

**NOTICE OF MEETING**  
**BOARD OF DIRECTORS AND MEMBERS**  
**CITYHOUSING HAMILTON CORPORATION**

**SPECIAL MEETING**

**Date:** Tuesday November 26, 2024  
**Time:** 9:30am – 12noon  
**Place:** **Special Notice:** (Hybrid / City Hall, 1<sup>st</sup> Floor, Room 192 & will be held via WebEx conferencing and live streamed only on **YouTube for public access:**  
[https://youtube.com/live/uwhffYhxiwI?feature=s\\_hare](https://youtube.com/live/uwhffYhxiwI?feature=s_hare)  
**CHH website, Agenda Material:**  
<https://www.hamilton.ca/people-programs/cityhousing-hamilton#board-of-directors>

**AGENDA:**

- 1) Call to Order
- 2) Conflict of Interest Declaration
- 3) Confirmation of Minutes
  - a) Special meeting held on October 29, 2024
- 4) Strategy Quality & Improvements / Development
  - a) Vacant Unit Monthly Update (Report #24034)
  - b) Joint Health & Safety Committee 2023 (Report #24035)
- 5) CEO Written Updates
  - 1.0 Ontario Non-Profit Housing Association 2024 Conference
  - 2.0 All Staff Event held on November 15, 2024
  - 3.0 Tenants First Team – Minutes, Sept. 10, 2024 (attached)
  - 4.0 Outstanding Business Item - Procurement
  - 5.0 Board Communications: Email dated Nov.12, 2024, CHH Board Update - 2023 Year-end Financial Audit; Nov. 19, 2024, October Vacancy Update
- 6) In-Camera / Confidential
  - a) Contract Award for Building Electrical Upgrade at 801 Upper Gage (Report #24036)

**NOTE:** Discussion of Report #24036, in closed session is subject to the following requirement(s) Discussion of this Confidential Report in closed session is subject to the following requirement(s) of the of the City of Hamilton's Procedural By-law and the *Ontario Municipal Act, 2001*:

**RATIONALE FOR CONFIDENTIALITY**

This report is being considered in Closed Session as it contains information explicitly supplied in confidence to the municipality or local board by Canada, a province or territory or a Crown agency of any of them.

**RATIONALE FOR MAINTAINING CONFIDENTIALITY**

Staff are recommending that the report / recommendation(s) / appendices) remain confidential, as the subject matter is

- (i) a trade secret or scientific, technical, commercial, financial or labour relations information, supplied in confidence to the municipality or local board, which, if disclosed, could reasonably be expected to prejudice significantly the competitive position or interfere significantly with the contractual or other negotiations of a person, group of persons, or organization

**b) Coordinated Community Resolution Strategy Update  
(Report # 24032(a))**

**NOTE: Discussion of this Confidential Report #24032(a) in closed session is subject to the following requirement(s) of the requirement(s) of the City of Hamilton's Procedural By-law and the *Ontario Municipal Act, 2001*:**

- **as amended, as the subject matter pertains to personal matters about an identifiable individual(s), including City employees – CityHousing Hamilton.**

**RATIONALE FOR CONFIDENTIALITY**

**This report is being considered in Closed Session as it contains information related to identifiable individual(s), including City employees –CityHousing Hamilton.**

**Staff are recommending that Report #240032(a), remain confidential, as the primary subject matter pertains to personal matters about an identifiable individual(s).**

**c) Development Strategy (Report #23022(b)) (*Deferred from Oct. 29, 2024*)**

**NOTE: Discussion of Report #23022(b), in closed session is subject to the following requirement(s) Pursuant to Section 9.3, Sub-sections (c) and (k) of the City of Hamilton's Procedural By-law 21-021; and, Section 239 (2), Sub-sections (c) and (k) of the Ontario Municipal Act, 2001, as amended, as the subject matter pertains to:**

- (c) a proposed or pending acquisition or disposition of land by the municipality or local board.

**RATIONALE FOR CONFIDENTIALITY**

**This report is being considered in Closed Session as it contains confidential information related to proposed redevelopments which include acquisition and disposition.**

**RATIONALE FOR MAINTAINING CONFIDENTIALITY**

**Staff are recommending that the report / recommendation(s) / appendices remain confidential, with the exception of Appendix B which is to be posted publicly on the website of CityHousing Hamilton and forwarded to the City of Hamilton in its capacity as sole-Shareholder, as it contains confidential information related to proposed redevelopments which include acquisition and disposition.**

**d) Jamesville Update (Report #17007(k))**

**NOTE: Discussion of Report #17007(k), in closed session is subject to the following requirement(s) Pursuant to Section 9.1, Sub-sections (e) and (k) of the City's Procedural By-law 21-021; and, Section 239(2), Sub-sections (e) and (k) of the Ontario Municipal Act, 2001, as amended, as the subject matter pertains to a trade secret or scientific, technical, commercial, financial or labour relations information, supplied in confidence to the municipality or local board, which, if disclosed, could reasonably be expected to prejudice significantly the**

**competitive position or interfere significantly with the contractual or other negotiations of a person, group of persons, or organization;**

- **A proposed or pending acquisition or disposition of land by CityHousing Hamilton.**

**RATIONALE FOR CONFIDENTIALITY**

**This report is being considered in Closed Session as it contains information proposed or pending acquisition or disposition of land.**

**RATIONALE FOR MAINTAINING CONFIDENTIALITY**

**Staff are recommending that the report / recommendation(s) / appendices) remain confidential, as the subject matter contains confidential information provided to CityHousing Hamilton by the development partnership and relate to the ongoing appeal by CN Rail.**

**7) Adjournment**



To Be Approved BoD on Nov. 26, 2024

**MEETING MINUTES**  
**BOARD OF DIRECTORS AND MEMBERS**  
**CITYHOUSING HAMILTON CORPORATION**

Date: **Tuesday, Oct. 29, 2024**

Time: **Board Meeting**  
**10:00am – 12noon**

Meeting: **Special Meeting**

Place: **Special Notice: (Hybrid / City Hall, 1<sup>st</sup> Floor, Room 192 & will be held via WebEx conferencing and live streamed only on YouTube for public access:**  
<https://youtube.com/live/tYnw6fhYpQI?feature=share>

