



**Meeting of Board of Directors**  
Minutes  
Wednesday, November 25, 2020  
1:30 p.m. – 3:00 p.m.  
Northumberland County  
Zoom Teleconference Meeting

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

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

**Board Members' Regrets:** Doug Bates, County Councillor Gail Latchford, Lindsey Reed, Anneke Russell

**Staff:** Rebecca Carman (staff member appointed by board), Maddison Ellis, Lisa Horne, Angie Turpin

**Guests:** Noah Ciglen

- 1. Called to Order at 1:31 p.m.**
  - Territorial Land Acknowledgement

- 2. Approval of the Agenda**

Moved by: John Hill

Seconded by: Lou Rinaldi

“Be It Resolved That the agenda for the November 25, 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 October 28, 2020
  - Minutes of November 23, 2020 (Special Meeting)

Moved by: Neil Ellis  
Seconded by: Jennifer Moore

“Be It Resolved That the minutes of the October 28, 2020 regular meeting and the minutes of the November 23, 2020 special meeting of the Northumberland County Housing Corporation Board of Directors be approved.”

Disposition: Carried

**5. Elgin Park Project Update – Contribution Agreement/Waiver of Conflict**

- Rebecca Carman explained that a contribution agreement between the County and the NCHC is required in order to receive funding through the Canada-Ontario Community Housing Initiative (COCHI).
- Noah Ciglen from Robins Appleby LLP provided NCHC Directors with background information on the contribution agreement and highlighted key points.
- Rebecca Carman also explained that staff are asking the board to waive conflict in order to allow for legal counsel to act on behalf of both the NCHC and the County.

Moved by: Victor Fiume  
Seconded by: Lindsay Reed

“Now Therefore Be It Resolved That the NCHC Board of Directors approve the draft Contribution Agreement and delegate authority to Chair Brocanier to execute the agreement on their behalf, alongside the second signing authority, CAO Jennifer Moore; and

Further Be It Resolved That the NCHC Board of Directors provide John Fox with a consent to act on its behalf, waiving conflict to allow for legal counsel to act on behalf of both the NCHC and the County in matters relating to the development of future housing.”

Disposition: Carried

**6. Elgin Park Project Update – Financing Strategy**

- Rebecca Carman indicated that a report is being brought forward to the December 16, 2020 Northumberland County Council meeting in order to seek Council’s approval for the Elgin Park Redevelopment financing strategy.
- Rebecca Carman further explained that the Canadian Mortgage and Housing Corporation (CMHC) program understanding has changed and

highlighted that proponents are able to only apply for either a grant or a low interest loan.

- Thus, it is recommended that an application be submitted to the CMHC for a grant of \$1,000,000 and that the remaining project amount be financed through an Infrastructure Ontario debenture.
- Rebecca Carman also provided an update on tenant relocation.

#### **7. Quarter 3 Financial Update**

- A detailed financial update was provided.

#### **8. Ontario Priorities Housing Initiative – Year 1 Adjustments**

- Rebecca Carman provided an update on the installation of the passenger lift at 8 King Street, Colborne and indicated that this project was funded through the Ontario Priorities Housing Initiative (OPHI) in the amount of \$140,000.
- The Queen street balcony project has been postponed due to the COVID-19 pandemic and staff are requesting that funds be allocated to the 8 King Street Project.
- Staff are also suggesting that any underspending from nonprofits be allocated to the 8 King Street project.

Moved by: Jennifer Moore

Seconded by: Daniel Quesada Rebolledo

“Now Therefore Be It Resolved that the NCHC Board of Directors approve the reallocation of Ontario Priorities Housing Initiative (OPHI) year one funding from the 24 Queen Street Balcony project to the 8 King Street lift project in Colborne for approximately \$14,477.55; and

Further Be It Resolved That should any other underspending be identified by the County that the NCHC Board approve that it be added to the 8 King Street lift project.”

