## WINDSOR ESSEX COMMUNITY HOUSING CORPORATION

## BOARD MEETING MINUTES

## JUNE 27, 2024

BOARD MEMBERS Attendance		ance	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	✓		
Councillor Kieran McKenzie, Secretary	~		Jay Shanmugam, Chief Development & Regeneration Officer	✓		
Mayor Sherry Bondy Treasurer	√		Jeff Belanger, Chief Housing Infrastructure Officer	√		
Ann Paul	√		Nolan Goyette, Chief Tenant Services Officer	√		
Linda Coltman	√		Danielle Bombardier, Chief Human Resources Officer		✓	
Rio Anzolin	✓					
Kathleen Hay	~		Lorie Gregg, City of Windsor Dep. Treasurer, Taxation, Treasury &. Financial Projects	✓		
Teddy Kwan	√					
Paresh Kumar Ratila Jariwala	√		Recorded by Beverley Anne Throsel	√		
David Ennis	√					

ITEM NO	DISCUSSION ITEMS			
1.0	WELCOME & INTRODUCTIONS			
1.11	The Board Chair welcomed everyone and opened the meeting at 12:10 pm.			
1.12	INTRODUCTION OF GUESTS 1. Mr. Kirk Whittal, Executive Director of Housing and Children Services, City of Windsor 2. Mr. Andrew Daher, Commissioner Human and Health Services, City of Windsor 3. Mr. J.P Karam, Willis Law			
1.13	INTRODUCTION OF NEWLY APPOINTED BOARD DIRECTORS Councillor Costante read short biographies for Mr. David Ennis and Mr. Paresh Kumar Ratila Jariwala welcoming them to the CHC Board of Directors.			
2.0	PRESENTATION			
	RGI WAIT LIST RATIO PROPOSAL DISCUSSION			
	Guests - Mr. Kirk Whittal and Mr. Andrew Daher from the City of Windsor			
	The city is currently undergoing an operational audit of the Community Housing Registry (CHR) to better understand business practices.			
The results are expected in July 2024. The audit will provide recommendations for making improvements to centralized housing registry process.				

A motion was made by Councillor McKenzie to receive the report requesting that the Service Manager consider any and all opportunities to address concerns raised by CHC.

<u>CHC BOARD RESOLUTION NO. 06-27-2024-A</u> BE IT RESOLVED THAT THE BOARD OF DIRECTORS OF THE WINDSOR ESSEX COMMUNITY HOUSING CORPORATION has accepted the RGI Waitlist Report as presented and is requesting that the Service Manager consider any and all opportunities to address concerns raised by CHC.

	Moved by Linda Coltman Seconded by Ann Paul	CARRIED			
3.0	ORDER OF BUSINESS				
3.11	REGRETS - None				
3.12	DECLARATION OF CONFLICT OF INTEREST - None				
3.13	APPROVAL OF AGENDA ITEMS A motion was made by Councillor McKenzie and seconded by Rio Anzolin to approve the agenda as presented. CARRIED				
3.14	REQUESTS FOR DEFERRALS, REFERRALS AND WITHDRAWLS – None				
4.0	BOARD INFORMATION				
4 4 4	1. Board Attendance Report & Committee Listing was provided for information purposes only.				
4.11	2. Announcement - Annual General Meeting to follow regular business at 1:30 pm.				
5.0	BOARD GOVERNANCE				
5.11	ELECTION OF NEW BOARD TREASURER The Chair called for nominations for Board Treasurer. A nomination was made by Councillor K Sherry Bondy. There were no other nominations. Mayor Bondy accepted the appointment. CHC BOARD RESOLUTION NO. 06-27 2024-B BE IT RESOLVED THAT THE BOARD OF DIRECTORS OF THE WINDSOR ESSEX COMM CORPORATION In accordance with the Shareholder Declaration section 3.2, has approx Mayor Sherry Bondy as the Board Treasurer.	UNITY HOUSING			
	Resolution unanimously approved by the Board.	CARRIED			
6.0	APPROVAL OF PREVIOUS MINUTES				
6.11	CHC BOARD RESOLUTION NO. 06-27 2024-C BE IT RESOLVED THAT THE BOARD OF DIRECTORS OF THE WINDSOR ESSEX COMM CORPORATION approves the minutes from the meeting on April 25, 2024, as presented				
	Moved by Linda Coltman Seconded by Rio Anzolin	CARRIED			
7.0	DISCUSSION ITEMS				
7.11	CHIEF EXECUTIVE OFFICER'S VERBAL REPORT TO THE BOARD - CYNTHIA SUMMER	S - Deferred			
	<b>PRESENTATION OF THE KPMG - CHC 2023 AUDIT FINDINGS REPORT &amp; AUDITED FINANCIAL STATEMENTS</b> No significant concerns were reported as part of the audit with no changes from the financial reports previously presented to the Board. Overall, no error adjustments were required and CHC received a clean audit report.				
	<u>Mr. Janisse then called for the following motions:</u>				
	Motion 1 That the Board receives the KPMG Audit Findings Report for the year ended December 31, 20 Representation letter addressed to KPMG for the year ended December 31, 2023.	23, and the Management			

