

Northumberland County Housing Corporation

Meeting of Board of Directors

Minutes

Wednesday, June 24, 2020

1:30 p.m. – 3:00 p.m.

Northumberland County

Teleconference Meeting

Present: Chair Gil Brocanier, Doug Bates, Neil Ellis, Victor Fiume, John Henderson, John Hill, Jennifer Moore, Daniel Quesado-Rebolledo, Lindsay Reed, Lou Rinaldi, Anneke Russell, Rebecca Carman, Brandon Upton, Lisa Horne, Angie Turpin, Maddison Ellis

Regrets: Gail Latchford

1. Call to Order

- The meeting was called to order at 1:33 p.m. by Chair Brocanier.
- Due to the ongoing COVID-19 pandemic, the NCHC Board of Directors is not meeting in person.
- Chair Brocanier reviewed the process for the meeting.

2. Approval of the Agenda

Moved by: Lou Rinaldi

Seconded by: Anneke Russell

“That the agenda for the June 24, 2020 meeting of the Northumberland County Housing Corporation Board of Directors be approved”.

Disposition: Carried

3. Declaration of Direct, Indirect or Deemed Pecuniary Interest or Disqualifying Interest

- No declarations

4. Approval of Minutes

- Minutes of May 27, 2020

Moved by: Neil Ellis

Seconded by: John Hill

“That the Minutes of the NCHC Board of Directors meeting held on May 27, 2020 be approved as circulated.”

Disposition: Carried

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5. Calling of NCHC Annual General Meeting, Monday August 24, 2020

- Rebecca Carman indicated that the NCHC Annual General Meeting (AGM) is scheduled for Monday, August 24, 2020 at 1:30 p.m.
- As per the Shareholder Direction, staff are preparing an NCHC Annual Report that will be brought forward for approval at the AGM.
- Staff will notify Northumberland County Council as Shareholder of the AGM.

6. NCHC Banking Report (e-transfers)

- Angie Turpin explained that the NCHC does not currently have a separate bank account from the County and that this has been identified as an important step in the NCHC governance work.
- This process will take 2-3 months as testing is required.
- Bank account will only be for deposits.

Moved by: Lindsay Reed

Seconded by: Victor Fiume

“Now Therefore Be It Resolved That the NCHC Board of Director authorize staff to open a separate bank account for the NCHC; and

Further Be It Resolved That County staff identify and refine existing financial management processes, if required, for the separation and management of the NCHC bank account; and

Further Be It Resolved That County staff report back to the Board of Directors on the progress of this project and upon implementation; and

Further Be It Resolved That County staff develop and rollout alternate methods of payment for tenants of the NCHC.”

Disposition: Carried

7. 2020 Capital Project Status update

- Brandon Upton provided an update on the status of 2020 capital projects.
- Angie Turpin indicated that a carry over by-law will be brought forward to County Council in fall 2020.
- Chair Brocanier suggested that the NCHC Board of Directors discuss carry over projects/funds at a future meeting.

[Doug Bates joined the meeting at 1:57 p.m. and had no declarations to declare]

8. 24 Queen Street Balcony Project Update

- Brandon Upton provided an update on the 24 Queen Street Balcony Project.

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- Staff recommend that this project be deferred to 2021 due to the current COVID-19 pandemic.
- Provincial funding was received for project.
- Staff are developing a plan on how to reallocate funding and will provide an update at a future meeting.

9. Annual Unit Inspections – COVID-19 contingency planning

- Rebecca Carman explained that as a landlord, the NCHC has a legislated requirement to inspect smoke detectors and carbon monoxide detectors in each unit on an annual basis.
- As a result of COVID-19, annual inspections have been postponed.
- Staff are recommending that the NCHC Board of Directors authorize County staff to conduct modified annual unit inspections over the next two months.
- Tenants will be provided with ample notice prior to entering units.
- Staff will be equipped with personal protective equipment.
- Victor Fiume inquired if staff will vacuum smoke detectors.
- Rebecca Carman explained that this practice does not currently take place and indicated that she will consult with Facilities staff and review the Fire Code.

Moved by: John Henderson

Seconded by: Anneke Russell

“Now Therefore Be It Resolved that the NCHC Board of Directors authorizes County staff to conduct modified annual unit inspections over the next two months.”

Disposition: Carried

10. Move to Closed Session

- Matters concerning facilities of the building and tenant relations
 - Lisa Horne, Director of Community and Social Services, Maddison Ellis, Deputy Clerk and Executive Assistant to the CAO, Brandon Upton and Rebecca Carman permitted to stay for full duration.

Moved by: Lou Rinaldi

Seconded by: Jennifer Moore

“That the NCHC Board move into closed session.”

Disposition: Carried

An update was provided in Closed Session

NCHC Directors returned to Open Session to adjourn the meeting.

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11. Next Meeting

- July 27, 2020

12. Adjournment – 2:52 p.m.