

Meeting of Board of Directors Agenda

October 30, 2024

1:30 p.m. – 3:00 p.m.

Northumberland County
Council Chambers

1. Call to Order

Victor Fiume, Chair

2. Territorial Land Acknowledgement

Victor Fiume

3. Approval of the Agenda

Recommended Motion:

“That the agenda for the October 30, 2024 regular meeting of the Northumberland County Housing Corporation Board of Directors be approved.”

4. Declaration of Interest

5. Approval of Minutes (attached)

Minutes of September 25, 2024 Regular Board Meeting

Recommended Motion:

“That the minutes of the September 25, 2024 Regular Meeting of the Northumberland County Housing Corporation be approved.”

6. Elgin Park Redevelopment Update (attached)

Willie Reyns, Project Manager, Major Capital Projects

Recommended Motion:

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

7. 123 King Street, Colborne Redevelopment Update (verbal)

Negar Pakzadian, Project Manager, Major Capital Projects

Recommended Motion:

“That the NCHC Board of Directors receive the 123 King Street, Colborne Redevelopment Update report for information.”

8. Construction Standards (verbal)

Carol Coleman, Associate Director of Engineering

Recommended Motion:

“That the NCHC Board of Directors receive the verbal update on forthcoming construction standards and direct staff to schedule a meeting with the Construction Standards sub-committee and appoint the following additional board members to the committee:

- _____.”

9. Quarter 3 Financial Update (attached)

Kim O’Leary, Financial Services Planning Manager

Recommended Motion:

“That the NCHC Board of Directors receive the Quarter 3 financial update for information.”

10. 2024 Budget Carryovers (attached)

Rebecca Carman, General Manager

Recommended Motion:

“That the NCHC Board of Directors approve the 2024 budget carryovers in the amount of \$581,900 and submit these to County Council for consideration.”

11. Update on Progress on Strategic Goal 2: “Expand and Grow the NCHC Portfolio” (attached)

Rebecca Carman, General Manager

Recommended Motion:

“That the NCHC Board of Directors direct staff to bring forward a report in the New Year outlining a scope of work for a Board sub-committee to address key actions toward establishing achievable growth targets for the NCHC.”

12. Operations Update (Requested from September Board meeting) (attached)
Emily Corkery, Housing Services Supervisor

Recommended Motion:

“That the NCHC Board of Directors receive the Operations Update for information.”

13. Update to NCHC Tenant Lease Agreement (attached)
Emily Corkery, Housing Services Supervisor

Recommended Motion:

“That the NCHC Board of Directors delegate approval to the General Manager to make reasonable revisions to the NCHC Tenant Lease Agreement aligned with the direction of the Board, legislation, NCHC policies and County Community Housing Directives.”

14. Update on Homelessness Addictions and Recovery Treatment (HART) Hub Application (presentation)
Rebecca Carman, General Manager

Recommended Motion:

“That the NCHC Board of Directors receive the update regarding the Homelessness Addictions and Recovery Treatment (HART) Hub application as presented, for information.”

15. 152 Cockburn St, Campbellford – Setting Occupancy Costs (attached)
Rebecca Carman, General Manager

Recommended Motion:

“That the NCHC Board of Directors approve establishing occupancy costs of \$800 per unit, inclusive of utilities for all rooms at 152 Cockburn Street, Campbellford; and

Further that the NCHC Board of Directors approve a reduction of occupancy costs for occupants in cases where 30% of monthly income/social assistance rates, including available subsidies are below \$800, with the condition that the budgeted revenue at least matches the budgeted expenditures, at the discretion of the General Manager.”

16. New Business

Victor Fiume, Chair

17. 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

- (1) **Further That** the meeting is closed to the public as is permitted under the Municipal Act Section 239 (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 that Glenn Dees, Rebecca Carman, Emily Corkery, Willie Reyns, Denise Marshall, Carol Coleman, Rob O'Neil, Adam McCue and Cheryl Sanders and remain present."
- (2) **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 an identifiable individual, 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 Glenn Dees, Rebecca Carman, Emily Corkery, and Cheryl Sanders remain present.'

18. 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 resolution moved in Closed Session regarding matters relating to a proposed or pending acquisition or disposition of land by the municipality or local board is hereby referred to this open session of the NCHC Board of Directors for adoption."

Recommendation Motion (2):

"**That** the confidential resolution moved in Closed session regarding personal matters about an identifiable individual, 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."

19. Next Meeting

- Wednesday November 27, 2024 at 1:30 p.m.
Location: **Virtual - Zoom**

20. Adjournment

Recommended Motion:

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

Meeting of Board of Directors Minutes

September 25, 2024

1:30 p.m. - 3:00 p.m.

