



## **Meeting of Board of Directors**

### **Minutes**

**Wednesday, March 24, 2021**

**1:30 p.m. – 3:00 p.m.**

Northumberland County

Teleconference Meeting

**Board Members Present:** Chair Gil Brocanier, Doug Bates, Victor Fiume, Secretary Neil Ellis, County Councillor John Henderson, Vice Chair John Hill, Daniel Quesada Rebolledo, Treasurer Lindsey Reed, Lou Rinaldi, Anneke Russell

**Board Members Present In-Person:** County Councillor Gail Latchford, Jennifer Moore

**Board Members' Regrets:** N/A

**Staff:** Rebecca Carman (staff member appointed by board), Carl Bonitto, Maddison Ellis, Lisa Horne, Shelley Munroe, Brandon Upton, Angie Turpin

- 1. Called to Order at 1:30 p.m.**
- 2. Territorial Land Acknowledgement**
- 3. Approval of the Agenda**

Moved by: Lou Rinaldi

Seconded by: John Hill

“**That** the agenda for the March 24, 2021 meeting of the Northumberland County Housing Corporation Board of Directors be approved.”

Disposition: Carried

- 4. Disclosures of Interest**

- No declarations

- 5. Move to Closed Session (Timed Item: 1:35 p.m.)**

Moved by: John Hill

Seconded by: Doug Bates

**"That** the NCHC Board of Directors proceed with the next portion of the meeting, being closed to the public at 1:33 p.m. as permitted under the Municipal Act Section 239.(2e) in order to address matters pertaining to litigation or potential litigation, including matters before administrative tribunals, affecting the municipality or local board, and that Lisa Horne, Maddison Ellis, Rebecca Carman, Brandon Upton, and Carl Bonitto remain present; and

**Further That** the meeting is closed to the public as permitted under the Municipal Act Section 239.(2f) in order to address matters pertaining to advice that is subject to solicitor-client privilege, including communications necessary for that purpose, and that Lisa Horne, Maddison Ellis, and Rebecca Carman remain present."

Disposition: Carried

[Councillor John Henderson joined the meeting at 1:47 p.m.]

## **6. Motion to Rise and Results from Closed Session**

Moved by: Anneke Russell

Seconded by: Doug Bates

**"That** the NCHC Board of Directors rise from Closed Session at 2:07 p.m.; and

**Further That** the confidential resolution moved in Closed Session pertaining to litigation or potential litigation is hereby referred to the Board for adoption; and

**Further That** the confidential resolution moved in Closed Session regarding advice that is subject to solicitor-client privilege is hereby referred to the Board for adoption."

Disposition: Carried

[Doug Bates left the meeting at 2:07 p.m.]

## **7. Approval of Minutes**

Moved by: Neil Ellis

Seconded by: Jennifer Moore

**"That** the minutes of the February 24, 2021 meeting of the Northumberland County Housing Corporation be approved."

Disposition: Carried

## 8. Yardi Voyager Update

- Rebecca Carman and Shelley Munroe discussed the Yardi Voyager update.
- Shelley Munroe indicated that the current version used by the County will soon be phased out.
- Staff were exploring Microsoft Edge, however, they have confirmed that this is not an option.
- Rebecca Carman stressed the need to move quickly with this software update as staff will require extensive training.
- Rebecca Carman explained that the cost of this transition is \$17,909.76, which will be a one-time cost.
- She noted that the County pays an annual licensing fee, however, this yearly cost is not anticipated to change significantly.

Moved by: Gail Latchford  
Seconded by: Doug Bates

**That** the NCHC Board of Directors approves a budget of \$17,909.76 (inclusive of non-recoverable HST) to upgrade Yardi Voyager to a model compatible with supported internet browsers and authorizes signing authorities to execute agreements as required; and

**Further That** the NCHC Board of Directors authorizes staff to begin implementing steps required to ensure access to property management and financial software is available on supported internet browsers.”

Disposition: Carried

## 9. Elgin Park Redevelopment Design – Budget Savings

- Rebecca Carman indicated that the NCHC Board of Directors will need to approve a revised budget for the Elgin Park Development Project, however, staff recommend that this take place after the Class B Cost estimate is received.
- Rebecca Carman also highlighted that a Strategic Asset Management Plan is being developed for the NCHC as a part of the Social Housing Master Plan work being conducted, which will assist the NCHC Board in developing a standard design process.

Moved by: Lou Rinaldi  
Seconded by: Victor Fiume

**“That** the NCHC Board of Directors receives the ‘Elgin Park Redevelopment Design – Budget Savings’ report for information that outlines the design changes made to achieve required budget savings.”

Disposition: Carried

## **10. Facilities Management – Special Access to Tenant Units**

- Brandon Upton indicated that due to ongoing COVID-19 restrictions, alternate entry plans are required as staff/contractor must enter housing units in order to complete necessary work such as Building Condition Audits, emergency work, annual fire alarm testing, and annual unit inspections.

Moved by: Anneke Russell  
Seconded by: John Henderson

**“That** the NCHC Board of Directors approves plans for entry into housing units as outlined in the report attached; and

**Further That** the NCHC Board directs staff to determine the best timelines and precautions to be taken for proceeding with BCA work, annual fire alarm testing and designing and installations of Bell Fibe.”

Disposition: Carried

## **11. After Hours Emergencies**

- Rebecca Carman provided an update on an after-hours repair request that was received on March 13, 2021.
- The tenant was initially unable to locate contact information in order to report the incident, however, the issue has since been resolved.
- Rebecca Carman explained where after-hours emergency contact information is located and how this information is shared with tenants.
- She also indicated that staff have taken this opportunity to improve processes in order to ensure that tenants have access to the necessary information in a variety of ways including:
  - Staff are working with the Communications Department to ensure website search optimization;

- Updating Housing staff voicemail messages and email auto-replies to include after-hours information; and
- Providing all NCHC Directors with after-hour information.

Moved by: John Henderson  
Seconded by: Lou Rinaldi

**"That** the NCHC Board of Directors receives the verbal update regarding after hours emergencies for information."

Disposition: Carried

## **12. Next Meeting**

Wednesday, April 28, 2020

- Lou Rinaldi inquired about the status of the NCHC Strategic Plan.
- Rebecca Carman indicated that staff are reviewing the consultant report, which will be brought forward at a future meeting.

## **13. Adjournment**

Moved by: Lindsey Reed  
Seconded by: Neil Ellis

**"That** the NCHC Board of Directors adjourn at 2:31 pm."

Disposition: Carried