

Meeting of Board of Directors Minutes

April 24, 2024

1:30 p.m. – 3:00 p.m.

Northumberland County

Zoom Video Conference

Board Members Present (Virtual):

Cathy Borowec, Steve Gilchrist, Councillor Mandy Martin, Maryam Mohajer-Ashjai, Jacqueline Pennington, Lindsey Reed, Lou Rinaldi, Anneke Russell

Board Members' Present (In-Person): Chair Victor Fiume, Councillor John Logel, Jennifer Moore

Staff:

- Rebecca Carman, General Manager (Appointed by Board)
- Glenn Dees, Director Health & Human Services
- Neil Ellis, Housing Services Manager
- Lisa Horne, Director Community & Social Services
- Christopher Reuse, Manager Major Capital Projects
- Willie Reyns, Project Manager
- Cheryl Sanders, Deputy Clerk
- Kimberly O'Leary, Financial Planning Manager
- Adam McCue, Associate Director of Operations Public Works

Call to Order

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

[Jennifer Moore joined the meeting at 1:31 p.m.]

1. Territorial Land Acknowledgement

Victor Fiume

2. Approval of the Agenda

Moved by: Anneke Russell

Seconded by: Lou Rinaldi

"That the agenda for the April 24, 2024 regular meeting of the Northumberland County Housing Corporation Board of Directors be approved."

Disposition:

Carried

3. Declaration of Interest

- No declarations

4. Approval of Minutes

Minutes of February 28, 2024 Regular Board Meeting

Moved by: Anneke Russell

Seconded by: Lindsey Reed

“That the minutes of the February 28, 2024 Regular Meeting of the Board of the Northumberland County Housing Corporation be approved.”

Disposition: **Carried**

5. Q1 Variance Report

[Maryam Mohajer-Ashjai joined the meeting at 1:36 p.m.]

- Kimberly O’Leary provided a detailed overview of the Q1 Variance Report.

Moved by: John Logel

Seconded by: Cathy Borowec

“That the NCHC Board of Directors receive the Q1 variance report for information.”

Disposition: **Carried**

6. Levels of Service

[Jacqueline Pennington left the meeting 1:55 p.m. until 1:57 p.m.]

- Kerry Hobbs, Director of HSC Business Solutions presented ‘Northumberland County Housing Corporation, Levels of Service’ to the Board.

Moved by: Lindsey Reed

Seconded by: Jennifer Moore

“That the NCHC Board of Directors receive the Levels of Service report for information, and direct staff to continue the work with HSC toward developing Standard Operating Procedures.”

Disposition: **Carried**

7. Meeting Format / By-law Amendments

[Jacqueline Pennington left the meeting at 2:10 p.m. until 2:12 p.m.]

- Neil Ellis presented recommended options to the Board as outlined in the report, to shift to a blended meeting format. Neil further noted that NCHC By-law No. 1 will need to be updated to include the new meeting format as directed by the Board, and reference to hybrid meetings removed.
- Rebecca Carman noted that the new meeting format will not commence until approximately the fall of 2024.

Moved by: Anneke Russell

Seconded by: Lou Rinaldi

“That the NCHC Board of Directors direct staff to update By-law No. 1 for Northumberland County Housing Corporation to include the following:

- In person Board meetings shall be held during the months of April, May, June, September, and October.
- Electronic Board meetings shall be held during the months of July, August November, January, February, and March

Further That the NCHC Board of Directors refer the revised NCHC Corporate By-law to County Council for approval as shareholder, noting that upon County Council approval, the existing NCHC Corporate By-law will be considered repealed and replaced with the revised version.”

Disposition: **Carried**

8. Elgin Park Update

- Willie Reyns provided an update to the Board regarding Elgin Park Construction Update which included a detailed overview of change orders to date. Willie noted that the report is inclusive of change orders that have accumulated from the beginning of construction, which was January 17, 2022.
- The Board requested that change orders be split into different phases going forward rather than cumulative over the entire period of construction.

Moved by: Steve Gilchrist

Seconded by: Mandy Martin

“That the NCHC Board of Directors receive the Elgin Park redevelopment update be received for information.”

