



MEETING OF THE BOARD OF DIRECTORS
Thursday, August 26, 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 Ms. Linda Coltman Ms. Ann Paul
 Councillor Fabio Costante Councillor Rino Bortolin Deputy Mayor Leo Meloche Mr. Jack Sullens

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

Regrets: Mr. David Cooke Mr. Mark Morris Mayor Marc Bondy

CHC Administration

Mr. Kirk Whittal Ms. Michelle Coulis Mr. Hans Kogel Ms. Ami Patel Mr. Jeff Belanger
 Ms. Kari Schofield

Regrets: Mr. Jim Steel & Mr. Charles Janisse

Recorded by: Ms. Beverley Throsel

TOPIC	NOTES / ACTION
WELCOME	
	Ms. Clemens welcomed everyone and began the meeting at 12:02 noon.
DECLARATION OF CONFLICTS OF INTEREST	No conflict of interest was declared.
APPROVAL OF AGENDA	<p>The agenda items were amended to move the follow reports to the beginning of the meeting as follows:</p> <ol style="list-style-type: none"> 1. New Business – Glengarry Sub-Committee Report – Mr. Jack Sullens 2. CFO Finance Report – Ms. Ami Patel 3. Development & Regeneration Officer’s Report – Mr. Hans Kogel <p>The amended agenda was then unanimously approved by the Board. CARRIED</p>
ADOPTION OF MINUTES FROM THE PREVIOUS MEETING	<p><u>CHC BOARD RESOLUTION-08-26-2021-A</u></p> <p>BE IT RESOLVED THAT THE BOARD OF DIRECTORS OF THE WINDSOR ESSEX COMMUNITY HOUSING CORPORATION has approved the minutes of the meeting held on June 24, 2021, amended as follows:</p>

Operations Report Amendment

The Board would like to form an internal Board sub-committee to discuss the issues in the Glengarry neighbourhood and establish a long-term community safety and security plan.

Moved by: Deputy Mayor Leo Meloche

Seconded by: Mr. Jack Sullens

CARRIED

NEW BUSINESS

New Board Glengarry Safety & Security Sub-Committee - Mr. Jack Sullens

Mr. Sullens provided an update on the first meeting held for this subcommittee prior to today's Board meeting. The focus of this sub-committee will be to develop a Mission Statement which is, from the Board's perspective; to become a strong voice for Glengarry residents to advocate for improvements to the Glengarry neighbourhood.

The first step will be to approach the current Glengarry support partners and identify community champions to assist in the creation of strong community improvement recommendations to be brought to the City for Council consideration.

CHIEF FINANCIAL OFFICER'S REPORT

CFO Report - Ms. Ami Patel

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

Forecast – Quarter-Ended June 30, 2021

The financial forecast has been updated to reflect our best estimates to year end based on the trend in the first half of the year.

Q2 2021 Financial Operating Results

2nd quarter resulted in a \$2.3 million deficit due to the following factors:

- Revenues - \$200,000 reduction from 2021 budget estimate.
- Non-Rental income - \$90,000 reduction due to lower interest on investment income.
- Maintenance & Repair – (\$1,208,996) deficit due to significant increases in cost in grounds services, security and unit restoration costs resulting in a variance of over 2021 budget.
- Salaries, Wages & Benefits – (\$438,000) deficit due to the combination of contractual negotiations, additional staff positions and increased starting salary rates for new hires.
- Administration- \$150,000 decrease due to the removal of a proposed consultant fee to develop a community safety and security strategy for CHC. This request will now be made to the City for coverage under the Service Manager's Reserve Fund.
- Bad Debts-((\$390,000) deficit - CHC's bad debt expense is higher than budgeted due to extra challenges on residents in paying rent. There is a direct correlation between lockdown measures and tenant rent payments. CHC will forward arrears to Service Manager to be cleared out of the Housing Stability Plan.

2022 Public Housing Operating Budget

Budget increases in the 2022 Public Housing Operating Budget relate to the following:

- Salaries – Proposing increase of \$438,000
CHC is proposing the hire of an Associate Paralegal & Chief Strategy and Risk Officer. The Collective bargaining process is also underway and increases for 2021 have still not been set, therefore 2022 also reflects an estimate. Also, there will be 1.75% increase for 2022 for management step increases which will be adjusted based on the start of a new performance management framework.

