

<p><b>Approved, Sept. 29<sup>th</sup>, 2020</b></p>			<p><b>Tuesday April 28, 2020</b>  Board Meeting  <b>10:30am – 12noon</b>  <b>City Hall, Council Chambers, 2<sup>nd</sup> Floor</b>  <u><b>Special Notice:</b></u> during the COVID19 City shutdowns, CHH Board mtgs will be held <i>via</i> WebEx audio/visual conferencing platform</p>
<p>The Board of Directors for CityHousing Hamilton - Regular meeting</p>			
<p>There were present:</p>		<p><b>Councillor Collins</b>, President  <b>Councillor J. Farr</b>, Vice President  <b>Councillor M Nann</b>, Treasurer  <b>Tom Hunter</b>, CEO/Secretary  <b>Councillor Jackson</b>  <b>Councillor Wilson</b>  <b>Jacqueline Aird</b>  <b>Nicholas But</b>  <b>Adriana Harris</b>  <b>Patricia Reid</b></p>	
<p>Regrets:</p>			
<p>Also Present:</p>		<p>CHH Staff: Rochelle Desouza,  Housing Division: Brian Kreps</p> <p>Public: Live Streaming not available to the Public</p>	
<p>1.</p>	<p><b><u>CALL TO ORDER</u></b> (Quorum is five)   Councillor Collins, President, called the meeting to order at 10:40a.m.</p>		
<p>2.</p>	<p><b><u>Conflict of Interest Declaration</u></b>   In response of a call from the President for conflict of interest declarations:  None received.</p>		
<p>3.</p>	<p><b><u>Confirmation of Minutes</u></b></p>		
<p>a)</p>	<p><b>Regular meeting held February 25, 2020</b>   Motion by Councillor Farr, seconded by Councillor Jackson and carried to approve meeting notes of February 25, 2020 as distributed.</p>		
<p>b)</p>	<p><b>Audit &amp; Finance meeting held February 18, 2020</b>   Motion by Jacqueline Aird, seconded by Councillor Wilson and carried to approve meeting notes of February 18, 2020 as distributed.</p>		

4.	<b><u>Finance</u></b>	
	a)	<p><b>Operating Variance Report for February 29, 2020</b></p> <p>The Board was in receipt of Recommendation Report #20007 from the CEO/Secretary dated April 28, 2020.</p> <p>Rochelle Desouza gave an overview of this report including but not limited to: variance, operating and commercial revenue, administration and salaries, insurance, utilities, unit turnovers, replace &amp; reserve budget, Appendix A, Balance Sheet.</p> <p>It was moved by Adriana Harris, seconded by Councillor Nann and carried:</p>
		That Report #20007 be received for information.
	b)	<p><b>Mortgage Renewal, 101 Broadway</b></p> <p>The Board was in receipt of Recommendation Report #20005 from the CEO/Secretary dated April 28, 2020.</p> <p>Rochelle Desouza gave an overview of this report and mortgage rates.</p> <p>It was moved by Councillor Wilson, seconded by Councillor Nann 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 101 Broadway Avenue, Hamilton maturing on June 1, 2020 in the approximate amount of \$ 1,527,751.333</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"> <li>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;</li> <li>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</li> </ol>

			<p>amendments thereto, to the Lender, as deemed necessary or advisable;</p> <ol style="list-style-type: none"> <li>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;</li> <li>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</li> <li>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.</li> </ol>
	<p><b>c)</b></p>	<p><b>Mortgage Renewal, 1150 Limeridge Rd East</b></p> <p>The Board was in receipt of Recommendation Report #20006 from the CEO/Secretary dated April 28, 2020.</p> <p>Rochelle Desouza gave an overview of this report and mortgage rates.</p> <p>It was moved by Councillor Wilson, seconded by Councillor Nann 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 1150 Limeridge Road East, Hamilton maturing on June 1, 2020 in the approximate amount of \$ 1,241,562.93</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"> <li>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;</li> <li>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</li> </ol>

