



Meeting of Board of Directors Minutes

October 26, 2022

1:30 p.m. – 3:00 p.m.

Northumberland County

Zoom Video Conference

Board Members Present (virtual):

Chair Gil Brocanier, Doug Bates, 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: Cathy Borowec, Neil Ellis, County Councillor John Henderson.

Staff:

- Rebecca Carman, Housing Services Manager (Appointed by Board)
- Regine Climaco, Project Coordinator
- Glenn Dees, Director of Finance / Treasurer
- Lisa Horne, Director of Community & Social Services
- Susan Redford, Senior Financial Officer
- Cheryl Sanders, Deputy Clerk
- Bill Smith, Housing Services Operations Supervisor
- Angie Turpin, Financial Planning Services Manager
- Brandon Upton, Facilities Manager.

1. Call to Order

- Chair Gil Brocanier called the meeting to order at 1:32 p.m.

2. Territorial Land Acknowledgement

Gil Brocanier

3. Approval of the Agenda

Moved by: Anneke Russell

Seconded by: Steve Gilchrist

“**That** the agenda for the October 26, 2022 meeting of the Northumberland County Housing Corporation Board of Directors be approved, as amended, to include a time sensitive Closed Session item to address matters pertaining to a proposed or pending acquisition or disposition of land by the municipality or local board.”

Disposition: **Carried**

4. Declaration of Interest

- No declarations

5. Approval of Minutes

Minutes of September 28, 2022

Moved by: Lou Rinaldi

Seconded by: Jennifer Moore

“**That** the minutes of the September 28, 2022 meeting of the Northumberland County Housing Corporation be approved.”

Disposition: **Carried**

6. Elgin Park Redevelopment Update

- Regine Climaco provided a high-level overview of the Elgin Park Redevelopment project and highlighted existing change orders.
- Discussion ensued regarding project schedule, financial expectations and if targets are being met.
- Rebecca Carman noted that there have been no complaints from tenants to date in regard to the impacts from construction (i.e. dust and noise).

Moved by: Gail Latchford

Seconded by: Victor Fiume

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

Disposition: **Carried**

[Daniel Quesado-Rebolledo left the meeting at 1:45 p.m. and rejoined the meeting at 1:50 p.m.]

7. Quarter 3 Financial Update

- Angie Turpin provided a detailed update on the Quarter 3 Financial Update.

Moved by: Victor Fiume

Seconded by: Lindsey Reed

“**That** the NCHC Board of Directors receive the Quarter 3 Financial Update for information.”

Disposition: **Carried**

8. Quarter 3 Capital Update

- Brandon Upton provided a high-level overview of the Quarter 3 Capital Update.
- Brandon noted that projects are moving along well, however impacts from the COVID-19 pandemic are still a factor.

Moved by: Steve Gilchrist

Seconded by: Jennifer Moore

“**That** the NCHC Board of Directors receive the Quarter 3 Capital Update for information.”

Disposition: **Carried**

9. 2022 Carry-over Recommendations

- Rebecca Carman provided an overview of the 2022 Carry-over Recommendations.
- Rebecca noted that projects identified for carry-over will not be complete by year end and are in consideration of carry-over into 2023.

Moved by: Gail Latchford

Seconded by: Anneke Russell

“**That** the NCHC Board of Directors approve the following carryovers:

- \$25,000 for the completion of the Facilities Management Standard Operating Procedures (SOP) Manual; and
- \$55,000 for the HVAC replacement at 45 Wellington Street; and
- \$10,000 for the HWT design at 43 Wellington Street; and
- \$20,000 for lift modernization design at 111 Front Street and 6 Percy Street.

Further That the NCHC Board of Directors authorize staff to amend these amounts based on any final invoices, prior to the Northumberland County Council deadline; and

Further That the NCHC Board of Directors refer these carryovers to County Council for approval as sole shareholder.”

Disposition: **Carried**

10. Provincial Program Underspending Reallocation – Contingent Approval

- Rebecca Carman provided a verbal update on Provincial Program Underspending Reallocation.
- Rebecca explained that this is an annual approval request, by which the County, as Service Manager must allocate all Provincial funding by December 31, 2022. Staff are seeking the Boards approval to reallocate any identified budget savings to the 2023 fiscal year.

Moved by: Anneke Russell

Seconded by: Lou Rinaldi

“That the NCHC Board of Directors authorize any further allocations from Ontario Priorities Housing Initiative and/or Canada-Ontario Community Housing Initiatives year 3 or 4 funding as identified by the Service Manager be approved and directed toward an appropriate capital project; and

Further That the Board direct signing authorities for the NCHC to enter into any subsequent agreements with the Service Manager to secure this funding.”

Disposition: **Carried**

[Daniel Quesado-Rebolledo left the meeting at 1:57 p.m.]

11. NCHC 2023 Budget

- Angie Turpin provided a detailed overview of the NCHC 2023 Budget.
- Angie noted that a 15% increase in insurance rates has been made to substantiate the rise in building values.
- An estimate for Elgin Park property taxes has been included in the 2023 budget. Angie will determine if insurance has been accounted for as well.
- Discussion ensued regarding the budgeted increase to utilities and if a potential rise in prices have been accounted for. Brandon Upton commented that every building is reviewed independently. Budget is tempered with actuals to see if there is an upward trend. Building upgrades such as LED lights and high efficiency gas furnaces contribute to increased energy efficiency.
 - **NCHC 2023 Business Plan**
 - Rebecca Carman provided an overview of the NCHC 2023 Business Plan.
 - **Capital Plan Review**
 - Brandon Upton provided an overview of the Capital Plan Review.

Moved by: Lindsey Reed

Seconded by: Anneke Russell

“That the NCHC Board of Directors receive the NCHC 2023 Business Plan and Capital Plan Review for information; and

Further That the Board approve the 2023 NCHC Budget as presented and referred to the Shareholder for consideration in the broader 2023 Northumberland County Budget.”

Disposition: **Carried**

12. New Business

N/A

13. *Move to Closed Session

Moved by: Anneke Russell

Seconded by: Lou Rinaldi

"That the NCHC Board of Directors proceed with the next portion of the meeting, being closed to the public at 2:17 p.m.; and

Further That the meeting is closed to the public as permitted under the Municipal Act Section 239(2.b) in order to address a matter pertaining to personal matters about an identifiable individual, including municipal or local board employees or tenants and that Lisa Horne, Rebecca Carman, Bill Smith, Brandon Upton, and Cheryl Sanders remain present; and

Further That the meeting is closed to the public as permitted under the Municipal Act Section 239(2.b) in order to address a matter pertaining to personal matters about an identifiable individual, including municipal or local board employees or tenants and that Lisa Horne, Rebecca Carman, Bill Smith, and Cheryl Sanders 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, Rebecca Carman, Bill Smith, and Cheryl Sanders.”

Disposition: **Carried**

14. *Motion to Rise and Results from Closed Session

Moved by: Victor Fiume

Seconded by: Gail Latchford

"**That** the NCHC Board of Directors rise from Closed Session at 2:52 p.m.; and

Further That the two confidential resolutions moved in Closed Session regarding personal matters about an identifiable individual and a matter pertaining to a proposed or pending acquisition or disposition of land by the municipality or local board, be hereby referred to the Board for adoption."

Disposition: **Carried**

15. Next Meeting

- Wednesday, November 23, 2022

16. Adjournment

Moved by: Steve Gilchrist
Seconded by: Lindsey Reed

"**That** the meeting be adjourned at 2:53 p.m."

Disposition: **Carried**