



**NIAGARA REGIONAL HOUSING**  
Campbell East, 3<sup>rd</sup> Floor  
2201 St. David's Road, P.O. Box 344  
Thorold, ON L2V 3Z3  
Phone: (905) 682-9201  
Fax: (905) 687-4844

**Directors:**

Shirley Cordiner, Chair  
Public-at-Large, Fort Erie

Henry D'Angela, Vice-Chair  
Councillor, Thorold

Karen Blackley, Secretary  
Stakeholder, Thorold

Patrick O'Neill, Treasurer  
Stakeholder,  
Niagara-on-the-Lake

Linda Allen  
Tenant, St. Catharines

David Barrick,  
Councillor, Port Colborne

Barbara Carroll  
Public-at-large,  
St. Catharines

Ken Goka  
Stakeholder, Welland

James Hyatt  
Stakeholder, St. Catharines

Ronna Katzman  
Councillor, St. Catharines

Kelly Kendrick  
Fort Erie, Stakeholder

George Marshall  
Councillor, Welland

John Osczytko  
Public-at-Large, Welland

Tim Rigby,  
Councillor St. Catharines

**Minutes**

**NIAGARA REGIONAL HOUSING  
Board of Directors Meeting**

**#128 – 2014**

NRH Boardroom  
Campbell East, 3<sup>rd</sup> Floor  
2201 St. David's Road  
Thorold, ON

January 31, 2014 – 9:10 A.M.

**Attendees**

**Directors/**

**Members:** S. Cordiner, H. D'Angela, K. Blackley, G. Marshall,  
J. Osczytko, K. Goka, P. O'Neill, R. Katzman  
L. Allen, J. Hyatt, D. Barrick (at 9:40 A.M.)  
T. Rigby (till 10:50 A.M.)

**Regrets:** B. Carroll, K. Kendrick

**NRH Staff:** L. Beckwith, M. MacLellan, M. Fearnside, W. Thompson  
V. Amato & A. Swigger (until item 7)

**Regional Staff:** D. Woiceshyn, Manager Shared Financial Services

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A quorum being present, the meeting was called to order at 9:03 A.M.

**1. Adoption of Agenda/Declaration of Conflict**

The following edits to the agenda were requested:

- Item 4.4. considered 1<sup>st</sup> under staff reports; and,
- Privacy Breach added as 7.4.

*Moved by H. D'Angela*

*Seconded by T. Rigby*

***That the agenda be ADOPTED as amended.***

**CARRIED**

No conflicts of interest were declared.

## 2. Approval of Minutes

### 2.1. Minutes of the November 22, 2013 Meeting

*Moved by T. Rigby*

*Seconded by K. Blackley*

***That the minutes of the November 22, 2013 meeting be ADOPTED.***

CARRIED

## Business Arising

### 2.2. NRH Oath of Confidentiality - Report 14-128-2.2.

Staff advised that new wording regarding confidentiality after a Director leaves the Board was reviewed by legal department.

*Moved by P. O'Neill*

*Seconded by K. Goka*

***That the NRH Board of Directors APPROVES the revised NRH Oath of Confidentiality and the removal of item 11 from the Board Action List.***

CARRIED

Directors signed the revised Oath.

## 3. Presentation – New Director.

The Chair welcomed the newest Director, James Hyatt. Those around the table introduced themselves and Mr. Hyatt provided a brief overview of his background.

As a military pilot he served more than 30 years in various locations across Canada and overseas. After military retirement, he assisted a variety of companies and government organizations for over 10 years as an aviation management consultant.

Mr. Hyatt moved to St Catharines where he was appointed as a Director to Luther Manor Inc.

## 4. Staff Reports

### 4.4. Update of Communication Policies – Report 14-128-4.4.

This report was provided to solicit recommendations for change to the current NRH communication policies.

The General Manager reviewed a list of occurrences within the last two weeks, asking if/when Directors would want to be provided with information. It is understood that the Chair and General Manager are always in close contact.

