

BOARD OF DIRECTOR'S MEETING MINUTES

NOVEMBER 27, 2024

BOARD MEMBERS	In Attendance		CHC EXECUTIVE MANAGEMENT	In Attendance	
	Yes	No		Yes	No
Councillor Fabio Costante, Chair	✓		Nolan Goyette, Interim Chief Executive Officer	✓	
Deputy Mayor Joe Bachetti, Vice Chair	✓		Charles Janisse, Chief Financial Officer	✓	
Councillor Kieran McKenzie, Secretary		✓	Jay Shanmugam, Chief Development & Regeneration Officer	✓	
Mayor Sherry Bondy Treasurer	✓		Jeff Belanger, Chief Housing Infrastructure Officer	✓	
Ann Paul	✓		Danielle Bombardier, Chief Human Resources Officer	✓	
Linda Coltman	✓				
Rio Anzolin	✓				
Kathleen Hay	✓		Lorie Gregg, City of Windsor Dep. Treasurer, Taxation, Treasury & Financial Projects	✓	
Teddy Kwan	✓				
Paresh Jariwala	✓		Recorded by Beverley Anne Throsel	✓	
David Ennis		✓			

ITEM NO	DISCUSSION ITEMS
1.0	WELCOME & INTRODUCTIONS
1.11	<p><u>The Chair welcomed the Board and Guests:</u></p> <p>Dana Young, B.L.A., LL.B, Counsel, Willis Business Law (CHC Corporate Legal Counsel)</p> <p>Barry Horrobin, Director of Planning & Physical Resources, Windsor Police Service</p> <p>The Chair then called the meeting to order at 12:04 pm.</p>
2.0	ORDER OF BUSINESS
2.11	REGRETS – Councillor Kieran McKenzie and David Ennis.
2.12	DECLARATION OF CONFLICT OF INTEREST – None

2.13	<u>APPROVAL OF AGENDA ITEMS</u> Board Agenda was unanimously approved by the Board as presented. CARRIED
2.14	REQUESTS FOR DEFERRALS, REFERRALS AND WITHDRAWALS – None
3.0	BOARD INFORMATION
3.11	Board Attendance Report & Committee Listing was provided for information purposes only.
4.0	APPROVAL OF PREVIOUS MINUTES
4.11	<u>WECHC BD RESOLUTION NO. 11-27-2024-A</u> BE IT RESOLVED THAT THE WINDSOR ESSEX COMMUNITY HOUSING CORPORATION BOARD OF DIRECTORS has approved the minutes from the previous meeting on October 3, 2024, as presented. Moved by: Linda Coltman Seconded by: Deputy Mayor Joe Bachetti CARRIED
5.0	GUEST PRESENTATIONS
5.11	<u>Open vs Closed Board Meetings - Dana Young</u> <p>At the Board's request, Executive Management obtained legal advice on conducting open vs closed Board meetings.</p> <p>Historically, CHC Board meetings have always been closed to the public but recently consideration has been given to opening the Board meeting to the public.</p> <p>To assist the Board in its decision, comparative information and considerations were researched by Administration including reviews of other local housing corporations and local agencies to determine how their Board meetings are conducted. The results identified varying degrees of transparency provided in Board meetings.</p> <p>It is the recommendation of CHC Administration that Board meetings remain closed and other options to achieve transparency and accountability are explored.</p> <p>It should be noted that CHC is also held accountable by the city as their sole shareholder who has regular reporting and operational guidelines that must be followed.</p> <p>After some discussion a motion was made to receive management's recommendations as presented.</p> <u>WECHC BD RESOLUTION NO. 11-27-2024-B</u> BE IT RESOLVED THAT THE WINDSOR ESSEX COMMUNITY HOUSING CORPORATION BOARD OF DIRECTORS has received Administration's report on Open vs Closed Board meetings as presented. Moved by: Mayor Sherry Bondy Seconded by: Linda Coltman CARRIED
5.12	<u>Glengarry Safety Assessment Findings & Recommendations.</u> Barry Horrobin presented the results of the CPTED safety audit done for the Glengarry neighbourhood. After some discussion, management requested approval to hire an architect to review the CPTED report and provide a few scenarios with different cost levels for the implementation of the recommendations found in the report.