Disposition: Carried

#### **9. Ontario Priorities Housing Initiative – Year 2 Underspent (contingent approval)**

- Rebecca Carman provided a brief update on this item.

Moved by: Lou Rinaldi  
Seconded by: Neil Ellis

“Now Therefore Be It Resolved that the NCHC Board of Directors approve an allocation from OPHI year 2 funding, should there be one identified, to be allocated to a 2021 capital project”

Disposition: Carried

**10. Lift Project at 8 King Street East, Colborne**

- Brandon Upton explained that a budget of \$140,000 was originally identified for the 8 King Street Project.
- However, the COVID-19 pandemic has increased costs.
- Staff anticipate that a budget of \$216,000 will be required in order to complete project.
- Project must be completed by March 31, 2021 due to funding requirements.

Moved by: John Hill  
Seconded by: Neil Ellis

“Now Therefore Be It Resolved That the NCHC Board of Directors hereby approves a carryover request be made to Northumberland County Council in the amount up to \$60,000 to support the increased cost of this project, in addition to the reallocated OPHI Year 1 funding; and

Further Be It Resolved That that staff are directed to bring forward monthly reports to the NCHC Board on the status of project completion.”

Disposition: Carried

**11. 473 Ontario Street – Project Update**

- Rebecca Carman indicated that the County, NCHC, Ontario Aboriginal Housing Services (OAHS), and Habitat for Humanity Northumberland (Habitat) have been partnering to develop affordable and rental housing at 473 Ontario Street, Cobourg Ontario.
- The project partners are preparing an application to the Federation of Canadian Municipalities (FCM) Sustainable Affordable Housing Program to support pre-construction activities.
- As a part of this application, a detailed listing of the project team is required and the need to ensure the NCHC is equally represented in this work alongside the ownership project partners (OAHS, Habitat and NCHC) has been identified.

Moved by: Lindsay Reed  
Seconded by: Lou Rinaldi

“Now Therefore Be It Resolved That the NCHC Board of Directors nominate Rebecca Carman as the NCHC Officer in order to represent the Board of Directors in leadership meetings relating to the 473 Ontario Street project.”

Disposition: Carried

## **12. COVID-19 – Liability Considerations**

- Rebecca Carman provided an update on the legal requirement for mandatory masks in multi-residential buildings.
- Legal counsel has advised that mandatory masks must be enforced.
- Rebecca Carman highlighted that the Ontario Health Team of Northumberland has donated reusable masks to the NCHC and that more masks are being ordered to ensure adequate supply.
- Cleaning measures have also been increased to twice daily in order to meet public health guidelines.
- In order to cover increased costs, funding is available through the Social Services Relief Fund.
- Rebecca Carman explained that due to COVID-19 restrictions, building condition audits have been postponed.
- However, she explained that essential work will continue such as the 8 King Street Project.

Moved by: Lou Rinaldi  
Seconded by: Jennifer Moore

“Now Therefore Be It Resolved That the NCHC Board of Directors authorizes County staff to ensure the enforcement of mandatory masks at all housing facilities buildings; and

Further Be It Resolved That the NCHC Board of Directors directs staff to increase cleaning and disinfecting of all common touch points in housing facilities in order to become compliant with Public Health Ontario directives and Ontario Regulation 364/20, subsection 2(2).”

Disposition: Carried

**13. Move to Closed Session**

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

Moved by: Neil Ellis

Seconded by: Daniel Quesada Rebolledo

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

Disposition: Carried

**14. Motion to Return to Open Session**

Moved by: Jennifer Moore

Seconded by: John Hill

“Be It Resolved That the NCHC Board return to open session at 2:44 p.m.

Disposition: Carried

**15. Next Meeting**

- To be determined.

**16. Adjournment**

Moved by: Neil Ellis

Seconded by: Daniel Quesada Rebolledo

“Be it is resolved that this meeting adjourn at 2:45 p.m.”

Disposition: Carried