



## MEETING OF THE BOARD OF DIRECTORS

Thursday, September 23, 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. David Cooke	Mr. Mark Morris	Ms. Linda Coltman
Ms. Ann Paul	Mayor Marc Bondy	Deputy Mayor Leo Meloche	Mr. Jack Sullens
Councillor Fabio Costante			

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

**Regrets:** Mr. Ken Acton      Councillor Rino Bortolin

#### **CHC Administration**

Mr. Kirk Whittal	Ms. Michelle Coulis	Mr. Hans Kogel	Mr. Jeff Belanger
Ms. Kari Schofield	Mr. Jim Steel	Mr. Charles Janisse	

**Regrets:** Ms. Ami Patel      **Recorded by:** Ms. Beverley Throsel

TOPIC	NOTES / ACTION
<b>WELCOME</b>	Ms. Clemens welcomed everyone and began the meeting at 12:00 noon.
<b>DECLARATION OF CONFLICTS OF INTEREST</b>	No conflict of interest was declared.
<b>APPROVAL OF AGENDA</b>	<p>The agenda was approved by the Board.</p> <p>Moved by: Mark Morris      Seconded by: Linda Coltman      <b>CARRIED</b></p>
<b>ADOPTION OF MINUTES FROM THE PREVIOUS MEETING</b>	<p><b><u>CHC BOARD RESOLUTION-09-23-2021-A</u></b></p> <p><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 August 26, 2021, as presented:</p> <p>Moved by: Deputy Mayor Leo Meloche      Seconded by: Mayor Marc Bondy      <b>CARRIED</b></p>

<p><b>CHIEF EXECUTIVE OFFICER'S REPORT</b></p>	<p><b>CEO Report – Mr. Jim Steele, Chief Executive Officer</b></p> <p><u>Mr. Steele reviewed his written report highlighting the following items.</u></p> <p><b><u>Funding Opportunity</u></b>  CHC will be updating the Board on several upcoming opportunities to enhance the supply of their housing portfolio through some new government funding programs. There is also a possibility for having one designated employee to act as the liaison between the city and CHC. They would oversee any future projects or opportunities to increase the affordable housing market in Windsor and Essex County.</p> <p><b><u>Covid-19</u></b>  CHC will be re-evaluating their full Pandemic plan as this was a key guidance to activities during this past couple of years.</p> <p><b><u>Communication</u></b>  As part of our CMHC Repair and Renew funding, the shareholder is requesting regular updates on community and resident communication plans as these new development projects are completed.</p> <p>Mr. Steele will also update the board on plans moving forward exploring the best ways to ensure that the community and CHC residents are kept informed on a regular basis.</p> <p><b>MOTION WAS MADE TO ACCEPT THE CEO REPORT FOR THE MONTH OF SEPTEMBER 2021, AS PRESENTED.</b></p> <p><b>Moved by: Jack Sullens      Seconded by: Dave Cooke      CARRIED</b></p>
<p><b>CHIEF OPERATING OFFICER'S REPORT</b></p>	<p><b>COO Report - Kirk Whittal, Chief Operating Officer</b></p> <p><u>Mr. Whittal reviewed his written report highlighting the following items:</u></p> <p><b><u>Coronavirus Information</u></b>  CHC has now had one case of a double vaccinated staff member testing positive for COVID 19. Fortunately, this employee was diligent and notified CHC about the situation ensuring no other staff exposures. CHC continues to maintain the current district site model, with all offices open for residents and are continually monitoring latest Health Unit direction and modifying as required.</p> <p>CHC will also be adopting the City's policy for proof of vaccination and will be mandated for all staff and contractors unless deemed exempt.</p> <p><b>A motion was passed to endorse CHC's implementation of the City's vaccination policy.</b></p> <p><b>Moved by: Dave Cooke      Seconded by Jack Sullens      CARRIED</b></p> <p><b>415 Chateau Masson</b>  Some food services improvements are being contemplated to the current kitchen model which will lead to improvements in food service. There has been continued cooperation between the partnering agencies and CHC in this area to maintain the health and safety of its residents.</p> <p><b>Security/Glengarry Sub Committee:</b>  CHC held an initial meeting of the new board's Glengarry Sub-Committee. The committee toured the neighbourhood and identified areas of concerns. Agency supports are actively in place within the area.</p>

**Vacancy Report for all portfolios ending August 31, 2021**

Public Housing is at 8.5 %.

- Non-Profit Family has increased to 1.5 %.
- Non-Profit Senior has decreased by 5.0 %.

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

**Moved by: Dave Cooke**

**Seconded by Mayor Marc Bondy**

**CARRIED**

**CHIEF FINANCE  
OFFICER'S  
REPORT**

**CFO Report – Ms. Ami Patel, CFO**

Mr. Janisse presented the following CHC budget reports to the board on Ms. Patel's behalf:

Non-Profit Seniors 2022 Budget

Appendix 1 – Operating Budget Overview and Cost Drivers

Appendix 2 – Operating Budget Detail

Non-Profit Families 2022 Budget

Appendix 3 – Operating Budget Overview and Cost Drivers

Appendix 4 – Operating Budget Detail

Non-Profit Families 2022 Subsidy Calculation

Appendix 5 – City of Windsor Non-Profit Families 2022 Subsidy Calculator

Appendix 6 – Page A (signing page) 2022 Non-Profit Seniors Budget

He then requested of the following recommendation be approved by the Board.

