

**Meeting of Board of Directors  
Agenda**

**May 27, 2026**

**1:30 p.m. – 3:00 p.m.** (to start immediately following the Annual General Meeting)

Northumberland County

In-Person (555 Courthouse Rd, Cobourg, ON – Committee Room A)

**1. Call to Order**

Cathy Borowec, Chair

**2. Territorial Land Acknowledgement**

Cathy Borowec, Chair

**3. Approval of the Agenda**

Recommended Motion:

“**That** the agenda for the May 27, 2026, regular meeting of the Northumberland County Housing Corporation Board of Directors be approved.”

**4. Declaration of Interest**

**5. Approval of Minutes** (attached)

Minutes of April 22, 2026, Regular Board Meeting

Recommended Motion:

“**That** the minutes of the April 22, 2026, Regular Meeting of the Northumberland County Housing Corporation be approved.”

**6. Q1 Housing Operations Report** (attached)

Julie Kennedy, Housing and Homelessness Operations Supervisor

Recommended Motion:

“**That** the NCHC Board of Directors receive the Q1 Housing Operations Report for information.”

**7. Standing Item: Update on 8 King St in Colborne** (verbal)

Rebecca Snelgrove, General Manager

Recommended Motion:

**“That** the NCHC Board of Directors receive the verbal update on 8 King St in Colborne and an update from the 8 King St sub-committee for information.”

**8. Participation Matters Application** (to be circulated prior to Board meeting)  
Rebecca Snelgrove, General Manager

Recommended Motion:

**“That** the NCHC Board of Directors authorize the General Manager to apply with the support of the Addressing Gender Based Violence Sub-Committee to the University of Guelph Community Engaged Scholarship Institute for a Participation Matters grant in the amount of \$7,500; and

**Further that** if successful in receiving the grant, approve the utilization of \$7,500 from surplus tenant rent revenues to meet the required matching amount.”

**9. New Business**  
Cathy Borowec, Chair

**10. 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 \_\_\_\_\_ p.m.; and

**Further That** the meeting is closed to the public as is permitted under the Municipal Act Section 239 (2.b) in order to address one matter relating to personal matters about an identifiable individual, including municipal or local board employees; and 239 (2.e) in order to address one matter relating to litigation or potential litigation, including matters before administrative tribunals, affecting the municipality or local board; and 239 (2.k) in order to address one matter relating to a position, plan, procedure, criteria or instruction to be applied to any negotiations carried on or to be carried on by or on behalf of the municipality or local board and that Rebecca Snelgrove, Dan Borowec, Dwayne Campbell, Julie Kennedy, Linda Johnston, and Kasheen Neal remain present.”

**11. Motion to Rise and Results from Closed Session**

Recommended Motion (1):

**“That** the NCHC Board of Directors rise from Closed Session at \_\_\_\_\_ p.m.; and

**Further that** the confidential resolutions moved in Closed Session regarding one matter relating to personal matters about an identifiable individual, including municipal or local board employees; one matter relating litigation or potential litigation, including matters before administrative tribunals, affecting the municipality or local board; and one matter relating to a position, plan, procedure, criteria or instruction to be applied to any negotiations carried on or to be carried on by or on behalf of the municipality or local board.”

## **12. Next Meeting**

- Date: June 24, 2026  
Location: In Person–555 Courthouse Rd, Cobourg, ON (Committee Room A)

## **13. Adjournment**

Recommended Motion:

"**That** the meeting be adjourned at \_\_\_\_\_ p.m."



## **Meeting of Board of Directors Agenda**

**April 22, 2026**

**1:30 p.m. – 3:00 p.m.**

Northumberland County

In-Person (555 Courthouse Rd, Cobourg, ON – Committee Room A)

### **Board Members Present (In-Person):**

Chair Cathy Borowec

Anneke Russell

Councillor John Logel

Lou Rinaldi

Jacqueline Pennington

Victor Fiume

Maryam Mohajer-Ashjai

Molly Anthony

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

Councillor Mandy Martin

Steve Gilchrist

Daphne Livingstone

### **Staff:**

- Rebecca Snelgrove, General Manager (Appointed by Board)
- Linda Johnston, Customer Service Representative
- Kasheen Neal, Customer Service Representative
- Lisa Martin, Housing and Homelessness Operations Supervisor, Developmental
- Julie Kennedy, Developmental Housing & Homelessness Supervisor
- Rob O'Neil, Facilities Manager
- Willie Reynolds, Project Manager
- Kim O'Leary, Financial Planning Manager
- Negar Pakzadian, Project Manager, Major Capital Projects
- Dwayne Campbell, Director of Planning and Economic Development
- Mitchell Hill, Financial Housing Specialist

