



## **Addendum Agenda - Essex County Council, Regular Meeting**

**Date:** Wednesday, July 17, 2024  
**Time:** Closed Meeting 5:00PM, Regular Meeting 6:00PM  
**Location:** Council Chambers, 2nd Floor  
360 Fairview Avenue West  
Essex, Ontario N8M 1Y6  
<https://video.isilive.ca/countyofessex/live.html>

Accessible formats or communication supports are available upon request. Contact Clerk's Office, [clerks@countyofessex.ca](mailto:clerks@countyofessex.ca), 519-776-6441 extension 1353

### **Pages**

## **11. Consent Agenda**

**\*11.4 Windsor Essex Community Housing Corporation (WECHC)** **2**  
Minutes of the Windsor Essex Community Housing Corporation  
for:

- February 16, 2023 Board Meeting
- April 27, 2023 Board Meeting
- June 22, 2023 Board Meeting
- August 24, 2023 Board Meeting
- September 28, 2023 Board Meeting
- November 23, 2023 Board Meeting
- December 14, 2023 Board Meeting
- June 22, 2023 Annual General Meeting

**WINDSOR ESSEX COMMUNITY HOUSING CORPORATION**

**BOARD MEETING MINUTES**

**Thursday, February 16, 2023**

| <b>BOARD MEMBERS</b>                  | <b>Present</b> | <b>Regrets</b> | <b>CHC EXECUTIVE MANAGEMENT</b>                                | <b>Present</b> | <b>Regrets</b> |
|---------------------------------------|----------------|----------------|----------------------------------------------------------------|----------------|----------------|
| Councillor Fabio Costante, Chair      | ✓              |                | Cynthia Summers, Chief Executive Officer                       | ✓              |                |
| Jack Sullens, Vice Chair              | ✓              |                | Charles Janisse, Chief Financial Officer                       |                | ✓              |
| Marina Clemens, Treasurer             |                |                | Jay Shanmugam, Acting Chief Development & Regeneration Officer | ✓              |                |
| Deputy Mayor, Joe Bachetti, Secretary | ✓              |                | Jeff Belanger, Chief Housing Infrastructure Officer            | ✓              |                |
| Ann Paul                              | ✓              |                | Hans Kogel, Chief Development & Regeneration Officer           | ✓              |                |
| Councillor, Kieran McKenzie           |                | ✓              |                                                                |                |                |
| Linda Coltman                         | ✓              |                | Beverley Throsel - Minute Recorder                             | ✓              |                |
| Sherry Bondy                          | ✓              |                |                                                                |                |                |
| Shelly Anne Lucier                    | ✓              |                | <b>GUESTS</b>                                                  |                |                |
| Rio Anzolin                           |                | ✓              | Janice Guthrie, City of Windsor                                | ✓              |                |
| Ms. Kathleen Hay                      | ✓              |                |                                                                |                |                |
|                                       |                |                |                                                                |                |                |

|     |                                                                                                       |               |                                      |                                                                                                                                                                                                                                            |                                                                                                                                                                                                                                                                                                                                                                |
|-----|-------------------------------------------------------------------------------------------------------|---------------|--------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|     | 2024-07-17 Essex County Council Merged Agenda (Amended on July 17, 2024)<br><b>REPORT DESCRIPTION</b> |               |                                      |                                                                                                                                                                                                                                            |                                                                                                                                                                                                                                                                                                                                                                |
| 1.0 | ORDER OF BUSINESS                                                                                     | Call to Order | 1.11                                 | <b>Regrets</b>                                                                                                                                                                                                                             |                                                                                                                                                                                                                                                                                                                                                                |
|     |                                                                                                       |               |                                      | Councillor Kieran McKenzie and Rio Anzolin sent regrets for today's meeting.                                                                                                                                                               |                                                                                                                                                                                                                                                                                                                                                                |
|     |                                                                                                       |               | 1.12                                 | Declaration of Conflict of Interest                                                                                                                                                                                                        |                                                                                                                                                                                                                                                                                                                                                                |
|     |                                                                                                       |               |                                      | No conflicts declared.                                                                                                                                                                                                                     |                                                                                                                                                                                                                                                                                                                                                                |
|     |                                                                                                       |               | 1.13                                 | Approval of Agenda Items                                                                                                                                                                                                                   |                                                                                                                                                                                                                                                                                                                                                                |
|     |                                                                                                       |               |                                      | Moved by: Councillor Fabio Costante                                                                                                                                                                                                        | Seconded by: Jack Sullens CARRIED                                                                                                                                                                                                                                                                                                                              |
|     |                                                                                                       |               | 1.14                                 | Request for Deferrals, Referrals and Withdrawals                                                                                                                                                                                           |                                                                                                                                                                                                                                                                                                                                                                |
|     |                                                                                                       |               |                                      | No Requests made.                                                                                                                                                                                                                          |                                                                                                                                                                                                                                                                                                                                                                |
| 2.0 | BOARD INFORMATION                                                                                     | 2.1           | 2.11                                 | Board Attendance Report & Committee List                                                                                                                                                                                                   | For Information Only                                                                                                                                                                                                                                                                                                                                           |
| 3.0 | ADOPTION OF MINUTES FROM PREVIOUS MEETING                                                             | 3.1           | 3.11                                 | <b><u>CHC BOARD RESOLUTION-02-16-2023-A</u></b><br><b>BE IT RESOLVED THAT THE BOARD OF DIRECTORS OF THE WINDSOR ESSEX COMMUNITY HOUSING CORPORATION has approved the adoption of minutes from the Board Meeting held November 8, 2022.</b> |                                                                                                                                                                                                                                                                                                                                                                |
|     |                                                                                                       |               |                                      | Moved by: Jack Sullens                                                                                                                                                                                                                     | Seconded by: Linda Coltman CARRIED                                                                                                                                                                                                                                                                                                                             |
| 4.0 | REPORTS TO THE BOARD                                                                                  | 4.1           | New Board Introduction & Appointment | 4.11                                                                                                                                                                                                                                       | <b>New Board Appointments &amp; Election of Officers</b><br>Marina Clemens called for nominees to the new Executive Committee. The following directors were voted in unanimously.<br><br>Board Chair – Counsellor Fabio Costante<br>Board Vice Chair – Mr. Jack Sullens<br>Board Treasurer – Ms. Marina Clemens<br>Board Secretary – Deputy Mayor Joe Bachetti |

|  |                                                                          |     |                                      |      |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
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|  | 2024-07-17 Essex County Council Merged Agenda (Amended on July 17, 2024) |     |                                      |      | <b><u>CHC BOARD RESOLUTION-02-16-2023-B</u></b><br><b>BE IT RESOLVED THAT THE BOARD OF DIRECTORS OF THE WINDSOR ESSEX COMMUNITY HOUSING CORPORATION</b> has voted and unanimously approved the following as the newly elected officers to the Board Executive as presented.<br><br>Chair – Counsellor Fabio Costante<br>Vice Chair – Mr. Jack Sullens<br>Treasurer – Ms. Marina Clemens<br>Secretary – Deputy Mayor Joe Bachetti<br><br>Moved by: Mayor Sherry Bondy                      Seconded by: Linda Coltman                      CARRIED                                                                          |
|  |                                                                          | 4.2 | Chief Executive Officer (CEO)        | 4.21 | <b><u>CEO's Report to the Board – Cynthia Summers</u></b><br><br><u>Ms. Summers noted that the new Committee structure has been approved as follows:</u><br>1. Finance / Budget.<br>2. Tenant Services.<br>3. Strategic Direction & Development.<br>4. Awards Submission.<br><br>Ms. Summers then requested that Board members send their committee preferences to the Executive as soon as possible. The Executive will discuss and provide a listing of each committee's membership at the next meeting.<br><br>The Board voted unanimously to accept the CEO's verbal report as presented.                      CARRIED |
|  |                                                                          | 4.3 | Chief Financial Officer (CFO)        | 4.31 | <b><u>Report to the Board – Charles Janisse - Deferred until next meeting</u></b><br><br>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
|  |                                                                          | 4.4 | Tenant Services Officer              | 4.41 | <b><u>Report to the Board – Nolan Goyette</u></b><br>Mr. Goyette provided an introduction and overview of the new tenant services department which is responsible to oversee daily property and maintenance management.<br><br>The Board voted unanimously to accept Mr. Goyette's verbal report as presented.                      CARRIED                                                                                                                                                                                                                                                                                |
|  |                                                                          |     |                                      |      |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
|  |                                                                          | 4.5 | Chief Housing Infrastructure Officer | 4.51 | <b><u>Report to the Board – Jeff Belanger Introduction &amp; Overview</u></b><br>Mr. Belanger provided an introduction and overview of the asset management department for the board.<br><br>The Board voted unanimously to accept Mr. Belanger's verbal report as presented.                      CARRIED                                                                                                                                                                                                                                                                                                                 |
|  |                                                                          |     |                                      |      |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |

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|     | 2024-07-17 Essex County Council Meeting Agenda (Amended on July 17, 2024) | 4.6 | Acting Chief Development & Regeneration Officer | 4.6.1 | <b>Development Report to the Board – Jay Shanmugam Introduction &amp; Overview</b><br>Mr. Shanmugam provided an introduction and department overview on the new Meadowbrook Place development and other redevelopment work currently in progress within CHC's housing portfolio. |
|     |                                                                           |     |                                                 |       | <b>The Board voted unanimously to accept Mr. Shanmugam's verbal report as presented. CARRIED</b>                                                                                                                                                                                 |
|     |                                                                           | 4.7 | Chief Development & Regeneration Officer        | 4.7.1 | <b>Regeneration Plan Report to the Board – Hans Kogel Introduction &amp; Overview</b><br>Mr. Kogel provided a presentation on updates that have been done to CHC's Master Regeneration Plan which has been re-submitted to City Council for final approval.                      |
|     |                                                                           |     |                                                 |       | <b>The Board voted unanimously to accept the Mr. Kogel's verbal report as presented. CARRIED</b>                                                                                                                                                                                 |
| 5.0 | NEW BUSINESS                                                              | 5.1 |                                                 | 5.1.1 | <b>Board Training and Development - March 22 or March 24, 2023</b><br>Dana Young from Willis Law will be providing a presentation on Governance in the morning followed by a light lunch, and then a CHC Neighbourhood Bus Tour in the afternoon.                                |
| 6.0 | ADJOURNMENT                                                               | 6.1 |                                                 | 6.1.1 | Meeting adjourned at 2:11 pm.                                                                                                                                                                                                                                                    |

|                                                                                      |                                                                                     |
|--------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------|
| <p>This report has been reviewed and approved by CEO</p> <p>Date: April 19, 2023</p> |  |
| <p>This report was approved by the Board</p>                                         | <p>Date: April 27 2023</p>                                                          |

**BOARD RESOLUTION-04-27-2023-A**

**BE IT RESOLVED THAT THE BOARD OF DIRECTORS OF THE WINDSOR ESSEX COMMUNITY HOUSING CORPORATION has approved the adoption of minutes from the Board Meeting held February 16, 2023.**

