



## **NIAGARA REGIONAL HOUSING**

*Campbell East, 3<sup>rd</sup> Floor*  
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### Minutes

#### **NIAGARA REGIONAL HOUSING Board of Directors Meeting**

**#132 – 2014**

Common Room  
235 Fitch Street (new building)  
Welland, ON

May 30, 2014 – 9:00 A.M.

#### Attendees

##### Directors/

Members: S. Cordiner, H. D'Angela, G. Marshall, L. Allen  
T. Rigby, K. Kendrick, J. Hyatt, B. Carroll,  
P. O'Neill till 11:05 A.M.

Regrets: D. Barrick, J. Osczytko, R. Katzman, K. Blackley

Absent: K. Goka

NRH Staff: L. Beckwith, M. MacLellan, M. Fearnside, A. Swigger,  
V. Amato

Regional Staff: K. Chislett, Commissioner Community Services  
D. Woiceshyn, Manager Shared Financial Services

##### **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

A quorum being present, the meeting was called to order at 9:11 A.M.

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

Add Shared Services Agreement under Business Arising as 2.2.  
Add Operational Support Unit as 2.2.3. under Closed Session:

*Moved by J. Hyatt*  
*Seconded by G. Marshall*

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

**CARRIED**

No conflicts of interest were declared.

## 2. Approval of Minutes

### 2.1. Minutes of the April 25, 2014 Meeting

*Moved by H. D'Angela  
Seconded by P. O'Neill*

***That the minutes of the April 25, 2014 meeting be ADOPTED.***

CARRIED

### 2.2. Business Arising – Shared Services Agreement – Report 14-132-2.2.

Report 14-132-2.2. Shared Services Agreement was distributed. The General Manager reviewed the report. The agreement currently costs \$1.6 mil.

*Moved by H. D'Angela  
Seconded by P. O'Neill*

***That the NRH Board of Directors RECEIVES report 14-132-2.2., Shared Services Agreement for information***

CARRIED

*Staff was directed to provide rent per square foot.*

*Action by: L. Beckwith*

### 2.2.A. Closed Session 9:20 A.M.

*Moved by B. Carroll  
Seconded by J. Hyatt*

***That the NRH Board of Directors MOVE INTO closed session to consider information of a confidential nature regarding labour relations or employee negotiations - 2014 Job Rate for General Manager Position and Operational Support Unit and for litigation or potential litigation, including matters before administrative tribunals, affecting the municipality or local board concerning an update on Broadoak.***

CARRIED

The only staff present were the General Manager and Executive Assistant. M. Fearnside attended for the Broadoak update.

### 2.2.B. 10:15 A.M.

*Moved by  
Seconded by*

***That the NRH Board of Directors RISE with report.***

CARRIED

2.2.1. 2014 General Manager Job Rate – Chart 14-132-2.2.1.

*Moved by P. O'Neill  
Seconded by L. Allen*

***That the Niagara Regional Housing Board of Directors APPROVES:***

- 1. the Recruitment Committee, in consultation with Recruitment Agency representative determine an appropriate salary range for the General Manager position;***
- 2. any additional fee for the extra service be negotiated and approved by the Committee; and,***
- 3. a special meeting of the Board be arranged by teleconference to authorize Recruitment Committee's recommendation.***

**CARRIED**  
Action by: S. Cordiner

2.2.3. Operational Support Unit – Report IC 14-132-2.2.3.

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

***That the Niagara Regional Housing Board of Directors APPROVES, subject to decision received on Tuesday, June 3<sup>rd</sup>, NRH Chair and Vice-Chair meeting with the Regional Chair and CAO in regards to the staffing issue.***

**CARRIED**

2.2.3. A.

*Moved by B. Carroll  
Seconded by G. Marshall*

***That the Niagara Regional Housing Board of Directors APPROVES, subject to decision received on Tuesday, June 3<sup>rd</sup>, either review of service levels or giving notice of service termination for specific items under the Shared Services Agreement with Region.***

**CARRIED**

10:45 A.M.

K. Chislett, M. MacLellan, W. Thompson, A. Swigger and D. Woiceshyn joined the meeting.

3. **Presentation** – Tour of new building to take place after meeting.

4. **Staff Reports**

- 4.1. Community Homelessness Prevention Initiative (CHPI) Pilot Eviction Prevention Program for Housing Providers – Report 14-132-4.1.

