



Meeting of Board of Directors Agenda

August 31, 2022

1:30 p.m. – 3:00 p.m.

Northumberland County

Zoom Video Conference

Join Zoom Meeting

<https://us06web.zoom.us/j/83082462490?pwd=VWhUWy82dnA3R3RjcjdQZzgzeTlrZz09>

Meeting ID: 830 8246 2490

Passcode: 934331

Phone: 855 703 8985 Canada Toll-free

- 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 August 31, 2022 meeting of the Northumberland County Housing Corporation Board of Directors be approved.”

- 4. Declarations of Interest**

- 5. Approval of Minutes**
Minutes of July 27, 2022

Recommended Motion:

“**That** the minutes of the July 27, 2022 meeting of the Northumberland County Housing Corporation be approved.”

- 6. Elgin Park Redevelopment – Major Capital Projects Update** (attached)
Regine Climaco, Project Coordinator, Major Capital Projects

Recommended Motion:

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

7. Ontario Priorities Housing Initiative Year 4 Allocation – 330 King Watermain (attached)

Rebecca Carman, Housing Services Manager

Recommended Motion:

“**That** the NCHC Board of Directors approve the receipt of Ontario Priorities Housing Initiative Year 4 funding in the amount of \$273,000 to complete the watermain replacement project ta 330 King Street, Cobourg, Ontario; and

Further That the Board direct signing authorities to enter into an agreement with the Service Manager for funding.”

8. 2023 Budget Direction – Disinfecting Protocol (attached)

Rebecca Carman

“**That** the NCHC Board of Directors direct staff to implement a disinfecting protocol and to include the funding required in its 2023 Budget submission to Northumberland County as shareholder.”

9. Access to Buildings – Municipal Election (verbal)

Darrell Mast, Municipal Solicitor, Northumberland County

Recommended Motion:

“**That** the NCHC Board of Directors direct staff to implement access protocols as discussed at the Board meeting.”

10. New Business

Gil Brocanier

11. Move to Closed Session

Recommended Motion:

“**That** the NCHC Board of Directors proceed with the next portion of the meeting, being closed to the public at _____p.m.; and

Further That the meeting is closed to the public as permitted under the Municipal Act Section 239 (2b) in order to address matters pertaining to personal matters about an identifiable individual, including municipal or local board employees or tenants and that Lisa Horne, Maddison Ellis, Cheryl Sanders, Rebecca Carman, and Bill Smith remain present.”

12. Motion to Rise and Results from Closed Session

Recommended Motion:

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

Further That the confidential resolution moved in Closed Session regarding personal matters about an identifiable individual, including municipal or local board employees or tenants is hereby referred to the Board for adoption.”

13. Next Meeting

Wednesday, September 28, 2022

14. Adjournment

Recommended Motion:

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



Meeting of Board of Directors Minutes

July 27, 2022

1:30 p.m. – 3:00 p.m.

Northumberland County

Zoom Video Conference

Board Members Present (virtual): Vice Chair Victor Fiume, Cathy Borowec, Neil Ellis, Steve Gilchrist, County Councillor John Henderson, County Councillor Gail Latchford, Lindsey Reed

Board Members Present in Person: Jennifer Moore

Board Members' Regrets: Doug Bates, Gil Brocanier, Lou Rinaldi, Anneke Russell, Daniel Quesada-Rebolledo

Staff: Rebecca Carman (staff member appointed by Board), Regine Climaco, Maddison Ellis, Denise Marshall, Cheryl Sanders, Bill Smith, Angie Turpin

1. Call to Order

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

2. Territorial Land Acknowledgement

3. Approval of the Agenda

Moved by: Steve Gilchrist

Seconded by: Lindsey Reed

"That the agenda for the July 27, 2022 meeting of the Northumberland County Housing Corporation Board of Directors be approved."

Disposition: **Carried**

4. Declarations of Interest

- No declarations

5. Approval of Minutes

Minutes of June 22, 2022

Moved by: Gail Latchford

Seconded by: John Henderson

“**That** the minutes of the June 22, 2022 meeting of the Northumberland County Housing Corporation be approved.”

