

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
Councillor Fabio Costante	Mr. Jack Sullens	Mr. Mark Morris	Mr. David Cooke	

Regrets: Mayor Marc Bondy Councillor Rino Bortolin

Guests

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

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> Ms. Beverley Throsel	

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. Moved by: Mr. Jack Sullens Seconded by: Deputy Mayor Leo Meloche CARRIED
PRESENTATION	<p><u>Habitat for Humanity Windsor-Essex, Fiona Coughlin, CFRE, Executive Director & CEO</u></p> <p>Mr. Steele introduced Ms. Coughlin & Mr. Young adding that they are here today to introduce one of their new programs.</p> <p><u>Ms. Coughlin provided a verbal presentation on Habitat for Humanity's new program.</u> 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.</p> <p><u>Habit for Humanity can offer CHC the following benefits:</u></p> <ul style="list-style-type: none"> 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 construction 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.

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

EVOTE RESOLUTION NO. 01-14-2021-B

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.**

Glengarry Security Update

- 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.
- 24-hour active security monitoring and patrolling is in place in the Glengarry Community. New camera systems have been installed at 445 Glengarry & 395 University providing additional assistance with coverage.
- CHC continues to experience very significant issues in Glengarry even with cameras and security in place. Police response time has added extra challenges especially with low level offences.

Vacancy Rate Update

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 THE COO REPORT FOR THE MONTH OF APRIL 2021 AS PRESENTED.

Moved by: Mr. Ken Acton

Seconded by: Ms. Linda Coltman

CARRIED

**CHIEF
FINANCIAL
OFFICER'S
REPORT****CFO Report, Charles Janisse**

Mr. Janisse reviewed his written report with the Board noting the following documents have been provided in the April 22nd Board package for final Board approval.

1. KPMG-CHC 2020 Audit Findings Report & CHC Audited Financial Statements.
2. CHC Management Representation Letter-Executed Copy.
- 3 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.

CHC BOARD RESOLUTION-04-22-2021-B

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

CHC BOARD RESOLUTION-04-22-2021-C

BE IT RESOLVED THAT THE BOARD OF DIRECTORS OF THE WINDSOR ESSEX COMMUNITY HOUSING CORPORATION accepts and approves the following as presented:

- a. KPMG Audit Findings Report for the period ended December 31, 2020.
- b. Management Representation Letter for the year ended December 31, 2020.

Moved by: Mark Morris

Seconded by: Ms. Ann Paul

CARRIED

Meadowbrook

Currently, 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.

Moved by: Mr. Ken Acton

Seconded by: Mr. Dave Cooke

CARRIED

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. The next meeting will be held on June 24, 2021, next mtg.

Report Reviewed and Accepted by:

Date of Approval



April 20 2021

Report Reviewed and Accepted by Board Chair:

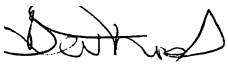
Date of Approval of Minutes



April 20, 2021

Board Secretary

Date of Final Board Approval of Minutes



June 24 2021