REVISED

BOARD OF DIRECTORS MEETING

DATE:

Wednesday, November 27, 2019

TIME:

12:00 p.m.

LOCATION:

1915 Pitt Street, Unit 11
Cornwall, ON
AGENDA

1. CALL MEETING TO ORDER

2. ROLL CALL

3. DISCLOSURE OF CONFLICT OF INTEREST

4. ADDITIONS AND ADOPTION OF THE AGENDA

   (Motion Required: That the Board of Directors of Cornwall and Area Housing Corporation approve the agenda, as presented or approve the agenda as amended.)

5. CLOSED MEETING – None

   Section 239 (1) (2) of the Municipal Act, 2001,

   (b) Personal matters about an identifiable individual, including municipal or local board employees.)

   (Motion Required: That the Regular Meeting of the Board of Directors of Cornwall & Area Housing Corporation move into a Closed Meeting to address matters pertaining to Section 239 (2) and (3.1) of the Municipal Act, 2001.)

   6.1 Update on a Grievance

6. PRESENTATION – NONE

7. APPROVAL OF THE MINUTES

   7.1 Minutes of the Regular Monthly Meeting held on Wednesday, October 23, 2019 .......................................................... PAGES 7-1 to 7-9

   (Motion Required: That the Board of Directors of Cornwall and Area Housing Corporation approve the minutes of the Regular Monthly Meeting held on Wednesday, October 23, 2019, as presented or as amended.)
8. FOLLOW-UP TO PREVIOUS MEETINGS SUMMARY . PAGES 8-1 to 8-2

8.1 Health and Safety Meeting – None

8.2 Draft Operating Agreement ............................................ PAGES 8-3 to 8-13

8.3 Debentures/Mortgages .................................................. PAGES 8-14 to 8-16

8.4 Follow-up to Budget Discussions from October

.............. MATERIAL WILL BE DISTRIBUTED AT THE MEETING

8.5 Financial Impact of Changes to the Housing Services Act

.............. MATERIAL WILL BE DISTRIBUTED AT THE MEETING

(Motion Required: That the Board of Directors of Cornwall and Area Housing Corporation receive the items listed under 8.3, 8.4 and 8.5, as information.)

9. FINANCIAL REPORTS – Joy Huurman

9.1 CAHC Statements of Revenue, Expenditures and Accumulated Surplus as at October 2019

Reports Presented – October 2019:

CAHC Year-to-Date Highlights ................................................. PAGE 9-1
CAHC – Balance Sheet ......................................................... PAGES 9-2 to 9-4
CAHC – Statement of Revenue, Expenditures and Accumulated Surplus ................................................................. PAGE 9-5
CAHC Cheque Register (Payment Summary) ......................... PAGES 9-6 to 9-8
AHP Sixth Street and Ingleside Year-to-Date Highlights .......... PAGE 9-9
AHP Sixth Street – Balance Sheet ............................................ PAGES 9-10 to 9-12
AHP Sixth Street – Statement of Revenue, Expenditures and Accumulated Surplus .......................................................... PAGE 9-13
AHP Ingleside – Balance Sheet ............................................... PAGES 9-14 to 9-16
AHP Ingleside – Statement of Revenue, Expenditures and Accumulated Surplus .......................................................... PAGE 9-17
Summary of Reserves and Reserve Funds ............................. PAGE 9-18

(Motion Required: That the Board of Directors of Cornwall & Area Housing Corporation accept the CAHC Financial Reports as at October 2019, as presented.)
9.2 Cornwall Non-Profit Reports as at October 2019

Reports Presented – October 2019:

Cornwall Non-Profit Year-to-Date Highlights ........................................PAGE 9-19
Balance Sheet .......................................................................................PAGES 9-20 to 9-22
Actual Operating Costs ........................................................................PAGE 9-23
Operating Costs Reconciliation ...........................................................PAGE 9-24
Capital Expenditures ............................................................................PAGE 9-25
Due to CAHC .......................................................................................PAGE 9-26
Due to Capital .......................................................................................PAGE 9-27

(Motion Required: That the Board of Directors of Cornwall & Area Housing Corporation accept the Cornwall Non-Profit Financial Reports as at October 2019, as presented.)

