

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

REGULAR MEETING

Date: TUESDAY, November 25, 2025

Time: 10:00am – 12noon

Webex Link - Board members join via Webex invite in their calendars

Place: City Hall, 71 main St. West, 2nd Floor, Council Chambers and will be held via WebEx conferencing and live streamed only on YouTube for public access:

[youtube CHH Board Nov. 25 2025](#)

CHH website, Agenda Material link:

[CHH website Board Agenda Material Nov 25 2025](#)

AGENDA

- 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
 - b) Special meeting held November 5, 2025
 - c) Delegation written notes received November 5, 2025
- 5) **Finance**
 - a) Variance, June 2025 (Report #25030)
- 6) **Strategy Quality Improvements**
 - a) CHH Policy Update, Financial Delegated Authority (Report #25027)

7) CEO Written Updates

- 1.0** Vacancy Unit Monthly Update, October 2025 (attached)
- 2.0** Tenant First Team, approved June 17 and September 9, 2025, minutes (attached). The next scheduled meeting will be held on January 13 , 2026.
The selection committee comprised of Board members and Tenants First Team members completed the selection for the incoming new and continuing members
- 3.0** 2026 CHH Board meeting proposed schedule (attached)
- 4.0** CHH organization re-structure October 6, 2025 Launch update
- 5.0** Corporate Build Day / CHH and Habitat for Humanity held September 30, 2025.
- 6.0** Ontario Non-profit Housing Association – CEO nomination for Board of Directors Update
- 7.0** City of Hamilton Climate Change Reserve funding award
- 8.0** Board Communications:
 1. October 23, 2025 – Email inviting Board members to participate in the CHH procurement process review with Colliers, as consultants for this project. (attached)
 2. November 6, 2025 – Email advising Board members of option to use CHH written resolutions in lieu meeting for time sensitive items from the November 5, 2025, scheduled meeting (attached)

8) PRIVATE AND CONFIDENTIAL

- a) Coordinated Community Resolution Strategy, Update #3 (Report #24032(c))**

NOTE: Discussion of this Confidential Report in closed session is subject to the following 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(c), remain confidential, as the primary subject matter pertains to personal matters about an identifiable individual(s).

9) Adjournment

To be Board Approved on Nov. 25, 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

CHH 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 Vermillion 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.

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.

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

To be Board Approved on Nov. 25, 2025

MEETING MINUTES
BOARD OF DIRECTORS AND MEMBERS
CITYHOUSING HAMILTON CORPORATION

Date: **Wednesday, November 5, 2025**

Time: **Board Meeting**
2:30pm – 3:30pm

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_Nov. 5_2025_YouTube_link
[YouTube Link - CHH Board meeting Nov. 5 2025 at 1:30](#)
CHH website, Agenda Material link:
[Board meeting material November 5, 2025](#)

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 (*virtual*)
Director-Citizen Karl Andrus
~~Director-Citizen Alice Plug-Buist~~

Regrets: Director-Councillor Tom Jackson
Director-Councillor Cameron Kroetsch
Director-Citizen Adriana Harris, *Vice-President*
Director-Citizen Alice Plug-Buist

Also Present: CHH Staff: R. Desouza, A. Warren-Ritchie, S. Botham, G. McLaughlin, C. Morgan
Other City Depts: Housing Division, P. Homerston (*virtual*)
Guest(s): N/A
Public: YouTube access provided – Streaming

AV supports: MacLean Media Systems Inc

1. Call to Order (Quorum is five)

President-Councillor N. Nann, called the meeting to order at 2:13pm

“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.

At the November 5, 2025 meeting, quorum was not achieved at 2:14pm

Delegation, Deferral, and Alternative Approval Process

The Chair proceeded with hearing the delegation at the November 5, 2025 meeting. Approval of the delegation and agenda items **not considered urgent or timely** will be deferred to the next scheduled Board meeting on **November 25, 2025**.

Urgent and Timely Items:

Notwithstanding the absence of quorum at the November 5, 2025 meeting. Items requiring immediate action cannot be deferred. In these circumstances, and in consultation with CHH’s corporate counsel, **Paul Paradis (Ross & McBride LLP)**, the Board has procedurally activated the **alternative approval provisions** available under governing legislation and CHH’s corporate by-laws.

- **Ontario Business Corporations Act**, subsection **129(1)**
- **CHH Corporate By-law No. 1A**

A **written resolution signed by all current directors** is valid as if passed at a duly called meeting of the directors.

Upon receipt of all signatures, the resolutions will be recorded as approved and included in the official corporate records.

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 5a**

Approval for delegation urgent request to present to the Nov. 5, 2025 Board meeting:

Jelena Vermilion respecting 430 Cumberland ongoing health and safety issues including Mould, Pests, Security, and maintenance requests.

Notwithstanding the absence of quorum at the November 5, 2025 meeting.

The Board members in attendance requested to hear the Delegation.

3. Election/Appointment of Officers Update

- a) Name change, Director and the Vice-President of the Corporation

Notwithstanding the absence of quorum at the November 5, 2025 meeting. The item is deferred until November 25, 2025

4. Confirmation of Minutes

- a) Special meeting held on September 23, 2025

Notwithstanding the absence of quorum at the November 5, 2025 meeting. The item is deferred until November 25, 2025.

5. Delegations

- a) Jelena Vermilion respecting 430 Cumberland ongoing health and safety issues including Mould, Pests, Security, and maintenance requests.

At the November 5, 2025 meeting, quorum was not achieved.

