CityHousing Hamilton

NOTICE OF MEETING
BOARD OF DIRECTORS AND MEMBERS
CITYHOUSING HAMILTON CORPORATION

SPECIAL MEETING

Date:	**WEDNESDAY, November 5th, 2025**
Time:	**2:30pm – 3:30pm** (Board members remain via Webex invite from 1:30pm link)
Place:	**Special Notice: (Hybrid, City Hall, 1st Floor, Room 192) and will be held via WebEx conferencing and live streamed only on YouTube for public access:** YouTube Link - CHH Board meeting Nov. 5 2025 at 1:30 **CHH website, Agenda Material link:** Board meeting material_November 5, 2025

AGENDA (added item):

1) **Call to Order**

2) **Conflict of Interest Declaration**

3) **Election/Appointment of Officers Update**
   a) Name change, Director and the Vice-President of the Corporation

4) **Confirmation of Minutes**
   a) Special meeting held September 23, 2025

5) **Delegation**
   Added: Approval for urgent delegation request to the November 5th, 2025 Board meeting agenda
   a) Jelena Vermilion respecting 430 Cumberland ongoing health and safety issues including Mould, Pests, Security, and maintenance requests.

6) **Strategy Quality Improvements**
   a) CHH Policy Update, Financial Delegated Authority (Report #25027)

7) **CEO Written Updates**
   1.0 Vacancy Unit Monthly Update, September 2025 (attached)

CityHousing Hamilton

2.0 Tenant First Team, approved June 17, 2025 minutes (attached). The next scheduled meeting will be held on November 11, 2025 at 5:30pm -Tenant First Team, Selection Committee, Tenant Interviews held on Oct. 29th and 30th
3.0 2026 CHH Board meeting proposed schedule (attached)
4.0 CHH organization re-structure October 6th Launch update
5.0 Corporate Build Day / CHH and Habitat for Humanity held Sept. 30th.
6.0 Ontario Non-profit Housing Association – CEO nomination for Board of Directors Update
7.0 Board Communications: email dated, 2025:
October 23 – CHH Procurement process review with Consultants

8) PRIVATE AND CONFIDENTIAL

a) Future Foundations – November 2025 (Report #23022(d))

NOTE: Discussion of Report #23022(d), 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, as it contains confidential information related to proposed redevelopments which include acquisition and disposition.

b) Debt for Acquisition of a New Property (Report 24033(b))

NOTE: Discussion of Report #24033(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, as it contains confidential information related to proposed redevelopments which include acquisition and disposition.

9) Adjournment

CHH Board of Directors
November 5, 2025
Item 3a, Appointment of Officers Update,
Name Change

Election / Appointment of Officers Update

Whereas Adriana Harris, a Director and the Vice-President of the Corporation, has changed her **name** to **Adriana Baker**;

On a **motion** by **___**,seconded by **___**and carried, it was **resolved** that:

> **Adriana Baker** be and is hereby **confirmed** as a continuing Director and the Vice-President of the Corporation, with signing authority.

CityHousing Hamilton

To be Board Approved on Nov. 5, 2025

MEETING MINUTES
BOARD OF DIRECTORS AND MEMBERS
CITYHOUSING HAMILTON CORPORATION

Date:	**Tuesday, September 23, 2025**
Time:	**Garden Awards 2025 Ceremony** **9:30am – 9:50am**
Time:	**Board Meeting** **10:00am – 12noon**
Location:	Hybrid / City Hall, 1st Floor, Room 192
Meeting:	**Special Meeting**
Place:	City Hall, 71 Main St. West, 1st Floor, Room 192/193 and will be held via WebEx conferencing and live streamed only on YouTube for public access (AV support in attendance): CHH_BoD_Sept23_2025_YouTube_link CHH website, Agenda Material link: https://www.hamilton.ca/people-programs/cityhousing-hamilton
Present:	Director-Councillor Nrinder Nann, *President* Director-Citizen Adriana Harris, *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 (*virtual*) Director-Citizen Alice Plug-Buist
Regrets:	
Also Present:	CHH Staff: A. Warren-Ritchie, S. Botham, L. Ward, P. Vander Klippe, N. Turco, A. McKenzie, A. MacKenzie, C. Morgan Other City Depts: Housing Division, K. Harrington, P. Homerston Guest(s): Tenant First Committee members; L. Burton, M. Purdy, ML. Purdy, T. Daly Public: YouTube access provided – Streaming AV supports: MacLean Media Systems Inc

CH 2025 Garden Awards:
9:30am, 1st Flr, Room 192
– CHH 2025 Garden Award Ceremony
Renamed: Together We Bloom Garden Contest!

