

# Northumberland County Housing Corporation

## Meeting of Board of Directors

### Minutes

Wednesday, April 22, 2020

1:30 p.m. – 3:00 p.m.

Northumberland County

Teleconference

**Present:** John Hill, Daniel Quesado-Rebolledo, Gail Latchford, Anneke Russell, Lou Rinaldi, Neil Ellis, Lindsay Reed, Victor Fiume, Doug Bates, Jennifer Moore, Rebecca Carman, Maddison Ellis, Angie Turpin, Brandon Upton, Lisa Horne

**Regrets:** Gil Brocanier, John Henderson

#### 1. Call to Order

- The meeting was called to order at 1:31 p.m. by Vice-Chair Hill.

#### 2. Approval of the Agenda

Moved by: Lou Rinaldi

Seconded by: Gail Latchford

“That the agenda for the April 22, 2020 meeting be approved.”

Disposition: Carried

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

- No declarations

#### 4. Process for telephone meetings

- The NCHC Board of Directors is not meeting in person due to the COVID-19 pandemic.
- Vice-Chair Hill explained the process for telephone meetings.

#### 5. Approval of Minutes

Moved by: Victor Fiume

Seconded by: Daniel Quesado-Rebolledo

“That the Minutes of the NCHC Board of Directors meeting held on February 26, 2020 be approved as circulated.”

Disposition: Carried

#### 6. Approval of Revised Corporate By-laws

- Rebecca Carman explained that legal counsel reviewed the corporate by-laws and she provided an overview of the changes.

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- The revised corporate by-laws and shareholder direction will be brought forward for consideration at the May 15, 2020 County Council Meeting

Moved by: Anneke Russell

Seconded by: Neil Ellis

“That the NCHC Board of Directors approve the final revisions made to the corporate by-laws.”

Disposition: Carried

### 7. 473 Ontario Street and Memorandum of Understanding

- The County secured the vacant building lot at 473 Ontario Street in Cobourg for the development of affordable housing.
- A mix of housing options that will be geared towards populations in need will be explored.
- MOU formalizes the partnership with community agencies and is an understanding between partners in order to investigate the development of affordable housing.
- The County has identified Habitat for Humanity Northumberland and Ontario Aboriginal Housing Services as the partners for this development project, alongside the NCHC as required.
- The partners are legally independent organizations who all have different mandates to support the development of affordable housing in Northumberland County.
- Each partner will be responsible for contributing funds towards project.
- Staff are also exploring funding opportunities.

Moved by: Gail Latchford

Seconded by: Anneke Russell

“That the NCHC Board of Directors approve entering into a Memorandum of Understanding for the 473 Ontario Street project and authorize signing authorities to execute on behalf of the NCHC Board of Directors.”

Disposition: Carried

### 8. NCHC Strategic Asset Management Plan Update

- Rebecca Carman provided an update on the Social Housing Master Plan and the NCHC’s Strategic Asset Management Plan.
- Housing Services Corporation (HSC) has been contracted for this project.
- Project has been delayed due to COVID-19, however, staff continue to do as much work as possible.
- HSC was scheduled to attend the Board Meeting in May in order to do a consultation with NCHC Directors.
- Rebecca Carman will determine if the consultation will still proceed as scheduled.

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- Rebecca Carman explained that the request for proposal for the building conditions audit has been placed on hold due to COVID-19.
- Staff are in the process of reassessing the project in order to determine how to move forward.
- HSC staff and engineer did complete several site visits to housing properties prior to pandemic.
- Staff are exploring ways to gather the necessary information without having to enter buildings.
- Tenant survey will be released soon to determine quality of services.

### 9. Quarterly Financial Update

- Angie Turpin, Financial Planning Services Manager provided an overview of quarter 1 finances.
- NCHC audit will be separately this year.
- Financial statements will be brought forward to County Council for approval at the May 15, 2020 Council meeting.
- NCHC Directors will approve financial statements at the May 27, 2020 Board meeting.

*[Jennifer Moore joined meeting at 2:05 p.m. and indicated that she had no declarations]*

### 10. COVID-19 Response

- Rebecca Carman and Brandon Upton provided an overview of the COVID-19 response.
- The Facilities Department has played a key role in ensuring that buildings are safe.
- Regular communications are sent to tenants.
- Signage has been posted re: social distancing requirements.
- Outdoor playgrounds have been closed and are secured by temporary fencing.
- Staff have increased cleaning and hand sanitizing units have been installed.
- All common rooms have been closed and secured with locks in order to prevent gatherings.
- All non-urgent repairs have been postponed.
- Staff have adjusted rent payments for tenants who have lost income due to COVID-19.
- Four move-ins will take place in May.
- After these four move-ins, move-ins across the County will be paused due to COVID-19.
- Question re: Are staff concerned with the growing rent strike movement across the Country
- Staff continue to monitor the situation and share information regularly with community partners.
- The Province has also sent out communications on rent payment requirements.

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### 11. Move to Closed Session

- Matters concerning tenant relations and land development/acquisition
  - Lisa Horne, Director of Community and Social Services, Nancy MacDonald, Clerk and Rebecca Carman permitted to stay for full duration.

Moved by: Gail Latchford

Seconded by: Jennifer Moore

“That the NCHC Board of Directors move into Closed Session at 2:24 p.m.”

Disposition: Carried

Moved by: Neil Ellis

Seconded by: Anneke Russell

“Now Therefore Be It Resolved That the NCHC Board of Directors rise from Closed Session at 2:55 p.m.; and

Further Be It Resolved That the update provided in Closed Session be received for information.”

Disposition: Carried

### 12. Next Meeting

- Wednesday, May 27, 2020
- Staff will explore videoconferencing options for the next meeting.

### 13. Adjournment at 3:00 p.m.