**CHH website, Agenda Material:**  
<https://www.hamilton.ca/people-programs/cityhousing-hamilton#board-of-directors>

Present: Director-Councillor Nrinder Nann, *President*  
Director-Citizen Christine Griffith, *Vice-President*  
~~Director-Councillor Tammy Hwang, *Treasurer*~~  
Adam Sweedland, CEO/Secretary  
Director-Councillor Tom Jackson  
Director-Councillor Cameron Kroetsch  
Director-Councillor Alex Wilson  
Director-Citizen Karl Andrus  
Director-Citizen Adriana Harris  
Director-Citizen Alice Plug-Buist

Regrets: Director-Councillor Tammy Hwang, *Treasurer*

Also Present: CHH Staff: A. Warren-Ritchie, R. Desouza, L. Ward, G. McLaughlin, S. Botham, K. Gargarello, S. Botham, S. Blackley; (Virtual, Webex): R. Desouza, B. Lilley, B. Kinaschuk, T. Murphy  
Other City Depts: Housing Division, Pilar Homerston  
Guest for Item 7a: Lawyers, Wade Poziomka, Ross & McBride and Sujit Choudry, Haki Chambers; Item 7b: NBLC Consultants, Nick Michael; Urban Strategies, Josh Neubauer  
Public: (YouTube access provided)

**1. Call to Order (Quorum is five)**

**President-Councillor N. Nann, called the meeting to order at 10:09am**

“The City of Hamilton is situated upon the traditional territories of the Erie, Neutral, Huron-Wendat, Haudenosaunee and Mississaugas. This land is covered by the Dish With One Spoon Wampum Belt Covenant, which was an agreement between the Haudenosaunee and Anishinaabek to share and care for the resources around the Great Lakes. We further acknowledge that this land is covered by the Between the Lakes Purchase, 1792, between the Crown and the Mississaugas of the Credit First Nation.

Today, the City of Hamilton is home to many Indigenous people from across Turtle Island (North America) and we recognize that we must do more to learn about the rich history of this land so that we can better understand our roles as residents, neighbours, partners and caretakers.”

- the Chair proceeded with Roll Call at the beginning of the meeting.

## **2. Conflict of Interest Declaration**

In response of a call from the President for conflict-of-interest declarations:

DECLARATIONS OF INTEREST Karl Andrus declared a non-disqualifying interest to Item 3a of the Board of Directors, Delegation Jelena Vermilion (SWAP Hamilton), as he has connections as a member of HCBN.

## **3. Delegations**

Chair reviewed the procedure and boundaries of no identifiers such as mentioning names or job titles to protect the privacy of others.

- a) Jelena Vermilion respecting Human Rights abuses occurring to residents at 430 Cumberland Avenue.

Delegate requested 4 more minutes to the 5 minutes allowed to speak. Motion by Director-Councillor T. Jackson, seconded by Director-Councillor C. Kroetsch to extend the speaking time to 9 minutes.

The Chair recessed the meeting at 10:18am after delegate referenced an identifier. The delegate proceeded to read a statement out loud to the Board, off the record.

Motion by Director-Citizen A. Plug-Buist, seconded by Director-Citizen A. Harris:

That Delegation from Jelena Vermilion, respecting Human Rights abuses occurring to residents at 430 Cumberland Avenue, be received.

Chair resumed meeting at 10:40am.

Changes to the Agenda: delegates b, c and d requested to change the order of speaking. Moving the guardian for a minor speak (b) then Bhaia Aburaneh (c) and then Mahmoud Aburaneh (d).

Delegates requested 4 more minutes to the 5 minutes allowed to speak.

Chair reviewed the procedure and boundaries of no identifiers such as mentioning names or job titles to protect the privacy of others.

- b)** Bhaia Aburaneh (guardian for minor) respecting the public interest and concerns affecting the safety and well-being of tenants.

Motion by Director-Councillor A. Wilson, seconded by VP C. Griffith to change the order of delegate to (b) and extend delegation speaking time to 9 minutes.

Motion by Director-Councillor A. Wilson, seconded VP C. Griffith:  
That Delegation from Bhaia Aburaneh (guardian for minor), respecting the public interest and concerns affecting the safety and well-being of tenants, be received.

- c)** Bhaia Aburaneh respecting the public interest and concerns affecting the safety and well-being of tenants.

Motion by Director-Councillor A. Wilson, seconded by Director-Citizen A. Plug-Buist to change the order of delegate to (c) and extend delegation speaking time to 9 minutes.

Motion by Director-Citizen A. Harris, seconded Director-Councillor C. Kroetsch:

That Delegation from Bhaia Aburaneh, respecting the public interest and concerns affecting the safety and well-being of tenants, be received.

- d)** Mahmoud Aburaneh respecting the public interest and concerns affecting the safety and well-being of tenants.

Motion by Director-Councillor A. Wilson, seconded by Director-Citizen A. Harris to change the order of delegate to (c) and extend delegation speaking time to 9 minutes.

Motion by Director-Councillor A. Wilson, seconded Director-Citizen A. Harris:

That Delegation from Mahmoud Aburaneh, respecting the public interest and concerns affecting the safety and well-being of tenants, be received.

#### 4. Confirmation of Minutes

a) **Special meeting held on September 24, 2024**

Moved by Director-Councillor A. Wilson, seconded by Director-Citizen A. Plug-Buist and carried to approve September 24, 2024 minutes as presented.

#### 5. Strategy Quality & Improvements / Development

a) **Vacant Unit Monthly Update**

The Board was in receipt of Report #24031 from CEO/Secretary dated October 29, 2024.

Amanda Warren-Ritchie, Manager of Strategic & Quality Improvements gave an overview of report highlighting vacancies and the estimated rate to be 3.62%.

