

Meeting of Board of Directors Agenda

September 23, 2026

1:30 p.m. – 3:00 p.m.

Council Chambers – Northumberland County – 555 Courthouse Rd, Cobourg, ON,

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 September 23, 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 August 26, 2026, Regular Board Meeting

Recommended Motion:

“That the minutes of the August 26, 2026, Regular Meeting of the Northumberland County Housing Corporation be approved.”

6. General Manager Appointment (verbal)

Cathy Borowec, Chair

Recommended Motion:

“That the NCHC Board of Directors remove Rebecca Snelgrove as General Manager of the NCHC effective August 26, 2026, following her departure from the County of Northumberland”

“Further that the NCHC Board of Directors appoint TJ Flynn as General Manager of the NCHC according to Bylaw No. 1, Article 7.5 effective September 23, 2026.”

7. Building Condition Audit RFP (verbal)
Mitchell Hill, Financial Housing Specialist

Recommended Motion:

“That the NCHC Board of Directors receive the verbal update on the Building Condition Audit RFP for information.”

8. Build Canada Homes (BCH) Funding Update (verbal)
TJ Flynn, General Manager

Recommended Motion:

“That the NCHC Board of Directors receive the Build Canada Homes (BCH) Funding Update for information and direct the General Manager to develop financing options and advocacy strategy to support development projects underway with the support of external consultants, if needed.”

9. Update on 8 King St in Colborne (verbal)
TJ Flynn, General Manager

Recommended Motion:

“That the NCHC Board of Directors receive the verbal update on 8 King St in Colborne for information.”

10. New Business
Cathy Borowec, Chair

11. 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 two matters relating to personal matters about an identifiable individual, including municipal or local

board employees; (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 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 that TJ Flynn, Dan Borowec, Bill Detlor, Dwayne Campbell, Julie Kennedy, Linda Johnston, and Kasheen Neal remain present."

12. 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 two matters relating to personal matters about an identifiable individual, including municipal or local board employees; a proposed or pending acquisition or disposition of land by the municipality or local board; and advice that is subject to solicitor-client privilege, including communications necessary for that purpose is hereby referred to this open session of the NCHC Board of Directors for adoption."

13. Next Meeting

- Date: October 28, 2026
Location: In Person – Conference Room (600 William St, Cobourg, ON)

14. Adjournment

Recommended Motion:

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

Meeting of Board of Directors Minutes

August 26, 2026

1:30 p.m. – 3:00 p.m.

Northumberland County

Zoom Video Conference

<https://us06web.zoom.us/j/87946348590?pwd=074SY2oPOPmV1m3BVklvx4GqNwbCK7.1>

Meeting ID: 879 4634 8590

Passcode: 812424

Board Members Present:

Chair Cathy Borowec

Anneke Russell

Councillor John Logel

Daphne Livingstone

Jacqueline Pennington

Councillor Mandy Martin

Maryam Mohajer-Ashjai

Molly Anthony

Steve Gilchrist

Board Members' Regrets:

Lou Rinaldi

Victor Fiume

Staff:

- Rebecca Snelgrove, General Manager (Appointed by Board)
- Bill Detlor, Director of Social Services
- Linda Johnston, Customer Service Representative
- Kasheen Neal, Customer Service Representative
- Denise Marshall, Director Public Works
- Darrell Mast, Municipal Solicitor
- Adam McCue, Associate Director of Operations Public Works
- Rob O'Neil, Facilities Manager
- Willie Reyns, Project Manager
- Bill Smith, Housing Services Operations Supervisor
- Kimberly O'Leary, Financial Planning Manager
- Negar Pakzadian, Project Manager, Major Capital Projects
- Mitchell Hill, Financial Housing Specialist

1. Call to Order

- Chair Cathy Borowec called the meeting to order at 1:34 p.m.

