

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 Reys 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**