

# Northumberland County Housing Corporation

## Meeting of Board of Directors

### Minutes

Monday, July 27, 2020

1:30 p.m. – 3:00 p.m.

Northumberland County

Teleconference Meeting

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

**Regrets:** John Henderson, Neil Ellis, Lisa Horne

#### 1. Call to Order

- The meeting was called to order at 1:32 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: Doug Bates

Seconded by: Gail Latchford

“That the agenda for the July 27, 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

Moved by: Lou Rinaldi

Seconded by: Doug Bates

“That the Minutes of the NCHC Board of Directors meeting held on June 24, 2020 be approved as circulated.”

Disposition: Carried

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### 5. Rent Supplement Program Update, Approval of Agreement and Delegated Authority

- Rebecca Carman indicated that agreements have been updated in accordance with legislative changes and have been reviewed by legal counsel.
- She noted that the new agreements will include a tenant agreement outlining program requirements and introducing mandatory tenant insurance.

Moved by: Anneke Russell

Seconded by: Doug Bates

“Now Therefore Be It Resolved that the NCHC Board of Directors approves the Rent Supplement Agreement, Addendums and the Tenant Agreement.”

Disposition: Carried

### 6. Facilities Division Update – Annual Unit Inspections and Fire Drills

- Brandon Upton provided an update and indicated that staff plan to complete the annual unit inspections and fire drills in the same day.
- He noted that a vacuum test will also be completed.
- Staff will be equipped with personal protective equipment and will attempt to minimize touchpoints.
- Tenants will receive prior notice.
- An update will be provided at the next meeting.

### 7. HSC Facilities Division Policy and Process Review

- Rebecca Carman indicated that a full review of policies for managing NCHC housing stock will need to take place.
- Staff are having discussions with Finance Department on the procurement process.
- Alignment with the strategic Asset Management Plan.
- Rebecca Carman highlighted that once staff are ready to move forward with project, that formal board approval will be sought.

### 8. Financial Update – 2021 Budget Planning

- Angie Turpin provided an update on 2021 budget planning and highlighted key dates.
- The NCHC budget will be brought forward for approval at the August meeting.

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### 9. NCHC Appointment of Treasurer

- Gil Brocanier noted that Anneke Russell has requested a leave of absence from the NCHC Board of Directors starting in fall 2020 and will be stepping down as Treasurer.
- Rebecca Carman indicated that the election/appointment of Treasurer will take place at the upcoming AGM meeting in August.

### 10. Update on Elgin Park Redevelopment

- Rebecca Carman thanked NCHC members who attended the recent funding announcement.
- \$5,770,000 from the provincial and federal governments through Canada-Ontario Community Housing Initiative (COCHI) Residual Funding was received.
- A report will be brought forward to the August 26, 2020 County Council meeting in order to provide an update on funding and project timelines.
- Staff continue to work on tenant relocation and are exploring partnerships with Habitat for Humanity Northumberland.

### 11. Next Meeting

- Monday, August 24, 2020 (AGM, followed by regular Board meeting)

### 12. Move to Closed Session

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

Moved by: Jennifer Moore

Seconded by: Lou Rinaldi

“That the NCHC Board move into closed session.”

Disposition: Carried

*An update was provided in Closed Session*

### 13. Adjournment – 2:20 p.m.