



## 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  
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### 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

**#129 – 2014**

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

February 28, 2014 – 9:00 A.M.

### Attendees

#### Directors/

Members: S. Cordiner, H. D'Angela, K. Blackley, G. Marshall,  
L. Allen, J. Osczytko, K. Goka, R. Katzman  
K. Kendrick, J. Hyatt, D. Barrick at 9:31 A.M.,  
T. Rigby till 11:10 A.M.

Regrets: B. Carroll, P. O'Neill, R. Katzman

NRH Staff: L. Beckwith, M. MacLellan, V. Amato,  
W. Thompson at 10:42 A.M.

Regional Staff: S. Chisholm, Legal Counsel till 10:40 A.M.  
D. Woiceshyn, Manager Shared Financial Services  
at 10:42 A.M.

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

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

*Moved by T. Rigby  
Seconded by J. Osczytko*

***That the agenda be ADOPTED.***

**CARRIED**

No conflicts of interest were declared.

2. **Closed Session** – 9:03 A.M.

*Moved by T. Rigby*

*Seconded by J. Hyatt*

***That the NRH Board of Directors move into closed session to receive information of a confidential nature regarding litigation or potential litigation, including matters before administrative tribunals, affecting the municipality or local board***

Not having been present at the last meeting, K. Kendrick declared a conflict with IC 14-128-7.2. *Return of Bid Security*, from the last meeting as she does business with this contractor.

2.1. Broadoak

D. Barrick joined the meeting at 9:31 A.M.

K. Kendrick left the room, having declared a conflict regarding one of the contractors under consideration as she does business with the company.

D. Barrick declared a conflict in the event anything regarding a second contractor was mentioned, as he does work for them. Nothing in regard to the second contractor was discussed.

Board direction: ***S. Chisholm to contact Mayor Diodati.***

2.2. Barring Contractors

2.a. 10:23 A.M.

*Moved by T. Rigby*

*Seconded by D. Barrick*

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

***CARRIED***

K. Kendrick returned to the meeting

2.2. Barring Contractors

NRH Contractor Performance policy states that discipline of contractors may be considered if at any time a contractor has threatened, commenced or engaged in legal claims or litigation against NRH.

Disciplinary measures may include restrictions on the number of contracts that can be awarded until satisfactory completion of the existing contract, loss of performance security and/or the contractor being barred from bidding for varying

periods of time, typically six months to one year. Certain conditions must be met prior to reinstatement.

S. Chisholm advised that the Region is currently reviewing its Procurement policy. The Region does not track barred contractors across the corporation.

***Staff was directed to use current NRH policy and update once Region finalizes their Procurement Policy.***

S. Chisholm left the meeting at 10:35 A.M.

### 3. Approval of Minutes

3.1. Minutes of the January 31, 2014 Meeting

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

***That the minutes of the January 31, 2014 meeting be ADOPTED.***

CARRIED

### Business Arising

3.2. There was no business arising

### 4. Presentation – not scheduled

### 5. Staff Reports

5.1. By-Law #3 - Records Retention & Destruction – Report 14-129-5.1.

A revised Schedule A was distributed.

*Moved by T. Rigby  
Seconded by G. Marshall*

***That the Niagara Regional Housing Board:***

- 1) APPROVES By-Law No. 3, a by-law to provide for the classification, retention and destruction of records of the corporation***
- 2) REFERS this report to Regional Council for information***

CARRIED

5.2. Tenant Chargebacks for Property Damage – Report 14-129-5.2.

M. MacLellan, Manager Housing Operations, presented this report regarding situations where damages are determined to be through willful or negligent conduct of the tenant or their visitors. A lengthy discussion ensued.

D. Woiceshyn and W. Thompson joined the meeting at 10:42 A.M.

*Moved by G. Marshall*

*Seconded by J. Hyatt*

***That the Niagara Regional Housing (NRH) Board of Directors APPROVES:***

- 1) Keeping the current chargeback policy; and,***
- 2) Staff investigating mandatory tenant insurance.***

*CARRIED*

5.2.b.

