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November 16, 2018

Ann-Marie Norio, Regional Clerk
Niagara Region
1815 Sir Isaac Brock Way
Thorold, ON L2V 4T7

Dear Ms. Norio:

At their November 16, 2018 meeting, the Niagara Regional Housing Board of Directors, passed the following motion:

That the NRH Board of Directors **RECOMMEND** to Council for **APPROVAL**, the **REAPPOINTMENT** of James Hyatt, Betty Ann Baker and Karen Blackley, for another year, until March 30, 2020.

Your assistance is requested in moving the attached report, NRH 16-2018, through proper channels to Council.

Sincerely,

A handwritten signature in black ink, appearing to read 'Henry D'Angela', is written over a printed name and title.

Henry D'Angela
Chair



REPORT TO: Board of Directors of Niagara Regional Housing

SUBJECT: Reappointment of Directors/Members 2019

RECOMMENDATION

That the NRH Board of Directors **RECOMMEND** to Council for **APPROVAL**, the **REAPPOINTMENT** of James Hyatt, Betty Ann Baker and Karen Blackley, for another year, until March 30, 2020.

PURPOSE OF THE REPORT

To seek Board recommendation on the reappointment of those Members whose terms expire on March 30, 2019.

KEY FACTS:

- Under the current By-Law #1 three (3) of the nine (9) Directors are required to retire from the Board **each** year; the five (5) Councillor Directors are appointed for four (4) year terms.
- Change to the governance structure presents problems for a rotating board.
- Due to Municipal elections, the Board will be losing at least three Councillor Directors.
- The terms of three of the four new Community Representatives expire on March 30, 2019.
- It would be beneficial to maintain consistency by reappointing the three experienced Directors whose terms expire on March 30, 2019.
- Bios provided in Appendix A

REPORT

The recruitment of new Community members is a lengthily process. NRH and Legal staff require time to explore options to solve the difficulties associated with three (3) of the four community directors being required to retire each year.

In the past, compliance with the rotation requirement was not difficult; all non-Councillor Directors were usually appointed for 4-year terms, as were the Councillor Directors. See example in the chart below:

Group	2010	2011	2012	2013	2014	Continue Rotation
Group 1 (5 Councillor Directors)	5 retire				5 retire	
Group 2 (3 Directors)		3 retire				
Group 3 (3 Directors)			3 retire			
Group 4 (3 Directors)				3 retire		
14 Directors total						

The illustrated rotation schedule does not work out for a nine (9) Director Board. Consistent terms for all Directors are not possible, as the Councillor Directors have a 4-year term, leaving only four (4) Directors to cover the rotation; three (3) of the four (4) Community Directors must retire each year. Staff anticipate bringing a recommendation forward at a future meeting to remedy this issue.

It is recommended that the Board continue its practice of reviewing the performance of directors who are eligible for reappointment. The results of the review are made known to the respective Directors. If successful, the Directors interested in reappointment, must submit an Expression of Interest to the Clerk's office according to the process outlined in Appendix B.

Evaluation Criteria

At its May 20, 2005 meeting (Report #05-36-5.5) the Board approved the evaluation criteria for assessing Director performance. These criteria were reviewed at the June 29, 2012 Board meeting (Report #12-113-3.4. Board and Director Performance) for relevance. All of the original criteria were reaffirmed with additional clarification related to meeting attendance and contribution to other committees as follows:

1. Meeting attendance

80% attendance at all meetings with exceptions recognized for illness, family matters, vacations and meetings held outside regular schedule.

2. Duration

In attendance for the entire meeting with exceptions recognized for meetings running past scheduled end time.

3. Contribution to other committees

Consideration should be given if the Director in question participates on any of the standing or ad hoc committees of the Board including Advisory Groups. It was agreed at the June Board meeting that this should be provided for information purposes only.

4. Active participation

The Director should contribute to each meeting through discussion and questions

5. Visionary

Although difficult to measure, consideration should be given if a Director is visionary and can add to discussions that move the Board and the Corporation forward.

To assist the Board in assessment of the performance of Directors seeking reappointment, statistics for Directors with terms expiring in 2019 are provided in the chart below:

Director	Actual Board Attendance 2018*	Adjusted Board Attendance 2018*	Contribution to other Committees	Original Date Appointed to Board	Number of Years Served to Mar 30 2019	Eligible to Serve another	Active Participation	Visionary
Hyatt, James	86%	100%	<ul style="list-style-type: none"> • Executive • Recruitment • Development • Tender Award • Appeals 	Jan 31 2014	5 yr 2 mo	6 yr 10 mo		
Baker, Betty Ann	100%	100%	<ul style="list-style-type: none"> • Executive • Provider Advisory 	Feb 16 2018	1 yr	11 yr		
Blackley, Karen	86%	100%	<ul style="list-style-type: none"> • Executive • Recruitment • Appeals 	Aug 27 2010	8 yr 7 mo	3yr 5 mo		

*Assumes attendance at the November 16, 2018 meeting

Every Director needs to assess the performance of the perspective re-appointees based on the evaluation criteria and complete the three attached ballots (Appendix C) for submission at the Board meeting.

