

Approved on June 21, 2018			<b>Tuesday, April 24<sup>th</sup>, 2018</b> <b>12:noon – 2:00pm</b> <b>City Hall, Meeting Room 264,</b> <b>2<sup>nd</sup> Floor</b>
The Board of Directors for CityHousing Hamilton - Regular meeting			
There were present:		<b>Councillor Collins</b> , President <b>Tom Hunter</b> , CEO/Secretary <b>Councillor J. Farr</b> <b>Councillor Jackson</b> <b>Tony C. Lemma</b> <b>Patricia Reid</b> <b>Jacqueline Aird</b>	
Regrets:		<b>Councillor M. Green</b> , VP/Treasurer <b>Councillor D. Conley</b> <b>Carmen Filice</b>	
Also Present:		Rochelle Desouza, Donna Kirchknopf; Brian Kinaschuk, Kate Mannen, Kathy McInnes, Sean Botham, Adam Sweedland Public: J. Novak	
<b>1.</b>	<b><u>CALL TO ORDER</u></b> (Quorum is five)  Councillor Collins, President, called the meeting to order at 12:03pm.		
<b>2.</b>	<b><u>Conflict of Interest Declaration</u></b>  In response of 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>	Regular meeting held February 8, 2018  It was moved by Patricia Reid, seconded by Councillor Farr and carried that the minutes of the meeting held on February 8, 2018 be approved as distributed.		
<b>b)</b>	Special meeting held March 27, 2018  It was moved by Councillor Farr, seconded by Jacqueline Aird and carried that the minutes of the meeting held on March 27, 2018 be approved as distributed.		
<b>c)</b>	CHH Audit & Finance Committee minutes, January 29, 2018  It was moved by Jacqueline Aird, seconded by Tony Lemma and carried that the minutes of the meeting held on January 29, 2018 be approved as distributed.		
<b>d)</b>	CHH Portfolio Management Committee draft minutes, March 27, 2018  It was moved by Patricia Reid, seconded by Councillor Farr and carried that the minutes of the meeting held on March 27, 2018 be approved as distributed.		

		<p>Patricia Reid commented concerning Roxborough community, that there needs to be a place where neighbours can gather and Patricia requests that the builder keeps this in mind with any future development. Tony Lemma further commented on the community benefit of citizen engagement working with a developer.</p> <p>Motion moved by Patricia Reid, seconded by Tony Lemma and carried:</p>
		<p>That CityHousing Hamilton staff work with Roxborough Park Inc. and the residents currently living in this neighbourhood to identify:</p> <ul style="list-style-type: none"> <li>(i) Opportunities to incorporate building features that employ leading energy, sustainability and human-centered design approaches (e.g. green roof top with resident access)</li> <li>(ii) Amenities that promote the use of public space and gathering of individuals and groups to help promote a stronger neighbourhood character (e.g. pavilion in the park)</li> </ul>
<b>4.</b>	<b><u>Finance</u></b>	
	<b>a)</b>	<p>Operating Variance as of February 28, 2018</p> <p>The Board was in receipt of Recommendation Report #18004 from the CEO/Secretary dated April 24, 2018.</p> <p>Rochelle Desouza gave an overview of the report, highlighting surplus, revenue benchmark, subsidy exemptions, salaries, materials, services and details of Appendix A, B and C.</p> <p>It was moved by Councillor Farr, seconded by Tony Lemma and carried:</p>
		That Report #18004 be received for information.
	<b>b)</b>	<p>Insurance Incidents for the year 2017</p> <p>The Board was in receipt of Recommendation Report #18005 from the CEO/Secretary dated April 24, 2018.</p> <p>Rochelle Desouza gave an overview of the report, commenting on the past deductibles and reviewed the incident summary chart.</p> <p>It was moved by Jacqueline Aird, seconded by Patricia Reid and carried:</p>
		That Report #18005 is received for information.
<b>4.</b>	<b><u>Asset Renewal &amp; Maintenance / Property Management / Partnership Development &amp; Support Services / Business Services</u></b>	
	<b>a)</b>	<b>Key Performance Indicators, as of March 31, 2018</b>
		The Board was in receipt of Recommendation Report #18006 from the CEO/Secretary dated April 24, 2018

	<p>Kathy McInnes gave an overview of the report, highlighting rent arrears at 10% and the detailed breakdown percentages of vacancies, maintenance, work order statistics and Appendix D checklist update.</p> <p>It was moved by Councillor Farr, seconded by Tony Lemma and carried:</p>																					
	<p>That Report #18006 be received for information.</p>																					
	<p><b>b) CHH Policies</b></p>																					
	<p>The Board was in receipt of Recommendation Report #18007 from the CEO/Secretary dated April 24, 2018</p> <p>Kathy McInnes gave the background information on the 3 policies and reviewed each policy.</p> <p>It was moved by Councillor Tony Lemma, seconded by Patricia Reid and carried:</p>																					
	<p>That the following CHH policies be approved:</p> <ul style="list-style-type: none"> <li>• Authorization Limits for Procurement</li> <li>• Non Certified Contractors</li> <li>• WSIB, Trade Licenses and Insurance</li> </ul>																					
	<p><b>c) Sale of CHH Singles and Semi-detached Units (Report # 17011(d))</b></p> <p>The Board was in receipt of Recommendation Report #17011(d) from the CEO/Secretary dated April 24, 2018</p> <p>Tom Hunter gave an overview of the report, highlighting further properties identified to sell.</p> <p>It was moved by Jacqueline Aird, seconded by Patricia Reid and carried:</p>																					
	<p>That the Board of Directors approve the following resolution:</p> <p>WHEREAS CITYHOUSING HAMILTON CORPORATION has received approval for the sale of 100 single and semi-detached units of social housing;</p> <p>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;</p> <p>THEREFORE BE IT RESOLVED THAT:</p> <p>The below list of 6 vacant single and semi-detached units that are vacant will be sold:</p> <table border="1" data-bbox="734 2193 1312 2472"> <thead> <tr> <th>Number</th> <th>Street</th> <th>Neighbourhood</th> </tr> </thead> <tbody> <tr> <td>90</td> <td>Armstrong Avenue</td> <td>McQuesten East</td> </tr> <tr> <td>92</td> <td>Armstrong Avenue</td> <td>McQuesten East</td> </tr> <tr> <td>98</td> <td>Armstrong Avenue</td> <td>McQuesten East</td> </tr> <tr> <td>48</td> <td>Eaton Place</td> <td>McQuesten East</td> </tr> <tr> <td>102</td> <td>Bellingham Drive</td> <td>Lawfield</td> </tr> <tr> <td>311</td> <td>East 24th Street</td> <td>Burkholme</td> </tr> </tbody> </table>	Number	Street	Neighbourhood	90	Armstrong Avenue	McQuesten East	92	Armstrong Avenue	McQuesten East	98	Armstrong Avenue	McQuesten East	48	Eaton Place	McQuesten East	102	Bellingham Drive	Lawfield	311	East 24th Street	Burkholme
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6.	<b>CEO Written Information Updates</b>	
	1.0	<u>Balcony Clutter</u>
	2.0	<u>Apartment Air Conditioners</u>
	3.0	<u>Lean Six Sigma Project – Maintenance Repair Chargebacks</u>  Tom Hunter commented on the impact of the pilot project.  Councillor Farr requested an update at a future Board meeting regarding the purchasing policy on volume buying, for example, if it is possible to look at one supplier for items such as toilets, sinks, faucets etc
7.	<b><u>ADJOURNMENT at 12:37pm</u></b>	
	Motion by Councillor Farr 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 April 24, 2018	