It was moved by Director-Councillor C. Kroetsch, seconded by Director-Citizen A. Harris and carried:

That Report #24031, Vacant Unit Update – September 2024 be **received** for information.

b) **106 Bay St. N. - Update**

The Board was in receipt of Report #18014(c) from CEO/Secretary dated October 29, 2024.

Sean Botham, Manager of Development and Samantha Blackley, Development Coordinator gave background of the report and highlighted the recommendation.

It was moved by Director-Councillor A. Wilson, seconded by Director-Citizen A. Harris and carried:

That Report #18014(c) 106 Bay St. N. - Update be received for information and the following recommendation(s) **approved**:

- a. The development plan as outlined in Report 18014(c), including an increase to the project budget by \$717,500, for a total of \$28,877,193.

c) **Delegated Authority for Conditional Real Estate Acquisitions**

The Board was in receipt of Report #24033 from CEO/Secretary dated October 29, 2024.

Sean Botham, Manager of Development and Samantha Blackley, Development Coordinator gave an overview of the report and highlighted the recommendation.

It was moved by VP C. Griffith, seconded by Director-Councillor T. Jackson and carried:

That Report 24033 Delegated Authority for Conditional Real Estate Acquisitions be received for information and the following recommendation(s) **approved**:

- a. That the Board of Directors authorize the Chief Executive Officer for CityHousing Hamilton Corporation (CHH), satisfactory to CHH's legal counsel, to submit offers on time sensitive potential real estate acquisitions, which include a requisite condition of the approval of the Board of Directors; and
- b. That Staff be directed to establish a CityHousing Hamilton Corporation – Real Estate Acquisition Policy, as outlined in Report 24033, to be presented to the Board for approval at a future meeting;

## 6. CEO Written Update

- 1.0 Proposing 2025 Board of Directors meeting schedule.  
-Board members will notify CEO/Secretary of any conflicts
- 2.0 Proposing to extend the time of November 26, 2024 meeting  
-Board members approve to start Nov. 26<sup>th</sup> meeting at 9:30am
- 3.0 Board Communications: Emails dated September 25, 2024 re: CHH Garden Award pictures / Report #24025 Market Rents, Appendix A Update

Adam Sweedland, CEO gave an overview of each item.

It was moved by Director-Citizen K. Andrus, seconded by Director-Citizen A. Plub-Buist and carried:

That the CEO Updates and Communications be **received** for information or discussion purposes.

## 7 In-Camera / Confidential

Motion moved by Director-Citizen A. Harris, seconded by Director-Citizen A. Plug-Buist and carried to move In-Camera for item 7a and 7b at 11:33am.

Attendees for Item 7a: Councillors N. Nann, C. Kroetsch, A. Wilson, T. Jackson and VP C. Griffith, A. Harris, K. Andrus, A. Plug-Buist, A. Sweedland, L. Ward, G. McLaughlin, A. Warren-Ritchie, T. Herechuk (recorder).

Guests (virtual): Lawyers, W. Poziomka and S. Choudry



**a) Coordinated Community Resolution Strategy (Report # 24032)**

**NOTE: Discussion of this Confidential Report #24032 in closed session is subject to the following requirement(s) of the requirement(s) of the City of Hamilton's Procedural By-law and the *Ontario Municipal Act, 2001*:**

- **as amended, as the subject matter pertains to personal matters about an identifiable individual(s), including City employees –CityHousing Hamilton.**

**RATIONALE FOR CONFIDENTIALITY**

**This report is being considered in Closed Session as it contains information related to identifiable individual(s), including City employees –CityHousing Hamilton.**

**Staff are recommending that Report #24032, remain confidential, as the primary subject matter pertains to personal matters about an identifiable individual(s).**

The Board was in receipt of Report #24032 from CEO/Secretary dated October 29, 2024.

Adam Sweedland, CEO reviewed the history of the report and introduced Leanne Ward, Manager of Operations and Gillian McLaughlin, Manager of Tenant Supports to provide high-level review of the report.

Board requested to bring an update to the next meeting.

It was moved by VP-Citizen C. Griffith, seconded by Director-Citizen A. Harris and carried:

That Report #24032 remain confidential; and

That Report #24032 Coordinated Community Resolution Strategy be **received** for information and discussion purposes.

Attendees for Item 7b at 12:30pm: Councillors N. Nann, T. Jackson and VP C. Griffith, A. Harris, K. Andrus, A. Plug-Buist, A. Sweedland, S. Botham, S. Blackley, K. Gargarello, A. Warren-Ritchie, T. Herechuk (recorder).  
Guests, Consultants: J. Neubauer and N. Michael

**b) Development Strategy (Report #23022(b))**

**NOTE: Discussion of Report #23022(b), in closed session is subject to the following requirement(s) Pursuant to Section 9.3, Sub-sections (c) and (k) of the City of Hamilton's Procedural By-law 21-021; and, Section 239 (2), Sub-sections (c) and (k) of the Ontario Municipal Act, 2001, as amended, as the subject matter pertains to:**

- **(c) a proposed or pending acquisition or disposition of land by the municipality or local board.**

**RATIONALE FOR CONFIDENTIALITY**

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**RATIONALE FOR MAINTAINING CONFIDENTIALITY**

**Staff are recommending that the report / recommendation(s) / appendices remain confidential, with the exception of Appendix B which is to be posted publicly on the website of CityHousing Hamilton and forwarded to the City of Hamilton in its capacity as sole-Shareholder, as it contains confidential information related to proposed redevelopments which include acquisition and disposition.**

The Board was in receipt of Report #23022(b) from CEO/Secretary dated October 29, 2024.

VP-Citizen C. Griffith took the Chair.

Sean Botham, Manager of Development introduced consultants Josh Neubauer, Urban Strategies and Nick Michael, NBL Consultants presented Appendix B.

Time restraint did not allow for a fulsome discussion.

It was moved by Director-Councillor T. Jackson, seconded by Director-Citizen K. Andrus and carried:

To take Report #23022(b) under advisement and to **defer** to the next Board meeting, November 26, 2024.