Disposition: **Carried**

6. Quarter 2 Financial Update

- Angie Turpin provided an update on the NCHC’s quarter 2 financial results.

Moved by: Jennifer Moore

Seconded by: Neil Ellis

“**That** the NCHC Board of Directors receive the ‘Quarter 2 Financial Update’ for information.”

Disposition: **Carried**

7. Quarter 2 Capital Update

- Rebecca Carman provided a high-level update on completed projects.

Moved by: Cathy Borowec

Seconded by: Gail Latchford

“**That** the NCHC Board of Directors receive the ‘Quarter 2 Capital Update’ for information.”

Disposition: **Carried**

8. Hybrid Meetings and Electronic Participation

- Maddison Ellis provided a high-level overview of the report ‘Hybrid Meetings and Electronic Participation’.
- Maddison noted that staff are still navigating the logistics and processes of hybrid meetings for Standing Committee and County Council meetings and will require time before the hybrid model can be implemented for NCHC meetings.
- Maddison also indicated that NCHC by-laws would need to be updated to include hybrid meeting provisions.
- Discussion ensued regarding expectations of staff and board members when using a hybrid meeting model.
- Lindsay Reed indicated that the timing of afternoon meetings can be challenging due to work commitments.

Moved by: Steve Gilchrist

Seconded by: Neil Ellis

“That the NCHC Board of Directors, having considered the report ‘Hybrid Meeting and Electronic Participation’, hereby adopt the following criteria regarding Electronic Participation at NCHC Board Meetings:

- Staff are expected to attend meetings in person, unless otherwise approved by the Chair;
- NCHC Directors can participate electronically for any reason;
- Members shall provide advance notice to the County Deputy Clerk of their intent to participate electronically, preferably no later than 12 hours prior to the scheduled meeting time (if possible);
- The Chair may decide if a meeting will take place in-person only (no Hybrid option for NCHC Directors);
- The Public may attend in-person or virtually.”

Further That the NCHC Board direct staff to initiate a review of corporate by-laws to include language to allow for hybrid meetings and bring forward the revised version to a future NCHC meeting, for enactment at a future date.”

Disposition: **Carried**

9. Community Barbeque Events – August 2022

- Rebecca Carman provided an overview of the barbeque events that are scheduled to take place in each member municipality.
- A formal invitation will be sent to County Council members, as well as to the MP and MPP.
- NCHC Board members are also invited to attend.

Moved by: Gail Latchford

Seconded by: Neil Ellis

“That the NCHC Board of Directors receive the verbal update regarding the ‘Community Barbeque Events’ for information.”

Disposition: **Carried**

10. New Business

- Vice Chair Victor Fiume reminded NCHC Directors to sign and submit the Director Incumbency Forms for Co-Investment Funding to Rebecca Carman.

11. Move to Closed Session

Moved by: Steve Gilchrist
Seconded by: Gail Latchford

"**That** the NCHC Board of Directors proceed with the next portion of the meeting, being closed to the public at 2:16 p.m.; and

Further That the meeting is closed to the public as permitted under the Municipal Act Section 239 (2k) in order to address matters pertaining to a position, plan, procedure, criteria or instruction to be applied to infrastructure negotiations carried on or to be carried on behalf of the municipality or local board, and that Regine Climaco, and Denise Marshall remain present; and

Further That the meeting is closed to the public as permitted under the Municipal Act Section 239 (2k) in order to address matters pertaining to a position, plan, procedure, criteria or instruction to be applied to infrastructure negotiations carried on or to be carried on behalf of the municipality or local board; and

Further That the meeting is closed to the public as permitted under the Municipal Act Section 239 (2c) in order to address matters pertaining to a proposed or pending acquisition or disposition of land by the municipality or local board; and

Further That the meeting is closed to the public as permitted under the Municipal Act Section 239 (2b) in order to address personal matters about an identifiable individual, including municipal or local board employees or tenants; and

Further That Rebecca Carman, Bill Smith, Cheryl Sanders, and Maddison Ellis remain present for all items."

