



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

**Wednesday, June 23, 2021**

**1:30 p.m. – 3:00 p.m.**

Northumberland County

Teleconference Meeting

Dial-in: (647) 558-0588

Meeting ID: 904 1594 6506

Passcode: 970919

**1. Call to Order**

Gil Brocanier, Chair

**2. Territorial Land Acknowledgement**

Gil Brocanier

**3. Approval of the Agenda**

Recommended Motion:

“**That** the agenda for the June 23, 2021 meeting of the Northumberland County Housing Corporation Board of Directors be approved.”

**4. Declaration of Interest**

**5. Approval of Minutes**

Minutes of Annual General Meeting, May 26, 2021

Minutes of May 26, 2021

Recommended Motion:

“**That** the minutes of the May 26, 2021 Annual General Meeting, and the minutes of the May 26, 2021 regular meeting of the Northumberland County Housing Corporation be approved.”

**6. Shareholder Minutes**

Shareholder Minutes of Annual General Meeting, May 26, 2021

Recommended Motion:

“**That** the Shareholder minutes of the May 26, 2021 Annual General Meeting of the Northumberland County Housing Corporation be received for information.

**7. Elgin Park Redevelopment – Multi Use Path** (attached)  
Rebecca Carman, Housing Services Manager

Recommended Motion:

“**That** the summary of discussion regarding the future placement of the Multi Use Path adjacent to Elgin Park be received for information.”

**8. Elgin Park Redevelopment – Pre-Demolition Partnerships** (verbal)  
Rebecca Carman, Housing Services Manager

Recommended Motion:

“**That** the verbal update regarding the Elgin Park Redevelopment project– pre-demolition partnerships be received for information.”

**9. Elgin Park Redevelopment – Revised Resolution – Construction Budget**  
(verbal)  
Rebecca Carman

Recommended Motion:

“**That** the Construction Budget of \$18,450,000 for the Elgin Park Redevelopment Project be revised, and approved as follows:

- \$13,700,000 in hard construction costs;
- \$3,100,000 in escalations and contingencies;
- \$1,330,000 in soft costs; and
- \$320,000 in unrecoverable HST.”

**10. Policy Review** (attached)  
Rebecca Carman  
Lindsey Reed, Treasurer

Recommended Motion:

“**That** the NCHC Board of Directors receives the presented policies for information, noting that the policies will be brought forward as amended for approval at a future meeting as part of the full NCHC policy manual.”

**11. Strategic Plan Committee** (verbal)  
Rebecca Carman

Recommended Motion:

**“That** the NCHC Board appoints a sub-committee to support the development of the NCHC Strategic Plan; and

**Further That** the following NCHC Directors are hereby appointed to the Strategic Plan Sub-Committee:

- Gil Brocanier, Chair
- Daniel Quesada-Rebolledo
- Lindsey Reed, Treasurer
- Lou Rinaldi
- Rebecca Carman, Officer; and

**Further That** the NCHC Board directs the Strategic Plan Sub-Committee to report back to the Board as required.”

**12. Move to Closed Session**

N/A

**13. Motion to Rise and Results from Closed Session**

N/A

**14. Next Meeting**

Wednesday, July 28, 2020

**15. Adjournment**



## **Annual General Meeting of Board of Directors Minutes**

**Wednesday, May 26, 2021**

**1:00 p.m. – 2:00 p.m.**

Northumberland County

Teleconference Meeting

**Board Members Present:** Chair Gil Brocanier, Doug Bates, Victor Fiume, County Councillor John Henderson, Daniel Quesada Rebolledo, Treasurer Lindsey Reed, Anneke Russell

**Board Members Present In-Person:** County Councillor Gail Latchford, Jennifer Moore

**Board Members' Regrets:** Lou Rinaldi, Secretary Neil Ellis

**Guests:** Richard Steinginga

**Staff:** Rebecca Carman (staff member appointed by board), Maddison Ellis, Brandon Upton, Angie Turpin, Matthew Nitsch, Glenn Dees

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

- Chair Gil Brocanier called the Annual General Meeting to order at 1:03 p.m.

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

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

Moved by: John Henderson

Seconded by: Gail Latchford

“**That** the agenda for the May 26, 2021 Annual General Meeting of the Northumberland County Housing Corporation Board of Directors be approved.”

Disposition: Carried

### **4. Disclosures of Interest**

- No declarations

### **5. Remarks from the Shareholder**

- CAO Jennifer Moore provided remarks from the Shareholder – the Corporation of the County of Northumberland.

## 6. Confirmation of Directors

- Jennifer Moore, Chief Administrative Officer read aloud, “The Shareholder confirms the following list of Directors have been appointed to the Northumberland County Housing Corporation: Doug Bates, Gil Brocanier, Neil Ellis, Victor Fiume, Councillor John Henderson, Councillor Gail Latchford, Jennifer Moore, Daniel Quesado-Rebolledo, Lindsey Reed, Lou Rinaldi, Anneke Russell.”