President N. Nann resumed Chair.

Motion moved by Director-Councillor T. Jackson, seconded by Director-Citizen A. Harris and carried to move Out-of-Camera in public forum at 12:58pm.

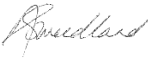
**8. Adjournment at 1:00pm**

Motion by VP-Citizen C. Griffith, seconded by Director-Citizen A. Plug-Buist and carried that the meeting be adjourned.

**TAKEN AS READ AND APPROVED**

**Nrinder Nann, ~~VICE~~-PRESIDENT  
CityHousing Hamilton Corporation**

*Teresa Herechuk  
CityHousing Hamilton Corporation  
October 29, 2024*

<b>Date:</b>	November 26, 2024
<b>Report to:</b>	Board of Directors CityHousing Hamilton Corporation
<b>Prepared by:</b>	Amanda Warren-Ritchie Manager, Strategy & Quality Improvement
<b>CEO/Secretary</b>	Adam Sweedland
<b>Signature</b>	
<b>Subject:</b>	<b>Vacant Unit Monthly Update - October 2024 (Report #24034)</b>
<b>Report Type:</b>	<b>Information</b>

**Recommendation(s):**

That Report #24034, Vacant Unit Monthly Update – October 2024 be **received** for information.

**Executive Summary:**

CityHousing Hamilton (CHH) adopted its current Vacancy Management and Reset Plan on April 25, 2023, and committed to regularly reporting its progress towards reaching its new target of 2% (142 units) by the end of December 2024.

CHH does not currently have access to the system used to track and monitor vacancies, as a result of the cybersecurity incident. However, CHH established a manual tracking and monitoring process. The current vacancy rate is *estimated* to be 3.49% (**249 units**).

There are two high-level processes involved in vacancy management: *unit turnover* and *tenant placement*.

For the unit turnover process (the process from receipt of a vacant unit to making it available to rent), staff have continued this work by manually tracking new and future vacant units, locating existing work orders, and issuing new work orders. The transition



to manual processing has resulted in some slowdown in creating and issuing work orders.

For the tenant placement process (the process from the point of an available unit to a tenant's move-in), staff have been able to continue this work with modifications to workflow. The City of Hamilton's centralized wait list continues to be accessible by CHH staff, as is CHH's internal market unit waitlist. However, all other steps in this process, such as rent calculations and lease preparation are being completed manually. This has resulted in some slowdown in tenant placement.

Refer to available data under Background and Additional Information.

### Background and Additional Information:

The data provided herein are *estimates* based on manual tracking and the last available data. As a result of the cybersecurity incident, CHH is unable to access data which was entered into the system between January 26 and February 25. CHH began manually tracking data starting the week of March 4. CHH have been working methodically to rebuild missing data, although there may still be gaps in available information. Staff have a medium level of confidence in the data presented below and continue to work to achieve a high level of confidence.

Table 1 – Quarterly and Monthly Full Inventory Reporting

Classification	Sub-classification	Q2 2023	Q3 2023	Q4 2023	Q1 2024 **	Q2 2024 **	Q3 2024 **	Oct 2024 **
Occupied	RGI	4323	4341	4425	4489	4518	4717	<b>4814</b>
	Market	1770	1766	1763	1750	1745	1746	<b>1759</b>
Pending Move-in	n/a	84	186	170	180	155	139	<b>92</b>
Vacant	n/a	584	505	481	458	408	258	<b>249</b>
Unavailable	Large Scale Projects	170	136	92	101	105	71	<b>41</b>
	Development	191	191	191	191	191	191	<b>177</b>
Total Requirement		7122	7122	7122	7122	7122	7122	<b>7132</b>
Vacancy Rate*		8%	6.37%	6%	6%	5.49%	3.62%	<b>3.49%</b>



\*Vacancy Rate excludes units classified as Pending Move-in and Unavailable

\*\* Manually tracking – data is subject to human error and is updated/adjusted when necessary

Table 2 – Vacant Unit Status

Month	Active Renovation Underway	Inspected and W/O pending	Needs Inspection	Total
Aug	136	99	50	285
Sept	157	72	29	258
Oct	168	41	40	249

#### Move-ins vs. Move-outs:

CHH had 56 Move-ins for October and Tenant Placement staff have 36 units on offer with scheduled move-in dates for October and November.

2024: CHH rented 676 homes up to September 30.

2023: CHH rented 559 homes in total (a 25% increase over 2022 with 444).

Tenancy Move-outs number in Oct was 42.

2024: Move outs to Oct are 343 (trending below average).

2023: Move outs were 497 (slightly exceeding the estimated average of 480).

#### Special City Funding:

The City of Hamilton approved funding to address a point in time backlog of 476 units to be completed by end of November 2024.

- As of October 31, 2024, CHH has fully completed 90% or 430 units.
- The remaining 46 vacant units are being worked on by contractors.
- Units being addressed with this funding are a subset of the overall vacant unit count.
- CHH is on track to meet this commitment.

#### **Consultation:**



Internal CHH Departments: Finance, Operations, Maintenance  
External: n/a

**Financial and Legal/Risk Considerations:**

Vacant units are funded through the annual operating budget and is currently augmented with additional funding from the City of Hamilton's Poverty Reduction Fund (\$1M annually until 2027) and Council Direction of April 2023 (one-time \$3.7M until Dec 2024). Financial progress reporting is unavailable at this time.

**Next Steps and Milestones:**

December 2024: November vacancy report will be presented to Board.

January 2025: CityHousing Hamilton will achieve and report a maximum 2% vacancy rate for the year ending 2024.

**Strategic Alignment:**

This report supports the following 2023-2027 CityHousing Hamilton Strategic Priorities:

- PRIDE IN HOME: Preserve and upgrade CHH's current housing stock.
- A WHOLE TEAM APPROACH: Strengthen our people and performance.

**Supporting Presentations and Appendices:**

None.