Resolved that, notwithstanding the absence of quorum, the Board heard the delegation and agreed to defer its decision until November 25, 2025, to receive the information.

Resolved further that the written notes of the delegation, with any personal names redacted be:

- Posted on the CHH website
- Included with the November 5th meeting minutes.

6. Strategy Quality Improvements

- a) CHH Policy Update, Financial Delegated Authority (Report #25027)

Notwithstanding the absence of quorum at the November 5, 2025 meeting. The item is deferred until November 25, 2025.

7. CEO Written Update

- 1.0 Vacancy Unit Monthly Update, September 2025 (attached)
- 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: emails dated, 2025
 - October 23 – CHH Procurement process review with Consultants

Notwithstanding the absence of quorum at the November 5, 2025 meeting. The item is deferred until November 25, 2025.

8. Private / Confidential

Notwithstanding the absence of quorum at the November 5, 2025 meeting.

Items 8a (Confidential Report 23022(d) and 8b (Confidential Report 24033(b)) cannot be deferred until November 25, 2025 due to their urgent nature.

For urgent and timely items, the Board activated **alternative approval provisions** in consultation with CHH's corporate counsel, **Paul Paradis (Ross & McBride LLP)**.

- In accordance with **Ontario Business Corporations Act, subsection 129(1)** and **CHH By-law No. 1A**, the Board will proceed by **written resolution signed by all current directors**, which is valid as if passed at a duly called meeting.
- Circulated to the Board, **written resolutions** for Items 8a and 8b to all directors for signature.

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.

PRIVATE AND CONFIDENTIAL RESOLUTIONS OF THE BOARD OF DIRECTORS OF CITYHOUSING HAMILTON CORPORATION ("CHH")

These **resolutions** are **passed pursuant to Section 129(1)** of the Ontario Business Corporations Act. The undersigned, being all the directors of CHH, hereby approve and sign the following resolutions, which shall be valid as if passed at a meeting of the Board of Directors duly convened and held:

1. Approval of (a) Private and Confidential, Future Foundations - November 2025 (Report #23022(d)) and (b) Debt for Acquisition of a New Property (Report #24033(b)), dated November 5th, 2025.

- (a) **Resolution - Confidential Report 230222(d) Future Foundations**
RESOLVED that Report 23022(d) Future Foundations November 2025 be **received** for information and **approved** and that CHH request approval from the CHH Sole Shareholder to redevelop (**as noted in confidential Report 23022(d)**)

IN WITNESS WHEREOF, the undersigned, being all the directors of the Corporation, have executed these resolutions as of the 10th day of November, 2025.

DIRECTORS:

Signed 11/6/2025

Nrinder Nann, President

Signed 11/6/2025

Adriana Harris, Vice-President

Signed 11/6/2025

Tammy Hwang, Treasurer

Signed 11/10/2025

Tom Jackson, Director

Signed 11/6/2025

Cameron Kroetsch, Director

Signed 11/6/2025

Alex Wilson, Director

Signed 11/6/2025

Alice Plug-Buist, Director

Signed 11/6/2025

Karl Andrus, Director

Vacant position, Director

DocuSign Envelope ID: 3C324426-40EF-41D8-AC90-5324F7881C01

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.

PRIVATE AND CONFIDENTIAL RESOLUTIONS OF THE BOARD OF DIRECTORS OF CITYHOUSING HAMILTON CORPORATION ("CHH")

These **resolutions** are **passed pursuant to Section 129(1)** of the Ontario Business Corporations Act. The undersigned, being all the directors of CHH, hereby approve and sign the following resolutions, which shall be valid as if passed at a meeting of the Board of Directors duly convened and held:

1. **Approval** of (a) Private and Confidential, Future Foundations - November 2025 (Report #23022(d)) and **(b) Debt for Acquisition of a New Property (Report #24033(b))**, dated November 5th, 2025.

- (b) **Resolution** - Confidential Report 24033(b) Debt for Acquisition of a New Property
RESOLVED that Report 24033(b) Debt for Acquisition of a New Property be **received** for information and approved and that CHH request approval from the CHH Sole Shareholder to use debt financing (**as noted in confidential Report #24033(b)**)

IN WITNESS WHEREOF, the undersigned, being all the directors of the Corporation, have executed these resolutions as of the 10th day of November, 2025.

DIRECTORS:

Signed 11/6/2025

Nrinder Nann, President

Signed 11/6/2025

Adriana Harris, Vice-President

Signed 11/6/2025

Tammy Hwang, Treasurer

Signed 11/10/2025

Tom Jackson, Director

Signed 11/6/2025

Cameron Kroetsch, Director

Signed 11/6/2025

Alex Wilson, Director

Signed 11/6/2025

Alice Plug-Buist, Director

Signed 11/6/2025

Karl Andrus, Director

Vacant position, Director

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9. Adjournment

Notwithstanding the absence of quorum at the November 5, 2025 meeting.
The meeting was adjourned at 2:46pm

TAKEN AS READ AND APPROVED

**Nrinder Nann, PRESIDENT
CityHousing Hamilton Corporation**

*Teresa Herechuk
CityHousing Hamilton Corporation
November 5, 2025*

Delegation Speech — November 5, 2025

Through the Chair,

Thank you for allowing me to speak today. My name is **Jelena Vermilion**, a tenant at **430 Cumberland Avenue**. I am here to raise ongoing and escalating **health and safety concerns** — and to state clearly that I am engaging in protected activity under Section 8 of the Ontario Human Rights Code and Sections 20, 22, and 23, and 233 (d.1) subsections (h)(i),(ii), and (iii), (l), of the Residential Tenancies Act. **I am being illegally targeted for eviction** for speaking out about these issues. This is direct reprisal and are flagrant violations of the law. I will also note that [REDACTED] denied my and others' emergency requests to delegate in March, against their own by-laws, which has caused me further damages that were foreseeable and preventable.

