



**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**

**#159 – 2017**

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

February 17, 2017 - 9:00 A.M. -12:00 P.M.

**Attendees**

**Directors:**

- Henry D'Angela, Chair  
Councillor, Thorold
- Patrick O'Neill, Vice-Chair  
Stakeholder,  
Niagara-on-the-Lake
- Karen Blackley, Secretary;  
Stakeholder, Thorold
- James Hyatt, Treasurer  
Stakeholder, St. Catharines
- Ken Goka  
Stakeholder, Welland
- Paul Grenier,  
Councillor, Welland
- 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
- Vacant  
Tenant,
- Vacant  
Public-at-Large,
- Vacant  
Public-at-Large,

**Directors/  
Members:**

H. D'Angela, K. Blackley, J. Hyatt, P. Grenier,  
 K. Goka, K. Kendrick, J. Osczytko,  
 W. Sendzik at 9:30 A.M.  
 S. Volpatti till 10:40 A.M., A. Petrowski till 10:40 A.M.

**Regrets:**

P. O'Neill

**NRH Staff:**

D. Woiceshyn, D. White, W. Thompson, S. Upton  
 V. Amato, C. Banach for 2.3.1

**Regional Staff:**

A. Jugley, Commissioner, Community Services  
 V. Duru, Program Financial Analyst

A quorum being present, the meeting was called to order at 9:00 A.M.

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

*Moved by A. Petrowski  
 Seconded by J. Osczytko*

***That Closed Session items be MOVED up on the agenda;  
 before Business Arising.***

**CARRIED**

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

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

**CARRIED**

There were no conflicts of interest declared.

## 2. Approval of Minutes

### 2.1. Minutes of the January 20, 2017 Meeting

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

***That the minutes of the January 20, 2017 meeting be ADOPTED.***

CARRIED

A question arose in regard to holding Election of Officers in January. The Chair advised that the Executive Committee, at their July 28, 2015 meeting, recommended setting fixed months for the Election of Officers and AGM as is the practice of other boards. The minutes of this Executive meeting were received by the Board of Directors August 21, 2015; in 2016 officers were elected in January.

#### 2.1.a.

*Moved by A. Petrowski  
Seconded by J. Hyatt*

***That staff be DIRECTED to update the Director Handbook adding information regarding timing for Election of Officers and AGM and provide a draft version to the Board for review.***

CARRIED

Action by: V. Amato

### 2.2. Minutes of the January 25, 2017 Meeting

*Moved by K. Goka  
Seconded by K. Kendrick*

***That the minutes of the January 25, 2017 meeting be ADOPTED.***

CARRIED

Directors wished to give special thanks to the Project Manager, W. Pankratz; his positive attitude and flexibility was greatly appreciated.

## 7. Closed Session – 9:20 A.M – With the exception of the Interim CEO and EA all staff left the meeting.

*Moved by A. Petrowski  
Seconded by J. Osczytko*

***That the NRH Board of Directors MOVE INTO Closed Session to receive information of a confidential nature relating to litigation or potential litigation, including matters before administrative tribunals, affecting the municipality or local board and personal matters about identifiable individuals including municipal or local board employees.***

CARRIED

7.1. Draft response to Carlton St. Neighbour

9:27 A.M. The Interim CEO and EA left the meeting.

9:30 A.M. W. Sendzik joined the meeting.

7.2. Directors with Expiring Terms

7.3. Nominations Committee Recommendation (Public-at-Large)

7.4. CEO Recruitment Committee Recommendation

9:55 A.M.

*Moved by P. Grenier*

*Seconded by A. Petrowski*

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

CARRIED

Staff returned to the meeting at 9:55 A.M.

7.1. Draft response to Carlton St. Neighbour

*Moved by K. Kendrick*

*Seconded by W. Sendzik*

***That the Chair be DIRECTED to send letter of response to the neighbour as prepared by the lawyer.***

CARRIED

Action by: Chair

7.3. Nominations Committee Recommendation (Public-at-Large)

*Moved by P. K. Kendrick*

*Seconded by J. Hyatt*

***That letters be SENT to the candidates interviewed for the Public-at-Large positions advising them that appointments will be deferred until such time as a review and a restructuring of the NRH Board composition has been completed.***

CARRIED

Action by: V. Amato

7.4. CEO Recruitment Committee Recommendation

*Moved by P. Grenier*

*Seconded by A. Petrowski*

***That the NRH Board of Directors OFFER the position of Chief Executive Officer to Daniel Troke, with a start date of March 6, 2017.***

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

Voting FOR the motion (10): K. Blackley, K. Goka, P. Grenier, J. Hyatt, K. Kendrick, J. Osczytko, A. Petrowski, W. Sendzik, S. Volpatti, H. D'Angela

Voting AGAINST the motion (0)

The Chair declared it

*CARRIED*

The Board Chair formally thanked D. Woiceshyn for her work as Interim CEO.