AS/awr



<b>Date:</b>	<b>November 26, 2024</b>
<b>Report to:</b>	<b>Board of Directors</b> <b>CityHousing Hamilton Corporation</b>
<b>Prepared by:</b>	Tracy Murphy Manager, Tenant Administration
<b>CEO/Secretary</b> <b>Signature</b>	<b>Adam Sweedland</b> <i>A. Sweedland</i>
<b>Subject:</b>	<b>Joint Health and Safety Committee 2023</b> <b>(Report #24035)</b>
<b>Report Type:</b>	<b>Information (to be received)</b>

**Recommendation(s):**

That Report #24035 Report Title be **received** for information or discussion purposes.

**Executive Summary:**

This report reviews CityHousing Hamilton's (CHH) legal requirements under the Minister of Labour as it applies to Joint Health and Safety Committee (JHSC) requirements. CHH is responsible for providing a safe workplace for its workers. This includes holding at minimum four JHSC meetings per year and conducting monthly workplace inspections in designated areas in accordance with the Act. CHH is meeting the minimum requirements in both these areas; with 8 committee members and conducting quarterly JHSC meetings. These meetings help to ensure the creation of a safer workplace by reviewing incidents/workplace inspections and giving consideration to the elimination of possible hazards that may be in the workplace. Over the time

period from January 1, 2023 to December 31, 2023 there were a total of 17 new incidents; 7 resulting in lost time for a total of 385 days and a cost of \$88,264.82.

**Background and Additional Information:**

CHH became autonomous from the City of Hamilton as of October 1, 2012, as per the Council approved Shareholders Directive. As a result, the Minister of Labour required CHH to create its' own Joint Health and Safety Committee (JHSC). As of November 8, 2012, the CHH - JHSC was formed and holds quarterly (one in every 3 months) meetings and conducts monthly workplace inspections.

**Consultation:**

The Committee is an advisory body that helps to raise awareness of health and safety issues in the workplace, recognizes and identifies workplace risks, and develops recommendations for the employer to address these risks. To achieve its goal, the Committee makes written recommendations to the employer for the improvement of the health and safety of workers.

The JHSC assists in providing greater protection against workplace injury, illness, and deaths. The Committee is comprised of worker and employer representatives. This co-operative involvement helps to ensure that action is taken to identify and eliminate or mitigate workplace health and safety hazards. Joint Health and Safety Committees are a key element to a well-functioning workplace internal responsibility system.

The committee has various powers, including:

- identifying actual and potential hazards in the workplace
- obtaining information from the employer relating to health and safety in the workplace
- inspecting the workplace on a regular basis
- consulting and having a member representing workers be present at the beginning of any health and safety-related testing in the workplace
- recommending health and safety improvements in the workplace

The guidelines that CHH is responsible to follow are:



No. of Workers	Legislative requirement
1 to 5	You are not required to have a JHSC or a Health and Safety Representative unless your workplace uses designated substances.
6 to 19	You are required to have one Health and Safety Representative who is selected by the workers they represent. If your workplace uses designated substances, you are required to have a JHSC.
20 to 49	You are required to have a JHSC. The committee must have at least two (2) members.
50 plus	You are required to have a JHSC. The committee must have at least four (4) members.

As per the legislative requirements, there are four CHH locations where on-site JHSC representatives are required (i.e. 181 Main Street West Third Floor, 55 Hess Street South 23<sup>rd</sup> Floor, 350 King Street East Third Floor staff offices, and 20 Congress- Pest Control).

All minutes and inspection reports are posted on the staff Health and Safe bulletin boards in the identified staff areas and are updated by the committee members after each inspection and meeting. The CHH JHSC is made up of 2 management representatives and 6 worker representatives. Another function of the committee is to review all WSIB/Parklane incidents and to conduct accident investigations.

The following chart is a summary of work-related incidents for 2023:

Year	2023
Number of Occurrences	17
Cost	\$88,264.82
Total days associated with claims	385

**Financial and Legal/Risk Considerations:**

CHH will continue its work on Occupational Health and Safety to meet legislative requirements and ensure a safe, secure and healthy work environment for the staff. As required, Reports will be presented and reviewed with the Board.

**Strategic Alignment:**

This report supports the following 2023-2027 CityHousing Hamilton Strategic Priorities:

- A WHOLE TEAM APPROACH: Strengthen our people and performance.

**Supporting Presentations and Appendices:**

None

AS/tm



<b>Date:</b>	<b>November 26, 2024</b>
<b>Report to:</b>	Board of Directors CityHousing Hamilton Corporation
<b>Prepared by:</b>	Adam Sweedland, Chief Executive Officer
<b>Signature:</b>	<i>ASweedland</i>
<b>Subject:</b>	<b>CEO Updates and Communications</b>
<b>Report Type:</b>	<b>Information (to be received)</b>

### **Recommendation(s):**

That the CEO Updates and Communications be **received** for information or discussion purposes.

### **Updates:**

#### **1.0 Ontario Non-profit Housing Association Conference (November 7-9, 2024)**

The Ontario Non-profit Housing Association (ONPHA) held its annual conference in Ottawa from November 7 – 9, 2024. This event is an opportunity to network, hear from sector leaders and elected officials and attend workshops.

This year, CHH budgeted for eight attendees, including myself and President Nann. We were joined by two representatives from the extended leadership team, as well as four front line staff. Front line staff are invited to submit an expression of interest to take part in a lottery approach. This is part of our commitment to invest in staff development that supports service excellence for tenants, promotes innovation and collaboration.

#### **2.0 CHH All Staff Day (November 15, 2024)**

The annual All Staff Day is held to recognize and celebrate the achievements of the staff working at CHH and encourage team building, cohesion and promote the desired culture at CHH. I wanted to take the opportunity to include a public thank you to all the hard-working and dedicated staff at CHH for the work they do every day and for achieving some amazing results in 2024 – such as the Tenants First Team, the in-house cleaning pilot program, the comprehensive communications strategy, the work to advance understanding of equity, diversity and inclusion principles and, of course, the work to turn vacant units into new homes and truly demonstrate our role as the largest affordable housing provider in Hamilton.

