

MEETING OF THE BOARD OF DIRECTORS

Thursday, April 22, 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 | Ms. Ann Paul |
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| Councillor Fabio Costante | Mr. Jack Sullens | Mr. Mark Morris | Mr. David Cooke | |
| <u>Regrets:</u> Mayor Marc Bondy | Councillor Rino Bo | rtolin | | |

<u>**Guests</u>** Ms. Janice Guthrie, Deputy Treasurer, City of Windsor Fiona Coughlin, CFRE, Exec Director & CEO, Habitat for Humanity Windsor-Essex Rick Young, Habitat for Humanity Windsor-Essex</u>

CHC Administration

| Mr. Jim Steele | Mr. Kirk Whittal | Ms. Michelle Coulis | Mr. Charles Janisse | Mr. Hans Kogel |
|-------------------|--------------------|---------------------|-------------------------------|---------------------|
| Mr. Jeff Belanger | Ms. Kari Schofield | | <u>Recorded by</u> : M | s. Beverley Throsel |

| TOPIC | NOTES / ACTION | |
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| WELCOME | Ms. Clemens welcomed everyone and began the meeting at 12:04 PM. | |
| DECLARATION CONFLICTS OF INTEREST | No conflict of interest was declared. | |
| APPROVAL OF AGENDA | The agenda items were approved as presented.Seconded by: Deputy Mayor Leo MelocheCARRIED | |
| PRESENTATION | ON Habitat for Humanity Windsor-Essex, Fiona Coughlin, CFRE, Executive Director & CEO Mr. Steele introduced Ms. Coughlin & Mr. Young adding that they are here today to introduce one of their new programs. Ms. Coughlin provided a verbal presentation on Habitat for Humanity's new program. Habit for Humanity is launching a new "Handyman Repair Volunteer Services" program and are requesting CHC's support to be prequalified for contract work. This program also works with the public to assist residents in completing small home repairs to maintain affordable housing. They have already constructed 67 homes and housed 71 families. With the impact of their new store, Habit for Humanity has expanded into other programs like a Furniture Bank and are opening a new Training and Innovations Centre. Habit for Humanity can office CHC the following benefits: | |
| | Fully certified and trained staff along and volunteers of various skilled trades capable of all stages of construction work. Money earned from contract work will be re-invested into providing new affordable homes for ownership. Discounted construct costs. Repurposed used materials provide cost savings. | |

| | Fully equipped and capable to complete full construction from start to finish including bins and dumping. Employ retired skilled tradesmen for small appliance repair. Run appliance recycle program. Invested in a paint machine for large jobs. Working with United Way to establish a construction training program with hands-on experience through Habit for Humanity. They are also interested in extending this partnership to CHC to offer training to residents interested in pursuing a new career. Mr. Steele reported that CHC is considering a pilot project to have Hiatus House do appliance repairs in resident's units when required. Guests from Habitat for Humanity then left the meeting at 12:27 pm. |
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| BOARD INFORMATION | EVOTE Resolutions Approved Since the Last Board Meeting. |
| | EVOTE RESOLUTION NO. 01-14-2021-A Be it resolved that the CHC's Board of Directors APPROVE Management's recommendation to establish an open line of credit, with the City of Windsor to a maximum amount of \$50 million dollars (\$50,000,000); and That CHC Management BE AUTHORIZED to execute an agreement for purposes of the open line of credit and any other related security documents with the City of Windsor, provided the agreement and/or document is in a form satisfactory to CHC's Solicitor and satisfactory in financial and technical content to the Interim CFO. |
| | Moved by: Mr. Mark Morris Seconded by: Mr. Dave Cooke CARRIED |
| | <u>EVOTE RESOLUTION NO. 01-14-2021-B</u> BE IT RESOLVED THAT THE BOARD OF THE WINDSOR ESSEX COMMUNITY HOUSING CORPORATION authorizes the following as presented: |
| | a) CHC Management to execute a Contribution Agreement between CHC and the City of Windsor that confirms CHC and the City's commitment, with regards to the funding and conditions thereon that have been approved to support the Meadowbrook Development provided the agreement is in a form satisfactory to CHC's Solicitor and satisfactory in financial and technical content to the CFO. |
| | b) THAT CHC Management BE AUTHORIZED to execute a rent supplement agreement between CHC and the City of Windsor, Service Manager, that confirms an annual allocation of \$240,000 to be dedicated to the Meadowbrook Development for an eight-year period starting in 2022; and provided the agreement is in a form satisfactory to CHC's Solicitor, satisfactory in financial content to the CFO and satisfactory in technical content to the COO. |
| | c) THAT the Board AUTHORIZE CHC to proceed to secure a repayable loan through Canada Mortgage and Housing Corporation Co-Investment Fund to a maximum of \$54 million to be used for purposes of the Repair and Renew capital project; debt servicing (principal and interest payments) for this repayable loan to be partially funded from future Non-Profit Seniors cashflows. |
| | d) THAT CHC Management BE AUTHORIZED to execute any additional agreements which may be requested of CHC and the City of Windsor as it relates to the funding and commitments of projects which are jointly funded by the Canada Mortgage and Housing Corporation subject provided the agreements are in a form satisfactory to CHC's Solicitor; satisfactory in financial content to the CFO and satisfactory in technical content to either the CFO or the COO. |

