

Meeting of Board of Directors Minutes

February 28, 2024

1:30 p.m. – 3:00 p.m.

Northumberland County

Zoom Video Conference

Board Members Present (Virtual):

Cathy Borowec, Steve Gilchrist, Councillor John Logel, Councillor Mandy Martin, Maryam Mohajer-Ashjai, Anneke Russell.

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

Board Members' Regrets: Jacqueline Pennington, Lindsey Reed, Lou Rinaldi

Staff:

- Rebecca Carman, General Manager (Appointed by Board)
- Neil Ellis, Housing Services Manager
- Lisa Horne, Director Community & Social Services
- Matthew Nitsch, Director Finance / Treasurer
- Kim O'Leary, Financial Planning Manager
- Cheryl Sanders, Deputy Clerk

1. Call to Order

- Chair Victor Fiume called the meeting to order at 1:32 p.m.

2. Territorial Land Acknowledgement

Victor Fiume

3. Approval of the Agenda

Moved by: John Logel

Seconded by: Mandy Martin

"That the agenda for the February 28, 2024 regular meeting of the Northumberland County Housing Corporation Board of Directors be approved."

Disposition: **Carried**

4. Declaration of Interest

- No declarations.

[Cathy Borowec joined the meeting at 1:35 p.m.]

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

5. Approval of Minutes

5.1 Minutes of January 31, 2024 Regular Board Meeting

Moved by: Steve Gilchrist

Seconded by: Cathy Borowec

“That the minutes of the January 31, 2024 Regular Meeting of the Board of the Northumberland County Housing Corporation be approved.”

Disposition: **Carried**

5.2 Minutes of September 13, 2023 Levels of Service Sub-Committee

Moved by: Mandy Martin

Seconded by: Anneke Russell

“That the minutes of the September 13, 2023 Meeting of the Levels of Service Sub-Committee be approved.”

Disposition: **Carried**

6. 2023 Year End Variance Report – Unaudited

- Kim O’Leary presented the 2023 Year End Variance Report to the Board.
- Discussion ensued regarding charging tenants for freezers and considering waiving these costs potentially in the future.

Moved by: John Logel

Seconded by: Anneke Russell

“That the NCHC Board of Directors receive the 2023 year end variance report for information.”

Disposition: **Carried**

7. Director Recruitment Sub-Committee

- Rebecca Carman provided an overview to the Board regarding the proposed Director Recruitment Sub-Committee, noting that this committee will lead the recruitment and interview process of two vacant Director positions. Recruitment will commence in Spring 2024.

Moved by: Anneke Russell
Seconded by: Mandy Martin

“That the NCHC Board of Directors, having considered the report on Director Recruitment, approve the creation of a sub-committee to lead the recruitment of the vacant director positions; and

Further That the following Directors and Officers be appointed to the Committee:

- Victor Fiume, Chair
- **Staff Representative** Rebecca Carman, General Manager
- **Staff Representative** Neil Ellis, Housing Services Manager
- Steve Gilchrist, Director
- Cathy Borowec, Director.”

Disposition: **Carried**

8. Delegation of Approval to Report Suspected Animal Abuse

- Rebecca Carman provided a verbal update regarding delegation of approval to report suspected animal abuse, noting that staff are requesting delegation authority to the General Manager to report such incidents.

Moved by: Steve Gilchrist
Seconded by: Cathy Borowec

“That the NCHC Board of Directors delegate authority to the General Manager to authorize the reporting of suspected animal abuse pursuant to the *Provincial Animal Welfare Services Act, 2019*.”

Disposition: **Carried**

9. Discussion on Meeting Format

- Victor Fiume opened discussion regarding the current meeting format of NCHC Board meetings and revisiting the hybrid meeting model.
- Rebecca Carman noted that due to capacity restraints the Clerk’s department cannot support the shift to hybrid meetings.
- Discussion ensued regarding the benefits of hybrid meetings vs. in-person meetings, and the possibility of a blended model going forward.

Moved by: John Logel
Seconded by: Jennifer Moore

Whereas at the July 22, 2022 NCHC Board meeting, the Board passed a resolution

directing staff to initiate a review of corporate by-laws to include language to allow for hybrid meetings and adopted the following criteria regarding participation in Hybrid Meetings:

- Staff are expected to attend meetings in person, unless otherwise approved by the Chair;
- NCHC Directors can participate electronically for any reason;
- Members shall provide advance notice to the County Deputy Clerk of their intent to participate electronically, preferably no later than 12 hours prior to the scheduled meeting time (if possible);
- The Chair may decide if a meeting will take place in-person only (no Hybrid option for NCHC Directors);
- The Public may attend in-person or virtually; and

Whereas at the May 24, 2023 NCHC Board meeting, staff advised that the transition to hybrid meetings has been delayed, and meetings will continue to be virtual for the time being;

Now Therefore Be It Resolved That the NCHC Board of Directors having considered the verbal update regarding ‘NCHC Meeting Format’, direct staff to continue with the implementation of blended hybrid meetings; and

Now Further Be It Resolved That the NCHC Board of Directors direct staff to review corporate by-laws for any additional change and bring back to a future Board meeting a list of which meetings are to be attended in person.”

Disposition: **Carried**

10. Correspondence – Enbridge Gas: Data Security Incident

- Rebecca Carman updated the Board of an Enbridge Gas data security incident that involved a data breach which included information about select commercial, industrial, and residential customers.

Moved by: Mandy Martin

Seconded by: Cathy Borowec

“That the NCHC Board of Directors receive the correspondence from Enbridge Gas for information.”

Disposition: **Carried**

11. New Business

N/A

12. 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 2:12 p.m.; and

Further That the meeting is closed to the public as permitted under the Municipal Act Section 239 (2c) in order to address three 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 and Rebecca Carman remain present.

Disposition: **Carried**

13. Motion to Rise and Results from Closed Session

Moved by: Anneke Russell
Seconded by: Cathy Borowec

"**That** the NCHC Board of Directors rise from Closed Session at 2:26 p.m.; and

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

Disposition: **Carried**

14. Next Meeting

Wednesday, March 27, 2024

15. Adjournment

Moved by: Anneke Russell
Seconded by: Steve Gilchrist

"**That** the meeting be adjourned at 2:27 p.m."

Disposition: **Carried**