	<p><u>WECHC BD RESOLUTION NO. 11-27-2024-C</u></p> <p>BE IT RESOLVED THAT THE WINDSOR ESSEX COMMUNITY HOUSING CORPORATION BOARD OF DIRECTORS has received Barry Horrobin's CPTED report for the Glengarry neighbourhood as presented and requested that management work with the city to find funding opportunities to implement the safety recommendations contained in the report.</p> <p>Moved by: Mayor Bondy Seconded by: Rio Anzolin CARRIED</p> <p><u>WECHC BD RESOLUTION NO. 11-27-2024-D</u></p> <p>BE IT RESOLVED THAT THE WINDSOR ESSEX COMMUNITY HOUSING CORPORATION BOARD OF DIRECTORS has approved management's request to hire an architect to review the CPTED report and provide CHC with a cost analysis providing different degrees of cost options for implementing the safety recommendations as presented.</p> <p>Moved by: Mayor Bondy Seconded by: Rio Anzolin CARRIED</p>
6.0	DISCUSSION ITEMS
6.11	<p><u>CHIEF FINANCIAL OFFICER'S (CFO) REPORT TO THE BOARD – CHARLES JANISSE</u></p> <p>Charles Janisse provided a written financial report for the quarter ending September 30, 2024.</p> <p>Mr. Janisse reviewed his report in detail highlighting the changes to the forecast from last quarter. The forecast has been updated based on results and projected spending at the end of September.</p> <p>After some discussion, Charles requested the Board's approval of his report as presented.</p> <p><u>BOARD RESOLUTION NO. WECHC 11-27-2024-E</u></p> <p>BE IT RESOLVED THAT THE BOARD OF DIRECTORS OF THE WINDSOR ESSEX COMMUNITY HOUSING CORPORATION receives and approves the Finance Report and management prepared Statements of Operating Results for the period ending September 30, 2024, as presented.</p> <p>Moved by: Linda Coltman Seconded by: Ann Paul CARRIED</p> <p><u>CHC 2025 Updated Draft Budget Review</u></p> <p>2025 Budget Assumptions</p> <p>Charles reviewed the updated Budget in detail with the Board noting that except for Insurance Premium increase of 2% which is in line with the November Renewal, inflationary assumptions have remained the same except for utilities in Public Housing that was adjusted to the values being recommended by the city.</p> <p>Revenue</p> <p>Except for the Service Manager Subsidy, revenues remain unchanged from the originally presented Draft Budget, with non-subsidy revenues budgeted at just over \$30M for the year.</p> <p>Office Administration</p> <p>In discussions with the Service Manager CHC is proposing to move forward with the following strategic initiatives, which were previously discussed in more detail:</p> <ul style="list-style-type: none">• Website Hosting and Maintenance• Microsoft Premium Licensing• Direct Internet Service <p>Utilities</p> <p>Utility assumptions remain unchanged. The city is recommending an increase of \$911,700 which was accepted by Management.</p>