1. Ongoing Building Neglect and Tenant Retaliation

Since I moved into 430 Cumberland in **March 2024**, **CityHousing Hamilton (CHH)** has spent approximately **\$1.3 million** cumulatively on long-neglected maintenance, restructuring and repair work at this one property. The cumulative maintenance has included repairing of the waterproofing around the entire property perimeter, which has exposed tenants to noxious fumes and concrete dust, additional camera installations, fire alarm deficiency repairs, automatic door openers and a ramp (though they haven't fixed its lack of accessibility because the gate blocks egress by mobility device users), A/C for the manager's office, key card access has been installed on the storage units after thefts of then happened, barricades were put under virtually every stairwell and to bar entry to any alcove in the property, as people were defecating on the floor and leaving drug paraphernalia, and they hired logixx security for a 24/7 contract which in my opinion is a laughable way to discharge liability considering they are incompetent and have been observed refusing to identify themselves, treating tenants poorly, and even giving a tenant an obscene gesture. The restructuring of the corporation in related to this, effectively replacing on-site staff with ineffective level one security guards.

That level of deferred maintenance and spending demonstrates how badly this building was neglected before tenants began organizing and demanding accountability.

2. Mould, Efflorescence, and Air Quality Hazards

CHH has **admitted there is mould** inside units and in the **underground parking garage**, where **black mould** and **efflorescence** have been present **since at least 2014**.

To this day, remediation has been incomplete. Additionally, several cars have recently been vandalized as it remains insecure to unauthorized intruders.

Mycotoxicity — exposure to toxic mould spores — can cause serious neurological, respiratory, and immune-system harm.

Symptoms include chronic fatigue, migraines, memory loss, and respiratory distress.

Tenants with disabilities, youth, those with compromised immunity — are particularly vulnerable.

In the summer, I discovered **inoperable carbon-monoxide detectors in the underground parking area** that failed inspection and were **not repaired until I personally told the property manager**.

That high humidity, combined with efflorescence, provides the perfect conditions for black mould growth and continued spore proliferation.

I am aware that Richard Secord was given a formal order by MLE to remediate the mould and broken windows in the garage of 430 Cumberland.

3. Pest Infestation and Public Health Negligence

My neighbours admitted that they had been treated near the spring of this year for cockroaches, but since they were the only ones treated, the pests migrated to my unit. They multiplied until August 14th, when I received my first treatment. CHH pest control did not conduct a full extermination spray as they had originally told me they would do, which prolonged the problem.

I suffered and medical documentation confirming adverse health impacts and accommodation requests are already on file with CHH. It was only after asking for this accommodation that pest control came and did a full spray treatment of my unit on August 28th. However, because I asked for an accommodation for the entire surrounding apartments to be treated also, CHH committed reprisal against me by providing only my neighbours the required two-week follow up treatments, which made the cockroaches increase in my unit in the interim.

CHH took the position that they had “only seen one” cockroach in my unit, which is a lie, and thus wouldn’t provide me the standard follow-up treatment, despite my having provided several photographs depicting evidence of the contrary with more than ten cockroaches visible. The same photographs I showed last time I delegated here. My mental health worsened during this time. While my neighbours received additional follow-up treatments on September 26th, I did not. From August 28th until October 17 my unit went without treatment. **Hamilton Public Health** intervened on **October 17**, issuing a verbal

*1
30 days. A cockroach's gestation period is
between 20 to 60 days. Females produce an
ootheca containing 10-50
eggs.*

order compelling CHH to act. I endured living without pest control and I suffered further because of this. It impossible to heal from PTSD when there are disgusting insects crawling around, defecating, and birthing all over your apartment for over a month. I was in hell. That delay, after repeated written requests and medical documentation, is unacceptable. CHH's internal pest-control system is fundamentally flawed: it reports to the same landlord responsible for upkeep, creating a **conflict of interest** and enabling chronic under-treatment. Tenants asking to live in healthy and safe conditions and asking for the neighbours to have the same safety has resulted in CHH targeting and punishing tenants. It leaves me with the impression of an old caste system, where were are expected to just be the grateful, so-called "Worthy" poor in receipt of public housing. We are not your peasants or plebians.

4. Human-Rights Violations and Denied Accommodations

My accommodation request to prevent two CHH employees — **a manager and supervisor found by the City of Hamilton HR Department to have violated the City's Harassment and Discrimination Prevention Policy against me** — from accessing my file or making decisions about my tenancy was **denied**.

CHH claimed the employees are "in good standing" and that removing them would cause "undue hardship."

That is a direct **violation of my rights under the Human Rights Code** and the **AODA**. It also enables continued retaliation.

5. Security Failures and Criminal Negligence

I have been the **victim of multiple crimes** at 430 Cumberland: **vandalism, uttering threats, and assault with a weapon**.

One assailant falsely claimed I made racist comments to obtain a variance — which is untrue.

Another attacker, **breached his undertaking** after assaulting me with a weapon by coming back on to the property. He was breached and is now under order to remain **100 metres away from 430 Cumberland, out on bail and with a surety**.

Despite this, CHH's legal representative later sent me a letter **stating that this individual is allowed on the property**.

This directly undermines my safety and contradicts federal CCC, and **police and court orders**. It menaces me especially when CHH knows I have PTSD from all the trauma.