Northumberland County

Council Chambers – in person

Board Members Present:

Molly Anthony

Victor Fume

Steve Gilchrist

Daphne Livingstone

Councillor John Logel

Councillor Mandy Martin

Maryam Mohajer-Ashjai (arrived 1:43 pm)

Jennifer Moore

Jacqueline Pennington

Lou Rinaldi

Anneke Russell (left at 3:00 pm)

Board Members' Regrets:

Cathy Borowec

Lindsey Reed

Staff:

Rebeca Carman, Associate Director Housing & Homelessness

Emily Corkery, Housing Services Supervisor

Glenn Dees, Director Health and Human Services

Neil Ellis, General Manager (appointed by Board)

Mitch Hill, Financial Housing Specialist

Nancy MacDonald, Administrative Clerk

Kim O'Leary, Financial Planning Services Manager

Rob O'Neil, Facilities Manager

Willie Reynolds, Project Manager

1. Call to Order

Victor Fume, Chair

- Chair Victor Fume called the meeting to order at 1:34 p.m.

2. Territorial Land Acknowledgement

Victor Fume

3. Approval of the Agenda

Moved by: Councillor John Logel

Seconded by: Jennifer Moore

“That the agenda for the September 25, 2024 regular meeting of the Northumberland County Housing Corporation Board of Directors be approved.”

Disposition: **Carried**

4. Declarations of Interest

- No declarations

5. Approval of Minutes

Moved by: Steve Gilchrist

Seconded by: Anneke Russell

“That the minutes of the August 28, 2024 Regular Meeting of the Northumberland County Housing Corporation be approved.”

Disposition: **Carried**

6. Welcome New Directors

- Chair Victor Fume welcomed Molly Anthony and Daphne Livingstone to the NCHC Board.
- Introductions

7. Facilities Update

Rob O'Neill, Facilities Manager

Moved by: Anneke Russell

Seconded by: Maryam Mohajer-Ashjai

“That the NCHC Board of Directors receive the Facilities Update report for information.”

Disposition: **Carried**

8. Operations Update

Emily Corkery, Housing Services Supervisor

Moved by: Steve Gilchrist

Seconded by: Jacqueline Pennington

“That the NCHC Board of Directors receive the Operations Update report for information.”

Disposition: **Carried**

9. 2025 Meeting Schedule (attached)

Neil Ellis, General Manager

Moved by: Lou Rinaldi

Seconded by: Anneke Russell

“That the NCHC Board of Directors approve the 2025 Board Meeting Schedule as presented.”

10. 2023-2027 NCHC Strategic Plan Review

Neil Ellis, General Manager

Moved by: Lou Rinaldi

Seconded by: Maryam Mohajer-Ashjai

“That the NCHC Board of Directors receive the 2023-2027 Strategic Plan summary, for information.”

Disposition: **Carried**

11. New Business

a. NCHC Legal Fees Carry Over

Moved by: Councillor John Logel

Seconded by: Anneke Russell

“That the NCHC Board of Directors approve the carry over of any unused amounts of the 2024 NCHC Legal Fees budget for use as needed, for future legal needs.”

Disposition: **Carried**

12. Move to Closed Session

Moved by: Councillor Mandy Martin
Seconded by: Steve Gilchrist

"That the NCHC Board of Directors proceed with the next portion of the meeting, being closed to the public at 2:58 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 an identifiable individual, 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 Glenn Dees, Rebecca Carman, Neil Ellis, Emily Corkery, and Nancy MacDonald remain present."

Disposition: **Carried**

13. Motion to Rise and Results from Closed Session

Moved by: Councillor John Logel
Seconded by: Lou Rinaldi

"That the NCHC Board of Directors rise from Closed Session at 3:02 p.m.; and

Further That the confidential resolution moved in Closed session regarding personal matters about an identifiable individual, 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**

14. Next Meeting

Wednesday October 30, 2024, 1:30 p.m. - in person

15. Adjournment

Moved by: Steve Gilchrist
Seconded by: Councillor John Logel

"That the meeting be adjourned at 3:03 p.m."

Disposition: **Carried**



Northumberland County Housing Corporation (NCHC) Report to Board

Oct 30th, 2024

Elgin Park Redevelopment Construction Update

Prepared by: Willie Reyns 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.

Progress to Date

Phase 2:

Building #3 mechanical and electrical rough ins are complete. Insulation vapor barrier and drywall is ongoing. Exterior siding installation and window install in progress.

Building #4 truss installation is complete, roof sheeting and shingling in progress. 1st floor mechanical and electrical rough ins are in progress.

Coordination:

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 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.