**CHC BOARD RESOLUTION-09-23-2021-B**

**BE IT RESOLVED THAT THE BOARD OF DIRECTORS OF THE WINDSOR ESSEX COMMUNITY HOUSING CORPORATION has approved the following budget reports as presented:**

1. **2022 Non-Profit Seniors budget.**
2. **2022 Non-Profit Families budget.**
3. **2022 Non-Profit Families subsidy calculation as presented and authorize the signing of Page A by two members of the Board.**

**Moved by: Jack Sullens**

**Seconded by: Linda Coltman**

**CARRIED**

**A MOTION WAS THEN MADE TO ACCEPT THE FINANCIAL REPORT FOR THE MONTH OF SEPTEMBER 2021 AS PRESENTED.**

**Moved by: Jack Sullens**

**Seconded by: Linda Coltman**

**CARRIED**

**ASSET  
MANAGEMENT  
REPORT**

**Asset Management Report – Jeff Belanger, Director**

Mr. Belanger reviewed the following written reports with the Board:

- Public Housing (PH) 2021
- Non – Profit Seniors (NPS) 2021
- Non – Profit Families (NPF) 2021
- OR SHRP 415 University 2020

	<p><b>A MOTION WAS MADE TO ACCEPT THE ASSET MANAGEMENT REPORT FOR THE MONTH OF SEPTEMBER 2021 AS PRESENTED.</b></p> <p><b>Moved by: Mark Morris                      Seconded by: Dave Cooke                      CARRIED</b></p>
<b>CORPORATE SERVICES REPORT</b>	<p><b>Corporate Services Report- Michelle Coulis, Director</b></p> <p><u>Ms. Coulis reviewed her written report with the Board highlighting the following:</u></p> <p><b><u>CEO Job Description</u></b> The Human Resources &amp; Succession Planning Committee have drafted a revised job description and begun CEO succession planning process.</p> <p><b><u>CEO and EMT Succession Plan</u></b> A procedure has been developed to guide the succession planning process, outlining prospects for both EMT and CEO succession and steps for CEO search and evaluation. All updates undertaken to the job description, succession plan procedure, and job offer/contract have been reviewed with legal and are in final draft form.</p> <p>A motion was made for the approval of the revised CEO Job Description as presented.</p> <p><b><u>CHC BOARD RESOLUTION-09-23-2021-B</u></b></p> <p><b>BE IT RESOLVED THAT THE BOARD OF DIRECTORS OF THE WINDSOR ESSEX COMMUNITY HOUSING CORPORATION has approved the newly drafted CEO job description as presented.</b></p> <p><b>Moved by: Jack Sullens                      Seconded by Mayor Marc Bondy                      CARRIED</b></p> <p>The committee is also open to all suggestions by the board for the development of a CEO Search committee.</p> <p><b><u>National Day for Truth &amp; Reconciliation (September 30, 2021)</u></b> CHC will be closing for the day and participating in a provincial wide “orange shirt day” in recognition of this holiday. CHC provided employees with an orange t-shirt or sweatshirt with the official logo designed by an Indigenous artist in recognition of this day.</p> <p><b>A MOTION WAS MADE TO ACCEPT THE CORPORATE SERVICES REPORT FOR THE MONTH OF SEPTEMBER 2021 AS PRESENTED.</b></p> <p><b>Moved by: Mayor Marc Bondy                      Seconded by: Dave Cooke                      CARRIED</b></p>
<b>DEVELOPMENT &amp; REGENERATION REPORT</b>	<p><b>Development and Regeneration Report - Hans Kogel</b></p> <p><u>Mr. Kogel reviewed his written report with the Board highlighting the following items.</u></p> <p><b><u>Meadowbrook</u></b> A major milestone was achieved with the completion of the concrete work and the dismantling of the tower crane.</p> <p>Drywall, mechanical and electrical rough-in work continues on multiple floors, and they are currently working on the 7<sup>th</sup> floor exterior sheathing.</p> <p>The project is still within the budget of \$51,525,679.</p>

**A MOTION WAS MADE TO ACCEPT THE DEVELOPMENT & REGENERATION REPORT FOR THE MONTH OF SEPTEMBER 2021 AS PRESENTED.**

**Moved by: Jack Sullens**

**Seconded by: Deputy Mayor Leo Meloche**

**CARRIED**

**ADJOURNMENT  
&  
NEXT MEETING**

A motion was made and carried unanimously at 1:26 pm.

The next meeting will be held on November 25, 2021.

**Report Reviewed and Accepted by:**

**Date of Approval**



November 17, 2021

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

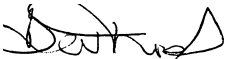
**Date of Approval of Minutes**



November 17, 2021

**Board Secretary**

**Date of Final Board Approval of Minutes**



November 25 2021