Apparently my neighbour's right to have her boyfriend visit is more important than protecting the same man from following me to death or to assault me with a weapon.

Logixx Security — CHH’s contracted provider — **never ensures continuity of knowledge** among guards about who is **trespassed or criminally barred** from the property.

Each shift begins with a blank slate.

This lack of information continuity **endangers my physical and psychological safety**, and CHH has **refused to accommodate** my request to ensure security staff are properly briefed. Furthermore, Logixx Security fails to respond to any emails, with PSISA complaints or inquiry emails. This reflects a “set it and forget it” attitude from CHH and Logixx security staff.

This is criminal, **wanton endangerment**, plain and simple.

Additionally, Logixx Security employees have been observed illegally parking in accessible parking spots. When I complained about this, I received a retaliatory \$350 parking ticket for allegedly parking in an accessible spot, which I did not do.

This echoes CityHousing Hamilton’s pattern of Denying any wrongdoing, Attacking the tenant claiming wrongdoing, and by Reversing the Victim and Offender by committing reprisal or by making false allegations about the tenant to besmirch and impugn their character.

This did not stop CHH from deploying the security company Logixx Security to triangulate me as their victim. I was issued a \$350 ticket immediately after filing a complaint about a security guard’s misconduct. The ticket was later voided for lack of legal basis, demonstrating direct retaliation by CHH and its agents.

Another example is when time when a contractor tried to enter my unit to do “energy upgrades,” I caught him starting a video recording on his phone before he even knocked or rang my door. This is indicative of bad faith and of bad intentions to retaliate.

CHH engages in third-party retaliation tactics — using staff or contractors to intimidate, discredit, or isolate tenants who exercise their legal rights — a pattern consistent with institutional abuse and retaliation.

6. Broken Infrastructure and Unsafe Conditions

Several **windows remain broken for over a year**, and **emergency exit doors are still obstructed**.

These conditions violate the **Fire Code, Occupational Health and Safety Act**, and **Residential Tenancies Act** requirements for safe egress.

Tenants continue to live in an environment that is unsafe, unsanitary, and psychologically distressing.

7. Discrimination and Vulnerability

As a **transgender woman**, I face compounded vulnerability. Statistically, transgender women experience rates of **violence four times higher** than cisgender women, and housing insecurity only amplifies that risk. My PTSD symptoms have worsened under these conditions — insomnia, panic, hypervigilance — all directly linked to CHH’s ongoing negligence.

8. The Broader Pattern

CityHousing Hamilton is using **eviction threats** to silence tenants who expose systemic negligence. This is **retaliation**, and it violates both **Ontario Human Rights Code protections** and the **Residential Tenancies Act**.

If I am made homeless, I will be forced back into **survival sex work** after more than a decade of having ~~escaped it~~ *escaping* *laboured in it*. That is not a hypothetical — that is the real consequence of municipal negligence and discrimination. I was offered twenty thousand dollars by CHH in exchange for agreeing not to speak publicly or organize tenants regarding systemic building issues. I refused. Such conditional offers constitute attempts to suppress public interest disclosures and undermine tenant rights under Section 233 of the RTA. There is a pervasive belief that because we live in public housing, we must be grateful and not “rock the boat” This is first and foremost a class disparity issue, and a power disparity issue. Tenants are routinely disenfranchised from enforcing their rights by being encouraged to call instead of putting anything in writing, which stops them from involving MLE as they require a written record to take action. This is intentional by CHH it is meant to reduce their accountability to tenants.

I request that this delegation and all associated evidence be entered into the public record and that CHH publicly confirm whether current eviction proceedings comply with the Residential Tenancies Act, Human Rights Code, and CHH’s own Code of Conduct. I further request a written response from the Board confirming these compliance measures. Best-practice security protocols require shift-to-shift briefing logs; CHH’s omission constitutes negligent risk management. The conditions and retaliation patterns at 430 Cumberland are not isolated incidents. They are symptomatic of systemic governance failures across CHH properties, reflecting chronic neglect, retaliation against whistleblowers, and disregard for statutory health and safety obligations.

9. Calls to Action

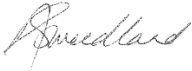
1. **Acknowledge** that mould and pest hazards at 430 Cumberland constitute serious health risks that have persisted for over a decade.
2. **Recognize** that eviction proceedings against me and others constitute **retaliation** for protected tenant advocacy. Even if you can't *do* anything as board members, *I implore each of you to have morals, integrity, and a conscience and speak about my eviction on the public record even if it brings you personal risk. Solidarity demands this of you.
3. **Ensure continuity of security knowledge** at 430 Cumberland to protect tenants under criminal protection orders.
4. **Order CHH** to comply with accommodation requirements and remove staff found to have violated discrimination policies from any file or decision-making authority over me and others as applicable.

Closing

Tenants at 430 Cumberland Avenue have endured neglect, exposure, and fear for too long. We are not asking for special treatment — only for **basic human dignity, safety, and accountability**. Nobody deserves to lose their home for demanding safety. I do not deserve to lose my home for having integrity.

I request a formal written response and that my delegation be appended to the official minutes.

Thank you.

Date:	November 25, 2025
Report to:	Board of Directors CityHousing Hamilton Corporation
Prepared by:	Rochelle Desouza, Chief Financial Officer
CEO/Secretary	Adam Sweedland
Signature	
Subject:	Operating Variance Report for June 2025 (Report #25030)
Report Type:	Information

Recommendation(s):

That Report #25030, be **received** for information.