**Moved by: Councillor Kieran McKenzie      Seconded by: Mr. Rio Anzolin      CARRIED**

**WINDSOR ESSEX COMMUNITY HOUSING CORPORATION**

**BOARD MEETING MINUTES**

**Thursday, April 27, 2023**

**ATTENDANCE**

| <b>BOARD MEMBERS</b>                  | <b>Present</b> | <b>Regrets</b> | <b>CHC EXECUTIVE MANAGEMENT</b>                         | <b>Present</b> | <b>Regrets</b> |
|---------------------------------------|----------------|----------------|---------------------------------------------------------|----------------|----------------|
| Councillor Fabio Costante, Chair      | ✓              |                | Cynthia Summers, Chief Executive Officer                | ✓              |                |
| Jack Sullens, Vice Chair              | ✓              |                | Charles Janisse, Chief Financial Officer                | ✓              |                |
| Marina Clemens, Treasurer             | ✓              |                | Jay Shanmugam, Chief Development & Regeneration Officer | ✓              |                |
| Deputy Mayor, Joe Bachetti, Secretary | ✓              |                | Jeff Belanger, Chief Housing Infrastructure Officer     | ✓              |                |
| Ann Paul                              | ✓              |                | Nolan Goyette, Chief Tenant Services Officer            | ✓              |                |
| Councillor, Kieran McKenzie           | ✓              |                | Danielle Bombardier, Director, People & Culture         | ✓              |                |
| Linda Coltman                         | ✓              |                | Beverley Throsel - Minute Recorder                      | ✓              |                |
| Sherry Bondy                          | ✓              |                |                                                         |                |                |
| Shelly Anne Lucier                    | ✓              |                | <b>GUESTS</b>                                           |                |                |
| Rio Anzolin                           | ✓              |                | Janice Guthrie, City of Windsor                         |                | ✓              |
| Ms. Kathleen Hay                      | ✓              |                |                                                         |                |                |
|                                       |                |                |                                                         |                |                |

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| 1.0  | ORDER OF BUSINESS                                |     | Call to Order                 | 1.11                                                                                                                                                                                                                                                        | Regrets                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |                      |
|      |                                                  |     |                               | Janice Guthrie sent regrets for today's meeting.                                                                                                                                                                                                            |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                      |
|      |                                                  |     |                               | 1.12                                                                                                                                                                                                                                                        | Declaration of Conflict of Interest                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |                      |
|      |                                                  |     |                               | No conflicts declared.                                                                                                                                                                                                                                      |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                      |
|      |                                                  |     |                               | 1.13                                                                                                                                                                                                                                                        | Approval of Agenda Items                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                      |
|      |                                                  |     |                               | Moved by: Councillor McKenzie or Seconded by Deputy Mayor Joe Bachetti                                                                                                                                                                                      |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | CARRIED              |
| 1.14 | Request for Deferrals, Referrals and Withdrawals |     |                               |                                                                                                                                                                                                                                                             |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                      |
|      | No Requests made.                                |     |                               |                                                                                                                                                                                                                                                             |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                      |
| 2.0  | BOARD INFORMATION                                | 2.1 | 2.11                          | Board Attendance Report & Committee List<br>Councillor Costante is encouraging different chairs for each committee.                                                                                                                                         |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | For Information Only |
| 3.0  | PRESENTATION                                     | 3.1 | 3.11                          | KPMG – CHC 2022 AUDIT FINDING REPORT<br>Katie DenBok from KPMG presented the KPMG Final Audit Finding results and Audited Financial Statements to the Board. She is anticipating a clean audit for CHC in 2022.<br>Ms. DenBok left the meeting at 12:25 pm. |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                      |
| 4.0  | ADOPTION OF MINUTES FROM PREVIOUS MEETING        | 4.1 | 4.11                          | CHC BOARD RESOLUTION-04-27-2023-A<br>BE IT RESOLVED THAT THE BOARD OF DIRECTORS OF THE WINDSOR ESSEX COMMUNITY HOUSING CORPORATION has approved the adoption of minutes from the Board Meeting held February 16, 2022.                                      |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                      |
|      |                                                  |     |                               | Moved by: Councillor Kieran McKenzie      Seconded by: Mr. Rio Anzolin      CARRIED                                                                                                                                                                         |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                      |
| 5.0  | DISCUSSION ITEMS                                 | 5.1 | Chief Executive Officer (CEO) | 5.11                                                                                                                                                                                                                                                        | CEO's Report to the Board – Cynthia Summers<br><br>Cynthia began her report by introducing Danielle Bombardier, CHC's new Director of People & Culture.<br><br>New Organization Chart Review –Finalized and Provided to the Board.<br>Ms. Summers provided the board with a copy of the new organizational chart and gave an overview of some changes to CHC's organizational structure including new roles.<br><br>The structure has been changed to better reflect our new operational needs and our commitment to the well-being of our tenants, staff, and properties. |                      |

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|  | 2024-07-17 Essex County Council Merged Agenda |  |  | <p><b><u>Strategic Planning Process Timeline</u></b></p> <p>Ms. Summers reported that the initial discussions to commence the preliminary budget for 2024 will begin in July 2023. Strategic planning will commence in the first quarter of 2024 after a consultant has been identified to lead the process. A request for a proposal for a consultant is being drafted in line with our procurement policies and the Board will move forward with it's new planning committee in July 2023.</p> <p><b><u>Staffing and Salaries</u></b></p> <p>Staffing and salaries have been an ongoing issue. It has been difficult to attract and retain talented individuals. CHC has recently approved and implemented a [REDACTED] cost of living increase [REDACTED]. A new benefits package has also been approved effective June 2023. And the first annual company staff picnic is being planned for August 2023. This will help to improve the working culture of the organization and will also be reviewing salary bands with the city in a benchmarking exercise.</p> <p><b><u>Tenant Related Items</u></b></p> <p>Ms. Summers reported that a new Arrears Collection Policy and Procedure &amp; Eviction Prevention Policy has been established which includes a regular internal committee and a collaborated effort throughout the corporation to take measures to assist tenants and prevent evictions as often as possible. There has also been an outreach by the Executive Management team to go out and address complex building issues with residents.</p> <p>A motion was made to go "In Camera" by Ms. Linda Coltman at 1:28 pm, seconded by Mr. Jack Sullens and carried to discuss some property matters.</p> <p>A motion was then made to come back from "In Camera" by Ms. Linda Coltman and Ms. Marina Clemens at 2:33 pm.</p> <p><b><u>CEO Outreach</u></b></p> <ul style="list-style-type: none"> <li>• Attended the Canadian Housing and Renewal Association Conference.</li> <li>• Moderated a session on Addressing Discrimination in Housing.</li> <li>• Meetings set with elected officials in Windsor and Essex County.</li> </ul> |
|  |                                               |  |  | <p><b>The Board voted unanimously to accept the CEO's verbal report as presented. CARRIED</b></p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |



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|--------------------------------|--------------------------------|------------|--------------------------------------|---------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p>2024-07-17 Essex County</p> | <p><b>DISCUSSION ITEMS</b></p> | <p>5-2</p> | <p>Chief Financial Officer (CFO)</p> | <p>Agenda</p> | <p><b><u>Report to the Board – Charles Janisse</u></b><br/> Mr. Janisse reported on the Q4 financials, the 2023 Budget and the KPMG Audit as follows:</p> <p><b><u>KPMG Audit Results</u></b></p> <p><b><u>CHC BOARD RESOLUTION-04-27-2023-B</u></b><br/> BE IT RESOLVED THAT THE BOARD OF DIRECTORS OF THE WINDSOR ESSEX COMMUNITY HOUSING CORPORATION has received the:</p> <ul style="list-style-type: none"> <li>a. KPMG Audit Findings Report for the year ended December 31, 2022.</li> <li>b. KPMG Report on Applying Specified Auditing Procedures on the Annual Information Return for the year ended December 31, 2022.</li> <li>c. Management Representation Letter addressed to KPMG for the year ended December 31, 2022.</li> </ul> <p>Moved by: Mr. Jack Sullens                      Seconded by: Ms. Marina Clemens                      CARRIED</p> <p><b><u>CHC BOARD RESOLUTION-04-27-2023-C</u></b><br/> BE IT RESOLVED THAT THE BOARD OF DIRECTORS OF THE WINDSOR ESSEX COMMUNITY HOUSING CORPORATION accepts and approves the:</p> <ul style="list-style-type: none"> <li>a. Audited Financial Statements of Windsor Essex Community Housing Corporation as at and for the year ended December 31, 2022, as presented.</li> <li>b. Windsor Essex Community Housing Corporation, Annual Information Return for the year ended December 31, 2022 as presented.</li> </ul> <p>Moved by: Mr. Jack Sullens                      Seconded by: Ms. Marina Clemens                      CARRIED</p> |
| <p>Page 9 of 40</p>            |                                |            |                                      |               | <p><b><u>Q4 Financials</u></b></p> <p><b><u>Mr. Janisse reported on the fourth quarter financials highlighting the following:</u></b></p> <ul style="list-style-type: none"> <li>• Year ended in a reduction in non-profit family’s portfolio of \$187,000 owing back to the service manager due to higher 60/40 split of market vs rent geared to income housing ratio.</li> <li>• Increases in insurance premiums largely due to increases in fire incidents being seen across the sector. The Board is requesting more information on the types of incidents being experienced in Windsor.</li> </ul> <p><b><u>Action Item:</u></b> EMT will bring back a qualified report outlining the recent liability reasons, fire, electrical etc. for housing providers and updates on purchases of tenant insurance.</p> <p><b><u>Action Item:</u></b> The Board has also requested more information on our current no smoking policy and if and how it is being enforced. Are tenants expected to have tenant insurance upon entering a lease with CHC, and do they have to show proof of insurance as part of the annual income review process.</p> <p>A note was made that tenant insurance only covers a tenant’s belonging replacement during an incident. An inquiry was also made regarding the no smoking policy and if it applies to all CHC buildings and tenants, or were some long-term tenants grandfathered in as exemptions to this policy as long as they lived in their current unit.</p>              |

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|--|-----------------------------------------------|----------------------------------------------|--|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|  | 2024-07-17 Essex County Council Merged Agenda |                                              |  | <p>Should CHC consider (revisiting 2024) best practices as a cost saving mechanism and promote the denormalization of smoking and its hazards to the reasonable enjoyment of other non-smoking residents living in neighbouring units..</p> <p><b><u>CHC BOARD RESOLUTION-04-27-2023-D</u></b><br/> <b>BE IT RESOLVED THAT THE BOARD OF DIRECTORS OF THE WINDSOR ESSEX COMMUNITY HOUSING CORPORATION accepts and approves the Finance Report on the Q4-2022 Operating Results, as presented.</b></p> <p>Moved by: Mr. Rio Anzolin      Seconded by: Mayor Sherry Bondy      <b>CARRIED</b></p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
|  |                                               |                                              |  | <p><b><u>CHC BOARD RESOLUTION-04-27-2023-E</u></b><br/> <b>BE IT RESOLVED THAT THE BOARD OF DIRECTORS OF THE WINDSOR ESSEX COMMUNITY HOUSING CORPORATION accepts and approves the amended 2023 budget as presented.</b></p> <p>Moved by: Ms. Linda Coltman      Seconded by: Mayor Sherry Bondy      <b>CARRIED</b></p> <p>The Board voted unanimously to accept the CFO's report as presented.      <b>CARRIED</b></p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
|  | DISCUSSION ITEMS                              | 4.6 Chief Development & Regeneration Officer |  | <p><b><u>Development Report to the Board – Jay Shanmugam Introduction &amp; Overview</u></b><br/> Mr. Shanmugam provided an overview of his written report highlighting the following recommendations for approval.</p> <p><b><u>CHC BOARD RESOLUTION-04-27-2023-F</u></b><br/> <b>BE IT RESOLVED THAT THE BOARD OF DIRECTORS OF THE WINDSOR ESSEX COMMUNITY HOUSING CORPORATION has authorized CHC to execute all funding related agreements regarding CMHC Rapid Housing Initiative Round 3 – Cities Stream funding as presented.</b></p> <p>Moved by: Ms. Linda Coltman      Seconded by: Ms. Kathleen Hay      <b>CARRIED</b></p> <p><b><u>CHC BOARD RESOLUTION-04-27-2023-G</u></b><br/> <b>BE IT RESOLVED THAT THE BOARD OF DIRECTORS OF THE WINDSOR ESSEX COMMUNITY HOUSING CORPORATION authorizes CHC to enter into a sole source agreement with BK Cornerstone for the construction of the Bloomfield Phase 2 as presented.</b></p> <p>Moved by: Ms. Linda Coltman      Seconded by: Ms. Kathleen Hay      <b>CARRIED</b></p> <p>Board voted unanimously to accept Mr. Shanmugam's report as presented.      <b>CARRIED</b></p> |