### **3.0 Tenants First Team - Minutes**

The Board approved the Terms of Reference for the Tenants First Team (TFT) on June 25, 2024. The minutes from the September 10, 2024, meeting was approved by TFT on November 12, 2024, and are attached to the CEO Written Updates for information purposes. The TFT's next scheduled meeting is January 14, 2025.

### **4.0 Outstanding Business Item – Procurement**

Staff were directed by the Board at its April 23, 2024, meeting to report back on options and potential solutions to improve issues with completing procurement, a service currently provided by the City of Hamilton through a Service Level Agreement. In September, I requested a new date of November 26, 2024. As this review is still ongoing and a meeting is scheduled on November 28, staff now anticipate a recommended approach can be brought for the Board's consideration at the December 17, meeting.

### **5.0 Board Communications**

The following Board Communications were sent to the Board of Directors via email since the last Board meeting:

- November 12, 2024: Board Update, 2023 Year End Financial Audit postponement to Dec. 17, 2024 and CHH Annual Shareholder meeting to be rescheduled to January 2025
- November 19, 2024: October Vacancy Update

### **Strategic Alignment:**

This report supports the following 2023-2027 CityHousing Hamilton Strategic Priorities;

- A WHOLE TEAM APPROACH: Strengthen our people and performance.

**Appendices**

-Tenants First Team minutes, September 10, 2024

-Email dated November 12, 2024, 2023 Year End Financial Audit and November 19, 2024, October Vacancy Update

*AS/as*



**Approved November 12, 2024**

**Meeting Minutes  
Tenants First Team  
CityHousing Hamilton**

Date: **Tuesday, September 10, 2024**  
Time: **5:30pm – 7:30pm**  
Meeting: **Regular Meeting**

Location: **181 Main St W., 3<sup>rd</sup> Floor, Classrooms 3/4**

Present: Chair – Lisa Burton  
Member – Jim Zhao  
Member – Marie Dynes  
Member – Tesha Sylvester  
Member – Don Mallette  
Member – Mike Hallman  
Member – Terry Daly  
CHH Staff – Adam Sweedland, CEO  
CHH Staff – Leanne Ward, Manager of Operations  
CHH Staff – Gillian McLaughlin, Manager of Partnership Development & Support Services  
CHH Staff – Tina Santarelli, Tenant Support Worker  
CHH Staff – Carlie Weeks, Partnership Development Advisor  
CHH Staff – Connor Jay, Communications Coordinator  
CHH Staff – Alison MacKenzie, Senior Project Manager

Regrets: Member – Malcolm Purdy  
Member – Marylou Purdy  
Member – Kim Cruz  
CHH Staff – Adrian McKenzie, Equity Specialist

Guests: None

**1. Call to Order (Quorum is six)**

Chair – Lisa Burton proceeded with Traditional Land Acknowledgement for the City of Hamilton.

**Lisa Burton called the meeting to order at 5:37pm.**

- A) The Chair proceeded with Roll Call at the beginning of the meeting, calling out each member's name and having the attending member say "present".
- B) Carlie Weeks was introduced as the new Partnership Development Advisor.
- C) Connor Jay was introduced as the new Communications Coordinator.

## **2. Confirmation of Minutes**

Regular meeting held on July 9, 2024. Members were in receipt of the meeting minutes.

Minute approval was moved by Member – Tesha Sylvester and seconded by Member – Marie Dynes.

## **3. Communications Strategy Update and Board Report**

Adam Sweedland provided an update on the outcomes of the July 9 Communications Strategy (*ConnectingCHH*) Tenants First Team consultation.

*ConnectingCHH* will be the first strategy co-developed with the Tenants First Team. It also received staff feedback in a similar process to the Tenants First Team.

Feedback from Tenants First Team members on July 9 validated the direction of the strategy. No changes to the document were needed.

Feedback supported the work plan development and prioritization of work plan items.

*ConnectingCHH* is going to the Board of Directors for approval in September.

The new Communications Coordinator position has been filled by Connor Jay.

## **4. New Member Recruitment, Application and Selection Process, and TFT Key Messaging**



Alison MacKenzie introduced the need for the current Tenants First Team to shape the recruitment/application/selection process and tools for future new members. This is needed to meet the requirements outlined in the Terms of Reference and is identified as a 2024 Tenants First Team work plan item.

Tenants First Team Members participated in an exercise on how the recruitment, application process, and selection of new members would look ensuring equity, diversity and inclusion. The exercise was co-facilitated by Tina Santarelli, Leanne Ward, and Adam Sweedland.

Recruitment, Application, and Selection exercise notes:

- [New Member Recruitment Notes](#)
- [New Member Application Notes](#)
- [New Member Selection Notes](#)

Based on Members' suggestions, CHH staff will draft tools and processes for the future member recruitment and selection. Drafts will be presented to Members for feedback on November 12.

In addition, as per the Tenants First Team work plan, there is a need to develop key messaging for Members to support them in responding to tenant questions and concerns once the Tenants First Team is shared more broadly with the community.

Notes from the discussion on key messaging:

- We need something to showcase the Team and what we are doing.
- Word of mouth will help spread the word about our Team.
- How will you handle neighbour concerns once they know you are on this team?
  - We should not address individual complaints but will keep your concerns in mind for when we are looking at CHH policies and procedures.
  - We can direct tenants to the right place.
  - We need a list of staff to forward issues to – a little booklet or resource for Members.
  - We can explain how to escalate issues.
  - There is a tenant handbook that needs to be updated – maybe this can be something the team can work on. It is only hard copy right now. It could include processes and steps CHH will take to address issues.
- We can do proactive communication.
- Postings in buildings and the newsletter are useful, and email would be good too. Some communities use different applications, e.g. WeChat, Zoom.
- We need a list of all staff on the website.
- We should tell tenants who is on the committee. We can help neighbours navigate CHH and find answers to questions. Educate neighbours. We need to be patient with them.

- We can be the tenants' voice.
- The Tenants First Team is on tenants' side.

