

**MEETING OF THE BOARD OF DIRECTORS**

**Thursday, February 25, 2021**

**MINUTES**

The Windsor Essex Community Housing Corporation held a Board of Directors Tele-Conference meeting via Microsoft Teams. The following Board Directors were present:

**Board Members**

Ms. Marina Clemens (Chair)	Mr. Ken Acton	Deputy Mayor Leo Meloche	Ms. Linda Coltman
Councillor Fabio Costante	Mayor Marc Bondy	Councillor Rino Bortolin	Ms. Ann Paul

**Guests** Ms. Janice Guthrie, Deputy Treasurer, City of Windsor

**Regrets:** Mr. Mark Morris      Mr. David Cooke      Mr. Jack Sullens

**CHC Administration**

Mr. Jim Steele	Mr. Kirk Whittal	Ms. Michelle Coulis	Mr. Charles Janisse	Mr. Hans Kogel
Mr. Jeff Belanger	Ms. Kari Schofield		<b><u>Recorded by:</u></b> Ms. Beverley Throsl	

TOPIC	NOTES / ACTION
WELCOME	Ms. Clemens welcomed everyone and began the meeting at 12:04 PM.
DECLARATION OF CONFLICTS OF INTEREST	No conflict of interest was declared.
APPROVAL OF AGENDA	The agenda items were approved as presented. <b>Moved by: Mayor Marc Bondy      Seconded by: Mr. Ken Acton</b> <b>CARRIED</b>
BOARD INFORMATION	<b><u>CHRA Congress - April 27-29, 2021</u></b>  Board members were invited to attend the upcoming CHRA Virtual Congress in April called "Making a resurgence with national housing strategy. They were directed to contact Bev if they are interested.
ADOPTION OF MINUTES FROM THE PREVIOUS MEETING	<b><u>CHC BOARD RESOLUTION-02-25-2021-A</u></b>  <b>BE IT RESOLVED THAT THE BOARD OF DIRECTORS OF THE WINDSOR ESSEX COMMUNITY HOUSING CORPORATION</b> has approved the minutes of the meeting held on November 18, 2020, as presented.  <b>Moved by: Deputy Mayor Marc Bondy      Seconded by: Ms. Ann Paul</b> <b>CARRIED</b>

**CHC BOARD RESOLUTION-02-25-2021-B**

**BE IT RESOLVED THAT THE BOARD OF DIRECTORS OF THE WINDSOR ESSEX COMMUNITY HOUSING CORPORATION has approved the minutes of the meeting held on December 17, 2020, as presented.**

**Moved by: Mayor Marc Bondy**

**Seconded by: Ms. Ann Paul**

**CARRIED**

**CHC BOARD RESOLUTION-02-25-2021-C**

**BE IT RESOLVED THAT THE BOARD OF DIRECTORS OF THE WINDSOR ESSEX COMMUNITY HOUSING CORPORATION has approved the minutes of the meeting held on February 4, 2021, as presented.**

**Moved by: Mayor Marc Bondy**

**Seconded by: Ms. Ann Paul**

**CARRIED**

**CHIEF  
EXECUTIVE  
OFFICER'S  
REPORT**

**CEO Report, Jim Steele**

Mr. Steele announced his retirement from CHC as of December 31, 2022. A succession plan is being developed by the Board's Human Resources & Succession Planning committee and the Board will be kept informed of their progress moving forward.

The Board also discussed Committee's structure and the CEO replacement hiring process. The CEO is the Board's only employee and the first to retire under the new governance policy structure. It may require review and amendments to the current board policy on the hiring process.

The Board thanked Mr. Steele for his work and for allowing an appropriate amount of notice for transition.

**MOTION WAS MADE TO ACCEPT THE CEO REPORT FOR THE MONTH OF FEBRUARY 25, 2021, AS PRESENTED.**

**Moved by: Mayor Marc Bondy**

**Seconded by: Ms. Ann Paul**

**CARRIED**

**CHIEF  
OPERATING  
OFFICER'S  
REPORT**

**COO Report, Kirk Whittal**

**Mr. Whittal reviewed his written report highlighting the following items:**

**Budget**

City of Windsor's budget meetings are underway. As of now, CHC's 2021 budget has been recommended by administration.

