



Meeting of Board of Directors Agenda

January 26, 2023

1:30 p.m. – 3:00 p.m.

Northumberland County

Zoom Video Conference

<https://us06web.zoom.us/j/85678673450?pwd=NGRGOVFISIRSRnFPWVphZUh2MCtWZz09>

Dial-in: (885) 703-8985

Meeting ID: 856 7867 3450

Passcode: 813484

- 1. Call to Order**
Victor Fiume, Vice-Chair
- 2. Territorial Land Acknowledgement**
Victor Fiume
- 3. Approval of the Agenda**

Recommended Motion:

“**That** the agenda for the January 26, 2023 meeting of the Northumberland County Housing Corporation Board of Directors be approved.”

- 4. Declaration of Interest**
- 5. Approval of Minutes**
Minutes of November 23, 2022

Recommended Motion:

“**That** the minutes of the November 23, 2022 meeting of the Northumberland County Housing Corporation be approved.”

- 6. Resignation of Gil Brocanier (attached)**
Victor Fiume, Vice-Chair

Recommended Motion:

“That the NCHC Board of Directors receive the resignation letter from Gil Brocanier for information; and

Further That the NCHC Board of Directors direct staff to send a letter of thanks to Gil Brocanier for his service to the Board.”

7. Election of Chair

Rebecca Carman, Housing Services Manager
Maddison Mather, Manager of Legislative Services / Clerk
Cheryl Sanders, Deputy Clerk

[Elections of other positions as required]

8. Elgin Park Major Capital Projects Update (attached)

Regine Climaco, Project Coordinator

Recommended Motion:

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

9. Rent Supplement Program Signing Authorities (verbal)

Rebecca Carman, Housing Services Manager

“That the NCHC Board of Directors approve signing authorities for Rent Supplement programming as follows:

- Existing signing authority for the NCHC Board of Directors for creation of new rent supplement agreements
- Delegated authority to the Financial Planning Manager and Housing Services Operations Supervisor or delegates for all agreement addendums.”

10. New Business

Victor Fiume

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 permitted under the Municipal Act Section 239 (2a) in order to address matters relating to the security of the property of the municipality or local board and that Rebecca Carman, Bill Smith and Cheryl Sanders, remain present; and

Further That the meeting is closed to the public as permitted under the Municipal Act Section 239 (2c) in order to address two (2) matters relating to a proposed or pending acquisition or disposition of land by the municipality or local board and that Rebecca Carman, Bill Smith and Cheryl Sanders remain present; and

Further That the meeting is closed to the public as permitted under the Municipal Act Section 239 (2e) in order to address two (2) matters relating to litigation or potential litigation, including matters before administrative tribunals, affecting the municipality or local board and that Rebecca Carman, Bill Smith and Cheryl Sanders remain present.”

12. Motion to Rise and Results from Closed Session

Recommended Motion:

That the NCHC Board of Directors rise from Closed Session at _____ p.m.; and

Further That the confidential resolution moved in Closed Session regarding matters relating to the security of property, two (2) matters relating to proposed or pending acquisition or disposition of land and two (2) matters relating to litigation or potential litigation, including matters before administrative tribunals, affecting the municipality or local board are hereby referred to the Board for adoption.”

13. Next Meeting

Wednesday, February 22, 2023

14. Adjournment

Recommended Motion:

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



Meeting of Board of Directors Minutes

November 23, 2022

1:30 p.m. – 3:00 p.m.

Northumberland County

Zoom Video Conference

Board Members Present (virtual):

Chair Gil Brocanier, Doug Bates, Cathy Borowec, Victor Fiume, Steve Gilchrist, Lindsey Reed, Lou Rinaldi.

Board Members' Regrets: Neil Ellis, Jennifer Moore, Daniel Quesada-Rebolledo, Anneke Russell.

Staff:

- Rebecca Carman, Housing Services Manager (Appointed by Board)
- Regine Climaco, Project Coordinator
- Denise Marshall, Director Public Works
- Darrell Mast, Municipal Solicitor
- Christopher Reuse, Manager Major Capital Projects
- Cheryl Sanders, Deputy Clerk
- Angie Turpin, Financial Planning Services Manager
- Brandon Upton, Facilities Manager

1. Call to Order

- Chair Gil Brocanier called the meeting to order at 1:32 p.m.

[Cathy Borowec joined the meeting at 1:34 p.m.]

2. Territorial Land Acknowledgement

Gil Brocanier

3. Approval of the Agenda

Moved by: Lou Rinaldi

Seconded by: Steve Gilchrist

“That the agenda for the November 23, 2022 meeting of the Northumberland County Housing Corporation Board of Directors be approved as amended to include a time sensitive item regarding potential funding from CMHC.”

Disposition: **Carried**

4. Declaration of Interest

- No declarations.

