

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

**January 31, 2024**

**1:30 p.m. – 3:00 p.m.**

Northumberland County

Zoom Video Conference

<https://us06web.zoom.us/j/88527994356?pwd=nyZq2eVbgwqYkHbzRhDv3CXqL0mi05.1>

Meeting ID: 885 2799 4356

Passcode: 197810

1-855-703-8985 Canada Toll-free

**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 January 31, 2024 regular meeting of the Northumberland County Housing Corporation Board of Directors be approved.”

**4. Declaration of Interest**

**5. Approval of Minutes**

**Minutes of November 22, 2023 Regular Board Meeting** (attached)

Recommended Motion:

**“That** the minutes of the November 22, 2023 Regular Meeting of the Board of the Northumberland County Housing Corporation be approved.”

**6. Resignation of Council Representative – Warden Brian Ostrander** (attached)

Victor Fiume

Recommended Motion:

**“That** the NCHC Board of Directors receive the resignation of Warden Brian Ostrander.”

**7. Elgin Park Redevelopment Project Update** (attached)  
Willie Reynolds, Project Manager

Recommended Motion:

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

**8. Revised Chargeback Policy** (attached)  
Rebecca Carman, General Manager

**“That** the NCHC Board of Directors approve the amended Chargeback Policy.”

**9. Update on Faces and Facts Social Media Campaign** (verbal)  
Rebecca Carman, General Manager

Recommended Motion:

**“That** the NCHC Board of Directors receive the verbal update on the Faces and Facts social media campaign for information.”

**10. NCHC General Manager Recruitment Update** (verbal)  
Rebecca Carman, General Manager

Recommended Motion:

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

**11. Correspondence – Township of Cramahe Planning Notice** (attached)  
Rebecca Carman, General Manager

Recommended Motion:

**“That** the NCHC Board of Directors receive the correspondence from the Township of Cramahe for information.”

**12. New Business**  
Victor Fiume, Chair

- Rebecca Carman – support from Maryam Mohajer-Ashjai on 473 Ontario street – Condo Budget

### **13. 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 \_\_\_\_\_ a.m.; and

**Further That** the meeting is closed to the public as permitted under the Municipal Act Section 239:

- (2e) in order to address matters pertaining to litigation or potential litigation, including matters before administrative tribunals, affecting the municipality or local board and that Denise Marshall, Chris Reuse, Willie Reynolds, Darrell Mast, Lisa Horne, Rebecca Carman, and Cheryl Sanders remain present; and
- (2c) in order to address matters relating to a proposed or pending acquisition or disposition of land by the municipality or local board and that Cheryl Sanders, Lisa Horne and Rebecca Carman remain present; and
- (2b) in order to address four personal matters about an identifiable individual, including municipal or local board employees (Landlord Tenant Board) and that Cheryl Sanders, Lisa Horne and Rebecca Carman remain present."

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

Recommended Motion:

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

**Further That** the confidential resolutions moved in Closed Session regarding matters pertaining to litigation or potential litigation are hereby referred to this open session of the NCHC Board of Directors for adoption; and

**Further That** the confidential resolutions moved in Closed session regarding a proposed or pending acquisition or disposition of land are hereby referred to this open session of the NCHC Board of Directors for adoption;

**Further That** the confidential resolutions moved in Closed session regarding four personal matters about an identifiable individual, including municipal or local

board employees are hereby referred to this open session of the NCHC Board of Directors for adoption."

**15. Next Meeting**

Wednesday, February 28, 2024

**16. Adjournment**

Recommended Motion:

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

## **Meeting of Board of Directors Minutes**

**November 22, 2023**

**1:30 p.m. – 3:00 p.m.**

Northumberland County

Zoom Video Conference

### **Board Members Present (Virtual):**

Cathy Borowec, Steve Gilchrist, Councillor John Logel, Lindsey Reed, Lou Rinaldi, Anneke Russell.

