



## **Meeting of Board of Directors**

### **Minutes**

Wednesday, January 20, 2021

1:30 p.m. – 3:00 p.m.

Northumberland County

Teleconference Meeting

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

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

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

**Board Members' Regrets:** Doug Bates, Victor Fiume, Anneke Russell

- 1. Called to Order at 1:30 p.m.**
  
- 2. Territorial Land Acknowledgement**
  
- 3. Approval of the Agenda**

Moved by: Neil Ellis

Seconded by: Lou Rinaldi

"Be It Resolved That the agenda for the January 20, 2021 meeting of the Northumberland County Housing Corporation Board of Directors be approved."

Disposition: Carried

- 4. Disclosures of Interest**

- No declarations

- 5. Approval of Minutes**

Moved by: Neil Ellis

Seconded by: Lou Rinaldi

“Be It Resolved That the minutes of the November 25, 2020 meeting of the Northumberland County Housing Corporation Board of Directors be approved.”

Disposition: Carried

**6. Online Bank Payments update**

- Rebecca Carman highlighted that the set-up process for alternate payment methods (online/e-transfer fees) is nearing completion and will soon be launched.
- Staff are seeking approval regarding additional fees associated with service.
- Rebecca Carman indicated that online bank payments can be used for the payment of arrears.

Moved by: Lindsey Reed  
Seconded by: Gail Latchford

“Now Therefore Be It Resolved That NCHC Board of Directors approve the below fee structure for both online / telephone banking and e-transfers:

<b>Transaction/month</b>	<b>Price/transaction</b>
First 3	Free
4 to 25	\$1.00
26 to 50	\$0.75
51+	\$0.50

<b>Charge</b>	<b>Amount</b>
One time set up fees	~\$600
Monthly fees	~\$200
Transaction fees	~\$0.05 - \$0.06 per transaction

Further Be It Resolved That the NCHC Board direct staff to begin implementation at the soonest opportunity, beginning first with e-transfer options, with online/phone options to be launched as soon as available; and

Further Be It Resolved That the NCHC Board direct staff to return to the Board with proposed policies and procedures for online banking option, but approve the interim process as outlined in the report to ensure expedient delivery of these alternative payment options.”

Disposition: Carried

## **7. Legislation Training – Facility Management Standard Operating Procedures**

- Rebecca Carman explained that Housing Services Corporation (HSC) has been retained to develop and conduct training on relevant legislation to the management of NCHC facilities.
- Training will better equip staff with the tools/knowledge they need. Project is the first step in the implementation of Standard Operating Procedures (SOP) for NCHC facilities management.
- This will likely require a separate procurement process.
- Staff anticipate that external support for the drafting of the SOPs will be required due to limited internal resources and the required expertise needed.

Moved by: John Hill

Seconded by: Gail Latchford

“Now Therefore Be It Resolved That NCHC Board of Directors receives the ‘Legislation Training – Facility Management Standard Operating Procedures’ report for information.”

Disposition: Carried

## **8. Federation of Canadian Municipalities – BCA Funding**

- Funding was received from the Federation of Canadian Municipalities (FCM) in order to complete building condition audits (BCAs).
- Project has been delayed due to the COVID-19 pandemic.
- Staff confirmed with FCM that funding will not be at risk due to delay.
- Project may be extended into 2022.

Moved by: Lou Rinaldi

Seconded by: Lindsey Reed

“Now Therefore Be It Resolved That the NCHC Board of Directors receives the ‘Federation of Canadian Municipalities – Building Condition Audit Funding’ report for information; and

Further Be It Resolved That the NCHC Board authorizes staff to prepare a report for the February 17<sup>th</sup> Northumberland County Council meeting in order to execute the funding agreement.”

Disposition: Carried

### **12 Meade Street Hot Water Tank Project Scope Extension**

- Brandon Upton provided an update on the hot water tank replacement at 12 Meade Street.
- The original scope of the project was 1 tank; however, staff are recommending 2 tanks.
- Two hot water tanks will create redundancy and prevent service interruptions.
- Staff indicated that 43 Wellington Street is the only other NCHC housing unit with 1 tank.