## 7. Appointment of Vice Chair

- Chair Gil Brocanier called for nominations for the Vice Chair position.

Moved by: Gail Latchford

Seconded by: Anneke Russell

“**That** Victor Fiume be nominated as Vice Chair of the NCHC Board of Directors; and:

**Further That** Victor Fiume consents to be nominated for the Vice Chair position.”

Disposition: Carried

- Chair Gil Brocanier called for further nominations a first, second and third time and after receiving no further nominations, called for nominations for the position of NCHC Vice Chair to be closed.

Moved by: Jennifer Moore

Seconded by: Lindsey Reed

“**That** the nominations for the Vice Chair position be closed.”

Disposition: Carried

Moved by: Anneke Russell

Seconded by: Gail Latchford

“**That** Victor Fiume is hereby appointed as Vice Chair of the Northumberland County Housing Corporation, as of May 26, 2021.”

Disposition: Carried

## 8. Confirmation of Officers

Moved by: Doug Bates  
Seconded by: Jennifer Moore

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

- Gil Brocanier, Chair
- Victor Fiume, Vice-Chair
- Lindsey Reed, Treasurer
- Neil Ellis, Secretary
- Rebecca Carman, Housing Services Manager.”

Disposition: Carried

## 9. Northumberland County Housing Corporation 2020 Annual Report

Moved by: Anneke Russell  
Seconded by: Victor Fiume

“**That** the 2020 Northumberland County Housing Corporation Annual Report is received and submitted to the Shareholder.”

Disposition: Carried

## 10. Presentation of 2020 Audited Financial Statements

- Richard Steinginga, Partner at Baker Tilly provided a verbal update on the 2020 NCHC audited financial statements.

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

Moved by: Linsey Reed  
Seconded by: Doug Bates

“**That** the audited financial statements of the Northumberland County Housing Corporation for the 2020 fiscal year be approved as presented and recommended to County Council.”

Disposition: Carried



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

Moved by: Linsey Reed  
Seconded by: Anneke Russell

**“That** BakerTilly be appointed as the auditor for the Northumberland County Housing Corporation.”

Disposition:           Carried

**13. Adjournment**

Moved by: Jennifer Moore  
Seconded by: Lindsey Reed

**“That** the NCHC Annual General Meeting adjourned at 1:43 p.m.”

Disposition:           Carried



**Meeting of Board of Directors  
Minutes**

**Wednesday, May 26, 2021**  
**2:00 p.m. – 3:30 p.m.**  
Northumberland County  
Teleconference Meeting

**Board Members Present:** Chair Gil Brocanier, Victor Fiume, County Councillor John Henderson, Daniel Quesada Rebolledo, Treasurer Lindsey Reed, Anneke Russell

**Board Members Present In-Person:** County Councillor Gail Latchford, Jennifer Moore

**Board Members' Regrets:** Lou Rinaldi, Doug Bates, Lindsey Reed, Neil Ellis

**Guests:** Nick Swerdfeger

**Staff:** Rebecca Carman (staff member appointed by board), Maddison Ellis, Brandon Upton, Angie Turpin, Glenn Dees, Kaela Esseghaier

**1. Call to Order**

- Chair Gil Brocanier called the meeting to order at 2:01 p.m.

**2. Territorial Land Acknowledgement**

**3. Approval of the Agenda**

Moved by: Anneke Russell  
Seconded by: Victor Fiume

“**That** the agenda for the May 26, 2021 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: Gail Latchford  
Seconded by: Anneke Russell



“**That** the minutes of the April 28, 2021 meeting of the Northumberland County Housing Corporation be approved.”

Disposition: Carried

## 6. Elgin Park Budget – Construction and Operating

- Rebecca Carman, Nick Swerdfeger and Angie Turpin provided an overview of the Elgin Park Redevelopment project, highlighting project design and budget.
- Staff outlined that in early 2021, the NCHC Board and project team made design changes to the project in efforts to reduce costs.
- Changes included the removal of the common program building (replaced with an outdoor 3 season accessible covered sitting area) and changes to exterior building materials.
- Despite these changes, the overall project budget did not decrease, directly due to cost increases to building materials as a result of the COVID-19 pandemic.

Moved by: Victor Fiume

Seconded by: Anneke Russell

“**That** the NCHC Board of Directors approves the Elgin Park Construction Budget of \$18,450,000 (not including land value) for Elgin Park based on the Class B Cost Estimate, as outlined below:

- \$13,700,000 in hard construction costs;
- \$3,100,000 in escalations and contingencies;
- \$1,330,000 in soft costs; and
- \$315,000 in unrecoverable HST; and

**Further That** the Board of Directors approves the financing strategy as outlined below:

- \$5,770,000 committed grant from Canada-Ontario Community Housing Initiative;
- \$1,500,000 anticipated forgivable loan from CMHC’s Co-Investment Fund;
- \$518,964 funding through the Corporation of the County of Northumberland;
- \$199,502 funding through the Town of Cobourg; and
- \$10,461,534 Infrastructure Ontario debenture; and

**Further That** the Board of Directors refers the approved budget to County Council for further approval, including the outlined financing strategy; and

**Further That** the NCHC Board of Directors receives the projected Operating Budget for Elgin Park for information.”

Disposition: Carried

## **7. NCHC Strategic Plan – Next Steps**

Rebecca Carman spoke to the strategic plan process and presented information that was collected by Housing Services Corporation staff. She highlighted the need to form a subcommittee of the board in order to draft the strategic plan. Chair Brocanier asked staff to send a follow up email to the Board asking NCHC Directors to express their interest to sit on the subcommittee.