- Maintenance & Repairs – Increase of \$1,209,000 is required due to rising material and labour costs for unit restorations, groundskeeping and security costs.
- Utilities – Increase of \$289,000 – Due to the expectation of at least an increase of 5% in utility related costs over prior year budget.
- Property Taxes – Increase of \$65,000 is being estimated for 2022 for potential changes in tax rates.
- Insurance Premiums – Increase of \$116,000, an increase of 15%, based on the expectation of rising insurance premiums.

2022 Budget Discussion

The Finance Committee voiced concerns regarding the new hire of a Chief Strategy & Risk Officer. They are requesting that executive management provide a better understanding of the philosophy behind this new hire, and believe the focus should be on allocating available resources towards frontline housing staff. This is due to the increase in new projects from the Repair & Renew funding and other current budget challenges.

The Finance Committee is also suggesting that CHC hire extra staff due to the current forecast of a \$400,000 variance in bad debts, and the need for increase measures for collections into 2022. Landlord & Tenant Board cases are expected to increase as well resulting in a need for more paralegal support for 2022.

CHC BOARD RESOLUTION-08-26-2021-B

BE IT RESOLVED THAT THE BOARD OF DIRECTORS OF THE WINDSOR ESSEX COMMUNITY HOUSING CORPORATION has approved the draft 2022 Budget for the Public Housing portfolio as presented, with an additional reduction of \$135,000.

Moved by: Deputy Mayor Leo Meloche Seconded by: Mr. Jack Sullens CARRIED

A MOTION WAS MADE TO ACCEPT THE FINANCE REPORT FOR AUGUST 2021 AS PRESENTED.

Moved by: Ms. Linda Coltman Seconded by: Mr. Jack Sullens CARRIED

DEVELOPMENT & REGENERATION REPORT

Development and Regeneration Report - Hans Kogel

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

Meadowbrook Project

Meadowbrook construction is going very well. The concrete roof deck has been poured and work is currently underway to form and pour the concrete structure for the penthouse and rooftop stairwells.

Some delays were caused by a problem with the Exterior Insulation Finishing System (EIFS) which experienced a problem with the delamination of materials. CHC is working with all concerned parties to mitigate the impact to the project schedule.

Rapid Housing Initiative (RHI) Program

CMHC has opened the second round for project submissions on the \$9.3M in funding which was allocated to the City of Windsor under the City Stream. The deadline for all project submissions is August 31, 2021, with a required final construction completion date of October 31, 2022.

There are two RHI streams for funding. The City Stream and the Project Stream. At the Service Manager's request, CHC has submitted 2 projects under the City Stream.

1. 462 Crawford – 4 units containing a total of minimum 14 bedrooms for congregate living arrangement. (Demolition of existing and build new).
2. Bloomfield (Phase 1) – minimum of 13 units. (Infill with new build on exiting site)

CHC will also be submitting a proposal for the balance of the second phase of the Bloomfield project consisting of another 8 units under the Project Stream of funding.

Due to the extremely tight timing requirement, CHC will need to commence pre-development work immediately, prior to having executed agreements with the City of Windsor and CMHC.

This predevelopment work includes, but is not limited to the following:

1. Property transfer from COW to CHC – 462 Crawford
2. Planning consulting – review required zoning amendments, zoning variances, site plan control
3. Land Survey
4. Geotechnical investigation to support design
5. Site Plan Control related studies
6. Architectural design and engineering

The estimated cost of the predevelopment work that meets our required timelines for each project is as follows:

1. 462 Crawford - \$385,000
2. Bloomfield - \$ 525,000

The above costs are recoverable if a funding agreement is executed and included in CHC's submissions to CMHC. CHC will also have no choice but to single source majority of the procurements related to these projects.

The final loan agreement package has been received from CMHC and is currently under both CHC and City of Windsor council review.

CHC is requesting approval on the following recommendations.

CHC BOARD RESOLUTION-08-26-2021-C

BE IT RESOLVED THAT THE BOARD OF DIRECTORS OF THE WINDSOR ESSEX COMMUNITY HOUSING CORPORATION has approved CHC's completion of the predevelopment work for the Crawford, Bloomfield (P1 – City Stream) and Bloomfield (P2 – Project Stream) projects for a total, not-to- exceed value of \$ 910,000 as presented.