	CHC BOARD RESOLUTION NO. 06-27 2024-D				
	BE IT RESOLVED THAT THE BOARD OF DIRECTORS OF THE WINDSOR ESSEX COMMUINITY HOUSING				
	CORPORATION has received:				
	. KPMG Audit Findings Report for the year ended December 31, 2023.				
	o. Management Representation letter addressed to KPMG for the year ended December 31, 2023.				
	Moved by Councillor Kieran McKenzie Seconded by Deputy Mayor Joe Bachetti CARRIED				
	<u>Motion 2</u> That the Board accepts & approves the KPMG Audited Financial Statements of the Windsor Essex Community Housing Corporation as at and for the year ended December 31, 2023, as presented.				
	<u>CHC BOARD RESOLUTION NO. 06-27 2024-E</u> BE IT RESOLVED THAT THE BOARD OF DIRECTORS OF THE WINDSOR ESSEX COMMUINITY HOUSING CORPORATION accepts and approves the KPMG Audited Financial Statements of the Windsor Essex Community Housing Corporation as at and for the year ended December 31, 2023, as presented.				
	Moved by Mayor Sherry Bondy Seconded by Rio Anzolin CARRIED				
7.13	CHIEF FINANCIAL OFFICER'S (CFO) REPORT – CHARLES JANISSE Mr. Janisse provided a variance analysis and forecast update to the Board.				
	CHC BOARD RESOLUTION NO. 06-27 2024-F BE IT RESOLVED THAT THE BOARD OF DIRECTORS OF THE WINDSOR ESSEX COMMUINITY HOUSING CORPORATION has received the Chief Financial Officer's report as presented; and is also requesting that management provide the Finance Committee with a report outlining what challenges exist in managing bad debts for their consideration.				
	Moved by Councillor Kieran McKenzie Seconded by Deputy Mayor Joe Bachetti CARRIED				
7.14	CHIEF HOUSING INFRASTRUCTURE OFFICER'S (CHIO) REPORT - JEFF BELANGER				
	Repair & Renew (R&R) Funding Program - Project and Spending Update. CHC conducted a detailed review of the progress made on Repair and Renew projects and its adherence to the agreed funding drawdown timelines. Based on this review, CHC revised their approach to accelerate the pace of work and implemented new initiatives to achieve their year end goal of spending \$14.6 million in projects. A motion was made by Councillor Kieran McKenzie to accept the Chief Housing Infrastructure Officer's report as presented and requested that the Board receive regular progress reports on R & R spending.				
	CHC BOARD RESOLUTION NO. 06-27 2024-G				
	BE IT RESOLVED THAT THE BOARD OF DIRECTORS OF THE WINDSOR ESSEX COMMUINITY HOUSING CORPORATION has accepted the Chief Housing Infrastructure Officer's report as presented; and requested that the Board continue to receive regular spending Repair & Renew progress reports.				
	Moved by Councillor Kieran McKenzie Seconded by Linda Coltman CARRIED				
	Awarding of the contract for Shingle Roof Replacements at Ford Ferndale Development (PC-RR-14-Shingle Roof Replacements) Mr. Belanger requested the Board's approval to accept Dayus Roofing's bid for the shingle roof replacement at the Ford Ferndale development as presented.				
	<u>CHC BOARD RESOLUTION NO. 06-27 2024-H</u> BE IT RESOLVED THAT THE BOARD OF DIRECTORS OF THE WINDSOR ESSEX COMMUINITY HOUSING CORPORATION has approved awarding Project # PC-RR-14 Shingle Roof Replacement for the Ford Ferndale development to Dayus Roofing Inc. as presented.				
	Moved by Councillor Kieran McKenzie Seconded by Linda Coltman CARRIED				