CHH staff will work with Members to develop resources about the different roles at CHH to support them with delivering key messages and handling tenant questions and concerns.

## 5. CHH Governance Training and Future Training Discussion

Adam Sweedland presented on CityHousing Hamilton Corporation's History and Governance.

Presentation included:

- Overview of CHH
- History of CHH
- Organizational Structure
- Vision, Missions, Strategic Plan, and Tenants First Refresh
- City of Hamilton's Four Hats
- Board of Directors and Officers

CityHousing Hamilton Corporation History and Governance Review presentation: [09-10-24 Tenants First Team Orientation.pptx](#).

Members discussed future training opportunities to support their role on the Tenants First Team:

- CHH Strategic Plan Overview - *confirmed for November 12 with Amanda Warren-Ritchie, Manager of Strategy and Quality Improvement*
- Conflict of Interest
- Procedural rules for team, Code of Conduct
- Capacity building opportunities, e.g. working groups to develop skills in meeting facilitation
- Inclusion, diversity, equity and accessibility

## 6. Next Meeting

Next meeting is November 12<sup>th</sup> from 5:30-7:30pm at 181 Main St W.

Tentative agenda items include:

- A) Review draft recruitment, application, and selection process and tools (based on September 10 discussion)
- B) Training on CHH Strategic Plan
- C) Review 2024 work plan and begin discussing 2025 work plan
- D) Review 2025 meeting schedule
- E) End of Year Celebration (hot meal)

**Adjournment at 7:30pm.**

*Alison MacKenzie  
CityHousing Hamilton  
September 10, 2024*

**From:** [Herechuk, Teresa](#) on behalf of [Sweedland, Adam](#)  
**To:** [Adriana Harris \(guzewsah@me.com\)](#); [Alice Plug-Buist](#); [Christine Griffith](#); [Hwang, Tammy](#); [Jackson, Tom](#); [Karl Andrus](#); [Kroetsch, Cameron](#); [Nann, Nrinder](#); [Wilson, Alex](#)  
**Cc:** [Paul Paradis \(paul.paradis@rossmcbride.com\)](#); [Aberdeen, Jody](#); [Burden, Nancy](#); [Geffros, Sophie](#); [Hypolite, Jac](#); [Kreidl, Samantha](#); [Marchand, Pascale](#); [McCullough, Joey](#); [Thomas, Liesl](#); [Weinberger, Alex](#)  
**Subject:** IMPORTANT CHH Board Update - 2023 Year-end Financial Audit  
**Date:** November 12, 2024 11:41:19 AM  
**Attachments:** [image001.png](#)  
**Importance:** High

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~~~Sent on behalf of Adam Sweedland~~~

Good morning CityHousing Hamilton President Councillor Nann and Board Members,

I am writing to provide some important updates to the timelines related to approving the 2023 Year-end Audited Financial Statements.

These were originally scheduled to be presented to the Board at its November 26 meeting and, subsequently, to be presented to the City of Hamilton as sole-shareholder on December 9, 2024.

I met with CHH's auditors last Thursday to be briefed on the status of the 2023 year-end audit of the financial statements. They have advised me they will not be in a position to complete the audit as committed for the current meeting schedule. There are a number of outstanding items still to be reviewed and there could be some additional follow up questions for CHH.

I updated the President last week and am now sharing the following changes to the CHH meeting schedule:

- November 18 Audit & Finance review with Treasurer Councillor Hwang will be cancelled and this item moved to the meeting already scheduled for December 10;
- November 26 Board meeting will proceed as scheduled and the 2023 Financial Statements will be moved to the already scheduled December 17 meeting;
- December 9 CityHousing Hamilton Corporation Annual Shareholder Meeting has been cancelled and will be rescheduled for January, 2025;

Given the proximity of the December 17 meeting to the holiday season, I ask that you reconfirm your availability to [Teresa.Herechuk@hamilton.ca](mailto:Teresa.Herechuk@hamilton.ca) for the purposes of ensuring we can achieve quorum.

I appreciate everyone's understanding as we shift to accommodate the auditors and facilitate the closure of the 2023 audit.

Thanks, Adam

**Adam Sweedland** (he/him)  
Chief Executive Officer  
CityHousing Hamilton Corporation

55 Hess St. S., PO Box 2500, 23<sup>rd</sup> Floor  
Hamilton, ON L8N 4E5

905.523.8496

<https://www.hamilton.ca/people-programs/cityhousing-hamilton;>



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**From:** [Sweedland, Adam](#)  
**To:** [Nann, Nrinder](#); [christine-griffith@hotmail.com](mailto:christine-griffith@hotmail.com); [Hwang, Tammy](#); [Karl Andrus](#); [guzewsah@me.com](mailto:guzewsah@me.com); [Jackson, Tom](#); [Kroetsch, Cameron](#); [Alice Plug-Buist](#); [Wilson, Alex](#)  
**Cc:** [Herechuk, Teresa](#)  
**Subject:** CHH Board Update - October Vacancy Update  
**Date:** November 19, 2024 2:47:03 PM

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Good afternoon CHH President Nann and Board Members...

Tomorrow I will be joining the Director of the Housing Secretariat at the City of Hamilton General Issues Committee as part of the Housing Secretariat's annual report. I will present on CHH's achievements related to vacancies.

As I will be sharing updated numbers which reflect work until October 31, 2024, I wanted to ensure the Board of Directors received this information prior to sharing it publicly at the General Issues Committee tomorrow.

- October 31, 2024 vacancy rate is 3.49% or 249 units;
- Of the 249 units:
  - 168 are actively being renovated,
  - 41 have work orders pending to be issued to contractors, and
  - 40 need to be inspected and work orders scoped
- CHH has housed 676 households up to October (vs 559 in total in 2023 and 444 in 2022)
- Of the 476 units for which the City provided dedicated funding,
  - CHH has completed 430 units or 90%, and
  - The remaining 46 units are actively being renovated.

The full report will still go the Board to be received formally on November 26, 2024.

