

Meeting of Board of Directors Agenda

February 28, 2024

1:30 p.m. – 3:00 p.m.

Northumberland County

Zoom Video Conference

<https://us06web.zoom.us/j/87814637226?pwd=s3kaZLVGTMUvo3JytBb908Ab672GDF.1>

Meeting ID: 878 1463 7226

Passcode: 201352

1-855-703-8985 Canada Toll-free

1. Call to Order

Victor Fiume, Chair

2. Territorial Land Acknowledgement

Victor Fiume

3. Approval of the Agenda

Recommended Motion:

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

4. Declaration of Interest

5. Approval of Minutes

Minutes of January 31, 2024 Regular Board Meeting (attached)

Recommended Motion:

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

Minutes of September 13, 2023 Levels of Service Sub-Committee (attached)

Recommended Motion:

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

6. 2023 Year End Variance Report – unaudited (attached)
Kim O’Leary, Financial Services Planning Manager

Recommended Motion:

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

7. Director Recruitment Sub-Committee (attached)
Rebecca Carman, General Manager

Recommended Motion:

“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
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- .”

8. Delegation of Approval to report suspected animal abuse (verbal)
Rebecca Carman, General Manager

“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*.”

9. Discussion on meeting format (verbal)
Victor Fiume, Chair

Recommended Motion:

“That the NCHC Board of Directors _____.”

10. Correspondence – Enbridge Gas: Data Security Incident (attached)

Rebecca Carman, General Manager

Recommended Motion:

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

11. New Business

Victor Fiume, Chair

12. Move to Closed Session

Recommended Motion:

“That the NCHC Board of Directors proceed with the next portion of the meeting, being closed to the public at _____ a.m.; and

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 and Rebecca Carman remain present.

13. Motion to Rise and Results from Closed Session

Recommended Motion:

“That the NCHC Board of Directors rise from Closed Session at _____ a.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.”

14. Next Meeting

Wednesday, March 27, 2024

15. Adjournment

Recommended Motion:



"That the meeting be adjourned at ____p.m."

Meeting of Board of Directors Minutes

January 31, 2024

1:30 p.m. – 3:00 p.m.

Northumberland County Zoom Video Conference

Board Members Present (Virtual):

Cathy Borowec, Neil Ellis, Councillor John Logel, Maryam Mohajer-Ashjai, Jacqueline Pennington, Lindsey Reed, Anneke Russell.

Board Members' Present (In-Person): Chair Victor Fiume, Steve Gilchrist, Councillor Mandy Martin, Jennifer Moore.

Board Members' Regrets: Lou Rinaldi

Staff:

- Rebecca Carman, General Manager (Appointed by Board)
- Denise Marshall, Director Public Works
- Darrell Mast, Municipal Solicitor
- Mathew Nitsch, Director Finance / Treasurer
- Christopher Reuse, Manager Major Capital Projects
- Willie Reyns, Project Manager
- Cheryl Sanders, Deputy Clerk
- Kimberley O'Leary, Financial Planning Manager
- Adam McCue, Associate Director Public Works

1. Call to Order

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

2. Territorial Land Acknowledgement

Victor Fiume

[Maryam Mohajer-Ashjai joined the meeting at 1:34 p.m.]

3. Approval of the Agenda

Moved by: Anneke Russell

Seconded by: Neil Ellis

"That the agenda for the January 31, 2024 regular meeting of the Northumberland County Housing Corporation Board of Directors be approved."

Disposition: **Carried**

4. Declaration of Interest

- No declarations.

5. Approval of Minutes

5.1 Minutes of November 22, 2023 Regular Board Meeting

Moved by: Steve Gilchrist

Seconded by: Anneke Russell

“That the minutes of the November 22, 2023 Regular Meeting of the Board of the Northumberland County Housing Corporation be approved.”

Disposition: **Carried**

6. Resignation of Council Representative – Warden Brian Ostrander

- Chair Fiume advised the Board that Warden Brian Ostrander has submitted his letter and resignation as Council Representative Member of the NCHC Board. Councillor Mandy Martin has been appointed as Council Representative in his place.

Moved by: John Logel

Seconded by: Lindsey Reed

“That the NCHC Board of Directors receive the resignation of Warden Brian Ostrander.”

