



## **Meeting of Board of Directors Minutes**

**March 26, 2025**

**2:00 p.m. – 3:30 p.m.**

Northumberland County

Zoom Video Conference

### **Board Members Present (Virtual):**

Molly Anthony

Cathy Borowec

Victor Fiume, Chair

Steve Gilchrist

Councillor John Logel

Councillor Mandy Martin

Jacqueline Pennington

Lou Rinaldi

Lindsey Reed

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

**Board Members' Regrets:** Daphne Livingstone, Maryam Mohajer-Ashjai, Anneke Russell

### **Staff:**

- Rebecca Carman, General Manager (Appointed by Board)
- Carol Coleman, Associate Director Engineering
- Glenn Dees, Director Health & Human Services
- Jackie Diminie, Customer Service Representative
- Jaclyn McDougall, Customer Service Representative
- Julie Kennedy, Developmental Housing & Homelessness Supervisor
- Rob O'Neil, Facilities Manager
- Willie Reyns, Project Manager
- Matthew Stergios, Executive Assistant to CAO
- Kim O'Leary, Financial Planning Manager
- Negar Pakzadian, Project Manager, Major Capital Projects

### **1. Call to Order**

- Chair Victor Fiume called the meeting to order at 2:01 p.m.

**2. Territorial Land Acknowledgement**

Victor Fiume

**3. Approval of the Agenda**

**Moved by: John Logel**

**Seconded by: Lou Rinaldi**

**“That** the agenda for the March 29, 2025 regular meeting of the Northumberland County Housing Corporation Board of Directors be approved.”

Disposition: **Carried**

**4. Declaration of Interest**

- Cathy Borowec declared a disqualifying interest (see attached Declaration of Interest form) with regards to Closed Session agenda item 5 relating to a position, plan, procedure, criteria or instruction to be applied to any negotiations carried on or to be carried on by or on behalf of the municipality or local board (473 Ontario Street)

**5. Approval of Regular Board Meeting Minutes** (attached)

Minutes of January 29, 2025 Regular Board Meeting

**Moved by: Steve Gilchrist**

**Seconded by: Cathy Borowec**

**“That** the minutes of the January 29, 2025 Regular Meeting of the Northumberland County Housing Corporation be approved.”

Disposition: **Carried**

**6. Approval of Construction Standards Sub-Committee Meeting Minutes**

Minutes of November 29, 2023 Construction Standards Sub-Committee Meeting

**Moved by: Cathy Borowec**

**Seconded by: John Logel**

**“That** the minutes of the November 29, 2023 Construction Standards Sub-Committee Meeting be approved.”

Disposition: **Carried**

**7. Construction Standards Sub-Committee Meeting Update – March 3, 2025**

(verbal)

Rebecca Carman, General Manager

- Rebecca Carman provided an update on the construction standards Sub-committee meeting that took place on March 3. Follow-up meeting scheduled to finalize report.

**Moved by: Mandy Martin**

**Seconded by: Cathy Borowec**

**“That** the NCHC Board of Directors receive the verbal update on the Construction Standards Sub-Committee Meeting for information.”

Disposition: **Carried**

**8. Gender Based Violence in Community Housing Sub-Committee Meeting Update – March 21, 2025 (verbal)**

Chair, Sub-Committee

- The sub-committee met last week to discuss key priorities.
- In the process of creating a task list to manage issues.
- Working group will have a positive impact in leading the work on addressing gender-based violence.

**Moved by: Lindsey Reed**

**Seconded by: John Logel**

**“That** the NCHC Board of Directors receive the verbal update on the Gender Based Violence in Community Housing Sub-Committee Meeting for information.”

Disposition: **Carried**

**9. 2024 Year End Financial Update**

Kimberly O’Leary, Financial Planning Services Manager

- Kimberly O’Leary provided an update on 2024 year-end financials, noting numbers have not been finalized while audit is underway.
- Nothing unexpected in the year end financials, highlights include 129 Kent St. purchase, Campbellford.