Financial Impact

Below is a summary showing all approved construction Change Orders (CO) for this period:

CO# 53R2 Additional tree removal, pruning of protected trees onsite and additional planting of trees.	\$ 5,617.27
CO# 54 Installation of Concrete condenser pad for Unit 103	\$ 2,300.00
CO# 56 Adding sanitary pump system and basins to building 3 and 4	\$ 41,992.14
CO# 57 Removal of unsuitable soils and rebuilding load bearing area for the east and west slab on grade portions of building 4 foundation	\$ 25,737.99
CO# 59 Removal, replacement and stabilization of soils for backfilling building 4 in accordance with Change Directive #1	\$ 45,995.74
Total approved Change Orders this reporting period.	\$ 121,643.14
Total construction Change Orders to date for Phase 2 only.	\$ 309,231.24
Total project construction Change Orders committed to date.	\$ 1,095,424.14

There was no approved soft cost Change Orders this period:

Total soft-cost Change Orders to date from the start of Phase 2 only.	\$ 70,017.00
Total project soft-cost Change Orders committed to date.	\$ 358,965.00

Below is a summary of the overall budget (inclusive of contingency), invoices paid to date, and projections (excluding HST):

	Budget	Invoiced to date	Projected
Construction Costs	\$ 16,425,292.00	\$ 11,883,137.04	\$ 14,764,047
Project Soft Costs (Project Management, appliances etc.)	\$ 1,672,504.00	\$ 963,156.94	\$ 1,076,079
Total	\$ 18,097,796.00	\$ 11,829,813.32	\$ 15,995,129

*Projected is the project committed cost to date.

Schedule Impact

Below is a summary of approved Change Orders which have added working days to the construction schedule this reporting period.

CO# 57 - Removal of unsuitable soils and rebuilding load bearing area for the east and west slab on grade portions of building 4 foundation 3 working days

Total working days added this reporting period. 3 working days

Total Days added due to approved Change Orders in Phase 2 only. 36 working days

Total project working days added due to approved Change Orders. 173 working days

Construction Completion: June 2025

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.

NCHC Expenditure vs Budget Variance Report
as at September 30, 2024

	YTD Actual	YTD Budget	Variance	Variance Explanation
Taxation	3,172,277	3,172,277	-	
Grant & Subsidies	223,002	876,382	(653,380)	COCHI Year 3 Elgin Park Development (\$876K) OPHI 330 King watermain \$223K
Permits & Fees	-			
Interest Revenue	22,018	9,000	13,018	Interest earned on bank account
Social Housing Revenue	1,454,974	1,445,583	9,391	
Other Revenue	26,956	16,500	10,456	Laundry/tenant charges
Total Revenue	4,899,226	5,519,742	(620,516)	
Travel & Training	-	3,750	(3,750)	
Materials & Supplies	16,873	13,013	3,861	
Insurance	101,430	97,882	3,548	
Information Technology	11,387	10,140	1,247	
External Services	19,859	79,125	(59,266)	(\$45K) Contracted services, (\$22K) legal services *\$13K carryover request
Utilities & Fuel	548,670	719,489	(170,818)	(\$10K) Elgin Park; (\$25K) 123 King; (\$19K) 2 Francis; (\$25K) 111 Front
Rent & Property Tax	487,604	452,988	34,616	timing
Repairs & Maintenance				
Building/Land Improvement	57,799	60,900	(3,101)	
Plumbing	9,101	20,550	(11,449)	
Paint & Drywall	73,187	33,000	40,187	
Roofs			-	
Moveouts	8,720	17,100	(8,380)	Security camera upgrades at multiple locations
Security	204,913	82,575	122,338	Roof repairs
Winter Maintenance	84,062	116,580	(32,518)	Lighting upgrades
Cleaning Contracts	123,429	107,175	16,254	Contracted painting
Landscaping	49,142	56,025	(6,883)	
Waste Disposal	67,766	64,650	3,116	
Electrical	93,282	38,550	54,732	
Other R&M	1,666		1,666	
TCAs under Threshold	371,691	773,500	(401,809)	*\$422K carryover request
Internal Chargebacks	1,876,163	1,876,163	-	
Financial Services	16,388	127,428	(111,039)	Elgin Park debenture payment will not be made in 2024 *\$146.9K carry over request
SS Program Expenses	229,055	9,000	220,055	Elgin Park relocation allowance 330 King watermain project, funded by OPHI
Total Expenditures	4,452,186	4,759,581	(307,394)	
TCAs over Threshold	3,137,938	5,016,236	(1,878,297)	Elgin Park Phase II timing *\$422K carryover request
Transfers to Reserve	112,500	112,500	-	
Total Investments	3,250,438	5,128,736	(1,878,297)	
Long- Term Liabilities	(3,181,193)	-	(3,181,193)	Elgin Park Phase I debenture, offset by unfunded capital
Transfer from Reserve	(714,340)	(706,265)	(8,075)	Levels of services carry over
Total Financing	(3,895,533)	(706,265)	(3,189,268)	
Surplus/(Deficit)	1,092,135	(3,662,309)	4,754,444	

Northumberland County Housing Corporation (NCHC) Report to Board

October 30, 2024

2024 Carry-overs

Prepared by: Rebecca Carman, General Manager

Issue

There are a number of projects that are ongoing and require that the budgets associated with them be carried over into the 2025 fiscal year.

