



**NIAGARA REGIONAL HOUSING**  
*Campbell East, 3<sup>rd</sup> Floor*  
*1815 Sir Isaac Brock Way, P.O. Box 344*  
*Thorold, ON L2V 3Z3*  
*Phone: (905) 682-9201 Fax: (905) 687-4844*

**Minutes**

**NIAGARA REGIONAL HOUSING  
Board of Directors Meeting**

**#155 – 2016**

NRH Board Room  
Campbell East, 3<sup>rd</sup> Floor  
1815 Sir Isaac Brock Way  
Thorold, ON

September 16, 2016 - 9:00 A.M. -12:00 P.M.

**Attendees**

**Directors:**

Paul Grenier, Chair  
Councillor, Welland

Patrick O'Neill, Vice-Chair  
Stakeholder,  
Niagara-on-the-Lake

Henry D'Angela, Secretary  
Councillor, Thorold

Karen Blackley, Treasurer  
Stakeholder, Thorold

Linda Allen  
Tenant, St. Catharines

Vacant  
Public-at-Large,

Vacant  
Public-at-Large,

Ken Goka  
Stakeholder, Welland

James Hyatt  
Stakeholder, St. Catharines

Kelly Kendrick  
Stakeholder, Fort Erie

John Osczytko  
Public-at-Large, St. Catharines

Andrew Petrowski  
Councillor, St. Catharines

Walter Sendzik  
Councillor St. Catharines

Selina Volpatti  
Councillor, Niagara Falls

**Directors/  
Members:**

P. Grenier, P. O'Neill, H. D'Angela, J. Hyatt,  
K. Kendrick, L. Allen, J. Osczytko, K. Blackley  
K. Goka, , S. Volpatti, W. Sendzik till 11:25 A.M.  
A. Petrowski till 11:30 A.M.

**Regrets:**

**NRH Staff:** D. Woiceshyn, D. White, W. Thompson, S. Upton  
K. Ankunda, V. Amato

**Regional Staff:** C. Cousins, Director Homelessness & Community  
Engagement, Community Serv.  
V. Duru, Programs Financial Analyst, Corporate Serv.  
B. Brens, Manager Program Financial Support,  
Corporate Serv.

A quorum being present, the meeting was called to order at 9:05 A.M.

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

Replace 4.6. Multi-Year Budget with SIF/SHIP funding report  
Move 6.4., CEO Recruitment to 2.5.  
Add Governance Update under Other Business

*Moved by S. Volpatti  
Seconded by K. Kendrick*

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

**CARRIED**

There were no conflicts of interest declared.

## **2. Approval of Minutes**

2.1. Minutes of the June 17, 2016 Meeting

2.2. Minutes of the July 22, 2016 Meeting

Amend the minutes of the July 22, 2016 meeting to show that the Chair did not vote in 5.1.b. and 5.2.

*Moved by S. Volpatti  
Seconded by J. Hyatt*

***That the minutes of the June 17 and July 22, 2016 meetings be ADOPTED as amended.***

**CARRIED**

### **Business Arising**

2.3. Housekeeping Item - Minutes of the May 20 & June 17, 2016 meetings & Co-Chair Tender Awards Committee - Report 16-155-2.3.

*Moved by S. Volpatti  
Seconded by J. Osczytko*

That NRH Board of Directors **APPROVE:**

1. That the minutes of the June 17, 2016 meeting indicate adoption of the May 20, 2016 minutes as presented; and,
2. That K. Goka be officially appointed as Co-Chair of the NRH Tender Awards Committee.

**CARRIED**

2.4. Habitat for Humanity – Report 16-155-2.4.2.

2.4.1. Temporarily Suspend Rules of Procedure section 11.7. d

*Moved by A. Petrowski  
Seconded by W. Sendzik*

***That the Niagara Regional Housing Board of Directors temporarily suspend the NRH Procedural Guidelines to allow for reconsideration of the Habitat IAH-E funding allocation.***

CARRIED

2.4.2. Reconsideration of Motion Regarding Homeownership - IAH-E funding allocation for Habitat for Humanity (April 15, 2016 meeting item 4.3.; May 20, 2016 meeting item 2.3.1.b)

*Moved by J. Hyatt*

*Seconded by W. Sendzik*

***That the NRH Board of Directors RECONSIDER the Homeownership-IAH-E funding allocation for Habitat for Humanity.***

At least two-thirds of those present having voted in favour of the motion to reconsider; the Chair declared it

CARRIED

2.4.2.a.

*Moved by J. Hyatt*

*Seconded by W. Sendzik*

***1) That the Niagara Regional Housing Board of Directors APPROVES the 2016/2017 allocation of \$100,000 for Habitat for Humanity identified in report NRH 2-2015 for year-3 IAH-E funding to provide down payment assistance to 4 houses at \$25,000 each; and,***

***2) That staff be directed to PREPARE a written agreement between NRH and Habitat for the remaining 3 years of funding 2017/2018, 2018/2019 and 2019/2020, to match the Welcome Home Niagara Program requirements; and,***

***3) That the agreement comes back to the Board for the January 2017 meeting.***

CARRIED

S. Volpatti requested that it be noted in the minutes that she voted against the motion.

## 2.5. CEO Recruitment – Update

D. Woiceshyn advised that six submissions had been received in response to the request for quotes. She asked how the Board wished to proceed; create a Recruitment Committee or have the entire Board review the submissions. Another possibility would be two committees, one to select the recruitment firm and different

committee to interview perspective applicants. In the past, a Recruitment Committee was formed that did both, it consisted of the Executive Committee plus one other Director and an alternate. For consistency, the alternate attended all meetings but did not vote unless one of committee members was unable to attend.