Moved by: Mr. Ken Acton Seconded by: Deputy Mayor Leo Meloche CARRIED

CHC BOARD RESOLUTION-08-26-2021-D

BE IT RESOLVED THAT THE BOARD OF DIRECTORS OF THE WINDSOR ESSEX COMMUNITY HOUSING CORPORATION gives approval to CHC to enter into soul source procurement contracts related to the Crawford, Bloomfield (P1 – City Stream) and Bloomfield (P2 – Project Stream) projects as required to meet the timelines set out by the funding as presented.

Moved by: Mr. Ken Acton Seconded by: Deputy Mayor Leo Meloche CARRIED

A MOTION WAS MADE TO ACCEPT THE DEVELOPMENT AND REGENERATION REPORT FOR THE MONTH OF AUGUST 2021 AS PRESENTED.

Moved by: Mr. Ken Acton

Seconded by: Deputy Mayor Leo Meloche

CARRIED

**CHIEF
EXECUTIVE
OFFICER'S
REPORT**

CEO Report – Presented by Mr. Kirk Whittal on behalf of Mr. Jim Steele

Mr. Whittal reviewed Jim Steele's written report highlighting the following items.

Province of Ontario Vulnerable Patients Directive

A new directive has been issued to protect vulnerable patients and staff in settings where the risk of contracting and transmitting COVID-19 and the Delta variant is higher. It mandates hospitals, home & community care service providers to have a COVID-19 vaccination policy for employees, staff, contractors, students, and volunteers. The vaccination policy must be effective no later than September 7, 2021.

CHC has almost completed a draft for this policy. The Chief Executive Officer is requesting the Board's comments and consideration to undertake a similar policy for this corporation. CHC houses a vulnerable population, including a large number of children under twelve that currently do not have access to a vaccine.

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

Moved by: Mr. Ken Acton

Seconded by: Counselor Fabio Costante

CARRIED

**CHIEF
OPERATING
OFFICER'S
REPORT**

COO Report - Kirk Whittal

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

Coronavirus Information Update

- Site offices at all our buildings are fully open and all services being offered to our residents. Frontline staff seem comfortable with the measures in place and have been working with residents.
- Common rooms remain closed in CHC buildings due to compliance with the current Health Unit and provincial guidance about limiting gatherings.

Vacancy Report ending July 31, 2021

Vacancy rate for all portfolios:

- Public Housing is at 8.6%.
- Non-Profit Family has increased to 2.1%.
- Non-Profit Senior has decreased by 5.7%.

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

Moved by: Mr. Ken Acton

Seconded by: Counselor Fabio Costante

CARRIED

**ASSET
MANAGEMENT
REPORT**

Asset Management Report - Jeff Belanger

Mr. Belanger reviewed his written report with the Board.

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

Moved by: Deputy Mayor Leo Meloche

Seconded by: Counselor Costante

CARRIED

CORPORATE SERVICES REPORT	<p><u>Corporate Services Report- Michelle Coulis</u></p> <p><u>Ms. Coulis reviewed her written report with the Board highlighting the following item:</u></p> <p>The VON – Ontario Student Nutrition Program funded gift cards for distribution in CHC neighbourhoods targeting families with school-aged children. A total of 632 grocery cards at \$50 per card, for a total of \$31,600 was provided to CHC families.</p> <p>A MOTION WAS MADE TO ACCEPT THE CORPORATE SERVICES REPORT FOR THE MONTH OF AUGUST 2021 AS PRESENTED.</p> <p>Moved by: Ms. Linda Coltman Seconded by: Ms. Ann Paul CARRIED</p>
ADJOURNMENT & NEXT MEETING	<p>A motion was made and carried unanimously at 1:42 pm.</p> <p>The next meeting will be held on September 23, 2021.</p>

Report Reviewed and Accepted by:	Date of Approval
	<p>August 19, 2021</p>

Report Reviewed and Accepted by Board Chair:	Date of Approval of Minutes
	<p>September 23, 2021</p>

Board Secretary	Date of Final Board Approval of Minutes
	<p>September 23, 2021</p>