



## **Meeting of Board of Directors Minutes**

**July 27, 2022**

**1:30 p.m. – 3:00 p.m.**

Northumberland County

Zoom Video Conference

**Board Members Present (virtual):** Vice Chair Victor Fiume, Cathy Borowec, Neil Ellis, Steve Gilchrist, County Councillor John Henderson, County Councillor Gail Latchford, Lindsey Reed

**Board Members Present in Person:** Jennifer Moore

**Board Members' Regrets:** Doug Bates, Gil Brocanier, Lou Rinaldi, Anneke Russell, Daniel Quesada-Rebolledo

**Staff:** Rebecca Carman (staff member appointed by Board), Regine Climaco, Maddison Ellis, Denise Marshall, Cheryl Sanders, Bill Smith, Angie Turpin

### **1. Call to Order**

- Vice Chair Victor Fiume called the meeting to order at 1:31 p.m.

### **2. Territorial Land Acknowledgement**

### **3. Approval of the Agenda**

**Moved by: Steve Gilchrist**

**Seconded by: Lindsey Reed**

**"That** the agenda for the July 27, 2022 meeting of the Northumberland County Housing Corporation Board of Directors be approved."

Disposition: **Carried**

### **4. Declarations of Interest**

- No declarations

### **5. Approval of Minutes**

Minutes of June 22, 2022

**Moved by: Gail Latchford**

**Seconded by: John Henderson**

“**That** the minutes of the June 22, 2022 meeting of the Northumberland County Housing Corporation be approved.”

Disposition: **Carried**

## 6. Quarter 2 Financial Update

- Angie Turpin provided an update on the NCHC’s quarter 2 financial results.

**Moved by: Jennifer Moore**

**Seconded by: Neil Ellis**

“**That** the NCHC Board of Directors receive the ‘Quarter 2 Financial Update’ for information.”

Disposition: **Carried**

## 7. Quarter 2 Capital Update

- Rebecca Carman provided a high-level update on completed projects.

**Moved by: Cathy Borowec**

**Seconded by: Gail Latchford**

“**That** the NCHC Board of Directors receive the ‘Quarter 2 Capital Update’ for information.”

Disposition: **Carried**

## 8. Hybrid Meetings and Electronic Participation

- Maddison Ellis provided a high-level overview of the report ‘Hybrid Meetings and Electronic Participation’.
- Maddison noted that staff are still navigating the logistics and processes of hybrid meetings for Standing Committee and County Council meetings and will require time before the hybrid model can be implemented for NCHC meetings.
- Maddison also indicated that NCHC by-laws would need to be updated to include hybrid meeting provisions.
- Discussion ensued regarding expectations of staff and board members when using a hybrid meeting model.
- Lindsay Reed indicated that the timing of afternoon meetings can be challenging due to work commitments.

**Moved by: Steve Gilchrist**

**Seconded by: Neil Ellis**

**“That** the NCHC Board of Directors, having considered the report ‘Hybrid Meeting and Electronic Participation’, hereby adopt the following criteria regarding Electronic Participation at NCHC Board Meetings:

- Staff are expected to attend meetings in person, unless otherwise approved by the Chair;
- NCHC Directors can participate electronically for any reason;
- Members shall provide advance notice to the County Deputy Clerk of their intent to participate electronically, preferably no later than 12 hours prior to the scheduled meeting time (if possible);
- The Chair may decide if a meeting will take place in-person only (no Hybrid option for NCHC Directors);
- The Public may attend in-person or virtually.”

**Further That** the NCHC Board direct staff to initiate a review of corporate by-laws to include language to allow for hybrid meetings and bring forward the revised version to a future NCHC meeting, for enactment at a future date.”

Disposition: **Carried**

## **9. Community Barbeque Events – August 2022**

- Rebecca Carman provided an overview of the barbeque events that are scheduled to take place in each member municipality.
- A formal invitation will be sent to County Council members, as well as to the MP and MPP.
- NCHC Board members are also invited to attend.

**Moved by: Gail Latchford**

**Seconded by: Neil Ellis**

**“That** the NCHC Board of Directors receive the verbal update regarding the ‘Community Barbeque Events’ for information.”

Disposition: **Carried**

## **10. New Business**

- Vice Chair Victor Fiume reminded NCHC Directors to sign and submit the Director Incumbency Forms for Co-Investment Funding to Rebecca Carman.

## 11. Move to Closed Session

**Moved by: Steve Gilchrist**  
**Seconded by: Gail Latchford**

"**That** the NCHC Board of Directors proceed with the next portion of the meeting, being closed to the public at 2:16 p.m.; and

**Further That** the meeting is closed to the public as permitted under the Municipal Act Section 239 (2k) in order to address matters pertaining to a position, plan, procedure, criteria or instruction to be applied to infrastructure negotiations carried on or to be carried on behalf of the municipality or local board, and that Regine Climaco, and Denise Marshall remain present; and

**Further That** the meeting is closed to the public as permitted under the Municipal Act Section 239 (2k) in order to address matters pertaining to a position, plan, procedure, criteria or instruction to be applied to infrastructure negotiations carried on or to be carried on behalf of 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 matters 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** Rebecca Carman, Bill Smith, Cheryl Sanders, and Maddison Ellis remain present for all items."

Disposition: **Carried**

## 12. Motion to Rise and Results from Closed Session

**Moved by: Steve Gilchrist**  
**Seconded by: Jennifer Moore**

"**That** the NCHC Board of Directors rise from Closed Session at 3:11 p.m.; and

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

Disposition: **Carried**



**13. Next Meeting**

- Wednesday, August 31, 2022, 1:30 p.m.

**14. Adjournment**

- Meeting adjourned at 3:12 p.m.