CEO Adam Sweedland gave an overview of the garden judging that took place on July 11th. Judges scored each garden on: **Design & Creativity** - use of **colour**, how it **looks**, **layout**, and fun or **special features Plant Health & Maintenance** - how healthy and clean the garden is, and how well it's looked after Variety - different types of plants, colours, and textures

Awards & Recognition Prizes:
Categories:
One garden wins Best Overall Garden: 58 John Murray St., S.P. and H.D.
Best flower Garden: 109 Fiddlers Green Rd., N.R.
Best vegetable garden: 690 Stonechurch Rd., D.L.
Best community garden (for CHH community garden groups only): 155 Park St. S., B.G.
Best balcony garden: 109 Fiddlers Green Road, P.D.
Best property beautification garden, 109 Fiddlers Green Road

Adam along with President Nann and Vice President Harris joined Carlie Weeks, Supervisor Tenant Engagement and distributed the Awards and gifts to the **2025 Award Recipients.**

1. **Call to Order** (Quorum is five) **10:01am**

President-Councillor N. Nann, called the meeting to order at 10:01am

"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:

NONE.

ADDITIONS TO THE AGENDA:
ADDED ITEM 4d

Approval for delegation urgent request to present to the Sept. 23, 2025 Board meeting:

Jelena Vermilion respecting 430 Cumberland

Moved by VP-Citizen A. Harris, seconded by Director-Citizen A. Plug-Buist and carried to add delegation to present at today's meeting, Item 4(d)

CHANGES TO THE AGENDA
-Item 4a, delegation withdraws request
-Item 4b and 4c will attend (virtually)

3. Confirmation of Minutes

a) Special meeting held on June 24, 2025

Moved by Director-Councillor C. Kroetsch, seconded by VP-Citizen A. Harris and carried to approve June 24, 2025 minutes as presented.

4. Delegations

Chair gave an overview of the delegation procedure.

a) Withdrew request Sept. 23, 2025
~~Bhaia Aburaneh (Guardian for minor, S.A.) respecting urgent issues of public interest involving CHH's Systemic failures~~

Mahmoud Aburaneh requested to present first followed by Bhaia Aburaneh.
Chair approved.

b) Bhaia Aburaneh respecting urgent issues of public interest involving CHH's Systemic failures
-deferred from Sept. 23rd, 2025

Motion by Director-Councillor T. Jackson, seconded by VP-Citizen A. Harris and carried to extend the time to 10 minutes.

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

That the delegation from Bhaia Aburaneh, regarding urgent issues of public interest involving CHH's Systemic failure be received.

c) Mahmoud Aburaneh respecting urgent issues of public interest involving CHH's Systemic failures
-deferred from Sept. 23rd, 2025

Motion by Director-Councillor T. Jackson, seconded by VP-Citizen A. Harris and carried to extend the time to 12 minutes.

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

That the delegation from Mahmoud Aburaneh, respecting urgent issues of public interest involving CHH's Systemic failure be received.

d) Jelena Vermilion respecting 430 Cumberland

Motion by Director-Citizen K. Andrus, seconded by VP-Citizen A. Harris and carried to extend the time to 10 minutes.

Jelena Vermillion addressed the Board of Directors respecting 430 Cumberland. Delegate provided photos in advance to be shown to the Board.

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

That the delegation from Jelena Vermillion, respecting 430 Cumberland and the photos be received.

5. Operations

a) CHH Tenants First Team Annual Report, presentation

The Board was in receipt of the Tenants Advisory Committee Annual Report presentation from CEO/Secretary dated September 23, 2025.

CEO, Adam Sweedland gave an overview of the Annual Report and introduced Tenant First Team Committee Chair, Lisa Burton and members; Malcolm Purdy, Marylou Purdy and Terry Daly.
Lisa Burton provided closing remarks.

The Board thanked the Tenants Advisory Committee for the work with the refresh plan and presenting today.

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

To receive the Tenant Advisory Committee Annual Report for information.

b) 2026 Market Rent Increase

The Board was in receipt of the Report #25024 from CEO/Secretary dated September 23, 2025.