	CHC's 2024-2028 STRATEGIC PLAN AND BRAND MODERNIZATION				
7.15	CHC BOARD RESOLUTION NO. 06-27 2024-I BE IT RESOLVED THAT THE BOARD OF DIRECTORS OF THE WINDSOR ESSEX COMMUINITY HOUSING CORPORATION has received and approved CHC's 2024-2028 Strategic Plan and brand modernization as presented; and that Management will report back on the performance measurement framework used for nonitoring the progress of achieving the strategic plan objectives; and to ensure they provide annual strategic plan updates to the Board.				
	Moved by Rio Anzolin Seconded by Mayor Sherry Bondy CARRIED				
8.0	CONSENT AGENDA ITEMS				
8.11	NOLAN GOYETTE, CHIEF TENANT SERVICES OFFICER'S (CTSO) REPORT TO THE BOARD Report provided for Information.				
8.12	JAY SHANMUGAM, CHIEF DEVELOPMENT & REGENERATION OFFICER'S (CDRO) BOARD REPORT Report provided for Information.				
8.13	DANIELLE BOMBARDIER, CHIEF HUMAN RESOURCE OFFICER'S (CHRO) REPORT TO THE BOARD Report provided for Information.				
9.0	ADJOURNMENT				
9.11	A motion was made by David Ennis and seconded by Paresh Kumar Ratila 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 Rio Anzolin & seconded by Linda Coltman to go "In Camera" at 1:21 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.				
	Based on the "In Camera" discussion the following resolutions were passed.				
	<u>CHC BOARD RESOLUTION NO. 06-27 2024-J</u> BE IT RESOLVED THAT THE BOARD OF DIRECTORS OF THE WINDSOR ESSEX COMMUINITY HOUSING CORPORATION has provided the Board Executive with Delegation of Authority to oversee pending Board business on their behalf until further notice.				
	Moved by Linda Coltman Seconded by Paresh Kumar Ratila Jariwala CARRIED				
	CHC BOARD RESOLUTION NO. 06-27 2024-K				
	BE IT RESOLVED THAT THE BOARD OF DIRECTORS OF THE WINDSOR ESSEX COMMUINITY HOUSING CORPORATION has approved the appointment of Nolan Goyette as Acting CEO.				
	CONFORMION has approved the appointment of Noian Obyette as Acting 020.				
	Moved by Councillor Kieran McKenzie Seconded by Rio Anzolin CARRIED				
	<u>IC BOARD RESOLUTION NO. 06-27 2024-L</u> E IT RESOLVED THAT THE BOARD OF DIRECTORS OF THE WINDSOR ESSEX COMMUINITY HOUSING DRPORATION has accepted a policy that all media requests will be directed to and addressed by the Board nair until further notice.				
	Moved by Councillor Kieran McKenzie Seconded by Mayor Sherry Bondy CARRIED				

Draft Minutes were reviewed and according to the series of		Date: July 12, 2024 Date: July 12, 2024		
Final Minutes were approved by the Board on October 3, 2024 as follows: <u>WECHC BD RESOLUTION NO. 10-03-2024-A</u> BE IT RESOLVED THAT THE WINDSOR ESSEX COMMUNITY HOUSING BOARD OF DIRECTORS HAS APPROVED THE MINUTES FROM THE MEETING ON JUNE 27, 2024, AS PRESENTED.				
Moved by: David Ennis Seco	nded by: Linda Coltman	CARRIED		