Moved by: Jennifer Moore  
Seconded by: Anneke Russell

**That** the NCHC Board of Directors receives the ‘NCHC Strategic Plan’ report for information; and

Disposition: Carried

## **8. Move to Closed Session**

Moved by: Anneke Russell  
Seconded by: Gail Latchford

**That** the NCHC Board of Directors proceed with the next portion of the meeting, being closed to the public at 2:47 p.m. as permitted under the Municipal Act Section 239.(2b) in order to address matters pertaining to personal matters about an identifiable individual and that Maddison Ellis and Rebecca Carman remain present.”

Disposition: Carried

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

Moved by: Gail Latchford  
Seconded by: Jennifer Moore

**That** the NCHC Board of Directors rise from Closed Session at 3:06 p.m.”

Disposition: Carried



Moved by: Anneke Russell  
Seconded by: Gail Latchford

**“That** the confidential resolution moved in Closed Session pertaining to personal matters about an identifiable individual is hereby referred to the public session of the NCHC Board of Directors for adoption.”

Disposition:            Carried

**10. Next Meeting**

Wednesday, June 23, 2020

**11. Adjournment**

Moved by: Anneke Russell  
Seconded by: Jennifer Moore

**“That** the NCHC Board of Directors adjourn at 3:08 p.m.”

Disposition:            Carried

MINUTES of the annual meeting of shareholders of **NORTHUMBERLAND COUNTY HOUSING CORPORATION** (the "**Corporation**") held at Northumberland County via Zoom Teleconference Meeting, on the 26<sup>th</sup> day May, 2021, at the hour of 1:00 pm.

## **PRESENT**

There were present without proxy:

Jennifer Moore, appointed to act on behalf of the Shareholder

## **ALSO PRESENT WITH THE CONSENT OF THE MEETING:**

Doug Bates  
Gil Brocanier  
Victor Fiume  
Councillor John Henderson  
Councillor Gail Latchford  
Jennifer Moore  
Daniel Quesado-Rebolledo  
Lindsey Reed  
Anneke Russell  
Rebecca Carman  
Glenn Dees  
Maddison Ellis  
Matthew Nitsch  
Richard Steiginga  
Angie Turpin  
Brandon Upton

## **REGRETS**

Neil Ellis  
Lou Rinaldi

## **CHAIR AND SECRETARY**

The Chair of the Corporation, Gil Brocanier, took the Chair. Maddison Ellis, Deputy Clerk of Northumberland County, acted on behalf of the Secretary of the Corporation, Neil Ellis, as Secretary of the meeting.

## **CONSTITUTION OF MEETING**

The Chair stated that notice calling the meeting was delivered to all shareholders not less than 10 days before the date hereof.

The Chair declared that all of the shareholders being present either in person or by proxy, and notice of the meeting having been given in accordance with the by-laws of the Corporation, the meeting was duly convened and properly constituted for the

transaction of business.

## **ANNUAL REPORT**

Richard Steinginga, through the Chair presented to the meeting the annual reports of the Corporation containing the financial statements of the Corporation for the financial year ended December 31, 2020 as approved by the directors together with the auditor's report thereon.

On motion duly made, seconded and carried the following resolution was passed:

RESOLVED, as an ordinary resolution, that the financial statements of the Corporation for the financial year ended December 31, 2020 are hereby accepted and approved.

## **CONFIRMATION OF DIRECTORS**

The Shareholder confirmed that the following persons are hereby elected directors of the Corporation for the ensuing year or until his or her successor is duly elected or appointed, subject to the by-laws of the Corporation

Doug Bates  
Gil Brocanier  
Neil Ellis  
Victor Fiume  
Councillor John Henderson  
Councillor Gail Latchford  
Jennifer Moore  
Daniel Quesado-Rebolledo  
Lindsey Reed  
Lou Rinaldi  
Anneke Russell

## **APPOINTMENT OF AUDITORS**

Motion was made that the Corporation be audited for the year ending December 31, 2021, and the motion was seconded and unanimously carried.

It was resolved, as an ordinary resolution, that Baker Tilly are hereby appointed auditors of the Corporation to hold office until the close of the next annual meeting of the shareholders at a remuneration to be fixed by the directors, the directors being hereby authorized to fix such remuneration.

## **TERMINATION**

There being no further business, the meeting on motion terminated.

