



## **Meeting of Board of Directors**

### **Minutes**

**October 30, 2024**

**1:30 p.m. - 3:00 p.m.**

Northumberland County

Council Chambers

#### **Board Members Present (in person):**

Molly Anthony

Cathy Borowec (arrived at 1:40 pm)

Victor Fiume, Chair

Steve Gilchrist

Daphne Livingstone

Councillor John Logel

Councillor Mandy Martin

Maryam Mohajer-Ashjai

Jacqueline Pennington

Lou Rinaldi

Anneke Russell

#### **Board Members' Regrets:**

Lindsey Reed

#### **Staff Present:**

- Rebecca Carman, General Manager
- Carol Coleman, Associate Director Engineering
- Glenn Dees, Director Health & Human Services
- Mitchell Hill, Financial Housing Specialist
- Nancy MacDonald, Administrative Assistant
- Denise Marshall, Director Public Works
- Adam McCue, Associate Director of Operations Public Works
- Kim O'Leary, Financial Planning Manager
- Rob O'Neil, Facilities Manager
- Negar Pakzadian, Project Manager, Major Capital Projects
- Willie Reyns, Project Manager
- Bill Smith, Housing Services Operations Supervisor

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

- Chair Victor Fiume called the meeting to order at 1:31 p.m.

## 2. Territorial Land Acknowledgement

Victor Fiume

## 3. Approval of the Agenda

Moved by: Jennifer Moore

Seconded by: Anneke Russell

“**That** the agenda for the October 30, 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

Minutes of September 25, 2024 Regular Board Meeting

Moved by: Steve Gilchrist

Seconded by: Councillor John Logel

“That the minutes of the September 25, 2024 Regular Meeting of the Northumberland County Housing Corporation be approved.”

Disposition: **Carried**

## 6. Elgin Park Redevelopment Update (attached)

Willie Reysn, Project Manager, Major Capital Projects

Moved by: Lou Rinaldi

Seconded by: Councillor Mandy Martin

“That the NCHC Board of Directors receive the Elgin Park Redevelopment Update report for information.”

Disposition: **Carried**

**7. 123 King Street, Colborne Redevelopment Update**

Negar Pakzadian, Project Manager, Major Capital Projects

- The ZBA application has been submitted to the township, which allows us to target site intensification up to 40 units. This application secures the site’s servicing capacity for redevelopment until we submit the official plan amendment to support the intensification of up to 60 units.
- The draft RFP for consulting services has been prepared and is under review.
- MCP is currently drafting the RFP for Construction Manager at Risk Services.

Moved by: Anneke Russell

Seconded by: Cathy Borowec

“That the NCHC Board of Directors receive the 123 King Street, Colborne Redevelopment Update report for information.”

Disposition: **Carried**

**8. Construction Standards**

Carol Coleman, Associate Director of Engineering

- Sub-Committee last met November 29, 2023
- Comments received from Victor, Cathy and Chris on draft construction standards
- Comments incorporated into the draft document and then shared with Facilities staff
- Revised draft with Facilities comments and a few questions for NCHC to answer

Moved by: Steve Gilchrist

Seconded by: Councillor John Logel

“That the NCHC Board of Directors receive the verbal update on forthcoming construction standards, and direct staff to schedule a meeting with the Construction Standards sub-committee, and appoint the following additional board member to this sub-committee:

- a. Molly Anthony “

Disposition: **Carried**

**9. Quarter 3 Financial Update**

Kim O’Leary, Financial Services Planning Manager

Moved by: Lou Rinaldi  
Seconded by: Anneke Russell

“That the NCHC Board of Directors receive the Quarter 3 financial update for information.”

Disposition: **Carried**

**10. 2024 Budget Carryovers**

Rebecca Carman, General Manager

Moved by: Jennifer Moore  
Seconded by: Daphne Livingstone

“That the NCHC Board of Directors approve the 2024 budget carryovers in the amount of \$581,900 and submit these to County Council for consideration.”