Staff was instructed to:

- hold items regarding operational issues till the next Board meeting
- advise Directors immediately regarding items in the press, as they may receive questions from the public. If the information is of a sensitive nature, a phone call may be in order.
- calls from Regional Councillors are to be handled by the Managers or higher not by front line staff
- protocol for staff meetings should specify that the front line staff should call their manager immediately if a Councillor attends without previous notice and alternate arrangements made for the manager to meet with the Councillor to address any questions
- a legal opinion should be obtained clarifying the role of the Councillor as an advocate or agent for the client particularly in light of the Service Manager role of Council

D. Barrick joined the meeting at 9:40 A.M.

*Moved by T. Rigby  
Seconded by P. O'Neill*

***That Niagara Regional Housing Board RECEIVES report 14-128-4.4. on Communication Policies for information, and that updated policies be presented at a future meeting for further consideration.***

**CARRIED**

Action by: W. Thompson

4.1. Update – 2013 NRH Business Plan – Report 14-128-4.1.

*Moved by J. Osczytko  
Seconded by K. Blackley*

***That Niagara Regional Housing Board APPROVES this update on the 2013 NRH Business Plan.***

**CARRIED**

4.2. Operational Reports 4<sup>th</sup> Quarter – October 1 to December 31, 2013 & Report on Variances - Report 14-128-4.2.

*Moved by T. Rigby  
Seconded by K. Blackley*

***That the NRH Board of Directors APPROVES the Operational Reports and Report on Variances as at December 31, 2013.***

CARRIED

- 4.3. NRH Quarterly Report to Council - October 1 to December 31, 2013 – Report 14-128-4.3.

*Moved by T. Rigby*

*Seconded by P. O'Neill*

***That Niagara Regional Housing Quarterly Report October 1 to December 31, 2013 be APPROVED and FORWARDED to the Public Health and Social Services Committee and subsequently to Regional and Municipal Councils for information.***

CARRIED

A discussion was held regarding the length and content of the report to council. It was agreed that, in future, Directors will continue to receive a detailed version of the Quarterly Report, however, the report to Council should be more concise. It was suggested that Councillors be surveyed to determine what they would like to see in a quarterly report. A summary report was suggested with the current last page retained and a note advising Councillors that more information is available upon request.

- 4.5. Capital Asset Management Plan – Report 14-128-4.5.

*Moved by H. D'Angela*

*Seconded by K. Blackley*

***That the Niagara Regional Housing (NRH) Board of Directors RECEIVES report 14-128-4.5., Capital Asset Management Plan for information.***

CARRIED

## 5. New Business

There was no new business.

## 6. General Manager's Report

- 6.1. Financial Statements as at December 31, 2013  
Not available till March/April 2014

- 6.2. Disbursement of Honourariums  
Monthly Honourarium payments will be split into two payments per month starting sometime in the fall of 2014.

### 6.3. Office Renovations

The General Manager thanked the Board and Council for approving additional staff. Accommodating additional positions will require some renovations to the NRH office. Various work arrangements are being considered including off-site and touch-down stations for staff who spend most of their day out of the office.

### 6.4. Preliminary Year-End Budget Results for 2013

It looks like NRH will have a 1.7% or \$840,000 surplus for 2013. This is primarily on the utilities line. Full analysis will be undertaken including the impact of capital improvements and improvement of utility data base to assist in more refined forecasting.

### ***Year-End Transfer Report Considerations***

Over the next 10 years Federal funding for the capital program will decrease by \$715,184 increasing reliance on debt to fund the capital program. Additionally the rebates for the Broadoak development have not been confirmed as yet. There have been over two years of negotiations and there is still no certainty that the rebates will be approved.

Directors expressed concern about the projected increase in electricity costs this year and discussed the possibility of setting up a utility stabilization reserve or stipulating a specific amount for utilities within an existing reserve.

*Moved by H. D'Angela  
Seconded by T. Rigby*

WHEREAS, NRH has recognized an estimated surplus of \$852,517 for 2013 (pending final audit review); and

WHEREAS Federal funding for NRH's capital program is declining over the next 10 years in the amount of \$715,184; and

WHEREAS the province's long-term energy plan projects a 42% increase in hydro bills by 2018 which will directly affect the 35 NRH apartment buildings that are heated by electricity; and

WHEREAS energy rebates are still pending for the Broadoak development project and their approval remains uncertain;

***It is RECOMMENDED to Regional Council that \$370,000 be transferred to the NRH Reserve for the Owned Units to mitigate the loss of Federal funding and increase in hydro costs; and***

***It is further RECOMMENDED to Regional Council that \$482,517 be transferred to Niagara Region's Capital Variance Reserve for the Broadoak development project in the event that the rebates are not approved***

CARRIED

6.5. Quebec Fire – 14-128-6.5.

In light of the nursing home fire at Résidence du Havre, in the Town of L'Isle Verte, Quebec where so many residents lost their lives, staff prepared a document entitled "Fire Safety in NRH Buildings" which was distributed at the meeting. The corporation has an Emergency Plan which is reviewed annually. All buildings have Fire Plans approved by the local fire departments and training/education on fire procedures, as well as, fire prevention measures offered regularly to staff and tenants.

