



Meeting of Board of Directors Minutes

April 27, 2022

1:30 p.m. – 3:00 p.m.

Northumberland County

Zoom Video Conference

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

Board Members Present In-Person: Jennifer Moore

Board Members' Regrets: County Councillor Gail Latchford

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

1. Call to Order

- Chair Gil Brocanier called the meeting to order at 1:31 p.m. and welcomed County staff members Bill Smith (Housing Services Operations Supervisor) and Wayne Kernohan (Senior Maintenance Technician) to the meeting.

2. Territorial Land Acknowledgement

Gil Brocanier

3. Approval of the Agenda

Moved by: Anneke Russell

Seconded by: John Henderson

“**That** the agenda for the April 27, 2022 meeting of the Northumberland County Housing Corporation Board of Directors be approved.”

Disposition: **Carried**

4. Declaration of Interest

- No declarations

5. Approval of Minutes

Minutes of March 23, 2022

Moved by: Lou Rinaldi
Seconded by: Jennifer Moore

“**That** the minutes of the March 23, 2022 meeting of the Board of the Northumberland County Housing Corporation be approved.”

Disposition: **Carried**

6. Quarter 1 Financial Update

- Angie Turpin provided an update on the NCHC’s quarter 1 financial results.
- Chair Brocanier asked a question regarding tenant income.
- Rebecca Carman discussed the impact government benefits such as the Canada Emergency Response Benefit (CERB) has had on tenant income and the difficulties determining a baseline number.
- A discussion also took place on the increase to Facilities staffing levels, and associated cost savings as more work can be completed in-house.

Moved by: Anneke Russell
Seconded by: Lou Rinaldi

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

Disposition: **Carried**

7. Quarter 1 Capital Update

- Brandon Upton provided a detailed update on completed projects.
- Brandon also discussed the 330 King Street watermain replacement project, noting that this project is a significant undertaking.
 - Rebecca Carman outlined the financing strategy, indicating that COCHI/OPHI funding allocations have yet to be received.
 - Due to the urgency of this project, staff recommend that the project work begin as soon as possible and have developed a secondary financing strategy if required.
- Brandon also provided an overview of the Facilities organizational chart, highlighting the addition of new staffing positions.

Moved by: Lou Rinaldi
Seconded by: Daniel Quesada-Rebolledo

“**That** the NCHC Board of Directors receive the first quarter capital report for information; and

Further That the Board approve the initialization of the design work for the watermain replacement project at 330 King Street, Cobourg, pending formal funding confirmation from the Service Manager; and

Further That the Board approve a financing strategy for this work to include firstly a use of COCHI/OPHI funding pending 2022 allocation to the extent possible, secondly 2022 operating surplus to the extent possible if COCHI/OPHI funding insufficient and lastly a draw from the maintenance reserves if required up to the amount of \$19,000.”

Disposition: **Carried**

8. Automated Laundry Vending Services Procurement

- Rebecca Carman indicated that laundry machines (washers and dryers) are reaching end-of-life and staff are recommending a shift to an automated laundry vending service contract.
- Rebecca noted that this is becoming an industry standard among housing corporations/providers and that staff have reviewed Request for Proposals from other jurisdictions.
- Cost sharing model for revenue.
- The reduction in revenue from laundry services will be offset by a decrease in the cost of maintenance and repairs.
- Staff will develop a communication plan for tenants and offer orientation / training.

Moved by: Anneke Russell
Seconded by: Lindsay Reed

“**That** the NCHC Board of Directors direct staff to proceed with the procurement of automated laundry vending services for all NCHC buildings; and

Further That the Board approve the increased laundry fees as outlined in the report at the commencement of the new service agreement.”

Disposition: **Carried**

9. NCHC Policy Review

- Rebecca Carman provided a high-level overview of the policies.

Moved by: Anneke Russell
Seconded by: Lindsey Reed

“**That** the NCHC Board of Directors receive the presented policies (‘No Smoking’, ‘Inspections’, ‘Past Tenant Arrears’, and ‘Current Tenant Arrears’) for information,

noting that the policies will be brought forward for approval at a future meeting as part of the full NCHC policy manual.”

Disposition: **Carried**

10. YARDI Implementation Update

- Rebecca Carman indicated that the transition to YARDI has been challenging for tenants due to implementation issues.
- Staff are recommending that tenants be given a small token of appreciation such as a \$10.00 Northumberland Eats vouchers.
- Electronic messaging boards were very helpful during implementation process.

Moved by: Anneke Russell

Seconded by: Neil Ellis

“**That** the NCHC Board of Directors receive the report on the YARDI Implementation Update for information; and

Further That Board direct County staff to send correspondence to all tenants and include a small token of gratitude for their patience.”

Disposition: **Carried**

11. 2022 Annual General Meeting

- Rebecca Carman indicated the NCHC Annual General Meeting (AGM) is scheduled for May 25, 2022 at 1:00 p.m. and that staff have secured a speaker from the York Region Housing Corporation.
- At the AGM, it is anticipated that the shareholder will confirm the addition of a thirteenth director position on the Board, and formally appoint the two new Directors, Cathy Borowec and Steve Gilchrist to the NCHC Board of Directors.

Moved by: Victor Fiume

Seconded by: Doug Bates

“**Whereas** the NCHC Annual General Meeting is scheduled for May 25, 2022 at 1:00 p.m.; and

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

Disposition: **Carried**

12. New Business

N/A

13. Move to Closed Session

Moved by: Anneke Russell

Seconded by: Neil Ellis

"**That** the NCHC Board of Directors proceed with the next portion of the meeting, being closed to the public at 2:23 p.m.; and

Further That the meeting is closed to the public as permitted under the Municipal Act Section 239 (2c) in order to address a matter pertaining to a proposed or pending acquisition or disposition of land by the municipality or local board; and

Further That the meeting is closed to the public as permitted under the Municipal Act Section 239 (2c) in order to address a second matter pertaining to a proposed or pending acquisition or disposition of land by the municipality or local board; and

Further That the meeting is closed to the public as permitted under the Municipal Act Section 239 (2b) in order to address personal matters about an identifiable individual, including municipal or local board employees or tenants; and

Further That Lisa Horne, Rebecca Carman, Bill Smith, and Maddison Ellis remain present for all items."

Disposition: **Carried**

[Jennifer Moore left meeting at 3:12 p.m.]

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 3:14 p.m.; and

Further That the three confidential resolutions moved in Closed Session regarding: two property matters, and one personal matters about an identifiable individual, are hereby referred to the Board for adoption."



Disposition: **Carried**

15. Next Meeting

Wednesday, May 25, 2022

16. Adjournment

- The meeting adjourned at 3:15 p.m.