**Board Members' Present (In-Person):** Chair Victor Fiume, Jennifer Moore

**Board Members' Regrets:** Neil Ellis, Deputy Warden Brian Ostrander

### **Staff:**

- Rebecca Carman, General Manager (Appointed by Board)
- Denise Marshall, Director Public Works
- Christopher Reuse, Manager Major Capital Projects
- Willie Reynolds, Project Manager
- Cheryl Sanders, Deputy Clerk

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

- Chair Victor Fiume called the meeting to order at 1:31 p.m.

#### **2. Territorial Land Acknowledgement**

Victor Fiume

#### **3. Approval of the Agenda**

**Moved by: Anneke Russell**

**Seconded by: John Logel**

**"That** the agenda for the November 22, 2023 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**

### **5.1 Minutes of November 2, 2023 Regular Board Meeting**

**Moved by: Steve Gilchrist**

**Seconded by: Jennifer Moore**

**“That** the minutes of the November 2, 2023 Regular Meeting of the Board of the Northumberland County Housing Corporation be approved.”

Disposition: **Carried**

### **5.2 Minutes of August 23, 2023 – Director Recruitment Sub-Committee Meeting**

**Moved by: John Logel**

**Seconded by: Jennifer Moore**

**“That** the minutes of the October 17, 2023 Director Recruitment Sub-Committee Meeting of the Board be received for information.”

Disposition: **Carried**

## **6. Director Recruitment Sub-Committee Meeting Update**

*[Lou Rinaldi left the meeting at 1:35 p.m. and returned at 1:38 p.m.]*

- Anneke Russell provided a verbal update regarding the November 8<sup>th</sup> Director Recruitment Subcommittee meeting, noting that letters will be sent out after today’s meeting to successful and unsuccessful candidates.

**Moved by: Lindsey Reed**

**Seconded by: John Logel**

**“That** the NCHC Board of Directors receive the verbal update regarding the November 8, 2023 Director Recruitment Sub-Committee Meeting for information.”

Disposition: **Carried**

## **7. Q3 Capital Projects Update**

*[Q3 Capital Projects Update was circulated prior to the meeting]*

- Rebecca Carman provided a detailed update regarding the Q3 Capital Projects, highlighting projects and carryovers into 2024.

**Moved by: Anneke Russell**  
**Seconded by: Steve Gilchrist**

**“That** the NCHC Board of Directors receive the Q3 capital projects update for information.”

Disposition: **Carried**

## **8. Elgin Park Redevelopment Project Update**

- Willie Reyns provided a detailed update regarding the Elgin Park Redevelopment Project, noting that staff anticipate receiving occupancy from the building inspector over the next few days. Willie also updated the Board on approved construction and soft cost changeovers and provided a summary of the overall budget.

**Moved by: Anneke Russell**  
**Seconded by: Lou Rinaldi**

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

Disposition: **Carried**

## **9. Bad Debt Write-Off**

- Rebecca Carman updated the Board regarding Bad Debt Write-off of former tenants, noting that in accordance with Policy 2021-23, the NCHC is required to write-off bad debt on an annual basis.
- A review of outstanding past tenant arrears has been completed and staff are recommending the write off of arrears from 31 former households.
- Of the recommended write-off, 19 former households are deceased, and 4 former households have debts less than \$5; 9 former households fall under the extenuating circumstances categories.

**Moved by: Lindsey Reed**  
**Seconded by: Jennifer Moore**

**“That** the NCHC Board of Directors approve the write-off of bad debt of former

tenants in the amount of \$12,285.27.”

Disposition: **Carried**

## **10. Elgin Park Rental Strategy**

- Rebecca Carman updated the Board regarding the Elgin Park Rental Strategy noting that the average market rents in Northumberland raised significantly in 2023, and as a result market rent rates for Elgin Park will be less than the approved target of 125% of AMR.
- Annual rent increases between 2022 and 2023 are substantial and challenges the affordability of a 125% market rent level for the average household in Northumberland, which is currently unaffordable to even moderate-income households.
- Staff are recommending that rent levels for Elgin Park market units be set for approximately 115% of current average market rents which may need to be adjusted over time.

**Moved by: Anneke Russell**

**Seconded by: Cathy Borowec**

**“That** the NCHC Board of Directors receive the update on market rent level expectations at Elgin Park for information.”

