

MEETING OF THE BOARD OF DIRECTORS Thursday, November 25, 2021

MICROSOFT TEAMS MEETING 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

Mr. Jack Sullens Deputy Mayor Leo Meloche Councillor Fabio Costante

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

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 Steele Ms. Ami Patel Mr. David Korenic

<u>Regrets</u>: Mr. Charles Janisse <u>**Recorded by**</u>: Ms. Beverley Throsel

TOPIC	NOTES / ACTION			
Welcome	Ms. Clemens welcomed everyone and began the meeting at 12:00 noon.			
Declaration of Conflicts	No conflict of interest was declared.			
In-Camera Discussion	A motion was made to go in-camera at 12:02 pm			
	Moved by: Mr. Jack Sullens	Seconded by: Mr. Dave Cooke	CARRIED	
	The board discussed the CEO succession plan and a property purchase in-camera.			
	A motion was then made to come back from in-camera at 12:29 pm.			
	Moved by: Deputy Mayor Leo Meloche	Seconded by: Mr. Dave Cooke	CARRIED	
	CHC IN-CAMERA BOARD RESOLUTION-11-25-2021—A BE IT RESOLVED THAT THE BOARD OF DIRECTORS OF THE WINDSOR ESSEX COMMUNITY HOUSING CORPORATION has approved the terms of the CEO and EMT Succession plan as presented in camera including: • To establish a CEO Search Committee consisting of the following Board members; Marina Clemens, Jack Sullens, Counsellor Fabio Costante, and Ken Acton.			
	 Accept the amendments to sections 6.6 and 6.6.1 of the # 2.3.1.1 - CEO and EMT Succession Plan. Launch the new CEO Search Committee and establish an RFI/RFEI to engage a search firm to assist with the process of identifying candidates. 			
	Moved by: Mr. Dave Cooke	Seconded by: Deputy Mayor Leo Meloche	CARRIED	
	CHC IN-CAMERA BOARD RESOLUTION-11-25-2021-B BE IT RESOLVED THAT the Windsor-Essex Community Housing Board APPROVES the purchase of the property located at 2128 Daytona, Windsor, ON for the agreed price of one million, three hundred and fifty thousand dollars (\$1,350,000) and enter into the agreements necessary to execute the purchase of the property as presented in-camera.			

	Moved By: Mr. Jack Sullens	Seconded By: Ms. Linda Coltman	CARRIED	
Approval of Agenda Items	A motion was made by Mr. Dave Cooke to approve the agenda and seconded by Ms. Marina Clemens.			
Adoption of Minutes	CHC BOARD RESOLUTION-11-25-2021—A BE IT RESOLVED THAT THE BOARD OF DIRECTORS OF THE WINDSOR ESSEX COMMUNITY HOUSING CORPORATION has approved the minutes of the meeting September 23, 2021, as presented.			
	Moved By: Ms. Linda Coltman	Seconded By: Deputy Mayor Leo Meloche	CARRIED	
Chief Executive Officer's Report	CEO Report – Mr. Jim Steele, Chief Ex Mr. Steele reviewed his written repor			
	Mr. Steele reported that he will be retiring in 2022 and that his last day at work will be June 30, 2022. CHC continues to work with the health sector on all fronts and will work towards full operation as soon as possible.			
	Mr. Steele also extended his congratu Children's Services for the City of Win	ulations to Kirk Whittal on his new position as Executive Director of dsor.	f Housing and	
	MOTION WAS MADE TO ACCEPT THE CEO REPORT FOR THE MONTH OF NOVEMBER 2021, AS PRESENTED.			
	Moved by: Mayor Marc Bondy	Seconded by: Mr. Ken Acton	CARRIED	
Chief Operating Officer's Report	COO Report - Kirk Whittal, Chief Ope Mr. Whittal reviewed his written repo			
	Coronavirus Information CHC has been approached by several resident group's regarding the re-opening of the common rooms for events. CHC is following the direction of the health unit and will not open the rooms until appropriate restrictions are removed. CHC is also pursuing booster immunization for some front-line staff, and potential flu and vaccine clinics for residents over 70 in our senior buildings.			
	reviewed. Family Services Windsor Es	on between the agencies and CHC. Agencies are engaged and cases sex (FSWE) is acting as the lead in the Chateau model and working ght shift which will make an impact in the overall presence in the a	with our partners.	
	Security/Glengarry Sub-Committee The board's Glengarry sub-committee had an on-site meeting at the 415 including a community walk through. The committee's initial focus will be directed at stabilizing the family housing especially the units closest to the arena and Waterworld. They also discussed the partnership supports that work in the neighborhood with CHC residents including FSWE, CUP, HIS/H4, DWCC (limited), Ready Set Go.			
	Vacancy Report: October 2021			
	 Overall average vacancy rate is 5.5 Public Housing at 8.4%. Non-Profit Family has increased to Non-Profit Senior has decreased by 	1.7%.		
	A MOTION WAS MADE TO ACCEPT THE COO REPORT FOR THE MONTH OF NOVEMBER 2021 AS PRESENTED.			
	Moved by: Mr. Ken Acton	Seconded by: Counsellor Fabio Costante	CARRIED	
Chief Finance Officer's Report		Committee met to review the 3rd Quarter Finance Reports, in deta we the Q3 Finance report as presented.	il and is	

CHC BOARD RESOLUTION-11-25-2021-B

BE IT RESOLVED THAT THE BOARD OF DIRECTORS OF THE WINDSOR ESSEX COMMUNITY HOUSING CORPORATION has approved the Q3-2021 Finance Report, as recommended by the Finance Committee of the Board 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.