## 5.2. Council Resolution

Moved by S. Volpatti

Seconded by A. Petrowski

***That Item 5.2. be CONSIDERED next.***

*CARRIED*

A copy of the letter dated February 14, 2017, to Joshua Perell of Ross & McBride, from Sterling Wood, Legal Counsel, Niagara Region, regarding amendments to NRH By-Law #1, Operating Agreement, governance model and future operations, pending results of the Alternative Service Delivery review, were distributed.

Moved by S. Volpatti

Seconded by A. Petrowski

That the NRH Board of Directors **APPROVE:**

1. By-Law #1 being **AMENDED** to fill the three existing vacancies with representation by Regional Councillors.
2. That the NRH Board of Directors **RECOMMEND** to Council:  
The **EXTENSION** of those Directors whose terms expire on March 30, 2017, namely: James Hyatt, Kelly Kendrick, Patrick O'Neill, and John Osczytko, until such time as the Niagara Regional Housing Board and Regional Council approve and implement a new structure.

A discussion ensued.

### 5.2.a.

Moved by S. Volpatti

Seconded by A. Petrowski

That the question be CALLED.

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

Voting FOR the motion (2): A. Petrowski, S. Volpatti,

Voting AGAINST the motion (8): K. Blackley, K. Goka, P. Grenier, J. Hyatt, K. Kendrick, J. Osczykko, W. Sendzik, H. D'Angela

The Chair declared it

*DEFEATED*

S. Volpatti & A. Petrowski left the meeting at 10:40 A.M.

Further discussion ensued.

5.2.b.

*Moved by K. Blackley*

*Seconded by W. Sendzik*

- 1. That the NRH Board of Directors HOLD a workshop at the end of March to work out a structure best for NRH; and,**
- 2. That NRH lawyer WORK WITH the Region's lawyer regarding the governance model and amendments required to By-Law #1 to accomplish the new structure, to be presented to Regional Council by April 30, 2017; and,**
- 3. That the NRH Board of Directors RECOMMEND to Council: The EXTENSION of those Directors whose terms expire on March 30, 2017, namely: James Hyatt, Kelly Kendrick, Patrick O'Neill, and John Osczykko, until such time as the Niagara Regional Housing Board and Regional Council approve and implement a new structure.**
- 4. That the NRH lawyer prepare a response to Sterling Wood's letter of February 14, 2017.**

*CARRIED*

Action by: Chair

## 2.3. Business Arising

2.3.1. NRH Buildings with Electric Heating - Report 17-159-2.3.1.

*Moved by J. Hyatt*

*Seconded by W. Sendzik*

***That the NRH Board of Directors RECEIVE 17-159-2.3.1. NRH Summary of Heating Sources, for information.***

*CARRIED*

Staff advised that once Energy Audits/Building Condition Assessments have been completed, staff will report back on cost savings of the heat control management system installed June 2016 in a 200 unit building. NRH is working with Niagara Peninsula Energy to determine if NRH units are eligible for federally funded upgrades.

2.3.2. Status Report – 527 Carlton Street Project – Memo 3-2017

*Moved by K. Blackley  
Seconded by K. Goka*

***That the NRH Board of Directors RECEIVE Memo 3-2017, Status Report – 527 Carlton Street Project, for information.***

CARRIED

D. Woiceshyn advised that the Province has provided NRH with more IAH funding. This is an allocation from another municipality that was unable to use at this time.

2.3.3. Board Training Opportunities

*Moved by K. Kendrick  
Seconded K. Goka*

***That the NRH Board of Directors RECEIVE Memo 4-2017, Director Training, for information.***

CARRIED

*Staff was directed to revisit once new Board Structure is in place.*

Action Item: SMT

**3. Presentation – not scheduled**

**4. Staff Reports**

4.1. NRH 4<sup>th</sup> Quarter 2016 Report to Board and Council – Report 17-159-4.1.

*Moved by P. Grenier  
Seconded by W. Sendzik*

***That Niagara Regional Housing Quarterly Report October 1 to December 31, 2016 be APPROVED and FORWARDED to the Public Health and Social Services Committee and subsequently to Regional and Municipal Councils for information.***

CARRIED

4.2. 2016 Year-End Transfer Report & 2017 Budget Amendment – Report 17-159-4.2.