10. NEW BUSINESS SUMMARY .................................................PAGES 10-1 to 10-2

10.1 Bad Debt Write-Offs

Cornwall & Area Housing Corporation ........................................PAGE 10-3 to 10-6
Cornwall Non-Profit Housing ............................................................PAGE 10-7
Cornwall & Area Housing Corporation – AHP 1 and AHP 2 ..........PAGE 10-8
Cornwall & Area Housing Corporation – Rent Supplement ..........PAGE 10-9

(Motion Required: That the Board of Directors of Cornwall & Area Housing Corporation authorize the write-off of outstanding balances as of November 27, 2019 for:

- Cornwall & Area Housing Corporation in the amount of $41,050.24;
- Cornwall Non-Profit Housing in the amount of $36,324.45; and
- Cornwall and Area Housing Corporation - Rent Supplement Program in the amount of $3,412.89.)

10.2 Air Conditioner Fees ...............................................................PAGE 10-10

(Motion Required: That the Board of Directors of Cornwall & Area Housing Corporation approve the increase in the rate for air conditioner fees for the 2020 season (May-September) to $80, plus a cost of living increase each year, starting with the 2021 season.)
10.3 Parking Fees ................................................................. PAGE 10-11

(Motion Required: That the Board of Directors of Cornwall & Area Housing Corporation approve the increase in parking fees effective March 1, 2020 to $25 per month, plus a cost of living increase each year starting March 2021.)

10.4 Scooter Parking Fees ..................................................... PAGE 10-12

(Motion Required: That the Board of Directors of Cornwall & Area Housing Corporation approve the scooter parking fee of $30 per month plus a cost of living increase each year, starting 12 months after the completion of the scooter pad.)

10.5 OPHI Promissory Notes
CAHC ....................................................................................... PAGE 10-13
CNP ......................................................................................... PAGE 10-14

(Motion Required: That the Board of Directors of Cornwall & Area Housing Corporation authorize the General Manager and the Chairperson of the Board to sign the Promissory Notes for the Contribution Agreements under the Ontario Priorities Housing Initiatives (OPHI) Program for Cornwall & Area Housing Corporation in the amount of $367,202 and for Cornwall Non-Profit Housing Corporation in the amount of $104,739.)

10.6 Mortgage Renewal – 1700 Walton Street – Cornwall
......................................................................................... PAGES 10-15 to 10-20

(Motion Required:

WHEREAS CORNWALL AND AREA HOUSING CORPORATION (the “Corporation” and/or “Housing Provider”) has requested the Ministry of Municipal Affairs and Housing (the “Ministry”) to arrange on its behalf a refinancing of the existing charge/mortgage of land (the “Mortgage”) for its project municipally known as 1700 Walton Avenue, Cornwall maturing on February 1, 2020 in the approximate amount of $933,284.75.

AND WHEREAS the Ministry has agreed to arrange said mortgage financing and the Housing Provider agrees to be bound for those purposes by the terms and conditions contained in the said Mortgage, or any amendments thereto.

THEREFORE BE IT RESOLVED THAT:

1. The Housing Provider hereby authorizes the Ministry to solicit and arrange on its behalf such Mortgage(s) or Mortgage facilities with a
lender or its authorized agent (the “Lender”) as it deems necessary, appropriate or advisable for the project identified above and for the maturity date aforementioned;

2. The Housing Provider hereby agrees to be bound to the Lender for such mortgage purposes and upon the terms and conditions contained in the said Mortgage, or any amendments thereto, and the Housing Provider hereby further agrees to mortgage its property and assets to secure its present and future obligations under the said Mortgage, or any amendments thereto, to the Lender, as deemed necessary or advisable;

3. The Housing Provider hereby authorizes the designated signing Officers to enter into such agreement or agreements amending the terms of the said Mortgage and to deliver to the Lender such document or documents as may be deemed necessary, advisable or required by the Lender to give effect thereto;

4. The Housing Provider hereby confirms that this Resolution has been ratified and approved by its Board of Directors and it agrees to deliver this resolution to the Ministry and to the Lender; and

The Housing Provider further confirms that this resolution shall continue in force and effect until written notice to the contrary is delivered to the Lender and the Ministry with receipt acknowledged by the Lender and the Ministry.