Disposition: **Carried**

12. Motion to Rise and Results from Closed Session

Moved by: Steve Gilchrist
Seconded by: Jennifer Moore

"**That** the NCHC Board of Directors rise from Closed Session at 3:11 p.m.; and

Further That the five confidential resolutions moved in Closed Session regarding: two confidential infrastructure negotiations, one property matter, and one personal matter about an identifiable individual, are hereby referred to the Board for adoption."

Disposition: **Carried**



13. Next Meeting

- Wednesday, August 31, 2022, 1:30 p.m.

14. Adjournment

- Meeting adjourned at 3:12 p.m.



Northumberland County Housing Corporation (NCHC) Report to Board

August 30th, 2022

Elgin Park Redevelopment Update

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

Issue

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

Recommendation

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

Background

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

Analysis

To date, the first five (5) buildings have been demolished, with the four (4) remaining buildings still occupied. Site servicing works, including sanitary sewer, storm sewer, and watermain, have been completed. Building #2 foundations are in progress and will continue until the end of July 2022.

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 Major Capital Projects (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.



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

Financial Impact

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

CO#1 – Sanitary and Storm connection revisions	\$ 22,734.32
CO#2 – Contaminated Soils	\$ 175,000.00
CO#3 – Plumbing Fixture revisions	\$ 2,585.36
Total Approved Change Orders to Date	\$ 200,319.68

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

Total Project Budget	\$16,768,623.00
Amount Paid to Date	\$ 1,888,919.00
Total Remaining in Construction Budget	\$14,879,704.00

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

Total Soft Cost Budget	\$ 1,329,473.00
Amount Paid to date	\$ 445,922.00
Total Remaining Soft Cost Budget to date	\$ 883,551.00

Conclusion

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



Northumberland County Housing Corporation (NCHC) Report to Board

August 31, 2022

Ontario Priorities Housing Initiative – 330 King Watermain

Prepared by: Rebecca Carman, Housing Services Manager

Issue

Northumberland County as Service Manager has identified the Watermain at 330 King Street, Cobourg as a priority project and has allocated \$273,000 from the Ontario Priorities Housing Initiative (OPHI) Year 4 funding

Recommendation

It is recommended that the NCHC Board of Directors approve receipt of these funds and directs signing authorities to enter into necessary agreements with the Service Manager for this funding.

Background

As Service Manager, Northumberland County receives a program funding allocation through the National Housing Strategy which is cost shared between the provincial and federal government. Beginning in 2021/2022, the County began identifying the projects most in need for funding through utilizing the completed Building Condition Audits to determine strong investments through a portfolio approach.

In 2022/2023, the NCHC has been identified as a priority project with the replacement of the watermain at 330 King Street, Cobourg Ontario. In 2021, as a requirement from Lakefront Utilities, interior watermain at 330 King was replaced. This proposed project will see the external watermain and other key features replaced. The funding requires that construction is completed by the end of 2023 and that the units at 330 King Street remain operational as social housing for 5 years and affordable for 10 years.

In anticipation of an allocation from OPHI Year 4, the NCHC Board of Directors approved design work to begin in 2022, this work is underway at present.

Analysis

According to the Building Condition Audits completed in 2021, the incoming water service at 330 King Street is considered to be in poor condition and requires replacement. As a part of this project, and in addition to the waterline, a wooden



retaining wall and walkways will be replaced. Accessibility requirements will also be taken into account when replacing the walkways. In addition, catch basins, drainage lines and other improvements to patios and pathways will be completed as part of this project.

Financial Impact

It is anticipated that the full financial impact of this project will be met through the OPHI Year 4 funding allocation.

Conclusion

It is recommended that the Board approve the receipt of OPHI Year 4 funding in the amount of \$273,000 and direct signing authorities to execute required agreements with the Service Manager.



