



Meeting of Board of Directors Agenda

September 24, 2025
1:30 p.m. – 3:00 p.m.
Northumberland County

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 September 24, 2025, regular meeting of the Northumberland County Housing Corporation Board of Directors be approved.”

4. Declaration of Interest

5. Approval of Minutes (attached)

Minutes of August 27, 2025, Regular Board Meeting

Recommended Motion:

“That the minutes of the August 27, 2025, Regular Meeting of the Northumberland County Housing Corporation be approved.”

6. Approval of the Addressing Gender-Based Violence in Community Housing Sub-Committee Meeting Minutes (attached)

Recommended Motion:

“That the minutes of the July 22, 2025, Addressing Gender-Based Violence in Community Housing Sub-Committee Meeting be approved.”

7. 129 Kent Street Authorizing Resolution (attached)

Rebecca Carman, General Manager

Recommended Motion:

"That the NCHC Board of Directors approve the proposed 129 Kent Street Authorizing Resolution."

8. Cornerstone – Board of Directors GBV/IPV Training Session (attached)

Lucy Caldwell, Manager of Shelter Services

Christina Colacicco, Manager of Community Services

Recommended Motion:

"That the NCHC Board of Directors receive the Board of Directors GBV/IPV Training Session for information."

9. New Business

Victor Fiume, Chair

- Rescheduling the NCHC Board of Directors Meeting scheduled for October 29, 2025.

10. Next Meeting

- Wednesday October 29, 2025, at 1:30 p.m.
Location: In Person – 555 Courthouse Road, Cobourg – Council Chambers

11. Adjournment

Recommended Motion:

"That the meeting be adjourned at _____ p.m."

Meeting of Board of Directors Minutes

August 27, 2025

1:30 p.m. – 3:00 p.m.

Northumberland County

In Person

Board Members' Present (In-Person):

Victor Fiume, Chair

Cathy Borowec

Steve Gilchrist

Councillor John Logel

Lou Rinaldi

Maryam Mohajer-Ashjai

Anneke Russell

Board Members' Regrets: Jennifer Moore, Molly Anthony, Councillor Mandy Martin, Jacqueline Pennington, Daphne Livingstone and Lindsey Reed

Staff:

- Rebecca Carman, General Manager (Appointed by Board)
- Emily Corkery, Housing Services Manager
- Jackie Diminie, Customer Service Representative
- Ashley Postma, Application Assistance Representative
- Julie Kennedy, Developmental Housing & Homelessness Supervisor
- Adam McCue, Associate Director of Operations Public Works
- Mitchell Hill, Financial Housing Specialist

1. Call to Order

- Chair Victor Fiume called the meeting to order at 1:34 p.m.

2. Territorial Land Acknowledgement

- Chair Victor Fiume offered a territorial land acknowledgement

3. Approval of the Agenda

Moved by: Steve Gilchrist

Seconded by: Anneke Russell

"That the agenda for the August 27, 2025 regular meeting of the

Northumberland County Housing Corporation Board of Directors be approved.”

Disposition: **Carried**

4. Declaration of Interest

- No declarations

5. Approval of Regular Board Meeting Minutes (attached)
Minutes of July 23, 2025 Regular Board Meeting

Moved by: Lou Rinaldi

Seconded by: Anneke Russell

“**That** the minutes of the July 23, 2025 Regular Meeting of the Northumberland County Housing Corporation be approved.”

Disposition: **Carried**

6. Approval of the Addressing Gender-Based Violence in Community Housing Sub-Committee Meeting Minutes (attached)
Minutes of May 30, 2025 Construction Standards Sub-Committee Meeting

Moved by: Cathy Borowec

Seconded by: Lou Rinaldi

“**That** the minutes of the May 30, 2025 Addressing Gender-Based Violence in Community Housing Sub-Committee Meeting be approved.”

Disposition: **Carried**

7. Revised Exterior Spaces – Apartment Units Policy Update (verbal)
Emily Corkery, Housing Services Manager

Revision of policy to include clarity on outdoor patio gardening plots.

- Revision of policy to include clarity on outdoor patio gardening plots.
- Pilot project beginning at 45 Wellington adding patio stones and gardening plots for tenants.
- Noted: if the opportunity presents itself it may be added to other buildings.

Moved by: Anneke Russell

Seconded by: Steve Gilchrist

“**That** the NCHC Board of Directors approve the proposed Exterior Spaces –



Northumberland County
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Apartment Units policy revisions.”

Disposition: **Carried**

8. NCHC Security Standards Report (verbal)

Joel Johnston, Security Infrastructure Supervisor

- Joel was unable to attend today's meeting

Moved by: Cathy Borowec

Seconded by: Maryam Mohajer-Ashjai

“**That** the NCHC Board of Directors direct staff to create security standards specific to NCHC properties, needs and risk tolerance, and approve the implementation of security standards for all NCHC properties.”

