

<p>Approved on Nov. 22, 2018</p>			<p>Tuesday Sept. 25, 2018 Board Meeting 12:00pm – 2:00pm City Hall, Meeting Room 193, 1st Floor</p>
<p>The Board of Directors for CityHousing Hamilton - Regular meeting</p>			
<p>There were present:</p>		<p>Councillor Collins, President Tom Hunter, CEO/Secretary Councillor J. Farr Tony C. Lemma Patricia Reid Jacqueline Aird</p>	
<p>Regrets:</p>		<p>Councillor M. Green, VP/Treasurer Councillor D. Conley Councillor Jackson Carmen Filice</p>	
<p>Also Present:</p>		<p>CHH Staff: Rochelle Desouza, Bernice Lilley, Kathy McInnes, Kate Mannen, Sean Botham, Matt Bowen, Brian Kinaschuk H&SCD, Housing Services: Adam Sweedland Public: James Novak</p>	
<p>CHH 2018 Garden Awards 11:45am – 12noon, City Hall, 71 Main St. W., 1st Floor, Room 192 – CHH 2018 Garden Award Ceremony took place. Councillor Farr distributed the Awards and gifts to the 2018 Award Recipients. Councillor Farr called for presentation (prior to quorum).</p>			
<p>1.</p>	<p><u>CALL TO ORDER</u> (Quorum is five) Councillor Collins, President, called the meeting to order at 12:10pm. Regrets received from Councillors Green, Conley and Jackson; Carmine Filice.</p>		
<p>2.</p>	<p><u>Conflict of Interest Declaration</u> In response of a call from the President for conflict of interest declarations: None received.</p>		
<p>3.</p>	<p><u>Presentations</u></p>		
<p>a)</p>	<p>Fire Safety, Fire Evacuation Exercise held on June 8, 2018 Tom Hunter introduced Fire Cheif, Dave Cunliffe and Peter DeBoer, Chief Fire Prevention Officer. Matt Bowen gave background information that the evacuation exercise was a result from a Board motion for 226 Rebecca. Peter DeBoer gave an update of the exercise results and reviewed drill data. Concerns noted: - Elevator & Building Attendant roles & responsibility - Residents exiting</p>		

	<ul style="list-style-type: none"> - Initial response timing - Outcomes data - Next Steps for improvement - Continue to work with CHH and residents <p>Chief Cunliffe thanked CHH staff for undertaking the necessary actions to help change people’s behaviour and understanding of this exercise. The focus of risk assessment, education processes, cooperation, visibility and being proactive for fire prevention will help keep buildings safe.</p> <p>Councillor Farr commented on the good resident engagement and CHH staff have already identified and addressed next steps for improvement from this drill exercise.</p> <p>Motion by Councillor Farr, seconded by Tony Lemma and carried to receive presentation for information.</p>
<p>b)</p>	<p>CityLAB and CHH Partnership</p> <p>Tom Hunter gave background information of the partnership and introduced Patrick Byrne, Project Manager, City Lab; Andrea McKinney, Chief Digital Officer, City Manager’s Office; McMaster University, Robert Etherington, Kate Whalen and Mohawk College, Angelo Cosco and Mark Lucking.</p> <p>Patrick Byrne reviewed general process of the program.</p> <p>Robert Etherington from McMaster presented a slide show including but not limited to:</p> <ul style="list-style-type: none"> - Projects with CHH - What we do - How we do it - By the numbers - Currently - Follow along - General process <p>Robert Etherington from McMaster presented slide show including but not limited to:</p> <ul style="list-style-type: none"> - Wellness & Engagement in CHH partnership - The Hamilton & CHH context, successful aging - Why is this important, impact on healthcare - Objectives, support positive program changes - Findings, Barriers to resident engagement / translated poster / results - Recent developments & strategies - Update - Conclusion / no single solution / groundwork has been laid for subsequent projects <p>Mark Lucking, instructor from Mohawk presented slide show, including but not limited to</p> <p>Programs Involved:</p> <ul style="list-style-type: none"> - Building renovation technician - Construction engineering technician - Cabinetry - On site learning - Goals / experiential learning - Learning outcomes achieved / Safety priority / Project management / Develop future contractors - Before and After photographs - 2017/2018 partnership outcome / cost savings of \$21k