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Maddison Ellis, Deputy Clerk,  
Northumberland

Acting on behalf of Neil Ellis,  
Secretary

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Gil Brocanier – Chair

## **Elgin Park Redevelopment – Multi Use Path**

Meeting with Northumberland County Roads Department

Thursday, April 29, 2021 3:30 p.m.

Attendees: Rebecca Carman, Jennifer Moore, Lisa Horne, Mo Pannu, Denise Marshall, Mark McIntosh, Kaela Esseghaier

**Purpose:** The meeting was requested by the Housing Services Manager in the capacity as officer of the Northumberland County Housing Corporation (NCHC). The purpose of the meeting was to discuss the long-term plans for the development of a Multi-Use Path (MUP) and the Elgin Street Widening and to identify concerns that the NCHC had with the proposed location of the MUP.

As a result of the future widening of Elgin Street, 5.4 metres was removed from the Elgin Park property and transferred to the County (consistent with other developments along Elgin Street). While this did impact the final design of units, the project team was able to ensure the key goals of the project were met.

In the review of the Site Plan Application, the County Roads Department identified that the MUP should be shown 0.3 metres (1 foot) away from the property line, however there was also the understanding that that this would be completed at a later date and the final location would be determined during the detailed design stage. As the design was already condensed as a result of the original loss of property, this meant that the entrances from the front patios are almost directly onto the MUP.

### **Summary of Discussion:**

During the meeting on April 29, Denise Marshall, Project Engineering Manager provided an overview of the County's role in approving development applications and provided comments specifically related to the Elgin Park Redevelopment Project:

- County reviews all development applications and strives to review applications in a consistent and fair approach, with the understanding that each property is unique and has its own constraints
- Elgin Street is widening, its been a long-standing priority of the County, and has been a key element of the Cobourg East Development, the expansion of Elgin will extend the road to 4 lanes from Darcy Street to Brook Road. The future widening is part of the County's Development Charge Bylaw and is also included in the Town of Cobourg's Official Plan
- Elgin Street is one of the highest volume roads in the County, and the Official Plan and the Transportation Master Plan seeks a right of way of 36.5 metres for high volume roads and part of this is to be able to accommodate the various

requirements including: cycling lines, utilities, snow storage, and in the case of Elgin Street, a MUP.

- The County Roads Department has shifted the requirement for the right of way in this project to be 30 metres. It was noted that this was less than ideal but is doable in an urban environment without ditches.
- The location of the MUP on the site plan is located 0.3 from the property line to provide Roads with as much room as possible to design the road widening and MUP.
- It is typical to request a developer to build the MUP as a part of development, but it has been agreed to have this built at a future date.
- The MUP on Elgin Street in the west end of Cobourg is also very close to the property line and hence within metres of existing buildings given the same restraints to accommodate multiple lanes of traffic, utilities, bike lanes (in some sections), snow storage, etc.

Mo Pannu, Director of Transportation, Waste and Facilities, recognized that the current proposed location of the MUP is not ideal and indicated there is a difference between commercial properties and residential.

Rebecca Carman shared concerns from the NCHC on the current proposed location including:

- Accessibility – there are 8 accessible units where there will not be the required turning radius to safely exit patio areas onto the MUP.
- Safety – concerns for children, the need to be able to enter the MUP safely with a stroller, etc.
- Privacy – design considerations have been made at Elgin – ensuring front door glass is frosted and windows are standard size for affordability of window coverings, etc.

Jennifer Moore, CAO and NCHC Board Member, indicated that there was a need to balance priorities and indicated that affordable housing is a priority that should be considered.

Mo Pannu, indicated 2 metres would be ideal, but it may be challenging to achieve this in the design of Elgin Street, the MUP and Elgin Park.

Discussions were had on the design of the Elgin Park units. It was discussed that they are currently very tight, and space is smaller than what would be ideal already. The consideration of removing outdoor private space was discussed. Mark McIntosh, Manager, Major Capital Projects and Rebecca Carman indicated that they are pretty small entrances and were requested by the Town of Cobourg.



Discussions were also had on each project (Road Widening and Elgin Park) has conceded land to the other to support the success of both projects.

**Outcome:**

It was agreed upon that the County Roads Department will allow for approximately 1 metre between the MUP and the property line. It was further identified that these concerns will be key considerations of the design of the MUP to adhere to accessibility standards and to accommodate a minimum of a 1 metre buffer.

# Policy and Procedures

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**Subject:** Exterior Spaces - Townhomes

**Policy Number:** 2021-08

**Effective Date:** To be entered

**Approved by:**

**Reviewed by:**

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## Purpose

To ensure the ongoing preservation and upkeep of all Northumberland County Housing Corporation (NCHC) owned property. To ensure that these properties do not present any safety hazards to tenants or their guests or staff or contractors of the NCHC. To ensure that all NCHC properties are neat in appearance and meet any local property standard by-laws.

## Overview

This policy provides detail on specific activities that impact the use of exterior spaces at NCHC properties. This is not an exhaustive list of acceptable and/or prohibited activities at NCHC properties. Tenants are reminded that they must not impact other tenant's reasonable enjoyment of their unit and/or exterior space. The NCHC retains the right to prohibit further activities.

