



Meeting of Board of Directors Minutes

August 31, 2022

1:30 p.m. – 3:00 p.m.

Northumberland County

Zoom Video Conference

Join Zoom Meeting

Board Members Present (virtual): Chair Gil Brocanier, Cathy Borowec, Neil Ellis, Steve Gilchrist, County Councillor John Henderson, County Councillor Gail Latchford, Daniel Quesada-Rebolledo, Lindsey Reed, Lou Rinaldi, Anneke Russell

Board Members Present in Person: Jennifer Moore

Board Members' Regrets: Doug Bates, Victor Fiume

Staff:

- Rebecca Carman, Housing Services Manager (Appointed by Board)
- Regine Climaco, Project Coordinator
- Maddison Ellis, Deputy Clerk
- Lisa Horne, Director of Community & Social Services
- Wayne Kernohan, Senior Maintenance Technician
- Darrell Mast, Municipal Solicitor
- Susan Redford, Senior Financial Officer
- Cheryl Sanders, Deputy Clerk
- Bill Smith, Housing Services Operations Supervisor
- Brandon Upton, Facilities Manager.

1. Call to Order

- Chair Gil Brocanier called the meeting to order at 1:31 p.m.

2. Territorial Land Acknowledgement

Chair Gil Brocanier

3. Approval of the Agenda

Moved by: Daniel Quesada-Rebolledo
Seconded by: Neil Ellis

“**That** the agenda for the August 31, 2022 meeting of the Northumberland County Housing Corporation Board of Directors be approved.”

Disposition: **Carried**

4. Declarations of Interest

- Steve Gilchrist and Councillor John Henderson declared a ‘disqualifying interest’ (see attached Declaration of Interest forms) with regards to agenda item 9 ‘Access to Buildings – Municipal Elections’.

5. Approval of Minutes

Minutes of July 27, 2022

Moved by: Neil Ellis
Seconded by: Gail Latchford

“**That** the minutes of the July 27, 2022 meeting of the Northumberland County Housing Corporation be approved.”

Disposition: **Carried**

6. Elgin Park Redevelopment – Major Capital Projects Update

- Regine Climaco provided a high-level overview of the Elgin Park Redevelopment project and highlighted existing change orders.

Moved by: Lou Rinaldi
Seconded by: Jennifer Moore

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

Disposition: **Carried**

7. Ontario Priorities Housing Initiative Year 4 Allocation – 330 King Watermain

- Rebecca provided a detailed overview of the Ontario Priorities Initiative and noted that staff are looking to expand the scope of the project to improve fire

safety, accessibility, parking, and esthetics of the building, all within the existing budget.

Moved by: Gail Latchford

Seconded by: Cathy Borowec

That the NCHC Board of Directors approve the receipt of Ontario Priorities Housing Initiative Year 4 funding in the amount of \$273,000 to complete the watermain replacement project at 330 King Street, Cobourg, Ontario; and

Further That the Board approve the expansion of this project based on possible cost savings by considering other related site work at 330 King Street and/or other priorities as based on data in Asset Planner across the portfolio; and

Further That the Board direct staff to provide an update on final project scope to the Board at a future meeting; and

Further That the Board direct signing authorities to enter into an agreement with the Service Manager for funding.”

Disposition: **Carried**

8. 2023 Budget Direction – Disinfecting Protocol

[Cathy Borowec left the meeting at 2:03 p.m.]

- Rebecca Carman provided a high-level overview of the 2023 Budget Direction ‘Disinfecting Protocol’.
- Rebecca noted that legislation which required twice daily cleaning has been repealed.
- Staff suggest reverting to cleaning three days per week.

Moved by: Gail Latchford
Seconded by: Lou Rinaldi

“**That** the NCHC Board of Directors direct staff to draft the 2023 budget to follow the pre-covid cleaning levels (disinfecting common touchpoints at NCHC owned buildings three times a week).”

Disposition: **Carried**

9. Access to Buildings – Municipal Election (verbal)

[Cathy Borowec rejoined to the meeting at 2:09 p.m.]