Recommendation

It is recommended that the NCHC Board of Directors approve \$581,900 in carryovers as outlined below:

1. \$13,000 unspent legal fees
2. \$146,900 underspent in planned Elgin Park debenture payments
3. Repair work at 330 King Street, Cobourg
 - \$50,000 – Brick Repairs
 - \$20,000 – Electrical Work
4. \$30,000 – roof repair at 12 Meade Street, Brighton
5. Repair work at 12A Meade Street, Brighton
 - \$40,000 – Upper level siding
 - \$30,000 – Balcony railings
 - \$20,000 – Patio work
 - \$15,000 – Interlocking walkways
6. Repair work at 111 Front Street, Campbellford
 - \$60,000 – Balcony floors and railings
 - \$30,000 – Parking Lot
7. \$30,000 for Parking Lot Repair at 112 Front Street, Campbellford
8. \$12,000 for Electrical Work at 24 Queen Street, Port Hope
9. Repair work at 6 Percy Street, Colborne
 - \$15,000 – Plumbing work
 - \$25,000 – Hot water tanks
10. Repair work at 8 King Street, Colborne
 - \$35,000 – Interlocking sidewalks
 - \$10,000 – Sewage work

It is further recommended that the NCHC Board of Directors authorize staff to amend these amounts, based on any final invoices received prior to the County Council deadline. It is further recommended that the NCHC Board of Directors refer these carryovers to County Council for approval as sole shareholder.

Background

Projects are delayed in any given fiscal years for a variety of reasons, as a result County departments and the NCHC are able to request budgetary carry-overs for projects slated in the current fiscal year for continuation/completion in the next fiscal years.

Analysis

Throughout 2024, most projects have been successfully executed. The following projects require a carryover into 2025 to complete the project.

1. Legal Costs

As was approved at the September 2024 NCHC Board meeting, the NCHC is proposing carrying over unspent legal costs to support the unpredictable future costs of legal work in 2025. This work may include matters related to the Landlord Tenant Board, Ontario Human Rights Commission, Renovation Work and general policy and lease review and questions.

2. Elgin Park Debenture

This unspent amount in debenture repayment is proposed to be carried over to support reducing the debt servicing costs in future years.

3. Capital Projects at NCHC Buildings

Generally, capital project work has been delayed in 2024 due to the time required for staffing capacity increase within the Facilities Department to meet the increased capital budget allocation. In addition, the Facilities Department were required to reprioritize work in 2024 in order to support the opening of 310 Division Street, Cobourg and to support some major projects within the NCHC portfolio – including the watermain replacement at 330 King Street, Cobourg. Specific updates for each property are outlined below:

- 12 and 12A Meade Street – all capital work was postponed at this site due to health and safety concerns for staff because of tenant engagement issues. These issues have been rectified and work will resume, and all scheduled work will be underway in Q1 of 2025.

- 111 & 112 Front Street – paving tender costs came in well over budget and will be included in next year's Road's paving which should allow this work to come in at a significantly lower cost to ensure this work gets completed in 2025.
- Various projects at 330 King Street Cobourg, 111 Front Street Campbellford, 6 Percy Street Colborne, and 8 King Street Colborne had to be deferred to 2025 as work at 310 Division Street in Cobourg was set as a top priority for the Facilities team to ensure the building was ready to be opened in 2024. All of these deferred projects will be scheduled to be completed in 2025.

Financial Impact

Proposed projects for a carry-over into 2025 were contemplated and budgeted for within the original 2024 budget, and the requested carry-overs do not have any additional financial impacts for NCHC.

Conclusion

It is recommended that the NCHC Board of Directors approve the \$581,900 in carryover requests as outlined above.



Northumberland County Housing Corporation (NCHC) Report to Board

October 30, 2024

Update on Progress on Strategic Goal 2 – Expand and Grow the NCHC Portfolio

Prepared by: Rebecca Carman, General Manager

Issue

To provide an update to the Board on progress toward the NCHC Strategic Plan Goal 2 as requested at the September 2024 Board meeting.

