



## **Meeting of Board of Directors Minutes**

**January 26, 2023**

**1:30 p.m. – 3:00 p.m.**

Northumberland County

Zoom Video Conference

### **Board Members Present (virtual):**

Vice Chair Victor Fiume, Cathy Borowec, Neil Ellis, Steve Gilchrist, Councillor John Logel, Jennifer Moore, Deputy Warden Brian Ostrander, Daniel Quesada-Rebolledo, Lou Rinaldi, Anneke Russell.

**Board Members' Regrets:** Doug Bates, Lindsey Reed

### **Staff:**

- Rebecca Carman, Housing Services Manager (Appointed by Board)
- Regine Climaco, Project Coordinator
- Maddison Mather, Manager of Legislative Services / Clerk
- Christopher Reuse, Manager Major Capital Projects
- Cheryl Sanders, Deputy Clerk
- Bill Smith, Housing Services Operations Supervisor
- Brandon Upton, Facilities Manager.

### **1. Call to Order**

- Vice Chair Victor Fiume called the meeting to order at 1:30 p.m.

### **2. Territorial Land Acknowledgement**

Vice Chair Victor Fiume

### **3. Approval of the Agenda**

**Moved by: Lou Rinaldi**

**Seconded by: Anneke Russell**

“**That** the agenda for the January 26, 2023 meeting of the Northumberland County Housing Corporation Board of Directors be approved, as amended to include item 10, regarding CMHC Repair Funding Opportunities.”

Disposition:           **Carried**

**4. Declaration of Interest**

- Anneke Russell declared a ‘disqualifying interest’ (see attached Declaration of Interest form) with regards to Closed Session agenda item 6, relating to a proposed or pending acquisition or disposition of land by the municipality or local board.

**5. Approval of Minutes**

Minutes of November 23, 2022

**Moved by: Brian Ostrander**  
**Seconded by: Jennifer Moore**

“**That** the minutes of the November 23, 2022 meeting of the Northumberland County Housing Corporation be approved.”

Disposition: **Carried**

**6. Resignation of Gil Brocanier**

Victor Fiume, Vice-Chair

**Moved by: Cathy Borowec**  
**Seconded by: Neil Ellis**

- The date of the email containing Gil Brocanier’s resignation letter will be appended to the letter.

“**That** the NCHC Board of Directors receive the resignation letter from Gil Brocanier for information; and

**Further That** the NCHC Board of Directors direct staff to send a letter of thanks to Gil Brocanier for his service to the Board.”

Disposition: **Carried**

**7.a. Election of Chair**

*[Deputy Clerk Cheryl Sanders was the Presiding Officer for the Election of Chair]*

7.a (1) **Moved by: Steve Gilchrist**  
**Seconded by: Neil Ellis**

“**That** the NCHC proceed with the election of Chair, commencing on the 26th day January, 2023.”

Disposition: **Carried**

***[Nominations]***

- Victor Fiume self-nominated for the position of NCHC Chair.
- Deputy Clerk Cheryl Sanders called for further nominations a first, second and third time.

7.a (2) **Moved by: Brian Ostrander**  
**Seconded by: John Logel**

**"That** nominations for the election of NCHC Chair be closed."

Disposition: **Carried**

***[Confirmation of Election Results]***

- Victor Fiume was acclaimed as the Chair of the Northumberland County Housing Corporation.

**7.b. Election of Vice-Chair**

7.b (1) **Moved by: Neil Ellis**  
**Seconded by: Brian Ostrander**

**"That** the NCHC proceed with the election of Vice-Chair, commencing on the 26th day January, 2023."

Disposition: **Carried**

***[Nominations]***

- Steve Gilchrist self-nominated for the position of NCHC Vice-Chair.
- Chair Victor Fiume called for further nominations a first, second and third time.

7.b (2) **Moved by: Anneke Russell**  
**Seconded by: Cathy Borowec**

**"That** nominations for the election of NCHC Vice-Chair be closed."

Disposition: **Carried**

***[Confirmation of Election Results]***

- Steve Gilchrist was acclaimed as the Vice-Chair of the Northumberland County Housing Corporation.

**8. Elgin Park Major Capital Projects**

**Moved by: Anneke Russell**

**Seconded by: Brian Ostrander**

- Regine Climaco provided a detailed update of the Elgin Park Redevelopment Project and highlighted existing change orders.
- Discussion ensued regarding project schedule timelines, financial targets and building code requirements.

