

WINDSOR ESSEX COMMUNITY HOUSING CORPORATION  
**BOARD MEETING MINUTES**  
 APRIL 25, 2024

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	✓		<b>Guests:</b>		
Kathleen Hay	✓		Lorie Gregg, City of Windsor	✓	
Teddy Kwan	✓				
			Recorded by Beverley Anne Throsel	✓	

ITEM NO	AGENDA ITEMS
1.0	<b>WELCOME</b>
2.0	<b>ORDER OF BUSINESS</b>
2.11	<b>REGRETS</b> - Marina Clemens and Councillor Kieran McKenzie
2.12	<b>DECLARATION OF CONFLICT OF INTEREST</b> - None
2.13	<b>APPROVAL OF AGENDA ITEMS</b> An amendment was made to add to the agenda, Office Space Review under section 6.0. Discussion Items. Agenda Items were then approved as amended.  Moved by Deputy Mayor Joe Bachetti                      Seconded by Rio Anzolin <b>CARRIED</b>
2.14	<b>REQUESTS FOR DEFERRALS, REFERRALS AND WITHDRAWALS</b> – None
3.0	<b>BOARD INFORMATION</b>
3.11	Board Attendance and Committee Listing – For Information.
3.12	<b>Distribution of final Board EVOTE Approval of the Award for RFPC PC-RR-18 Generator and ATS Replacement VL</b> Moved by Mayor Sherry Bondy                      Seconded by Ann Paul <b>CARRIED</b>
4.0	<b>MINUTES FROM PREVIOUS MEETING</b>
4.11	<b>Approval of the minutes from the last meeting on February 20, 2024.</b>  <u><b>CHC BOARD RESOLUTION-04-25-2024-A</b></u> <b>BE IT RESOLVED THAT THE BOARD OF DIRECTORS OF THE WINDSOR ESSEX COMMUNITY HOUSING CORPORATION approves the minutes from the previous meeting held on February 20, 2024, as presented.</b>  Moved by Deputy Mayor Joe Bachetti                      Seconded by Linda Coltman <b>CARRIED</b>

4.12	<p><b><u>Approval of the minutes from the last meeting on April 12, 2024</u></b></p> <p><b><u>CHC BOARD RESOLUTION-04-25-2024-B</u></b></p> <p><b>BE IT RESOLVED THAT THE BOARD OF DIRECTORS OF THE WINDSOR ESSEX COMMUNITY HOUSING CORPORATION approves the minutes from the previous meeting held on April 12, 2024, as presented.</b></p> <p>Moved by Mayor Sherry Bondy                      Seconded by Rio Anzolin                      CARRIED</p>
5.0	<b>PRESENTATION</b>
5.11	<p><b><u>CHC Strategic Plan Update by Optimus SBR, Shohreh Soltaninia and Rachel Steger</u></b></p> <p>Ms. Soltaninia presented the first draft of the CHC 2024-2028 Strategic Plan.</p>
6.0	<b>DISCUSSION ITEMS</b>
6.11	<p><b>Cynthia Summers, Chief Executive Officer’s Verbal Report to the Board.</b></p> <p><u>Ms. Summers gave a brief update to the Board on the following:</u></p> <ul style="list-style-type: none"> <li>• Strategic Plan will be a five-year plan beginning in 2024.</li> <li>• Optimus SBR is also working on the modernization of the CHC brand design.</li> <li>• Working on the 2023 CHC Annual Report.</li> </ul> <p>The CEO’s Report to the Board was unanimously accepted as presented.                      CARRIED</p>
6.12	<p><b><u>CUPE 543.6 Union Negotiations – Danielle Bombardier</u></b></p> <p>Ms. Bombardier provided an update to the Board on the bargaining staff negotiations reporting that a tentative agreement was met. The Board approved the agreement, and the Union will be taking it to their membership on April 29<sup>th</sup> for ratification.</p> <p>The Board accepted the Human Resource Officer’s report as presented.                      CARRIED</p>
6.13	<p><b><u>Charles Janisse, Chief Financial Officer’s Report to the Board</u></b></p> <p><b><u>CHC BOARD RESOLUTION-04-25-2024-C</u></b></p> <p><b>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 quarter ended March 31, 2024, as presented.</b></p> <p>Moved by: Rio Anzolin                      Seconded by: Ann Paul                      CARRIED</p> <p><b><u>In-Camera Report</u></b></p> <p>A motion was made to go in-camera at 1:23 pm by Deputy Mayor Joe Bachetti and seconded by Linda Coltman.</p> <p>Mr. Janisse provided a report on CHC’s office space review to the Board.</p> <p>A motion was then made to return from in-camera at 1:34 pm by Linda Coltman and seconded by Ann Paul. CARRIED</p> <p><b><u>CHC BOARD RESOLUTION-04-25-2024-D</u></b></p> <p><b>BE IT RESOLVED THAT THE BOARD OF DIRECTORS OF THE WINDSOR ESSEX COMMUNITY HOUSING CORPORATION requested that the Board strike a new committee to explore options available for expanding office space and office re-location.</b></p> <p>Moved by: Linda Coltman                      Seconded by: Deputy Mayor Joe Bachetti                      CARRIED</p> <p>The Board also unanimously accepts the Chief Finance Officer’s report as presented.                      CARRIED</p>