[Steve Gilchrist joined the meeting at 2:20 p.m.]

[Lindsay Reed left the meeting at 2:25 p.m.]

- Steve Gilchrist and Councillor John Henderson declared a disqualifying interest and did not participate in the consideration/discussion of this item and did not vote.
- Darrell Mast provided a detailed verbal update.
- Discussion ensued regarding protocol of municipal election candidates and authorized canvassers when accessing NCHC properties.
- Staff intend to discuss protocol with tenants in accordance with legislative requirements.
- Suggestion was made to forward communications through Member Municipal Clerks outlining building locations and protocols when accessing buildings.

Moved by: Cathy Borowec
Seconded by: Jennifer Moore

“**That** the NCHC Board of Directors direct staff to prepare and implement protocols to provide access to common areas of NCHC’s residential properties for election Candidates and their authorized canvassers during the 2022 Municipal Election in accordance with Section 88.1 of the *Municipal Elections Act, 1996* which shall at a minimum include:

- Authority for the Housing Services Manager to act as the “person in control” for NCHC properties, and to designate others as “persons in control” of one or more NCHC properties for the purposes of providing access to municipal

election candidates and their authorized canvassers for the purposes of campaigning; and

- Direction that candidates and their authorized canvassers shall be provided access to NCHC properties by the Housing Services Manager, or such other person designated as having “control” of the property only for the purposes of campaigning at the doors of apartments, units or houses as the case may be; and
- Requirements that candidates and their authorized canvassers requesting access to NCHC properties provide valid identification and satisfy the Housing Services Manager or other person designated that they are a candidate in the municipal election or have been authorized by a candidate to canvass on their behalf; and
- A restriction on access for candidates and authorized canvassers to NCHC properties for the purposes of campaigning to the hours between 9:00 am and 9:00 pm during the municipal election period (August 19, 2022 – October 24, 2022); and
- Communicating to residents, contractors and others who may reasonably be approached by candidates or canvassers that they are not obligated to allow any person to enter a building or NCHC property for the purposes of campaigning and should refer any requests to the Housing Services Manager or other designated person in control of the property; and
- Communicating to residents that although candidates and authorized canvassers must be allowed access to common areas for the purposes of campaigning at the doors of units, they are not required to speak with candidates or their representatives, accept election materials, or provide access to units or other private areas; and
- Authorizing the Housing Services Manager to deny or remove access to NCHC properties for candidates or their authorized canvassers where, in the reasonable opinion of the Housing Services Manager, those persons are engaged or will engage in activities at NCHC properties that are not related to campaigning.”

Disposition: **Carried**

10. New Business

N/A

11. Move to Closed Session

Moved by: Neil Ellis

Seconded by: Lou Rinaldi

"**That** the NCHC Board of Directors proceed with the next portion of the meeting, being closed to the public at 2:30 p.m.; and

Further That the meeting is closed to the public as permitted under the Municipal Act Section 239 (2b) in order to address matters pertaining to personal matters about an identifiable individual, including municipal or local board employees or tenants and that Lisa Horne, Maddison Ellis, Cheryl Sanders, Rebecca Carman, and Bill Smith remain present."

Disposition: **Carried**

[Lindsay Reed rejoined the meeting at 2:35 p.m.]

12. Motion to Rise and Results from Closed Session

Moved by: Cathy Borowec

Seconded by: Daniel Quesada-Rebolledo

"**That** the NCHC Board of Directors rise from Closed Session at 2:38 p.m.; and

Further That the confidential resolution moved in Closed Session regarding personal matters about an identifiable individual, including municipal or local board employees or tenants is hereby referred to the Board for adoption."

Disposition: **Carried**

13. Next Meeting

- Wednesday, September 28, 2022

14. Adjournment

Moved by: Neil Ellis

Seconded by: Steve Gilchrist



"That the meeting be adjourned at 2:42 p.m."

Disposition: **Carried**