Moved by: Gail Latchford  
Seconded by: Lou Rinaldi

“Now Therefore Be It Resolved That the NCHC Board of Directors approve the expanded scope and budget increase of \$27,000 for the 12 Meade Street Hot Water Tank Project; and

Further Be It Resolved that the NCHC Board of Directors delay the scheduled replacement of exterior doors at 41 Wellington and 7 Scriven scheduled in 2021 to offset this additional expense.”

Disposition: Carried

### **9. 8 King Street Lift Project**

- Brandon Upton explained that construction has started on the 8 King Street lift project.
- Funding was received from the Ontario Housing Priorities Initiatives for project.
- As per funding guidelines, project must be completed by March 31, 2021.
- Rebecca Carman indicated that project will likely be finished by the deadline, however, staff have requested a project extension from the Ministry.
- Construction is taking place at the front door of building and staff have set up a temporary entrance into the common room.

Moved by: Jennifer Moore  
Seconded by: John Hill

“Now Therefore Be It Resolved That the NCHC Board of Directors receives the verbal update on the 8 King Street Lift Project for information.”

Disposition: Carried

#### **10. Confirmation of Capital Projects for Funding under Ontario Priorities Housing Initiative (OPHI)**

- The NCHC Board has approved underspending for year 2 of OPHI funding for both 2021 capital projects and new projects.
- Staff anticipate that 4 capital projects will be completed with funding.
- Rebecca Carman indicated that there might be an opportunity for additional funding and if required, a letter of agreement will be brought forward to the NCHC.

Moved by: John Henderson

Seconded by: Lou Rinaldi

“Now Therefore Be It Resolved That the NCHC Board of Directors approves an allocation of funding from the County through the Ontario Priorities Housing Initiative in the amount of 13,327.05 and authorize County staff to alter this amount should additional funding be realized; and

Further Be It Resolved That the Board approve the addition of the replacement of enterphones at 12 and 12A Meade Street to the 2021 Capital plan with funding through the Ontario Priorities Housing Initiative funding; and

Further Be It Resolved That OPHI funding be allocated to the lighting upgrade at 12 Meade and a portion of the stove replacement at 12 Meade”

Disposition: Carried

#### **11. COVID-19/2021 Capital Program**

- Brandon Upton explained that a number of major projects were identified in the 2021 capital budget including: stove replacements, unit renovations, walkway improvements, and LED light replacements.
- The COVID-19 pandemic has created challenges/pressures.
- As a result, many project timelines will be impacted.
- Brandon Upton also highlighted how staff would like to move towards a multi-year planning process for capital projects.
- Design work would take place in year 1 and construction in year 2, which would help staff to better leverage funding opportunities.

- A NCHC Director inquired if quarterly updates on capital projects can be provided.
- A Board Member also asked about receiving statistics on NCHC services and Rebecca Carman indicated that staff plan to develop business indicators.

Moved by: Lou Rinaldi  
Seconded by: John Hill

“Now Therefore Be It Resolved That the NCHC Board of Directors receives the verbal update on the impact of COVID-19 to the 2021 Capital Program for information.”

Disposition: Carried

## **12. Move to Closed Session**

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

Matters concerning contract negotiations carried out on behalf of the NCHC:  
Brandon Upton permitted to stay for this item.

Matters concerning tenant relations.

Matters concerning property acquisition: Lisa Horne, Director of Community and Social Services, Maddison Ellis, Deputy Clerk, and Rebecca Carman permitted to stay for full duration. Sarah Tanner, Community Services Manager permitted to stay for this item.

Moved by: Lou Rinaldi  
Seconded by: Gail Latchford

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

Disposition: Carried

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

Moved by: John Hill  
Seconded by: Gail Latchford

“Now Therefore Be It Resolved That the NCHC Board return to open session at 2:53 p.m.



That the confidential resolutions moved in Closed Session regarding direction for acquisition of land are hereby referred to Council for adoption; and

Further Be It Resolved That Council direct staff to proceed as per the discussion."

Disposition: Carried

**14. Next Meeting**

Wednesday, February 24, 2020

**15. Adjournment at 2:53 pm**