

Northumberland County Housing Corporation

Meeting of Board of Directors Minutes

Thursday, November 7, 2019

2:00 p.m. – 4:00 p.m.

Northumberland County

Committee Room B

555 Courthouse Road

Cobourg, Ontario

Present: D. Bates, G. Brocanier, N. Ellis, V. Fiume, County Councillor J. Henderson, J. Hill, J. Moore, D. Quesada-Rebolledo, L. Rinaldi

Present (County Staff): R. Carman, M. Ellis, A. Turpin

Regrets: J. Logel, L. Reed, A. Russell

1. Call to Order

- The meeting was called to order by Chair G. Brocanier at 2:00 p.m.

2. Approval of the Agenda

- Chair Brocanier indicated that agenda item 13 will take place when Angie Turpin arrives to the meeting.

Moved by: J. Henderson

Seconded by: V. Fiume

“That the agenda for the November 7, 2019 meeting be approved.”

Disposition: Carried

3. Declaration of Direct, Indirect or Deemed Pecuniary Interest or Disqualifying Interest

- No declarations

4. Approval of Minutes

Moved by: J. Moore

Seconded by: L. Rinaldi

“That the Minutes of the NCHC Board of Directors meeting held on September 23, 2019 be approved as circulated.”

Disposition: Carried

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5. Correspondence

Moved by: L. Rinaldi
Seconded by: J. Henderson

“That the correspondence attached to the November 7, 2019 agenda be received for information.”

Disposition: Carried

6. Correspondence from Capitol Theatre

[Neil Ellis arrived to the meeting at 2:03 p.m.]

- NCHC Directors discussed correspondence from Capitol Theatre regarding their request for an easement in order to allow for water pipe installation.
- John Hill suggested forming a subcommittee in order to review request in greater detail.

Moved by: J. Hill
Seconded By: V. Fiume

“That the NCHC Board strike a subcommittee to investigate and determine the necessity and liability of granting an easement to Capitol Theatre.”

Disposition: Carried

- John Hill and Victor Fiume volunteered to sit on the subcommittee.
- The subcommittee will provide an update at the next meeting.

7. Follow up from previous minutes

- Jennifer Moore provided an update on NCHC’s insurance policy and discussed the Directors and Officers Liability portion of the policy.

8. Corporate By-law - Review and Revisions

Gil Brocanier, Chair

- Approval of changes made on September 23, 2019

Moved By: J. Henderson
Seconded By: N. Ellis

“That the revisions made to the NCHC By-law at the September 23, 2019 NCHC Board meeting, be approved.”

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Disposition: Carried

[Doug Bates arrived to the meeting at 2:16 p.m.]

- Board reviewed and discussed Section 4 “Meeting of Shareholders” clauses 9.1 through 9.12, inclusive and noted the following edits:
 - That several typographical errors be corrected.
 - 9.5 – Title of legislation updated to “*Municipal Act, 2001*”.

9. Estimate of year-end budget status

- Angie Turpin provided an update on NCHC year-end budget status.
- Ms. Turpin explained that the NCHC has a surplus of approximately \$350,000 due to timing of major capital projects.

Moved by: V. Fiume

Seconded by: N. Ellis

“That the NCHC Board approve a carryover request for consideration by Northumberland County Council to complete 3 HVAC units, the 24 Queen Street Balcony project, and the design of the lift at 8 King Street, plus design work.”

Disposition: Carried

Moved by: L. Rinaldi

Seconded By: D. Bates

“That the NCHC Board approve completing appraisals of Elgin Street properties with 2019 surplus funds.”

Disposition: Carried

10. Approval of Tenant Lease

Rebecca Carman indicated that changes to the Tenant Lease were made by Legal Counsel regarding smoking and cannabis use. Ms. Carman explained that changes to the Smoking Policy will now have to take place.

Moved by: John Hill

Seconded by: Doug Bates

“That changes to the Tenant Lease be accepted.”

Disposition: Carried

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11. Update on Revised Regulations

- Rebecca Carman provided an update on amendments made to Ontario Regulations which oversee RGI administration and delivery.
- Key amendments include:
 - Effective immediately, housing providers can refuse to offer housing to an applicant who was evicted from social housing for a serious illegal act in the last 5 years. The housing provider must also have reasonable grounds to believe that they pose a risk to health or safety of someone else in the housing project.
 - Effective January 2020, some changes to internal transfer policies and requirements for service manager.
 - Northumberland County will make changes to the waitlist effective February 1 2020, applicants on the waitlist will be determined ineligible for RGI if they refuse one offer of housing. This includes SPP and over-housed applicants.
 - Northumberland County will implement RGI simplification on July 1, 2021. Will impact the amount of rent paid by tenants and will generally be based off of income in Notice of Assessment.

12. Approval of OPHI funded project

- Rebecca Carman explained that 8 King Street is the last multi-story unit without a lift.

Moved by: Neil Ellis

Seconded by: Doug Bates

“That the NCHC Board of Directors approve the design work for the 8 King Street lift project and proceed with construction; and

That NCHC enter into agreement with Northumberland County for funding.”

Deposition: Carried

13. 24 Queen Street Balcony Project Approval

- Rebecca Carman explained that the existing 11 balconies at 24 Queen Street require full replacement. Ms. Carman highlighted that the cost to complete the project would be approximately \$200,000 and funds would be carried over from the 2019 budget. The project would take approximately 8 weeks to complete and a full communications strategy would be developed as project will create disruptions to tenants

Moved by: L. Rinaldi

Seconded by: V. Fiume

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“That the NCHC Board of Directors approves the continuation of the full balcony replacement for 11 second floor balconies at 24 Queen Street, Port Hope.”

Deposition: Carried

14. Move to Closed Session

- Chair Brocanier informed Directors of the need to move into closed session in order to discuss matters relating to subject matter as set out in the *Ontario Municipal Act, 2001, Section 239.(2)*, specifically:
 - (b) personal matters about an identifiable individual
 - (c) a proposed or pending acquisition or disposition of land by the municipality or local board

Moved by: Jennifer Moore

Seconded by: Neil Ellis

“That the NCHC Board of Directors move into closed session.”

Deposition: Carried

- An update was provided in closed session.

Moved By: John Henderson

Seconded By: Jennifer Moore

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

Disposition: Carried

15. Next Meeting

- Rebecca Carman indicated that a 2020 meeting schedule has yet to be set and that this item would be discussed at the next meeting.
- **Monday, November 25, 2019 10:30 a.m.**
555 Courthouse Road, Committee Room A, Cobourg

16. Adjournment

Moved by: V. Fiume

Seconded By: J. Moore

“That the meeting be adjourned at 3:39 p.m.”

Disposition: Carried