## Common Exterior Spaces

Tenants are provided with access to outside grounds at their building, which may include meeting spaces, picnic tables, grass areas, etc. Tenants are expected to leave

these common exterior spaces in the same way as they were found. This includes ensuring that they are clear of garbage, personal items, debris, animal waste and other items.

Tenants shall not alter the location of these areas, including picnic tables. Tenants shall also ensure that tenants smoke only in designated smoking areas, and shall not alter/adjust these areas. At all times, smoking on property must at minimum maintain the required distance from building entry as according to provincial legislation.

From time to time, the NCHC may be made aware of tenants violating the above policy. The NCHC will investigate the concerns and if founded, ask tenants to cease the activity/behaviour. Tenants will be given a verbal warning, followed by a written notice to cease activity.

Continued violation of this policy may result in an application to end the tenancy through the Landlord and Tenant Board.

## Yard/Entrance Area – Tenant Responsibilities

The following are the responsibilities of the tenant:

1. To ensure that all entrances of their unit and the grass adjoining their unit is free of debris and animal waste.
2. To ensure a clear path of entry/exit from the unit at all times (i.e. free of lawn furniture, benches and/or chairs, children's toys, bicycles, and garbage).
3. To water grass, bushes and flower beds surrounding their unit. Prior to the addition or expansion of any garden area, tenants must first seek permission from the NCHC.
4. Cutting the grass and weed gardens. Municipal fines may be imposed for failure to maintain the property to municipal standards
5. To ensure that waste (household garbage, recycling, compost) is disposed of in a manner that is required at their complex (i.e. dumpsters)
6. During the winter months the Tenants must make sure that all personal items are removed from their front yards and stored either in their units or in their back yards. These include but are not limited to lawn furniture, bicycles and children's toys etc.

7. Clearing snow and ice from the immediate walkway of the unit.
8. Keeping the yard free of animal waste.
9. Tenants shall not store any combustible fuels on NCHC property. Tenants shall not permit anything to be done in their premises which will significantly increase the risk of fire.
10. Open fires are prohibited at all NCHC properties.

## Yard/Entrance Inspections

On behalf of the NCHC, County staff will conduct yard inspections, at the time of annual unit inspections, or at other times throughout the year. If a unit is identified as not meeting the expectations of maintaining the exterior of their unit, the following steps will be taken:

1. The tenant will be contacted, either by phone or in person by the NCHC, and advised of the concern and what steps and time frames are needed to correct the situation.
2. This warning will be followed up by issuing a yard notice in writing by NCHC. This notice will include a review date for a follow up inspection.
3. If the tenant fails to comply, proper notice will be given as per the Residential Tenancies Act, that the Landlord will be onsite to remove any garbage or hazardous items or complete any necessary jobs to ensure compliance with any local by-laws.
4. The tenant will be notified in writing of the cost of this service which will be placed on their ledger as a chargeback and NCHC will seek reimbursement of this cost including but not limited to, staff hours and dumping/disposal fees.
5. Failure to continuously maintain their units, may result in an application to end the tenancy through the Landlord and Tenant Board.

For more information, please refer to [Charge Back Policy \(2021-XX\)](#)

## Exterior Alteration

No exterior alterations are to be made to the buildings by tenants.

Examples of such changes are:

- Addition, extension, removal and/or replacement of shrubs or gardens
- Placement of sheds etc.
- Attachments to exterior walls

## Weeding

Tenants are responsible for weeding their gardens on a regular basis and must not exceed a maximum height of (2) feet.

Tenants are responsible for any planting done within the confines of their unit. The cost of maintaining or removing these plantings will not be absorbed by NCHC.

Tenants found not obeying the above policy will be given a verbal and written notice to cease the behaviour.

Continued violation of this policy may result in an application to end the tenancy through the Landlord and Tenant Board.

## Barbeques

The NCHC must ensure compliance with all applicable legislation, by-laws and requirements and put in place any additional fire and life safety measure deemed reasonable. As such, no propane or other combustible fuel is to be stored on NCHC property and as such no barbeques which use combustible fuel will be permitted for use.

The NCHC, from time to time, will be made aware of the presence of barbeques on site. The NCHC will investigate these concerns. If it is determined to be fueled by combustible materials, the tenant will be asked to remove the fuel from property.

Tenants will be given a verbal warning, followed by a written notice to cease the behaviour.

Continued violation of this policy may result in an application to end the tenancy through the Landlord and Tenant Board.

## Bird Feeders

Bird feeders will not be permitted on NCHC properties. This will help ensure that the properties remain clean and free of garbage and as well that no health issues arise due to bird droppings, or the attraction of other rodents such as squirrels, mice, rats, stray animals and other types of wildlife and unwanted pests.

No food (including: bread scraps, nuts, birdseed, etc.) is to be left out/dispersed on NCHC property. This includes on patios/balconies.