- Q3/2021 Operating Results for the quarter-ended September 30, 2021.
- Q3/2021 Reserve Fund Investment Update.
- Q3/2021 HST Certification.

Moved by: Mayor Marc Bondy

Seconded by: Deputy Mayor Leo Meloche

CARRIED

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

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

CARRIED

Asset Management Report

Asset Management Report – Jeff Belanger, Director

Mr. Belanger reviewed the following reports with the board:

Repair and Renewal (R&R) 2021 OR SHRP 415 University 2020

AM Staffing Report 2021

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

Moved by: Mayor Marc Bondy

Seconded by: Deputy Mayor Leo Meloche

CARRIED

Corporate Services Report

Corporate Services Report- Michelle Coulis, Director

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

- Succession Planning updates to the process:
- CEO and EMT Succession Plan has been updated to reflect Board recommended changes.
- A Succession Plan Process Map was created to define and differentiate the roles of the Board HR Sub-Committee and the CEO Search Committee in the CEO recruitment process.
- Board members were polled for interest in participating on the CEO Search Committee.
- HR Sub-Committee to present recommendation to the Board for CEO Search Committee membership Board to approve membership and launch of the CEO Search Committee.

Community Development – Community Relations

<u>Feeding Windsor</u> – lunch program at senior buildings – pre-register for 3 ready-to-cook meals per week, delivered on scheduled days – select from menus, cost of \$30/month for 20 meals.

<u>Windsor/Essex Remembers Project</u> – an oral history project presented by the Windsor/Essex Branch of the Architectural <u>Conservancy of Ontario</u> – our Community Development team will engage residents in our senior buildings to collect audio, video, or written stories, with the hope of preserving local oral history

Corporate Communication

- Continued communication and customer service support for Asset Management, CRW's, Community Engagement Coordinator, Operations, Health and Safety, Development and Regeneration and the CEO.
- Management and monitoring of social media accounts and all CHC websites.
- Source relevant media scan of housing industry news and trends for EMT and staff.

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

Moved by: Counsellor Fabio Costante Seconded by: Mr. Dave Cooke CARRIED

Development & Regeneration Report The Renewal and Repair **Capital Streams Initiative**

Development and Regeneration Report - Hans Kogel

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

The agreement has entered the execution stage and will be submitted to CMHC by November 25, 2021.

CHC is considering purchasing two properties under the Capital Streams Initiative:

CHC is considering purchasing this building and converting the space to approximately 16 residential units. The building is an approximately 30 years old commercial building featuring four currently rented commercial units on each floor, an elevator, and a small electrical room on the ground level. There are 17 parking spaces on the lot at the rear of the building. CHC is also planning to acquire a 1.93 acres property at 80 Maidstone Ave. in Essex. This site is currently owned by a private developer who has provided CHC a proposal to service and build up to 22 townhome units on this property.

Given the program funding and other funding that the City of Windsor and CHC has identified, it appears that 9 (Phase 1) of the 22 townhome units can be built at this time. CHC will be submitting a report to the board with further details on this project including a resolution to purchase the property within the next 30 days.

Meadowbrook

All exterior metal stud and sheathing installation is complete. The EIFS air barrier membrane application is complete however, the transition membrane (between floors) and the air barrier rework of floors 1-3 is weather permitting. Otherwise, EIFS work will resume in approximately April 2022 timeframe.

The mechanical, electrical, plumbing, and interior walls are being installed on floors 1–10. This work will continue throughout the winter until complete. The project has experienced some delays and it had some impact that could not be resolved nor absorbed by the schedule causing a combined delay to September 30, 2022.

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

Moved by Mr. Dave Cooke

Seconded by: Deputy Mayor Leo Meloche

CARRIED

New Business

Ms. Clemens congratulated Mr. Kirk Whittal on his new position at the city and thanked him for his 11 years of exceptional work on behalf of the Board. He has gained the respect of all and has created a presence with residents acknowledging their needs.

Adjournment

A motion was made and carried unanimously at 1:35 pm. The next meeting will be held on February 24, 2022.

Report Reviewed and Accepted by:	Date of Approval
Jan Thete	Feb 20 2022

Report Reviewed and Accepted by Board Chair:	Date of Approval of Minutes
Marina El	Feb 24, 2022

Board Secretary	Date of Final Board Approval of Minutes
Surfield	Feb 24, 2022