Executive Summary:

This report provides an overview of 2025 operating income and expenses to date.

Background and Additional Information:

Summarized consolidation Operating results as of June 30, 2025, shown below:



Consolidated	Budgeted	Actual	Variance	Annual Budget	Annual Budget
	YTD Jun 2025	YTD Jun 2025	YTD Jun 2025	Revised 2025	2025
REVENUE					
1 Operating Revenue	24,839,651	23,755,629	(1,084,022)	49,679,302	49,679,302
2 Government Subsidies	10,356,061	10,418,733	62,672	20,712,121	21,955,117
Other	1,124,833	553,055	(571,778)	2,249,666	2,249,666
TOTAL REVENUE	36,320,545	34,727,417	(1,593,128)	72,641,089	73,884,085
Consolidated	Budgeted	Actual	Variance	Annual Budget	Annual Budget
	YTD Jun 2025	YTD Jun 2025	YTD Jun 2025	Revised 2025	2025
EXPENSES					
3 Administration-Salaries/Wages/Benefits	9,321,334	8,580,890	740,444	18,642,668	18,642,668
4 Administration-Bad Debts	239,910	185,303	54,607	479,819	479,819
5 Administration-Insurance	1,311,249	1,120,830	190,419	2,622,497	2,622,497
6 Administration-Other	1,348,514	536,086	812,428	2,697,027	2,697,027
7 Materials and Services	8,134,002	10,718,112	(2,584,110)	16,268,004	16,268,004
8 Utilities	6,174,035	6,783,487	(609,452)	12,348,070	12,348,070
Property Taxes	273,252	252,100	21,152	546,504	546,504
Amortization and Mortgage Interest	4,356,821	4,722,268	(365,448)	8,713,641	9,956,637
Allocated to Capital Services	5,161,430	5,161,429	0	10,322,859	10,322,859
TOTAL EXPENSES	36,320,545	38,060,504	(1,739,960)	72,641,089	73,884,085
NET SURPLUS/DEFICIT	-	(3,333,088)	(3,333,088)	-	-

Note: There is a revision to the budget. The subsidies were reduced to account for CMHC loans payable by the Service Manager as they will be kept in a separate account at the City of Hamilton and a reduction to account for the same on the expenses side in Amortization and Mortgage Interest.

There is an unfavorable variance of (\$3,333,088). Details on significant variances are discussed below.

Details of Revenue in the chart below:



REVENUE DETAILS	Budgeted	Actual	Variance	Annual Budget	Annual Budget
	YTD Jun 2025	YTD Jun 2025	YTD Jun 2025	Revised 2025	2025
1 Operating Revenue					
Residential Rent	24,423,302	23,452,947	(970,355)	48,846,604	48,846,604
Commercial Rent	416,349	302,682	(113,667)	832,698	832,698
Tenant Recoveries	274,851	309,468	34,618	549,701	549,701
Other	849,983	243,587	(606,396)	1,699,965	1,699,965
TOTAL OPERATING REVENUE	25,964,484	24,308,684	(1,655,800)	51,928,968	51,928,968
2 City of Hamilton Subsidy					
Rent/Operating Subsidy	9,886,799	9,982,281	95,482	19,773,597	21,016,593
Rent Supplement Subsidy	469,262	436,452	(32,810)	938,524	938,524
TOTAL CITY OF HAMILTON SUBSIDY	10,356,061	10,418,733	62,672	20,712,121	21,955,117
TOTAL REVENUE	36,320,545	34,727,417	(1,593,128)	72,641,089	73,884,085

Operating Revenue ¹

Net operating revenue is showing an unfavorable variance to budget of (\$970,355). Staff are going to be reviewing all tenant accounts to verify all charges were entered for 2025 in the Northgate software. Revenue is budgeted as per benchmarking factors as provided by Ministry of Municipal Affairs and Housing. For commercial rent there are two units vacant at 89 King and 181 Main.

Other Revenue

Other Revenue is a seasonal variance recovered in December of the year.

Administration Salaries, Wages and Benefits ³

Staffing costs are actual; complements are continuously reviewed to ascertain appropriate staffing levels, but gapping exists from vacant positions. Positions which work on new development are funded as a capital cost to the respective projects in each quarter, new model in place October 6, 2025.

Administration Bad Debt ⁴

Bad Debts are based on an accrual. Actual Bad Debts are calculated in November.

Administration Insurance ⁵

Insurance shows a favorable variance to the budget of \$190,419. Costs are as per actual invoices paid.



Administration Other ⁶

Seasonal variance in cost as many expenses are incurred in the latter part of the year.

Materials and Services ⁷

Operating expenses relating to Materials and Services show an unfavorable variance to the budget of (\$2,584,110). The chart below shows a distribution of total materials and services costs among the main cost categories:

Particulars	Budgeted	Actual	Variance	Annual Budget
	YTD Jun 2025	YTD Jun 2025	YTD Jun 2025	2025
Building Operating	2,194,960	1,564,778	630,183	4,389,921
Unit Turnovers/Vacancies	1,231,268	2,884,164	(1,652,896)	2,462,536
Painting Operating	141,583	132,341	9,242	283,166
Roofing Operating	170,248	151,928	18,320	340,496
Life Systems Operating	400,859	497,591	(96,732)	801,717
Elevators Operating	285,597	247,531	38,067	571,194
Equipment Operating	145,729	319,843	(174,114)	291,458
Plumbing Operating	315,921	459,677	(143,756)	631,842
Heating and Ventilation Operating	397,418	586,493	(189,074)	794,837
Grounds Operating	968,010	1,566,926	(598,916)	1,936,021
Electrical Operating	226,451	313,789	(87,337)	452,903
Building Security Operating	661,619	1,370,743	(709,124)	1,323,237
Waste Removal Operating	218,822	33,136	185,686	437,645
Supplies	638,098	589,173	48,925	1,276,196
HST Expenses- Material and Services	137,417	-	137,417	274,835
TOTAL MATERIALS & SERVICES	8,134,002	10,718,112	(2,584,110)	16,268,004

Unit Turnovers in 2025 which are over and above the Property Managers budgets will be renovated through the Poverty Reduction Fund 2025. CHH spent more in the first quarter to maintain the goal of 2%.