Tenants will be given a verbal warning, followed by a written notice to remove bird feeders.

Continued violation of this policy may result in an application to end the tenancy through the Landlord and Tenant Board.

## Pest Control

From time to time, pests (i.e. insects) will be present on NCHC property. Pest control is a shared responsibility between the NCHC and tenants. Tenants can support good pest control in their units, by maintaining their unit. It is important that food is not left out in units and stored properly, waste is removed on a regular basis, and surfaces are wiped down.

Despite a well-maintained unit, from time to time pests may continue to be present. It is the responsibility of the tenant to notify the NCHC of the presence of pests in their units. The NCHC will work with the tenants to provide the appropriate treatment.

Upon notification of pests, the NCHC will attend the tenant's unit to assess the issue. Actions will be recommended, up to and including external pest control treatment.

It is important to note that from time to time, other tenant units may also require treatment. The NCHC will not provide personal tenant information on the originating tenant unit.

The NCHC will work with the tenant to determine if there are underlying causes for the presence of pests and will make referrals as necessary.

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Should it be determined that there was intentional or negligent behaviour by tenants that resulted in the presence of pests, first a verbal warning will be provided, followed by a written notice. Chargebacks may be applied. Refer to Charge Back Policy (2021-XX)

Continued violation of this policy may result in an application to end the tenancy through the Landlord and Tenant Board.

## Water Play Equipment

The NCHC does not permit the installation or use of any water play equipment (i.e. pools, slip and slides, sprinklers, ice rinks) by tenants or their guests on NCHC Property.

Tenants who do not comply with this policy will be given both a verbal and written warning to remove the apparatus with a specific time frame.

Failure to do so will result in the Landlord reviewing options under the Residential Tenancies Act.

## Repealed Policy

2009-14PM Yard and Balcony Upkeep Policy

## Legislative Authority



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# Schedule A

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# Policy and Procedures

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**Subject:** Exterior Spaces – Apartment Units

**Policy Number:** 2021-07

**Effective Date:** Date to be entered

**Approved by:**

**Reviewed by:**

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## Purpose

To ensure the ongoing preservation and upkeep of all Northumberland County Housing Corporation (NCHC) owned property that is directly managed by NCHC. To ensure that these properties do not present any safety hazards to tenants or their guests or contractors of NCHC. To ensure that all NCHC properties are neat in appearance and meet any local property standard by-laws.

## Overview

This policy provides detail on specific activities that impact the use of exterior spaces at NCHC properties. This is not an exhaustive list of acceptable and/or prohibited activities at NCHC properties. Tenants are reminded that they must not impact other tenant's reasonable enjoyment of their unit and/or exterior space. The NCHC retains the right to prohibit further activities.

## Common Exterior Spaces

Tenants are provided with access to outside grounds at their building, which may include meeting spaces, picnic tables, grass areas, etc. Tenants are expected to leave

these common exterior spaces in the same way as they were found. This includes ensuring that they are clear of garbage, personal items, debris, animal waste and other items.

From time to time, the NCHC may be made aware of tenants violating the above policy. The NCHC will investigate the concerns and if founded, ask tenants to cease the activity/behaviour. Tenants will be given a verbal warning, followed by a written notice to cease activity.

Continued violation of this policy may result in an application to end the tenancy through the Landlord and Tenant Board.

## Balconies/Patios

Balconies/patios are for your enjoyment, but they can also present dangers if not properly maintained. The use of tenant's balconies should not negatively impact other residents or neighbours.

It is the responsibility of tenants to maintain their balcony and patio throughout winter months, including any removal of ice and snow.

Examples of activities not allowed include:

- Not leave anything on the balcony/patio that can fall and injure someone or that a child may climb on
- Not leave pets or children on the balcony/patio unattended
- Not allow pets to urinate or defecate on balconies/patio
- Not use balcony/patio as storage units
- Not alter their balcony/patio in any ways (i.e. installation of closures, dividers, etc.)
- Not smoke/vape on the balcony/patio
- Not glue carpets to balcony/patio
- Not have Barbeques /heaters on balcony/patio
- Not shake carpets/rugs from their balcony/patio

- Not pour water off your balcony/patio or overwater plants on balcony causing drips
- Not feed birds/squirrels/rodents from their balcony/patio
- Not permanently fix clothes lines on the balcony/patio
- Not attach satellite dishes to their balcony/patio
- Not store any large items on their balcony/patio (i.e. bikes, air-conditioners, tires, appliances, etc.)

## Balcony/Patio Inspection

On behalf of the NCHC, County staff will conduct balcony/patio inspections, at the time of annual unit inspections, or at other times throughout the year. If a unit is identified as not meeting the expectations of maintaining the exterior of their unit, the following steps will be taken.

