

Meeting of Board of Directors Minutes

April 30, 2025

1:30 p.m. – 3:00 p.m.

Northumberland County

Board Members Present (In-Person):

Chair Victor Fiume

Cathy Borowec

Councillor Mandy Martin

Jennifer Moore

Jacqueline Pennington

Lou Rinaldi

Anneke Russell

Lindsey Reed

Maryam Mohajer-Ashjai

Board Members' Regrets:

Molly Anthony

Steve Gilchrist

Daphne Livingstone

Councillor John Logel

Staff:

- Rebecca Carman, General Manager (Appointed by Board)
- Carol Coleman, Associate Director Engineering
- Emily Corkery, Housing Services Manager
- Rob O'Neil, Facilities Manager
- Willie Reyns, Project Manager
- Matthew Stergios, Executive Assistant to CAO
- Negar Pakzadian, Project Manager, Major Capital Projects
- Linda Johnston, Application Assistant

1. Call to Order

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

2. Territorial Land Acknowledgement

Victor Fiume

3. Approval of the Agenda

Moved by: Mandy Martin

Seconded by: Cathy Borowec

“That the agenda for the April 30, 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

Minutes of March 26, 2025 Regular Board Meeting

Moved by: Lou Rinaldi

Seconded by: Jennifer Moore

“That the minutes of the March 26, 2025 Regular Meeting of the Northumberland County Housing Corporation be approved.”

Disposition: **Carried**

6. Approval of Construction Standards Sub-Committee Meeting Minutes

Minutes of March 3, 2025 Construction Standards Sub-Committee Meeting

Moved by: Mandy Martin

Seconded by: Cathy Borowec

“That the minutes of the March 3, 2025 Construction Standards Sub-Committee Meeting be approved.”

Disposition: **Carried**

7. Approval of the NCHC Affordable Housing Design Guidelines

Willie Reyns, Major Capital Projects Manager

Moved by: Anneke Russell

Seconded by: Cathy Borowec

- Willie Reyns discussed the creation of a standard to allow contractors to have a better understanding of current guidelines for accessibility and building standards.

- The guidelines were developed by the sub-committee and are aligned with best practices.
- No immediate financial impact, but may influence capital budget going forward.

“That the NCHC Board approve the Affordable Housing Design Guidelines – April 2025 as the official design standards for new affordable housing developments and major retrofits undertaken by NCHC, and that staff use these guidelines in the planning, procurement, design, and construction phases of housing projects; and

Further that the NCHC Board direct staff to conduct periodic reviews of the guidelines and bring recommended changes to the Board for approval.”

Disposition: **Carried**

8. 129 Kent Street, Campbellford - Additional Dwelling Unit Review

Willie Reyns, Major Capital Projects Manager

Moved by: Anneke Russell

Seconded by: Mandy Martin

- Assessed the feasibility of adding additional unit, Willie Reyns recommends proceeding with 1 bedroom.
- Modular is the best method to achieve sustainable targets.
- Not enough space on property for more than one unit.
- Lindsay Reed & Jacqueline Pennington discussed the cost, which they indicated is high.

“That the NCHC Board of Directors direct staff to proceed with issuing an RFP for the creation of at least one additional dwelling units with an upset limit of \$400,000

And Further to direct staff to make the request to Council to approve a draw from reserves to fund the construction of units

And Further to work with the Municipality of Trent Hills to determine the maximum density that can be achieved on the property located at 129 Kent Street, Campbellford and compare construction costs of traditional and modular construction, considering time constraints.”

Disposition: **Carried (Lindsay Reed & Jacqueline Pennington abstained)**

9. NCHC Q1 2025 Variance Report

Kimberly O'Leary, Financial Planning Services Manager

Moved by: Anneke Russell

Seconded by: Lindsey Reed

"That the NCHC Board of Directors receive the NCHC Q1 2025 Variance Report for information."

Disposition: **Carried**

10. Housing Operations Report

Julie Kennedy, Developmental Housing and Homelessness Supervisor

Moved by: Lou Rinaldi

Seconded by: Jennifer More

"That the NCHC Board of Directors receive the Housing Operations Report for information."

Disposition: **Carried**

11. NCHC Strategic Plan Quarterly Update

Emily Corkery, Developmental Housing Services Manager

Moved by: Anneke Russell

Seconded by: Lindsey Reed

"That the NCHC Board of Directors receive the NCHC Strategic Plan Quarterly Update for information"

Disposition: **Carried**

12. Annual General Meeting Agenda and Date

Rebecca Carman, General Manager

- Rebecca Carman indicated a draft agenda for the AGM has been circulated. There are 3 officer positions up for nominations, including Chair, Vice-Chair and Secretary.
- The by-law states an individual can run for 2 consecutive terms.

(Circulated prior to the meeting)

Moved by: Lindsey Reed

Seconded by: Anneke Russell

“That the agenda for the 2025 NCHC Annual General Meeting be approved.”

Disposition: **Carried**

**13. Gender Based Violence in Community Housing Sub-Committee Meeting
Update – April 24, 2025** (verbal)

Rebecca Carman, General Manager

Daphne Livingstone, Chair, Sub-Committee

- 2 meetings have been held, with Daphne Livingstone stepping forward as Chair.
- Cornerstone attending next meeting to discuss future training and a Terms of Reference.
- Minutes to be circulated next month.

Moved by: Lindsey Reed

Seconded by: Jennifer Moore

“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**

14. New Business

Victor Fiume, Chair

- Chair Victor Fiume led a discussion on board succession planning.
- The board discussed issuing a formal statement of support for transitional housing and Transition House on 310 Division St., specifically.

“That the NCHC Board of Directors draft a letter of support for Transition House, to be issued at a later date”

Moved by: Cathy Borowec

Seconded by: Lindsey Reed

Disposition: **Carried**

15. 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 3:15 p.m.; and

- (1) **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 identifiable individuals, 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, Emily Corkery, Matthew Stergios, and Linda Johnston remain present."

Disposition: **Carried**

16. Motion to Rise and Results from Closed Session

Recommended Motion (1):

Moved by: Cathy Borowec
Seconded by: Lou Rinaldi

"**That** the NCHC Board of Directors rise from Closed Session at 3:21pm; and

Further That the confidential resolutions moved in Closed session regarding **two** matters relating to personal matters about identifiable individuals, 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**

17. Next Meeting

- Wednesday May 28, 2025 at 1:30 p.m.
Location: **In Person** – 555 Courthouse Road, Cobourg – Council Chambers

18. Adjournment

Moved by: Anneke Russell
Seconded by: Lindsey Reed

"**That** the meeting be adjourned at 3:22 p.m."

Disposition: **Carried**