| | e) THAT the Board SUPPORT the est capital contribution to the Repair | tablishment of a framework for the City's cur and Renewal project. | rrent & ongoing |
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| | f) THAT a reserve account (CHC Capital Funding) BE ESTABLISHED for the purpose of tracking the City's annual funding for capital expenditures solely related to the Windsor Essex Community Housing repair and renew project being funded in part by the Canada Mortgage and Housing Corporation estimated to be completed by 2028. g) THAT the City's portion of the annual budget approval for capital funding, currently included in the Windsor Essex Community Housing Corporation operating budget, BE REDIRECTED annually to the CHC Capital Funding reserve account. h) THAT the CFO BE AUTHORIZED to draw from the CHC Capital Funding reserve (once established) through a process that is satisfactory to CHC and the City Treasurer. i) THAT the Board APPROVE the Non-Profit Seniors (Seniors) capital funding plan that will Contribute \$400,000 annually through 2028 in support of Repair and Renewal. | | |
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| | Moved by: Mr. Mark Morris | Seconded by: Mr. Dave Cooke | CARRIE |
| ADOPTION OF MINUTES FROM | CHC BOARD RESOLUTION-04-22-20 | <u>21–A</u> | |
| THE PREVIOUS MEETING | 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 25, 2021, as presented. | | |
| | Moved by: Ms. Linda Colman | Seconded by: Mr. Jack Sullens | CARRIEI |
| CHIEF EXECUTIVE | <u>CEO Report, Jim Steele – Verbal Rep</u> | ort | |
| OFFICER'S REPORT | CHC site office re-opening had to CHC now has a good percentage Operations has continued with le Post-COVID-19 return to work transforme until the end of the summer home offices. | erations during the pandemic and latest lockdown o be postponed. of their staff with the 1 st dose vaccination. asing allocations throughout the pandemic using a ansitions are being established. Many staff will com- er and some may also receive permanent direction th the Windsor Essex Health Unit to provide on-site | dapted processes. tinue to work fron to work from |
| | MOTION WAS MADE TO ACCEPT THE PRESENTED. | CEO REPORT FOR THE MONTH OF APRIL 20 | 21, AS |
| | Moved by: Mr. Dave Cooke | Seconded by: Mr. Mark Morris | CARRIE |
| CHIEF OPERATING OFFICER'S | COO Report, Kirk Whittal Mr. Whittal reviewed his written report hi | ghlighting the following items. | |
| REPORT | lockdown, site offices remained closed continued to provide reduced hours. Partnered with EMS to offer do on-site CHC was able to provide 275 vaccination | | fice which nateau Masson. |
| | The Bd requested that was recomment to offer on-site vaccination opportuniti | ded that CHC increase their proactive approach wit es for senior residents. | in the nearth unit |

| | Glengarry Security Undate | | |
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| | Glengarry Security Update CHC partnered with Family Service Windsor-Essex and HIS to house 36 new vulnerable residents in the | | |
| | • CHC partnered with Family Service Windsor-Essex and HIS to house 36 new vulnerable residents in the Glengarry community with additional supports to assist them in maintaining residency. | | |
| | | patrolling is in place in the Glengarry Community. No | ew camera |
| | , 5 | engarry & 395 University providing additional assistan | |
| | coverage. | 5., | |
| | CHC continues to experience very sign | ificant issues in Glengarry even with cameras and sec challenges especially with low level offences. | curity in place. |
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| | <u>Vacancy Rate Update</u> Mr. Whittal reported that all 3 portfolios experienced a decrease in vacancy by almost 1% overall. PH decreased to 9.0%. Non-Profit Family decreased to 1.7%. | | |
| | Non-Profit Senior decreased to 4.9% | | |
| | A MOTION WAS MADE TO ACCEPT T PRESENTED. | HE COO REPORT FOR THE MONTH OF APRIL 20 | 21 AS |
| | Moved by: Mr. Ken Acton | Seconded by: Ms. Linda Coltman | CARRIED |
| CHIEF FINANCIAL OFFICER'S REPORT | the April 22nd Board package for final Bo 1. KPMG-CHC 2020 Audit Findings Report | t & CHC Audited Financial Statements. | een provided in |
| | CHC Management Representation Letter-Executed Copy. CHC 2020 Annual Information Return. | | |
| | KPMG 2020 CHC Audit Findings Report & CHC Audited Financial Statements The reports have been reviewed with the Board's Finance Committee in detail and they are recommending that the Board receive and approve the reports as presented. | | |
| | CHC Management Representation Letter The Management Representation Letter is provided to KPMG, annually, by CHC management in support of the representations made as part of the Audit. | | |
| | CHC 2020 Annual Information Return The 2020 Annual Information Return (AIR) has been provided for Board approval. This document is completed annually by CHC based on our December 31 year end results. It is presented to the Board for approval prior to being provided to the Service Manager in accordance with the Declaration of the Sole Shareholder. | | |
| | <u>CHC BOARD RESOLUTION-04-22-2021–B</u> BE IT RESOLVED THAT THE BOARD OF DIRECTORS OF THE WINDSOR ESSEX COMMUNITY HOUSING CORPORATION accepts and approves the following: | | |
| | a. KPMG Audited Financial Statements of Windsor Essex Community Housing Corporation as at and for the year ended December 31, 2020, as presented. b. Windsor Essex Community Housing Corporation, Annual Information Return for the year ended December 31, 2020, as presented. | | |
| | Moved by: Mark Morris | Seconded by: Ms. Ann Paul | CARRIED |
| | HOUSING CORPORATION accepts an a. KPMG Audit Findings Report for t | <u>21–C</u> OF DIRECTORS OF THE WINDSOR ESSEX COMM ad approves the following as presented: an period ended December 31, 2020. er for the year ended December 31, 2020. | IUNITY |
| | Moved by: Mark Morris | Seconded by: Ms. Ann Paul | CARRIED |