Disposition: **Carried**

9. Housing Arrears Report (attached)

Julie Kennedy, Developmental, Housing and Homelessness Supervisor

- Discussion was had about “systems” impacts. This is when other factors come into play such as COHB, ODSP, etc has a glitch that causes tenants to be in arrears.
- Discussion was had about automated arrears letters. Discussion that Case management and communication happens with tenants before arrears letters are sent in hopes of fixing the issue.

Board requested future reports include an information on the percentage of new arrears as opposed to long-term/continuous arrears.

Moved by: Steve Gilchrist

Seconded by: Anneke Russell

“**That** the NCHC Board of Directors receive the Housing Arrears Report for information.”

Disposition: **Carried**

10. NCHC Tenant Satisfaction Survey Update (attached)

Julie Kennedy, Developmental, Housing and Homelessness Supervisor

- Discussion on the low number of survey responses, considerations required for alternate collection methods during the next survey distribution.
- Discussion had on the follow up from the survey for both tenants and public.

Moved by: John Logel

Seconded by: Anneke Russell

“That the NCHC Board receive the NCHC Tenant Satisfaction Survey update for information.”

Disposition: **Carried**

11. Growth and Expansion Sub-Committee Meeting Update

Jacqueline Pennington and Maryam Mohajer-Ashjai,
Co-Chairs of Sub-Committee

Moved by: Anneke Russell

Seconded by: Lou Rinaldi

“That the NCHC Board of Directors receive the update on the Growth and Expansion Sub-Committee Meeting for information; and

“That the NCHC Board of Directors approve the addition of Molly Anthony to the Growth and Expansion Sub-Committee’

Disposition: **Carried**

12. New Business

Victor Fiume, Chair

1. Lindsey Reeds resignation from the Board.

Discussion had regarding succession planning, and director replacement for this vacancy and upcoming vacancies as board member terms end in May 2026.

Moved: Steve Gilchrist

Seconded: Lou Rinaldi

“That the NCHC Board of Directors direct the Chair to send a letter of recognition and thanks to Lindsey Reed for her years of service on the Board”; and

“Further that, the recruitment process for this vacancy to be delayed until 2026”

Disposition: **Carried**

2. NCHC Manager – Upcoming Leave

Rebecca Carman, General Manager (Verbal)

- Congratulations of Emily Corkery's parental leave and acknowledgement of contribution made by Emily in support of the NCHC.

3. Item raised to move into closed session relating property acquisition

Rebecca Carman, General Manager (Verbal)

13. Move into Closed Session:

Victor Fiume, Chair

"That the NCHC Board of Directors proceed with the next portion of the meeting, being closed to the public at 2:27 p.m.; and

Further That the meeting is closed to the public as is permitted under the Municipal Act Section 239 (2.c) in order to address matters relating to a proposed or pending acquisition or disposition of land by the municipality or local board and that, Rebecca Carman, Emily Corkery, Julie Kennedy, Jackie Diminie and Ashley Postma remain present."

Moved By: Steve Gilchrist

Seconded By: John Logel

Disposition:

Carried

14. Motion to Rise and Results from Closed Session

Victor Fiume, Chair

"**That** the NCHC Board of Directors rise from Closed Session at 2:43 p.m.; and

Further That the confidential resolution moved in Closed Session regarding matters relating to a proposed or pending acquisition or disposition of land by the municipality or local board is hereby referred to this open session of the NCHC Board of Directors for adoption."

Moved by: Steve Gilchrist

Seconded by: Anneke Russell

Disposition:

Carried

15. Next Meeting

- Wednesday September 24, 2025 at 1:30 p.m.
Location: In Person – 555 Courthouse Road, Cobourg – Council Chambers

16. Adjournment



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"That the meeting be adjourned at 2:45 p.m."

Moved by: Lou Rinaldi

Seconded by: Cathie Borowec

Disposition: **Carried**

Meeting of Gender-Based Violence in Housing Sub-Committee Minutes

Tuesday, July 22, 2025

10:00am – 12:00pm

Northumberland County

Community and Social Services Training Room

Members Present (in person):

Daphne Livingstone, Cathy Borowec, Lou Rinaldi, Rebecca Carman, Emily Corkery, Kerry Smith

Members' Regrets: Maryam Mohajer

Guests Present (in person): None

1. Call to Order

Daphne Livingstone called the meeting to order at 10:07 a.m.

2. Territorial Land Acknowledgement

Rebecca Carma, General Manager

3. Approval of the Agenda

Daphne Livingstone

Recommended Motion:

"That the agenda for the July 22, 2025 meeting of the Northumberland County Housing Corporation Gender Based Violence in Housing Sub-Committee be approved."