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

***That the Niagara Regional Housing (NRH) Board of Directors APPROVE the following recommendations:***

1. ***That the following 2016 year-end surplus transfers totaling \$851,280 BE APPROVED***
  - a) ***\$843,404 transfer to the NRH Reserve to fund future capital costs***
  - b) ***\$7,876 transfer to the NRH Rent Supplement Reserve to fund continuing in-situ rent supplements***
  
2. ***That an adjustment to the previously adopted 2017 Operating Budget for the following one-time initiatives for NRH up to a cost of \$230 thousand funded from the NRH Reserve BE APPROVED:***
  - a) ***Office space reorganization (\$150,000)***
  - b) ***Job evaluation process (\$50,000)***
  - c) ***Board Governance & By-Law Review (\$30,000)***
  
3. ***That this report be REFERRED to the March 22, 2017 Corporate Services Committee (CSC) meeting.***

CARRIED

4.3. OMBI – Report 17-159-4.3.

*Moved by J. Hyatt*

*Seconded by K. Blackley*

***That the NRH Board of Directors RECEIVE report 17-159-4.3., 2015 Municipal Benchmarking Network Canada Initiative Results, for information.***

CARRIED

## 5. New Business

- 5.1. Review of Executive Committee Functions from Terms of Reference and Draft Executive Meeting Schedule

*Moved by K. Blackley*

*Seconded by J. Osczytko*

***That the NRH Board of Directors APPROVE the resumption of Executive Committee Meetings to perform functions/duties as noted in the Executive Committee Terms of Reference.***

A Director asked if a motion to reconsider was in order as this item had been discussed at a previous meeting. Staff related the process for reconsideration but indicated that they would have to review the minutes of the meeting at which the discussion occurred.

***Moved by J. Osczytko***

***Seconded by K. Kendrick***

***That the NRH Board of Directors DEFER the review of Executive Committee Functions and Draft Executive Committee Meeting Schedule to the next meeting.***

CARRIED

Action by: V. Amato

5.2. Council Request

See above.

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

6.1. Financial Status Update as at December 31, 2016 – Report 17-159-6.1.

*Moved by K. Blackley  
Seconded by K. Goka*

***That the NRH Board of Directors RECEIVE the Financial Status Update as at December 31, 2016 for information.***

CARRIED

7. Closed Session was held earlier in the meeting.

**8. Committee/Advisory Group Meeting Minutes**

8.1. Carlton Street Development Committee

Minutes of the December 15, 2016 and January 12, 2017 meetings were provided for information.

8.1.1. Carlton St. Development Committee Terms of Reference

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

***That the NRH Board of Directors RECEIVE the minutes of the December 15, 2016, January 12, 2017 Carlton St. Development Committee meetings and the Carlton St. Development Committee Terms of Reference for information.***

CARRIED

**9. For Information**

9.1. Action Items from Previous Meetings – not provided

***Correspondence/Media***

9.2. NRH Response to City of St. Catharines Motion re: Allowing Seniors to Apply for Housing in Carlton St. New Development



### 9.3. NRH Response to email from Phil Baranoski re: Niagara Renovates Program

Directors were requested to refer complaints to staff.

*Moved by P. Grenier  
Seconded by J. Hyatt*

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

CARRIED

## 10. Other Business

### 10.1. Pre-qualified Contractor List for Carlton St. Development

D. Woiceshyn advised that 14 responses were received to the *Request for Prequalification of General Contractor* from which 10 will be selected to bid. At the last meeting Directors indicated that they wanted to see the list of contractors prior to final selections. Staff need to evaluate and check references before bringing to the Board; however, the Tender needs to be issued by March 24<sup>th</sup>; prior to the next Board meeting.

A special meeting of the Board will be called as soon as all the references are checked. Directors may attend in-person or by teleconference.

## 11. Next Meeting

Staff was directed to cancel the Friday, March 31, 2017 meeting and reschedule for early April; possibly Thursday, April 6<sup>th</sup>. Additionally, staff was directed to move the meeting scheduled for April 21<sup>st</sup> to the following week on Friday, April 28<sup>th</sup>.

Email will be sent to determine availability.

Action by: V. Amato

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Thorold

## 12. Adjournment

The meeting adjourned at 11:36 A.M.

Minutes Approved:

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Chair

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Secretary