COO, Leanne Ward gave an overview of the rent increase guideline from the Ontario Government of 2.1% for 2026, effective January 1, 2026.

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

That Report #25024, 2026 Market Rent Increase be **received** for information.

CityHousing Hamilton

c) **Joint Health and Safety Committee, 2024**

The Board was in receipt of the Report #25025 from CEO/Secretary dated September 23, 2025.

Manager, Amanda Warren-Ritchie gave an overview of the compliance requirements under the Ministry of Labour including but not limited to:
-JHSC meetings
-Background and Additional Information
-Breakdown of Incidents in 2024
-2024 Incident Report Summary

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

> That Report #25025, Joint Health & Safety Committee 2024 be **received** for information purposes.

6. CEO Written Update

1.0 Vacancy Unit Monthly Update, **August 2025** (attached)
2.0 Tenant First Team approved minutes, June 17, 2025 (attached)
3.0 Safer Buildings By-Law Update
CONFLICT OF INTEREST**,** Item 6. 3.0
Director-Citizen K. Andrus abstaining from voting as he declared a non-disqualifying interest
4.0 2024-25 MSAA Schedule F, Declaration of Compliance (attached)
5.0 Ontario Non-profit Housing Association – CEO nomination (attached)
Motion by Director-Councillor C. Kroetsch, seconded by Director-Councillor A. Wilson and carried to **support the nomination** of Adam Sweedland to act as the organization's representative while serving on the ONPHA Board
The Board requests annual updates if nomination is successful.
6.0 Board Communications: emails dated June 9 and 13th, 2025
June 27, Confidential Board Update, Jamesville
July 7, Tenant First Team Volunteer Recruitment
July 30, CHH Organizational Changes communication
Aug. 6, CHH Tenant First Refresh Communication
Aug. 7, Media article – Tenant First Refresh
Aug. 8, Confidential Update – 430 Cumberland Ave
Aug. 19, Jamesville Demolition – Restart Update
Aug. 29, Jamesville Demolition communication notice
Sept. 3, Recruitment for Various Sub-Committee (incl CHH Board)
Sept. 5, calendar invite update, confirming Tues. Sept. 30th: CHH / Habitat for Humanity – 2025 Corporate Build confirmed – 10 St. Andrew's

Adam Sweedland, CEO gave an overview of each item.

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

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

CityHousing Hamilton

7. In-Camera / Confidential

Motion moved by Director-Councillor A. Wilson, seconded by VP-Citizen A. Harris and carried to move In-Camera for item 7: 7a, 7b, and 7c at 11:17am.

Attendees (at 11:23am) for **Item 7a**: N. Nann, A. Harris, C. Kroetsch, T. Jackson, A. Wilson, A. Plug-Buist, T. Hwang, (Virtual) K. Andrus, A. Sweedland, A. Warren-Ritchie, S. Botham, L. Ward, P. Vander Klippe, T. Herechuk (recorder)

a) Repair Program Update (Report #25023(a))

NOTE: Discussion of Report #25023(a)), in closed session is subject to the following requirement(s) Pursuant to Section 9.3, Sub-section (i) of the City of Hamilton's Procedural By-law 21-021; and, Section 239 (2), Sub-section (i) of the Ontario Municipal Act, 2001, as amended, as the subject matter pertains to:

(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;

- Including CityHousing Hamilton Corporation

RATIONALE FOR CONFIDENTIALITY
This report is being considered in Closed Session as it contains confidential information related to a trade secret or scientific, technical, commercial, financial or labour relations information, supplied in confidence to the City 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.

RATIONALE FOR MAINTAINING CONFIDENTIALITY
Staff are recommending that the report / recommendation(s) / appendices remain confidential, as it contains confidential information related to a trade secret or scientific, technical, commercial, financial or labour relations information, supplied in confidence to the City 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;

The Board was in receipt of Report #25023(a) from CEO/Secretary dated September 23, 2025.

CPO, Sean Botham, gave an overview of the report.

