

# BOARD OF DIRECTOR'S MEETING MINUTES OCTOBER 3, 2024

| BOARD MEMBERS                         | In<br>Attendance |    | CHC EXECUTIVE MANAGEMENT   | In<br>Attendance |    |
|---------------------------------------|------------------|----|--|------------------|----|
|                                       | Yes              | No |  | Yes              | No |
| Councillor Fabio Costante, Chair      | <b>√</b>         |    | Nolan Goyette, Acting CEO & Chief Tenant Services Officer                                | <b>√</b>         |    |
| Deputy Mayor Joe Bachetti, Vice Chair | <b>✓</b>         |    | Charles Janisse, Chief Financial Officer   | ✓                |    |
| Councillor Kieran McKenzie, Secretary | <b>√</b>         |    | Jay Shanmugam, Chief Development & Regeneration Officer                                  | <b>√</b>         |    |
| Mayor Sherry Bondy Treasurer          | ✓                |    | Jeff Belanger, Chief Housing Infrastructure Officer                                      | 1                |    |
| Ann Paul                              | <b>✓</b>         |    | Danielle Bombardier, Chief Human Resources Officer                                       | ✓                |    |
| Linda Coltman                         | ✓                |    |  |                  |    |
| Rio Anzolin                           | ✓                |    |  |                  |    |
| Kathleen Hay                          | <b>√</b>         |    | Lorie Gregg, City of Windsor<br>Dep. Treasurer, Taxation, Treasury &. Financial Projects | <b>√</b>         |    |
| Teddy Kwan                            |                  | ✓  |  |                  |    |
| Paresh Jariwala                       | <b>√</b>         |    | Recorded by Beverley Anne Throsel  | ✓                |    |
| David Ennis                           | <b>√</b>         |    |  |                  |    |

| ITEM NO | DISCUSSION ITEMS  |
|---------|---|
| 1.0     | WELCOME & INTRODUCTIONS   |
| 1.11    | The Chair welcomed the Board and Guest, J.P Karam from Willis Law and called the meeting to order at 12:01 pm.                                |
| 2.0     | ORDER OF BUSINESS   |
| 2.11    | REGRETS – Teddy Kwan  |
| 2.12    | DECLARATION OF CONFLICT OF INTEREST - None  |
| 2.13    | APPROVAL OF AGENDA ITEMS  A motion was made by Councillor McKenzie and seconded by Linda Coltman to approve the agenda as presented.  CARRIED |
| 2.14    | REQUESTS FOR DEFERRALS, REFERRALS AND WITHDRAWLS – 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 | WECHC BD RESOLUTION NO. 10-03-2024-A  BE IT RESOLVED THAT THE WINDSOR ESSEX COMMUNITY HOUSING CORPORATION BOARD OF DIRECTORS has approved the minutes from the regular business meeting on June 27, 2024, as presented.  Moved by: David Ennis Seconded by: Linda Coltman CARRIED  |
| 4.12 | WECHC BD RESOLUTION NO. 10-03-2024-B BE IT RESOLVED THAT THE WINDSOR ESSEX COMMUNITY HOUSING CORPORATION BOARD OF DIRECTORS has approved the minutes from the Annual General Meeting (AGM) on June 27, 2024, as presented.   |
|      | Moved by: David Ennis Seconded by: Linda Coltman CARRIED   |
| 4.13 | WECHC BD RESOLUTION NO. 10-03-2024-C BE IT RESOLVED THAT THE WINDSOR ESSEX COMMUNITY HOUSING CORPORATION BOARD OF DIRECTORS has approved the minutes from the meeting on July 17, 2024., as presented.   |
|      | Moved by: David Ennis Seconded by: Linda Coltman CARRIED   |
| 5.0  | DISCUSSION ITEMS   |
| 5.11 | ACTING CEO REPORT TO THE BOARD – NOLAN GOYETTE   |
|      | Nolan Goyette presented his report to the Board highlighting the following:  • CHC has a new performance management module in ADP to provide a framework for assessing employee  |
|      | performance.   |
|      | <ul> <li>EMT hosted a small BBQ for all staff in mid-August. More than 100 employees were in attendance to celebrate<br/>the new Collective Bargaining Agreement and raise employee morale.</li> </ul>   |
|      | <ul> <li>CHC has been focusing on redeveloping community partnerships to strengthen relationships and create new alliances to improve tenant services and collaborate on grant applications and new funding resources.</li> </ul>  |
|      | <ul> <li>CHC also created space at 333 Glengarry for WPS, and other community partners including FSWE and<br/>CMHA to provide support services for tenants. The collaborations between WPS and CHC has increased<br/>police presence in the Glengarry neighbourhood and opened new opportunities for collaboration.</li> </ul> |
|      | <ul> <li>On September 16, 2024, CHC experienced a fire event on Wells St. with initial estimates of \$500,000 in<br/>damages. There were no reports of injuries, but the fire temporarily displaced four (4) family units.</li> </ul>  |
|      | <ul> <li>CHC's is working on a revised edition of the Tenant Handbook to align with rebranding, the new website,<br/>and the new strategic plan.</li> </ul>  |
|      | <ul> <li>EMT has commenced an internal operational review to determine cost savings measures and operational improvements throughout the organization. These measures will be prioritized and implemented accordingly.</li> </ul>  |
|      |  |