Building Security, HVAC, plumbing and Grounds are categories driving significant variances. Management is reviewing this work to look for opportunities for efficiency and cost reductions.

Utilities ⁸

This budget line is estimated as per Ministry of Municipal Affairs and Housing (MMAH) benchmark indices and utilities are trending within budget. There have been significant savings in utilities due to the building automation systems and the grants received from the province towards green energy. Budgets are distributed equally between the 12 months of the year. June actuals reflect an expected seasonal variance, however trending for an unfavorable variance to budget towards year end.



Consultation:

Internal CHH Departments:

External: n/a

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/rd

Date:	November 25, 2025
Report to:	Board of Directors CityHousing Hamilton Corporation
Prepared by:	Amanda Warren-Ritchie Manager, Strategy and Quality Improvement
CEO/Secretary	Adam Sweedland
Signature	
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.



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.



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

CityHousing Hamilton Corporation			
1.0 POLICY STATEMENT AND PURPOSE			
CATEGORY	03 - Procurement	DATE APPROVED:	October 28, 2025
POLICY	Financial Delegated Authority	LAST REVIEWED:	
		NEXT REVIEW DATE:	October 28, 2028
2.0 SCOPE			
<p>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.</p>			
2.1 OUT OF SCOPE			
<p>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.</p>			
3.0 POLICY			
<p>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.</p> <p>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.</p>			

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:

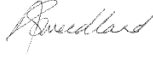
- (A) requires two signatories, only one of which must have requisite authorization
- (B) Banking Authorization Limit as per policy
- (C) Former Tenants Only
- (D) limited to Managers and Supervisors in Tenant Services and Community Safety & Supports Sections
- (E) Work Orders and Service Requests only



Date: November 25, 2025

Report to: Board of Directors
CityHousing Hamilton Corporation

Prepared by: Adam Sweedland, Chief Executive Officer

Signature: 

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 (October) update

The vacancy rate for 2.71%. Details are found in the attached table.

2.0 Tenants First Team (TFT)

Tenants First Team met on November 11, 2025, and approved the minutes of its meeting June 17, and September 9, 2025 (attached). The next scheduled meeting will be held on January 13, 2026.

The selection committee comprised of Board members and Tenants First Team members completed the selection for the incoming new members. I want to thank them for this important work and the new members had an opportunity to meet with outgoing and continuing members on November 11, 2025. My sincere thanks to those Tenants First Team members who are not continuing. Your hard work and invaluable feedback have made a difference.

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 and to 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 City of Hamilton Climate Change Reserve funding award

CHH submitted a successful application for funding in the amount of \$500,000 to the City of Hamilton through its Climate Change Reserve fund. This funding will augment existing funding of \$1.3M to support the transformation of the townhouse community at Elgar Avenue and Limeridge through the replacement of natural gas-fired furnaces and hot water tanks with electric heat pumps and heat pump hot water tanks and the installation of a rooftop solar photovoltaic system.

8.0 Board Communications

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

1. October 23, CHH Procurement process review with consultants (attached)
2. November 6, 2025 – Email advising Board members of option to use CHH written resolutions in lieu meeting for time sensitive items from the November 5, 2025, scheduled meeting (attached)

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 and September 9, 2025
3. 2026 CHH Board meeting proposed schedule
4. CEO emails to the Board: October 23 and November 6, 2025

AS/as

Vacancy rate is 2.71% (194 units)

Classification	Subclassification	Q2 2024	Q3 2024	Q4 2024	Q1 2025	Q2 2025	Q3 2025	Oct 2025
Occupied	RGI	4518	4619	4856	4983	5012	5112	5068
	Market	1745	1749	1760	1741	1700	1618	1614
Pending Move-in	n/a	155	148	101	91	76	99	140
Vacant	n/a	408	312	216	130	159	198	194
Unavailable	Large Scale Projects	105	101	38	65	63	65	76
	Development	191	191	171	132	132	70	70
Total Requirement		7122	7122	7142	7142	7142	7162	7162
Vacancy Rate*		5.49%	4%	2.6%	1.82%	2.22%	2.76%	2.71%

CHH had 60 Move-ins for October, and Tenant Placement staff have 125 units on offer with scheduled move-in dates for November and December.

Tenant Move-outs number in September was 51 – *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 envelopes.
 - 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*

Approved November 11, 2025

**Meeting Minutes
Tenants First Team
CityHousing Hamilton**

Date: **Tuesday, September 9, 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 – 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 – Terry Daly
Member – Tesha Sylvester
Member – Marie Dynes

Guests: Peter Vander Klippe, Manager of
Development
Carey Lavigne, Community Safety Liaison

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 5:30pm.

- 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 June 17, 2025. Members were in receipt of the meeting minutes.

Minute approval: *none opposed.*

3. Development and Capital Investment Plan

Peter Vander Klippe presented on CHH's development and capital investment plan.