7.0	<b>CONSENT AGENDA</b>
7.11	<p><b><u>Nolan Goyette, Chief Tenant Services Officer's Report to the Board</u></b>  Nolan Goyette provided a written report highlighting tenant services department activities for the Board's information.</p>
7.12	<p><b><u>Jeff Belanger, Chief Housing Infrastructure Officers Report to the Board</u></b>  Jeff Belanger provided a written report highlighting housing infrastructure department activities for the Board's information.</p> <p>A motion was made to have management provide the Board with a high-level roadmap on spending all R&amp;R funding.</p> <p><b><u>CHC BOARD RESOLUTION-04-25-2024-E</u></b>  <b>BE IT RESOLVED THAT THE BOARD OF DIRECTORS OF THE WINDSOR ESSEX COMMUNITY HOUSING CORPORATION</b> has requested that management provide a high-level roadmap on their plans for spending the Repair &amp; Renew funding.</p> <p><b>Moved by: Deputy Mayor Joe Bachetti      Seconded by: Ann Paul      CARRIED</b></p>
7.13	<p><b><u>Jay Shanmugam, Chief Development &amp; Regeneration Officer's Report to the Board</u></b>  Jay Shanmugam provided a written report highlighting development and regeneration activities for the Board's information.</p> <p><b><u>The report included three motions for Board Approval.</u></b></p> <p><b><u>CHC BOARD RESOLUTION-04-25-2024-F</u></b>  <b>BE IT RESOLVED THAT THE BOARD OF DIRECTORS OF THE WINDSOR ESSEX COMMUNITY HOUSING CORPORATION</b> Authorizes CHC to execute all agreements related to the 2024 CMHC's Seed Funding as presented.</p> <p><b>Moved by: Deputy Mayor Joe Bachetti      Seconded by: Ann Paul      CARRIED</b></p> <p><b><u>CHC BOARD RESOLUTION-04-25-2024-G</u></b>  <b>BE IT RESOLVED THAT THE BOARD OF DIRECTORS OF THE WINDSOR ESSEX COMMUNITY HOUSING CORPORATION</b> Authorizes CHC to proceed with an agreement for the construction of the development as presented, so long as it does not exceed prior approved budget for the project.</p> <p><b>Moved by: Deputy Mayor Joe Bachetti      Seconded by: Ann Paul      CARRIED</b></p> <p><b><u>CHC BOARD RESOLUTION-04-25-2024-H</u></b>  <b>BE IT RESOLVED THAT THE BOARD OF DIRECTORS OF THE WINDSOR ESSEX COMMUNITY HOUSING CORPORATION</b> accepts the demolition of the condemned single-family dwelling as presented to make way for a new development of a 6-unit apartment building.</p> <p><b>Moved by: Deputy Mayor Joe Bachetti      Seconded by: Ann Paul      CARRIED</b></p>
7.14	<p><b><u>Danielle Bombardier, Chief Human Resources Officer Report to the Board</u></b>  Danielle Bombardier provided a written report highlighting Human Resources department activities for the Board's information.</p>
7.15	<p><b><u>Board Executive Committee Minutes</u></b>  The minutes from the Board Executive Meeting on March 25, 2024, were provided for the Board's information.</p>
7.16	<p><b><u>Board Tenant Services Committee Minutes</u></b>  The minutes from the Board Tenant Services Committee Meeting on April 2, 2024, were provided for the Board's information.</p>