| | A MOTION WAS MADE TO ACCEPT THE FINANCE REPORT ON APRIL 22, 2021, AS PRESENTED. | | | |
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| | Moved by: Mark Morris | Seconded by: Ms. Ann Paul | CARRIED | |
| ASSET MANAGEMENT REPORT | Asset Management Report, Jeff Belanger Mr. Belanger reviewed his written report with the Board highlighting that Capital spending has seen material and fixture availability delays due to the pandemic. Some projects had to be carried over into 2021. A MOTION WAS MADE TO ACCEPT THE ASSET MANAGEMENT REPORT FOR THE MONTH OF APRIL 2021 AS PRESENTED. | | | |
| | Moved by: Deputy Mayor Leo Meloche | e Seconded by: Mr. Mark Morris | CARRIED | |
| CORPORATE SERVICES REPORT | | osted the following events for residents: | | |
| | "Dinner on Us" event at 2455 Rivard & Clairview/Watson senior cottages Rivard Annual Health Fair –Bags were delivered to each door by CRW, Social Work student, and four student volunteers from St. Clair College's Dental Hygiene Program. Community Volunteer Income Tax Program (CVITP) – CRWs and volunteers assisted seniors in completing income taxes. Tax packages were dropped off at Family Services Windsor Essex and the Downtown Mission. | | | |
| | Human Resources – Policy Development Human Resources has been working on board policy updates and the development of a new CEO job description as part of the Board's succession planning. | | | |
| | Corporate Communication Continued communication and customer service support all Departments and the CEO office. Management and monitoring of social media accounts and all CHC websites. Supported CHAPS and WECHU vaccination programs in designated Senior Buildings through resident communication, website, and social media. Completed the 2020 CHC Annual Report with this year's theme "Achieving Balance Through Challenging | | | |
| | Times. " A MOTION WAS MADE TO ACCEPT TH APRIL 2021 AS PRESENTED. | E CORPORATE SERVICES REPORT FOR TH | E MONTH OF | |
| | Moved by: Mr. Dave Cooke | Seconded by: Ms. Ann Paul | CARRIED | |
| DEVELOPMENT & REGENERATION REPORT | Development and Regeneration Report Mr. Kogel provided verbal updates to the B Regeneration Master Plan The Regeneration Master Plan has been de Department) and is currently under review | board on the following items. Hivered to the City of Windsor (Service Manage | r and Finance | |
| | Renewal and Repair An Executive Committee has been formed from CHC and 4 from the City of Windsor v | to oversee the Renewal and Repair Program. T vith a co-chair from each organization. | here are 4 members | |
| | Bulk electricity rates for the affordable housing sector CHC currently participates in a natural gas bulk purchasing program through HSC which aggregates natural gas purchases from all Local Housing Corps (LHC's) and other housing providers within Ontario. | | | |

| | MeadowbrookCurrently, the concrete sub-contractor is working on the fifth floor in addition to other mechanical & electrical work completed in the basement and on the first floor.Rapid housing initiative CHC was informed that CMHC did not select CHC's Crawford & Bloomfield submissions under this program.A MOTION WAS MADE TO ACCEPT THE DEVELOPMENT AND REGENERATION REPORT FOR THE MONTH OF APRIL 22, 2021, AS PRESENTED. | |
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| | Moved by: Mr. Ken ActonSeconded by: Mr. Dave CookeCARRIED | |
| NEW BUSINESS | Mr. Steele announced that this year's AGM would be done virtually with the hope that the 2022 AGM can be held in person. | |
| ADJOURNMENT & NEXT MEETING | A motion was made by Ms. Ann Paul and carried unanimously to adjourn the meeting at 1:29 pm. | |
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| Report Reviewed and Accepted by: | Date of Approval |
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| Jan Thete | April 20 2021 |

| Report Reviewed and Accepted by Board Chair: | Date of Approval of Minutes |
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| Marina U | April 20, 2021 |

| Board Secretary | Date of Final Board Approval of Minutes |
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| Sutude | June 24 2021 |