Disposition: **Carried**

7. Elgin Park Redevelopment Project Update

- Willie Reyns provided a detailed update regarding construction progress to date on the Elgin Park Redevelopment Project, noting that Phase 1 has reached substantial performance and all major deficiencies have been corrected and emergency backup sump pump systems and basement storage cage installations are complete.
- Phase 2 abatement and demolition has been completed for the 4 remaining duplex's that were onsite. Soil analysis has been completed and overburden soils will need to be disposed at Brighton landfill due to high sodium absorption rate in the soils.
- Willie provided an additional detailed update regarding change orders.

[Jacqueline Pennington joined the meeting at 1:43 p.m.]

Moved by: Steve Gilchrist

Seconded by: Anneke Russell

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

Disposition: **Carried**

8. Revised Chargeback Policy

- Rebecca Carman provided a detailed update regarding the Revised Chargeback Policy, noting that revisions to the policy are intended to incorporate loss of NCHC staff time and non-emergency usage of the after-hours emergency line. In the event that willful damage, neglect, loss of NCHC staff time, non-emergency usage of the after-hours emergency line is identified, appropriate action will be taken.
- Rebecca further noted that this policy is intended to be used sparingly and would never be applied on the first call. If calls are of a repetitive nature, then the policy would be applied. In this circumstance, education on what is deemed an emergency would be provided to the tenant, as needed.

Moved by: John Logel

Seconded by: Lindsey Reed

“That the NCHC Board of Directors approve the amended Chargeback Policy.”

Disposition: **Carried**

9. Update on Faces and Facts Social Media Campaign

- Rebecca Carman provided a verbal update regarding the Faces and Facts Social Media Campaign noting that a second phase of the media campaign is under development. This campaign will include quotes with interviewees faces and other facts, and will launch in late Spring 2024.

Moved by: Jennifer Moore

Seconded by: Cathy Borowec

“That the NCHC Board of Directors receive the verbal update on the Faces and Facts social media campaign for information.”

Disposition: **Carried**

10. NCHC General Manager Recruitment Update

- Rebecca Carman provided a verbal update to the Board regarding NCHC General Manager Recruitment, noting that Neil Ellis has been successfully recruited for the position of Housing Services Manager / General Manager of the NCHC. Neil Ellis will be joining the County effective February 26, and will assume the position of General Manager at the 2024 Annual General Meeting.

Moved by: Jennifer Moore

Seconded by: John Logel

“That the NCHC Board of Directors receive the verbal update on the NCHC General Manager Recruitment for information.”

Disposition: **Carried**

[Chair Fiume introduced new Board Members Maryam Mohajer-Ashjai, Jacqueline Pennington and County Councillor Mandy Martin]

11. Correspondence – Township of Cramahe Planning Notice

- Rebecca Carman provided an update regarding correspondence that was received from the Township of Cramahe advising of a proposed Zoning By-law Amendment to the southwest intersection of Trent Valley Road and Little Lake Road. No anticipated impact is expected to NCHC property.

Moved by: Neil Ellis

Seconded by: Mandy Martin

“That the NCHC Board of Directors receive the correspondence from the Township of Cramahe for information.”

Disposition: **Carried**

12. New Business

12.1 Support from Maryam Mohajer-Ashjai - 473 Ontario Street, Condo Budget

- Rebecca Carman provided a verbal update to the Board advising that NCHC is proceeding with the partnership on 473 Ontario Street and Maryam Mohajer-Ashjai will be engaged in discussions in consideration of her expertise in this area.

13. Move to Closed Session

Moved by: Anneke Russell
Seconded by: Cathy Borowec

"**That** the NCHC Board of Directors proceed with the next portion of the meeting, being closed to the public at 2:06 p.m.; and

- (1) **Further That** the meeting is closed to the public as permitted under the Municipal Act Section 239 (2e) in order to address matters pertaining to litigation, including matters before administrative tribunals, affecting the municipality or local board and that Denise Marshall, Chris Reuse, Willie Reyns, Darrell Mast, Rebecca Carman, and Cheryl Sanders remain present; and
- (2) **Further That** the meeting is closed to the public as permitted under the Municipal Act Section 239 (2c) and (2.k) in order to address matters relating to a proposed or pending acquisition or disposition of land by the municipality or local board and confidential negotiations regarding community housing and that Cheryl Sanders, and Rebecca Carman remain present; and
- (3) **Further That** the meeting is closed to the public as permitted under the Municipal Act Section 239 (2b) in order to address four personal matters about an identifiable individual, including municipal or local board employees (Landlord Tenant Board) and that Cheryl Sanders, and Rebecca Carman remain present."