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

Cathy Borowec, Chair called the meeting to order **at 1:32 p.m.**

**2. Territorial Land Acknowledgement**

Cathy Borowec, Chair

**3. Approval of the Agenda**

**Moved By: Molly Anthony**

**Seconded By: Anneka Russell**

“**That** the agenda for the April 22, 2026, 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 (attached)**

Minutes of March 25, 2026, Regular Board Meeting

**Moved By: John Logel**

**Seconded By: Lou Rinaldi**

“**That** the minutes of the February 25, 2025, Regular Meeting of the Northumberland County Housing Corporation be approved.”

Disposition: **Carried**

**6. Approval of Minutes - Director Recruitment (attached)**

Rebecca Snelgrove, General Manager

**Moved By: Anneke Russell**

**Seconded By: Lou Rinaldi**

“**That** the NCHC Board of Directors receive the minutes of the April 1<sup>st</sup>, 2026 Director Recruitment Sub-Committee for information.”

Disposition: **Carried**

**7. Director Recruitment** (verbal)

Rebecca Snelgrove, General Manager

- Applications are now being accepted on the County website and advertised on local radio and social media
- Applications are due by May 19, 2026.

**Moved By: Victor Fiume**

**Seconded By: John Logel**

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

Disposition: **Carried**

**8. Approval of the revised Corporate By-law No.1** (attached)

Rebecca Snelgrove, General Manager

**Moved By: Anneke Russell**

**Seconded By: Victor Fiume**

“**That** the NCHC Board of Directors approve the amended Corporate Bylaw No. 1 and direct staff to refer to County Council for shareholder approval.”

Disposition: **Carried**

**9. NCHC Q1 2026 Variance Report** (attached)

Kimberly O’Leary, Financial Planning Services Manager

**Moved By: Lou Rinaldi**

**Seconded By: Anneke Russell**

“**That** the NCHC Board of Directors receive the NCHC Q1 2026 Variance Report for information.”

Disposition: **Carried**

**10. Q1 Facilities Update Report (attached)**

Rob O'Neil, Facilities Manager

- Discussion took place regarding building damage, repairs and protective measures at 111 Front Street and reporting to insurance.

**Moved By: John Logel**

**Seconded By: Jacqueline Pennington**

“**That** the NCHC Board of Directors receive the Q1 Facilities Update Report for information.”

Disposition: **Carried**

**11. Update on 8 King St in Colborne (verbal)**

Rebecca Snelgrove, General Manager

Cathy Borowec, Board Chair

- Notes from verbal update on 8 King St. in Colborne
  - All tenants rehoused
  - Site has been demolished and cleared
  - Next steps on rebuild will be forthcoming following engineer's report on slab condition

**Moved By: Jacqueline Pennington**

**Seconded By: Victor Fiume**

“**That** the NCHC Board of Directors receive the verbal update on 8 King St in Colborne and an update from the 8 King St sub-committee for information.”

Disposition: **Carried**

**12. Annual General Meeting Agenda and Date (attached)**

Rebecca Carman, General Manager

**Moved By: Victor Fiume**

**Seconded By: Anneke Russell**

**“That** the agenda for the 2026 NCHC Annual General Meeting be approved and held on May 27, 2026 at 1:30 p.m.”

Disposition: **Carried**

**13. Direction on 123 King Street, Colborne Design RFP (to be circulated)**

Victor Fiume, Committee Chair

*(Circulated prior to the meeting)*

**Moved By: Victor Fiume**

**Seconded By: John Logel**

**“That** the NCHC Board of Directors: approve a Passive House model as the energy performance target as certified by organizations such as PHIUS for the 123 King Street redevelopment.”

Disposition: **Carried**

**14. New Business**

Cathy Borowec, Chair

**Finance and Risk Sub-committee**

Cathy Borowec, Chair

- Seeking Board's approval for the creation of a finance and risk sub-committee to have a better understanding of finances, including insurance

**“That** the NCHC Board of Directors establish a Finance and Risk sub-committee and name the following members to the sub-committee:

- Maryam Mohajer Ashjai (Treasurer)
- Molly Anthony
- Cathy Borowec (ex-officio)
- Rebecca Snelgrove (ex-officio)
- Mitchill Hill (ex-officio)

Disposition: **Carried**

**Moved By: Victor Fiume**  
**Seconded By: Lou Rinaldi**

#### **15. Move to Closed Session**

**Moved By: John Logel**  
**Seconded By: Anneke Russell**

"**That** the NCHC Board of Directors proceed with the next portion of the meeting, being closed to the public **at 2:33 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 two matters relating to a proposed or pending acquisition or disposition of land by the municipality or local board and one matter under section 2e relating to litigation or potential litigation, including matters before administrative tribunals, affecting the municipality or local board; and that Rebecca Snelgrove, Dan Borowec, Dwayne Campbell, Lisa Martin, Julie Kennedy, Linda Johnston, and Kasheen Neal remain present."

