



Meeting of Board of Directors Agenda

April 26, 2023

1:30 p.m. – 3:00 p.m.

Northumberland County

Zoom Video Conference

<https://us06web.zoom.us/j/89435110394?pwd=RnRGd09ramtjTmV1cjRCUEMyOTgwZz09>

Dial-in: (885) 703-8985

Meeting ID: 856 3462 2490

Passcode: 140575

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 April 26, 2023 meeting of the Northumberland County Housing Corporation Board of Directors be approved.”

4. Declarations of Interest

5. Approval of Minutes

Minutes of March 22, 2023

Recommended Motion:

“**That** the minutes of the March 22, 2023 meeting of the Northumberland County Housing Corporation be approved.”

6. Quarter 1 Financial Update (attached)

Kimberly O’Leary, Financial Services Planning Manager

Recommended Motion:

“That the NCHC Board of Directors receive the first quarter financial update for information.”

- 7. Quarter 1 Capital Update** (attached)
Wayne Kernohan, Senior Maintenance Technician

Recommended Motion:

“That the NCHC Board of Directors receive the first quarter capital update for information.”

- 8. Quarter 1 Strategic Plan Update – Presentation** (attached)
Rebecca Carman, General Manager

Recommended Motion:

“That the NCHC Board of Directors receive the first quarter Strategic Plan update for information.”

- 9. Agenda for May 24, 2023, Annual General Meeting** (attached)
Rebecca Carman, General Manager

Recommended Motion:

“That the NCHC Board of Directors approve the Annual General Meeting agenda, as distributed; and

Further That the NCHC Board of Directors direct the General Manager to share the agenda with Northumberland County Council, as sole shareholder.”

- 10. NCHC Director Terms Update** (verbal)
Victor Fiume, Chair

Recommended Motion:

“That the NCHC Board of Directors receive the verbal update regarding NCHC Director Terms for information.”

- 11. New Business**
Victor Fiume

- 12. 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 permitted under the Municipal Act Section 239.(2k) in order to address matters pertaining to confidential negotiations regarding housing infrastructure and that Lisa Horne, Rebecca Carman, Chris Reuse, Regine Climaco, and Matthew Stergios remain present; and

(2) 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 Lisa Horne, Rebecca Carman and Matthew Stergios remain present; and

(3) Further That the meeting is closed to the public as permitted under the Municipal Act Section 239.(2e) in order to address two matters pertaining to litigation or potential litigation, and that Lisa Horne, Rebecca Carman and Matthew Stergios remain present."

13. 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 confidential negotiations regarding housing infrastructure is hereby referred to this open session of the NCHC Board of Directors meeting for adoption."

Recommended Motion (2):

"That the confidential resolution moved in Closed Session regarding 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 meeting for adoption."

Recommended Motion (3):

"That the confidential resolution moved in Closed Session regarding two matters pertaining to litigation or potential litigation is hereby referred to this open session of the NCHC Board of Directors meeting for adoption."

14. Next Meeting

Wednesday, May 26, 2023



15. Adjournment

Recommended Motion:

"That the meeting be adjourned at ____p.m."



Meeting of Board of Directors Minutes

March 22, 2023

1:30 p.m. – 3:00 p.m.

Northumberland County

Zoom Video Conference

Board Members Present (virtual):

Cathy Borowec, Neil Ellis, Steve Gilchrist, Councillor John Logel, Deputy Warden Brian Ostrander, Lindsey Reed, Lou Rinaldi.

Board Members Present (in Person): Chair Victor Fiume, Jennifer Moore

Board Members' Regrets: Anneke Russell, Daniel Quesada-Rebolledo, Doug Bates.

Staff:

- Rebecca Carman, Housing Services Manager (Appointed by Board)
- Regine Climaco, Project Coordinator
- Lisa Horne, Director Community & Social Services
- Wayne Kernohan, Senior Maintenance Technician
- Denise Marshall, Director Public Works
- Christopher Reuse, Manager Major Capital Projects
- Cheryl Sanders, Deputy Clerk
- Bill Smith, Housing Services Operations Supervisor
- Brandon Upton, Facilities Manager.