|      |                                     |                                                         |        |      |                                                                                                                                                                                                                                 |
|------|-------------------------------------|---------------------------------------------------------|--------|------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 2024 | Windsor Essex County                | Tenant Merged                                           | Agenda | 4.41 | <b><u>Report to the Board – Nolan Goyette</u></b><br>Mr. Goyette provided a written report for the Board. There were no questions.<br><b>The Board voted unanimously to accept Mr. Goyette's report as presented. CARRIED</b>   |
|      | <b>CONSENT<br/>AGENDA<br/>ITEMS</b> | <b>Tenant<br/>Services<br/>Officer</b>                  |        |      |                                                                                                                                                                                                                                 |
|      |                                     | <b>Chief<br/>Housing<br/>Infrastructure<br/>Officer</b> |        | 4.51 | <b><u>Report to the Board – Jeff Belanger</u></b><br>Mr. Belanger provided a written report for the Board. There were no questions.<br><b>The Board voted unanimously to accept Mr. Belanger's report as presented. CARRIED</b> |
|      | <b>NEW<br/>BUSINESS</b>             |                                                         |        | 5.11 |                                                                                                                                                                                                                                 |
|      | <b>ADJOURNMENT</b>                  |                                                         |        | 6.11 | Meeting adjourned at 2:51 pm.                                                                                                                                                                                                   |

|                                                   |                                                                                                           |
|---------------------------------------------------|-----------------------------------------------------------------------------------------------------------|
| This report has been reviewed and approved by CEO | Date: June 12 2023<br> |
| This report was approved by the Board             | Date: June 22, 2023                                                                                       |

**BOARD RESOLUTION-06-22-2023-A**

**BE IT RESOLVED THAT THE BOARD OF DIRECTORS OF THE WINDSOR ESSEX COMMUNITY HOUSING CORPORATION has approved the adoption of minutes from the Board Meeting held April 27, 2023.**

**Moved by: Deputy Mayor Joe Bachetti    Seconded by: Ms. Anne Paul    CARRIED**

**WINDSOR ESSEX COMMUNITY HOUSING CORPORATION**

**BOARD MEETING MINUTES**

**Thursday, June 22, 2023**

**ATTENDANCE**

| <b>BOARD MEMBERS</b>                  | <b>Present</b> | <b>Regrets</b> | <b>CHC EXECUTIVE MANAGEMENT</b>                         | <b>Present</b> | <b>Regrets</b> |
|---------------------------------------|----------------|----------------|---------------------------------------------------------|----------------|----------------|
| Councillor Fabio Costante, Chair      | ✓              |                | Cynthia L Summers, Chief Executive Officer              | ✓              |                |
| Marina Clemens, Treasurer             | ✓              |                | Charles Janisse, Chief Financial Officer                | ✓              |                |
| Deputy Mayor, Joe Bachetti, Secretary | ✓              |                | Jay Shanmugam, Chief Development & Regeneration Officer | ✓              |                |
| Councillor, Kieran McKenzie           | ✓              |                | 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                         | ✓              |                | Beverley Throsel - Minute Recorder                      | ✓              |                |
| Rio Anzolin                           | ✓              |                |                                                         |                |                |
| Shelly Anne Lucier                    | ✓              |                | <b>GUESTS</b>                                           |                |                |
| Kathleen Hay                          | ✓              |                | Janice Guthrie, City of Windsor                         | ✓              |                |
|                                       |                |                |                                                         |                |                |
|                                       |                |                |                                                         |                |                |

|     |                                                                                                |     |                               |      |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
|-----|------------------------------------------------------------------------------------------------|-----|-------------------------------|------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|     | 2024-07-17 Essex County Council Merged Agenda (Amended on July 17, 2024)<br>REPORT DESCRIPTION |     |                               |      |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| 1.0 | ORDER OF BUSINESS                                                                              |     | Call to Order                 | 1.11 | <b>Regrets</b><br>None                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
|     |                                                                                                |     |                               | 1.12 | <b>Declaration of Conflict of Interest</b><br>No conflicts declared.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
|     |                                                                                                |     |                               | 1.13 | <b>Approval of Agenda Items</b><br><b>Moved by: Ms. Shelly Lucier    Seconded by: Councillor Kieran McKenzie    CARRIED</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
|     |                                                                                                |     |                               | 1.14 | <b>Request for Deferrals, Referrals and Withdrawals</b><br>No Requests made.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| 2.0 | BOARD INFORMATION                                                                              | 2.1 |                               | 2.11 | <b>Board Attendance Report &amp; Committee List</b><br>Councillor Costante is encouraging different chairs for each committee. For Information Only                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
|     |                                                                                                |     |                               | 2.12 | <b>Vote for new Board Vice Chair.</b><br>Call for Elections were made to appoint Deputy Mayor Joe Bachetti to Vice Chair and then to appoint Councillor Kieran McKenzie as the new Board Secretary.<br><b>Nominated and passed unanimously by the Board.    CARRIED</b>                                                                                                                                                                                                                                                                                                                                      |
|     |                                                                                                |     |                               | 2.13 | <b>Board Committee Member Listing</b><br>Councillor Costante called for a motion to accept the Board Committee Member listing as presented.<br><b>Moved by Mayor Sherry Bondy    Seconded by Ms. Linda Coltman    CARRIED</b>                                                                                                                                                                                                                                                                                                                                                                                |
| 3.0 | ADOPTION OF MINUTES FROM PREVIOUS MEETING                                                      | 3.1 |                               | 3.11 | <b>CHC BOARD RESOLUTION-06-22-2023-A</b><br><b>BE IT RESOLVED THAT THE BOARD OF DIRECTORS OF THE WINDSOR ESSEX COMMUNITY HOUSING CORPORATION has approved the adoption of minutes from the Board Meeting held April 27, 2023.</b><br><b>Moved by: Deputy Mayor Joe Bachetti    Seconded by: Ms. Anne Paul    CARRIED</b>                                                                                                                                                                                                                                                                                     |
| 4.0 | DISCUSSION ITEMS                                                                               | 4.1 | Chief Executive Officer (CEO) | 4.11 | <b>CEO's Report to the Board – Cynthia Summers</b><br>Ms. Summers began by announcing that she accepted the position as CEO one year ago today and thanks for Board and Staff for their ongoing kindness and support.<br><b>Non smoking regulations</b><br>Ms. Summers responded to the Board's question on a landlord's rights regarding the banning of smoking in residential buildings. Legally there is no law or legislation that supports the banning of smoking however landlords can include a non-smoking policy in any new leases, grandfathering in any existing residents with long term leases. |
|     | Page 13 of 40                                                                                  |     |                               |      |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |

It can also be prohibited in a building if it is interfering with the reasonable enjoyment of other residents in the building.

**Ms. Summers then provided an update to the board on her activities since the last board meeting.**

Highlights are as followed:

- CHC is beginning to set up first meetings for the new committees of the Board. Strategic Planning Committee has been arranged for July and Tenant Services Committee will hold it's first meeting in August.
- Tenants will be invited to provide their input on CHC's new arrears collection and eviction prevention policies. Input will also be requested by local legal clinics.
- CHC is involved in a province wide consultation with other housing providers on best practices. This will provide an opportunity to share best practices among providers.
- CHC is moving ahead with the first part of the development of a new Strategic Plan. Work is being done on developing an RFP to hire a third-party consultant to oversee the process and ensure transparency.
- CHC will be holding its very first Staff Family Picnic being held on August 17, 2023, at Mic Mac Park.
- The Executive Management Team (EMT) has been working closely with the residents at 255 Riverside to listen and address their concerns to determine the final steps to resolve the issue of unsafe entrances. They are also coming to a decision on whether to stop the passive house construction model due to the difficulty it has had on the residents.
- EMT has also been conducting a series of CHC community inspection blitzes to better understand what is needed to improve the quality of living within these neighbourhoods.
- Meadowbrook Opening Ceremony was originally set for September but has now been moved to the beginning of October 2023 to ensure that all elected officials and community partners are available to attend.
- There have been some challenges with stigma as CHC tries to rent up Meadowbrook Place under the mixed income model. A decision has been made to find a private real estate broker to take over the rental of market units within the building. They will be responsible for the marketing and tours for any prospective applicants.
- The EMT took part in a university initiative as part of their MBA Experiential Learning Program. Student were given a list of 5 issues currently faced by housing providers and had 15 minutes to present their ideas. There were some very good reports on the CRW's role in community engagement and modular housing presentation.
- LHC Forum will be hosted by Windsor CHC in September which will include tours of CHC neighbourhoods ending with a tour of Meadowbrook Place.
- Ms. Summers met with Deputy Minister Angela Cook to discuss concerns CHC is facing locally for funding for the operation of our new youth residence. Ms. Cook spoke with her colleagues and was able to connect CHC with the Children's Aid Society to house crown wards who are moving to adulthood and living on their own.
- Ms. Summers also met with HSC's insurance entity Encase to discuss our process on restoring units damaged through insurance claims. CHC will now be expected to ensure that 3 quotes are obtained for any insurance restoration claims. This will ensure that CHC is staying competitive and improving our insurance risk rating.

Councillor McKenzie noted that a Friday may be the best day for the Meadowbrook Place opening as this is the best date to have elected officials come to town for the ceremony. He also suggested that Ms. Summers meet with the Fire Chief to discuss any safety and fire prevention education opportunities they may offer for our residents.

|  |                                               |                                   |      |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
|--|-----------------------------------------------|-----------------------------------|------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|  | 2024-07-17 Essex County Council Merged Agenda |                                   |      | <p><b>Next Year's Annual General Meeting</b></p> <p>Ms. Summers is recommending that CHC consider doing more of a tradition AGM in 2024 which would including invitations to our sole shareholders, community partners and staff. It will be more of a celebration of the work accomplished in the past year.</p> <p><b>A motion was made by Councillor McKenzie and seconded by Linda Coltman to go ahead with this initiative for next year's Annual General Meeting. CARRIED</b></p> <p><b>The Board accepted the CEO's verbal report as presented. CARRIED</b></p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
|  |                                               | 4.2 Chief Financial Officer (CFO) | 4.21 | <p><b>Report to the Board – Charles Janisse</b></p> <p>Mr. Janisse reported on the first quarter 2023 financials. Highlights are as follows:</p> <p><u>Forecast</u></p> <p>The financial forecast has been updated to reflect best estimates to year end. It should be noted that the forecast is based on only three months actuals and historically these months have fluctuated significantly. CHC is currently projecting a budget-to-actuals deficit of \$1.36M at year-end for the PH portfolio, with the NPF and NPS portfolios being unchanged.</p> <p><u>Actuals</u></p> <p>At the end of the first quarter, 2023, CHC consolidated is in a budget-to-actual deficit of \$784,616. Revenues in PH, NPF and NPS are generally in line with budgets and have been stable. For AH, which includes Meadowbrook, the delay in completion and occupancy of the building will cut the budgeted rental revenues by at least 50% for 2023.</p> <p><u>Operating Cash Flow</u></p> <p>CHC monitors its ongoing cash flow and from the December 2022 year-end to March 31, 2023. CHC's cash balance has remained healthy. It should be noted that the December 31, 2022, deficit in Public Housing of \$4M has not been funded by the Service Manager yet, but we expect this to occur in Q2-2023.</p> <p><u>Revenues</u></p> <p>Consolidated Rental Revenues are under budget (\$395K) this is primarily a result of Meadowbrook not opening as originally projected at the end of 2022. AH rental revenue is \$357K under budget. Rent Supplement revenue is also under budget primarily a result of Meadowbrook. CHC will receive an annual rent subsidy for tenants of this building of \$240K a year or \$60K a quarter.</p> <p><u>Maintenance and Repairs Operating Costs</u></p> <p>Consolidated costs were \$302K over budget at the end of the first quarter. This was a result of public housing being over budget (\$439K) offset by favourable variances in the other portfolios. Unit Restoration was \$677K over budget due to the volume of restorations YTD."</p> <p><b>Action Item:</b> A request was made by the Board to receive a detailed report on all CHC investments. Charles will also invite Encasa to do a presentation to the Finance Committee.</p> |