Recommendation

It is recommended that the NCHC Board of Directors direct staff to bring forward a report in the New Year outlining a scope of work for a Board sub-committee to address key actions toward establishing achievable growth targets for the NCHC.

Background

The NCHC 2023-2027 Strategic Plan sets out a strategic vision for the corporation to work toward over a five-year period. The strategy consists of 5 strategic goals including Strategic Goal 2: Expand and Grow the NCHC Portfolio.

Analysis

The Strategic Goal is supported by 3 objectives as outlined below:

- Objective 2.1: Seek out new revitalization and renewal initiatives, including moving ahead on the implementation of new development projects
- Objective 2.2: Leverage funding, financing, and partnership opportunities to provide more homes
- Objective 2.3: Explore tools and mechanisms that will position NCHC to grow

Within these objectives there are action items organized by anticipated timelines for action (short term: 1-2 years; medium term: 2-3 years; long term: 3-5 years; ongoing).

There was one action identified for the short term (2023-2024):

- Objective 2.3. Working with Northumberland County, develop a capital reserve strategy (housing reserve forecast plan) for NCHC new developments. This

includes developing a capital reserve policy for NCHC as per County's corporate reserve policy.

- Work on this action is underway and will be supported by the Housing Financial Specialist position that was introduced in 2024 as part of the County budget process.
- It is also important to note that the current balance of uncommitted funds in the County Housing Reserve Account is under \$1,000,000. The County is working to build up this reserve account through annual contributions beginning in 2024 in the amount of \$500,000 to support affordable housing growth in Northumberland.

Actions that were identified for the medium term (2024-2025) are:

- Objective 2.1. Using the NCHC Asset Management Plan, develop a long-term plan for the regeneration of the assets which includes assessing the existing portfolio and identifying new candidates with revitalization potential, and identifying different strategies to support portfolio growth through capital acquisition and partnerships.
 - Underway, initial conversations are being had with County staff to develop a plan utilize the Asset Management Software to develop a fulsome 10-year capital plan.
- Objective 2.1. Establish a framework for construction of new units to support staff in implementing the growth and redevelopment of NCHC. (i.e. general direction and flexible standards relating to accessibility and environmental efficiencies, built form, materials and finishes)
 - Underway – Construction Standards Sub-Committee: on target to be completed early 2025.
- Objective 2.1. Informed by the Affordable Housing Strategy, set a direction for balancing efficiencies for building with the needs of the various communities (i.e, targeted demographic group, unit size, income mix, high density or low -density housing, location).
 - Not yet started – begin work in 2025.
- Objective 2.2 Establish a strategy for property acquisition in support of new affordable housing development (i.e., schools, empty buildings, vacant land, building foreclosures). Build a list and prioritize.
 - Not yet started – begin work in 2025.
- Objective 2.3. Investigate policy, procedure and tools available to the County to enable NCHC to advance its role and goals in supporting the supply of housing in the County.

- Ongoing – initial conversations have focused on the role of the Housing Reserves Account – further discussion and analysis needed on other potential tools.
- Objective 2.3. Deliver the County’s expansion of the rent supplement program in NCHC properties and private market rentals.
 - Ongoing – expansion of the rent supplement program underway, plans to investigate further growth opportunities.
- Establish a strategy for property acquisition in support of new affordable housing development (i.e., schools, empty buildings, vacant land, building foreclosures). Build a list and prioritize.
 - Not yet started – begin work in 2025; at present, opportunities are assessed as staff are made aware of them.

There is one action identified for the long term (2025-2027):

- Objective 2.2. Implementation and planning work for the development of 473 Ontario. Continuing work including the signing of the multi-partner MOU, determining governance and operational models; and seeking funding for the initiation and pre-construction work.
 - Underway – construction planning to begin during this time period. Capacity of senior staff at all partner organizations are impacting the timelines, but progress is moving forward.

Actions identified for ongoing work are:

- Objective 2.1. Continue to execute the construction of Elgin Park Redevelopment (i.e, preconstruction work, re-zoning requirements, seeking financing options, tenant relations, construction)
 - Underway, construction on target for completion in 2025; all RGI units in phase one occupied, remaining market rent units on track for occupancy.
- Objective 2.1. Explore establishing growth targets for NCHC.
 - Not yet started.
- Objective 2.2. Work with the County on the development of a landbank and the ongoing development of shovel-ready, funding-ready projects.
 - Not yet started.
- Objective 2.2. Continue to explore opportunities for development, land banking and sourcing land with member municipalities across the County.
 - Not yet started, property at 699 Westwood is the first site acquired from a land-banking perspective for the NCHC.