1. Call to Order

- Chair Victor Fiume called the meeting to order at 1:30 p.m.

[Cathy Borowec joined the meeting at 1:31 p.m.]

2. Territorial Land Acknowledgement

Chair Victor Fiume

3. Approval of the Agenda

Moved by: Brian Ostrander

Seconded by: Neil Ellis

“That the agenda for the March 22, 2023 meeting of the Northumberland County Housing Corporation Board of Directors be approved.”

Disposition: **Carried**

4. Declaration of Interest

- No declarations.

5. Approval of Minutes

Minutes of February 22, 2023

Moved by: Neil Ellis

Seconded by: Jennifer Moore

“That the minutes of the February 22, 2023 meeting of the Northumberland County Housing Corporation be approved.”

Disposition: **Carried**

6. Elgin Park Redevelopment Project Update

Moved by: Steve Gilchrist

Seconded by: Lou Rinaldi

- Regine Climaco provided a detailed update regarding the Elgin Park Redevelopment Project highlighting existing change orders.
- Discussion ensued regarding thermal imaging cameras and the purpose of sump pumps on site in relation to the water table and ground water.

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

Disposition: **Carried**

7. Operations Update

[Operations Update Report was appended to agenda prior to meeting]

Moved by: John Logel

Seconded by: Lindsey Reed

- Bill Smith provided a detailed Operations Update to the Board which included updates on payment plans for tenants, past and future events, recruitment of staff, and training.

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

Disposition: **Carried**

8. Northumberland County Asset Limit Directive

Moved by: Lindsey Reed

Seconded by: Neil Ellis

- Rebecca Carman provided an update regarding Northumberland County Asset Limit Directive and its potential impact to service level standards.
- Rebecca noted that the approved asset limit directive of \$75,000 per household will have an estimated impact of less than 5% that staff are aware of. Staff will work to administer and implement this change by notifying tenants, applicants, and update forms.
- Rebecca further commented that staff are working collaboratively with the City of Peterborough and City of Kawartha Lakes to ensure similar asset limits are in place.

“**That** the NCHC Board of Directors receive the Northumberland County Asset Limit Directive update for information.”

Disposition: **Carried**

9. Creating a Committee for the Creation of Construction Standards for New Builds

Moved by: Brian Ostrander

Seconded by: John Logel

- Rebecca Carman and Victor Fiume provided detail on the recommendation to create a Committee for the Creation of Construction Standards for New Builds.
- Victor noted that the creation of construction standards will benefit future projects.

“**That** the NCHC Board of Directors establish a Committee to develop construction standards for new builds and that the following Directors and Officers be appointed to the Committee:

- Victor Fiume, Chair

- **Staff Representative** Rebecca Carman, General Manager
- Cathy Borowec, Director
- Lou Rinaldi, Director
- John Logel, Director
- Neil Ellis, Director
- Steve Gilchrist, Director
- Northumberland County Staff, as required.”

Disposition: **Carried**

10. Leasing Strategy for non-Housing Services Act units

Moved by: Steve Gilchrist

Seconded by: Lou Rinaldi

- Rebecca Carman provided an update regarding the Leasing Strategy for non-Housing Services Act units.

“**That** the NCHC Board of Directors approve the leasing strategy for Non-Housing Services Act units and approve targeted rent and income ranges; and

Further That the NCHC Board of Directors give the General Manager discretion to make operational decisions as needed to adapt and/or amend rents and income levels as may be required from time to time.”

Disposition: **Carried**

11. NCHC Director Terms

Moved by: John Logel

Seconded by: Jennifer Moore

- Victor Fiume provided an update regarding NCHC Director Terms, indicating that Directors who are approaching the end of their first term have until March 31st to advise him of their intentions to serve on the Board.
- The following Board Members confirmed their interest in another term at the March 22, 2023 meeting:
 - Lou Rinaldi
 - Steve Gilchrist
 - Neil Ellis (ending final term as Secretary).
 - Lindsey Reed (stepping down as Treasurer at end of term)

“That the NCHC Board of Directors receive the NCHC Directors Terms update for information; and

Further That any Director who is approaching the end of their first term indicate their intentions to serve on the NCHC Board of Directors to Victor Fiume, Chair by March 31, 2023.”