5. Approval of Minutes

Minutes of October 26, 2022

Moved by: Victor Fiume

Seconded by: Lindsey Reed

“That the minutes of the October 26, 2022 meeting of the Northumberland County Housing Corporation be approved.”

Disposition: **Carried**

6. NCHC Board of Directors Resignation Letters

- Gil Brocanier noted that former County Councillors John Henderson and Gail Latchford have resigned from the Board in accordance with the end of Council term. Gil further suggested that a thank you letter be sent recognizing their years of service.

Moved by: Lou Rinaldi

Seconded by: Victor Fiume

“That the NCHC Board of Directors receive the resignation letters from John Henderson and Gail Latchford for information; and

Further That the NCHC Board of Directors send a letter of thanks to John Henderson and Gail Latchford for their service.”

Disposition: **Carried**

7. 2023-2027 NCHC Strategic Plan

Moved by: Steve Gilchrist

Seconded by: Victor Fiume

“That the NCHC Board of Directors approve the ‘2023-2027 Strategic Plan’ as presented; and

Further That the Board direct staff to present the ‘2023-2027 Strategic Plan’ to County Council, as shareholder for information purposes.”

Disposition: **Carried**

8. *Corporate By-law Update

[Corporate By-law was appended to agenda prior to meeting]

Moved by: Lou Rinaldi

Seconded by: Cathy Borowec

“That the NCHC Board of Directors approve the revised NCHC Corporate By-laws as presented; and

Further That the NCHC Board of Directors refer the revised NCHC Corporate By-laws to County Council for approval as shareholder, noting that upon County Council approval, the existing NCHC Corporate By-laws will be considered repealed and replaced with the revised version.”

Disposition: **Carried**

9. Chargeback Policy and Update on Project Status

Moved by: Lindsey Reed

Seconded by: Victor Fiume

“That the NCHC Board of Directors receive the ‘Chargeback Policy’ for information, noting that this policy will be brought forward for approval at a future meeting as part of the full NCHC policy manual.”

Disposition: **Carried**

10. Housing Services Operations Report

- Rebecca Carman provided a high-level overview of the Housing Services Operations Report, noting that staff recommend the Board receive quarterly reports.
- Lou Rinaldi highlighted the importance in receiving occupancy rate updates. Rebecca responded that supply chain delays are affecting the speed in

turnover rate, however no units are in the process of being turned over and released.

Moved by: Steve Gilchrist
Seconded by: Cathy Borowec

“That the NCHC Board of Directors receive the ‘Housing Services Operations Report’ for information.”

Disposition: **Carried**

11. End of Year Housekeeping

- Rebecca Carman provided a verbal update regarding end of year housekeeping items.
- Rebecca noted that Board meetings will continue to be virtual into the new year. The revised NCHC Corporate By-laws will go to County Council for approval and additional resourcing will need to be determined for hybrid meetings.
- Council representatives will be appointed to the Board at the December 14th County Council meeting.
- An emergency Board meeting may be required between now and the end of the year for any time sensitive items.

Moved by: Victor Fiume
Seconded by: Lou Rlnaldi

“That the NCHC Board of Directors receive the verbal update regarding ‘End of Year Housekeeping’ for information.”

Disposition: **Carried**

12. *Potential Funding from CMHC

- Rebecca Carman provided a detailed overview of potential funding from CMHC.
- Rebecca noted that this funding is only open to local housing corporations. CMHC is offering \$10,000 per unit or 30% of the total repair cost (whichever is less).
- An energy efficiency reduction of 25% is required for projects over the next 3 years, however the CMHC will consider energy efficiency upgrades made

over the past two years toward the reduction in repairs. Staff are working to identify projects that meet this definition.

Moved by: Lou Rinaldi
Seconded by: Cathy Borowec

“That the NCHC Board of Directors direct staff to express interest to the Canadian Housing and Mortgage Corporation (CMHC) for repair funding contribution over the next 3 years; and

Further that the Board direct signing authorities for the NCHC to execute commitment, as and if required and to select projects best suited in accordance with Capital Plans, Building Condition Audits, and funding requirements.”

Disposition: **Carried**

13. New Business

- Discussion ensued regarding the impacts of Bill 23 on the NCHC.
- Darrell Mast noted that a verbal update was provided to County Council on November 9th, 2022, regarding Bill 23 and a letter was submitted to the Standing Committee on Heritage, Infrastructure and Cultural Policy.

14. Move to Closed Session

Moved by: Cathy Borowec
Seconded by: Steve Gilchrist

"That the NCHC Board of Directors proceed with the next portion of the meeting, being closed to the public at 2:31 p.m.; and

Further That the meeting is closed to the public as permitted under the Municipal Act Section 239 (2k) in order to address matters pertaining to confidential infrastructure negotiations, and that Rebecca Carman, Denise Marshall, Darrell Mast, Christopher Reuse, Regine Climaco, and Cheryl Sanders remain present; and

Further That the meeting is closed to the public as permitted under the Municipal Act Section 239 (2c) in order to address matters pertaining to a proposed or pending acquisition or disposition of land by the municipality or local board and that Rebecca Carman, Darrell Mast and Cheryl Sanders remain present.”