- Objective 2.2. Investigate and advocate for external funding opportunities through Infrastructure Ontario, Co-Investment Funding and other sources to plan for funding in support of new development.
 - Ongoing, initiatives are planned with the support of the Financial Housing Specialist to develop a more fulsome and long-term financing strategy for affordable housing growth.
- Objective 2.2. Implementation and planning work for the development of 473 Ontario. Continuing work including the signing of the multi-partner MOU, determining governance and operational models; and seeking funding for the initiation and pre-construction work.
 - Underway – construction planning to begin during this time. Capacity of senior staff at all partner organizations are impacting the timelines, but progress is moving forward.

Financial Impact

There are no financial impacts associated with this report.

Conclusion

It is recommended that the NCHC Board of Directors direct staff to bring forward a report in the New Year outlining a scope of work for a Board sub-committee to address key actions toward establishing achievable growth targets for the NCHC.



Northumberland County Housing Corporation (NCHC) Report to Board

October 2024

Housing Services Operational Update

Prepared by: Emily Corkery

Issue

Operations Update from the September 25, 2024, NCHC board meeting

Recommendation

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

Year to Date Activity

October 2024 Waitlist Statistics

Cobourg				
Property	1 Bedroom	2 Bedroom	3 Bedroom	4 Bedroom
330 King Street	8 years			
299 Elgin Street	8 years	5 years	6 years	6 years
580 Courthouse Rd.	6 years			
330 Alexandria Dr.		5 years	6 years	
25 James St. E	8 years	5 years	6 years	
199 A Sutherland (TH)		5 years	6 years	6 years
199 A Sutherland (APT)	8 years	5 years		

Port Hope			
Property	1 Bedroom	2 Bedroom	3 Bedroom
7 Scriven Blvd		5 years	6 years
41 Wellington Street		5 years	6 years
43 Wellington St	9 years		
45 Wellington St	5 years		
24 Queen St	5 years		
61 McCaul St		6 years	6 years
144 Rose Glen (TH)		5 years	6 years
144 Rose Glen (APT)	9 years	5 years	

Campbellford			
Property	1 Bedroom	2 Bedroom	3 Bedroom
111 Front Street S.	6 years		
112 Front Street S.	9 years		
224 First Street		5 years	6 years
174 Oliver Road	3 years		

Hastings	
Property	1 Bedroom
94 Victoria Street	6 years

Colborne	
Property	1 Bedroom
6 Percy Street	5 years
8 King Street	5 years

Brighton	
Property	1 Bedroom
2 Francis Street	7 years
12 Meade Street	7 years
12 A Meade Street	6 years

Warkworth	
Property	1 Bedroom
140 Warkworth Street	5 years

Waitlist statistics do not provide information on the need for units for families in areas where multi-bedroom units do not yet exist. NCHC buildings in Colborne currently only offer one-bedroom units.

Smoking Units -There are 77 units that are smoking units out of 373. Approximately 79% of NCHC units are non-smoking.

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.



Northumberland County Housing Corporation (NCHC) Report to Board

October 30, 2024

NCHC Lease Agreement

Prepared by: Emily Corkery

Issue

To seek delegated approval for updates to the Tenant Lease Agreement for the Northumberland County Housing Corporation (NCHC) to the Board for approval.

Recommendation

It is recommended that the NCHC Board of Directors delegate approval to the General Manager to make reasonable revisions to the NCHC Tenant Lease Agreement aligned with the general direction of the Board, legislation, NCHC policies and County Community Housing Directives.

Background

From time to time, the NCHC Tenant Lease Agreement requires to be updated to reflect changes in direction from the Board, legislation, NCHC policies and County Community Housing Directives.

Currently there are two updates required to the lease including an addition to Section 27 "Disclosure of Information" to address the need for consent to use tenant names and written complaints at Landlord Tenant Board Hearings, and an update to Schedule "B" Rules and Regulations to include updated information from the NCHC Laundry policy.

Analysis

Providing the discretion to the General Manager aligns with the previous direction provided by the Board to the General Manager for actions related to the Landlord Tenant Board (LTB).

The changes in the NCHC Lease Agreement are outlined below:

- Section 27 Disclosure of information
 - The Tenant consents to and authorizes the Landlord to disclose any information arising from a written complaint received from the tenant to the Landlord Tenant Board or divisional court including but not limited to the

name and address of the tenant for the purpose of providing evidence in hearing proceedings.

- Schedule” B” Rules and Regulations, Section 22 Laundry Room
 - The Tenant is responsible to report any problems with the machines to Coinamatic to ensure prompt repair. The Tenant agrees to place a note on the appliance: "NOT IN SERVICE"

Financial Impact

There are no financial impacts associated with this report.

