

Approved on Dec. 12, 2017				Tuesday, November 21, 2017 12noon – 2:00pm City Hall, Meeting Room 264
The Board of Directors for CityHousing Hamilton - Regular meeting				
There were present:			Councillor M. Green, VP/Treasurer Tom Hunter, CEO/Secretary Councillor D. Conley Councillor Jackson Jacqueline Aird Tony C. Lemma Patricia Reid	
Regrets:			Councillor Collins, President Councillor J. Farr Carmen Filice	
Also Present:			Rochelle Desouza, Kathy McInnes, Matt Bowen; Donna Kirchknopf; Brian Kinaschuk, Rochelle Desouza, Samantha McCarthy Adam Sweedland, Housing Services Division Public Member: 2 Public Members	
1.	<u>CALL TO ORDER</u> (Quorum is five) Councillor Green, Vice President/Treasurer, called the meeting to order at 12noon. Councillor Green welcomed public members, James Novak and Bruce Cookson.			
2.	<u>Conflict of Interest Declaration</u> In response of a call from the Vice President for conflict of interest declarations: Jacqueline Aird declared her involvement with the LHINs Committee. Councillor Green confirmed that there will be no voting on the agenda item and therefore, there is no conflict.			
3.	<u>Confirmation of Minutes</u>			
	a)	Regular meeting held September 26, 2017 It was moved by Tony Lemma, seconded by Councillor Conley and carried that the minutes of the meeting held on September 26, 2017 be approved as distributed.		
	b)	Special meeting held October 24, 2017 It was moved by Patricia Reid, seconded by Councillor Conley and carried that the minutes of the meeting held on October 24, 2017 be approved as distributed.		
4.	<u>Finance</u>			
	a)	Operating Variance Report for September 30, 2017		

	<p>The Board was in receipt of Recommendation Report #17037 from the CEO/Secretary dated November 21, 2017.</p> <p>Rochelle Desouza gave an overview of the report, highlighting Operating variance surplus, rented property as of September 1st, administration salaries, trends, utilities, Appendix B and the new insert of the Balance Sheet page.</p> <p>It was moved by Jacqueline Aird, seconded by Tony Lemma and carried:</p>
	<p>That Report #17037 be received for information</p>
b)	<p>Local Health Integration Network (LHIN)</p> <p>The Board was in receipt of Recommendation Report #17034 from the CEO/Secretary dated November 21, 2017.</p> <p>Rochelle Desouza gave an overview of the report, highlighting the LHIN budget and that the received funding stays the same as in 2016/ 2017 /2018 and 2019. These funds are for First Place Wellness, Falls Prevention and EMS programs.</p> <p>It was moved by Tony Lemma, seconded by Patricia Reid and carried:</p>
	<p>That the Board of Directors approve the updated April 2018 - March 2019 LHIN funding budget per attached Appendix 1.</p>
5.	<p><u>Asset Renewal & Maintenance / Property Management / Resident Engagement & Partnership Development / Business Services</u></p>
a)	<p>Key Performance Indicators as of October 31, 2017</p> <p>The Board was in receipt of Recommendation Report #17036 from the CEO/Secretary dated November 21, 2017.</p> <p>Kathy McInnes gave an overview of the report, highlighting rent arrears, Appendix A breakdown details and collection processes. The timelines are outlined in Appendix B as requested from the Board to provide the Operating Review checklist.</p> <p>The Board gave direction to include actuals in the chart identifying percentages of rent arrears.</p> <p>It was moved by Patricia Reid, seconded by Tony Lemma and carried:</p>
	<p>That Report #17036 be received for information.</p>
b)	<p>CHH Policies</p> <p>The Board was in receipt of Recommendation Report #17035 from the CEO/Secretary dated November 21, 2017.</p> <p>Kathy McInnes gave an overview of the report, highlighting procurement policies and reviewed each policy:</p> <ul style="list-style-type: none"> • Specifications • Receiving Tender Packages • Opening Tender Submissions • Evaluation and Award • Issuance of Contract