Disposition: **Carried**

## **11. Q3 Strategic Plan Update**

- Rebecca Carman presented the Q3 Strategic Plan Update to the Board highlighting achievements and how they align to the 2023 to 2027 NCHC Strategic Plan / Goals.
- Rebecca further commented that the Elgin Park Redevelopment (Phase One) Grand Opening is Friday November 24, 2023 at 12:00 p.m. Staff will take photos of units to circulate to Directors who are unable to attend.

**Moved by: Anneke Russell**

**Seconded by: Cathy Borowec**

**“That** the NCHC Board of Directors receive the Q3 Strategic Plan Update for information.”

Disposition: **Carried**



## **12. National Housing Day Campaign**

- The Board watched a video presentation regarding National Housing Day Campaign.
- Discussion ensued regarding advocacy efforts in sharing the NCHC brand and satisfactory ways to find support from other levels of government.
- John Logel suggested sharing with the seven lower tier municipalities to promote communications.

**Moved by: Steve Gilchrist**

**Seconded by: Anneke Russell**

**“That** the NCHC Board of Directors receive the video presentation for National Housing Day as information.”

Disposition: **Carried**

## **13. Contingent approval of unspent COCHI/OPHI funding**

- Rebecca Carman provided a verbal update regarding contingent approval of unspent COCHI/OPHI funding.
- Rebecca explained that this is an annual approval request, by which the County, as Service Manager must allocate all Provincial funding by the deadline of January 31, 2024.

**Moved by: Lindsey Reed**

**Seconded by: Jennifer Moore**

**“That** the NCHC Board of Directors approve any contingent funding identified by the Service Manager for the 2023/2024 fiscal year and direct signing authorities to enter into agreements to commit funding”

Disposition: **Carried**

## **14. New Business**

- Rebecca Carman provided a follow-up regarding external service budget savings from 2022 (COVID-19 Cleaning Costs), noting that twice a day cleaning services were no longer required which is the main driver for the decrease in cost.

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

**Moved by: John Logel**  
**Seconded by: Jennifer Moore**

**"That** the NCHC Board of Directors proceed with the next portion of the meeting, being closed to the public at 2:24 pm.; and

**Further That** the meeting is closed to the public as permitted under the Municipal Act Section 239:

- (2e) in order to address matters pertaining to litigation or potential litigation, including matters before administrative tribunals, affecting the municipality or local board and that Denise Marshall, Chris Reuse, Willie Reynolds, Rebecca Carman and Cheryl Sanders remain present; and
- (2c) in order to address matters relating to a proposed or pending acquisition or disposition of land by the municipality or local board and that Cheryl Sanders and Rebecca Carman remain present; and
- (2b) in order to address personal matters about an identifiable individual, including municipal or local board employees (Director Recruitment) and that Cheryl Sanders and Rebecca Carman remain present; and
- (2f) in order to address advice that is subject to solicitor-client privilege, including communications necessary for that purpose and (2k) 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 Cheryl Sanders and Rebecca Carman remain present."

Disposition: **Carried**

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

**Moved by: Lou Rinaldi**  
**Seconded by: Anneke Russell**

**"That** the NCHC Board of Directors rise from Closed Session at 2:55 p.m.; and

**Further That** the confidential resolutions moved in Closed Session regarding matters pertaining to litigation or potential litigation are hereby referred to this open session of the NCHC Board of Directors for adoption; and

**Further That** the confidential resolutions moved in Closed session regarding a proposed or pending acquisition or disposition of land are hereby referred to this

open session of the NCHC Board of Directors for adoption; and

**Further That** the confidential resolutions moved in Closed session regarding personal matters about an identifiable individual, including municipal or local board employees (Director Recruitment) are hereby referred to this open session of the NCHC Board of Directors for adoption; and

**Further That** the confidential resolutions moved in closed sessions regarding advice that is subject to solicitor-client privilege, including communications necessary for that purpose and 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 are hereby referred to this open session of the NCHC Board of Directors for adoption."