Conclusion

It is recommended that the NCHC Board of Directors delegate approval to the General Manager to make reasonable revisions to the NCHC Tenant Lease Agreement aligned with the general direction of the Board, legislation, NCHC policies and County Community Housing Directives.



HART HUB Letter of Commitment

Rebecca Carman, General Manager
October 30, 2024

Provincial Funding of HART HART Hubs

- **3-year Demonstration Project supporting 10 Homelessness and Addiction Recovery Treatment (HART Hubs)**
- **Goal of the HART Hub is to provide low-barrier access to wrap around services that best meet the complex needs of vulnerable individuals including those experiencing one or more of:**
 - Homelessness
 - Substance use issues
 - Mental health challenges
 - Social service support needs
 - Unemployment

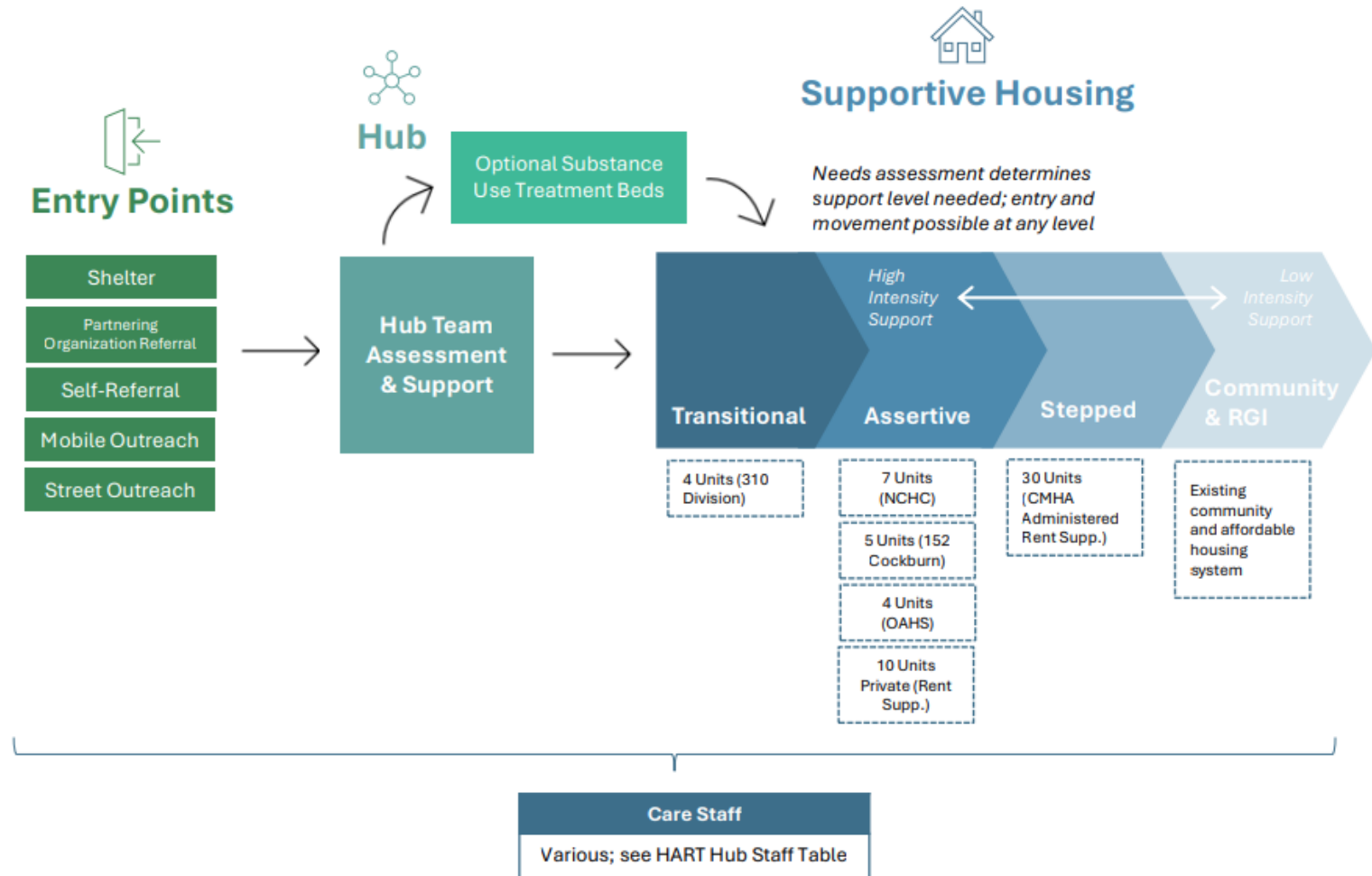
Project Scope

- **Primary care**
- **Mental health services**
- **Addiction care and support**
- **Mobile outreach**
- **Social services and employment support**
- **Shelter and transitional housing beds**
- **Supportive housing**
- **Other services including, on-site showers, security, beds and bedding, and food, etc.**