1. The tenant will be contacted, either by phone or in person by the NCHC, and advised of the concern and what steps and time frames are needed to correct the situation.
2. This warning will be followed up by issuing a balcony/patio notice in writing by NCHC. This notice will include a review date for a follow up inspection.
3. If the tenant fails to comply, proper notice will be given as per the Residential Tenancies Act, that the Landlord will be onsite to remove any garbage or hazardous items or complete any necessary jobs to ensure compliance with any local by-laws.
4. The tenant will be notified in writing of the cost of this service which will be placed on their ledger as a chargeback and NCHC will seek reimbursement of this cost including but not limited to, staff hours and dumping/disposal fees.
5. Failure to continuously maintain their units, may result in an application to end the tenancy through the Landlord and Tenant Board.

For more information, please refer to [Charge Back Policy \(2021-XX\)](#)

## Barbeques

The NCHC must ensure compliance with all applicable legislation, by-laws and requirements and put in place any additional fire and life safety measure deemed reasonable. As such, no propane or other combustible fuel is to be stored on NCHC property and as such no barbeques which use combustible fuel will be permitted for use.

The NCHC, from time to time, will be made aware of the presence of barbeques on site. The NCHC will investigate these concerns. If it is determined to be fueled by combustible materials, the tenant will be asked to remove the fuel from property.

Tenants will be given a verbal warning, followed by a written notice to cease the behaviour.

Continued violation of this policy may result in an application to end the tenancy through the Landlord and Tenant Board.

## Bird Feeders

Bird feeders will not be permitted on NCHC properties. This will help ensure that the properties remain clean and free of garbage and as well that no health issues arise due to bird droppings, or the attraction of other rodents such as squirrels, mice, rats, stray animals and other types of wildlife and unwanted pests.

No food (including: bread scraps, nuts, birdseed, etc.) is to be left out/dispersed on NCHC property. This includes on patios/balconies.

Tenants will be given a verbal warning, followed by a written notice to remove bird feeders.

Continued violation of this policy may result in an application to end the tenancy through the Landlord and Tenant Board.

## Pest Control

From time to time, pests (i.e. insects) will be present on NCHC property. Pest control is a shared responsibility between the NCHC and tenants. Tenants can support good pest

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control in their units, by maintaining their unit. It is important that food is not left out in units and stored properly, waste is removed on a regular basis, and surfaces are wiped down.

Despite a well-maintained unit, from time to time pests may continue to be present. It is the responsibility of the tenant to notify the NCHC of the presence of pests in their units. The NCHC will work with the tenants to provide the appropriate treatment.

Upon notification of pests, the NCHC will attend the tenant's unit to assess the issue. Actions will be recommended, up to and including external pest control treatment.

It is important to note that from time to time, other tenant units may also require treatment. The NCHC will not provide personal tenant information on the originating tenant unit.

The NCHC will work with the tenant to determine if there are underlying causes for the presence of pests and will make referrals as necessary.

Should it be determined that there was intentional or negligent behaviour by tenants that resulted in the presence of pests, first a verbal warning will be provided, followed by a written notice. Chargebacks may be applied. Refer to Charge Back Policy [\(2021-XX\)](#)

Continued violation of this policy may result in an application to end the tenancy through the Landlord and Tenant Board.

## Water Play Equipment

The NCHC does not permit the installation or use of any water play equipment (i.e. pools, slip and slides, sprinklers, ice rinks) by tenants or their guests on NCHC Property.

Tenants who do not comply with this policy will be given both a verbal and written warning to remove the apparatus with a specific time frame.

Failure to do so will result in the Landlord reviewing options under the Residential Tenancies Act.

## Repealed Policy

[2009-14PM Yard and Balcony Upkeep Policy](#)



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## Legislative Authority



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# Schedule A

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# Policy and Procedures

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**Subject:** Mandatory Tenant Insurance

**Policy Number:** 2021-06

**Effective Date:** Date to be entered

**Approved by:**

**Reviewed by:**

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## Purpose

The purpose of this policy is to put in place a mandatory content and liability insurance policy requirement for all tenants of Northumberland County Housing Corporation (NCHC). Content and liability insurance is often referred to as tenant insurance. Adequate tenant insurance coverage ensures that in the event of a fire or flood, tenants are protected from the loss of personal effects and liability costs.

## Overview

The lack of appropriate tenant insurance during an emergency often has a significant financial impact on a tenant. Financial impacts may include:

- Costs in securing temporary accommodations
- Replacing personal belongings
- Repairs to NCHC property
- Liability for damage caused to other people's property
- Legal expenses incurred from administering claim



With increasing budgetary pressures and a more complex and diverse tenant population, mandatory tenant insurance may mitigate insurance and damage costs absorbed by NCHC. Further, mandatory tenant insurance will support tenants in times of emergency to stabilize temporarily or recoup expenses incurred as a result of the incident.

## Procedure

The *Residential Tenancies Act, 2006* (RTA) governs the landlord and tenant relationship. Specific details relating to the tenancy are outlined in the lease. Requirements such as tenant insurance can be introduced when a new lease is signed.

As units turn over all new leases will have a lease provision requiring tenants to purchase and maintain a valid tenant insurance policy. Leases with existing tenants will remain without the tenant insurance requirement as the lease cannot be changed without the tenant's prior consent.