Northumberland County Housing Corporation (NCHC) Report to Board

August 31, 2022

Direction for Budget 2023 – COVID-19 Disinfecting Protocols

Prepared by: Rebecca Carman, Housing Services Manager

Issue

Staff are seeking direction on 2023 cleaning protocols for the NCHC that were established in response to the COVID-19 pandemic.

Recommendation

It is recommended that the NCHC Board of Directors direct staff to incorporate into the 2023 NCHC budget an appropriate allocation for ongoing disinfecting protocols at the level discussed at the Board meeting.

Background

In response to the COVID-19 pandemic the NCHC increased its disinfecting protocols of all common touchpoints across the NCHC portfolio to twice daily as was required in Ontario legislation. The NCHC has continued this process with a commitment to the end of 2022 when funding for the increased disinfecting protocols ends. There has been no directive legislative requirement for disinfecting since April 27, 2022.

Prior to the COVID-19 pandemic, NCHC properties were cleaned 3 days per week, which included the following services:

- Sweeping and mopping hard surfaces;
- Vacuuming carpets;
- Bagging up garbage and recycling;
- Removing garbage and recycling as needed;
- General cleaning/disinfecting wiping of surfaces; and
- General dusting.

Throughout the COVID-19 pandemic the twice daily disinfecting was completed on top of this existing service.

Analysis

Haliburton Kawartha Pine Ridge District Health Unit is recommending that the landlords continue to have more frequency (at least 2x per day) for all high touch areas. At an annual cost of approximately \$200,000, the NCHC should consider the viability of continuing disinfecting at this level while also adhering to public health directives.

County staff have consulted with the Municipal Solicitor, and the NCHC Board is encouraged to consider the following when weighing options for future disinfecting protocols:

On April 27, 2022 the Ontario Government repealed O Reg 364/20 under the Reopening Ontario (A Flexible Response to COVID-19) Act. Among the requirements of this regulation was that each person responsible for a “business or place, or part of a business or place” that was permitted to be open under the regulations was required to “operate the business or organization in compliance with any advice, recommendations and instructions issued by the Office of the Chief Medical Officer of Health, including any advice, recommendations and instructions...on physical distancing, cleaning or disinfecting.”

As a result of the repeal of this regulation, there is no longer a legal requirement for businesses and organizations to strictly follow general guidelines issued by public health agencies in order to remain open.

It remains important to exercise an appropriate standard of care to protect residents, visitors, and others for whom NCHC may be responsible and give due consideration to its policies and procedures. What constitutes a reasonable standard of care will depend on the setting, circumstances, and other constraints such as cost. Any policy that establishes a regular cleaning and disinfecting schedule will likely meet the threshold of a reasonable standard of care in a residential setting.

It is noted that while the Kawartha Pine Ridge District Public Health Unit continues to generally advise cleaning and disinfecting of frequent touchpoints in “Public Settings”, which would generally include schools, transit settings, retail locations and other workplaces) twice daily, guidance varies in other jurisdictions and more broadly throughout the Province. The United States Centre for Disease Control (CDC) advice (November 15, 2021) recommends that cleaning high touchpoint areas once daily is usually enough where nobody with confirmed or suspected COVID-19 has been in a space. The most recent guidance from Ontario’s Chief Medical Officer of Health (April 14, 2022) on cleaning and disinfection for public settings is silent on the frequency of cleaning but recommends that in developing policies and procedures, organizations consider whether there are high-touch surfaces that need to be cleaned more often.



Financial Impact

The financial impact associated with maintaining current COVID-19 disinfecting levels, as recommended by the Public Health Unit, represents an increase to the NCHC budget of approximately \$200,000, which will require an increase in County levy for the NCHC.

A return to pre-COVID disinfecting protocols will require no additional levy but will not meet Public Health's recommended levels of disinfection protocols.

Conclusion

It is recommended that the Board direct staff to incorporate the appropriate cost for a continued level of disinfection as discussed at the Board meeting.