Disposition: **Carried**

15. Motion to Rise and Results from Closed Session

Moved by: Steve Gilchrist
Seconded by: Cathy Borowec

"**That** the NCHC Board of Directors rise from Closed Session at 3:03 p.m.; and

Further That the two confidential resolutions moved in Closed Session regarding confidential infrastructure negotiations and a property matter, are hereby referred to the Board for adoption."

Disposition: **Carried**

16. Next Meeting

- Thursday, January 26, 2022, 1:30 p.m.

17. Adjournment

Moved by: Lou Rinaldi
Seconded by: Cathy Borowec

"**That** the meeting be adjourned at 3:04 p.m."

Disposition: **Carried**

NCHC Board of Directors

Please accept this letter as my official resignation from the NCHC Board. Unfortunately for family circumstances and personal reasons I have to resign my appointment to the Board. I have greatly enjoyed my role in the NCHC and feel a lot has been accomplished over the past few years. I have every confidence that the very strong Board now in place will continue on with the important work that must be done in County housing.

Sincerely,

Gil Brocanier



Northumberland County Housing Corporation (NCHC) Report to Board

January 26th, 2023

Elgin Park Redevelopment Construction Update

Prepared by: Regine Climaco - Developmental Project Manager, Major Capital Projects, Public Works

Issue

The construction of the Elgin Park Affordable Housing Redevelopment commenced in January 2022. Below is an update on construction progress to date.

Recommendation

It is recommended that the NCHC Board receives this Report for information.

Background

The NCHC and the County signed a contract with Dalren Limited on December 20, 2021 for the demolition of the existing 18 units located at 265-327 Elgin Street E in Cobourg, and the construction of 40 new units. The construction kick-off meeting was held on January 11, 2022 and the Contractor mobilized to site on January 17, 2022.

Analysis

To date, the first five (5) buildings have been demolished, with the four (4) remaining buildings still occupied. Building #2 is progressing on-schedule with window installation and roof shingling completed. Plumbing, mechanical, and electrical rough-ins are underway. Building #1 foundations are complete and building framing is in progress.

Bi-weekly construction meetings are conducted with representatives from the County's Major Capital Projects (MCP) team, the Contract Administrator (Barry Bryan Associates), members of the Consulting Team (as required) and the Contractor (Dalren Limited) where site activities are discussed. Bi-weekly meetings are also held with representatives from the County's MCP team and the Contract Administrator to discuss and resolve any issues. MCP communicates regularly with the County's Housing Manager on construction progress and any information relevant for tenant relations.



As mentioned in past verbal updates to the NCHC Board, the Contractor encountered schedule delays for Building #1 due to weather, site conditions, and concrete supply shortages. County Staff are working with the Contractor to plan potential solutions to minimize the delay on the overall schedule.

The MCP team are working collaboratively with the Town of Cobourg Staff on all required permits and documentation as required as per the Development Agreement. In addition, the MCP team will be working closely with Town of Cobourg Staff to ensure any concerns that arise during construction are diligently resolved.

Financial Impact

Below is a summary showing all approved construction change orders (CO) to date:

Cumulative COs up to October 2022	\$ 299,100.30
CO #15 – Attic Fire Separation	\$ 55,067.01
Total Approved Change Orders this period	\$ 55,067.01
Total Approved Construction Change Orders to Date	\$ 354,167.31

Below is a summary showing the total construction budget (inclusive of contingency) and payments made to date (excluding HST):

Total Project Budget	\$16,425,322.00
Amount Paid to Date	\$ 2,975,085.00
Total Remaining in Construction Budget	\$13,450,237.00

Below is a summary of all approved soft-cost change orders (CO) to date:

Total Approved During Design Stage	\$ 81,641.81
BBA NOCSS CO#5R1 – Jellyfish Manhole and Civil Revisions	\$ 5,750.00
BBA NOCSS CO#6R1 – Earthbin Revisions	\$ 14,905.00
Total approved soft-cost change orders this period	\$ 20,655.00
Total approved soft-cost change orders to date	\$ 117,201.81



Below is a summary showing the total soft cost budget (inclusive of contingency) and the payments made to date (excluding HST):

Total Soft Cost Budget	\$ 1,672,774.00
Amount Paid to date	\$ 538,684.00
Total Remaining Soft Cost Budget to date	\$ 1,134,090.00

Conclusion

It is recommended that this report is received for information. Staff will bring a report to the NCHC Board every two months (or as required) to provide an update on the construction of the Elgin Park Affordable Housing Redevelopment.