Northumberland's Approach

- **Hub and Spoke model**
 - Hub
 - Mobile Outreach to supportive housing units
 - Mobile Street Outreach
 - Various housing opportunities
- **10 Operational Partners including Northumberland County Community & Social Services and Community Paramedics**
- **10 Endorsing Partners**
- **Northumberland County and Northumberland Hills Hospital will be co-leading the project**

Client Journey



NCHC's commitment

- **Allocating up to 12 physical supportive housing units over three years;**
 - Including the construction of up to 8 units, contingent upon securing funding for construction
 - Administering rent supplement units with private landlords until these 12 units are available;
- **Administering up to an additional 10 rent supplement agreements with private landlords;**
- **Supporting clients successfully transitioning out of supportive housing services into long-term rent-geared-to-income and community housing units, with the support of the Service Manager;**

One-time capital in-kind contribution valued at approximately \$4,000,000

Questions

Rebecca Carman
General Manager
carmanr@northumberland.ca



Northumberland County Housing Corporation (NCHC) Report to Board

October 30, 2024

Next Steps for 152 Cockburn Street, Campbellford

Prepared by: Rebecca Carman, General Manager

Issue

To seek the Board's approval of occupancy costs for bedrooms.

Recommendation

It is recommended that the NCHC Board of Directors approve establishing occupancy costs of \$800 per unit, inclusive of utilities. Further, it is recommended that the NCHC Board of Directors approve a reduction of occupancy costs for occupants in cases where 30% of monthly income/social assistance rates, including available subsidies are below \$800, with the condition that the budgeted revenue at least matches the budgeted expenditures, at the discretion of the General Manager.

Background

The NCHC acquired 152 Cockburn Street, Campbellford from Northumberland County in June 2023 for the purpose of developing a supportive housing program with a community non-profit agency. The property is completely renovated and furnished with five bedrooms, three common areas, and a staff office. Since this time, the NCHC alongside service partners have been working to identify a means to provide supportive housing out of 152 Cockburn Street, without any additional operational funding from the Province.

The NCHC and partners are moving forward with this endeavour through occupancy agreements as contemplated in section 5.1 of the *Residential Tenancies Act, 2006* (RTA). This was approved by the NCHC Board of Directors in June 2024. In this model, the NCHC enters into an occupancy agreement with each of the occupants that also includes a participation agreement that occupants acknowledge and agree to as a condition of remaining in the unit. In addition the NCHC will enter into a Memorandum of Understanding with each of the service agencies: Northumberland County Social Services, Northumberland Hills Hospital – Community Mental Health, and the Canadian Mental Health Association – Haliburton, Kawartha, Pine Ridge.

Analysis

When the NCHC was looking to proceed with a rental agreement with a support agency, room rental rates had been earmarked for \$800 per month. This was determined to be an affordable rate for what currently is available for room rentals in the area and was to be supported by subsidies provided by the agency.

In the current model, support agencies do not have access to dedicated supportive housing dollars to support this initiative, as such the County Social Services Department has identified that there are subsidies that can be made available to individuals under the Housing Stability Program that will provide up to \$300 per month to each occupant. Occupants in receipt of pensions, working income or Ontario Disability Support Program should be able to afford \$800 per month with the support of a monthly subsidy. However, occupants in receipt of Ontario Works would only be able to afford \$690 monthly. It is proposed that the Board provide the discretion to the General Manager to allow on a case by case basis a lower occupancy cost based on financial ability to pay.

It is anticipated that an occupancy charge of \$800 monthly all inclusive will support the expected budgeted expenditures and provide funding to invest in future repairs of 152 Cockburn through an establishment of a capital reserve account for this specific property.

Financial Impact

The estimated budgeted expenditures for 152 Cockburn Street is approximately \$28,000 yearly. The projected revenue from occupancy costs of \$800 monthly per unit is \$48,000 yearly. If all occupants were on Ontario Works, the project revenue would be \$41,400 yearly. In both cases there is sufficient revenue to cover budget revenue.

Conclusion

It is recommended that the NCHC Board of Directors approve establishing occupancy costs of \$800 per unit, inclusive of utilities. Further, it is recommended that the NCHC Board of Directors approve a reduction of occupancy costs for occupants in cases where 30% of monthly income/social assistance rates, including available subsidies are below \$800, with the condition that the budgeted revenue at least matches the budgeted expenditures, at the discretion of the General Manager.