Disposition: **Carried**

9. Federal and Provincial Funding Update

- Neil Ellis provided an update regarding the Federal and Provincial Funding Update, noting that the federal and provincial government have been unable to come to an agreement for continued funding under the National Housing strategy, which represents 1.2 million of COCHI and OPHI funding.
- This funding is allocated to housing providers to complete capital repairs and the Northumberland Renovates program.
- Staff are still waiting on additional information to access the impact.

Moved by: Anneke Russell

Seconded by: Lou Rinaldi

“That the NCHC Board of Directors receive the Federal and Provincial Funding Update for information; and

Further That the NCHC Board of Directors direct the Associate Director of Housing and Homelessness, as co-chair of the Housing Strategic Steering Committee, to provide an update at the May 22, 2024 NCHC Board Meeting regarding provincial advocacy efforts and potential opportunities for the NCHC to support this effort.”

Disposition: **Carried**

10. Comments made to Federal Standing Committee on Finance

- Cathy Borowec provided a verbal update to the Board regarding recent comments made to the April 9, 2024 Federal Standing Committee on Finance.

Moved by: Cathy Borowec

Seconded by: Steve Gilchrist

“That the NCHC Board of Directors having considered the verbal update regarding ‘Comments made to the Federal Standing Committee on Finance’, on April 9, 2024 (FINA134), direct staff to submit a letter on behalf of the Board to share its informed perspective on the housing needs in Northumberland County to the Federal Standing Committee on Finance and copy Northumberland County as Shareholder and MP Philip Lawrence on the correspondence.”

Disposition: **Carried**

11. Approval of AGM Agenda

- Rebecca Carman provided an overview of the May 22, 2024 Annual General Meeting Agenda, noting that the draft agenda will be brought forward to the May 15, 2024 County Council meeting for information.

Moved by: Jennifer Moore

Seconded by: Mandy Martin

"That the NCHC Board of Directors approve the agenda for the May 22, 2024 NCHC Annual General Meeting (AGM), as distributed, and direct the General Manager to give notice to County Council as Shareholder."

Disposition: **Carried**

12. New Business

N/A

13. Move to Closed Session

Moved by: Anneke Russell

Seconded by: Steve Gilchrist

"That the NCHC Board of Directors proceed with the next portion of the meeting, being closed to the public at 2:51 p.m.; and

(1) **Further That** the meeting is closed to the public as permitted under the Municipal Act Section 239.(2c) in order to address matters relating to a proposed or pending acquisition or disposition of land by the municipality or local board and that Cheryl Sanders, Lisa Horne, Neil Ellis, Glenn Dees and Rebecca Carman remain present; and

(2) **Further That** the meeting is closed to the public as permitted under the Municipal Act Section 239.(2e) in order to address (1) one matter relating to litigation or potential litigation, including matters before administrative tribunals, affecting the municipality or local board and that Cheryl Sanders, Lisa Horne, Neil Ellis, Glenn Dees and Rebecca Carman remain present."

Disposition: **Carried**

14. Motion to Rise and Results from Closed Session

[Jacqueline Pennington left the meeting 3:03 p.m. while in Closed Session]

Recommendation Motion (1):

Moved by: Anneke Russell
Seconded by: Mandy Martin

"That the NCHC Board of Directors rise from Closed Session at 3:05 p.m.; and

Further That the confidential resolutions moved in Closed session regarding a proposed or pending acquisition or disposition of land are hereby referred to this open session of the NCHC Board of Directors for adoption."

Disposition: **Carried**

Recommendation Motion (2):

Moved by: John Logel
Seconded by: Anneke Russell

"That the confidential resolutions moved in Closed Session regarding matters pertaining to litigation or potential litigation are hereby referred to this open session of the NCHC Board of Directors for adoption."

Disposition: **Carried**

15. Next Meeting

- Wednesday, May 22, 2024

16. Adjournment

Moved by: Lou Rinaldi
Seconded by: John Logel

"That the meeting be adjourned at 3:06 p.m."

Disposition: **Carried**