Disposition: **Carried**

12. Update on Hybrid Meeting Timelines

Moved by: Neil Ellis

Seconded by: Brian Ostrander

- Rebecca Carman provided a verbal update on hybrid meeting timelines, noting that the first proposed hybrid meeting will be June 28, 2023.

“That the NCHC Board of Directors receive the verbal update regarding hybrid meeting timelines for information.”

Disposition: **Carried**

13. Annual General Meeting – May 24, 2023

Moved by: Steve Gilchrist

Seconded by: Lou Rinaldi

- Rebecca Carman provided an update on the May 24th, 2023 Annual General meeting, highlighting that key note speaker, Justin Marchand will talk about the importance of housing in reconciliation work.

“That the NCHC Board of Directors approve holding the Annual General Meeting on May 24, 2023, beginning at 1:30 p.m. via Zoom; and

Further That the NCHC Board of Directors direct the General Manager to notify Northumberland County Council as sole shareholder of this date.”

Disposition: **Carried**

14. New Business

N/A

15. Move to Closed Session

N/A

16. Motion to Rise and Results from Closed Session

N/A

17. Next Meeting

- Wednesday, April 26, 2023

18. Adjournment

Moved by: Neil Ellis

Seconded by: Brian Ostrander

“That the meeting be adjourned at 2:44 p.m.”

Disposition: **Carried**



Northumberland County Housing Corporation (NCHC) Report to Board

April 26, 2023

2023 Projects update – 1st quarter report and 123 King Street Colborne

Prepared by: Brandon Upton, Facilities Manager

Issue

The capital budget approved by the NCHC board is progressing well, planning for the construction season has taken place in the first quarter.

Recommendation

It is recommended that the NCHC Board of Directors receive this report as information.

Background

43 Wellington Street hot water tank replacement. Design for this project started in 2022 with CIMA completing the mechanical designs. The building presently has one gas hot water tank, meaning if the tank fails the tenants are without hot water. The preferred option is to always have a second hot water tank in the event of a service interruption with one of the tanks. The design process compared electric hot water tanks vs gas hot water tanks in this building with the goal of reducing GHG emissions. This project will be completed by qualified facilities staff at a reduced cost to the NCHC.

2 Francis Street hot water tank replacement. Facilities staff identified this project late in 2022 as a priority and noted the Make-up air unit at 43 Wellington which was scheduled to be replaced in 2023 could wait for another year. It was determined the budget money from the 43 Wellington Street HVAC unit would be shifted to the design and installation of new hot water tanks at 2 Francis street. 43 Wellington HVAC unit will be re-scheduled for replacement in 2024. Design will be started and again the installation of the HWT's will be done by qualified facilities staff to keep costs lower for the NCHC.

2 Francis Street roof replacement. A winter storm in late 2022 caused a great deal of disruption at 2 Francis street. Several larger trees were uprooted on the north side of the property falling against the building and causing some damages to the roof and eavestrough in that area. The trees were removed by a local contractor with a boom style crane, and damages were repaired in the immediate area of the damage. During these repairs several other sections of the asphalt shingles were discovered to be shifted in large sections/rows by strong winds. Further investigation revealed poor

installation was evident and that future damages were likely to occur. The roof was not scheduled to be replaced this year, but it was determined it should be moved up for replacement in 2023 to ensure the building envelope remains in good condition. Pricing will be done at same time as the scheduled roof replacement at 12 Meade Street to receive competitive contractor pricing. The budget money for this roof replacement has been shifted from the 45 Wellington Street siding replacement project to accommodate this new priority.

12 Meade Street roof replacement. Facilities staff will be creating a scope of work for pricing from local roofing contractors. A blue skin membrane is used to prevent water leaks under the asphalt shingles. This pricing will now be done at same time as the roof replacement at 2 Francis Street.

