



Meeting of Board of Directors Minutes

March 22, 2023

1:30 p.m. – 3:00 p.m.

Northumberland County

Zoom Video Conference

Board Members Present (virtual):

Cathy Borowec, Neil Ellis, Steve Gilchrist, Councillor John Logel, Deputy Warden Brian Ostrander, Lindsey Reed, Lou Rinaldi.

Board Members Present (in Person): Chair Victor Fiume, Jennifer Moore

Board Members' Regrets: Anneke Russell, Daniel Quesada-Rebolledo, Doug Bates.

Staff:

- Rebecca Carman, Housing Services Manager (Appointed by Board)
- Regine Climaco, Project Coordinator
- Lisa Horne, Director Community & Social Services
- Wayne Kernohan, Senior Maintenance Technician
- Denise Marshall, Director Public Works
- Christopher Reuse, Manager Major Capital Projects
- Cheryl Sanders, Deputy Clerk
- Bill Smith, Housing Services Operations Supervisor
- Brandon Upton, Facilities Manager.

1. Call to Order

- Chair Victor Fiume called the meeting to order at 1:30 p.m.

[Cathy Borowec joined the meeting at 1:31 p.m.]

2. Territorial Land Acknowledgement

Chair Victor Fiume

3. Approval of the Agenda

Moved by: Brian Ostrander

Seconded by: Neil Ellis

“**That** the agenda for the March 22, 2023 meeting of the Northumberland County Housing Corporation Board of Directors be approved.”

Disposition: **Carried**

4. Declaration of Interest

- No declarations.

5. Approval of Minutes

Minutes of February 22, 2023

Moved by: Neil Ellis

Seconded by: Jennifer Moore

“**That** the minutes of the February 22, 2023 meeting of the Northumberland County Housing Corporation be approved.”

Disposition: **Carried**

6. Elgin Park Redevelopment Project Update

Moved by: Steve Gilchrist

Seconded by: Lou Rinaldi

- Regine Climaco provided a detailed update regarding the Elgin Park Redevelopment Project highlighting existing change orders.
- Discussion ensued regarding thermal imaging cameras and the purpose of condensate pumps on site in relation to the water table and ground water.

“**That** the NCHC Board of Directors receive the Elgin Park Redevelopment Project update for information.”

Disposition: **Carried**

7. Operations Update

[Operations Update Report was appended to agenda prior to meeting]

Moved by: John Logel

Seconded by: Lindsey Reed

- Bill Smith provided a detailed Operations Update to the Board which included updates on payment plans for tenants, past and future events, recruitment of staff, and training.

“**That** the NCHC Board of Directors receive the Operations update for information.”

Disposition: **Carried**

8. Northumberland County Asset Limit Directive

Moved by: Lindsey Reed

Seconded by: Neil Ellis

- Rebecca Carman provided an update regarding Northumberland County Asset Limit Directive and its potential impact to service level standards.
- Rebecca noted that the approved asset limit directive of \$75,000 per household will have an estimated impact of less than 5% that staff are aware of. Staff will work to administer and implement this change by notifying tenants, applicants, and update forms.
- Rebecca further commented that staff are working collaboratively with the City of Peterborough and City of Kawartha Lakes to ensure similar asset limits are in place.

“**That** the NCHC Board of Directors receive the Northumberland County Asset Limit Directive update for information.”

Disposition: **Carried**

9. Creating a Committee for the Creation of Construction Standards for New Builds

Moved by: Brian Ostrander

Seconded by: John Logel

- Rebecca Carman and Victor Fiume provided detail on the recommendation to create a Committee for the Creation of Construction Standards for New Builds.
- Victor noted that the creation of construction standards will benefit future projects.

“**That** the NCHC Board of Directors establish a Committee to develop construction standards for new builds and that the following Directors and Officers be appointed to the Committee:

- Victor Fiume, Chair

- **Staff Representative** Rebecca Carman, General Manager
- Cathy Borowec, Director
- Lou Rinaldi, Director
- John Logel, Director
- Neil Ellis, Director
- Steve Gilchrist, Director
- Northumberland County Staff, as required.”

Disposition: **Carried**

10. Leasing Strategy for non-Housing Services Act units

Moved by: Steve Gilchrist

Seconded by: Lou Rinaldi

- Rebecca Carman provided an update regarding the Leasing Strategy for non-Housing Services Act units.

“**That** the NCHC Board of Directors approve the leasing strategy for Non-Housing Services Act units and approve targeted rent and income ranges; and

Further That the NCHC Board of Directors give the General Manager discretion to make operational decisions as needed to adapt and/or amend rents and income levels as may be required from time to time.”

Disposition: **Carried**

11. NCHC Director Terms

Moved by: John Logel

Seconded by: Jennifer Moore

- Victor Fiume provided an update regarding NCHC Director Terms, indicating that Directors who are approaching the end of their first term have until March 31st to advise him of their intentions to serve on the Board.
- The following Board Members confirmed their interest in another term at the March 22, 2023 meeting:
 - Lou Rinaldi
 - Steve Gilchrist
 - Neil Ellis (ending final term as Secretary).
 - Lindsey Reed (stepping down as Treasurer at end of term)

“That the NCHC Board of Directors receive the NCHC Directors Terms update for information; and

Further That any Director who is approaching the end of their first term indicate their intentions to serve on the NCHC Board of Directors to Victor Fiume, Chair by March 31, 2023.”

Disposition: **Carried**

12. Update on Hybrid Meeting Timelines

Moved by: Neil Ellis

Seconded by: Brian Ostrander

- Rebecca Carman provided a verbal update on hybrid meeting timelines, noting that the first proposed hybrid meeting will be June 28, 2023.

“That the NCHC Board of Directors receive the verbal update regarding hybrid meeting timelines for information.”

Disposition: **Carried**

13. Annual General Meeting – May 24, 2023

Moved by: Steve Gilchrist

Seconded by: Lou Rinaldi

- Rebecca Carman provided an update on the May 24th, 2023 Annual General meeting, highlighting that key note speaker, Justin Marchand will talk about the importance of housing in reconciliation work.

“That the NCHC Board of Directors approve holding the Annual General Meeting on May 24, 2023, beginning at 1:30 p.m. via Zoom; and

Further That the NCHC Board of Directors direct the General Manager to notify Northumberland County Council as sole shareholder of this date.”

Disposition: **Carried**

14. New Business

N/A

15. Move to Closed Session

N/A

16. Motion to Rise and Results from Closed Session

N/A

17. Next Meeting

- Wednesday, April 26, 2023

18. Adjournment

Moved by: Neil Ellis

Seconded by: Brian Ostrander

“That the meeting be adjourned at 2:44 p.m.”

Disposition: **Carried**