2. Territorial Land Acknowledgement

Cathy Borowec

3. Approval of the Agenda

Moved by: Anneke Russell

Seconded by: John Logel

“That the agenda for the August 26, 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 June 24, 2026 Regular Board Meeting

Moved by: Mandy Martin

Seconded by: Molly Anthony

“That the minutes of the June 24, 2026, Regular Board Meeting of the Northumberland County Housing Corporation be approved.”

Disposition: Carried

6. NCHC Q2 2026 Variance Report

Kimberly O’Leary, Financial Planning Services Manager

Moved by: Councillor John Logel

Seconded by: Maryam Mohajer-Ashjai

“That the NCHC Board of Directors receive the NCHC Q2 2026 Variance Report for information.”

Disposition: Carried

7. Building Valuation Review

Rebecca Snelgrove, General Manager

- Estimate from the insurer to rebuild is being disputed by staff

Moved By: Steve Gilchrist

Seconded by: Anneke Russell

“That the NCHC Board of Directors receive the Building Valuation Review update for information and proceed with direction received by the Board”

Disposition: Carried

8. Director Recruitment Update

Rebecca Snelgrove, General Manager

- Formal appointments to be brought to Council, in the interim, selected applicants will join the meetings as guests.

Moved by: Maryam Mohajer-Ashjai

Seconded by: Molly Anthony

“That the NCHC Board of Directors receive the verbal update on director recruitment for information.”

Disposition: Carried

9. Revised Mandatory Tenant Insurance Policy

Rebecca Snelgrove, General Manager

Moved by: Councillor John Logel

Seconded by: Molly Anthony

“That the NCHC Board of Directors approve the amended Mandatory Tenant Insurance Policy.”

Disposition: Carried

10. Building Condition Audit RFP

Mitchell Hill, Financial Housing Specialist

- Procurement for a desktop building condition assessment for all properties is underway and is to be posted in the Fall of 2026.

Moved by: Councillor Mandy Martin

Seconded by: Maryam Mohajer-Ashjai

"That the NCHC Board of Directors receive the verbal update on the Building Condition Audit RFP for information."

Disposition: Carried

11. Build Canada Homes (BCH) Funding Update

Rebecca Snelgrove, General Manager

Moved by: Councillor Mandy Martin

Seconded by: Maryam Mohajer-Ashjai

"That the NCHC Board of Directors receive the Build Canada Homes (BCH) Funding Update for information and direct the General Manager to develop financing options and advocacy strategy to support development projects underway with the support of external consultants, if needed."

Disposition: Carried

12. New Business

Cathy Borowec, Chair

13. Move to Closed Session

Moved by: Anneke Russell

Seconded by: Maryam Mohajer-Ashjai

"That the NCHC Board of Directors proceed with the next portion of the meeting, being closed to the public at 2:07p.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 three matters relating to personal matters about an identifiable individual, including municipal or local board employees; (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 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 that Rebecca Snelgrove, Dan Borowec, Bill Detlor, Dwayne Campbell, Linda Johnston, and Kasheen Neal remain present."

Disposition: Carried

14. Motion to Rise and Results from Closed Session

Moved by: Councillor John Logel

Seconded by: Maryam Mohajer-Ashjai

"That the NCHC Board of Directors rise from Closed Session at 2:37 p.m.; and

Further that the confidential resolutions moved in Closed Session regarding three matters relating to personal matters about an identifiable individual, including municipal or local board employees; a proposed or pending acquisition or disposition of land by the municipality or local board; and advice that is subject to solicitor-client privilege, including communications necessary for that purpose is hereby referred to this open session of the NCHC Board of Directors for adoption."

15. Next Meeting

- September 23, 2026 at 1:30 p.m.
Location: In Person – Council Chambers (555 Courthouse Rd, Cobourg, ON)

16. Adjournment

Moved by: Steve Gilchrist

Seconded by: Maryam Mohajer-Ashjai

"That the meeting be adjourned at 2:38 p.m."