45 Wellington and 24 Queen siding projects. Facilities staff have created a scope of work and will be receiving pricing from local contractors to complete the specified work at 24 Queen Street and 45 Wellington Street in Port Hope.

6 Percy Street and 111 Front lift modernization projects. In 2022 a lift modernization project was completed at 330 King Street East in Cobourg. No bids were received from the RFQ process, so eventually Federal Elevator was contracted to complete the lift modernization project, with the County sub-contracting additional construction services to complete the work required. This process ended up taking several months to complete with multiple contractors completing the work. In 2023, staff have been tasked with completing both 6 Percy and 111 Front lift modernization projects in a timelier fashion by scheduling and completing the construction activities with qualified staff. This should reduce the downtime for each lift and reduce the costs for the NCHC.

112 Front and 111 Front LED lighting replacement project. LED lighting replacement project at 112 Front Street was originally budgeted for a contractor to do the installation of new LED lighting purchased by County staff. The facilities electrician will be taking this project on in 2023, reducing the costs of the project. With the savings being realized, 111 Front Street can also be included in 2023. Both buildings will have full LED lighting replacement in the common areas and hallways. Expected pay back in approximately 2 years due to reduced utility costs.

12A Meade concrete work. Staff have ideas to improve the front entrance of this building, including the patio outside of the common room. A consideration for better snow storage in the winter and safer entry to the building during inclement weather is being incorporated into a design. Work is being considered completely or partially done in-house as time allows.

123 King Street East Colborne. The facilities team has been busy in March learning about this new facility and planning for meaningful improvements. Safety and code



compliance related issues have been prioritized, while general maintenance and upkeep are also being addressed as time permits. To date improvements have either been made to are planned for many areas of the building, to improve safety, cleanliness and create a better tenant experience. Items actioned to date: installation of phone line for fire panel monitoring, re-keying of building, installation of phone line to enable enterphone, all in-unit smoke alarms switched out to CO/Smoke detectors with built in 10-year lithium batteries, initial deep cleaning of building and subsequent weekly cleaning, waste and recycling switched to Miller Waste, lawn cutting arranged with contractor, fire department inspection (with deficiencies report to follow), electrical repairs identified and contracted out, interior lighting improvements identified and contracted out, (3) unit turn overs being completed by staff, damaged wall investigation and repairs completed in occupied unit, exterior door repairs into units have been identified as urgent and solution being priced with staff time and contracted services. Winter maintenance was continued with existing contractor for remainder of the winter maintenance season. In summer/fall of 2023 a new RFQ for winter maintenance will be issued for NCHC buildings combined with other corporately owned and operated Northumberland County facilities. Winter maintenance is split into 5 geographical zones for bidding. HVAC staff are learning of the radiant heating system and domestic water system in this building as they are not a typical layout. Understanding this my lead to further staff recommendations for improvements and a better tenant experience.

Analysis

Projects are in the works, and staff are working hard to create scopes of work and arranged the projects. New staff were brought on within facilities in 2022 to reduce contracted services. Many of the projects are scheduled to realize these savings, while others have been able to increase scope. Additional staffing responsibilities at 123 King Street and Elgin Park will be a consideration moving forward as planned capital projects, regular maintenance and emergency maintenance all demand time from staff.

Financial Impact

2023 capital projects are on budget and proceeding will adjustments as noted in this report.

Conclusion

It is recommended that the NCHC Board of Directors receive this report for information.



2023-2027 Strategic Plan Quarter One Update

Rebecca Carman, General Manager
April 26, 2023

- **Work underway**
- **Format of Progress Updates**
- **Impacts to Implementation**
 - Staffing
 - Development of Housing Services Master Action Plan
 - Cross-departmental collaboration and priorities

Strategic Goal 1: Improve Tenant Experience

- **Launched Community Paramedicine wellness clinics in Campbellford. (Objective 1.4)**
- **Engaged HSC for the development of Levels of Services (Objective 1.5)**
- **Market Rent Levels (Objective 1.5)**
- **New Banking Account (Objective 1.5)**