**Snow Contract**

CHC has contracted a new vendor as of January 2021. They are working to familiarize themselves with CHC's portfolio. They have also been forthcoming with communication and addressing any concerns.

**Coronavirus Information**

As the City comes out of lock down, CHC's intent will be that full maintenance duties will resume. Site offices will also be reopening on a limited or appointment basis.

CHC has introduced a program for staff who cannot work from home to access up to 10 workdays for COVID related absence until the end of June 2021. This is being done to help protect staff income and ensure that staff can stay at home if necessary due to a COVID related illness.

**CHIEF  
FINANCIAL  
OFFICER'S  
REPORT**

**415 Chateau Masson Update**

With the closure of the Salvation Army due to COVID-19, the city requested that 20 units at Chateau be restored to help house the homeless during the crisis. This has been completed, requiring the re-location of existing residents to allow for upgrades to be done to the units. CHC is also working with the food vendor to finalize a new food program, and Family Services to develop an operating model for support services to assist the residents.

CHC will remain the landlord for the building's operation including rent collection & maintenance.

**Glengarry Security**

24-hour security is in place and have been actively monitoring and patrolling the entire community. There are still some very significant issues in the community to be resolved even with cameras and security in place.

**Overall average vacancy rate is 3.9 % based on all portfolios:**

- Public Housing is at 3.2%.
- Non-Profit Family has increased to 2.3%.
- Non-Profit Senior has decreased by 6.3%.

**A MOTION WAS MADE TO ACCEPT THE COO REPORT FOR THE MONTH OF FEBRUARY 2021 AS PRESENTED.**

**Moved by: Councillor Fabio Costante   Seconded by: Deputy Mayor Leo Meloche  
CARRIED**

**CFO Report, Charles Janisse**

Mr. Janisse reviewed his written report with the Board highlighting the following items.

**Q4/2020 Operating Results for the Year-Ended December 31, 2020**

Mr. Janisse reported that the consolidated operating results for the period ending December 31, 2020, reflected a surplus \$1,563,000.

A large portion of this surplus was to pay a city loan that had been on the books since amalgamation with a balance owing of \$931,000. The terms of the loan called for it to be repaid through operating surpluses realized in the NPF portfolio. At the end of 2020, the Service Manager provided a one-time subsidy to be used to pay back the City of Windsor loan and remove it from CHC financial statements.

**Q4/2020 Reserve Fund Investment Update**

Under the Housing Services Act, CHC is required to invest its reserve funds with Housing Services Corporation (HSC), which is a provincial entity. CHC holds reserves for its NPF and NPS portfolios that are invested conservatively, in line with regulations without exposure to the capital markets which dropped dramatically in February 2020. Since that time markets have rebounded and have continued to rise. At the end of the year CHC's investments were 7.93% above their December 31, 2019, balances.

**Meadowbrook – Statement of Financial Position (New)**

As of December 31, 2020, CHC has incurred over \$9.3 million in construction in progress and \$525 thousand in Land, associated with the Meadowbrook Project.

CHC has also recorded \$9.75 million in funding, which is shown as deferred revenue and recorded a receivable for \$2.3 million representing an approved draw from the City of Windsor, which was received in January.

## **CHC BOARD RESOLUTION-02-25-2021-C**

**BE IT RESOLVED THAT THE BOARD OF DIRECTORS OF THE WINDSOR ESSEX COMMUNITY HOUSING CORPORATION has approved the following financial items as required by the Board Responsibilities relating to the monitoring of CHC's finances and costs under Section 3.1(f) of the Declaration of the Sole Shareholder as presented.**

- 1. Q4/2020 Operating Results for the year-ended December 31, 2020.**
- 2. Q4/2020 Reserve Fund Investment Update.**
- 3. December 31, 2020, Meadowbrook, Statement of Financial Position.**
- 4. Q4/2020 HST Certification.**

**Moved by: Mayor Marc Bondy    Seconded by: Deputy Mayor Leo Meloche  
CARRIED**

**A MOTION WAS MADE TO ACCEPT THE FINANCE REPORT FOR FEBRUARY 25, 2021 AS PRESENTED.**

**Moved by: Mayor Marc Bondy    Seconded by: Deputy Mayor Leo Meloche  
CARRIED**

## **ASSET MANAGEMENT REPORT**

### **Asset Management Report, Jeff Belanger**

Mr. Belanger reported that there were several projects that had to be carried over into 2021 due to construction restrictions during the COVID-19 pandemic.