Mobility lists are updated quarterly and placed with fire plans in all NRH apartment buildings which are accessible to each fire department.

NRH will have five buildings that exceed fire code requirements; the buildings are in the process of being sprinklered.

A. Swigger left the meeting

7. **Closed Session** – 10:22 A.M.

*Moved by P. O'Neill*

*Seconded by J. Hyatt*

***That the NRH Board of Directors move into closed session to receive information of a confidential nature regarding Security of the Property of the Municipality or Local Board and personal matters about an identifiable individual(s), including municipal or local board employees.***

CARRIED

7.1. Correspondence re: Housing Provider –IC 14-128-7.1.

*Moved by R. Katzman*

*Seconded by K. Goka*

***That the Niagara Regional Housing Board of Directors RECEIVES correspondence IC 14-128-7.1. for information.***

CARRIED

7.2. Return of Bid Security – Report IC 13-127-7.2.

*Moved by G. Marshall*

*Seconded by P. O'Neill*

***That the Niagara Regional Housing (NRH) Board of Directors APPROVES the retention of full amount of Bid Security pending results from the reissued tender in the spring of 2014.***

CARRIED

7.3. Niagara Falls New Development Business Case – Report IC 14-128-7.3.

T. Rigby left the meeting at 10:50 A.M.

*Moved by P. O'Neill*

*Seconded by R. Katzman*

***That the Niagara Regional Housing (NRH) Board of Directors RECOMMENDS that Regional Council approves the submission of the Business Case to the Ministry of Municipal Affairs and Housing requesting Ministerial Consent.***

CARRIED

7.4. Privacy Breach

7.a. 11:00 A.M.

*Moved by P. O'Neill*

*Seconded by R. Katzman*

***That the NRH Board of directors rise with report.***

CARRIED

**8. Committee Reports**

8.1. Appeal

Minutes of the November 12, 2013 appeal hearing were provided for information.

8.2. Community Economic Development Advisory Group (CEDAG), T. Rigby, Chair

Minutes of the June 14, 2013 meeting were provided for information

*Moved by D. Barrick*

*Seconded by G. Marshall*

***That the NRH Board of Directors RECEIVES the committee reports noted above.***

CARRIED

**9. For Information**

9.1. Action Items from Previous Meetings

9.2. Reimbursable Mileage Two-Tire rates (CSD 120-2013)

Attention was drawn to this report which increases the mileage rate for 2014 to \$0.54/km for the first 5,000 km and \$0.48/km for anything in excess of 5,000 km.

Staff was directed to re-send report 13-120-3.4. Action Item – Mileage vs. Honorariums, dated March 27, 2013 to all Directors.

Action by: V. Amato

**Correspondence/Media**

No Correspondence

10. Other

11. Next Meeting

Friday, February 28, 2014 at 9:00 A.M.

NRH Board Room  
Campbell East  
2201 St. David's Road  
Thorold

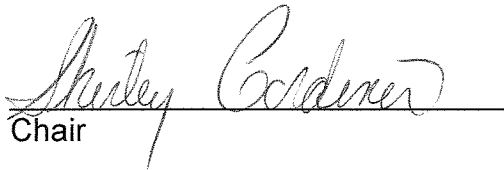
12. Adjournment

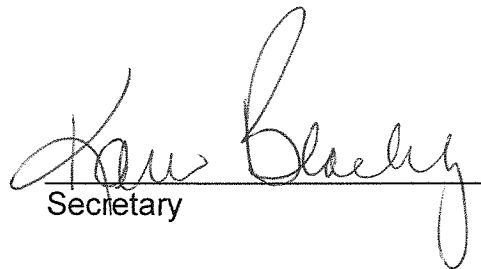
**Motion to adjourn at 11:03 A.M.**

Moved by R. Katzman  
Seconded by K. Blackley

CARRIED

Minutes Approved:

  
Chair

  
Secretary