Moved by: Cathy Borowec

Seconded by: Lou Rinaldi

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

No declarations

5. Approval of Minutes

Daphne Livingstone

“That the minutes of the May 30, 2025 meeting of the Northumberland County Housing Corporation Gender-Based Violence Sub-Committee be approved”

Moved by: Cathy Borowec

Seconded by: Lou Rinaldi

6. NCHC Board Training Plan Update (verbal)

Emily Corkey, Housing Services Manager

- Nancy Johnston and Christina Colacicco, Cornerstone Family Violence Prevention Centre will be invited to attend the August Gender-Based Violence in Housing Sub-Committee meeting.
- Focus on NCHC policies, eviction prevention model and supporting survivors of gender-based violence. Policies were provided to Cornerstone for review.
- Training sessions will take place in September and October during NCHC board meetings.

“That the Sub-Committee receive the verbal update on the NCHC Board training plan for information”.

Moved by: Lou Rinaldi

Seconded by: Cathy Borowec

7. New Business

- Meeting scheduled with Northumberland OPP Inspection Mike Cavanagh, Rebecca Carman and Emily Corkery will attend.
- Emily Corkery will be taking parental leave effective September 12, 2025. Recruitment is taking place for an additional Housing and Homelessness Operations Supervisor. Bill Smith will be acting Housing and Homelessness Services Manager. Rebecca Carman to remain NCHC General Manager.

8. Next Meeting

- Wednesday, August 27, 2025
3:00pm – 4:30pm

9. Adjournment

Moved by: Lou Rinaldi

Seconded by: Maryam Mohajer

“That the meeting be adjourned at 11:22 a.m.”

Disposition: **Carried**

RESOLUTION OF THE DIRECTORS
OF
NORTHUMBERLAND COUNTY HOUSING CORPORATION
(the "Corporation")

WHEREAS the Corporation has arranged a loan facility in the amount of \$325,790.00 with The Corporation of the County of Northumberland (the "**Lender**") pursuant the terms and conditions set out in a Contribution Agreement dated January 31, 2025 issued by the Lender to the Corporation (the "**Contribution Agreement**");

NOW THEREFOR BE IT RESOLVED THAT:

1. The Corporation is hereby authorized to borrow funds in the amount of \$325,790.00 from the Lender.
2. The Corporation is authorized to execute and deliver to the Lender, and perform its obligations under the Contribution Agreement and the security referred to in the Contribution Agreement, and any other security required by the Lender or its solicitors in connection with the loan contemplated hereunder, including:
 - (a) a Charge of the property municipally known as 129 Kent Street, Campbellford (the "**Property**") by the Corporation in favour of the Lender;
 - (b) a General Assignment of Rents by the Corporation in favour of the Lender;
 - (c) a General Security Agreement;
 - (d) an Environmental Representation Warranty and Indemnity;
 - (e) a Declaration of Possession; andsuch other documents as may be required by the Lender (hereinafter collectively referred to as the "**Security**"), securing the said loan facilities and the fulfillment of the obligations of the Corporation in connection therewith.
3. Any director or officer of the Corporation including Rebecca Carman and Jennifer Moore (collectively, the "**Authorized Signing Officer**") are hereby authorized on behalf of the Corporation to execute and deliver the Contribution Agreement, Security with such amendments or variations necessary, whose signatures shall be conclusive evidence of such approval, and such persons are hereby authorized to do such further acts and things and to execute such other deeds, documents, instruments and writings, if any, as may be necessary or desirable in connection with the Contribution Agreement, in order to give effect thereto.
4. All deeds, documents, instruments, writings, acts or proceedings in connection with or pertaining to the loan contemplated by the Contribution Agreement which heretofore or hereafter may be executed, made, done or performed by the Corporation by the Authorized Signing Officer thereof in connection therewith be and they are hereby

expressly approved, ratified and confirmed.

5. This resolution may be executed by electronic transmission, which shall for all purposes be deemed to be an original and legally binding instrument.

[signature page follows]

THE FOREGOING RESOLUTION is hereby passed by the directors of the Corporation, which resolution is in full force and effect, unamended as of the date hereof.

DATED this 2025.

Molly Anthony

Cathy Borowec

Victor Fiume

Steve Gilchrist

Daphne Livingstone

John Logel

Maryam Mohajer-Ashjai

Jennifer Moore

Lou Rinaldi

Anneke Russell

Jacqueline Pennington

Mandy Martin

**Northumberland County Housing Corporation
Board of Directors training plan for GBV/IPV training sessions**

Board Level Session 1:

- Introduction & Goals of training
- Overview of Cornerstone services
- Foundation of training – The 4 R's
 - o Recognize
 - o Respond
 - o Refer
 - o Record
- What is Gender-Based Violence (GBV)
- What is Intimate Partner Violence (IPV)
- Introduce the Ontario Domestic Violence Death Review Committee
- Overview of IPV Risk Factors
- Power & Control Wheel and Cycle of Violence
- Demographic and Statistics on IPV & GBV
- Coroner Inquests
 - o Provide an overview of the inquests that have taken place related to IPV
- Ryan Inquest
- Myths and Realities related to GBV/IPV