Disposition: **Carried**

## **17. Next Meeting**

Wednesday, January 31, 2024

## **18. Adjournment**

**Moved by: Anneke Russell**  
**Seconded by: Lindsey Reed**

**"That** the meeting be adjourned at 2:58 p.m."

Disposition: **Carried**



January 8, 2024

Northumberland County Housing Corporation (NCHC)  
555 Courthouse Road  
Cobourg, ON K9A 5J6

**Re: NCHC Board of Directors Resignation**

Dear NCHC Directors,

Please accept this letter as formal notice of my resignation as a member of the Northumberland County Housing Corporation Board of Directors effective January 23, 2024.

Sincerely,

A handwritten signature in black ink, appearing to read "Brian Ostrander", with a stylized flourish at the end.

Brian Ostrander  
Warden for Northumberland County



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

**January 31<sup>st</sup>, 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. The construction kick-off meeting was held on January 11, 2022 and the Contractor mobilized to site on January 17, 2022.

#### **Progress to Date**

Phase 1: We have reached substantial performance and all major deficiencies have been corrected. Emergency backup sump pump systems and basement storage cage installations are complete.

Phase 2: Abatement and demolition have been completed for the 4 remaining duplex's that were onsite. We are awaiting delivery of the site civil structures on Jan 26th to begin civil work prior to excavating basements. Soil analysis has been completed and overburden soils will need to be disposed at Brighton landfill due to high sodium absorption rate in the soils.

### 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 (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.

### **Financial Impact**

Below is a summary showing all approved construction change orders (CO) for this period:

CO# 35 Basement laundry room Cat 6 communication line	\$ 2,405.32
CO# 36 Install accessible unit dryer venting.	\$ 1,121.33
CO# 38 Extension of construction insurance	\$ 3,553.00
CO# 39 Additional basement storage partitions for sump it locations	\$ 4024.47
CO# 40 Additional handrails for basement access stairs	\$ 7921.51
CO# 42 Add additional Emergency lighting at basement access stairs	\$ 710.70
Total Approved Change Orders this period	\$ 19,736.33
Total Approved Construction Change Orders up to Dec 31, 2023	\$ 630,914.24

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

Total approved soft-cost change orders this period	\$ 0.00
Total approved soft-cost change orders to date	\$ 253,271.81

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	\$ 7,975,699.67	\$ 16,425,292.00
Project Soft Costs (Project Management, etc.)	\$ 1,672,504.00	\$ 939,028.00	\$ 1,672,504.00
Total	\$ 18,097,796.00	\$ 8,914,727.67	\$ 18,097,796.00

\*Projected assumes the construction post contract contingency and project soft cost contingency will be used.

### **Schedule Impact**

Below is a summary of approved change orders which have added working days to the construction schedule.

Total Days added due to approved change orders this period.	8 working days
CO# 35 Basement laundry room Cat 6 communication line.	2 working days
CO# 36 Install accessible unit dryer venting	0 working days
CO# 38 Extension of construction insurance	0 working days
CO# 39 Additional basement storage partitions for sump it locations	1 working days
CO# 40 Additional handrails for basement access stairs	4 working days
CO# 42 Add additional Emergency lighting at basement access stairs	1 working days
Total Days added due to approved change orders to date.	110 working days

### **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.

# Policy

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**Subject:** Chargeback Policy

**Policy Number:** 2021-24

**Effective Date:** November 2, 2023

**Approved by:** NCHC Board of Directors

**Reviewed by:** NCHC General Manager

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## Purpose/Overview

To ensure the ongoing preservation and upkeep of all Northumberland County Housing Corporation ("NCHC") owned property and to establish requirements for repayment for willful damage and neglect by tenants, former tenants and/or their guests **as well as loss of NCHC staff time and non-emergency usage of the after-hours emergency line.**

In the event that **willful damage, neglect, loss of NCHC staff time, non-emergency usage of the after-hours emergency line** is identified, appropriate action will be taken to recover these costs or in some instances move ahead with eviction as per the *Residential Tenancies Act, 2006*. NCHC will adhere to NCHC Policy 2021-24 Rent Arrears Policy for Current Tenants and 2021-25 Rent Arrears Policy for Past Tenants.