		<ul style="list-style-type: none"> - Projected outcome 2018/2019 - Future goals & possible expanding then project scope for 2019 <p>Motion by Tony Lemma, seconded by Patricia Reid and carried that the presentation be received for information.</p>
4.	<u>Delegation Request</u>	
	<p>Susan Creer noted delegation request to attend the next Board meeting on November 22, 2018, regarding Second Hand Smoke and Illegal Cannabis.</p> <p>Motion approved by Jacqueline Aird, seconded by Councillor Farr and carried to have delegation attend November 22, 2018 Board meeting.</p>	
5.	<u>Confirmation of Minutes</u>	
	a)	Special meeting held June 21, 2018
		Motion by Tony Lemma, seconded by Jacquie Aird and carried to approve meeting notes of June 21, 2018 as distributed.
	b)	Special Urgent meeting held July 11, 2018
		Motion by Tony Lemma, seconded by Councillor Farr and carried to approve meeting notes of July 11, 2018 as distributed.
	c)	Audit & Finance Committee meeting held April 11, 2018
		Motion by Councillor Farr, seconded by Tony Lemma and carried to approve meeting notes of April 11, 2018 as distributed.
	d)	CHH Portfolio Committee Draft meeting minutes held September 20, 2018
		Draft minutes distributed to the Board at today's meeting
		Motion by Councillor Farr, seconded by Jacquie Aird and carried to approve draft meeting notes of September 20, 2018 as distributed.
6.	<u>Finance</u>	
	a)	Operating Variance Report for August 31, 2018
		The Board was in receipt of Recommendation Report #18017 from the CEO/Secretary dated September 25, 2018.
		Rochelle Desouza gave an overview of this report, highlighting surplus, operating variance, subsidies, administration salaries/other, materials and services.
		It was moved by Councillor Farr, seconded by Tony Lemma and carried:
		That Report #18017 be received for information.
	b)	Social Housing Investment Program
		The Board was in receipt of Recommendation Report #18013 from the CEO/Secretary dated September 25, 2018.
		Rochelle Desouza gave an overview of the report.

		It was moved by Councillor Farr, seconded by Tony Lemma and carried:	
			<p>(i) That the information on the mandatory Social Housing Investment Program being provided by Housing Services Corporation (HSC) through the investment firm Worldsource Financial Management (WFM) and administered through Encasa Financial be received; and,</p> <p>(ii) That the following resolution be approved: BE IT RESOLVED THAT CityHousing Hamilton Corporation (the "Corporation") open a Social Housing Investment Funds account with the principal distributor of such funds, Worldsource Financial Management Inc. ("WFM") and in furtherance thereof that the Corporation execute and become a party to the Social Housing Investment Funds account agreement; and that any of the directors, and/or officers of the Corporation specified below be authorized to execute the agreement on behalf of the Corporation</p> <p>That either any two of the following officers:</p> <p>Chad Collins, President Tom Hunter, CEO Rochelle Desouza, CFO</p> <p>has, and is hereby given, full power authority to deal with and make decisions in regard to the Corporation's portfolio and WFM, in its capacity as principal distributor of the Social Housing Investment Funds, shall be fully entitled to rely upon this authority without the need to make further inquiries of the Corporation.</p> <p>That the secretary of the corporation shall inform WFM of all changes to persons holding the office(s) listed in Section 2 above.</p>
7.		<u>Asset Renewal & Maintenance / Property Management / Resident Engagement & Partnership Development</u>	
	a)	Key Performance Indicators as of August 31, 2018	

	<p>The Board was in receipt of Recommendation Report #18015 from the CEO/Secretary dated September 25, 2018.</p> <p>Kathy McInnes gave an overview of this report, highlighting statistics, vacancies, maintenance, work orders and checklist.</p> <p>It was moved by Patricia Reid, seconded by Jacqueline Aird and carried:</p>
	<p>That Report #18015 be received for information.</p>
b)	CHH Policies
	<p>The Board was in receipt of Recommendation Report #18016 from the CEO/Secretary dated September 25, 2018.</p> <p>Kathy McInnes gave an overview of the two policies.</p> <p>Discussion ensued regarding assessing bulk purchases with providers to obtain better rates when bundling supplies. CHH has historically used supplies from the Ministries list and moving forward will be assessing options when contracts expire.</p> <p>It was moved by Councillor Farr, seconded by Tony Lemma and carried:</p>
	<p>That the following CHH policies be approved:</p> <ul style="list-style-type: none"> • Service Contractors • Non Compliance with Procurement Policies
c)	2019 Market Rent Increase
	<p>The Board was in receipt of Recommendation Report #18018 from the CEO/Secretary dated September 25, 2018.</p> <p>Kathy McInnes gave an overview of this report and market rent increase of 1.8% as per the Ontario Government guideline for 2019.</p> <p>It was moved by Patricia Reid, seconded by Jacqueline Aird and carried:</p>
	<p>That Report #18018 be received for information.</p>
d)	Sale of Singles and Semi Detached Homes
	<p>The Board was in receipt of Recommendation Report #17011f from the CEO/Secretary dated September 25, 2018.</p> <p>Tom Hunter gave an overview of this report and commented on the severance process for the semi's is taking longer than anticipated and will go on sale once severances are received.</p> <p>It was moved by Councillor Farr, seconded by Jacquie Aird 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 2 vacant single and semi-detached units that are vacant will be sold.</p> <table border="1" data-bbox="636 889 1239 1013"> <thead> <tr> <th>Number</th> <th>Street</th> <th>Neighbourhood</th> </tr> </thead> <tbody> <tr> <td>59</td> <td>Armstrong Avenue</td> <td>McQuesten West</td> </tr> <tr> <td>15</td> <td>Michael Avenue</td> <td>Berrisfield</td> </tr> </tbody> </table>	Number	Street	Neighbourhood	59	Armstrong Avenue	McQuesten West	15	Michael Avenue	Berrisfield
Number	Street	Neighbourhood									
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8. In Camera / Confidential