|     |                                               |  |                                                         |      |                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
|-----|-----------------------------------------------|--|---------------------------------------------------------|------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|     | 2024-07-17 Essex County Council Merged Agenda |  |                                                         |      | (Amended on July 17, 2024)<br><b>CHC BOARD RESOLUTION-06-22-2023-B</b><br><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, 2023, as presented.</b><br><br><b>Moved by: Ms. Shelly Lucier                      Seconded by: Mr. Rio Anzolin                      CARRIED</b> |
| 5.0 | <b>CONSENT<br/>AGENDA<br/>ITEMS</b>           |  | <b>Tenant Services<br/>Officer</b>                      | 5.10 | <b>Report to the Board – Nolan Goyette</b><br>Mr. Goyette provided a written report for the Board. There were no questions.<br><br><b>The Board voted unanimously to accept Mr. Goyette’s report as presented.                      CARRIED</b>                                                                                                                                                                                                              |
|     |                                               |  |                                                         |      |                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
|     |                                               |  | <b>Chief<br/>Housing<br/>Infrastructure<br/>Officer</b> | 5.11 | <b>Report to the Board – Jeff Belanger</b><br>Mr. Belanger provided a written report for the Board. There were no questions.<br><br><b>The Board voted unanimously to accept Mr. Belanger’s report as presented.                      CARRIED</b>                                                                                                                                                                                                            |
|     |                                               |  |                                                         |      |                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
|     |                                               |  | <b>Chief<br/>Development<br/>and<br/>Regeneration</b>   | 5.12 | <b>Report to the Board – Jay Shanmugam</b><br>Mr. Shanmugam provided a written report for the Board. There were no questions.<br><br><b>The Board voted unanimously to accept Mr. Shanmugam’s report as presented.                      CARRIED</b>                                                                                                                                                                                                          |
|     |                                               |  |                                                         |      |                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
|     |                                               |  | <b>Director,<br/>People &amp; Culture</b>               | 5.13 | <b>Report to the Board – Danielle Bombardier</b><br>Ms. Bombardier provided a written report for the Board.<br><br><b>The Board voted unanimously to accept Ms. Bombardier’s report as presented.                      CARRIED</b>                                                                                                                                                                                                                           |
|     |                                               |  |                                                         |      |                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| 6.0 | <b>NEW<br/>BUSINESS</b>                       |  | <b>Annual General<br/>Meeting</b>                       | 6.10 | This portion of the meeting was adjourned at 1:10 pm to proceed with the Annual General Meeting. The Board passed the necessary resolution as required. The minutes were recorded.<br><br>separately and will be attached as an appendage to this meeting’s minutes.                                                                                                                                                                                         |
| 7.0 | <b>ADJOURNMENT</b>                            |  |                                                         | 7.10 | The full meeting adjourned at 1:20 pm.                                                                                                                                                                                                                                                                                                                                                                                                                       |

|                                                                              |                                                                                       |
|------------------------------------------------------------------------------|---------------------------------------------------------------------------------------|
| This report has been reviewed and approved by CEO<br><br>Date: June 12, 2023 |  |
| This report was approved by the Board                                        | Date: September 28, 2023                                                              |

**CHC BOARD RESOLUTION-09-28-2023-A**

**BE IT RESOLVED THAT THE BOARD OF DIRECTORS OF THE WINDSOR ESSEX COMMUNITY HOUSING CORPORATION has approved the adoption of minutes from the Board Meeting held June 22, 2023.    Moved by: Marina Clemens                      Seconded by: Councillor Kieran McKenzie                      CARRIED**



**WINDSOR ESSEX COMMUNITY HOUSING CORPORATION**

**BOARD MEETING NOTES**

**Thursday, August 24, 2023**

**Microsoft Teams Meeting**

**ATTENDANCE**

| <b>BOARD MEMBERS</b>                  | <b>Present</b> | <b>Regrets</b> | <b>CHC EXECUTIVE MANAGEMENT</b>                         | <b>Present</b> | <b>Regrets</b> |
|---------------------------------------|----------------|----------------|---------------------------------------------------------|----------------|----------------|
| Councillor Fabio Costante, Chair      | ✓              |                | Cynthia L Summers, Chief Executive Officer              | ✓              |                |
| Marina Clemens, Treasurer             | ✓              |                | Charles Janisse, Chief Financial Officer                | ✓              |                |
| Deputy Mayor, Joe Bachetti, Secretary | ✓              |                | Jay Shanmugam, Chief Development & Regeneration Officer | ✓              |                |
| Councillor, Kieran McKenzie           | ✓              |                | 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                         | ✓              |                | Beverley Throsel - Minute Recorder                      | ✓              |                |
| Rio Anzolin                           | ✓              |                |                                                         |                |                |
| Shelly Anne Lucier                    | ✓              |                | <b>GUESTS</b>                                           |                |                |
| Kathleen Hay                          | ✓              |                | Janice Guthrie, City of Windsor                         | ✓              |                |
|                                       |                |                |                                                         |                |                |
|                                       |                |                |                                                         |                |                |

**CHC BOARD RESOLUTION-09-28-2023-B**

**BE IT RESOLVED THAT THE BOARD OF DIRECTORS OF THE WINDSOR ESSEX COMMUNITY HOUSING CORPORATION has approved the adoption of minutes from the Board Meeting held August 24, 2023.**

**Moved by: Marina Clemens**

**Seconded by: Councillor Kieran McKenzie**

**CARRIED**

|     |                   |               |                               |                                                                             |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
|-----|-------------------|---------------|-------------------------------|-----------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1.0 | ORDER OF BUSINESS | Call to Order | 1.11                          | <b>Regrets - Councillor Sherry Bondy and Ms. Ann Paul.</b>                  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
|     |                   |               |                               | None                                                                        |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
|     |                   |               | 1.12                          | <b>Declaration of Conflict of Interest</b>                                  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
|     |                   |               |                               | No conflicts declared.                                                      |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
|     |                   |               | 1.13                          | <b>Approval of Agenda Items</b>                                             |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
|     |                   |               |                               | Moved by: Ms. Shelly Anne Lucier    Seconded by: Deputy Mayor Joe Bachetti. | <b>CARRIED</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
|     |                   |               | 1.14                          | <b>Request for Deferrals, Referrals and Withdrawals</b>                     |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
|     |                   |               |                               | No Requests made.                                                           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| 2.0 | DISCUSSION ITEMS  | 2.1           | Chief Executive Officer (CEO) | 2.11                                                                        | <p><b><u>CEO's Report to the Board – Cynthia Summers</u></b><br/>Ms. Summers noted that the budget is being reviewed at this stage to allow the Board to get a sense of what is being considered as part of the 2024 budget planning.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
|     |                   |               |                               |                                                                             | <p><b>The Board accepted the CEO's verbal report as presented.</b> <b>CARRIED</b></p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
|     |                   | 2.2           | Chief Financial Officer (CFO) | 2.21                                                                        | <p><b><u>Report to the Board – Charles Janisse</u></b><br/>Mr. Janisse reported on the 2024 Budget. Highlights are as follows:</p> <p><b><u>Budget Process Review</u></b><br/>Mr. Janisse reviewed the process used for determining the budget based on second quarter numbers with adjustments being made as it gets closer to the budget deadline. CHC will be reviewing this draft with the city next week and adjust if required. Public Housing is the focus since other portfolio's are formula based and changes can't be made. The city is requesting the final draft template by Sept 8, 2023.</p> <p>It was noted that last year our Budget was not presented to Council as it was approved by the Board. A letter was sent to the city requesting that any deviation from the approved budget be brought back to CHC by the service manager for discussion before any changes were made. The Board will make a point to ensure that we have staff and board representatives available to answer any questions at budget deliberations.</p> <p><b>Budget Process Summary Review</b></p> <ul style="list-style-type: none"> <li>• Management Budget Preparation.</li> <li>• CHC Board Review (Current Step).</li> <li>• City Administration / Service Manager review.</li> <li>• CHC Board Final Approval.</li> <li>• Completion of City budget template.</li> <li>• CHC Budget submission is presented to City council as part of the Housing and Children's Services overall Budget for Council review and approval.</li> </ul> |

**2024 Budget Assumptions****2024 Cost Drivers:****Salaries:**

In 2023, CHC reviewed various areas of its operations looking to provide our tenants with a higher level of service and more supports. We were also looking to drive operational efficiencies and improve overall control.

This review led to the creation of several new positions within CHC, these positions can be broken down into two categories: Operational Oversight/Control and Information Technology and Data.:

- Maintenance Manager: Historically CHC has not had an individual responsible for all maintenance activity and staff. This role is intended to increase operational efficiency, while reducing the reliance on external vendors
- Construction/Restoration Superintendent: This role is intended to project manage all restorations across the portfolio and find efficiencies and cost savings, while providing a level of expertise in one of our larger cost drivers.
- Director, Information Technology: CHC is about to engage in an extensive Strategic Planning process, and it is essential that IT play a vital role in all aspects of our organization. A senior level manager in this area will help to guide CHC's technology strategy while overseeing the day-to-day technology operations.
- Business Analyst: this role will work with all areas of the corporation to help identify and provide the data needed to drive strategic decisions; track key performance indicators and improve operational reporting for internal and external stakeholders.
- Manager, Security Services: CHC currently manages its security services through the Health and Safety Manager role with no additional direct support. The intent of this role is to provide the knowledge and expertise necessary for more comprehensive incident reporting, auditing, direction to security staff, and advanced techniques on crime prevention, surveillance, arrest, and emergency response.
- Complaints Resolution Officer: To ensure excellence in tenant services we need to provide a coordinated, easy to access complaints process for tenants. We also need to collect data on the types of complaints and the frequency so we can make continuous improvements to our services. This area has represented a great gap in our organization historically.
- Applications Clerk (CHR): The city is currently funding this position on a temporary basis, and we have identified the need to add this role permanently to help improve the operational efficiency of the CHR office. This role will help to reduce wait times associated with new applications to the CHR.
- Assistant Manager (CHR): The need for an additional non-union CHR staff personnel was identified to be able to support the department and provide a higher level of service to applicants and act as a back up for the CHR Manager as required.

**Unit Restoration:**

Over the past three years CHC has seen a marked increase in the costs of our unit restorations. This has been driven by a number of factors including inflation and scarce resources in the construction field. CHC has now implemented new processes in this area that are now starting to pay off and seeing a reduction in the average cost of unit restorations.

Despite these initiatives CHC is forecasting to spend \$4,000,000 on unit restorations in 2023. There are several units that will require significant exterior improvements to mitigate interior damage specifically in 2 communities. For 2024 we have budgeted \$4,000,000 in Unit restorations as there continues to be cost pressures related to scarce resources and persistent inflation and there are still a number of units that will require significant cost to restore to bring them back into service.

