At the July meeting there was a motion to submit to Council the purchase of property. Meetings have occurred with the City Planners regarding zoning, design and traffic impact. Community Public Engagement sessions have been done and will continue to keep the neighbourhood updated. The fair market price and financial equity ratio is conservative and manageable with the sale of CHH's singles and semi's.</p>
	<p>It was moved by Councillor Farr, seconded by Councillor Green and carried:</p>

		<p>That the Board of Directors approve the following resolution:</p> <p>WHEREAS CITYHOUSING HAMILTON CORPORATION is in the process of selling 100 single and semi-detached units of social housing;</p> <p>AND WHEREAS a requirement of this disposition is the replacement of each housing unit;</p> <p>AND WHEREAS there is well positioned land in the East End in proximity to the units being sold;</p> <p>THEREFORE BE IT RESOLVED THAT:</p> <p>(i) The Board of Directors approve CityHousing Hamilton Corporation staff to enter into negotiations with the City of Hamilton for the purchase of 55 Queenston Rd that reflects the conditions described in this Report.</p> <p>(ii) A motion be submitted at Council to formally request City of Hamilton staff to transact with CityHousing Hamilton Corporation staff on the purchase of this property.</p>
6.	CEO Updates	
	1.0	Staffing Update
	2.0	Lean Six Sigma: Vacancy Turnover
	3.0	Electricity Costs
	4.0	Sale of Single and Semi Detached Homes -Update, address correction to read, <u>385</u> Catherine
	5.0	Housing Services Corporation (HSC) Gas Program
	6.0	Internal Audit Report – CHH Procurement Practices
	7.0	Provincial Energy Announcements
	8.0	500 MacNab Resident Relocation Plan
	9.0	395 Mohawk – Parking Lot Project
	10.0	CityLAB and CHH Partnership
		It was moved by Councillor Conley, seconded by Councillor Farr and carried:
		That the CEO Updates be received for information.

7.	Correspondence
	<p>a) Correspondence received from 226 Rebecca resident</p> <p>Re: Fire Safety Plan evacuation</p> <p>Discussion ensued regarding the request for a fire evacuation drill. Motion by Tony Lemma, seconded by Councillor Conley and carried that staff report back to the Board a plan and a date in 2018 to do a full evacuation of one floor at 226 Rebecca.</p> <p>Re: Resident Safety</p> <p>Request for feasibility study for a police hub station at 95 Hess St and 181 Jackson St. CHH staff have engaged with Hamilton Police Services and a request for a formal response has been sent to senior police leadership personnel to have a dedicated on-site policing centre at 95 Hess and 181 Jackson Streets.</p>
8.	<u>ADJOURNMENT at 2:05 pm</u>
	<p>Motion by Councillor Farr seconded by Patricia Reid and carried that the meeting be adjourned.</p>
	TAKEN AS READ AND APPROVED
	<p>CHAD COLLINS, PRESIDENT CityHousing Hamilton Corporation</p>
	<p>Teresa Herechuk CityHousing Hamilton Corporation September 26, 2017</p>