K. Chislett thanked NRH staff for their participation in the CHPI program that prevented 63 households from being evicted.

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

***That Niagara Regional Housing Board of Directors RECEIVES report 14-132-4.1. Community Homelessness Prevention Initiative (CHPI) Pilot Eviction Prevention Program for Housing Providers for information.***

CARRIED

- 4.2. Policy - Election Activity on NRH Property - Report 14-132-4.2.

*Moved by B. Carroll  
Seconded by T. Rigby*

***That the Niagara Regional Housing Board of Directors APPROVES Policy G 30 Election Activity on NRH Property.***

CARRIED

- 4.3. Policy – Flex Time - Report 14-132-4.3.

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

***That the Niagara Regional Housing Board of Directors APPROVES the revised Policy D 30 - Flex Time.***

CARRIED

- 4.4. End of Operating Agreements (EOA) – Federal/Provincial Housing Providers – Report 14-132-4.4.

*Moved by J. Hyatt  
Seconded by G. Marshall*

***That the Niagara Regional Housing (NRH) Board of Directors RECEIVES report 14-132-4.4., End of Operating Agreements (EOA) – Federal/Provincial Housing Providers for information.***

CARRIED

- 4.5. Market Rents 2014 – Report 14-132-4.5.

P. O'Neill left the meeting at 11:05 A.M.

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

***That Niagara Regional Housing (NRH) Board of Directors APPROVES the proposed 2014 Market Rents for the owned units, effective September 1, 2014 as highlighted in Appendix "B".***

CARRIED

4.6. Tenant Chargebacks for Property Damage – Report 14-132-4.6.

*Moved by B. Carroll  
Seconded by H. D'Angela*

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

- a) When damage to a unit is the result of willful or negligent action on the part of tenants, members of the household or guests, the tenant shall be responsible for paying the costs of damages up to a maximum of \$12,000;***
- b) NRH will forgive half of the tenant chargeback if the repayment agreement is followed, with the tenant making regular payments.***

CARRIED

4.7 Three Program Review Project – Report 14-132-4.7.

Staff advised that KPMG has signed off on the Three Program Review Project. Preliminary results indicate that, overall, the owned units are the least expensive and Rent Supplement units most expensive (30 to 35% higher) even with administrative costs considered.

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

***That the NRH Board RECEIVES Report 14-132-4.7, Three Program Review Project for information.***

CARRIED

4.8. NRH Policies B-2 *Signing Authority*, B-3 *Procurement Methods and Limits* and E-17 *Board Authority and Approvals* – Report 14-132-4.8.

*Moved by B. Carroll  
Seconded by J. Hyatt*

***That the Board of Directors APPROVES NRH policies B-2 Signing Authority, B-3 Procurement Methods and Limits and E-17 Board Authority and Approvals.***

CARRIED

5. **New Business**

There was no new business.

## 6. General Manager's Report

### 6.1 Financial Statements as at April 30, 2014

Financial Statements were distributed.

*Moved by B. Carroll  
Seconded by J. Hyatt*

***That the Niagara Regional Housing Board of Directors APPROVES the Financial Statements as at April 30, 2014.***

CARRIED

## 7. Committee Reports

### 7.1. Appeals Hearings

Minutes of the April 15 & May 13, 2014 hearings were provided for information.

*Moved by B. Carroll  
Seconded by L. Allen*

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

CARRIED

## 8. For Information

### 8.1. Action Items from Previous Meetings

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

There was no correspondence.

## 9. Other Business

The 2013 Annual Report was distributed.

## 10. Next Meetings

Friday, July 4, 2014 Regular Meeting & Annual General Meeting  
at 9:00 A.M.

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

11. Adjournment

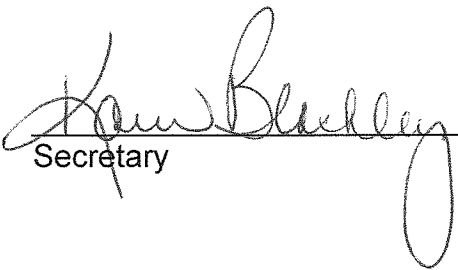
**Motion to adjourn at 11:25 A.M.**

*Moved by B. Carroll  
Seconded by J. Hyatt*

CARRIED

Minutes Approved:

  
\_\_\_\_\_  
Chair

  
\_\_\_\_\_  
Secretary