## Policy

It is the responsibility and expectation that all tenants keep their units clean and safe, and to **appropriately** report any and all maintenance issues to NCHC as they are identified. Tenants are responsible for their guests and will be held accountable for any **willful damage, neglect, loss of NCHC staff time, or non-emergency usage of the after-hours emergency line** caused by their guests to the rental unit or complex.

Upon moving out, the tenant is expected to turn the unit over in the same condition it was found in at the time of moving in.



The process of assessing a charge requires NCHC to identify the required repairs and to determine if it is due to normal wear and tear, or if it is due to tenant misuse or negligence. Normal wear and tear is the deterioration that occurs over time with the use of the premises, even though the premises receive reasonable care and maintenance.

Northumberland County staff, under the direction of the General Manager, will apply discretion in determining the extent to which damages are a result of negligence. Facilities Services staff completing the repairs will document and submit the full cost of repairs to Housing Services for review. Housing Services staff will apply discretion following the review of the full cost of damages to determine the final chargeback to the tenant as a result of damages. When applying discretion, Northumberland County staff will consider areas such as:

- grounds under the *Human Rights Code*;
- labour costs during business hours compared with after-hours emergency repairs;
- extenuating circumstances on a case-by-case basis; and
- frequency of damages/chargebacks being requested.

If it is determined that repairs are due to negligence, Northumberland County staff will confirm the cause of the damage, advise the Tenant that a charge is pending and appropriately document the damage to be retained in the tenant's file.

Charges for damages can occur during tenancy based on a report of required maintenance, observation by Northumberland County staff or after a tenant moves out.

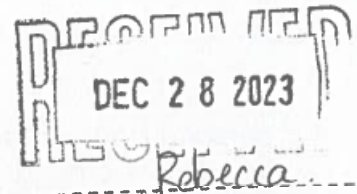
In extreme cases where it is determined that the damage has been made willfully, NCHC will consider proceeding with legal options through the Landlord Tenant Board.

## **Repealed Policy**

Charge Back Policy #2008-05PM

## **Legislative Authority**

Residential Tenancies Act, 2006



**Notice of a Complete Application & Public Meeting  
Concerning a Zoning By-law Amendment  
D14-FID-06-23**

**TAKE NOTICE** that the Council of the Corporation of the Township of Cramahe has received a complete application for an amendment to Zoning By-law No. 08-18, and is notifying the public in accordance with Section 34 of the *Planning Act*.

This application has been assigned **File Number D14-FID-06-23**

**Public Hearing:**

A public meeting for the above noted applications is scheduled for **Tuesday January 9<sup>th</sup> at 5:00 p.m. via Zoom teleconference and in person** in the Council Chambers, Town Hall at 1 Toronto Street, Colborne. If you wish to participate in the Public Hearing, you may do so by dialing **1-647-374-4685 or 1-647-558 0588**. Below is the meeting ID and password used to access the scheduled meeting. Meeting ID: **847 8071 0827**. You can also join the meeting through the following link <https://us02web.zoom.us/j/84780710827>. You may also provide feedback through the Let's Talk Cramahe forum at [www.LetsTalkCramahe.ca](http://www.LetsTalkCramahe.ca)

**Location of the Subject Lands**

The lands subject to the proposed consent are located at the southwest intersection of Trent Valley Road and Little Lake Road and legally described as Part of Lot 18, Concession 2, Parts 1 & 3 of Plan 38R490, Township of Cramahe. A key map is attached showing the location of the subject lands.

**Purpose and Effect of the Zoning By-law Amendment**

This Zoning By-Law Amendment is required as a condition of Provisional Approval of a recent consent (severance) that created two new lots (File No. D10-FID-02-23 & D10-FID-03-23). The applicant is seeking the approval of a Zoning By-law Amendment to rezone the two severed lots from the Rural Exemption 26 (RU-26) Zone to the Rural Residential (RR) Zone and Environmental Conservation (EC) Zone.