**Insurance Loss Events:**

Historically CHC has budgeted two insurance loss events per year, at a cost of \$100,000. CHC has experienced a trend of increasing insurable loss events over the past number of years and in 2022, there were more than 10 loss events with a total cost in excess of \$500,000. Given this it is prudent to increase our estimated costs associated with insurance loss events and for 2024 we are proposing to increase this amount to \$250,000.

**Strategic Initiatives:**

- Website upgrade and Corporate Modernization– in 2023 CHC will need to update its current website and tenant portal to bring it up to the Accessibility for Ontarians with Disabilities Act, 2005, which requires compliance by 2025.
- Strategic Planning– CHC is starting its Strategic Planning process in 2023 and it is anticipated that additional costs will be incurred in relation to this process and the implementation of the plan in 2024.
- Office Requirements– The lease at CHC's main office on McDougall has been extended through 2024 but it is evident that the office requirements exceed the current capacity of the current site. CHC is undertaking a requirements study in 2024 in anticipation for relocation.
- Yardi Process Review- As part of the upgrade to Yardi 7, CHC approved a budget for a process review to ensure that we were utilizing Yardi with maximum efficiency. Given the improvements we look to implement in data collection modules.

**Regeneration and Development Team Budget**

The CHC Development Team is responsible for overseeing large scale regeneration and development projects. This will allow for shovel-ready projects usually required in the pursuit of additional funding.

**CHC BOARD RESOLUTION-08-24-2023-A**

**BE IT RESOLVED THAT THE BOARD OF DIRECTORS OF THE WINDSOR ESSEX COMMUNITY HOUSING CORPORATION receives and approve in principle the inflation assumptions and cost drivers for the 2024 budget as presented.**

**Moved by: Ms. Marina Clemens**

**Seconded by: Ms. Linda Coltman**

**CARRIED**

|     |                                               |  |  |      |                                                                                                                                                                                                                                                                                                                                                                                                                                                |
|-----|-----------------------------------------------|--|--|------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|     | 2024-07-17 Essex County Council Merged Agenda |  |  |      | <p><b><u>CHC BOARD RESOLUTION 08-24-2023-B</u></b><br/> <b>BE IT RESOLVED THAT THE BOARD OF DIRECTORS OF THE WINDSOR ESSEX COMMUNITY HOUSING CORPORATION receives and supports the creation of the Regeneration and Development Team budget and the request for a dedicated stream of funding from CHC's Shareholder for this team.</b></p> <p>Moved by: Councillor Kieran McKenzie      Seconded by: Ms. Linda Colman      <b>CARRIED</b></p> |
|     |                                               |  |  |      | <p>The Board voted unanimously to accept Mr. Janisse' report as presented.      <b>CARRIED</b></p>                                                                                                                                                                                                                                                                                                                                             |
| 6.0 | <b>NEW BUSINESS</b>                           |  |  | 6.10 | None.                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| 7.0 | <b>ADJOURNMENT</b>                            |  |  | 7.10 | <p>The full meeting was adjourned at 1:20 pm.<br/> Moved by Ms. Shelly Anne Lucier and seconded by Marina Clemens.</p>                                                                                                                                                                                                                                                                                                                         |

|                                                                                     |                                                                                     |
|-------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------|
| <p>This report has been reviewed and approved by CEO</p> <p>Date: June 12, 2023</p> |  |
| <p>These minutes were approved by the Board</p>                                     | <p>Date: September 28, 2023</p>                                                     |

BOARD MEETING MINUTES

Thursday, September 28, 2023

ATTENDANCE

| BOARD MEMBERS                         | Present | Regrets | CHC EXECUTIVE MANAGEMENT                                | Present | Regrets |
|---------------------------------------|---------|---------|---------------------------------------------------------|---------|---------|
| Councillor Fabio Costante, Chair      | ✓       |         | Cynthia L Summers, Chief Executive Officer              | ✓       |         |
| Marina Clemens, Treasurer             | ✓       |         | Charles Janisse, Chief Financial Officer                | ✓       |         |
| Deputy Mayor, Joe Bachetti, Secretary | ✓       |         | Jay Shanmugam, Chief Development & Regeneration Officer | ✓       |         |
| Councillor, Kieran McKenzie           | ✓       |         | 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                         | ✓       |         | John Parent, Chief Corporate Affairs Officer            | ✓       |         |
| Rio Anzolin                           | ✓       |         |                                                         |         |         |
| Shelly Anne Lucier                    | ✓       |         | <b>GUESTS</b>                                           |         |         |
| Kathleen Hay                          | ✓       |         | Lorie Gregg, City of Windsor                            | ✓       |         |
|                                       |         |         | Minutes Recorded by Nina LaPorta for Beverley Throsel   | ✓       |         |
|                                       |         |         |                                                         |         |         |

**Please note:** These Minutes were approved by the Board at the meeting held on November 23 2024

**BOARD RESOLUTION-11-23-2023-A**  
**BE IT RESOLVED THAT THE BOARD OF DIRECTORS OF THE WINDSOR ESSEX COMMUNITY HOUSING CORPORATION has approved the adoption of minutes from the Board Meeting held September 28, 2023.**

**Moved by: Shelly Anne Lucier                      Seconded by: Ms. Linda Coltman                      CARRIED**

|                                                                                                                                                                                       |                                                                                          |                        |      |                                                                                                                                                                                                                      |
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| 2024-07-17 Essex County Council Merged Agenda (Amended on July 17, 2024)<br>Windsor-Essex Community Housing Corporation<br>BOARD MEETING<br>MINUTES<br>September 28, 2023<br>12:00 pm |                                                                                          |                        |      |                                                                                                                                                                                                                      |
| 1.00                                                                                                                                                                                  | Welcome - CEO, Cynthia Summers Introductions of Ms. Lorie Gregg from the City of Windsor |                        |      |                                                                                                                                                                                                                      |
| 2.00                                                                                                                                                                                  | ORDER OF BUSINESS                                                                        | Call to Order          | 2.11 | Regrets                                                                                                                                                                                                              |
|                                                                                                                                                                                       |                                                                                          |                        |      | No regrets                                                                                                                                                                                                           |
|                                                                                                                                                                                       |                                                                                          |                        | 2.12 | Declaration of Conflict of Interest                                                                                                                                                                                  |
|                                                                                                                                                                                       |                                                                                          |                        |      | No conflicts of declared.                                                                                                                                                                                            |
|                                                                                                                                                                                       |                                                                                          |                        | 2.13 | Approval of Agenda Items as amended.                                                                                                                                                                                 |
|                                                                                                                                                                                       |                                                                                          |                        |      | Moved by: Councillor Kieran McKenzie    Seconded by: Linda Coltman                                                                                                                                                   |
| 3.00                                                                                                                                                                                  | ADOPTION OF MINUTES FROM PREVIOUS MEETINGS                                               | Board Minute Approvals | 3.11 | CHC BOARD RESOLUTION-09-28-2023-A<br>BE IT RESOLVED THAT THE BOARD OF DIRECTORS OF THE WINDSOR ESSEX COMMUNITY HOUSING CORPORATION has approved the adoption of minutes from the Board Meeting held June 22, 2023.   |
|                                                                                                                                                                                       |                                                                                          |                        |      | Moved by: Marina Clemens    Seconded by: Councillor Kieran McKenzie                                                                                                                                                  |
|                                                                                                                                                                                       |                                                                                          |                        |      | CHC BOARD RESOLUTION-09-28-2023-B<br>BE IT RESOLVED THAT THE BOARD OF DIRECTORS OF THE WINDSOR ESSEX COMMUNITY HOUSING CORPORATION has approved the adoption of minutes from the Board Meeting held August 24, 2023. |
|                                                                                                                                                                                       |                                                                                          |                        |      | Moved by: Marina Clemens    Seconded by: Councillor Kieran McKenzie                                                                                                                                                  |
|                                                                                                                                                                                       |                                                                                          |                        | 4.11 | Board Attendance and Committee Listing<br>Amendments: With direction from Chair to remove Jack Sullens name as Director of the Board and all mentions of his name in meetings and committees, as this is incorrect.  |
|                                                                                                                                                                                       |                                                                                          |                        |      | WECHC # E-07-11-2023 Award RFPc PC-RR-17 Elevator Modernization at Various CHC Locations – For Information purposes only                                                                                             |
| 4.00                                                                                                                                                                                  | BOARD INFORMATION                                                                        |                        | 4.13 | WECHC-07-21.1-2023 A & B Award RFPc 23-13. - Flat Roof Replacements_Group1 County-VL. – For Information purposes only                                                                                                |

|                                                                                                                                                                                  |                     |                                     |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |  |                |
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| 5.00                                                                                                                                                                             | DISCUSSION<br>ITEMS | Chief Executive<br>Officer’s Report | 5.11                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | <u><b>CEO Cynthia Summers Verbal Report to the Board</b></u><br><br><b>Ms. Summers gave a brief update to the Board on the following:</b> <ul style="list-style-type: none"><li>• Tenant Services Committee met and approved the terms of reference for the committee and directions they are heading towards.</li><li>• <u>Strategic Planning Committee</u> met to look at the RFP for a consultant.<br/>Chosen bidder was Optimus [REDACTED].<br/>Optimus – large firm, extensive knowledge of social housing, worked with other providers. Worked in Windsor with a variety of social services agencies. Was able to confirm past working relationships with Board and City Council when others did not.<br/>Optimus will commence the work in October 2023 with an end date of April 30<sup>th</sup>, 2024.</li></ul> |  |                |
|                                                                                                                                                                                  |                     |                                     | 5.12                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | <b>A motion was called to move in camera 12:06 p.m. – minutes recording ceased.</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |  | <b>CARRIED</b> |
|                                                                                                                                                                                  |                     |                                     |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | <b>Moved by Ms. Linda Coltman                      Seconded by: Ms. Ann Paul</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |  |                |
|                                                                                                                                                                                  |                     |                                     |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | Chair Costante called for a motion to accept Cynthia Summers’ verbal in camera report.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |  |                |
|                                                                                                                                                                                  |                     | Chief Financial<br>Officer Report   | 5.21                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | <b>The Board accepted Cynthia Summers’ verbal report as presented.</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |  | <b>CARRIED</b> |
|                                                                                                                                                                                  |                     |                                     |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | <b>Moved by Mayor Sherry Bondy                      Seconded by: Councillor Kieran McKenzie</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |  |                |
| Chair Costante called for a motion to move meeting to Public Session at 12:19 p.m.<br><b>Moved by Ms. Linda Coltman                      Seconded by: Councillor Rio Anzolin</b> |                     |                                     |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | <b>CARRIED</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |  |                |
|                                                                                                                                                                                  |                     |                                     | <u><b>CFO Charles Janisse Finance Report to the Board</b></u><br><br>Mr. Janisse reviewed the Q2-2023 Operating Results in detail with the Board. Statements of Operating Results for the quarter ended June 30 <sup>th</sup> , 2023, have been reviewed by the Finance Committee. The Finance Committee has recommended them to the Board for approval. Committee minutes are contained in report under Consent Agenda item 6.22.<br><br><u><b>CHC BOARD RESOLUTION-09-28-2023-C</b></u><br><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 the Q2-2023 Operating Results, as presented.</b><br><br><b>Moved by: Councillor Kieran McKenzie                      Seconded by: Marina Clemens</b> | <b>CARRIED</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |  |                |
|                                                                                                                                                                                  |                     |                                     |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |  |                |



