

# Northumberland County Housing Corporation

## Meeting of Board of Directors

### Minutes

Wednesday, May 27, 2020

1:30 p.m. – 3:00 p.m.

Northumberland County

Teleconference Meeting

**Present:** Chair Gil Brocanier, Neil Ellis, Victor Fiume, John Henderson, John Hill, Gail Latchford, Jennifer Moore, Daniel Quesado-Rebolledo, Anneke Russell, Lou Rinaldi, Victor Fiume, Rebecca Carman, Brandon Upon, Lisa Horne, Angie Turpin, Maddison Ellis

**Guest:** Housing Services Corporation Staff: Judy Lightbound, Lisa Oliveira, Jim Kroesen, Tim Engert

**Regrets:** Lindsay Reed, Doug Bates

### 1. Call to Order

- The meeting was called to order at 1:31 p.m. by Chair Brocanier.
- Due to the ongoing COVID-19 pandemic, the NCHC Board of Directors is not meeting in person.
- Chair Brocanier reviewed the process for the meeting.

### 2. Approval of the Agenda

Moved by: John Hill

Seconded by: Gail Latchford

“That the agenda for the May 27, 2020 meeting of the Northumberland County Housing Corporation Board of Directors be approved”.

Disposition: Carried

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

- No declarations

### 4. Approval of Minutes

- Minutes of May 13, 2020

Moved by: Neil Ellis

Seconded by: Anneke Russell

“That the Minutes of the Special Meeting of the NCHC Board of Directors meeting held on May 13, 2020 be approved as circulated.”

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Disposition: Carried

### 5. COVID-19 Response and Planning – Electronic Messaging Board

- Rebecca Carman explained that throughout the COVID-19 pandemic, County staff faced challenges and delays providing information to tenants at NCHC buildings across the County.
- The instillation of electronic messaging boards in each of the properties with common areas will allow for information sharing to NCHC tenants.
- Estimated installation costs are approximately \$17,600 for 11 apartment sites.
- Ongoing annual cost estimated at \$12,000.
- Installation costs will be covered through the Social Services Relief Fund and it is anticipated that the ongoing annual costs can be absorbed in the annual NCHC budget.
- Rebecca Carman also indicated that staff are working to open common rooms to support the need for cooling spaces in buildings.
- Staff have been in communication with Public Health and will encourage social distancing through signage and floor markings.

Moved by: Lou Rinaldi

Seconded by: John Henderson

“That the NCHC Board of Directors approve the installation of the electronic messaging boards with financial support provided through Northumberland County and the ongoing subscription fees associated with the project to be incorporated into the NCHC budget.”

Disposition: Carried

### 6. NCHC Policy Revision and Update Project Introduction

- Rebecca Carman indicated that staff are working to review and update NCHC policies.
- As policies are completed, they will be brought forward to the NCHC Board for consideration and approval.
- NCHC Directors reviewed the policies and provided feedback.
- Directors indicated that for the “Above Ground Pools/Slip and Slides” policy that prior written approval should be required.
- Rebecca Carman highlighted that the “Smoke Free Northumberland County Social Housing Corporation Units” policy will need to be updated in order to align with legislative changes and NCHC leases.

Moved By: Neil Ellis

Seconded by: John Henderson

“That the NCHC Board of Directors receive the report entitled 2020 Policy Revision and Update report for information; and

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That staff consider feedback provided by NCHC Directors.”

Disposition: Carried

### **7. Board of Director Strategic Engagement**

- Rebecca Carman explained that prior to the COVID-19 pandemic, staff were developing a strategic engagement plan with the NCHC Board.
- Staff are working with Housing Services Corporation (HSC) to complete an engagement project in order to gain a better understanding of the strategic direction and mandate from the board.
- Work is anticipated to begin in the fall of 2020 and will coincide with the Social Housing Master Plan.
- Staff are also working to develop a NCHC logo.

### **8. Social Housing Master Plan Engagement Session – 30 minutes**

- Housing Services Corporation
  - HSC staff provided an overview of the Social Housing Master Plan and NCHC Directors provided feedback.

### **9. 7 Scriven – North Fence Replacement**

- Rebecca Carman explained that staff have been contacted by the neighbouring property owner regarding replacing the chain link fence with a wooden fence.
- The property owner is seeking permission to remove the chain link fence and to access NCHC property to complete the work.
- Rebecca Carman clarified that the property owner is not seeking a financial contribution towards the project.

Moved By: John Henderson  
Seconded by: Gail Latchford

“That the NCHC Board grants permission to the neighbouring business owner to construct a fence and to access NCHC property as required in order to complete the necessary work.”

Disposition: Carried

### **10. CMHC Seed Preservation Funding – Authorization of Agreements**

- Rebecca Carman explained that the NCHC was successful in receiving funding for 6 projects with expired operating agreements.
- The total funding received by the NCHC is \$57,500 to complete BCAs, energy audits, accessibility audits, elevator audits (where applicable and CRFF for the 6 projects).

Moved By: Neil Ellis  
Seconded by: John Henderson

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“That the NCHC Board of Directors approves the 6 funding agreements and authorizes appropriate signing authorities to execute the agreements.”

Disposition: Carried

*[Anneke Russell left the meeting at 3:02 p.m.]*

### **11. Move to Closed Session**

- Matters concerning tenant relations
  - Lisa Horne, Director of Community and Social Services, Maddison Ellis, Deputy Clerk and Executive Assistant to the CAO, and Rebecca Carman permitted to stay for full duration.

Moved By: Neil Ellis

Seconded by: John Henderson

“That the NCHC Board move into closed session.”

Disposition: Carried

### **12. Next Meeting**

- Wednesday, June 24, 2020

### **13. Adjournment at 3:26 p.m.**