It was moved by Director-Citizen K. Andrus, seconded by Director-Councillor A. Wilson:

> That Report #25023(a), Repair Program Update, be **received** for information and the following recommendation(s) **approved (as noted in confidential** Report #25023(a)**)**

Attendees (at 11:29am) for **Item 8b**: N. Nann, A. Harris, C. Kroetsch, T. Jackson, A. Wilson, A. Plug-Buist, T. Hwang, (Virtual) K. Andrus, A. Sweedland, A. Warren-Ritchie, S. Botham, L. Ward, P. Vander Klippe, N. Turco, T. Herechuk (recorder)

b) Acquisitions (Report #24033(a))

NOTE: Discussion of Report #24033(a)), in closed session is subject to the following requirement(s) Pursuant to Section 9.3, Sub-section (i) of the City of Hamilton's Procedural By-law 21-021; and, Section 239 (2), Sub-section (i) of the Ontario Municipal Act, 2001, as amended, as the subject matter pertains to:

(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;

- Including CityHousing Hamilton Corporation

RATIONALE FOR CONFIDENTIALITY

This report is being considered in Closed Session as it contains confidential information related to a trade secret or scientific, technical, commercial, financial or labour relations information, supplied in confidence to the City 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;

RATIONALE FOR MAINTAINING CONFIDENTIALITY

Staff are recommending that the report / recommendation(s) / appendices remain confidential, as it contains confidential information related to a trade secret or scientific, technical, commercial, financial or labour relations information, supplied in confidence to the City 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.

The Board was in receipt of Report #24033(a) from CEO/Secretary dated September 23, 2025.

CPO, Sean Botham introduced Peter Vander Klippe, (Acting) Manager of Development and Nick Turco to review report.

It was moved by Director-Councillor A. Wilson, seconded by Director-Councillor A. Wilson:

> That Report 24033(a) Development Acquisition Opportunity be received for information and the following recommendation(s) **approved (as noted in confidential** Report #24033(a)**)**

Attendees (at 11:46am) for **Item 8c**: N. Nann, A. Harris, C. Kroetsch, T. Jackson, A. Wilson, A. Plug-Buist, T. Hwang, (Virtual) K. Andrus, A. Sweedland, A. Warren-Ritchie, S. Botham, L. Ward, P. Vander Klippe, T. Herechuk (recorder)

c) Partnerships (Report #25026)

NOTE: Discussion of Report #25026), in closed session is subject to the following requirement(s) Pursuant to Section 9.3, Sub-section (i) of the City of Hamilton's Procedural By-law 21-021; and, Section 239 (2), Sub-section (i) of the Ontario Municipal Act, 2001, as amended, as the subject matter pertains to:

(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;
- Including CityHousing Hamilton Corporation

RATIONALE FOR CONFIDENTIALITY
This report is being considered in Closed Session as it contains confidential information related to a trade secret or scientific, technical, commercial, financial or labour relations information, supplied in confidence to the City 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;

RATIONALE FOR MAINTAINING CONFIDENTIALITY
Staff are recommending that the report / recommendation(s) / appendices remain confidential, as it contains confidential information related to a trade secret or scientific, technical, commercial, financial or labour relations information, supplied in confidence to the City 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.

The Board was in receipt of Report #25026 from CEO/Secretary dated September 23, 2025.

CPO, Sean Botham gave an overview of report.

It was moved by VP-Citizen Harris, seconded by Treasurer T. Hwang:

> That Report #25026, Partnerships, be **received** for information.

Motion moved by Director-Councillor A. Wilson, seconded by VP-Citizen A. Harris and carried to move in public session at 11:51pm.

IN PUBLIC SESSION

Motion moved by Treasurer-Councillor T. Hwang, seconded by VP-Citizen A. Harris and carried:

That Item 7a, Report #25023(a); 7b, Report 24033(a) **and** 7c, Report #25026 **remain confidential**

9. Adjournment at 11:51pm

Motion by Director-Citizen K. Andrus, seconded by VP-Citizen A. Harris and carried that the meeting be adjourned.

TAKEN AS READ AND APPROVED

Nrinder Nann, PRESIDENT
CityHousing Hamilton Corporation

Teresa Herechuk
CityHousing Hamilton Corporation
September 23, 2025

CityHousing Hamilton Corporation			
CATEGORY	03 - Procurement	**DATE APPROVED:**	October 28, 2025
POLICY	Financial Delegated Authority	**LAST REVIEWED:**	
		NEXT REVIEW DATE:	October 28, 2028

1.0 POLICY STATEMENT AND PURPOSE

CityHousing Hamilton (CHH) is committed to ensuring that the purchasing function and related delegated spending limits meet the current and future needs of the organization.

2.0 SCOPE

This Policy outlines delegated authority for financial matters for the procurement of goods and services and staff approval limits for awarding contracts, issuing purchase orders, amending contract values, issuing change orders, and approving invoices to be paid.