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| 5.00 | DISCUSSION<br>ITEMS | Chief Development<br>& Regeneration<br>Officer | 5.31 | <p><b><u>Developments and Regeneration Report to the Board – Jay Shanmugam</u></b></p> <p>Jay Shanmugan provided his report on where CHC is now and where it hopes to be in the future. He also recommended the following resolutions be approved by the Board:</p> <p><b>1106 Ouellette Ave.</b></p> <p>1. Authorize, CHC to execute all agreements related to CMHC’s Canada Greener Affordable Housing Fund, should CHC be successful in securing pre-retrofit (Contribution: \$130,000) and retrofit funding (Loan: \$481,686 / Contribution: \$1,275,000) for 1106 Ouellette Ave. project.</p> <p>2. Authorize, CHC to execute all agreements related to Ontario Priorities Housing Initiative and Canada Ontario Community Housing Initiative (OPHI/COCHI), [REDACTED]</p> <p>3. Authorize, CHC to enter into purchase agreement with Hotel-Dieu Grace Healthcare (HDGH) to acquire a 2.125 meter strip of land directly south of the existing 1106 Ouellette Ave building [REDACTED]. Further authorize, CHC to enter into an easement agreement in favour of HDGH on the acquired 2.125 meter strip of land.</p> <p>4. Authorize, CHC to enter into an easement agreement in favour of CHC with HDGH to establish a 4.375 meter buffer zone from new property line, prohibiting future development.</p> <p><b>Curry &amp; McKay Development</b></p> <p>5. Authorize, CHC to execute all agreements related to Natural Resources Canada (NRCAN) Greener Neighbourhoods Pilot Program, should CHC be successful in securing the requested funding of \$6,180,000 to drastically improve energy efficiency and Green House Gas reduction at 100 of the 200 units at the Curry &amp; McKay development.</p> <p>[REDACTED]</p> <p><b><u>CHC BOARD RESOLUTION-09-28-2023-D</u></b><br/><b>BE IT RESOLVED THAT THE BOARD OF DIRECTORS OF THE WINDSOR ESSEX COMMUNITY HOUSING CORPORATION receives and approves the resolutions 1- 6 as presented above.</b></p> <p><b>Moved by: Shelly Ann Lucier      Seconded by: Rio Anzolin</b></p> |                |
|      |                     |                                                |      | <p><b>The Board voted to accept Mr. Shanmugam’s report as presented.</b><br/><b>Moved by Shelley Ann Lucier      Seconded by: Mr. Rio Anzolin</b></p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | <b>CARRIED</b> |

|      |                                                                     |                                               |      |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |         |
|------|---------------------------------------------------------------------|-----------------------------------------------|------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------|
| 6.00 | 2024-07-17 Essex County Council Merged Agenda (Amended by 24-07-24) | Chief Tenant Services Officer Report          | 6.11 | <b><u>Report to the Board – Nolan Goyette, Chief Tenant Services Officer</u></b><br>Mr. Goyette provided a written report for the Board.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |         |
|      |                                                                     |                                               |      | The Board voted unanimously to accept Mr. Goyette’s report as presented.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | CARRIED |
|      |                                                                     | Chief Housing Infrastructure Officer’s Report | 6.12 | <b><u>Chief Housing Infrastructure Officer’s – Jeff Belanger Housing and Infrastructure Report to the Board</u></b><br><br><b>Amendment: Request for Board Approval of Recommendation for Award RFT RR-07-01 Kitchen &amp; Bathroom Cabinets – 345 Units Various Locations</b><br><br>CHC identified the need to conduct a kitchen and bathroom condition assessment. Report concluded a consistent pattern of aging across organization. Conclusion identified Three developments: 438 Niagara St., 860 Mercer St., 2455 Rivard Ave. in need of immediate attention.<br><br>Recommending RFT RR-0701 awarded to Collard Properties Construction Inc. [REDACTED]<br>It is considered a standard project but over \$1 million currently requiring the Board’s approval.<br><br><b>Action Item:</b><br>CHC is looking at revising spending approval policy. A business case will be brought to the Board outlining new spending approval structure with increased limits at the next board meeting in November 2023. |         |
|      |                                                                     |                                               |      | The Board voted to accept Mr. Belanger’s report and resolution for RFT RR-0701 as presented.<br>Moved by Shelley Ann Lucier                      Seconded by: Marina Clemens                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | CARRIED |
|      |                                                                     |                                               |      |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |         |
|      |                                                                     | Chief Human Resources Officer’s Report        | 6.13 | <b><u>Report to the Board – Danielle Bombardier, Chief Human Resources Officer</u></b><br>Ms. Bombardier provided a written report for the Board. No questions were brought forward.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |         |
|      |                                                                     |                                               |      | The Board voted unanimously to accept Ms. Bombardier’s report as presented.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | CARRIED |
|      |                                                                     | Chief Corporate Affairs Officer’s Report      | 6.14 | <b><u>Report to the Board – John Parent, Chief Corporate Affairs Officer</u></b><br>Mr. Parent provided a written report for the Board. No questions were brought forward.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |         |
|      |                                                                     |                                               |      | The Board voted unanimously to accept Mr. Parent’s report as presented.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | CARRIED |
|      |                                                                     |                                               |      |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |         |
| 6.00 | CONSENT AGENDA ITEMS                                                | Tenant Services Committee                     | 6.21 | <b><u>Minutes from the Board Tenant Services Committee held on September 12, 2023</u></b><br>Meeting Chair – Ms. Kathleen Hay provided the written Committee Minutes.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |         |
|      |                                                                     | Finance Budget Committee                      | 6.22 | <b><u>Minutes from the Board Finance Budget Committee held on September 15, 2023</u></b><br>Meeting Chair – Ms. Marina Clemens provided the written Committee Minutes.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |         |
|      |                                                                     | Strategic Planning Committee                  | 6.23 | <b><u>Minutes from the Board Strategic Planning Committee held on July 25, 2023</u></b><br>Meeting Chair – Councillor Kieran McKenzie provided the written Committee Minutes                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |         |
|      |                                                                     |                                               |      | The Board voted to accept all Committee Minutes as presented.<br>Moved by: Councillor Kieran McKenzie                      Seconded by: Ms. Linda Coltman                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | CARRIED |

BOARD MEETING MINUTES

Thursday, November 23, 2023

ATTENDANCE

| BOARD MEMBERS                         | Present | Regrets | CHC EXECUTIVE MANAGEMENT                                | Present | Regrets |
|---------------------------------------|---------|---------|---------------------------------------------------------|---------|---------|
| 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                         | ✓       |         | John Parent, Chief Corporate Affairs Officer            | ✓       |         |
| Rio Anzolin                           |         | ✓       |                                                         |         |         |
| Shelly Anne Lucier                    | ✓       |         | GUESTS                                                  |         |         |
| Kathleen Hay                          | ✓       |         | Lorie Gregg, City of Windsor                            | ✓       |         |
|                                       |         |         |                                                         |         |         |
|                                       |         |         |                                                         |         |         |

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| 2024-07-17 Essex County Council Merged Agenda (Amended on July 17, 2024)                              |                                                  |                        |      |                                                                                                                                                                                                                         |  |
| Windsor-Essex Community Housing Corporation<br>BOARD MEETING MINUTES<br>November 23, 2023<br>12:00 pm |                                                  |                        |      |                                                                                                                                                                                                                         |  |
| 1.00                                                                                                  | Welcome                                          |                        |      |                                                                                                                                                                                                                         |  |
| 2.00                                                                                                  | ORDER OF BUSINESS                                | Call to Order          | 2.11 | Regrets                                                                                                                                                                                                                 |  |
|                                                                                                       |                                                  |                        |      | Fabio Costante and Rio Anzolin      Meeting will be Chaired by Deputy Mayor Joe Bachetti for Fabio Costante                                                                                                             |  |
|                                                                                                       |                                                  |                        | 2.12 | Declaration of Conflict of Interest                                                                                                                                                                                     |  |
|                                                                                                       |                                                  |                        |      | No conflicts of declared.                                                                                                                                                                                               |  |
|                                                                                                       |                                                  |                        | 2.13 | Approval of Agenda Items as presented.                                                                                                                                                                                  |  |
|                                                                                                       |                                                  |                        |      | Moved by: Linda Coltman    Seconded by: Shelly Anne Lucier                                                                                                                                                              |  |
| 2.14                                                                                                  | Request for Deferrals, Referrals and Withdrawals |                        |      |                                                                                                                                                                                                                         |  |
|                                                                                                       | No Requests made.                                |                        |      |                                                                                                                                                                                                                         |  |
| 3.00                                                                                                  | ADOPTION OF MINUTES FROM PREVIOUS MEETINGS       | Board Minute Approvals | 3.11 | CHC BOARD RESOLUTION-11-23-2023-A<br>BE IT RESOLVED THAT THE BOARD OF DIRECTORS OF THE WINDSOR ESSEX COMMUNITY HOUSING CORPORATION has approved the adoption of minutes from the Board Meeting held September 28, 2023. |  |
|                                                                                                       |                                                  |                        |      | Moved by: Shelly Anne Lucier      Seconded by: Ms. Linda Coltman                                                                                                                                                        |  |
| 4.00                                                                                                  | BOARD INFORMATION                                |                        | 4.11 | Board Attendance and Committee Listing - For Information                                                                                                                                                                |  |
|                                                                                                       |                                                  |                        | 4.12 | 2024 Board Meeting Schedule is as follows from 12:00 – 1:30 pm:<br>• February 22, 2024<br>• April 25, 2024<br>• June 27, 2024<br>• August 22, 2024<br>• September 26, 2024<br>• November 27, 2024                       |  |

|      |                     |                                     |      |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |  |
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| 5.00 | DISCUSSION<br>ITEMS | Chief Executive<br>Officer’s Report | 5.11 | <b><u>CEO Cynthia Summers Verbal Report to the Board</u></b><br><br>Ms. Summers gave a brief update to the Board on the following:<br>CHC’s annual staff recognition luncheon & meeting had to be cancelled because we have outgrown the venue at Willistead Manor. This event has been replaced with a Family Skating party in December and a Staff Development and Town Hall Meeting on January 26, 2023.<br><br>Ms. Summers will begin hosting monthly CEO Meet & Greet meetings with Tenant across the portfolio beginning with the first one in January 2024. These will be ongoing monthly to meet and make herself available to the entire tenant base. A list with the meeting dates will be sent out to the Board for their review.<br><br>CHC will be making changes to their Staff and Board Travel Expense policy. It has been at \$70 per diem since 2016 and will be raised to \$90 per diem to reflect the cost-of-living increase since 2016. It will also have an additional clause for out of country travel to pay out based on the exchange rate of the current country visited.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |  |
|      |                     |                                     |      | <b>The Board accepted Cynthia Summers verbal report as presented.<br/>Moved by: Shelly Anne Lucier      Seconded by: Marina Clemens</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |  |
|      |                     | Chief Financial<br>Officer Report   |      | <b>CARRIED</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |  |
|      |                     |                                     | 5.21 | <b><u>CFO Charles Janisse Finance Report to the Board</u></b><br><br>Mr. Janisse reviewed the Q3-2023 Operating Results in detail with the Board.<br>Highlights are as follows: <ul style="list-style-type: none"><li>• Noted an error to the Non-Profit Seniors Forecast presented in the statement. The forecasted revenues should be \$85,000 higher. This has no impact on the September actuals. Also the write-up stated that the Public Housing projected deficit is \$3.67M and it should have read \$3.37M which is the amount shown on the statement.</li><li>• <b>Forecast</b> - Consolidated forecast is projecting a deficit of \$4.58M which is made up of a projected operating deficit in Public Housing of \$3.37M, a projected surplus of \$13K and \$202K in Families and Seniors respectively.</li><li>• <b>Revenue</b> – Most of the negative variance between budget and actual continues to come from the Affordable Housing Portfolio specifically Meadowbrook Place. Revenues for other portfolios are mostly in line with budget. Rent supplement revenue is also under budget however offset by higher rental revenues.</li><li>• <b>Salaries</b> – Overall salaries are still under budget (\$270K). The majority of the variance is still related to Affordable Housing and R&amp;R salaries while other portfolios salaries are more in line with budget.</li><li>• <b>Maintenance and Repairs Operating Costs</b> – At the end of Q3, consolidated costs were \$1.78M over budget. This was a result of public housing being over budget (\$2M), which was somewhat offset by the variances in the other portfolios. CHC continues to monitor Unit Restoration costs and have undertaken several initiatives to reduce these as well as other costs.</li><li>• <b>Insurance Loss Events</b> – Continue to be high. At the end of September expenses were around \$322K over budget.</li><li>• <b>Investments</b> – In third quarter volatility led to a decrease in our investments averaging a loss of 1.72% in the quarter. Year to date, CHC’s investments are still up with a positive return of 3.46% at the end of September. There were some questions around CHC’s current investment funds. The Board is interested in exploring other investment opportunities that may be available for consideration.</li></ul> |  |