			<p>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;</p> <ol style="list-style-type: none"> <li>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;</li> <li>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</li> <li>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.</li> </ol>
	<p><b>d)</b></p>	<p><b>Sale of CHH Singles and Semi-detached units</b></p>	<p>The Board was in receipt of Recommendation Report #17011k from the CEO/Secretary dated April 28, 2020.</p> <p>Rochelle Desouza gave an overview of this report and mentioned this is the last of the 100 units for sale.</p> <p>Discussion ensued regarding assistance for low income home buyers to purchase dwellings affordably. Brian Kreps commented on a pilot project initiative being developed with three primary partner organizations to establish an 'Affordable Home Ownership Down Payment Assistance Fund'.</p> <p>The Board directed staff to arrange for the Housing Division to provide an information report outlining the pilot project initiative at a future Board meeting.</p> <p>It was moved by Councillor Farr, seconded by Jacqueline 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 1 vacant single unit that is</p>

			vacant will be sold.						
			<table border="1"> <tr> <th>Number</th> <th>Street</th> <th>Neighbourhood</th> </tr> <tr> <td>23</td> <td>Thorley Drive</td> <td>Berrisfield</td> </tr> </table>	Number	Street	Neighbourhood	23	Thorley Drive	Berrisfield
Number	Street	Neighbourhood							
23	Thorley Drive	Berrisfield							
<b>5.</b>	<b><u>Asset Renewal &amp; Maintenance / Property Management / Resident Engagement &amp; Partnership Development</u></b>								
	<b>a)</b>	<p><b>Response to AUD17021, 395 Mohawk Rd.E., Internal Audit</b></p> <p>The Board was in receipt of Recommendation Report #17027a from the CEO/Secretary dated April 28, 2020.</p> <p>Tom Hunter gave the background for this report and the response completing the audit. Tom gave an overview of the parking project that was done a few years ago at 395 Mohawk Rd East and highlighted the appendices which identifies the follow up work from the audit action plan relating to procurement policies.</p> <p>The Board directed staff to send a note of thanks and the completion of the project and audit to MP, Scott Duvall who as Ward Councillor at the time this work originated and allocated Ward Area Funds.</p> <p>It was moved by Nicholas But, seconded by Patricia Reid and carried:</p>							
			That Report #17027a be approved and sent to Audit, Finance and Administration (AF&A) Committee to finalize the response to AF&A Report #AUD17021. Report #17027a provides an update on the final work with the Mohawk Project and identifies the improvements made to procurement and project management at CityHousing Hamilton (CHH).						
	<b>b)</b>	<b>Key Performance Indicators as of March 31, 2020</b>							
		<p>The Board was in receipt of Recommendation Report #20008 from the CEO/Secretary dated April 28, 2020.</p> <p>Tom Hunter gave an overview of this report and noted that twice a year (April and November) the KPI reports will have additional indicators such as, but not limited to, Pest Control data and Operational Review Checklist. Tom further highlighted the rent receivables, arrears, COVID19 restrictions, vacancies, maintenance, energy initiative/utilities, pest control and capital projects.</p> <p>It was moved by Jacqueline Aird, seconded by Patricia Reid and carried:</p>							
			That Report #20008 be received for information.						
<b>6.</b>	<b>CEO Written Updates</b>								
		<p>The Board was in receipt of the CEO Written Updates from the CEO/Secretary dated April 28, 2020.</p> <p>Tom Hunter gave an overview of the updates, including but not limited to:</p>							

	<p><b>1.0 COVID-19</b></p> <p>The Board extends thanks to CHH staff for all their work in very challenging and unprecedented times and raised concern for a contingency plan in the event of an outbreak in CHH senior/high rise buildings.</p> <p>The Board directed staff to have a formal contingency plan in place for possible worse case scenarios. If there is an outbreak declared in a building:</p> <ul style="list-style-type: none"> <li>- What is the standard operating procedure / including contacts of the service/care provider (3<sup>rd</sup> party) arrangement with tenants</li> <li>- What is the immediate operational tasks/actions required in consultation with Public Health and Emergency Operating Centre (EOC) / Identify the labour resources needed etc</li> </ul> <p>Recovery Plan to include cooling room locations/community room safety COVID19 protocol in the event of a heat wave.</p> <p><b>2.0 Home for the Holiday Funding</b></p> <p><b>3.0 Development Update</b></p> <p>It was moved by Patricia Reid, seconded by Adriana Harris and carried:</p>
	That the CEO updates be received for information.
	<p><b><u>New Business</u></b></p> <p>Virtual / Live Streaming of Board meetings to allow public members to view. The Board directed staff to proceed with a request to City of Hamilton's IT department to set up all the technical components required to hold Live Stream Board meetings in the future, similar to Council/Committee virtual meetings.</p>
<b>7.</b>	<b>ADJOURNMENT at 12:15 pm</b>
	Motion by Patricia Reid, seconded by Nicholas But 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 28, 2020