2.1 OUT OF SCOPE

Authorization limits related to the creation of Arcori and PeopleSoft invoices following financial accounting policies.

City of Hamilton Procurement Policy 10 Emergency Work

City of Hamilton Procurement Policy 11 Non-Competitive Procurement

3.0 POLICY

To control spending CHH must practice good financial management including establishing budgets, clear contracts / purchase orders, contract increases/change orders and approving invoices to be paid.

This policy is an important financial control to support this financial management outcome. This policy includes a list of roles in the organization and their delegated authority for financial matters.

Failure to adhere to this policy may result in discipline up to and including termination of employment.

3.1 ACTING ROLES / LEAVE COVERAGE

By default, staff members in temporary Acting roles including coverage for vacations will automatically assume the **same approval authority** as the position they are acting in / covering for.

This approval authority **may be restricted** at the discretion of their manager or above.

This must be documented in writing and sent to the person covering / acting and their hiring manager prior. At any point during the assignment / leave the restrictions can be modified by the same authority or higher.

When new roles are added to the organization for which approval authority is required, the CEO may confer approval authority consistent with the most comparable role set out in this policy.

3.2 EXCEPTIONS TO OBTAINING WRITTEN QUOTES

Written quotes are not required when CHH staff engage with service contract vendors, and the total cost of the service is under $25,000.

This does not amend / increase the general authorization limits in this document.

3.3 BUDGET APPROVAL

In accordance with the declaration and direction of the sole shareholder effective July 1, 2012, the CHH Board of Directors is responsible for approving an annual operating budget and an annual capital budget. In addition, staff may bring mid-year projects to the Board for approval which identify new or unanticipated sources of funding.

It is understood that an approved budget is a delegation of authority to staff to procure goods and services, award contracts, issue purchase orders, increase contracts and approve invoices up to the amount of the approved budget and subject to the limits imposed by this policy and any policy approved by the Board to govern procurement.

3.4 INVOICE APPROVAL

Where the Board has approved any budget item and the appropriate procurement policies were followed leading to a contract award, the staff assigned to manage the contract are authorized to approve invoices up to the limit of a purchase order regardless of the amount of the invoice.

3.5 CHANGE ORDERS / CONTRACT INCREASES
If an approved budget amount, then the General Authorization Limits apply to the change order / contract increase.

Position(s)	General Authorization Limit	Repayment Agreements	Revenue Generating / Funding Agreements (including Grants)	Other
Board of Directors	Above $250,000	Unlimited	Unlimited	
Chief Executive Officer	$250,000	Unlimited	Unlimited (A)	(B)
Chief Portfolio Officer	$100,000	N/A	$250,000 (A)	(B)
Chief Operating Officer	$100,000	Unlimited	$250,000 (A)	(B)
Chief Financial Officer	$100,000	Unlimited (C)	Unlimited (A)	(B)
Manager	$75,000	Unlimited (not to exceed 10 years) (D)	$100,000 (A)	(B)
Supervisor	$25,000	Unlimited (not to exceed 5 years) (D)	$50,000 (A)	
Senior Project Manager	$25,000	N/A	$50,000 (A)	
Project Manager Senior Financial Analyst	$10,000	N/A	$5,000 (A)	
Building Service Coordinator Townhouse Coordinator	$3,000	N/A	N/A	
Tenant Service Coordinator Intensive Case Manager	N/A	Unlimited (not to exceed 2 years)	N/A	
Paralegal	$999	Unlimited (not to exceed 3 years)	N/A	
Collections Officer	N/A	Unlimited (C)	N/A	
Maintenance Servicer HVAC Technician Building Automation Technician Tenant Engagement Coordinator Admin Assistant II Financial Coordinator	$999	N/A	N/A	
Financial Assistant II	$999 (E)	N/A	N/A	

Conditions:

(A) requires two signatories, only one of which must have requisite authorization

(B) Banking Authorization Limit as per policy

(C) Former Tenants Only

(D) limited to Managers and Supervisors in Tenant Services and Community Safety & Supports Sections

(E) Work Orders and Service Requests only

Date:	November 5, 2025
Report to:	Board of Directors CityHousing Hamilton Corporation
Prepared by:	Amanda Warren-Ritchie Manager, Strategy and Quality Improvement
CEO/Secretary Signature	Adam Sweedland
Subject:	**CityHousing Hamilton Corporation Policy Update, Financial Delegated Authority (Report #25027)**
Report Type:	**Recommendation**

Recommendation(s):

That Report #25027 be received and the following recommendation be approved:

> The Board of Directors approve the CityHousing Hamilton Corporation (CHH) Financial Delegated Authority Policy (attached as Appendix A to Report 25027).