**CHC BOARD RESOLUTION-04-25-2024-I**

**BE IT RESOLVED THAT THE BOARD OF DIRECTORS OF THE WINDSOR ESSEX COMMUNITY HOUSING CORPORATION receives and approves all the reports and resolutions in the consent agenda as presented.**

**Moved by: Deputy Mayor Joe Bachetti**

**Seconded by: Ann Paul**

**CARRIED**

**8.0 NEW BUSINESS****8.11 Opening Board Meetings to the Public**

Mayor Bondy requested Board consideration for opening the board meetings to the public.

After some discussion, a motion was by Mayor Sherry Bondy to have management explore what is involved in holding public meetings in varying degrees of transparency for both in-person and live-stream access.

**CHC BOARD RESOLUTION-04-25-2024-J**

**BE IT RESOLVED THAT THE BOARD OF DIRECTORS OF THE WINDSOR ESSEX COMMUNITY HOUSING CORPORATION is directing management to take the following actions in consideration of opening board meetings to the public:**

- a. seek legal advice on what can be shared publicly without breaching confidentiality.
- b. seek advice on moving to public meetings from the city as sole shareholder.
- c. provide a comparator of other housing providers' processes for holding public meetings.
- d. provide a report exploring options for opening the board meetings to the public in varying degrees of transparency. This should include options from posting agendas on the CHC website to holding full open public meetings.

**Moved by: Deputy Mayor Joe Bachetti**

**Seconded by: Mayor Sherry Bondy**

**CARRIED**

**8.12 Board Letter of Support for the RGI Ratio Waitlist Pilot**

A motion was made by Mayor Bondy that the Board support the CEO by sending a letter to the service manager requesting they explore options for selecting applicants from the PI, PII and chronological waitlists using a ratio on a rotational basis.

**CHC BOARD RESOLUTION-04-25-2024-I**

**BE IT RESOLVED THAT THE BOARD OF DIRECTORS OF THE WINDSOR ESSEX COMMUNITY HOUSING CORPORATION agrees to show support of the CEO by sending a letter to the service manager requesting they explore the selection of applicants from the P1, P11 and chronological waitlists using a ratio on a rotational basis; and that:**

- a. Management to provide the report sent to the city regarding a new RGI Ratio Pilot Proposal.
- b. Management invite Mr. Kirk Whittal, Executive Director of Housing and Children Services and Andrew Daher, Commissioner Human and Health Services to the next Board meeting to discuss the RGI waitlist ratio pilot.

**Moved by: Mayor Sherry Bondy**

**Seconded by: Linda Coltman**

**CARRIED**

**9.0 ADJOURNMENT**

It was moved by Linda Coltman and seconded by Rio Anzolin to adjourn the meeting at 2:10 pm.

**Draft Minutes were accepted prior to the next Board meeting by CEO Cynthia Summers**

**Date: April 15, 2024**

Final Minutes were approved by the Board on June 27, 2024 as follows:

CHC BOARD RESOLUTION NO. 06-27 2024-C

BE IT RESOLVED THAT THE BOARD OF DIRECTORS OF THE WINDSOR ESSEX COMMUINITY HOUSING CORPORATION has approved the minutes from the meeting held on April 25, 2024, as presented.

Moved by: Linda Coltman

Seconded by: Rio Anzolin

CARRIED