

# Northumberland County Housing Corporation

## Meeting of Board of Directors

### Minutes

Monday, August 26, 2019

10:30 a.m. - 12:00 p.m.

Northumberland County  
555 Courthouse Road, Committee Room A  
Cobourg, Ontario

Present (Directors): D. Bates, G. Brocanier, N. Ellis, V. Fiume, J. Henderson, J. Hill, J. Moore, D. Quesada-Rebolledo, L. Reed, L. Rinaldi

Present (County Staff): R. Carman, A. Turpin, B. Upton, N. MacDonald

Regrets: J. Logel, A. Russell

Absent: n/a

#### 1. Call to Order

- Meeting was called to order at 10:31 a.m.

#### 2. Approval of the Agenda

Moved by: Doug Bates

Seconded By: County Councillor John Henderson

“That the agenda for the August 26, 2019 meeting be approved.”

Disposition: Carried

#### 3. Declaration of Direct and Indirect Pecuniary Interest

- no declarations

#### 4. Approval of Minutes

Moved by: Lou Rinaldi

Seconded By: Lindsay Reed

“That the Minutes of the NCHC Board of Directors meeting held on July 11, 2019 be approved as circulated.”

Disposition: Carried

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### 5. Correspondence

- Item deferred from July 22, 2019 meeting
- John Hill was approached by Doreen Cunneen, and undated letter received from her, as well as letter from Ministry of Municipal Affairs and Housing
- Re: Brookside Youth Detention Centre (owned by Province and located in downtown Cobourg)
- discussion

Moved By: J. Hill

Seconded By: D. Bates

“Be It Resolved That the Northumberland County Housing Corporation has no reason to believe that the Brookside Youth Centre may close and/or may become surplus, and will not pursue this matter.”

Disposition: Carried

### 6. Corporate By-law - Review and Revisions

Moved By: Victor Fiume

Seconded By: Lou Rinaldi

“Be It Resolved That the revisions made to the NCHC By-law, at the July 22, 2019 NCHC Board meeting, be approved.”

Disposition: Carried

- continuation of review and revisions, discussion led by Chair and done by consensus, starting at Section 4
- remove section “Meeting by Telephone” in its entirety
- revise section “Calling of Meeting” to add “Special”, and that Special Meetings will be called by the Chair, if required due to a timing issue, and add quorum information
- add “or Designate” to read “Chair, or Designate”
- remove section “Casting Vote”
- remove section “Resolution in Lieu of Meeting”
- replace “Delegation” with “Sub-Committees”, and within this section delete “and to regulate its procedure”.
- Add new section “Delegations – The Chair shall approve requests for delegations to the Board of Directors” and include timing and process information
- Edit section “Conflict of Interest” - add “Transparency” before “Disclosure of Interest” and include Local Boards Conflict of Interest requirements and process information

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- Discussion ended with section 4.11

### 7. Revised Tenant Lease (circulated at meeting)

Rebecca Carman, Housing Services Manager

- review of revisions:
  - prior to 2013 – tenants may smoke tobacco in their units (this is grandfathered) but are not able to smoke cannabis
  - post 2013 – tenants may not smoke tobacco or cannabis in their units
  - lawyers recommend a re-write of smoking policy re: tobacco and cannabis
  - vaping is considered to be smoking (see page 18 of revised lease)
  - medical marijuana is a permitted use by tenants within their units, but not on balconies or in common areas with proper documentation
  - page 8 – language added re: prohibition for growing of cannabis, and cannot use unreasonable amount of utilities (e.g. hydro)
  - currently, approximately 50% of tenants have signed onto the non-smoking policy
- **ACTIONS:** Rebecca to follow up with legal counsel and obtain clarifications regarding issues discussed. Rebecca will highlight changes, and distribute to the Board Members. Revised lease to be adopted at a future Board meeting.

### 8. 24 Queen Street – Capitol Theatre Construction

Rebecca Carman

- Housing building at 24 Queen Street, Port Hope is located adjacent to the Capitol Theatre.
- review of site diagram
- Rebecca and Brandon Upton met with staff from the Capitol Theatre re: requirements for their construction, and the plans include tree removal.

Moved By: Lou Rinaldi

Seconded By: Victor Fiume

“Be It Resolved That the information regarding the Capital Theatre construction project be received for information; and

Further That NCHC staff are directed to support the plans.”

Disposition: Carried

### 9. Annual Inspection Report

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Rebecca Carman

- Units' issues include: clutter, potential hoarding issues, inappropriate use of appliances, safety issues re: baseboard heaters, unauthorized locks, items on outdoor areas (townhouse units)
- smoke detectors for all units will be replaced in 2019

## 10. 2019 Capital Plan Update and 10-Year Capital Plan Review

Brandon Upton, Facilities Manager

- summary review provided re: 2019 capital work and repairs
- detailed Ten-Year Capital Plan information was included with the agenda
- \$600,000 capital work budgeted for 2019:
  - all projects currently underway, or already complete
- in addition to the itemized list that was provided with the agenda, two hot water tanks required replacement
- 10-Year Capital Plan reviewed

## 11. Budget Planning Process

Angie Turpin, Financial Planning Services Manager

- In June, Council adopted the 2020 budget schedule and proposed target levy increase
- In light of Provincial funding changes, Council directed staff to work towards a 3.0% total levy increase (2.1% if the dedicated infrastructure portion is removed). Draft budgets are submitted to Finance in late September.
- At the September 23<sup>rd</sup> NCHC board meeting, a draft budget will be presented and Members will decide if they wish to submit it to County Council. It will then be consolidated with the rest of the County's departments.
- In December, staff will present the completed draft budget to Council
- January, 2020 – target for Council approval of budget

## 12. Quarter 2 Variance to Budget Report

Angie Turpin

- attachment
- revised document distributed at meeting and detailed review by Angie
- Variance to June 30, 2019

## 13. Next Meeting

- **Monday, September 23, 2019, 10:30 a.m.**
- **note location - 600 William Street, Boardroom, Cobourg**

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- Chair Gil Brocanier sends his regrets for this meeting.

### **14. Adjournment**

- meeting adjourned at 12:36 p.m.