It was moved by Councillor Farr, seconded by Jacquie Aird and carried to move InCamera for item 8a, 8b and 8c:

Attendees: Councillors Collins and Farr; Patricia Reid, Tony Lemma, Jacqueline Aird, Tom Hunter, Rochelle Desouza, Bernice Lilley, Kate Mannen, Sean Botham, Brian Kinaschuk, Adam Sweedland

a) Bay/Cannon (In-Camera / Confidential)

Discussion of Confidential Appendix C, D and E to this Report in Closed Session subject to the following requirement(s) of the City of Hamilton’s Procedural By-Law and the Ontario Municipal Act, 2001;

- the receiving of advice that is subject to solicitor-client privilege, including communications necessary for that purpose.

- **Bay-Cannon Development Report #18014**
(Report and all Appendices presented at the CHH Portfolio Cmte on Sept. 20, 2018)

Tom Hunter gave a high level summary of the information that was provided at the PMC meeting on September 20, 2018.

The Board direction is to proceed with recommendation Option #1.

Motion by Councillor Farr, seconded by Patricia Reid and carried to proceed with option #1 and post to the CHH website a public information report as it related to Bay/Cannon and Jamesville.

	<p>b) Jamesville Redevelopment (In-Camera / Confidential)</p> <p>Discussion of the entirety of this Report in closed session is subject to the following requirement(s) of the City of Hamilton's Procedural By-Law and the Ontario Municipal Act, 2001;</p> <ul style="list-style-type: none"> • A proposed or pending acquisition or disposition of land by CityHousing Hamilton. <ul style="list-style-type: none"> - Jamesville Redevelopment Report #17007(a) (Report and all Appendices presented at the CHH Portfolio Cmte on Sept. 20, 2018) <p>Tom Hunter reviewed the results from the PMC power point presentation on Sept. 20, 2018.</p> <p>Motion by Councillor Farr, seconded by Patricia Reid to post to the CHH website a public information report as it relates to Jamesville redevelopment.</p>
	<p>c) Roxborough Park Development (In-Camera / Confidential)</p> <p>Discussion of the entirety of this Report in closed session is subject to the following requirement(s) of the City of Hamilton's Procedural By-Law and the Ontario Municipal Act, 2001;</p> <ul style="list-style-type: none"> • A proposed or pending acquisition or disposition of land by CityHousing Hamilton. <ul style="list-style-type: none"> - Roxborough Park Development Opportunity, Report #17029(c) (Report and all Appendices presented at the CHH Portfolio Cmte on Sept. 20, 2018) <p>Tom Hunter gave an overview of the report and background from October 24, 2017 Board meeting.</p> <p>Motion by Councillor Farr, seconded by Tony Lemma and carried to proceed with next steps.</p>
	<p>Motion by Tony Lemma, seconded by Jacqueline Aird and carried to move Out of Camera into Public Session.</p>
	<p><u>New Business</u></p> <p><u>Elevators at 95 Hess St, Replacement:</u></p> <p>Motion by Councillor Farr, seconded by Patricia Reid and carried to assess the old aging stock elevators and prioritize in 2019 elevator replacement.</p> <p>That staff be directed to include the replacement of the elevators at 95 Hess Street, for consideration, as part of the City Housing Hamilton's 2019 Capital Budget process, and</p> <p>That all relevant information related to past building condition assessments, pertaining to the elevators, be presented to the board for their information and consideration.</p>

	<p>Councillor Farr took the Chair.</p> <p>Councillor Collins requested for staff to harmonize leases and service levels to include appliance replacement across the portfolios for 2019.</p> <p>The former Ontario Housing Corporation units do not include appliances. This inherited service level needs to be reviewed and assessed on how to provide one consistent lease with appliances across the portfolio. Councillor Collins recommending that the new Board bring a motion forward in the new year.</p> <p>Councillor Collins resumed chair.</p>
	<p>The Board's next meeting is on Thursday November 22, 2018</p>
<p>9.</p>	<p>ADJOURNMENT</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;">CHAD COLLINS, PRESIDENT CityHousing Hamilton Corporation</p>
	<p>Teresa Herechuk CityHousing Hamilton Corporation September 25, 2018</p>