Disposition: **Carried**

14. Motion to Rise and Results from Closed Session

Recommendation Motion (1):

Moved by: John Logel
Seconded by: Jennifer Moore

"**That** the NCHC Board of Directors rise from Closed Session at 3:08 p.m.; and

Further 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**

Recommendation Motion (2):

Moved by: Mandy Martin

Seconded by: Cathy Borowec

"That the confidential resolution moved in Closed Session regarding a proposed or pending acquisition or disposition of land by the municipality or local board and confidential negotiations regarding community housing are hereby referred to this open session of the NCHC Board of Directors for adoption."

Disposition: **Carried**

Recommendation Motion (3):

Moved by: Steve Gilchrist

Seconded by: Anneke Russell

"That the confidential resolutions moved in Closed session regarding four personal matters about an identifiable individual, including municipal or local board employees (Landlord Tenant Board) are hereby referred to this open session of the NCHC Board of Directors for adoption."

Disposition: **Carried**

15. Next Meeting

- Wednesday, February 28, 2024

16. Adjournment

Moved by: Anneke Russell

Seconded by: Neil Ellis

"That the meeting be adjourned at 3:09 p.m."

Disposition: **Carried**

Meeting of Levels of Service Sub-Committee Minutes

Wednesday, September 13, 2023

1:00 p.m. – 2:30 p.m.

Zoom Video Conference

Committee Members Present: Neil Ellis, Committee Chair and Board Treasurer; Victor Fiume, Board Chair; Steve Gilchrist, Board Vice-Chair; Lindsey Reed, Board Director; Board appointed staff representative: Rebecca Carman, General Manager

Housing Services Corporation Project Team: Jennifer McMahon, Kerry Hobbs

1. Call to Order

Victor Fiume, Board Chair

- Victor Fiume called the meeting to order at 1:06 p.m.

2. Territorial Land Acknowledgement

Victor Fiume

3. Approval of the Agenda

Moved by: Lindsey Reed

Seconded by: Steve Gilchrist

“**That** the agenda for the September 13, 2023 meeting of the NCHC Levels of Service Sub-Committee be approved.”

4. Declaration of Direct, Indirect or Deemed Pecuniary Interest or Disqualifying Interest

None

5. Election of Chair

[General Manager Rebecca Carman was the Presiding Officer for the Election of Committee Chair]

a. **Moved by:** Victor Fiume

Seconded by: Neil Ellis

“**That** the NCHC Levels of Service Sub-Committee proceed with the election of Committee Chair, commencing on the 13th day of September, 2023.”

Disposition: **Carried**

[Nominations]

- Victor Fiume nominated Steve Gilchrist for Committee Chair, Steve Gilchrist declined nomination
- Victor Fiume nominated Neil Ellis for Committee Chair, Neil Ellis accepted nomination.
- General Manager Rebecca Carman called for further nominations a first, second and third time.

b. **Moved by:** Lindsey Reed
Seconded by: Steve Gilchrist

“That nominations for the election of NCHC Levels of Service Sub-Committee be closed”

Disposition: **Carried**

[Confirmation of Election Results]

- Neil Ellis was acclaimed as the Chair of the Northumberland County Housing Corporation Level of Service Sub-Committee.

6. Levels of Service Presentation – Housing Services Corporation

Moved by: Steve Gilchrist
Seconded by: Lindsey Reed

- Kerry Hobbs, Director, Sector Services, Business Solutions and Jennifer McMahon, Project Manager and Business Solutions Specialist provided a detailed presentation on the project for developing Levels of Services for the NCHC.
- HSC Project team led the sub-committee through a whiteboard activity to identify priorities in the development of NCHC’s levels of services.
- The Sub-Committee recommended a mid-way check in on progress to confirm direction of the work.

“That the NCHC Sub-Committee receive the presentation for information.”

Disposition: **Carried**

7. Approval of Next Steps and Actions (verbal)

Moved by: Victor Fiume
Seconded by: Lindsey Reed

- The HSC Project Team The Sub-Committee recommended a mid-way check in on progress to confirm direction of the work.

“That the NCHC Sub-Committee direct the General Manager to work with HSC to implement priorities and next steps as per discussion.”

Disposition: **Carried**

8. New Business

N/A

9. Move to Closed Session

N/A

10. Motion to Rise and Results from Closed Session

N/A

11. Next Meeting

TBD

12. Adjournment

- Neil Ellis adjourned the meeting at 2:26 p.m.