#### BD RESOLUTION NO. WECHC-10-03-2024-D

BE IT RESOLVED THAT THE WINDSOR ESSEX COMMUNITY HOUSING BOARD OF DIRECTORS has approved the Acting Chief Executive Officer's report to the Board as presented.

Moved by: Ann Paul Seconded by: Linda Coltman CARRIED

## 5.12 CHIEF FINANCIAL OFFICER'S (CFO) REPORT TO THE BOARD – CHARLES JANISSE

Charles Janisse provided an update to his written financial report and requested approval of the following recommendations:

#### **BOARD RESOLUTION NO. WECHC 10-03-2024-E**

BE IT RESOLVED THAT THE BOARD OF DIRECTORS OF THE WINDSOR ESSEX COMMUINITY HOUSING CORPORATION accepts and approves the Social Housing Annual Information Return of Windsor Essex Community Housing Corporation for the year ended December 31, 2023, as presented.

Moved by: Linda Coltman Seconded by: Ann Paul CARRIED

### **BOARD RESOLUTION NO. WECHC 10-03-2024-F**

BE IT RESOLVED THAT THE BOARD OF DIRECTORS OF THE WINDSOR ESSEX COMMUINITY HOUSING CORPORATION receives the KPMG Agreed-Upon Procedures Report for the year ended December 31, 2023, as presented.

Moved by: Councillor Kieran McKenzie Seconded by: Deputy Mayor Joe Bachetti CARRIED

#### CHC 2025 Budget

Charles Janisse reviewed amendments to the 2025 Budget has been it's review by the Finance Committee and an Executive Team meeting held with the Service Manager.

Based on Mr. Janisse's report, the Board is requesting that management provide a detailed audit of all safety and security measures currently being utilized and recommendations on how security can be enhanced in CHC neighbourhoods.

#### **BOARD RESOLUTION NO. WECHC-10-03-2024 G**

BE IT RESOLVED THAT WINDSOR ESSEX COMMUNITY HOUSING CORPORATION'S BOARD OF DIRECTORS Requested that Management provide a safety and security audit report for all CHC properties, looking at it from a priority perspective, and to explore other options to enhance the security in CHC neighbourhoods.

Moved by: Mayor Sherry Bondy Seconded by: Councillor Kieran McKenzie CARRIED

After reviewing the 2025 Budget a motion was made to approve the preliminary CHC 2025 draft budget in principle but request that management continue to work with the Service Manager to explore opportunities to receive one-time funding or through R & R funded projects to find innovative ways to reduce expenses.

# **BOARD RESOLUTION NO. WECHC-10-03-2024 H**

BE IT RESOLVED THAT WINDSOR ESSEX COMMUNITY HOUSING CORPORATION'S BOARD OF DIRECTORS has approved the preliminary CHC 2025 draft budget in principle; and requests that management continue negotiating with the Service Manager for opportunities to receive one-time project funding or through R & R funded projects and to explore other innovative ways to reduce expenses.

