

Northumberland County Housing Corporation

Meeting of Board of Directors

Minutes

Monday, September 23, 2019

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

Northumberland County
600 William Street, Boardroom
Cobourg, Ontario

Present (Directors): N. Ellis, County Councillor J. Henderson, J. Hill, J. Moore, L. Reed, L. Rinaldi, A. Russell

Present (County Staff): R. Carman, S. Redford, A. Turpin, N. MacDonald

Regrets: D. Bates, G. Brocanier, V. Fiume, J. Logel, D. Quesada-Rebolledo

1. Meeting called to order at 10:30 a.m.

- by Vice-Chair J. Hill

2. Approval of the Agenda

Moved by: J. Henderson

Seconded By: L. Rinaldi

“That the agenda for the September 23, 2019 meeting be approved.”

Disposition: Carried

3. Declaration of Direct and Indirect Pecuniary Interest

- no declarations

4. Approval of Minutes

Moved by: L. Rinaldi

Seconded By: J. Henderson

“That the Minutes of the NCHC Board of Directors meeting held on August 26, 2019, 2019 be approved as circulated.”

Disposition: Carried

5. Presentation of 2020 Draft Budget, and 2020 Draft Long Term Plan

Angie Turpin, Financial Planning Services Manager

Northumberland County Housing Corporation

- 2020 draft budget - review of detailed information, explanation of line items, and major variances, including:
 - revenues, grants, supplies, insurance, external services, utilities, repairs and maintenance, TCAs (threshold capital assets), transfers to/from reserves
- no additional rent will be charged to tenants as a result of the budget process
- proposed levy increase of 1.31% for 2020 as a result of the realignment of budgets between Housing Administration and the NCHC
- currently the County collects more than the budget estimates indicate, and this will be adjusted for current years
- Draft Long Term Plan 2021-2029 – brief overview
- Angie Turpin thanked County Finance Officer Susan Redford for her diligent and thorough work on the budget
- John Hill thanked staff for their work

Moved by: A. Russell

Seconded By: N. Ellis

“That the draft budget, as presented by Finance staff, be received.”

Disposition: Carried

6. Outstanding Items from previous meeting

Rebecca Carman, Housing Services Manager

Capitol Theatre Construction / Tree Removal

- Neighbour to NCHC building at 24 Queen St, Port Hope
- the County signed an agreement with the Theatre for the continued work
- trees were removed
- recent meeting at which the Theatre hosted tenants and County staff, and presented the work plan information
- the Theatre provided 4 passes to each tenant for upcoming shows (this was beyond the County's request/expectations)
- construction is scheduled to commence soon
- tenants are generally supportive

Revised Tenant Lease

- distributed prior to meeting
- edits made regarding smoking and cannabis
- challenges exist as there are no legal precedents as yet, re: cannabis issues
- recommended revisions:
 - smoking will not be permitted on balconies
 - smoking will be limited to units
 - smoking will be prohibited in designated areas

Northumberland County Housing Corporation

- growing cannabis plants (recreational and medicinal) will be prohibited within units, and on balconies
- “vaping” to be specifically included within the lease wording and prohibited, as per other smoking restrictions
- Clarifications re: pets, service animals, and age restrictions

Moved by: L. Reed

Seconded By: L. Rinaldi

“That the Tenant Lease be revised, as per the discussion.”

Disposition: Carried

7. Affordable Housing Strategy Update

Rebecca Carman, Housing Services Manager

- work underway for past year
- Affordable Housing Strategy adopted by Council in March, 2019
- development targets are aligned with community needs
- the strategy will attempt to create 90 new units per year for the next ten years
- if successful, this would reduce the wait list by 50%
- 7 of the 90 units may be owned rather than rental, e.g. through Habitat for Humanity
- brief discussion re: reasonable targets and public expectations
- the number of 90 units aligns with the County’s Official Plan and staff have looked at a number of ways in which the goal could be reached
- The type and number of units would differ for each lower tier municipality (e.g. Alnwick/Haldimand would have a low target number, and Cobourg and Port Hope would have higher target numbers).
- brief discussion re: Provincial legislative changes, development charges, and land use planning changes (e.g. second units permitted in single-family homes)
- need to look at feasibility and implementation, while working with the 7 lower tier municipalities so that they may adopt their own draft strategies
- County has adopted its own interim affordable rental housing policy and a revised municipal housing facilities by-law.

8. Corporate By-law - Review and Revisions

John Hill, Vice Chair

- Approval of changes made on August 26, 2019

Moved By: N. Ellis

Seconded By: J. Moore

“Be It Resolved That the revisions made to the NCHC By-law at the August 26, 2019 NCHC Board meeting, be approved.”

Northumberland County Housing Corporation

Disposition: Carried

- Board reviewed and discussed clauses 5 through 8, inclusive and noted the following edits:
 - 5.1(b) Remuneration
 - “reimbursement for reasonable expenses incurred...” may include mileage for travel outside of Northumberland County but the wording will be left as is.
 - 6.1 Appointment
 - add “a Chair, a Vice-Chair” to the list of appointed positions
 - 6.4 Chair
 - add “The Chair is the only Board Member who shall speak on behalf of the Board of Directors (e.g. media relations).”
 - various typos corrected
 - clause to be added to the document re: gender neutrality (inserted in Clause 1.1 Interpretation
 - “He” shall be considered as including the feminine gender unless the context clearly indicates otherwise.
- **ACTION:** Jennifer will discuss Board of Directors’ liability with County staff and provide information at the Oct. 28 meeting.

9. Next Meeting

- **Monday, October 28, 2019, 10:30 a.m.**
555 Courthouse Road, Committee Room A, Cobourg

10. Adjournment

Moved by: L. Rinaldi
Seconded By: N. Ellis

“That the meeting be adjourned at 11:48 a.m.”

Disposition: Carried