**“That** the NCHC Board of Directors receive the Elgin Park Redevelopment update for information.”

Disposition: **Carried**

**9. Rent Supplement Program Signing Authorities**

**Moved by: Jennifer Moore**

**Seconded by: Brian Ostrander**

- Rebecca Carman provided a detailed verbal update regarding Rent Supplement Program Signing Authorities.
- Rebecca explained that signing authorities are required to create addendums to rent supplement agreements when a new unit is added or removed.
- Suggestion was made that staff determine the impact on previous addendum signings.

**“That** the NCHC Board of Directors approve signing authorities for Rent Supplement programming as follows:

- Existing signing authority for the NCHC Board of Directors for creation of new rent supplement agreements
- Delegated authority to the Financial Planning Manager and Housing Services Operations Supervisor or delegates for all agreement addendums.”

Disposition: **Carried**

**\*10. CMHC Repair Funding Opportunities**

**Moved by: Cathy Borowec**

**Seconded by: Lou Rinaldi**

- Rebecca Carman provided a verbal update regarding CMHC Repair Funding Opportunities.
- Rebecca noted that further discussions with CMHC has determined that funding is only available for retrofits. Staff have advised CMHC that we cannot proceed at this time.

**“That** the NCHC Board of Directors receive the verbal update regarding CMHC Repair Funding Opportunities for information.”

Disposition: **Carried**

**11. New Business**

N/A

**12. Move to Closed Session**

**Moved by: Brian Ostrander**

**Seconded by: Neil Ellis**

**"That** the NCHC Board of Directors proceed with the next portion of the meeting, being closed to the public at 2:09 p.m.; and

**Further That** the meeting is closed to the public as permitted under the Municipal Act Section 239 (2a) in order to address matters relating to the security of the property of the municipality or local board and that Rebecca Carman, Bill Smith and Cheryl Sanders, remain present; and

**Further That** the meeting is closed to the public as permitted under the Municipal Act Section 239 (2c) in order to address two (2) matters relating to a proposed or pending acquisition or disposition of land by the municipality or local board and that Rebecca Carman, Bill Smith and Cheryl Sanders remain present; and

**Further That** the meeting is closed to the public as permitted under the Municipal Act Section 239 (2e) in order to address two (2) matters relating to litigation or potential litigation, including matters before administrative tribunals, affecting the municipality or local board and that Rebecca Carman, Bill Smith and Cheryl Sanders remain present.”

Disposition: **Carried**

### **13. Motion to Rise and Results from Closed Session**

**Moved by: John Logel**  
**Seconded by: Neil Ellis**

"**That** the NCHC Board of Directors rise from Closed Session at 2:53 p.m.; and

**Further That** the confidential resolution moved in Closed Session regarding matters relating to the security of property, two (2) matters relating to proposed or pending acquisition or disposition of land and two (2) matters relating to litigation or potential litigation, including matters before administrative tribunals, affecting the municipality or local board are hereby referred to the Board for adoption."

Disposition: **Carried**

### **14. Next Meeting**

- Wednesday, February 22, 2023

### **15. Adjournment**

**Moved by: Brian Ostrander**  
**Seconded by: John Logel**

"**That** the meeting be adjourned at 2:54 p.m."

Disposition: **Carried**



# Declaration of Interest

**Member's Name** Anneke Russell

**Meeting Date**  Council  
 Name of Committee or Board:  
NCHC

**Item Number** Closed Agenda Item 6

I declare a direct or indirect pecuniary interest (including a deemed direct or indirect pecuniary interest) in the agenda item noted above in accordance with s. 5 of the Municipal Conflict of Interest Act.

I declare a disqualifying interest in the agenda item noted above in accordance with Rule No.1 of the Code of Conduct, Avoidance of Conflicts of Interest.

The nature of my interest is as follows:

I may have an indirect pecuniary interest in the outcome of this transaction and therefore out of an abundance of caution have declared this interest and to avoid a conflict of interest choose to recuse myself from any discussion on this item and any voting thereon.

**Declaration Date**  
January 26, 2023

**Signature of Member:**

**Clerk's Office Use:**  
**Received**

**Received by:**