Presentation included:

- New portfolio division structure
- New building openings
- Proposed acquisitions
- Capital investment plan
- Tenant liaison role
- Tenant relocation plan

Capital investment plan discussion:

- When there is a high level of disruption related to a project and some tenants know they will not do well during construction, are they able to transfer?
 - To date there have been tenant surveys for projects that will have significant tenant impact (e.g. large elevator is going to be down). On the survey tenants can indicate if they will not be able to manage.
 - Moving forward, CHH is thinking about having an engagement role to do this type of work to support tenants come forward with construction related issues.
 - We will take this question away for consideration.

Tenant relocation discussion:

- Giving multiple months' notice for relocations is appreciated, as well as more than one property option for transfer.
 - The legal notice period for landlords is 120 days. We are asking if longer should be given.
 - Four months is a good amount of time to look for other housing opportunities, and the tenants will be offered other units with CHH.
 - For a current tenant relocation happening at CHH, staff are going to each unit to discuss what the relocation will mean and how CHH can support them.

Attachment:

- Development and capital investment plan presentation

4. Tenant Communication Materials

Connor Jay provided an update on tenant communication materials. There is a working group looking at standardizing materials and making them more accessible (e.g., font size, reading level).

Connor shared an updated 24-hour notice to enter for feedback and discussion.

Suggestions:

- Increase font size from 14pt to 16pt where possible.
- Use bold font on date and times to make the information stand out.
 - Timeframe for unit entry needs to be four hours or less as per case law.
- Remove “please be home on” sentence if it is optional for tenants to be home.
- Indicate whether it will be a staff person or contractor entering the unit.

5. Accessibility and Communication Survey

Adrian McKenzie requested feedback on how to best promote the accessibility and communication survey reviewed by the Tenants First Team in June.

The last survey (pilot) was promoted using posters and door hangers. What other ways can we engage tenants in the survey to get a higher completion rate?

Suggestions:

- Offer food.
- Promote it at other engagement sessions or tenant led groups.
- Promote it at site hours.
- Offer \$5 Tim Horton gift cards for completing survey or do a raffle/draw for a food basket.
- Do pop-ups in lobbies with candy offered for completing the survey.
- Discussed that translation can be offered to complete the survey using ROI (third party translation service) or using electronic version on a personal phone.

6. Tenant Complaints Process

Amanda Warren-Ritchie and Adrian McKenzie presented continuous improvements with CHH's complaint process.

New complaints process:

1. Tenant submits complaint by a) online form, b) phone call or email to the Q-line call, or c) submitting it to staff in writing.
2. CHH acknowledges receipt of complaint within two days.
3. CHH investigates complaint within 10 days. CHH follows-up with tenant and closes complaint.

Discussion:

- Can we give complaints to security?
 - Security guards may write issues down for tenants from time to time, but they are a contracted vendor and we would prefer complaints are submitted to CHH staff.
- Change 48 hours for acknowledgement to two business days of receiving the complaint.
- If the person who is supposed to investigate the complaint is sick, is there someone who will investigate it on their behalf?
 - We are encouraging tenants to submit complaints to the Q-line or online form so it can be logged and tracked. Otherwise if it submitted to a staff who is off it may not be accessible while they are off.
- Tenant communication materials need to explain what to include in a written complaint (i.e., time, date, description of the incident).
- For repeat complaints, tenants need to log issues on the tracking sheet or submit another complaint.
- Change investigation period to begin within 10 business days.
- Tenants would like to receive a call back to confirm CHH has dealt with the issue.
- Some people cannot write or speak English to submit complaints in writing or over the phone. Emails are difficult for seniors and so are electronic forms. Can we add speaking to staff to submit complaints?
 - CHH can add speak to staff in person as an option for submitting complaints.
 - Building Attendants are not to get involved with complaints as it can pose a conflict with them living in the building.

7. Updates

Tenants First Team recruitment

Tina Santarelli shared an update on the Tenants First Team recruitment.

- 76 applications have been received to date.
- Applications close on Friday, September 12.
- Next step will be to screen and review applicants and send to the selection committee.
- Aiming to have new members selected in October.

Discussion:

- How many members are we recruiting?
 - 9-12 members as per terms of reference.
 - We will aim for 12 and if people resign, we can draw from other successful applicants who did not get a seat on the committee.

September board meeting

Adam Sweedland provided an update on the annual report to the board about the Tenants First Team's achievements for the year.

The board meeting is on September 23 and Tenants First Team members are invited. Tina will share details and arrange transportation for anyone interested in attending.

Adam reviewed the board presentation.

8. Next Meeting

The next TFT meeting is scheduled for November 11 from 5:30-7:30pm at 181 Main St W. It will be the last meeting of the transitional Tenants First Team.

Members decided to invite new members to the meeting.

Meal preference: hot festive.

Adjournment at 7:10pm.

*Alison MacKenzie
CityHousing Hamilton
September 9, 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.

Herechuk, Teresa

Subject: FW: Action requested by October 28 __CHH Procurement process review- focus group

Importance: High

From: Herechuk, Teresa **On Behalf Of** Sweedland, Adam

Sent: Thursday, October 23, 2025 4:22 PM

To: Board of Directors

Cc: Warren-Ritchie, Amanda <Amanda.Warren-Ritchie@hamilton.ca>; Sweedland, Adam <Adam.Sweedland@hamilton.ca>

Subject: Action requested by October 28 __CHH Procurement process review- focus group

Importance: High

Good afternoon CHH President and Board members...