Disposition: **Carried**

**11. Update on Progress on Strategic Goal 2: “Expand and Grow the NCHC Portfolio”**

Rebecca Carman, General Manager

Moved by: Steve Gilchrist  
Seconded by: Anneke Russell

“That the NCHC Board of Directors direct staff to bring forward a report in the New Year outlining a scope of work for a Board sub-committee to address key actions toward establishing achievable growth targets for the NCHC.”

Disposition: **Carried**

**12. Operations Update (Requested from September Board meeting)**

Rebecca Carman, General Manager

Moved by: Anneke Russell

Seconded by: Lou Rinaldi

“That the NCHC Board of Directors receive the Operations Update for information.”

Disposition: **Carried**

**13. Update to NCHC Tenant Lease Agreement**

Rebecca Carman, General Manager

Moved by: Councillor John Logel

Seconded by: Steve Gilchrist

“That the NCHC Board of Directors delegate approval to the General Manager to make reasonable revisions to the NCHC Tenant Lease Agreement aligned with the direction of the Board, legislation, NCHC policies and County Community Housing Directives.”

Disposition: **Carried**

**14. Update on Homelessness Addictions and Recovery Treatment (HART) Hub Application**

Rebecca Carman, General Manager

Moved by: Mandy Martin

Seconded by: Anneke Russell

“That the NCHC Board of Directors receive the update regarding the Homelessness Addictions and Recovery Treatment (HART) Hub application as presented, for information.”

Disposition: **Carried**

**15. 152 Cockburn St, Campbellford – Setting Occupancy Costs**

Rebecca Carman, General Manager

Moved by: Steve Gilchrist

Seconded by: Mandy Martin

“That the NCHC Board of Directors approve establishing occupancy costs of \$800 per unit, inclusive of utilities for all rooms at 152 Cockburn Street, Campbellford; and

Further that the NCHC Board of Directors approve a reduction of occupancy costs for occupants in cases where 30% of monthly income/social assistance rates, including available subsidies are below \$800, with the condition that the budgeted revenue at least matches the budgeted expenditures, at the discretion of the General Manager.”

Disposition: **Carried**

**16. New Business**

Victor Fiume, Chair

N/A

**17. 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 2:37 pm; and

- (1) 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 Glenn Dees, Rebecca Carman, Emily Corkery, Willie Reyns, Denise Marshall, Carol Coleman, Rob O’Neil, Adam McCue and Cheryl Sanders and remain present; and

- (2) Further That the meeting is closed to the public as permitted under the Municipal Act Section 239 (2.b) and (2.e) in order to address matters relating to personal matters about an identifiable individual, including municipal or local board employees and litigation or potential litigation, including matters before administrative tribunals affecting the municipality or local board (Landlord and Tenant Board) and that Rebecca Carman and Nancy MacDonald remain present.”

Disposition: **Carried**

### **18. Motion to Rise and Results from Closed Session**

Moved by: Steve Gilchrist  
Seconded by: Maryam Mohajer-Ashjai

- a.) "That the NCHC Board of Directors rise from Closed Session at 4:07 pm; 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.”

Disposition: **Carried**

Moved by: Cathy Borowec  
Seconded by: Lou Rinaldi

- b.) “That the confidential resolution moved in Closed session regarding personal matters about an identifiable individual, including municipal or local board employees and litigation or potential litigation, including matters before administrative tribunals affecting the municipality or local board (Landlord and Tenant Board) is hereby referred to this open session of the NCHC Board of Directors for adoption.”

Disposition: **Carried**

Moved by: Daphne Livingstone  
Seconded by: Lou Rinaldi

- c.) “That the Board of Directors strike a sub-committee to support the work regarding gender-based violence; and



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Further that the Chair send a letter to the Minister of Municipal Affairs and Housing, citing the recent concerning Landlord Tenant Board decisions, and copy the Executive Chair and Associate Chair of the Landlord Tenant Board.”

Disposition: **Carried**

### **19. Next Meeting**

- **Wednesday November 27, 2024 at 1:30**  
Location: **Virtual - Zoom**

### **20. Adjournment**

The meeting adjourned at 4:12 pm.