Executive Summary:

CityHousing Hamilton Corporation (CHH) maintains approximately 116 distinct policies and procedures which provide guidance and direction to staff, leadership, and the corporation. CHH has developed a new policy and procedure, for delegated financial authority, for the Board's consideration and approval.

This policy provides guidance and frameworks for business operations for financial matters relating to procurement of goods and services and staff approval limits for awarding contracts, issuing purchase orders, amending contract values, issuing change orders, and approving invoices to be paid. This policy ensures consistency, clarity, and compliance, ultimately leading to a more efficient, organized, and fair organization.

CityHousing Hamilton

Background and Additional Information:

1) Financial Delegated Authority Policy

In accordance with the declaration and direction of the sole shareholder effective July 1, 2012, the CHH Board of Directors is responsible for approving both the annual operating budget and the annual capital budget.   Additionally, staff may present mid-year projects to the Board for approval particularly those that they identify as new or unanticipated sources of funding.

An approved budget constitutes a delegation of authority to staff to procure goods and services, award contracts, issue purchase orders, increase contracts and approve invoices provided these actions remain within the approved budget limits and comply with this policy and any other procurement policies approved by the Board.

When the Board has approved any budget item and the procurement policies have been properly followed resulting in a contract award, the designated staff assigned to manage the contract are authorized to approve invoices up to the value of a corresponding purchase order regardless of the individual invoice amount.

This policy also outlines the roles within the organization and their respective delegated authority for financial decision matters.

Consultation:

Internal CHH Departments: All CHH departments reviewed and approved the Financial Delegated Authority Policy.

Financial and Legal/Risk Considerations:

The Financial Delegated Authority Policy improves CHH's ability to operate as an independent corporation and provides important financial control to organization.

CityHousing Hamilton

Next Steps and Milestones:
Upon receiving approval for the Financial Delegated Authority Policy, it will be implemented internally at CHH.

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

- FLORISHING COMMUNITIES: Empower tenants with the support and services they need to thrive.
- PRIDE IN HOME: Preserve and upgrade CHH's current housing stock.
- NEIGHBOURHOOD REVITALIZATION: Develop new and inclusive, affordable mixed housing that builds strong and successful multi-generational communities.
- A WHOLE TEAM APPROACH: Strengthen our people and performance.

Supporting Presentations and Appendices:

1. Financial Delegated Authority Policy, Appendix A

AS/awr

Vacancy rate is 2.76% (198 units)

Classification	Subclassification	Q2 2024	Q3 2024	Q4 2024	Q1 2025	Q2 2025	Q3 2025
Occupied	RGI	4518	4619	4856	4983	5012	5112
	Market	1745	1749	1760	1741	1700	1618
Pending Move-in	n/a	155	148	101	91	76	99
Vacant	n/a	408	312	216	130	159	198
Unavailable	Large Scale Projects	105	101	38	65	63	65
	Development	191	191	171	132	132	70
Total Requirement		7122	7122	7142	7142	7142	7162
Vacancy Rate*		5.49%	4%	2.6%	1.82%	2.22%	2.76%

CHH had 44 Move-ins for September, and Tenant Placement staff have 99 units on offer with scheduled move-in dates for October and November.

Tenant Move-outs number in August was 50 – *above monthly average of 40*.

*Vacancy rate excludes pending move-ins and unavailable units

Approved September 9, 2025

Meeting Minutes
Tenants First Team
CityHousing Hamilton

Date:	**Tuesday, June 17, 2025**
Time:	**5:30pm – 7:30pm**
Meeting:	**Regular Meeting**
Location:	**181 Main St W., 3rd Floor, Classrooms 3/4**
Present:	Chair – Lisa Burton Member – Malcolm Purdy Member – Marylou Purdy Member – Terry Daly Member – Tesha Sylvester Member – Marie Dynes Member – Jim Zhao CHH Staff – Adam Sweedland, CEO CHH Staff – Leanne Ward, Manager of Operations CHH Staff – Tina Santarelli, Tenant Support Worker, Lead CHH Staff – Carlie Weeks, Supervisor of Partnerships and Engagement CHH Staff – Gillian McLaughlin, Manager of Partnership Development & Support Services CHH Staff – Adrian McKenzie, Equity Specialist CHH Staff – Connor Jay, Communications Coordinator CHH Staff – Amanda Warren-Ritchie, Manager of Strategy & Quality Improvement CHH Staff – Alison MacKenzie, Senior Project Manager
Regrets:	Vice Chair – Kim Cruz Member – Mike Hallman
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 5:40pm.