*Moved by W. Sendzik*

*Seconded by J. Osczytko*

***That the NRH Board of Directors APPROVE the creation of a committee to select a search firm.***

A recorded vote was requested, the Directors voted as follows:

Voting FOR the motion (8): L. Allen, J. Hyatt, P. O'Neill, J. Osczytko, A. Petrowski, W. Sendzik, S. Volpatti, P. Grenier

Voting AGAINST the motion (4): K. Blackley, H., D'Angela, K. Goka, K. Kendrick,

The Chair declared it

**CARRIED**

2.5.a.

*Moved by S. Volpatti*

*Seconded by K. Blackley*

***That the above motion be AMENDED to state that the committee consist of the Executive plus one and an alternate.***

**CARRIED**

2.5.b.

S. Volpatti nominated A. Petrowski to serve on the committee

K. Blackley nominated J. Hyatt to serve on the committee

Both accepted.

*Moved by S. Volpatti*

*Seconded by K. Blackley*

***That the nominations to the Recruitment Committee be closed.***

**CARRIED**

***All AGREED that A. Petrowski and J. Hyatt in addition to the Executive Committee members, be appointed to the Recruitment Committee.***

The committee will first meet to determine the selection criteria and scoring matrix to be used and then they will be provided with the summary sheet and full submissions. Staff to send out scoring matrix used previously for any edits.

Action by: V. Amato

**3. Presentation – See Budget item 4.5.**

#### 4. Staff Reports

4.1. NRH 2<sup>nd</sup> Quarter 2016 Report to Board and Council – Report 16-155-4.1.

W. Thompson requested feedback on new look of the report with compendium at the back explaining NRH programs and services.

*Moved by K. Kendrick  
Seconded by K. Blackley*

***That Niagara Regional Housing Quarterly Report April 1 to June 30, 2016 be APPROVED and FORWARDED to the Public Health and Social Services Committee and subsequently to Regional and Municipal Councils for information; with page 9 annotated: “only represents people who applied for housing” & with Housing First put back into main body of the report.***

CARRIED

4.2. Bad Debt Write-offs – Report 16-155-4.2.

*Moved by S. Volpatti  
Seconded by K. Goka*

***That the Niagara Regional Housing Board of Directors APPROVES the 2015 write-off, pursuant to the write-off policy in the amount of \$124,257.08 for:***

- ***\$ 15,530.87 early write-offs (deported, deceased and bankrupt), and***
- ***\$ 108,726.21 for those former tenant accounts which have been in collection for more than 2 years and have had no activity since December 31<sup>st</sup>, 2013.***

CARRIED

4.3. Draft 2017 Capital Budget – Report 16-155-4.3.

*Moved by K. Blacklay  
Seconded by K. Kendrick*

***That Niagara Regional Housing Board of Directors APPROVES the Proposed NRH 2017 Capital Budget as presented in the amount of \$8,004,190 gross, or \$6,126,073 net of federal funding & capital reserves, consisting of, Debt - \$6.1 M, Federal - \$0.8 M, Reserve - \$1.08 M.***

CARRIED

Staff advised that NRH is participating in the Region's Capital Asset Management Strategy.

4.4. Projected 10-Year Capital Budget – Report 16-155-4.4.

*Moved by K. Kendrick  
Seconded by K. Blackley*

***That NRH Board of Directors APPROVES the Proposed 10-Year Capital Plan for submission to Regional Council for final approval.***

CARRIED

4.5. Draft 2017 Operating Budget – Report 16-155-4.5.

V. Duru narrated a slide presentation of increases and decreases to account lines. Some increases are legislated, others are necessary to carry on business. Taxes have contributed to the budget increase. A budget reduction target of \$871 thousand would be required to achieve 1% budget guidance.

Last year, in order to meet 0% guidance NRH made budget cut, and advised at the time that it was not sustainable.

NRH Capital Reserve is severely underfunded in relation to the value of properties. Housing Providers are legislated to put a specific % into Capital Reserves each year; there is no such legislation for the former public housing units.

NRH is under staffed for the programs/services it provides. A Case Load Capacity Review is being performed by Ernst and Young.