Submitted by:

Approved by:


 Donna Woiceshyn
 Chief Executive Officer


 Henry D'Angela
 Chair

This report was prepared by Virginia Amato, Executive Assistant to the Chief Executive Officer, with review and Comment by Donna Woiceshyn, Chief Executive Officer.

Appendix A

Bios:

James Hyatt has a BA in political science from the University of Manitoba and is a graduate of the Canadian Forces Staff College. He served more than 30 years at bases across Canada and overseas. Before retiring from the military he was “a multilingual military officer and pilot with a record of leadership and achievement in planning and executing all aspects of national, NATO and UN operations; working with all levels of management and working with people from diverse cultures.” His background plus his hands-on experience over the years as a consultant conducting operational reviews and risk assessment audits are a definite asset.

Karen Blackley - A lifelong resident of Niagara, Karen has been a real estate broker for 23 years. Vice-President and board member of Thorold non-profit housing for 21 years, former president Thorold community activities group, present secretary and former president Thorold Community Credit Union, former committee member of Niagara Association of realtors ethics committee and presently member of Thorold age friendly committee, former committee member physician recruitment committee city of Thorold

Betty Ann Baker - As a developer, Betty Ann has taken an active role in the construction of new affordable housing under the Canada Ontario Affordable Housing Program. A resident of Welland, Betty Ann is the Executive Director of Niagara Peninsula Homes, and sat with the former Coordinated Housing Access Niagara (CHAN) Board. She is a past chair of the Niagara Housing Authority and has more than 30 years experience in the co-operative housing sector. She is the recipient of the CMHC award recognizing involvement in the Co-op Housing Sector.

Betty Ann received the 2008 Business Woman of the Year Award. She was also recognized as one of Chatelaine's women of the year in 2000 for her work with Niagara Presents and Niagara Women's Enterprise Centre and Niagara Peninsula Homes. Served on the Niagara College Board of Governors.

Appendix B

REAPPOINTMENTS OF RETIRING DIRECTORS

NRH's By-Law #1, Section 3.01, Appointment and Election of Directors states:
Directors shall be appointed or elected as appropriate for a term of up to four (4) years. At the end of the four (4) year term, any Retiring Director may be reappointed or elected for consecutive terms up to a maximum of twelve (12) consecutive years but shall not thereafter be appointed or elected to the board again for at least one (1) year after the conclusion of his/her twelve (12) years of consecutive service.

Process for Reappointments of Retiring Directors:

- 1) The Chair of the NRH Board contacts the NRH Directors who are up for reappointment to see if they would like to renew for another term.
- 2) The Board reviews the performance of each Director who is being considered for re-appointment and based on this review the Board determines whether they can support that particular Director for reappointment.
- 3) The results of the Board's voting are provided to the Chair who then advises each Director of the results.
- 4) The successful Directors then submit an Expression of Interest letter to Clerk's Office for reappointment.
- 5) The Chair provides the Clerk's office with a list of the recommended reappointments.
- 6) A confidential report is submitted prepared to Regional Council to approve the reappointment of the recommended Directors for Membership.
- 7) The approved reappointments are announced publically at Regional Council.
- 8) The Clerk's Office then contacts the Chair with the Council decision and the need for a Members' meeting.
- 9) The Clerk advises each Director of their successful or unsuccessful reappointment.
- 10) A Members meeting is held and a formal vote taken to approve the reappointment.

Selection Ballot

Based on the Performance Criteria and definitions in Report 18-176-4.2.:

I am voting as follows:

DIRECTOR	YES Support Application for Reappointment	NO Do NOT support Application for Reappointment
Hyatt, James		

Please bring completed ballot
to the
November 16, 2018 meeting.

Submitted by _____
Director Name

Selection Ballot

Based on the Performance Criteria and definitions in Report 18-176-4.2.:

I am voting as follows:

DIRECTOR	YES Support Application for Reappointment	NO Do NOT support Application for Reappointment
Baker, Betty Ann		

Please bring completed ballot
to the
November 16, 2018 meeting.

Submitted by _____
Director Name

Selection Ballot

Based on the Performance Criteria and definitions in Report 18-176-4.2.:

I am voting as follows:

DIRECTOR	YES Support Application for Reappointment	NO Do NOT support Application for Reappointment
Blackley, Karen		

Please bring completed ballot
to the
November 16, 2018 meeting.

Submitted by _____
Director Name