Thank you,

Adam

**Adam Sweedland** (he/him)  
Chief Executive Officer  
CityHousing Hamilton Corporation

55 Hess St. S., PO Box 2500, 23<sup>rd</sup> Floor  
Hamilton, ON L8N 4E5  
905.523.8496



<https://www.hamilton.ca/people-programs/cityhousing-hamilton;>



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**\*\*CONFIDENTIAL\*\***

**Date:** Tuesday November 26, 2024

**Report to:** CityHousing Hamilton  
Board of Directors

**Submitted by:** Adam Sweedland  
Chief Executive  
Officer/Secretary

**Prepared by:** Bernice Lilley, Manager,  
Asset Renewal

Joanna Couch, Project  
Manager

**Subject:** CONFIDENTIAL / IN-CAMERA

**6 In-Camera / Confidential**

- a) **Contract Award for Building Electrical Upgrade at 801 Upper Gage (Report #24036)**

**NOTE: Discussion of Report #24036, in closed session is subject to the following requirement(s) Discussion of this Confidential Report in closed session is subject to the following requirement(s) of the of the City of Hamilton's Procedural By-law and the *Ontario Municipal Act, 2001*:**

**RATIONALE FOR CONFIDENTIALITY**

**This report is being considered in Closed Session as it contains information explicitly supplied in confidence to the municipality or local board by Canada, a province or territory or a Crown agency of any of them.**

**RATIONALE FOR MAINTAINING CONFIDENTIALITY**

**Staff are recommending that the report / recommendation(s) / appendices) remain confidential, as the subject matter is**

- (i) a trade secret or scientific, technical, commercial, financial or labour relations information, supplied in confidence to the municipality or local board, which, if disclosed, could reasonably be expected to prejudice significantly the competitive position or interfere significantly with the contractual or other negotiations of a person, group of persons, or organization



**\*\*CONFIDENTIAL\*\***

**Date:** Tuesday November 26, 2024

**Report to:** CityHousing Hamilton  
Board of Directors

**Submitted by:** Adam Sweedland  
Chief Executive  
Officer/Secretary

**Prepared by:** Leanne Ward  
Manager, Operations

**Subject:** **CONFIDENTIAL / IN-CAMERA**

**6 In-Camera / Confidential**

**b. Coordinated Community Resolution Strategy  
(Report # 24032(a))**

**NOTE: Discussion of this Confidential Report #24032a in closed session is subject to the following requirement(s) of the requirement(s) of the City of Hamilton’s Procedural By-law and the *Ontario Municipal Act, 2001*:**

- ***as amended*, as the subject matter pertains to personal matters about an identifiable individual(s), including City employees –CityHousing Hamilton.**

**RATIONALE FOR CONFIDENTIALITY**

**This report is being considered in Closed Session as it contains information related to identifiable individual(s), including City employees –CityHousing Hamilton.**

**Staff are recommending that Report #24032a, remain confidential, as the primary subject matter pertains to personal matters about an identifiable individual(s).**





**\*\*CONFIDENTIAL\*\***

**Date:** Tuesday November 26, 2024

**Report to:** CityHousing Hamilton  
Board of Directors

**Submitted by:** Adam Sweedland  
Chief Executive  
Officer/Secretary

**Prepared by:** Sean Botham  
Manager, Development

**Subject:** **CONFIDENTIAL / IN-CAMERA**

**6 In-Camera / Confidential**

**a) Development Strategy (Report #23022(b))**  
*(Deferred from Oct. 29, 2024)*

**NOTE: Discussion of Report #23022(b), in closed session is subject to the following requirement(s) Pursuant to Section 9.3, Sub-sections (c) and (k) of the City of Hamilton's Procedural By-law 21-021; and, Section 239 (2), Sub-sections (c) and (k) of the Ontario Municipal Act, 2001, as amended, as the subject matter pertains to:**

- **(c) a proposed or pending acquisition or disposition of land by the municipality or local board.**

**RATIONALE FOR CONFIDENTIALITY**

**This report is being considered in Closed Session as it contains confidential information related to proposed redevelopments which include acquisition and disposition.**

**RATIONALE FOR MAINTAINING CONFIDENTIALITY**

**Staff are recommending that the report / recommendation(s) / appendices remain confidential, with the exception of Appendix B which is to be posted publicly on the website of CityHousing Hamilton and forwarded to the City of Hamilton in its capacity as sole-Shareholder, as it contains confidential information related to proposed redevelopments which include acquisition and disposition.**

**\*\*CONFIDENTIAL\*\***

**Date:** Tuesday November 26, 2024

**Report to:** CityHousing Hamilton  
Board of Directors

**Submitted by:** Adam Sweedland  
Chief Executive  
Officer/Secretary

**Prepared by:** Sean Botham  
Manager, Development

**Subject:** **CONFIDENTIAL / IN-CAMERA**

**6 In-Camera / Confidential**

**d) Jamesville Update (Report #17007(k))**

**NOTE: Discussion of Report #17007(k), in closed session is subject to the following requirement(s) Pursuant to Section 9.1, Sub-sections (e) and (k) of the City's Procedural By-law 21-021; and, Section 239(2), Sub-sections (e) and (k) of the Ontario Municipal Act, 2001, as amended, as the subject matter pertains to a trade secret or scientific, technical, commercial, financial or labour relations information, supplied in confidence to the municipality or local board, which, if disclosed, could reasonably be expected to prejudice significantly the competitive position or interfere significantly with the contractual or other negotiations of a person, group of persons, or organization;**

- A proposed or pending acquisition or disposition of land by CityHousing Hamilton.**

**RATIONALE FOR CONFIDENTIALITY**

**This report is being considered in Closed Session as it contains information proposed or pending acquisition or disposition of land.**

**RATIONALE FOR MAINTAINING CONFIDENTIALITY**

**Staff are recommending that the report / recommendation(s) / appendices) remain confidential, as the subject matter contains confidential information provided to CityHousing Hamilton by the development partnership and relate to the ongoing appeal by CN Rail.**