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| 2024-07-17 Essex County Council Merged Agenda (Amended on July 17, 2024) |                                     |      | <p><b>Action Item:</b> Mr. Janisse will arrange to have ENCASA come in and meet with the Finance committee to review CHC’s investment fund options.</p> <p><b><u>CHC BOARD RESOLUTION-11-23-2023-B</u></b><br/><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 period ending September 30, 2023, as amended to include the Finance Committee’s review of the investment funds.</b></p> <p><b>Moved by: Mayor Sherry Bondy      Seconded by: Shelly Anne Lucier      CARRIED</b></p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |  |
|                                                                          | <b>Chief Tenant Services Report</b> | 5.31 | <p><b><u>Tenant Services Update Presentation – Nolan Goyette</u></b><br/>Mr. Goyette provided a presentation updating the group on the status of the Tenant Services Department. Some Highlights are as follows.</p> <p><u>Focus has been on the following:</u></p> <ul style="list-style-type: none"><li>• Process &amp; standardization of service across entire portfolio – delivering <b>excellent</b> services to our customers (tenants)</li><li>• Income Review &amp; RGI Standardization</li><li>• Eviction Prevention &amp; Arrears Collection</li><li>• Overhoused Policy &amp; Procedure</li><li>• Unit Turnaround Optimization</li><li>• Preventative Maintenance</li></ul> <p><u>While there has been significant progress within the Tenant Services portfolio, there is still further opportunity for improvement:</u></p> <p><u>Plans through 2024:</u></p> <ul style="list-style-type: none"><li>• Alignment with new Strategic Plan</li><li>• Onboarding of Senior Manager, Community Development &amp; Engagement<ul style="list-style-type: none"><li>• Community Development &amp; Engagement plan</li></ul></li><li>• Optimization &amp; automation of Yardi (ERP)<ul style="list-style-type: none"><li>• Income review</li><li>• Case notes &amp; follow-up with tenants</li><li>• N4’s</li></ul></li><li>• Formal roll-out of Eviction Prevention &amp; Arrears policy/process</li><li>• Further optimization of unit turnaround (t-minus 60 days to move out).</li><li>• Further preventative maintenance measures.</li><li>• Standardized training &amp; development plans for ADM’s and DM’s including skills matrix &amp; core competencies.</li></ul> |  |

|     |                                     |                                                                |             |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |  |
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| 6.0 | <p>CONSENT<br/>AGENDA<br/>ITEMS</p> | <p>Chief Housing<br/>Infrastructure<br/>Officer's Report</p>   | <p>6.12</p> | <p><b><u>Chief Housing Infrastructure Officer's – Jeff Belanger</u></b><br/> <b><u>Housing and Infrastructure Report to the Board</u></b><br/>         Mr. Belanger provided a written report for the Board.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |  |
|     |                                     | <p>Chief<br/>Development &amp;<br/>Regeneration<br/>Report</p> | <p>6.13</p> | <p><b><u>Development &amp; Regeneration Report to the Board – Jay Shanmugam</u></b><br/>         Mr. Shanmugam provided a written report for the Boards review highlighting that there were 6 resolutions requiring Board Approval:</p> <div data-bbox="852 347 2349 492" style="background-color: black; height: 100px; width: 100%;"></div> <div data-bbox="852 514 2349 630" style="background-color: black; height: 80px; width: 100%;"></div> <div data-bbox="852 652 2349 797" style="background-color: black; height: 100px; width: 100%;"></div> <div data-bbox="852 820 2349 862" style="background-color: black; height: 30px; width: 100%;"></div> <div data-bbox="852 885 2349 1029" style="background-color: black; height: 100px; width: 100%;"></div> <p><i>1106 Ouellette Ave.</i><br/> <i>5. Authorize CHC to draw a maximum of \$295,111 from its energy management reserve fund to satisfy the 25% capital contribution required by the proponent,</i> <span style="background-color: black; color: black;">[REDACTED]</span><br/> <span style="background-color: black; color: black;">[REDACTED]</span></p> <p><i>Wyandotte Development</i><br/> <i>6. Authorize CHC to execute all agreements related to the Ontario Renovates — Social Housing Repair Program (OR-SHRP), should CHC be successful in securing the funding in the amount of \$211,310 to undertake repairs to the rear staircase and suite entry doors at the Wyandotte affordable Development.</i></p> |  |
|     |                                     | <p>Chief Human<br/>Resources<br/>Officer's Report</p>          | <p>6.14</p> | <p><b><u>Report to the Board – Danielle Bombardier, Chief Human Resources Officer</u></b><br/>         Ms. Bombardier provided a written report for the Board.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |  |

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| 2024-07-17 Essex County Council Consent Agenda (Amended on July 17, 2024) |                     | <b>Chief Corporate Affairs Officer's Report</b> | <b>6.15</b>                                                                                                     | <b><u>Report to the Board – John Parent, Chief Corporate Affairs Officer</u></b><br>Mr. Parent provided a written report for the Board.                                                                                                                                                             |                |                |
|                                                                           |                     |                                                 |                                                                                                                 | <b><u>CHC BOARD RESOLUTION-11-23-2023-C</u></b><br><b>BE IT RESOLVED THAT THE BOARD OF DIRECTORS OF THE WINDSOR ESSEX COMMUNITY HOUSING CORPORATION receives and approves all the reports in the consent agenda as presented.</b><br><br><b>Moved by: Ann Paul      Seconded by: Marina Clemens</b> | <b>CARRIED</b> |                |
| <b>7.00</b>                                                               | <b>NEW BUSINESS</b> |                                                 | <b>NONE</b>                                                                                                     |                                                                                                                                                                                                                                                                                                     |                |                |
| <b>8.00</b>                                                               | <b>ADJOURNMENT</b>  |                                                 | <b>Meeting adjourned at 1:22 p.m.</b><br><br><b>Moved by: Shelly Anne Lucier      Seconded by: Kathleen Hay</b> |                                                                                                                                                                                                                                                                                                     |                | <b>CARRIED</b> |

**Please Note: These minutes were approved by the Board on December 18 2023**



BOARD MEETING MINUTES

Thursday, December 14, 2023

ATTENDANCE

| BOARD MEMBERS                         | Present | Regrets | CHC EXECUTIVE MANAGEMENT                   | Present | Regrets |
|---------------------------------------|---------|---------|--------------------------------------------|---------|---------|
| Councillor Fabio Costante, Chair      | ✓       |         | Cynthia L Summers, Chief Executive Officer | ✓       |         |
| Marina Clemens, Treasurer             | ✓       |         | Charles Janisse, Chief Financial Officer   | ✓       |         |
| Deputy Mayor, Joe Bachetti, Secretary | ✓       |         |                                            |         |         |
| Councillor, Kieran McKenzie           | ✓       |         |                                            |         |         |
| Ann Paul                              | ✓       |         |                                            |         |         |
| Mayor Sherry Bondy                    | ✓       |         |                                            |         |         |
| Linda Coltman                         | ✓       |         |                                            |         |         |
| Rio Anzolin                           | ✓       |         |                                            |         |         |
| Shelly Anne Lucier                    | ✓       |         |                                            |         |         |
| Kathleen Hay                          |         | ✓       |                                            |         |         |
|                                       |         |         |                                            |         |         |
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|                                                                                                                                                                                                                                                                                                                                                                                             | <div>BOARD MEETING</div> <div>December 14, 2023</div> <div>9:30 AM – 10:00 AM</div> <div>AGENDA</div> |
| <div>Agenda Items</div> <div><div>1. Presentation and approval of the 2024 Budget. Presented by WECHC CFO Charles Janisse.<br/>[Mr. Janisse emailed Board Report – 2024 Budget Approval as an attachment, December 8<sup>th</sup>, 2023]</div><div>2. Presentation and approval of the allowance to use up \$15,000.00 of monies from CHC’s Energy Management Fund for Solar Panel repairs at 3133 Meadowbrook.<br/>[Energy Fund Resolution Report in attachment]</div></div> |                                                                                                       |

| Windsor-Essex Community Housing Corporation<br>VIRTUAL BOARD MEETING<br>MINUTES<br>December 14, 2023 |                                                                                                                                         |               |      |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
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| 1.00                                                                                                 | Presenter - Councillor, Fabio Costante Board Chair<br>Meeting Commencement - 9:01 a.m.<br>Nina La Porta for Beverly Throsel in absentia |               |      |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| 2.00                                                                                                 | ORDER OF BUSINESS                                                                                                                       | Call to Order | 2.11 | Regrets<br>Kathleen Hay                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
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|                                                                                                      |                                                                                                                                         |               | 2.12 | Declaration of Conflict of Interest<br>No conflicts declared.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
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|                                                                                                      |                                                                                                                                         |               | 2.13 | Call to Order Meeting<br>Moved by: Shelley Anne Lucier    Seconded by: Marina Clemens                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
|                                                                                                      |                                                                                                                                         |               |      | CARRIED                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
|                                                                                                      |                                                                                                                                         |               | 2.14 | Request for Deferrals, Referrals and Withdrawals<br>No Requests made.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
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| 3.00                                                                                                 | AGENDA DISCUSSION ITEM                                                                                                                  | No. 1         | 3.11 | <u>CFO Charles Janisse Finance Report to the Board</u><br><br><u>Chair Costante noted that the Board was presented and approved the budget assumptions in principle at the August 2023 board meeting and asked Mr. Janisse to present final 2024 budget and highlight any changes.</u><br><br>Mr. Janisse stated that the draft budget which had been approved by the Board of Directors in principle was presented to The City of Windsor in early September 2023. Based on feedback from that meeting, as well as updated information around forecasts, insurance premiums and R&R draws was then used to update the final budget which is being presented for approval today.<br><br>Mr. Janisse highlighted the following changes:<br><br>Salaries were reallocated to align with prior year allocations between the portfolios. <div></div> <div></div><br><u>Utilities</u> – Minor change to reflect that CHC had underbudget water for the last number of years. That was becoming more evident. Net impact on Public Housing was \$143, 000. Non-Profit Families was \$21,000. Non-Profit was \$34,000. The utilities for Affordable Housing were also updated to reflect the current spending in Meadowbrook.<br><br><u>Insurance Premiums</u> – The actual premiums were received in late October 2023. There was a \$380,000 increase in premium (24%). The budgeted numbers were updated to reflect the actual increase.<br><br><u>Mortgage Principal and Interest</u> –Public Housing P&I payments were adjusted to reflect the actual repayable R&R draw that WECHC took in 2023, as well as interest on the estimated 2024 repayable draws.<br><br><u>Non-Profit Families subsidy</u> - As mentioned in the August Budget meeting WECHC had not yet received the Families subsidy calculations in August when the original budget assumptions were presented. WECHC has now received the formal calculation. The net |
|                                                                                                      |                                                                                                                                         |               |      |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |

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| 2024-07-17 Essex County Council Merged Agenda (Amended on July 17, 2024)                                                                                                                                                                                                                                                                                   |                |  |  | <p>decrease in that subsidy was \$751,000. This was primarily driven by a reduction in mortgage payments as a number of mortgages finished in 2023. Net change in the portfolio was very small.</p> <p><b><u>NPF Rental Revenue</u></b> – Was decreased by \$247K based on updated projections.</p> <p>Overall CHC has requested a 22% increase in its Public Housing Subsidy, there is a 31% decrease in the calculated Families subsidy and with the other requested items, the coverage of the Families shortfall and funding for the Regen and Development team budget the total increased subsidy we are requesting for 2024 is 19.3% or \$4.5M</p> <p>Mr. Janisse noted that CHC had conversations with The City of Windsor regarding subsidy and recommendations that The City Administration had made to the Mayor of Windsor. It is our understanding that Administration recommended a \$3.3 million increase for the Public Housing Portfolio. Along with a one time increase of \$1 million dollars. Bringing the net increase to approximately \$4.3 million dollars. CHC had requested for a higher increase than that.</p> <p>Ms. Summers added that, it was explained to her that the one time, \$1 million dollar Subsidy was because The City of Windsor is confident that CHC is going to reduce the cost related to renovations and repairs. Ms. Summers believes this to be true. Ms. Summers spoke to City of Windsor and was advised that if CHC finds the need at the end of this year to make a request again for 2025, they would be open for discussion.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                    |
|                                                                                                                                                                                                                                                                                                                                                            |                |  |  | <table><tr><td><p><b>BE IT RESOLVED THAT THE BOARD OF DIRECTORS OF THE WINDSOR ESSEX COMMUNITY HOUSING CORPORATION</b> receive the budget report and supporting documentation and approve the 2024 Public Housing, Non-Profit Families, Non-Profit Seniors, Affordable Housing, Repair and Renew Salaries and Regeneration and Development Team budgets as presented.</p></td><td><p>CARRIED</p></td></tr></table> <p><b><u>Questions or Discussions</u></b></p> <p><b><u>Request of Funds</u></b></p> <p>██████████ asked if this request of money is on par with past requests that have been made in the last 5 years, approximately. Is this an average or above average request or below average request?</p> <p>Mr. Janisse responds that it is an above average request. What is unique of the request is the new funding of CHC’s Regeneration and Development team. This was never separated in the past because it was primarily funded through the Meadowbrook construction. There was a one time \$400,000 subsidy in 2018 that The City of Windsor gave CHC to develop a Regeneration plan. CHC in the past has requested small amounts of 1% or 2 %. Mr. Janisse noted that 2022 was the largest approved increase as indicated by the previous CFO. But this year has surpassed that amount. CHC is seeing costs that are dramatically increasing because of the lack of maintenance in this Portfolio in the past 15 years. Those costs are accumulating.</p> <p><b><u>Reaching Home Program</u></b></p> <p>██████████ proposes the question to Mr. Janisse regarding news of the federal cut to the Reaching Home Program by 28% for the homelessness. Concerned on the impact if any it would have on CHC due to the reduction of funds. Is there any correlation to CHC?</p> <p>Mr. Janisse responds that CHC does not receive any of those funds directly. That this does not impact the operating budget directly. CHC was able to access some of those funds in past years to buy new buildings.</p> |
| <p><b>BE IT RESOLVED THAT THE BOARD OF DIRECTORS OF THE WINDSOR ESSEX COMMUNITY HOUSING CORPORATION</b> receive the budget report and supporting documentation and approve the 2024 Public Housing, Non-Profit Families, Non-Profit Seniors, Affordable Housing, Repair and Renew Salaries and Regeneration and Development Team budgets as presented.</p> | <p>CARRIED</p> |  |  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |

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| 2024-07-17 Essex County Council Merged Agenda (Amended on July 17, 2024) |                        |             |                             | <p><b><u>P2P</u></b></p> <p>Board Member, [REDACTED] inquired regarding the \$40,000 of the P2P in The City budget that was lost for funding. P2P lost the money if they re-organized their principles? If this impacted CHC?</p> <p>Mr. Janisse responded that P2P funding actually came to an end and hasn't been replaced yet. CHC is not looking to change the summer recreational program for the youth. WECHC just wanted to make sure that the program continues. Therefore, WECHC requested to have it moved to the general subsidy.</p> |
|                                                                          |                        |             |                             | <p><b><u>Energy Management Fund</u></b></p> <p>Mr. Janisse indicated that Item No. 2 is no longer needed.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| 3.00                                                                     | AGENDA DISCUSSION ITEM | No. 2       | 3.12                        | <p><b>BE IT RESOLVED THAT THE BOARD OF DIRECTORS OF THE WINDSOR ESSEX COMMUNITY HOUSING CORPORATION</b> receive the budget report and supporting documentation and approve the 2024 Public Housing, Non-Profit Families, Non-Profit Seniors, Affordable Housing, Repair and Renew Salaries and Regeneration and Development Team budgets as presented.</p> <p><b>Moved by: Ms. Marina Clemens, Treasurer    Seconded by: Mr. Joe Bachetti, (Deputy Mayor) Secretary</b></p>                                                                      |
|                                                                          |                        |             |                             | CARRIED                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| 4.00                                                                     |                        | Adjournment | Meeting adjourned 9:25 a.m. |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |

|                                                                                                                                  |                                                    |
|----------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------|
| <p><b>This report has been reviewed and approved by CEO Cynthia Summers</b></p> <p><b>Date: Wednesday, December 20, 2023</b></p> |                                                    |
| <p><b>This report was approved by the Board</b></p>                                                                              | <p><b>Date:</b>     December 22 2023 Via Email</p> |



# **WINDSOR ESSEX COMMUNITY HOUSING CORPORATION**

## **NOTICE OF ANNUAL GENERAL MEETING**

### **JUNE 22, 2023**

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#### **APPROVAL OF THE 2023 ANNUAL GENERAL MEETING RESOLUTIONS**

**Called to order at 1:11 pm by Mayor Sherry Bondy Seconded by Shelly Lucier**

**CARRIED**

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**TO:** Sole shareholder, The Corporation of the City of Windsor

**AND TO:** Directors,

- (a) Fabio Costante
- (b) Marina Clemens
- (c) Linda Kathleen Coltman
- (d) Ann Paul
- (e) Kieran McKenzie
- (f) Joe Bachetti
- (g) Sherry Bondy
- (h) Shelly Anne Lucier
- (i) Kathleen Amy Hay
- (j) Rio Anzolin

It is with pleasure that we present you with the 2023 Annual General Meeting of Windsor Essex Community Housing Corporation (CHC) as follows.

#### **Opening of Meeting – Councillor Fabio Costante, Chair**

#### **Formalities**

- (a) **Proof of Notice of Meeting** - Provided as part of the June 2023 Board Mtg Agenda Package on June 15 2023.
- (b) **Report on Attendance by Sole Shareholder** – Ms. Janice Guthrie

**WINDSOR ESSEX COMMUNITY HOUSING CORPORATION 2021  
ANNUAL GENERAL MEETING  
MINUTES  
June 22, 2023**

In accordance with the Shareholder Declaration section 3.8 Annual General Meeting, the following Annual Corporate Resolutions are being submitted to the City of Windsor as sole shareholder:

**Request for Board Approval of AGM Resolutions**

CHC Management is requesting the approval of the Board for the following resolutions to complete the compliance of the 2022 Annual General resolution requirement.

**Recommendation 1- Appointment of Officers**

**CHC BOARD AGM RESOLUTION-06-22-2023 - A**

**BE IT RESOLVED THAT THE BOARD OF DIRECTORS OF THE WINDSOR ESSEX COMMUNITY HOUSING CORPORATION** In accordance with the Shareholder Declaration section 3.2, has approved the continuation of the following individuals as Officers of the Corporation:

**Board Chair: Councillor Fabio Costante  
Vice-Chair: Deputy Mayor Joe Bachetti  
Treasurer: Ms. Marina Clemens  
Secretary: Councillor Kieran McKenzie**

**Moved by: Ms. Linda Coltman      Seconded by: Ms. Shelly Lucier      CARRIED**

All Directors of the Corporation hereby pass the foregoing resolutions hereto pursuant to the provisions of the Ontario *Business Corporations Act*.

**Recommendation 2 - Appointment of Auditors**

**CHC BOARD AGM RESOLUTION-06-22-2023 - B**

**BE IT RESOLVED THAT THE BOARD OF DIRECTORS OF THE WINDSOR ESSEX COMMUNITY HOUSING CORPORATION** has approved the appointment of KPMG as the CHC Auditor for the year 2023 as follows:

As required by the Board Responsibilities relating to the monitoring of CHC's finances and costs under Section 3.1(f) of the Declaration of the Sole Shareholder. any two Directors hereby authorized and directed to sign the balance sheet as evidence of the foregoing as required in the Board Responsibilities of the Declaration of the Sole Shareholder relating to:

- (1) the monitoring of CHC's finances and costs under Section 3.1(f); and
- (2) the responsibility to deliver the Auditors' Report, Audited Financial Statements and an Auditor's Findings Report within 150 days after the end of each fiscal year to the Shareholder under Section 4.3.

**Moved by: Mayor Sherry Bondy      Seconded by: Ms. Shelly Lucier      CARRIED**

**Recommendation 3 - Approval of CHC 2021 Annual Report**

**CHC BOARD RESOLUTION-AGM 06-22-2023 - C**

**BE IT RESOLVED THAT THE BOARD OF DIRECTORS OF THE WINDSOR ESSEX COMMUNITY HOUSING CORPORATION** In accordance with the Shareholder Declaration section 3.8, has received and approved the CHC 2022 Annual Report as presented.

Moved by: Ms. Marina Clemens

Seconded by: Ms. Ann Paul

**CARRIED**

\*\*\*\*\*

**KPMG 2022 Audit Resolutions**

**Passed by the CHC Board of Directors at their meeting held on April 27, 2023**

**KPMG 2021 Audit Findings Report & Financial Statements for the year ending December 31, 2022.**

KPMG Windsor Essex CHC 2020 Audit Findings report, and financial statements were presented to the Board at their meeting held on April 27, 2023.

The following resolutions were passed by the Board at the Board Meeting held on April 27, 2023.

**CHC BOARD RESOLUTION-04-27-2023-C**

**BE IT RESOLVED THAT THE BOARD OF DIRECTORS OF THE WINDSOR ESSEX COMMUNITY HOUSING CORPORATION** has received and approves the following as presented:

- a. KPMG Audit Findings Report for the year ended December 31, 2022.
- b. KPMG Report on Applying Specified Auditing Procedures on the Annual Information Return for the year ended December 31, 2022.
- c. Management Representation Letter addressed to KPMG for the year ended December 31, 2022.

Moved by: Councillor Kieran McKenzie

Seconded by: Mr. Rio Anzolin

**CARRIED**

**CHC BOARD RESOLUTION-04-27-2023-D**

**BE IT RESOLVED THAT THE BOARD OF DIRECTORS OF THE WINDSOR ESSEX COMMUNITY HOUSING CORPORATION** has received and approves the Audited Financials and AIR statements as presented:

- a. Audited Financial Statements of Windsor Essex Community Housing Corporation as at and for the year ended December 31, 2022.
- b. Windsor Essex Community Housing Corporation, Annual Information Return for the year ended December 31, 2022.

Moved by: Councillor Kieran McKenzie

Seconded by: Mr. Rio Anzolin

**CARRIED**

This Annual General Meeting was adjourned at 1:19 pm.

These minutes were approved by the Board on September 28 2023