



Meeting of Board of Directors Minutes

November 23, 2022

1:30 p.m. – 3:00 p.m.

Northumberland County

Zoom Video Conference

Board Members Present (virtual):

Chair Gil Brocanier, Doug Bates, Cathy Borowec, Victor Fiume, Steve Gilchrist, Lindsey Reed, Lou Rinaldi.

Board Members' Regrets: Neil Ellis, Jennifer Moore, Daniel Quesada-Rebolledo, Anneke Russell.

Staff:

- Rebecca Carman, Housing Services Manager (Appointed by Board)
- Regine Climaco, Project Coordinator
- Denise Marshall, Director Public Works
- Darrell Mast, Municipal Solicitor
- Christopher Reuse, Manager Major Capital Projects
- Cheryl Sanders, Deputy Clerk
- 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.

[Cathy Borowec joined the meeting at 1:34 p.m.]

2. Territorial Land Acknowledgement

Gil Brocanier

3. Approval of the Agenda

Moved by: Lou Rinaldi

Seconded by: Steve Gilchrist

“That the agenda for the November 23, 2022 meeting of the Northumberland County Housing Corporation Board of Directors be approved as amended to include a time sensitive item regarding potential funding from CMHC.”

Disposition: **Carried**

4. Declaration of Interest

- No declarations.

5. Approval of Minutes

Minutes of October 26, 2022

Moved by: Victor Fiume

Seconded by: Lindsey Reed

“That the minutes of the October 26, 2022 meeting of the Northumberland County Housing Corporation be approved.”

Disposition: **Carried**

6. NCHC Board of Directors Resignation Letters

- Gil Brocanier noted that former County Councillors John Henderson and Gail Latchford have resigned from the Board in accordance with the end of Council term. Gil further suggested that a thank you letter be sent recognizing their years of service.

Moved by: Lou Rinaldi

Seconded by: Victor Fiume

“That the NCHC Board of Directors receive the resignation letters from John Henderson and Gail Latchford for information; and

Further That the NCHC Board of Directors send a letter of thanks to John Henderson and Gail Latchford for their service.”

Disposition: **Carried**

7. 2023-2027 NCHC Strategic Plan

Moved by: Steve Gilchrist

Seconded by: Victor Fiume

“That the NCHC Board of Directors approve the ‘2023-2027 Strategic Plan’ as presented; and

Further That the Board direct staff to present the ‘2023-2027 Strategic Plan’ to County Council, as shareholder for information purposes.”

Disposition: **Carried**

8. *Corporate By-law Update

[Corporate By-law was appended to agenda prior to meeting]

Moved by: Lou Rinaldi

Seconded by: Cathy Borowec

“That the NCHC Board of Directors approve the revised NCHC Corporate By-laws as presented; and

Further That the NCHC Board of Directors refer the revised NCHC Corporate By-laws to County Council for approval as shareholder, noting that upon County Council approval, the existing NCHC Corporate By-laws will be considered repealed and replaced with the revised version.”

Disposition: **Carried**

9. Chargeback Policy and Update on Project Status

Moved by: Lindsey Reed

Seconded by: Victor Fiume

“That the NCHC Board of Directors receive the ‘Chargeback Policy’ for information, noting that this policy will be brought forward for approval at a future meeting as part of the full NCHC policy manual.”

Disposition: **Carried**

10. Housing Services Operations Report

- Rebecca Carman provided a high-level overview of the Housing Services Operations Report, noting that staff recommend the Board receive quarterly reports.
- Lou Rinaldi highlighted the importance in receiving occupancy rate updates. Rebecca responded that supply chain delays are affecting the speed in

turnover rate, however no units are in the process of being turned over and released.

Moved by: Steve Gilchrist
Seconded by: Cathy Borowec

“That the NCHC Board of Directors receive the ‘Housing Services Operations Report’ for information.”

Disposition: **Carried**

11. End of Year Housekeeping

- Rebecca Carman provided a verbal update regarding end of year housekeeping items.
- Rebecca noted that Board meetings will continue to be virtual into the new year. The revised NCHC Corporate By-laws will go to County Council for approval and additional resourcing will need to be determined for hybrid meetings.
- Council representatives will be appointed to the Board at the December 14th County Council meeting.
- An emergency Board meeting may be required between now and the end of the year for any time sensitive items.

Moved by: Victor Fiume
Seconded by: Lou Rlnaldi

“That the NCHC Board of Directors receive the verbal update regarding ‘End of Year Housekeeping’ for information.”

Disposition: **Carried**

12. *Potential Funding from CMHC

- Rebecca Carman provided a detailed overview of potential funding from CMHC.
- Rebecca noted that this funding is only open to local housing corporations. CMHC is offering \$10,000 per unit or 30% of the total repair cost (whichever is less).
- An energy efficiency reduction of 25% is required for projects over the next 3 years, however the CMHC will consider energy efficiency upgrades made

over the past two years toward the reduction in repairs. Staff are working to identify projects that meet this definition.

Moved by: Lou Rinaldi
Seconded by: Cathy Borowec

“That the NCHC Board of Directors direct staff to express interest to the Canadian Housing and Mortgage Corporation (CMHC) for repair funding contribution over the next 3 years; and

Further that the Board direct signing authorities for the NCHC to execute commitment, as and if required and to select projects best suited in accordance with Capital Plans, Building Condition Audits, and funding requirements.”

Disposition: **Carried**

13. New Business

- Discussion ensued regarding the impacts of Bill 23 on the NCHC.
- Darrell Mast noted that a verbal update was provided to County Council on November 9th, 2022, regarding Bill 23 and a letter was submitted to the Standing Committee on Heritage, Infrastructure and Cultural Policy.

14. Move to Closed Session

Moved by: Cathy Borowec
Seconded by: Steve Gilchrist

"That the NCHC Board of Directors proceed with the next portion of the meeting, being closed to the public at 2:31 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 confidential infrastructure negotiations, and that Rebecca Carman, Denise Marshall, Darrell Mast, Christopher Reuse, Regine Climaco, 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 Rebecca Carman, Darrell Mast and Cheryl Sanders remain present.”



Disposition: **Carried**

15. Motion to Rise and Results from Closed Session

Moved by: Steve Gilchrist
Seconded by: Cathy Borowec

"**That** the NCHC Board of Directors rise from Closed Session at 3:03 p.m.; and

Further That the two confidential resolutions moved in Closed Session regarding confidential infrastructure negotiations and a property matter, are hereby referred to the Board for adoption."

Disposition: **Carried**

16. Next Meeting

- Thursday, January 26, 2022, 1:30 p.m.

17. Adjournment

Moved by: Lou Rinaldi
Seconded by: Cathy Borowec

"**That** the meeting be adjourned at 3:04 p.m."

Disposition: **Carried**