



Meeting of Board of Directors Minutes

June 22, 2022

1:30 p.m. – 3:00 p.m.

Northumberland County

Zoom Video Conference

Board Members Present (virtual): Chair Gil Brocanier, Cathy Borowec, Neil Ellis, Victor Fiume, Steve Gilchrist, County Councillor Gail Latchford, Daniel Quesada-Rebolledo, Lindsey Reed, Lou Rinaldi, Anneke Russell

Board Members Present in Person: Jennifer Moore

Board Members' Regrets: Doug Bates, County Councillor John Henderson

Staff: Rebecca Carman (staff member appointed by Board), Regine Climaco, Nancy MacDonald, Cheryl Sanders, Bill Smith, Brandon Upton

1. Call to Order – 1:31pm

- Chair Gil Brocanier called the meeting to order at 1:31 p.m.

2. Territorial Land Acknowledgement

Gil Brocanier

3. Approval of the Agenda

Moved by: Anneke Russell

Seconded by: Victor Fiume

“**That** the agenda for the June 22, 2022 meeting of the Northumberland County Housing Corporation Board of Directors be approved.”

Disposition: **Carried**

4. Declaration of Direct, Indirect or Deemed Pecuniary Interest or Disqualifying Interest

- No declarations.

5. Approval of Minutes

Minutes of May 25, 2022 and Minutes of May 25 Annual General Meeting.

Moved by: Daniel Quesada-Rebolledo
Seconded by: Neil Ellis

“**That** the minutes of the May 25, 2022 regular meeting of the Board and the May 25 Annual General Meeting of the Northumberland County Housing Corporation be approved.”

Disposition: **Carried**

6. Shareholder Minutes

Shareholder Minutes of Annual General Meeting, May 25, 2022

Moved by: Victor Fiume
Seconded by: Anneke Russell

“**That** the Shareholder Minutes of the May 25, 2022 Annual General Meeting of the Northumberland County Housing Corporation be received for information.”

Disposition: **Carried**

7. Elgin Park Redevelopment – Major Capital Project Update

- Regine Climaco, Project Coordinator, Major Capital Projects provided a verbal update on the Elgin Park Redevelopment project.

Moved by: County Councillor Gail Latchford
Seconded by: Anneke Russell

“**That** the NCHC Board of Directors receive the Elgin Park Redevelopment update for information.”

Disposition: **Carried**

8. Elgin Park Redevelopment – Confirmation of Co-Investment Funding

- Rebecca Carman, Housing Services Manager provided a verbal update on the Confirmation of Co-investment Funding.

Moved by: Jennifer Moore
Seconded by: Victor Fiume

“**That** the NCHC Board of Directors approve the Co-Investment Funding Contribution and authorize the signing authorities to execute the contribution

agreement, pending staff's final review of the agreement and satisfaction in the agreement terms."

Disposition: **Carried**

9. Facilities Maintenance Standard Operating Procedure Manual RFP

- Rebecca Carman, Housing Services Manager provided a high-level overview of the Facilities Maintenance Standard Operating Procedure Manual RFP.
- There is a 12-to-18-month timeframe for development and certain standard operating procedures (SOP's) are required.

Moved by: Anneke Russell

Seconded by: Neil Ellis

"**That** the NCHC Board of Directors receive the Facilities Maintenance Standard Operating Procedures Manual RFP report for information, and direct staff to proceed as discussed and outlined in the 2022 NCHC Budget."

Disposition: **Carried**

10. 2022 Annual Inspection Findings

- Bill Smith, Housing Services Operations Supervisor provided an update of the 2022 Annual Inspection Findings.
- Discussed potential underlying reasons of hording and if delayed inspections or inconvenience contribute to that.
- Supports and assistance are available for hording cases and funds are allocated to eviction prevention. NCHC provides an initial cleaning of the unit, prior to being referred to the Community Care Weekly Housekeeping Program. Tenants are expected to take over the ongoing costs after the assisted cleanup.

Moved by: Neil Ellis

Seconded by: Anneke Russell

"**That** the NCHC Board of Directors receive the Annual Inspection Findings report for information."

Disposition: **Carried**

11. Housing Services Manager Update – Advocacy and Legislative Changes

- Rebecca Carman, Housing Services Manager provided a verbal update.
- Legislation on asset limits will be introduced. Some tenants may be at risk of losing subsidy. Service Managers will set limits, and no grandfathering is allowed.
- New staff coming onboard.
- Developing education on co-operative and non-profit housing which details services provided.

Moved by: Cathy Borowec

Seconded by: Jennifer Moore

“That the NCHC Board of Directors receive the update from the Housing Services Manager for information.”

Disposition: **Carried**

12. New Business

- Chair Gil Brocanier commented that Lakefront Utilities recently announced that they have approved an 18-23% increase from Enbridge Gas for the cost of natural gas, effective July 1, 2022. This could affect the 2022 budget for the last half of the year.
- Chair Brocanier requested that information on potential future meeting formats be brought forward to the Committee when information is available.

13. Move to Closed Session

Moved by: Anneke Russell

Seconded by: Daniel Quesada-Rebolledo

“That the NCHC Board of Directors proceed with the next portion of the meeting, being closed to the public at 2:09 p.m.; and

Further That the meeting is closed to the public as permitted under the Municipal Act Section 239 (2b) in order to address three matters relating to personal matters about an identifiable individual, including municipal or local board employees or tenants and that Lisa Horne, Nancy MacDonald, Rebecca Carman, and Bill Smith 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 2:33 p.m.; and

Further That the confidential resolution moved in Closed Session regarding personal matters about identifiable individuals is hereby referred to the Board for adoption."

Disposition: **Carried**

15. Next Meeting

- Wednesday, July 27, 2022, 1:30 p.m.

16. Adjournment

- Meeting adjourned at 2:35 p.m.