Northumberland County Housing Corporation (NCHC) Report to Board

February 28, 2024

Vacant Director Position Recruitment Plan

Prepared by: Rebecca Carman, General Manager

Issue

The recruitment of the two vacant director positions will commence in Spring 2024 following the proposed plan outlined below.

Recommendation

It is recommended that the plan for director recruitment is approved. It is further recommended that a recruitment sub-committee is formed to lead the recruitment and interview process.

Background

There are currently two vacancies for the NCHC Board of Directors. The requirements for Directors are outlined in the NCHC By-Law Article 3. The election of a Director typically takes place at the annual meeting of the Shareholder, however when there are vacancies, the Shareholder is able to appoint a new Director to fill the vacancy for the remainder of the term and shall consider any recommendation of the Board as per By-law No.1, section 3.7.

Analysis

It is recommended that the recruitment process begin in Spring 2024, with the goal of appointing 3 new directors in Summer 2024. It is proposed that a sub-committee is formed to support the implementation of this recruitment. The sub-committee will be responsible for supporting the General Manager in approving the application, reviewing applications and conducting interviews with prospective applicants.

The sub-committee will be responsible to report back to the NCHC Board on recommended individuals to fill vacancies, following which the General Manager will take the Board's recommendations forward to the Shareholder for their consideration.

The sub-committee will work to incorporate the following considerations in the recruitment of the vacant positions:

- Key skillsets needed (proposed that some consideration is given to financial/accounting and construction/development as potential priority areas)
- Consideration of application content and interview questions
- Requirements for a successful onboarding to the NCHC Board of Directors

The sub-committee will comprise of the Chair of the NCHC Board of Directors, the General Manager, and a small number of directors (minimum of 2 directors) to support this work.

Financial Impact

There is no financial impact associated with this report, the budget required to support advertising of the vacancy is incorporated into the annual NCHC budget.

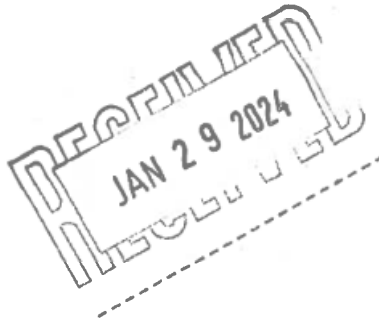
Conclusion

It is recommended that the plan for director recruitment as above is approved and that a sub-committee is formed to support staff in their implementation.



Enbridge Gas
500 Consumer Rd
North York, Ontario M2J 1P8
Canada

January 25, 2024



Ontario Housing Corp
555 Courthouse Rd
Cobourg, ON K9A 5J6

Important Information: Data Security Incident

Enbridge Gas has been notified that its third-party service provider (CLEAResult) experienced a data security breach of its MOVEit data transfer software, which included information about select Enbridge Gas commercial, industrial and residential customers. CLEAResult provides services in respect of certain Enbridge Gas conservation programs. The customer information contained in this data breach included select Enbridge Gas business and residential customer names, service addresses and Enbridge Gas account numbers. No financial or information regarding the amount of natural gas used was contained in the data files that were breached.

The third-party data breach occurred on or around May 31, 2023, however the full extent of the data security breach was not communicated to Enbridge Gas until Nov. 16, 2023.

We are treating this situation very seriously and taking steps to mitigate potential risks to customers impacted by this data breach, including communications with affected customers and additional internal monitoring of accounts. For customers identified in the breach, we've added further steps to validate customer information before making any changes to their accounts. We take seriously the security of our customers' information and we continue to review our security processes and procedures including data access protocols. We will continue to take immediate steps to address any gaps.

We strongly encourage customers to remain vigilant by reviewing their account information online using My Account and confirming your contact, address and other information has not changed. For those customers who do not currently have an Enbridge Gas online My Account profile, please create one. Creating an online account and password offers additional security protections and will prevent others from being able to create an account on your behalf. Please visit myaccount.enbridgegas.com/register to create an online profile. You will need your account number, postal code and an email address to register.

The public's safety is our top priority, including the safety of our customers' information. We sincerely regret any concern that this situation has caused for our customers.

If you have questions about this incident or suspect your account has been accessed by an unauthorized user, please contact us at **1-877-362-7434**, Monday through Friday, 8 a.m. – 6 p.m.

Sincerely,
Sarah Van Der Paelt
Director, Marketing and Energy Conservation
Enbridge Gas