Moved by: Councillor Kieran McKenzie Seconded by: Rio Anzolin CARRIED

| 5.13<br><b>6.0</b> | HUMAN RESOURCES IN-CAMERA DISCUSSION – DANIELLE BOMBARDIER  A motion was made by Councillor Kieran McKenzie and seconded by Linda Coltman to go "In Camera" at 12:47 pm to discuss personnel issues.  A motion to return from "In Camera" was made by Ann Paul and seconded by Linda Coltman at 12:52 pm.  CONSENT AGENDA ITEMS |
|--------------------|---|
| 6.0                | CONSENT AGENDATIEMS   |
| 6.11               | NOLAN GOYETTE, CHIEF TENANT SERVICES OFFICER'S (CTSO) REPORT TO THE BOARD Report provided for Information.  |
| 6.12               | JEFF BELANGER, CHIEF HOUSING INFRASTRUCTURE OFFICER'S REPORT TO THE BOARD Report provided for Information.  |
| 6.13               | JAY SHANMUGAM, CHIEF DEVELOPMENT & REGENERATION OFFICER'S (CDRO) REPORT TO THE BOARD  A motion was made by Ann Paul and Seconded by Linda Coltman to go "In-Camera" at 12:55 pm.  A motion was made to return from In-Camera by Ann Paul and Seconded by Linda Coltman at 1:12 pm.  |
|                    | Based on the "In Camera" discussion the following resolutions were passed.  |
|                    | BOARD RESOLUTION WECHC No.10-03-2024-H BE IT RESOLVED THAT THE BOARD OF DIRECTORS OF WINDSOR ESSEX COMMUNITY HOUSING CORPORATION has approved the awarding of the RFPc PC-24-D11-AW Exterior Wall Insulation & Façade for Curry and McKay as presented.   |
|                    | Moved by: Councillor Kieran McKenzie Seconded by: Deput Mayor Joe Bachetti CARRIED  |
|                    | BOARD RESOLUTION-WECHC 10-03-2024-J BE IT RESOLVED THAT THE BOARD OF DIRECTORS OF WINDSOR ESSEX COMMUNITY HOUSING CORPORATION has approved the award of RFPc 23-D11-JaS – Bathroom Renovations at Curry and Mckay as presented.   |
|                    | Moved by: Councillor Kieran McKenzie Seconded by: Deput Mayor Joe Bachetti CARRIED  |
| 6.14               | DANIELLE BOMBARDIER, CHIEF HUMAN RESOURCE OFFICER'S (CHRO) REPORT TO THE BOARD Report provided for Information.   |

# **CONSENT AGENDA APPROVAL**

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

# **BOARD RESOLUTION-EVOTE # 10-03-2024-K**

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: Councillor Kieran McKenzie Seconded by: Deput Mayor Joe Bachetti CARRIED

7.0 NEW BUSINESS

| 7.11 | Amendment to the Board Package  Recommendation for Award for RFPc 24-13.2 Flat Roof Replacements at Glengarry and University.  BOARD RESOLUTION-EVOTE # 10-03-2024-J  BE IT RESOLVED THAT THE BOARD OF DIRECTORS OF WINDSOR ESSEX COMMUNITY HOUSING CORPORATION has approved the awarding of RFPc 24-13.2 as presented. |
|------|---|
|      | Moved by: Deputy Mayor Joe Bachetti Seconded by: Ann Paul CARRIED   |
| 8.0  | ADJOURNMENT   |
| 8.11 | A motion was made by David Ennis and seconded by Paresh Jariwala to adjourn the regular business of the meeting at 1:20 pm.   |
| 9.0  | IN CAMERA DISCUSSION  |
| 9.11 | A motion was made by Rio Anzolin & seconded by Linda Coltman to go "In Camera" at 1:24 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 November 27, 2024, as follows:

# WECHC BD RESOLUTION NO. 11-27-2024-A

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

CARRIEDHC BOARD