



Meeting of Board of Directors Minutes

Wednesday, April 28, 2021

1:30 p.m. – 3:00 p.m.

Northumberland County

Teleconference Meeting

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

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

Board Members' Regrets: N/A

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

- 1. Called to Order at 1:31 p.m.**
- 2. Territorial Land Acknowledgement**
- 3. Approval of the Agenda**

Moved by: Anneke Russell

Seconded by: Lou Rinaldi

“**That** the agenda for the April 28, 2021 meeting of the Northumberland County Housing Corporation Board of Directors be approved.”

Disposition: Carried

- 4. Declarations of Interest**

- No declarations

- 5. Approval of Minutes**

Moved by: Neil Ellis

Seconded by: Jennifer Moore

“That the minutes of the March 24, 2021 meeting of the Northumberland County Housing Corporation be approved.”

Disposition: Carried

6. Discussion on Vice-Chair Vacancy

- Chair Gil Brocanier indicated that the NCHC Board of Directors received a resignation notice from Vice-Chair John Hill.
- Chair Brocanier sent a letter on behalf of the Board accepting John Hill’s resignation with regret and thanking him for his service.

Moved by: Lou Rinaldi

Seconded by: Doug Bates

“Whereas John Hill, Vice-Chair of the Northumberland County Housing Corporation (NCHC) tendered his written resignation on March 26, 2021; and

Whereas the NCHC Board of Directors accepted John Hill’s resignation with regret; and

Whereas Northumberland County By-law 2020-26 ‘By-law No. 1 for Northumberland County Housing Corporation’ prescribes the NCHC Board composition shall consist of a maximum of thirteen (13) individuals, those being: a minimum of six (6) Members of the Public, two (2) members of Northumberland County Council, and one (1) County staff person, for a minimum total of nine (9) individuals; and

Whereas the NCHC Board of Directors had nine (9) Members of the Public including John Hill; and

Whereas the NCHC Board of Directors now has eight (8) Members of the Public; and

Be It Resolved That the Northumberland County Housing Corporation recommends to the Corporation of the County of Northumberland (the Shareholder) that John Hill’s resignation be accepted and that the total Board membership be changed from twelve (12) to eleven (11) with a review of the number of Board members to take place in October 2021; and

Further That a Vice-Chair position be elected from the existing Members at the next NCHC Annual General Meeting on May 26, 2021.”

7. First Quarter Financial Update

Moved by: Gail Latchford
Seconded by: Lindsey Reed

“**That** the NCHC Board of Directors receives the first quarter financial update for information.”

Disposition: Carried

8. First Quarter Capital Projects Update

- Brandon Upton provided an update on 2021 NCHC capital projects.
- He explained that there has been supply chain disruptions due to the on-going COVID-19 and discussed impacts to projects.

Moved by: Lou Rinaldi
Seconded by: Lindsey Reed

“**That** the NCHC Board of Directors receives the first quarter capital project update for information.”

Disposition: Carried

9. Director and Corporate Liability Update

Moved by: Gail Latchford
Seconded by: Neil Ellis

“**That** the NCHC Board of Directors receives the memo from Robins Appleby regarding director and corporate liability for information.”

Disposition: Carried

10. Annual General Meeting – May 26, 2021

Chair Gil Brocanier asked NCHC Directors to give consideration to nominations for the vacant Vice-Chair position.

Moved by: Anneke Russell
Seconded by: Jennifer Moore

“**Whereas** the NCHC Annual General Meeting is scheduled for May 26, 2021;
and

Be It Resolved That staff provide this date to the shareholder, as is required under the Corporate by-laws.”

Disposition: Carried

[Doug Bates left the meeting at 2:00 p.m.]

11. NCHC Policy Review and Discussion

- Rebecca Carman explained that the full suite of NCHC policies is currently under review and that policies are being brought forward to the Board for feedback.
- She explained that the Board will be asked to approve the entire package of policies at once, in order to ensure that policies come into effect on the same date and will therefore have the same review period.
- In addition, Rebecca Carman highlighted that several historic policies were adopted as Northumberland County policies and therefore must be repealed by County Council.
- She noted that policies are being reviewed by appropriate staff members as well as legal counsel when required.
- A standard NCHC policy template has also been developed.
- Rebecca Carman and Treasurer Lindsey Reed provided an overview of the annual renewal policy, the complaints policy as well as the use of common rooms policy.
- NCHC Directors provided feedback on the policies.

Moved by: Lindsey Reed

Seconded by: Gail Latchford

“**That** the NCHC Board of Directors receives the presented policies for information, noting that the policies will be brought forward as amended for approval at a future meeting as part of the full NCHC policy manual.”

Disposition: Carried

12. 473 Ontario Street

- Rebecca Carman provided a verbal update on the 473 Ontario Street project, highlighting that staff have requested three quotes for a net feasibility study.
- She reminded Directors that FCM funding was received in order to conduct a feasibility study.
- Staff anticipate that the net-zero feasibility study work will begin in May.

- Rebecca Carman also explained that staff are looking to pursue construction management for this project.

Moved by: Lou Rinaldi
Seconded by: Daniel Quesada Rebolledo

“That the NCHC Board of Directors receives the verbal update regarding the 473 Ontario Street project for information.”

Disposition: Carried

13. Move to Closed Session

Moved by: Anneke Russell
Seconded by: John Henderson

“That the NCHC Board of Directors proceed with the next portion of the meeting, being closed to the public at 2:41 p.m. as permitted under the Municipal Act Section 239.(2a) in order to address matters pertaining to the security of the property of the municipality or local board, and that Lisa Horne, Maddison Ellis, Rebecca Carman, and Brandon Upton remain present; and

Further That the meeting is closed to the public as permitted under the Municipal Act Section 239.(2c) in order to address matters pertaining to a proposed or pending acquisition or disposition of land by the municipality or local board, and that Lisa Horne, Maddison Ellis and Rebecca Carman remain present.”

Disposition: Carried

14. Motion to Rise and Results from Closed Session

Moved by: Anneke Russell
Seconded by: Neil Ellis

“That the NCHC Board of Directors rise from Closed Session at 3:00 p.m.; and

Further That the confidential resolution moved in Closed Session regarding the security of the property of the municipality or local board is hereby referred to the Board for adoption; and

Further That the confidential resolution moved in Closed Session regarding a proposed or pending acquisition or disposition of land by the municipality or local board is hereby referred to the Board for adoption.”



Disposition: Carried

15. Next Meeting

Wednesday, May 26, 2021

Note: Start time of 1:00 p.m. for Annual General Meeting

16. Adjournment

Moved by: Anneke Russell

Seconded by: Neil Ellis

"That the NCHC Board of Directors adjourn at 3:01 p.m."

Disposition: Carried