Disposition: **Carried**

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

Recommended Motion (1):

**Moved By: John Logel**  
**Seconded By: Victor Fiume**

"**That** the NCHC Board of Directors rise from Closed Session **at 3:09 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 two matters relating to a proposed or pending acquisition or disposition of land by the municipality or local board and one matter under section 2e relating to litigation or potential litigation, including matters before administrative tribunals, affecting the municipality or local board; and that Rebecca Snelgrove, Dan Borowec, Dwayne Campbell, Lisa Martin, Julie Kennedy, Linda Johnston, and Kasheen Neal remain present."

Disposition: **Carried**

**17. Next Meeting**

- Date: May 27, 2026  
Location: **In Person–555 Courthouse Rd, Cobourg, ON (Committee Room A)**

**18. Adjournment**

**Moved By: John Logel**  
**Seconded By: Victor Fiume**

"**That** the meeting be adjourned **at 3:11 p.m.**"

Disposition: **Carried**



## **Northumberland County Housing Corporation (NCHC) Report to Board**

**May 27, 2026**

### **Housing Services Operations Update**

**Prepared by:** Julie Kennedy, Housing and Homelessness Operations Supervisor

#### **Issue**

Regular update of NCHC staff and programming operations.

#### **Recommendation**

That the NCHC Board receive the Housing Services Operational Update report for information.

#### **Year to Date Activity**

This report will be quarterly as a mechanism to share operational updates and information.

**Vacancy Report** – From January 1, 2026, to March 31, 2026, there were 11 total move ins to RGI units. Of these 11 move ins, 7 were new RGI tenants and 4 were tenants who were displaced due to the Colborne fire. In this quarter there were also 2 move-ins to Market Rent units. Of these 2 move ins, 1 was a new market rent tenant and 1 was a tenant who had been displaced due to the Colborne fire.

**Programming/Tenant Engagement** – The Housing Team began regular monthly drop-in sessions throughout the NCHC portfolio starting in January 2026 as a new form of tenant engagement. These will be ongoing to ensure that Housing caseworkers are more visible and accessible in the buildings to engage with tenants. While some of the dates had to shift based on weather-related impacts during this quarter, the caseworkers had on average between 5-10 tenants dropping in per session. Common questions and concerns included support with the completion of annual renewals, submission of complaints and clarification around the complaint process, discussion of NCHC policies (Example: guest policy, non-smoking policy, internal transfer policy), and questions related to limitations forms.

Enforcement efforts continue around the letters previously distributed to all tenants in our buildings to advise of the policy around no smoking in their units in attempts to ensure smoke damage to units and disruption to other tenants is minimized where possible.



Community Paramedicine continues to provide regular drop ins for tenants in our NCHC buildings for connections to healthcare. They will be reintroducing their regular drop-ins to 111 Front Street South in Campbellford with a start date closer to the end of Quarter 2. Additionally, they have offered to conduct retinopathy screening clinics for NCHC tenants with dates and times of clinics to be announced. These retinopathy screenings are a preventative health care measure intended to improve health outcomes and reduce the incidence of vision loss connected to diabetes.

Annual unit inspections are scheduled at all NCHC buildings between April 28<sup>th</sup>, 2026, and May 8<sup>th</sup>, 2026. As efforts to streamline efficiency for inspections and records management practices, the Housing team is piloting an electronic inspection module through Yardi Voyager. This technology will be uploaded to the team's mobile devices to ensure consistent, real-time access to the inspection template so caseworkers can create ad-hoc inspections while in the community. The intention is to reduce paper copies of the inspection forms, streamline records management processes, and reduce the administrative time spent on inputting inspection related notes following inspections.

### **Financial Impact**

No impact outside of the approved budget.

### **Conclusion**

It is recommended that the NCHC Board of Directors receive this report for information. Staff will bring this report to the board quarterly (or as required) to provide an update on NCHC operations.