	<p>Taxes & Insurance</p> <p>Municipal Property Taxes are unchanged from the original budget. This represents a risk to CHC as the budget is 3% and the City of Windsor is currently projecting a higher increase. CHC has also received its 2024-25 insurance renewal, and the premium increase is 2% compared to a projected increase of 9%.</p> <p>After some discussion, Charles requested the Board's receive and approve the 2025 Budget as presented.</p> <p><u>BOARD RESOLUTION NO. WEHC 11-27-2024-F</u></p> <p>BE IT RESOLVED THAT THE BOARD OF DIRECTORS OF THE WINDSOR ESSEX COMMUNITY HOUSING CORPORATION received the budget report and supporting documentation and approves the 2025 Public Housing, Non-Profit Families, Non-Profit Seniors, Affordable Housing, Salaries and Repair and Renew as presented.</p> <p>Moved by: Deputy Mayor Joe Bachetti Seconded by: Paresh Jariwala CARRIED</p>
7.0	CONSENT AGENDA ITEMS
7.11	<p><u>NOLAN GOYETTE, INTERIM CHIEF EXECUTIVE OFFICER'S (CEO) REPORT TO THE BOARD.</u></p> <p>Reports provided:</p> <ol style="list-style-type: none">1. Interim Chief Executive Officer's Report2. Strategic Plan Score Card – Further baseline metrics will be forthcoming.3. CHC Rebrand Timeline – commence in 20254. CHC RGI Ratio Turnover Proposal. <p><u>BOARD RESOLUTION NO. WEHC 11-27-2024-G</u></p> <p>BE IT RESOLVED THAT THE BOARD OF DIRECTORS OF THE WINDSOR ESSEX COMMUNITY HOUSING CORPORATION has received the Service Manager's CHC RGI Ratio report and requested that Administration work with the Service Manager to implement a pilot project as presented.</p> <p>Moved by: Mayor Sherry Bondy Seconded by: Linda Coltman CARRIED</p>
7.12	<p><u>NOLAN GOYETTE, CHIEF TENANT SERVICES OFFICER'S (CTSO) REPORT TO THE BOARD</u></p> <p>Report provided for Information.</p>
7.13	<p><u>JEFF BELANGER, CHIEF HOUSING INFRASTRUCTURE OFFICER'S REPORT TO THE BOARD</u></p> <p>Report provided for Information.</p>
7.14	<p><u>JAY SHANMUGAM, CHIEF DEVELOPMENT & REGENERATION OFFICER'S (CDRO) REPORT TO THE BOARD</u></p> <p>Report provided for information.</p>
7.15	<p><u>DANIELLE BOMBARDIER, CHIEF HUMAN RESOURCE OFFICER'S (CHRO) REPORT TO THE BOARD</u></p> <p>Report provided for Information.</p>

CONSENT AGENDA APPROVAL

Approval of all Board Reports and Resolutions in the Consent Agenda as presented.

BOARD RESOLUTION NO. WECHC # 11-27-2024-H

BE IT RESOLVED THAT THE BOARD OF DIRECTORS OF WINDSOR ESSEX COMMUNITY HOUSING CORPORATION has approved all Board Reports and Resolutions as presented in the Consent Agenda.

Moved by: Linda Coltman

Seconded by: Kathleen Hay

CARRIED

8.0 NEW BUSINESS

8.11

Board Request Regarding Meadowbrook Place

The Board is requesting that management prepare a report for the next Board meeting on Meadowbrook Place Including:

- What has been working well.
- What are the challenges with the building and tenants.
- Has there been any tenant turnover since it's opening.

The Board has also requested that they receive quarterly financial updates on Meadowbrook Place.

BOARD RESOLUTION NO. WECHC 11-27-2024-I

BE IT RESOLVED THAT THE BOARD OF DIRECTORS OF THE WINDSOR ESSEX COMMUNITY HOUSING CORPORATION is requesting that management prepare a report, for the next Board meeting on Meadowbrook Place including the following information:

- What has been working well.
- What are the challenges with the building and tenants.
- Has there been any tenant turnover since it's opening.
- Cost for utilities.

And the Board also requested that they receive quarterly financial updates on Meadowbrook Place.

Moved by: Mayor Sherry Bondy

Seconded by: Kathleen Hay

CARRIED

9.0 ADJOURNMENT

9.11

A motion was made by David Ennis and seconded by Paresh Jariwala to adjourn the regular business of the meeting at 1:20 pm.

10.0 IN CAMERA DISCUSSION

10.11

A motion was made by Linda Coltman and seconded by Paresh Jariwala to go "In Camera" at 1:52 pm to discuss personnel matters.

A motion was then made by Linda Coltman & seconded by Ann Paul to return from "In Camera" at 2:31 pm.

Draft Minutes were reviewed and accepted by:

Nolan Goyette, Interim CEO

Councillor Fabio Costante, Board Chair

Date: October 25, 2024

Final Minutes were approved by the Board on February 20, 2025, as follows:

WECHC BD RESOLUTION NO. 02-20-2025-A

BE IT RESOLVED THAT THE BOARD OF DIRECTORS OF THE WINDSOR ESSEX COMMUNITY HOUSING CORPORATION has approved the minutes from the previous meeting on November 27, 2024 as presented.

Moved by: Mayor Sherry Bondy

Seconded by: Linda Coltman

CARRIED