*Moved by A. Petrowski  
Seconded by K. Kendrick*

***That Niagara Regional Housing Board of Directors APPROVE the Proposed 2017 Operating Budget excluding allocated costs. And further, preparation of a roster of options for potential budget cuts.***

CARRIED

Action by: D. Woiceshyn

W. Sendzik left the meeting at 11:25 A.M.

4.6. Social Housing Infrastructure (SIF)-Social Housing Improvement Program (SHIP) – Report 16-155-4.6.

*Moved by S. Volpatti  
Seconded by H. D'Angela*

***1. That the Niagara Regional Housing Board of Directors RECEIVES this report for information.***

***2. That the Niagara Regional Housing Board of Directors APPROVES an adjustment to the NRH 2016 Capital Budget to account for the receipt of***

***\$1.2 million in funding under the SHIP program for the Public Housing Stock.***

CARRIED

A. Petrowski left the meeting at 11:30 A.M.

**5. New Business**

5.1. There was no new business.

**6. Chief Executive Officer's Report**

6.1. Financial Statements as at June 30, 2016 – Report 16-155-6.1.

6.2. Financial Statements as at July 31, 2016 – Report 16-155-6.2.

*Moved by K. Blackley*

*Seconded by H. D'Angela*

***That the NRH Board of Directors APPROVE the Financial Statements as at June 30 and July 31, 2016.***

CARRIED

6.3. Appointment to Investment Committee to replace B. Carroll

*Moved by H. D'Angela*

*Seconded by P. O'Neill*

***That NRH Board of Directors APPOINT K. Blackley to the Investment Committee.***

CARRIED

*All AGREED to move the closed session to the end of the meeting.*

**10. Other Business**

10.1. Homeless

NRH's waiting list only records those who have applied and are waiting for housing, in the Homeless status numbers. These people may be living with friends or family, or actually be out on the street. There have been cases where people with Homeless status were offered a unit but refused, and continue to live on the street.

*Moved by S. Volpatti*

*Seconded by K. Blackley*

***NRH work with community services to quantify the unmet housing needs not currently captured by NRH reporting.***

CARRIED

Action by: S. Upton with C. Cousins

## 10.2. NRH Operating Agreement – Governance Status

H. D'Angela provided an update on a report to Corporate Services Committee at their September 7, 2016 meeting. Region's Legal Department reviewed the past 15 years of NRH governance.

Regional staff were directed to begin consultation with NRH as per the Operating Agreement to negotiate a revised board membership structure as governance status is an identified concern of Council; and to inform NRH that failure to resolve this issue in a manner satisfactory to Council will result in the termination of the Operating Agreement under the 90 day provision.

The direction does not indicate with whom regional staff are to consult. In the past a committee (Operational Agreement Steering Committee) was set up to address any issues.

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

***That the NRH Board of Directors set up a group to work with Regional staff.***

CARRIED

10.2. A.  
*Moved by H. D'Angela  
Seconded by J. Osczytko*

***That the NRH Board of Directors ASSIGN P. Grenier and K. Kendrick to work with Regional staff regarding the NRH governance structure.***

CARRIED

## 8. Committee/Advisory Group Meeting Minutes

### 8.1. Executive Committee

Minutes of the June 7 & July 11, 2016 meetings were provided for information.

### 8.2. Investment Committee

Minutes of the August 16, 2016 meeting were provided for information.

*Moved by K. Blackley  
Seconded by P. O'Neill*

***That the NRH Board of Directors RECEIVE the Executive Committee minutes of June 7 & July 11, 2016 & the Investment committee minutes of August 16, 2016 for information.***

CARRIED



**9. For Information**

9.1. Action Items from Previous Meetings – provided for information

***Correspondence/Media***

9.2. Media Letter from R. Walton, Regional Clerk, to P. Grenier Chair, re: Extension to the Terms of NRH Board Members.

9.3. Letter from R. Walton, Regional Clerk, to P. Grenier Chair, re: Program Delivery and Fiscal Plan (PDFP) for Social Infrastructure Fund Program and Social Housing Improvement Program (SHIP)

*Moved by K. Goka*

*Seconded by S. Volpatti*

***That the NRH Board of Directors RECEIVE Correspondence items 9.2. and 9.3. for information.***

CARRIED

10. Other Business – see above

**7. Closed Session – 12:10 P.M.**

With the exception of D. Woiceshyn, D. White and V. Amato all staff left the meeting.

*Moved by S. Volpatti*

*Seconded by J. Osczytko*

***That the NRH Board of Directors MOVE INTO Closed Session to receive information of a confidential nature relating to security of the property of the municipality or local board – Carlton St. Development.***

CARRIED

7.b.

*Moved by K. Kendrick*

*Seconded by K. Blackley*

***That the NRH Board of Directors RISE with report; and,  
That staff be DIRECTED to execute instructions provided in closed session.***

CARRIED

7.c.

*Moved by K. Blackley*

*Seconded by K. Kendrick*

***That the NRH Board of Directors ASSIGN J. Osczytko, J. Hyatt and H. D'Angela to the Development Design Committee.***

CARRIED

11. Next Meeting

Friday, October 21, 2016 – 9:00 A.M.  
NRH Board Room  
Campbell East, 3<sup>rd</sup> Floor  
1815 Sir Isaac Brock Way  
Thorold

12. Adjournment

There being no further business, the meeting adjourned at 12:23 P.M.

Minutes Approved:

\_\_\_\_\_

Chair

\_\_\_\_\_

Secretary