**Representation**

Any person may attend the public meeting and make written and/or verbal representation either in support of or in opposition to the proposed consent. Written submissions can be sent electronically to [kmceathron@cramahe.ca](mailto:kmceathron@cramahe.ca), or can be dropped in the mail drop box at Town Hall at 1 Toronto Street, Colborne or faxed to (905) 355-3430. Please ensure your name and address are included as required for the public record.

**Please note that any information provided within written submissions may be made available to the public for review prior to the hearing.**

If a person or public body does not make oral submissions at a public meeting or make written submissions to the Township of Cramahe before the by-law is passed, the person or public body is not entitled to appeal the decision of the Committee of Adjustment of the Township of Cramahe to the Ontario Land Tribunal, and may not be added as a party to the hearing of an appeal before the Ontario Land Tribunal unless, in the opinion of the Tribunal, there are reasonable grounds to do so.

**Notice of Passing of Zoning By-law Amendment**

A copy of the Notice of Passing will be sent to the applicant, and to each person who has filed with the Clerk a written request for Notice of Passing.

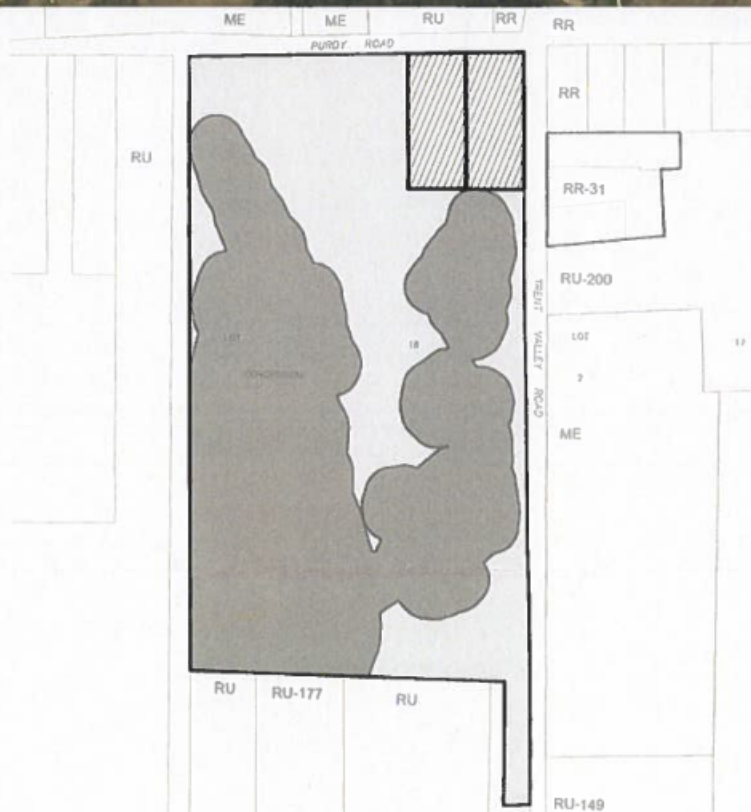
**Additional Information**

Additional information relating to the proposed consent is available for inspection on the Township website. A copy of this notice is also available at the Township Office.

Dated at the Township of Cramahe this 14 day of December, 2023.

Thank you,  
Graham Richards, CD, MES  
Township Planning Consultant (MHBC Planning)  
Ph: 705 728 0045 Ext. 241  
[grichards@mhbcplan.com](mailto:grichards@mhbcplan.com)

**Zoning By-law Amendment D14-FID-06-23**  
**Part of Lot 18, Concession 2, Parts 1 & 3 of Plan 38R490**  
**Key Map**



**LEGEND:**

- |   |   |   |  |
|---|---|---|--|
|  | FROM RURAL 'RU-26' ZONE WITH SPECIAL EXCEPTION TO RURAL RESIDENTIAL 'RR' ZONE |  | RURAL 'RU-26' ZONE TO ENVIRONMENTAL CONSERVATION 'EC' ZONE |
|  | RURAL 'RU-26' ZONE WITH SPECIAL EXCEPTION TO REMAIN                           |   |  |