A) 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) Chair asked members if there were any conflicts of interest to declare. *None declared.*

2. Confirmation of Minutes

Regular meeting held on May 13, 2025. Members were in receipt of the meeting minutes.

Minute approval: *none opposed*.

3. Annual Report/September Board Meeting

The Tenants First Team's Board of Directors report and presentation has been deferred to the September board meeting.

The TFT will review the September board report at the September 9 meeting. All members are invited to the September board meeting.

4. Recruitment Update

Tina Santarelli provided an update on new member recruitment. The Selection Committee will include Lisa, Terry, and Kim. The three members will rotate. This will allow the members to be able to apply to be on the new TFT if they are interested.

Adam will reach out to board members in late June to ask for volunteers to participate.

Draft promotional materials will be shared in late July or early August for feedback.

5. Tenants First Refresh Plan Update

Adam Sweedland presented on the Tenants First Refresh Plan.

Presentation included:
- Why changes are happening
- Restructure of CHH
- Timeline
- Q&A

Q&A:
1. You refer to community and I'm wondering what that encompasses? For example, 181 Jackson and 95 Hess. Is it each building or both that makes up a community?
    a. There are staff portfolios grouped for geographical purposes. Community is not a definitive term.
    b. Community is also about our CHH communities and how they relate to broader Hamilton communities.
2. Did the changes come from other housing providers, like Toronto?
    a. We looked at our comparators. We kept some pieces that are working from our current model (e.g., maintenance, pest control) and borrowed some from other providers. For example, the support side of the new structure resembles Toronto Seniors Housing.
3. In the future it will not matter what my issue is, I will have one point of contact. I like the no wrong door approach. It will be helpful for some people in my community because going to multiple places means they won't go.
    a. We have not always had a united philosophy between roles and our approach. In the new model we will be able to build relationships from start to finish. Tenants will have the same contact from lease signing to dealing with complaints, arrears and other issues.
4. The Tenant Service Coordinators will be busy.
    a. They will be busy, but they won't have to do annual renewals like the current Tenant Support Workers, and Intensive Case Managers will handle the tenancies who need more support. Also, the Tenant Service Coordinator will not have to do tenant engagement because we will have engagement coordinators.
    b. People who need more support will get it throughout their tenancy.
    c. Tenants will only have to tell their story to one person.

    d. Tenant Support Workers will move into Tenant Service Coordinator positions. They bring the social work background.
5. At the tenant level, how are they going to see or learn about these changes?
    a. This leads into tenant communication with Connor Jay.

Tenant communication regarding changes:

- Connor Jay presented drafts of a tenant poster and letter announcing the CHH restructure. Both the poster and letter have same key messages and are written at Grade 6 reading level.

TFT Feedback:

- Say “You will have a single point of contact” ahead of “you won’t have a Property Manager anymore”.
- Make sure to highlight that changes are coming to housing. Use font that really grabs the reader’s attention.
- You can say “we heard you want change”.
- Add QR to poster to direct to webpage.
- After sending the letter and poster, give people a calendar or magnet with who to call.
- On top of poster, say “one door” and frame it like that.
- Move top right bubble to lower portion.
- Add letter to lease package for new tenants prior to go-live.
- Provide role descriptions at site hours.
- Send out “you will have a single point of contact” and then roles with descriptions, and the actual contacts close to Oct 6.
- If you have questions, who can you ask. One point of contact.
- Do meet and greets at buildings so tenants know who their new staff are.
- Discussed translation of materials. It may be possible to do this at the building level. Can include “get someone to translate for you letter” in the letter envelops.
    - Member shared the widespread use of translation apps. Many tenants are probably using these apps to translate information themselves.
- Idea to have an animated video to educate tenants on the various staff positions.

Next steps:

- Connor to make updates to letter and poster based on feedback.

- CHH to plan further tenant engagement for the restructure.