CHH has hired a consultant (Colliers Project Leaders) to analyze our current procurement model and processes to identify potential efficiencies and opportunities to improve.

Part of this review includes consultation with internal stakeholders and we believe this opportunity should be extended to Board members, given previous discussions.

Colliers would like to complete this hybrid group session between **Nov 4 – Nov 14.**

Colliers has suggested these date options for a virtual meeting on -

Wednesday November 5th at 4:00pm to 5:30pm

or

Tuesday November 11th at 1:30 to 3:00pm

If you are interested in participating, can you please reply to Amanda Warren-Ritchie (Amanda.warren-ritchie@hamilton.ca) no later than October 28.

Thank you for your time and attention to this request!

Adam

Adam Sweedland (he/him)

Chief Executive Officer

CityHousing Hamilton Corporation

905.523.8496 ext. 4604



Herechuk, Teresa

Subject: FW: ACTION requested, CityHousing Hamilton Corporation - Written Resolution in lieu of meeting

Importance: High

Sensitivity: Confidential

From: Herechuk, Teresa **On Behalf Of** Sweedland, Adam
Sent: Thursday, November 6, 2025 3:07 PM
To: CHH Board
Cc: Vander Klippe, Peter <Peter.VanderKlippe@hamilton.ca>; Botham, Sean <Sean.Botham@hamilton.ca>; Desouza, Rochelle <Rochelle.Desouza@hamilton.ca>; Sweedland, Adam <Adam.Sweedland@hamilton.ca>;
Subject: ACTION requested, CityHousing Hamilton Corporation - Written Resolution in lieu of meeting
Importance: High
Sensitivity: Confidential

Good afternoon CityHousing Hamilton President and Board members,

At the scheduled meeting on November 5, 2025 quorum was lost before the Board was able to approve Item 4(b) and any subsequent items scheduled for the AGM and the Special Meeting. Items which are not considered urgent or timely will be moved to the November 25, 2025 agenda.

However, some of the items which were to be presented for approval yesterday, require shareholder approval, for which there is a shareholder meeting scheduled on November 26, 2026. Procedurally, the Office of the City Clerk requires our approved material 14 days prior to the shareholder meeting. Logistically, it will be extremely difficult to reschedule or realign these meetings.

As I had indicated yesterday, there are alternative approval provisions available to us in these circumstances and we consulted with our corporate counsel, Paul Paradis from Ross & McBride LLP on how to procedurally activate these provisions. Pursuant to subsection 129(1) of the *Ontario Business Corporations Act* (the governing legislation for CHH) and in accordance with the provisions of CHH's corporate by-law no. 1A, written resolution signed by all current directors is valid as if passed at a duly called meeting of the directors.

Please note all directors must sign the resolution to give it valid legal effect and it must **be signed by November 11, 2025** in order to meet the City's deadline for the shareholder material. If we are unable to meet this, we will need to contact the Office of the City Clerk to reschedule the November 26, 2025 shareholder meeting.

To this end, we will distribute two written resolutions via DocuSign to all members for electronic signature.

Note: **you will receive two separate emails from Peter Vander Klippe through DocuSign requesting electronic signature.**

If you require any assistance, please contact Teresa Herechuk directly.

One resolution will address the **three (Public) items** below from the AGM agenda (Sync Link, CHH AGM combined agenda material November 5 2025):

- Item 4 (b) AGM 2024 annual report brochure
- Item 4 (c) 2024 Audited Financial Statements and Appendix A (Report #25028)
- Item 4 (d) Appointment of Auditor for 2025 Audit Year (Report #25029)

For your information, these items were previously presented and reviewed by Treasurer Ward 4 Councillor Hwang at CHH's Audit & Finance meeting and the Treasurer had intended to move these for approval at the meeting. If you have any questions, please reach out to myself or Chief Financial Officer, Rochelle Desouza before November 11, 2025.

One resolution will address the **two (Private and Confidential) items** below from the Special meeting agenda (Sync Link, CONFIDENTIAL CHH Reports):

- Private and Confidential Item 8 (a) Future Foundations November 2025 (Report #23022(d))
- Private and Confidential Item 8 (b) Debt for Acquisition of a New Property (Report #24033(b)).

For your information, these items were both previously presented to and approved by the Board. The City's legal division (reviewing in contemplation of the shareholder meeting) requested some amendments/additions to the recommendations to clarify the Board's approval for submission to the shareholder for consideration. If you have any questions on these reports, please reach out to myself or Chief Portfolio Officer, Sean Botham before November 11, 2025.

If we are able to effect approval, I will add the written resolutions to the November 25 Board meeting to ensure these items become part of the public record and the Board approval is recorded as such and we will proceed to the shareholder meeting on November 26, 2025.

Thank you for your cooperation.

Adam

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

55 Hess Street South, 23rd Floor
Hamilton, ON L8N 4E5
905.523.8496



 **Please consider the environment before printing this e-mail.**

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****CONFIDENTIAL****

Date: Tuesday November 25, 2025

Report to: CityHousing Hamilton
Board of Directors

Submitted by: Adam Sweedland
Chief Executive
Officer/Secretary

Prepared by: Adam Sweedland, CEO

Subject: **PRIVATE / CONFIDENTIAL**

8) PRIVATE AND CONFIDENTIAL

- a) **Coordinated Community Resolution Strategy, Update #3
(Report #24032(c))**

NOTE: Discussion of this Confidential Report in closed session is subject to the following 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(b), remain confidential, as the primary subject matter pertains to personal matters about an identifiable individual(s).