Strategic Goal 2: Expand and Grow the NCHC Portfolio

- **Construction Progress on Elgin Park Redevelopment (Objective 2.1)**
- **Board Committee on establishing construction standards (Objective 2.1)**
- **Acquisition and operationalization of 123 King Street, Colborne Ontario (Objective 2.2)**

Strategic Goal 3: Extend and Improve the Useful Life of NCHC Assets

- **Finalizing Strategic Asset Management Plan (Objective 3.1)**
- **Initiated development of levels of service to begin development of SOPs for Facilities Management (Objective 3.3)**
- **Mental Health First Aid Training – Facilities and Housing Staff (Objective 3.3)**

Strategic Goal 4: Strengthen Governance

- **Implementation of Strategic Plan and Reporting Process (Objective 4.1)**
- **Governance process – accountability and transparency implemented (Objective 4.3)**
- **Revised By-law – officer position definition (Objective 4.4)**

Strategic Goal 5: Build and Strengthen the NCHC Profile

- **New Logo protocols in place
(Objective 5.1)**

Key activities for Second Quarter

- **Policy Manual Adoption**
- **Finalize Process for Market Rent Units**
- **Begin Pre-Construction Design Work on 473 Ontario Street**
- **Tenant Engagement Activities**
- **Strategic Asset Management Plan Adoption and begin implementation Plan**
- **Begin Level of Services Work**
- **Begin Housing Master Action Plan Strategy**

Thank you

**Any questions or
comments?**



Annual General Meeting of Board of Directors

Agenda

Wednesday, May 24, 2023

1:30 p.m. – 2:30 p.m.

Northumberland County

Zoom Video Conference

<https://us06web.zoom.us/j/83877409990?pwd=aG9KZmIRWFloZzFWT2ZEWmg4TlljUT09>

Dial-in: (885) 703-8985

Meeting ID: 838 7740 9990

Passcode: 681158

1. Call to Order

Victor Fiume, Chair

2. Territorial Land Acknowledgement

Victor Fiume, Chair

3. Approval of the Agenda

Recommended Motion:

“**That** the agenda for the May 24, 2023 Annual General Meeting of the Northumberland County Housing Corporation Board of Directors be approved.”

4. Disclosures of Interest

5. Remarks from the Shareholder

Warden Mandy Martin, Northumberland County

6. Presentation (Title to Be Determined)

Justin Marchand, Executive Director, Ontario Aboriginal Housing Services

7. Confirmation of Directors (by Shareholder)

Jennifer Moore

8. Election of Director Held Officer Positions (Treasurer and Secretary)

Victor Fiume, Chair

[Elections of other positions as required]

9. Confirmation of Officers

Victor Fiume, Chair

Recommended Motion:

That the following individuals are Officers of the Northumberland County Housing Corporation:

- Victor Fiume, Chair
- Steve Gilchrist, Vice-Chair
- _____, Treasurer
- _____, Secretary
- Rebecca Carman, General Manager.”

10. Presentation of 2022 Audited Financial Statements

Richard Steinginga, Partner, BakerTilly

11. Approval of Presented Audited Financial Statements and Recommendation to County Council

Victor Fiume, Chair

Recommended Motion:

That the NCHC Board of Directors approve the audited financial statements of the Northumberland County Housing Corporation for the 2022 fiscal year as presented; and

Further That the NCHC Board of Directors recommend that Northumberland County Council consolidate in the County’s financial statements.”

12. Appointment of Auditor for the Northumberland County Housing Corporation – BakerTilly

Victor Fiume, Chair

Recommended Motion:

That the NCHC Board of Directors appoint BakerTilly as the auditor for the Northumberland County Housing Corporation.”

13. Northumberland County Housing Corporation 2022 Annual Report (attached)

Rebecca Carman, General Manager

Recommended Motion:

That the NCHC Board of Directors receive the 2022 Northumberland County Housing Corporation Annual Report for information; and

Further That the NCHC Board of Directors direct staff to submit the 2022 Annual Report to Northumberland County Council, as sole shareholder for information.”

14. Adjournment

Recommended Motion:

"**That** the meeting be adjourned at ____p.m."

15. Move to Regular Board Meeting

DRAFT