

Northumberland County Housing Corporation

Meeting of Board of Directors Minutes

Wednesday, October 28, 2020
1:30 p.m. – 3:00 p.m.
Northumberland County
Teleconference Meeting
555 Courthouse Road, Cobourg, ON

Board Members Present: Chair Gil Brocanier, Doug Bates, Victor Fiume, Secretary Neil Ellis, County Councillor John Henderson, Vice Chair John Hill, Daniel Quesada-Rebolledo, Lindsey Reed, Lou Rinaldi

Board Members Present In-Person: County Councillor Gail Latchford, Jennifer Moore

Board Members' Regrets: Anneke Russell

Staff: Rebecca Carman (appointed staff member), Maddison Ellis, Lisa Horne, Brandon Upson

1. Call to Order at 1:30 p.m.

2. Approval of the Agenda

Moved by: John Hill
Seconded by: Lou Rinaldi

“Now Therefore Be It Resolved That the agenda for the October 28, 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 September 28, 2020

Moved by: Gail Latchford
Seconded by: Doug Bates

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“Now Therefore Be It Resolved That the minutes of the September 28, 2020 Meeting of the Northumberland County Housing Corporation Board of Directors be approved.”

Disposition: Carried

5. Approval of Shareholder Minutes – August AGM

- Rebecca Carman, Housing Services Manager

Moved by: Lou Rinaldi

Seconded by: Jennifer Moore

“Now Therefore Be It Resolved That the minutes of the August 24, 2020 Annual Shareholder meeting of the Northumberland County Housing Corporation be approved.”

Disposition: Carried

6. Budget 2020 Carryover

- Rebecca Carman provided an update on NCHC projects that will be brought forward to County Council for carryover approval.
- Projects are being delayed as a result of timing and pricing related to the COVID-19 pandemic.
- Staff are recommending that the following projects be deferred to 2021:
 - 1) 24 Queen Street, Port Hope balcony repair work – \$120,000
 - Project was postponed due to the inability of tenants to leave their homes during the pandemic.
 - Requesting that full project budget be carried over to 2021.
 - Previously approved by the Board, and in addition to the \$80,000 carried over in the 2019 budget
 - 2) 111 Front Street, Campbellford patio stonework - \$20,000.
 - Patio dividers have been installed; however, the stonework is still outstanding.
 - 3) 6 Percy Street, Colborne landscaping work - \$15,000
 - Drainage work taking place in 2020.
 - Landscaping work delayed until 2021.
 - 4) 8 King Street, Colborne HVAC and exhaust system work - \$94,755
 - Prices received for project were significantly higher than anticipated budget.
 - Staff are looking to defer project to 2021.
 - Exhaust system work may be able to be completed inhouse by County staff.
 - RFP would then be issued for HVAC work.
 - Brandon Upon confirmed that the HVAC system is still operational, however, it is nearing end-of-life.

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- He also noted that if a new tender is released in the beginning of 2021, the project would likely be completed by spring/summer.

Moved by: Lindsay Reed

Seconded by: Neil Ellis

“Now Therefore Be It Resolved That the carover items including the:

- 24 Queen Street balcony repair work – \$120,000;
- 111 Front Street patio stonework - \$20,000;
- 6 Percy Street landscaping work - \$15,000; and
- 8 King Street HVAC and exhaust system work - \$94,755.

are approved and staff are directed to take this forward to the Shareholder for approval”

Disposition: Carried

7. NCHC COVID-19 Response

- Rebecca Carman provided an update on COVID-19 response.
 - Masks are now mandatory in public areas of NCHC facilities.
 - The Ontario Health Team of Northumberland donated 200 reusable masks for housing tenants and C&SS clients.
 - Staff are waiting to distribute masks as there is a limited supply.
 - Masks will also be offered to non-profit partners and housing providers.
- Rebecca Carman and Brandon Upon provided an update on increased cleaning measures.
 - It was noted that staff are unable to secure cleaners on weekends at properties in Colborne, Brighton and Campbellford.
- Staff are in the process of creating a separate NCHC bank account.
 - This process will take approximately 2-3 months.
 - Staff are targeting early 2021 for online payment options to be made available to tenants.
- Playgrounds have been reopened and signage posted.
- Common rooms have been closed.
 - Common rooms were initial reopened in the summer to be used as cooling spaces.
- Unit turnovers are taking on average 3 months as compared to the normal 2 months due to COVID-19 related delays.
- Temporary hand sanitizer units have been installed in all buildings.
 - Staff are still waiting for permanent units to arrive.
- Staff are in the process of developing Standard Operating Procedures for entering into NCHC units.

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8. Update on Rent Freeze

- Rebecca Carman provided an update on Provincial legislation pertaining to 2021 rent freezes.
- Legislation will impact market rent increases and all Rent-Geared-to-Income.
- Legislation prevents housing providers from raising rent after January 1, 2021.
- Will impact tenant revenue and the NCHC budget.
- This is compounded by RGI Simplification which begins on July 1, 2021 and staff are projecting an annual loss of \$250,000 in tenant revenue.
- Communication strategy will be developed.
- 2021 budget is not anticipated to be impacted as staff anticipated RGI simplification legislation change.
- However, future long-term plans may be impacted.
- Province did committee to engaging with Service Managers to understand the impact of rent freezes.

9. Elgin Park Redevelopment – Accessible Units

- Rebecca Carman indicated that 9 out of 40 units will be accessible.
- Units will meet the highest accessibility standards as required by CMCH funding (exceeding building code requirements)

10. NCHC Logo Review

Moved by: John Hill
Seconded by: Lou Rinaldi

“Now Therefore Be It Resolved That the NCHC Logo as presented (Option B) is approved.”

Disposition: Carried

11. Closed Session

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

Moved by: Daniel Quesada-Rebolledo
Seconded by: Lindsay Reed

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“Now Therefore Be It Resolved That the Board move into Closed Session.”

Disposition: Carried

12. Motion to Return to Open Session

Moved by: Lou Rinaldi

Seconded by: Jennifer Moore

“Now Therefore Be It Resolved That the NCHC Board return to open session at 2:30 p.m.

Disposition: Carried

13. Report from Closed Session

Moved by: Neil Ellis

Seconded by: Gail Latchford

“Now Therefore Be It Resolved That the NCHC Board directs staff to proceed as per the discussion held in Closed Session.”

Disposition: Carried

14. Next Meeting

- November 23, 2020 at 1:00 p.m. (NCHC Closed Session - Strategic Engagement Session #1)

15. Adjournment at 2:37 p.m.