*Moved by H. D'Angela*

*Seconded by J. Hyatt*

***That the Niagara Regional Housing (NRH) Board of Directors APPROVES increasing the tenant chargeback limit to \$5,000, to be revisited in a future report.***

*CARRIED*

Action by: M. MacLellan

5.3. Revised Communication Policies - Report 14-129-5.3.

*Moved by T. Rigby*

*Seconded by K. Blackley*

***That the following revised communication policies be APPROVED:***

- C-4 Communications Protocol with the Board of Directors***
- C-1 Media Communications and Coordination***
- E-4 Complaint Review Process***

*CARRIED*

- 5.4. RAFT Report on Community Development in Rykert and Old Pine Trail – Report 14-129-5.4.

*Moved by H. D'Angela*

*Seconded by J. Hyatt*

***That the NRH Board RECEIVES this report for information purposes as recommended by the Community Economic Development Advisory Group.***

CARRIED

- 5.5. NRH Community Development Framework and Community House Inventory – Report 14-129-5.5.

*Moved by G. Marshall*

*Seconded by K. Blackley*

***That the NRH Board APPROVES the NRH Community Development Framework and Community House inventory criteria to guide community development.***

CARRIED

T. Rigby left the meeting at 11:10 A.M.

- 5.6. Proposed Format for Quarterly Reports

*Moved by D. Barrick*

*Seconded by H. D'Angela*

***That the NRH Board APPROVES on the new format for the Quarterly Report to Council and the Quarterly Report to the NRH Board.***

CARRIED

- 5.7. Draft Capital Asset Management Plan

NRH excerpts from the Region's Asset Management Plan were distributed. The entire plan will be made public on Monday. Five Directors requested a full copy of the plan.

## 6. **New Business**

There was no new business.

## 7. **General Manager's Report**

The General Manager advised that Council approved transfer of the 2013 NRH surplus in the amount of \$483,000 to the Region's Capital Levy for Broadoak, in the

event that the energy rebates are not approved and the balance of surplus to the NRH reserve for owned units.

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

## 8. **Committee Reports**

- 8.1. Appeal  
Minutes of the January 31 and February 4, 2014 appeal hearings were provided for information.
- 8.2. Provider Advisory Group (PAG), K. Kendrick, Chair  
Unapproved Minutes of the January 16, 2014 PAG meeting were provided for information.
- 8.3. Tenant Advisory Group (TAG)  
Minutes of the October 9, 2013 TAG meeting were provided for information.

*Moved by D. Barrick  
Seconded by K. Blackley*

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

CARRIED

## 9. **For Information**

- 9.1. Action Items from Previous Meetings

### ***Correspondence/Media***

No Correspondence

## 10. Other – Fitch St. Welland

June 1, 2014 is the anticipated move-in date. A model suite is being prepared and the Design Committee will be meeting there. Several events are planned for the new building such as a tenants' welcome meeting including neighbours of the property and possibly a Board meeting. Directors suggested that staff present the Fitch St. movie to Council.

11. Next Meeting

Friday, March 28, 2014 at 9:00 A.M.  
NRH Board Room  
Campbell East  
2201 St. David's Road  
Thorold

12. Adjournment

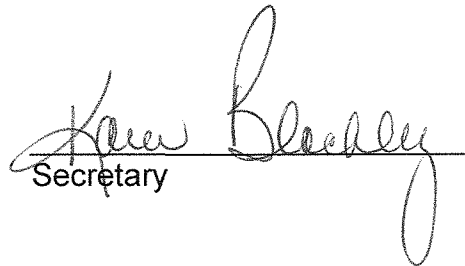
***Motion to adjourn at 11:25 A.M.***

*Moved by H. D'Angela*  
*Seconded by K. Kendrick*

CARRIED

Minutes Approved:

  
Chair

  
Secretary