I HEREBY CERTIFY that the foregoing is a true copy of a Resolution passed by the Board of Directors of the Housing Provider on the 27th day of November, 2019, which Resolution was duly enacted in the manner authorized by law and in conformity with the constating documents of the Housing Provider and that this Resolution has not been amended and continues to be in full force and effect.)

II. CAPITAL – John Murphy

11.1 Capital and Capital Job Status Reports – October 2019

11.1.1 Capital Report ................................................................. PAGES 11-1 to 11-10

11.1.2 2016 – Carryover – SHARP ....................................................... PAGE 11-11
11.1.3 2017 – Carryover ............................................................... PAGE 11-11
11.1.4 2018 – Carryover ............................................................... PAGE 11-11
11.1.5 2019 – Capital ................................................................. PAGE 11-11
11.1.6 2018-2019 – SHAIP Funding .............................................. PAGE 11-12
11.1.7 2019 – Capital – CNPH ....................................................... PAGE 11-12
(Motion Required: That the Board of Directors of Cornwall & Area Housing Corporation receive the Capital reports listed under items 11.1.1, 11.1.2, 11.1.3, 11.1.4, 11.1.5, 11.1.6 and 11.1.7, as presented.)

11.2 Change Orders

11.2.1 Marleau Mechanical Ltd. – Change Order No. 1 – PT2019-001 – Make-Up Air Unit Replacement – 24 and 120 Augustus Street, Cornwall, ON

(Motion Required: That the Board of Directors of Cornwall & Area Housing Corporation approve Marleau Mechanical Ltd.’s Change Order No. 1 – PT2019-001 – Make-Up Air Unit Replacement, 24 and 120 Augustus Street, Cornwall, Ontario in the amount of minus $3,390.00.)

11.2.2 Robert J. Bourgon & Associates – Change Order No. 1 (Revised) – PT2019-003 – Supply and Installation of a Generator – 330 Fourth Street East, Cornwall

(Motion Required: That the Board of Directors of Cornwall & Area Housing Corporation approve Robert J. Bourgon & Associates’ Change Order No. 1 (Revised) – PT2019-003 – Supply and Installation of a Generator – 330 Fourth Street East, Cornwall in the amount of minus $8,035.73.)

11.2.3 Robert J. Bourgon & Associates – Change Order No. 2 (Revised) – PT2019-003 – Supply and Installation of a Generator – 330 Fourth Street East, Cornwall

(Motion Required: That the Board of Directors of Cornwall & Area Housing Corporation Robert J. Bourgon & Associates’ Change Order No. 2 (Revised) – PT2019-003 – Supply and Installation of a Generator – 330 Fourth Street East, Cornwall in the amount of $4,796.43.)

11.3 New Capital Jobs – NONE

11.4 Tenders

11.4.1 SFT2019-012 – Supply and Delivery Only of Kitchen Cabinets – 24 Augustus Street, 15 Edward Street and 540 Adolphus Street, Cornwall

(Motion Required: That the Board of Directors of Cornwall & Area Housing Corporation award SFT2019-012 – Supply and Delivery Only of Kitchen Cabinets – 24 Augustus Street, 15 Edward Street and 540 Adolphus Street, Cornwall to Emard Bros. Lumber Co. Ltd., being the
lowest bid meeting Short-Form Tender specifications, in the following amounts per cabinet sets:

- 24 Augustus Street Cornwall - $1,976.08;
- 540 Adolphus Street, Cornwall - $2,065.63; and
- 15 Edward Street, Cornwall - $1,912.99.)