	<p>Tony Lemma commented on community benefit for contractor preference when posting an RFP and how this can be included in the tendering process.</p> <p>Councillor Conley took the Chair.</p> <p>Councillor Green recommends a motion to invite a company like Aitkinson Foundation, to present to the Board regarding community benefits procurement inclusion.</p> <p>Councillor Green resumed the Chair.</p> <p>Motion moved by Tony Lemma, seconded by Patricia Reid and carried to invite the 'Atkinson Foundation' to present to the CHH Board on Community Benefits and possible procurement process regarding preference of contractor/developers and on developing an algorithm or algebraic formula to calculate on a cost consequence / cost benefits basis to the City and community at large, which would include our Provincial and Federal partners.</p> <p>It was moved by Patricia Reid, seconded by Tony Lemma and carried:</p>
	<p>That the following CHH policies be approved:</p> <ul style="list-style-type: none"> • Specifications • Receiving Tender Packages • Opening Tender Submissions • Evaluation and Award • Issuance of Contract
c)	<p>Insurance Renewal</p> <p>The Board was in receipt of Recommendation Report #17032 from the CEO/Secretary dated November 21, 2017.</p> <p>Rochelle Desouza gave an overview of the report, highlighting reduction of 3% over last year. Rochelle gave the detailed breakdown and the HSC program streams A and B.</p> <p>It was moved by Jacqueline Aird, seconded by Tony Lemma and carried:</p>
	<p>That Report #17032 be received for information.</p>
d)	<p>Joint Health and Safety Committee</p> <p>The Board was in receipt of Recommendation Report #17033 from the CEO/Secretary dated November 21, 2017.</p> <p>Rochelle Desouza gave an overview of the report, highlighting the 2016 Report, Committee members, meetings, inspections and loss time costs.</p> <p>It was moved by Jacqueline Aird, seconded by Councillor Conley and carried:</p>
	<p>That Report #17033 is received for information.</p>
e)	<p>Sale of CHH Singes and Semi-detached Units</p> <p>The Board was in receipt of Recommendation Report #17011(c) from the CEO/Secretary dated November 21, 2017.</p> <p>Tom Hunter gave an overview of the report, highlighting the property</p>

addresses, units sold and the units to go on the market for sale.
It was moved by Councillor Jackson, seconded by Councillor Conley and carried:

That the Board of Directors approve the following resolution:

WHEREAS CITYHOUSING HAMILTON CORPORATION has received approval for the sale of 100 single and semi-detached units of social housing;

AND WHEREAS a requirement of these sales is that before each unit is sold, CHH will provide the Service Manager with a copy of the Board of Director’s Resolution of the specific units that are being sold;

THEREFORE BE IT RESOLVED THAT:

The below list of 12 vacant single and semi-detached units that are vacant will be sold.

Number	Street	Neighbourhood
17	Seeley Avenue	Burkholme
18	Glengrove Avenue	McQuesten East
27	MaClaren Avenue	McQuesten East
34	Bingham Road	McQuesten West
38	Eastvale Place	McQuesten East
4	Seeley Avenue	Burkholme
42	Bingham Road	McQuesten West
485	East 25th Street	Burkholme
6	Lewis Street	McQuesten East
643	Upper Wentworth Street	Burkholme
725	Britannia Avenue	McQuesten East
8	Armstrong Avenue	McQuesten East

6.	CEO Information Written Update
1.0	First Place – Supportive Housing Units
2.0	191 Main – Supportive Housing Units for People with Dual Diagnosis
3.0	First Place – Food Services
4.0	Vanier Towers – 95 Hess and 181 Jackson
5.0	25 Lynden Ave. - Heat Pump Retrofit
6.0	Social Housing Apartment Improvement Program (SHAIP)
7.0	Roxborough - Approval Timelines
8.0	395 Mohawk - Parking Project

	<p>9.0 Property Manager Portfolio Changes -effective January 1, 2018</p>
	<p><u>New Business</u></p> <p>Next Board meeting is a Special <u>Budget</u> meeting scheduled on Tues. Dec. 12. In addition, at this meeting a report regarding 55 Queenston Rd will be on the agenda.</p> <p>Resident Newsletter Fall 2017: copies distributed to the Board.</p> <p>Roxborough Community meeting is scheduled for Dec 6th. Dec. 11th is the Community Planning Team meeting and Christmas dinner.</p> <p>The <u>2018</u> Board meeting calendar will be sent to the Board members this week.</p> <p>The Board extended thanks to the CHH staff for all the work and thorough reports.</p>
<p>7.</p>	<p><u>ADJOURNMENT</u></p>
	<p>Motion by Patricia Reid seconded by Tony Lemma and carried that the meeting be adjourned.</p>
	<p style="text-align: right;">TAKEN AS READ AND APPROVED</p>
	<p style="text-align: right;">MATTHEW GREEN, VICE PRESIDENT/TREASURER CityHousing Hamilton Corporation</p>
	<p>Teresa Herechuk CityHousing Hamilton Corporation November 21, 2017</p>