Asset Management has also been working on long-term plans for upcoming Repair & Renew projects. Larger tenders are being prepared for items like cabinets and fixtures that will be required over 5 years of projects under this program.

**A MOTION WAS MADE TO ACCEPT THE ASSET MANAGEMENT REPORT FOR THE MONTH OF FEBRUARY 2021 AS PRESENTED.**

**Moved by: Ms. Linda Coltman    Seconded by: Ms. Ann Paul  
CARRIED**

## **CORPORATE SERVICES REPORT**

### **Corporate Services Report, Michelle Coulis**

Ms. Coulis reviewed her written report with the Board highlighting the following items.

- CHC & CHAPS program hosted flu clinics in 6 senior buildings during November & December. There was a protocol in place and was by-appointment only resulting in 103 vaccinations being administered.
- CHC is also working with the Windsor Regional Hospital Team and the Windsor Essex County Health Unit to coordinate for priority COVID-19 vaccines for our congregate care, seniors and front-line employees.
- Community Engagement: CHC is finalizing the Grandview area Resident Survey report and infographic.

- CHR Regulatory Changes: The regulatory change process is complete, and all applicant files have been updated.
- Housing Benefit Programs:  
COHB Program: 206 applications were deemed eligible for this benefit at an average monthly amount of \$280.97 ea.

WEHB Program: 32 application were approved at an average monthly benefit of \$317 each for the 2020-2021 funding.

- COVID-19: A new Tenant and Visitor non-compliance reporting form was developed for the CHC website as a proactive tool for Operations. Also established third-party booking line for CHC-EMS Flu Clinics in the fall.
- Social Media: CHC supported the January 28, 2021, Bell Let's Talk Day through Twitter, and the provincial #STAYHOMEOn Initiative as promoted through the mayor's office.

**A MOTION WAS MADE TO ACCEPT THE CORPORATE SERVICES REPORT FOR THE MONTH OF FEBRUARY 2021 AS PRESENTED.**

**Moved by: Mayor Marc Bondy    Seconded by: Mr. Ken Acton  
CARRIED**

## **DEVELOPMENT & REGENERATION REPORT**

### **Development and Regeneration Report, Hans Kogel**

Mr. Kogel provided a verbal update to the Board on the following items.

#### **Meadowbrook Project**

Mr. Kogel provided an update on the Meadowbrook project highlighting that there have been some challenges due to weather causing a 13-15 delay. Mr. Kogel is working with Amico to try to make up some of the time in other areas. The 3<sup>rd</sup> floor and stairwell are currently under construction and the project is on budget.

#### **Rapid Housing Initiative**

CHC submitted an application in December 2020 for this funding. \$4.2 billion in projects were received by CMHC for the \$1 billion dollar program. The results will be provided to the Board as soon as they become available.

#### **Regeneration Master Plan**

The Service Manager has been informed that the Board has approved the CHC Regeneration Master Plan and are in the process of preparing it for Council.

**A MOTION WAS MADE TO ACCEPT THE DEVELOPMENT AND REGENERATION REPORT FOR THE MONTH OF A FEBRUARY 25, 2021, AS PRESENTED.**

**Moved by: Councillor Rino Bortolin    Seconded by: Deputy Mayor Leo Meloche  
CARRIED**

## **ADJOURNMENT & NEXT MEETING**

A motion was made and carried by Councillor Fabio Costante to adjourn the meeting at 1:28 pm.

April 22, 2021, next mtg.

**Report Reviewed and Accepted By:**

**Date of Approval**



April 16 2021

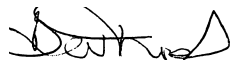
**Report Reviewed and Accepted by Board Chair:**

A handwritten signature in blue ink that reads "Marina El".

**Date of Approval of Minutes**

Jan 30, 2021

**Board Secretary**

A handwritten signature in black ink, appearing to read "Debra".

**Date of Final Board Approval of Minutes**

April 22 2021