11.4.2 SFT2019-013 – Supply and Delivery Only of Countertops – Various CAHC Sites .................................................................PAGES 11-26 to 11-27

(Motion Required: That the Board of Directors of Cornwall & Area Housing Corporation award SFT2019-013 – Supply and Delivery Only of Countertops – Various CAHC Sites to Seaway Kitchen and Bath, being the lowest bid meeting Short-Form Tender specifications, in the following amounts:

- $16.98 per foot;
- $24.42 per miter cut; and
- $13.23 per end.)

11.4.3 RFP2019-004 – Roof Replacement Consulting Services – 1600 Birmingham Street, Cornwall ..................................................PAGES 11-28 to 11-30

(Motion Required: That the Board of Directors of Cornwall & Area Housing Corporation award RFP2019-004 – Roof Replacement Consulting Services – 1600 Birmingham Street, Cornwall to Architecture 49 Inc., being the lowest bid meeting Request for Proposal specifications, in the amount of $8,503.66.)

11.4.4 RFP2019-007 – Automatic Door Operator Consulting Services – 330 Fourth Street East, Cornwall ........................................PAGES 11-31 to 11-32

(Motion Required: That the Board of Directors of Cornwall & Area Housing Corporation not award RFP2019-007 – Automatic Door Operator Consulting Services – 330 Fourth Street East, at this time because the amount allocated for the Consulting Fees for this project is over the estimated budget, therefore, it would bring the total project cost over budget.)

11.5 Requests for Proposals – NONE

12. OPERATING – John Murphy

Material and Services Report .................................................................PAGE 12-1
(Motion Required: That the Board of Directors of Cornwall & Area Housing Corporation receive the Material and Services Report as presented.)

12.1 Change Orders – None

12.2 Tenders


(Motion Required: That the Board of Directors of Cornwall & Area Housing Corporation award SFT2019-009 – Supply and Delivery of Energy Efficient Appliances – Various CAHC Sites to Keyesbury Distributors Ltd., being the only bid meeting Short-Form Tender specifications, in the following amounts:

- Refrigerator - $671.58;
- Stove - $574.92;
- Wall oven - $1,622.99;
- Cook top - $656.32;
- Washer - $2,182.64; and
- Dryer - $1,572.11.)

12.3 Request for Quotations – None

12.4 Qualified Contractors – None

13. REGULAR MONTHLY REPORTS – Margaret Fulton

13.1 Portfolio Status Reports
CAHC – October 2019 .................................................................PAGE 13-1
CNP – October 2019 ....................................................................PAGE 13-2

Portfolio Snap Shot Reports – REPORTS WILL BE DISTRIBUTED AT THE MEETING

13.2 Arrears – Current and Former Tenants’ Report
CAHC – October 2019 .................................................................PAGES 13-3 to 13-4
CNP – October 2019 ....................................................................PAGES 13-5 to 13-6

13.3 Move Outs and Monthly Vacancy Loss – October 2019
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(Motion Required: That the Board of Directors of Cornwall & Area Housing Corporation receive the October 2019 Regular Monthly Reports, as presented.)

14. HUMAN RESOURCES .................................................................................. PAGE 14-1

15. INFORMATION .......................................................................................... PAGE 15-1

15.1 Ontario’s Independent Local Housing Corporations ................................ PAGE 15-2

15.2 Article: Toddler dies after being struck by falling AC unit .......................... PAGES 15-3 to 15-4

15.3 Christmas Shutdown .................................................................................. PAGE 15-5

15.4 Information on In-Camera Meetings ......................................................... PAGES 15-6 to 15-16

16. ADJOURNMENT

(Motion Required)

DATE OF BOARD MEETINGS IN 2019

December .................................................. Wednesday, December 11, 2019

5:00 p.m. – Ramada Inn – Adirondack Room