The tenant insurance requirement will be phased in as units turn over.

During the transition the NCHC will maintain two types of lease agreements until the policy is fully adopted.

## Existing Tenants

All existing NCHC tenants are encouraged to obtain a tenant insurance policy.

Tenants who currently do carry a tenant insurance policy are encouraged to sign a new lease with specific requirements obligating them to keep in force a valid tenant insurance policy throughout the duration of their tenancy.

Tenants in receipt of social assistance, will be strongly encouraged to maintain tenant insurance where there is room within their social assistance shelter allocation.

## Existing Tenants Signing New Leases

From time to time, tenants are required to sign new leases (i.e. transferring to a new unit or adding members to the household, etc.). In cases where a new lease is signed, tenants are required to obtain valid tenant insurance.

## **Prospective/New Tenants**

Prospective tenants are required to provide proof of a valid tenant insurance policy at the time of lease signing. Prospective tenants without tenant insurance coverage will be provided with information about tenant insurance and be encouraged to obtain appropriate coverage. A prospective tenant that refuses to purchase and maintain tenant insurance, their tenancy will not be approved.

## **Enforcement**

Annually, all tenants are required to submit verification of their tenant insurance policy by providing NCHC with a Certificate of Insurance at the time of their annual renewal for RGI. Market Rent tenants will be required to submit proof of tenant insurance on an annual basis at a schedule as determined by the NCHC.

If a tenant fails to provide a copy of the Certificate of Insurance, NCHC will advise the tenant of the lease requirement and obligation to maintain insurance throughout the duration of their tenancy.

The continued failure to provide proof of valid tenant insurance may result in the NCHC to seek an end of tenancy through the Landlord Tenant Board based on a violation of the lease agreement.

## **Repealed Policy**

2008-08 PM

## **Legislative Authority**

# Policy and Procedures

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**Subject:** Excessive use of Utilities included in rent

**Policy Number:** 2021-04

**Effective Date:** Date to be Entered

**Approved by:**

**Reviewed by:**

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## Purpose

To identify how excessive use of utilities will be addressed and charged with tenants whose rent is inclusive of utilities (heat, water, and/or electricity).

## Policy

This policy is applicable to all utilities that are paid for by the Northumberland County Housing Corporation (NCHC) as part of the rent charged for the unit. Tenants may pay for some or all of their utilities.

The NCHC lease outlines prohibited activities that relate to the excess use of utilities. These measures are included in an effort to reduce utility costs to the landlord and support energy conservation measures where applicable.

These prohibited activities include:

### **Additional Appliances**

Tenants looking to bring into the unit or use in the unit any large appliance or other large machine that uses a lot of electricity or water, such as but not limited to a freezer, air conditioner, or satellite dish without consent shall be given a charge back for the additional charge and issued notification to remove such appliance as it is in violation of

the lease. In addition, secondary fridges, stoves, washers and clothes dryers are also not permitted. To be clear, in units where the landlord has clearly indicated that these appliances are not provided within the lease (and hook-ups are provided), tenants are allowed to bring one of each of these appliances into the units.

### **Tenant Activities**

Tenant activities which increase the utility costs beyond what is reasonably necessary for personal consumption is prohibited. These activities include, but are not limited to, the installation of swimming pools, skating rinks, hydroponic equipment for growing plants, commercial electronic equipment and/or any other equipment, appliance, item, structure and/or activity that would use significant amounts of water and/or power.

### **Air Conditioners and Freezers**

The NCHC allows for tenants to have air conditioner units and secondary freezers in their units. In order for these units to be installed, tenants must report these to the NCHC. Air conditioning units are subject to the NCHC Air Conditioning Policy (NUMBER HERE).

There is a charge associated with the installation of each appliance as outlined in the tenant lease. These charges are owed in each month of the calendar year, regardless if the appliance is temporarily removed (i.e. air conditioning units). The NCHC has assigned a small monthly charge to support tenants through equalized payments over the full calendar year.

### **Procedure**

From time to time, the NCHC will be made aware of excessive use of utilities through a variety of sources, these include: notifications from utility companies, excessive utility bills received by the NCHC, complaints, observations by NCHC contractors when on site. In all instances, tenants will be required to cease the activity causing the excessive use of utilities or if the activity is a permitted activity under the lease (i.e. air conditioning units/freezers) the appropriate charge will be applied to the tenant's file.

Prior to issuing a charge back for this excessive use, the NCHC will consider the actions taken by the tenant and determine if this was an intentional or negligent action whereby the tenant was aware or ought to have been aware of the violation of this policy and the tenant lease.



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If a charge back is issued, the NCHC will follow the Chargeback Policy and consider a chargeback up to and including the full utility charge and any other related charges (i.e. damage repair, contractor time, etc.).

Should the issue not resolve, the NCHC will consider other enforcement options up to and including filing to the Landlord Tenant Board as a violation of the tenant lease, if appropriate.

## Repealed Policy

N/A

## Legislative Authority



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# Schedule A

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