Attachments:
- Tenants First Refresh Plan Presentation
- Draft tenant letter
- Draft tenant poster

7. Next Meeting

The next TFT meeting is scheduled for September 9 from 5:30-7:30pm at 181 Main St W.

Next meeting will tentatively focus on September board meeting, tenant communications, revisiting community safety, selection of new members.

Adjournment at 7:05pm.

Alison MacKenzie
CityHousing Hamilton
June 17, 2025

2026 CityHousing Hamilton Board of Directors

Meeting Calendar At A Glance

Location: Hybrid, City Hall, 71 Main St. W.

Date	**Time**	**Room**
Tues. Feb. 10	**10:00am to 12noon**	Council Chambers
Tues. Mar. 10	**1:30pm to 3:30pm**	Room 192
Tues. Apr. 21	**10:00am to 12noon**	Council Chambers
Tues. May 19	**1:30pm to 3:30pm**	Room 192
Tues. June 23	**1:30pm to 3:30pm**	Room 192
Tues. Sept. 22	**9:30am to 12noon**	Council Chambers
Tues. Dec. 08	**10:00am to 12noon**	Council Chambers

Please note, no Board meetings in July and August unless urgent.
No Board meetings in October and November due to election and orientation.

Date:	**November 5, 2025**
Report to:	Board of Directors CityHousing Hamilton Corporation
Prepared by:	Adam Sweedland, Chief Executive Officer
Signature:	ASweedland
Subject:	**CEO Updates and Communications**
Report Type:	**Information (to be received)**

Recommendation(s):

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

Updates:

1.0 Vacancy unit monthly (September) update

The vacancy rate for 2.76%. Details are found in the attached table.

2.0 Tenants First Team (TFT)

Tenants First Team met on September 9, 2025, and approved the minutes of its meeting June 17, 2025 (attached). The next scheduled meeting will be on November 11th at 5:30pm.

Tenant interviews for the TFT Advisory Committee were held on Oct. 29 and 30th . There were 30 candidates interviewed and 12 tenants will be selected. Thank you for the Board volunteers who assisted with the interviews.

3.0 2026 CHH Board meeting proposed schedule (attached)

4.0 CHH organization re-structure October 6th Launch

General overview update, communication to tenants and councillors.

5.0 Corporate Build day - CHH and Habitat for Humanity

Tues. Sept. 30th: CHH - Habitat for Humanity – 2025 Corporate Build at 2 Oriole.
Extended thanks from Habitat Hamilton for the hard work and energy renovating units and the valuable partnership to improve the homes in the community.

6.0 Ontario Non-profit Housing Association – CEO nomination for Board of Directors Update

The CEO has successfully been appointed to the Board of Directors for the Ontario Non-profit Housing Association (ONPHA) as of November 1, 2025 for a 3 year term.

7.0 Board Communications

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

- Oct. 23, CHH Procurement process review with Consultants

Strategic Alignment:

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

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

Appendices

1. Vacancy Unit Monthly Update – September 2025
2. Tenants First Team minutes dated June 17, 2025
3. 2026 CHH Board meeting proposed schedule
4. CEO emails to the Board: October 23

AS/as

CityHousing Hamilton

CONFIDENTIAL

Date: Tuesday November 5, 2025

Report to: CityHousing Hamilton
Board of Directors

Submitted by: Adam Sweedland
Chief Executive
Officer/Secretary

Prepared by: Peter Vander Klippe
Manager,
Development (Acting)

Sean Botham
Chief Portfolio Officer

Subject: **CONFIDENTIAL / IN-CAMERA**

8) PRIVATE AND CONFIDENTIAL

a) Future Foundations - November 2025
(Report #23022(d)

NOTE: Discussion of Report #23022(d), 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, as it contains confidential information related to proposed redevelopments which include acquisition and disposition.

****CONFIDENTIAL****

Date:	Tuesday November 5, 2025		
Report to:	CityHousing Hamilton Board of Directors		
Submitted by:	Adam Sweedland Chief Executive Officer/Secretary	**Prepared by:**	Nick Turco-Gwozdowski Senior Financial Analyst Peter Vander Klippe Manager (Acting), Development Sean Botham Chief Portfolio Officer
Subject:	**CONFIDENTIAL / IN-CAMERA**		

8) PRIVATE AND CONFIDENTIAL

b) Debt for Acquisition of a New Property (Report 24033(b))

NOTE: Discussion of Report #24033(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
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