

BOARD MEETING MINUTES

BOARD MEMBERS	In Attendance		CHC EXECUTIVE MANAGEMENT	In Attendance	
	Yes	No		Yes	No
Councillor Fabio Costante, Chair	✓		Cynthia L Summers, Chief Executive Officer	✓	
Deputy Mayor Joe Bachetti, Vice Chair	✓		Charles Janisse, Chief Financial Officer	✓	
Marina Clemens, Treasurer	✓		Jay Shanmugam, Chief Development & Regeneration Officer	✓	
Councillor Kieran McKenzie, Secretary	✓		Jeff Belanger, Chief Housing Infrastructure Officer	✓	
Ann Paul	✓		Nolan Goyette, Chief Tenant Services Officer	✓	
Mayor Sherry Bondy	✓		Danielle Bombardier, Chief Human Resources Officer	✓	
Linda Coltman	✓				
Rio Anzolin		✓	Guests:		
Kathleen Hay	✓		Lorie Gregg, City of Windsor		✓
Teddy Kwan	✓				
			Recorded by Beverley Anne Throsel	✓	

ITEM NO	AGENDA ITEMS
1.0	WELCOME
2.0	ORDER OF BUSINESS
2.11	REGRETS – Rio Anzolin
2.12	DECLARATION OF CONFLICT OF INTEREST - None
2.13	<p><u>APPROVAL OF AGENDA ITEMS</u></p> <p>Agenda Items were approved as presented. An amendment was then made to add one item to the agenda. Social Housing Subsidy Request under section 4.2.</p> <div style="display: flex; justify-content: space-between;"> Moved by Ann Paul Seconded by Linda Coltman CARRIED </div>
2.14	REQUESTS FOR DEFERRALS, REFERRALS AND WITHDRAWLS – None
3.0	BOARD INFORMATION
3.11	Board Attendance and Committee Listing – For Information.
4.0	MINUTES FROM PREVIOUS MEETING
4.11	<p><u>Approval of the minutes from the last meeting on December 14, 2023</u></p> <p><u>CHC BOARD RESOLUTION-02-20-2024-A</u></p> <p>BE IT RESOLVED THAT THE BOARD OF DIRECTORS OF THE WINDSOR ESSEX COMMUNITY HOUSING CORPORATION approves the minutes from the previous meeting on December 14, 2023, as presented.</p> <div style="display: flex; justify-content: space-between;"> Moved by Deputy Mayor Joe Bachetti Seconded by Linda Coltman CARRIED </div>

5.0	DISCUSSION ITEMS
5.11	<p><u>RECOMMENDED BY-LAW NO. 4 AMENDMENTS</u></p> <p>CHANGES TO THE BD BY-LAW #4 AND BOARD POLICY 2.6.1 BOARD DELEGATION OF AUTHORITY</p> <p>Mr. Janisse reported on recommended changes to By-Law #4 to align signing officers and cheque level thresholds with organizational restructuring including new titles for management signing officers and the addition of the Board Secretary as part of the Board Executive be added as a Signing Officer.</p> <p><u>CHC BOARD RESOLUTION-02-20-2024-B</u> BE IT RESOLVED THAT THE BOARD OF DIRECTORS OF THE WINDSOR ESSEX COMMUNITY HOUSING CORPORATION Approves the updates to By-Law #4, Cheque Signing Authority as presented.</p> <p>Moved by Councillor Kieran McKenzie Seconded by Deputy Mayor Joe Bachetti CARRIED</p> <p>Management also requested an amendment to Board Policy 2.6.1 Board Delegation of Authority Section 6.1. 4 to read as follows:</p> <p><i>“Not operate without a spending, payment and signing authority policy that provides that no cheques may be issued for an amount over \$400,000 without the signature of one of the Board Chair, Vice-Chair, Treasurer or Secretary.</i></p> <p><u>CHC BOARD RESOLUTION-02-20-2024-C</u> BE IT RESOLVED THAT THE BOARD OF DIRECTORS OF THE WINDSOR ESSEX COMMUNITY HOUSING CORPORATION approves the amendment of Board Policy 2.6.1 Board Delegation of Authority Section 6.1.4 c. v. to read as follows:</p> <p><i>“Not operate without a spending, payment and signing authority policy that provides that no cheques may be issued for an amount over \$400,000 without the signature of one of the Board Chair, Vice-Chair, Treasurer or Secretary.”</i></p> <p>Moved by Councillor Kieran McKenzie Seconded by Deputy Mayor Joe Bachetti CARRIED</p>
5.12	<p>SOCIAL HOUSING SUBSIDY REQUEST APPROVAL</p> <p><u>CHC BOARD RESOLUTION-02-20-2024-D</u> BE IT RESOLVED THAT THE BOARD OF DIRECTORS OF THE WINDSOR ESSEX COMMUNITY HOUSING CORPORATION Approves the Social Housing Subsidy Request as presented.</p> <p>Moved by Linda Coltman Seconded by Ann Paul CARRIED</p>
6.0	CONSENT AGENDA
6.11	<p>FINANCE/BUDGET COMMITTEE MINUTES – CHARLES JANISSE, CHIEF FINANCIAL OFFICER Charles Janisse provided the Finance/Budget Committee meeting minutes from February 20, 2024, for the Board's information.</p> <p><u>There were two items requiring Board Approval</u></p> <p><u>CHC BOARD RESOLUTION-02-20-2024-E</u> BE IT RESOLVED THAT THE BOARD OF DIRECTORS OF THE WINDSOR ESSEX COMMUNITY HOUSING CORPORATION Approves the December 31, 2023, Year-End Audit Planning Report as presented in the Finance/Budget Committee minutes.</p> <p><u>CHC BOARD RESOLUTION-02-20-2024-F</u> BE IT RESOLVED THAT THE BOARD OF DIRECTORS OF THE WINDSOR ESSEX COMMUNITY HOUSING CORPORATION Receives and approves the management prepared finance report and statements of operating results for the year ended December 31, 2023, as presented in the Finance Committee minutes.</p>

6.12	<p>PURCHASING CARD PROCEDURAL CHANGE</p> <p><u>CHC BOARD RESOLUTION-02-20-2024-G</u> BE IT RESOLVED THAT THE BOARD OF DIRECTORS OF THE WINDSOR ESSEX COMMUNITY HOUSING CORPORATION Accepts the revised purchasing card procedure as presented in the Consent Agenda.</p>
	<p><u>CHC BOARD RESOLUTION-02-20-2024-G</u> BE IT RESOLVED THAT THE BOARD OF DIRECTORS OF THE WINDSOR ESSEX COMMUNITY HOUSING CORPORATION Receive and approves all reports and resolutions included in the Consent Agenda as presented.</p> <p>Moved By: Deputy Mayor Joe Bachetti Seconded By: Linda Coltman CARRIED</p>
9.0	ADJOURNMENT
	<p>A motion was made by Councillor Kieran McKenzie and seconded by Linda Coltman to adjourn the meeting at 11:57 am.</p> <p>CARRIED</p>

<p>Draft Minutes were reviewed and accepted by CEO Cynthia Summers Date: March 1, 2024</p>	
<p><u>Final Minutes were approved by the Board on April 25, 2024, as follows:</u></p> <p><u>CHC BOARD RESOLUTION-04-25-2024-A</u> BE IT RESOLVED THAT THE BOARD OF DIRECTORS OF THE WINDSOR ESSEX COMMUNITY HOUSING CORPORATION approves the minutes from the previous meeting on February 20, 2024, as presented.</p> <p>Moved by Deputy Mayor Joe Bachetti Seconded by Linda Coltman CARRIED</p>	