

Northumberland County Housing Corporation

Board of Director Meeting - Minutes

Monday, July 22, 2019

10:30 a.m.

Northumberland County
555 Courthouse Road, Committee Room A
Cobourg Ontario

Present (Directors): Doug Bates, Gil Brocanier, Victor Fiume, John Henderson, John Hill, John Logel, Jennifer Moore, Daniel Quesada-Rebolledo, Lindsay Reed, Lou Rinaldi, Anneke Russell

Present (County staff): Rebecca Carman, Maddison Ellis

Regrets: Neil Ellis (Director)

Absent: n/a

1. Called to Order at 10:32 a.m.

- The meeting was called to order and Chair Brocanier welcomed everyone.

2. Approval of the Agenda

Moved By: John Logel

Seconded By: John Hill

That the Agenda for the July 22, 2019 meeting be approved.

Disposition: Carried

3. Declaration of Direct and Indirect Pecuniary Interest

- Chair Brocanier called for Declarations of Interest.
- no declarations

4. Approval of Minutes

Moved By: Victor Fiume

Seconded By: Lou Rinaldi

That the Minutes of the NCHC AGM Meeting and Board of Directors Meeting on June 24, 2019 be approved as circulated.

Disposition: Carried

5. Correspondence (attached)

- Chair Brocanier indicated that correspondence will be discussed at the next meeting.

Moved By: John Hill

Seconded By: Doug Bates

That the correspondence attached to the July 22, 2019 agenda be received for information.

Disposition: Carried

6. Approval of Purchased Services Agreement (Gil Brocanier)

Moved By: Victor Fiume

Seconded By: Lou Rinaldi

That the Purchased Services Agreement be approved as presented.

Disposition: Carried

7. Corporate By-law - Review and Revisions Gil Brocanier

- Chair Brocanier explained that the Corporate By-Law will be reviewed and amended over the course of the next few meetings.
- Recommended changes to Section 1.1 of By-Law No. 1:
 - D) Replace dssab service manager with Consolidated Municipal Services Manager;
 - G) Replace Social Housing Reform Act, 2000 with Housing Services Act, 2011;
 - H) Replace municipal service manager with Consolidated Municipal Services Manager;
 - L) Replace dssab service manager with Consolidated Municipal Services Manager;
 - M) Replace related service manager with Consolidated Municipal Services Manager; and
 - N) Replace service manager with Consolidated Municipal Services Manager.
 - Directors also instructed staff to ensure that updated definitions were reflected throughout the entire document.

Moved By: Lindsay Reed

Seconded By: John Logel

That the recommended changes to Section 1 of By-Law No. 1 be approved.

Disposition: Carried

- Directors recommended the following changes to Section 3.
- Recommended changes:
 - 3.1 The Board shall consist of no less than six (6) members of the public and shall consist of two (2) members of Northumberland County Council, and one (1) Northumberland County staff person. The maximum number of Directors shall be thirteen (13).
 - 3.2 Appointment/Election and Term
 - The Northumberland County Housing Corporation Board terms will align with the term of County Council.

- A Board Member may sit for a maximum of two consecutive terms.
- After the fulfillment of two consecutive terms, Members through written submission can apply for a sunset clause for up to an additional two years.
- The election of Officers will take place at the first meeting of each New Year.
- 3.3 Chair –Definition of chair will be moved to Section 6.
- 3.4 Removal – If a Director is absent for three consecutive meetings without acknowledgement to the Board Chair or Secretary, the Director will be atomically removed from the Board without exception.
- 3.5 Vacancies – The Shareholder may appoint a new Director to fill the vacancy upon the recommendation of the Board.

Moved By: John Logel

Seconded By: Anneke Russell

That the recommended changes to Section 3 of By-Law No. 1 be approved.

Disposition: Carried

- Directors will review Section 4 “Meeting of Directors” at the next meeting.

8. NCHC Assets – Presentation (attached) Rebecca Carman, Housing Services Manager

- Rebecca Carman provided a brief overview of the state of NCHC’s capital assets.
- Action: Staff will circulate the 10 Year Capital Plan with the next agenda.

9. Market Rent Levels (attached) Rebecca Carman

- Rebecca Carman spoke about market rents and highlighted to Directors how the market rents for the 344 rent-geared-to-income units are well below the average market rent for Northumberland County.

Moved By: Victor Fiume

Seconded By: Lou Rinaldi

That the NCHC Board of Directors direct staff to increase market rents of all units to be equivalent to the 2019 CMHC Average Market Rent, with future annual increases to be aligned with the Rent Increase Guidelines as released by the Ministry of Municipal Affairs and Housing (MMAH).

Disposition: Carried

10. Business Corporations Act – update Rebecca Carman

- Rebecca Carman indicated that corporate records must be updated with Directors’ contact information and inquired if Directors were okay with using County Headquarters (555 Courthouse Road, Cobourg, Ontario K9A 5J6) as their address.

Moved By: John Logel
Seconded By: Jennifer Moore

That the NCHC Board of Directors authorize staff to use the County address as Directors' addresses in order to update corporate records.

Disposition: Carried

11. Declarations of Board Members and Local Board Code of Conduct

- Maddison Ellis provided NCHC Board Members with information on Integrity Commissioner Services.

12. Delegations

- n/a

13. Closed Session

Chair Brocanier informed Directors of the need to move into closed session to receive an update from County staff regarding land acquisition and tenant relations.

Moved By: John Logel
Seconded By: John Henderson

That the NCHC Board of Directors move into closed session to receive an update from County staff regarding land acquisition and tenant relations.

Disposition: Carried

An update was provided in closed session.

Moved By: Victor Fiume
Seconded By: Lou Rinaldi

That the NCHC Board of Directors move out of Closed Session.

Disposition: Carried

14. Next Meeting

- **Monday, August 26, 2019, 10:30 a.m. 555 Courthouse Road, Committee Room A**
- Anneke Russell indicated that she is unable to attend the next meeting.

15. Adjournment

Moved By: Victor Fiume
Seconded By: John Logel

That the meeting adjourn at 12:09 p.m.

Disposition: Carried