**Moved by: Lou Rinaldi**

**Seconded by: Mandy Martin**

**“That** the NCHC Board of Directors receive the 2024 Year End Financial Update for information.”

Disposition: **Carried**

#### **10. Facilities Update: 2024 Project Update and 2025 1<sup>st</sup> Quarter Report**

Rob O’Neil, Facilities Manager

- Rob O’Neil provided an update on 2025 1<sup>st</sup> quarter report.
- Highlights include the addition of a 2<sup>nd</sup> hot water tank.
- 40 unit renovations completed in 2024, including 28 full renovations. 25 units in 2025 to date.
- Installing new lock system, higher security and more control over who has keys. New system will be rolled out to all NCHC buildings going forward.
- Funding requested for Kent St. foundation repair work, sidewalk, hot water tank, flooring.

**Moved by: Jacqueline Pennington**

**Seconded by: Cathy Borowec**

**“That** the NCHC Board of Directors receive the Facilities Update: 2024 Project Update and 2025 1<sup>st</sup> Quarter Report for information; and

**Further That** the NCHC Board of Directors receive this report as information and approve the requested budget of \$75,000 for renovation work at 129 Kent Street, Campbellford, to be funded through CMHC Affordable Housing Fund for Renovations of NCHC buildings.”

Disposition: **Carried**

#### **11. Elgin Park Redevelopment Progress Update**

Willie Reyns, Major Capital Projects Manager

- Willie Reyns provided an update on the construction of the Elgin Park Affordable Housing Redevelopment to date.
- Building #3 Exterior siding is complete and eavestrough installation ongoing. Painting flooring and millwork complete. Final electrical and plumbing connections are in progress.
- Building #4 Exterior siding and fascia installation ongoing. Insulation and boarding are complete and finish drywall, painting and flooring are

**Moved by: Steve Gilchrist**  
**Seconded by: John Logel**

**"That** the NCHC Board of Directors receive the Elgin Park Redevelopment Progress Update for information."

Disposition: **Carried**

**12. Update to Rent Supplement Program Signing Authorities** (verbal)  
Rebecca Carman, General Manager

- Previous resolution indicated rent supplement addendum could be signed by housing supervisor, that position has been removed.
- Requesting title change for signing authorities.

**Moved by: Mandy Martin**  
**Seconded by: Lindsey Reed**

**"That** the NCHC Board of Directors confirm signing authorities for Rent Supplement programming as follows:

- Existing signing authority for the NCHC Board of Directors for creation of new rent supplement agreements
- Delegated authority to the Financial Planning Manager and Housing and Homelessness vices Operations Supervisor or delegates for all agreement addendums."

Disposition: **Carried**

**13. New Business**  
Victor Fiume, Chair

- No new business

**14. Move to Closed Session**

**Moved by: John Logel**  
**Seconded by: Jennifer Moore**

**"That** the NCHC Board of Directors proceed with the next portion of the meeting, being closed to the public at 2:29 p.m.; and

**Further That** the meeting is closed to the public as permitted under the Municipal Act Section 239 (2.k) in order to address a matter relating to a position, plan, procedure, criteria or instruction to be applied to any negotiations carried on or to be carried on by or on behalf of the municipality or local board (473 Ontario Street) and that Glenn Dees, Rebecca Carman, Emily Corkery, Julie Kennedy, and Matthew Stergios, Jackie Diminie, and Jaclyn McDougall remain present."

Disposition: **Carried**

## **15. Motion to Rise and Results from Closed**

### **Session Recommended Motion (1):**

**Moved by: Mandy Martin**

**Seconded by: Steve Gilchrist**

"**That** the NCHC Board of Directors rise from Closed Session at 2:42 p.m.; and

**Further That** the confidential resolution moved in Closed session regarding a matter relating to a position, plan, procedure, criteria or instruction to be applied to any negotiations carried on or to be carried on by or on behalf of the municipality or local board (473 Ontario Street) is hereby referred to this open session of the NCHC Board of Directors for adoption."

Disposition: **Carried**

## **16. Next Meeting**

- Wednesday April 30, 2025 at 1:30 p.m.  
Location: In Person – 555 Courthouse Road, Cobourg – Council Chambers

## **17. Adjournment**

**Moved by: Lindsey Reed**

**Seconded by: Molly Anthony**

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

Disposition: **Carried**