



Meeting of Board of Directors Agenda

April 24, 2024

1:30 p.m. – 3:00 p.m.

Northumberland County

Zoom Video Conference

<https://us06web.zoom.us/j/89106521605?pwd=MksgzNggTGPFUxTpzPNtXGSlalqusj.1>

Meeting ID: 891 0652 1605

Passcode: 859500

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 April 24, 2024 regular meeting of the Northumberland County Housing Corporation Board of Directors be approved.”

4. Declaration of Interest

5. Approval of Minutes

Minutes of February 28, 2024 Regular Board Meeting (attached)

Recommended Motion:

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

6. Levels of Service (attached)

Kerry Hobbs, Housing Services Corporation

“That the Levels of Service report be received and that staff be directed to continue the work with HSC toward developing Standard Operating Procedures.”

“That the Levels of Service report be received and that staff be directed to continue the work with HSC toward developing Standard Operating Procedures.”

7. Q1 Variance Report

Kimberly O’Leary, Financial Planning Manager

Recommended Motion:

“That the NCHC Board of Directors accept the Q1 variance report for information.”

8. Meeting format/By-law amendments (attached)

Neil Ellis, Housing Services Manager

Recommended Motion:

“That the NCHC Board of Directors direct staff to update the by-laws based on their direction and submit to Council as shareholder for approval.”

9. Elgin Park Update (attached)

Willie Reynolds, Project Manager

Recommended Motion:

“That the Elgin Park redevelopment update be received for information.”

10. Federal and Provincial Funding Update (attached)

Neil Ellis, Housing Services Manager

Recommended Motion:

“That the update of Federal and Provincial Funding be received and that the Associate Director of Housing and Homelessness, as co-chair of the Housing Strategic Steering Committee, bring an update in May on provincial advocacy efforts and potential opportunities for the NCHC to support this effort.”

11. Response to comments by L. Cleveland to the Federal Standing Committee on Finance

Cathy Borrowec, Director

12. Approval of AGM Agenda (attached)

Rebecca Carman, General Manager

Recommended Motion:

"That the agenda for the NCHC AGM be approved for May 22, 2024 and the General Manager is directed to give notice to County Council as Shareholder."

13. New Business

Victor Fiume, Chair

14. 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:

- (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, Neil Ellis, Emily Corkery, and Rebecca Carman remain present.
- (2e) in order to address (1) one matter relating to litigation or potential litigation, including matters before administrative tribunals, affecting the municipality or local board and that Cheryl Sanders, Lisa Horne, Neil Ellis, Emily Corkery, and Rebecca Carman remain present.

15. 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 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 matters pertaining to litigation or potential litigation are hereby referred to this open session of the NCHC Board of Directors for adoption."

16. Next Meeting

Wednesday, May 22, 2024

17. Adjournment

Recommended Motion:

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

Meeting of Board of Directors Minutes

February 28, 2024

1:30 p.m. – 3:00 p.m.

Northumberland County

Zoom Video Conference

Board Members Present (Virtual):

Cathy Borowec, Steve Gilchrist, Councillor John Logel, Councillor Mandy Martin, Maryam Mohajer-Ashjai, Anneke Russell.

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

Board Members' Regrets: Jacqueline Pennington, Lindsey Reed, Lou Rinaldi

Staff:

- Rebecca Carman, General Manager (Appointed by Board)
- Neil Ellis, Housing Services Manager
- Lisa Horne, Director Community & Social Services
- Matthew Nitsch, Director Finance / Treasurer
- Kim O'Leary, Financial Planning Manager
- Cheryl Sanders, Deputy Clerk

1. Call to Order

- Chair Victor Fiume called the meeting to order at 1:32 p.m.

2. Territorial Land Acknowledgement

Victor Fiume

3. Approval of the Agenda

Moved by: John Logel

Seconded by: Mandy Martin

"That the agenda for the February 28, 2024 regular meeting of the Northumberland County Housing Corporation Board of Directors be approved."

Disposition: **Carried**

4. Declaration of Interest

- No declarations.

[Cathy Borowec joined the meeting at 1:35 p.m.]

[Maryam Mohajer-Ashjai joined the meeting at 1:36 p.m.]

5. Approval of Minutes

5.1 Minutes of January 31, 2024 Regular Board Meeting

Moved by: Steve Gilchrist

Seconded by: Cathy Borowec

“That the minutes of the January 31, 2024 Regular Meeting of the Board of the Northumberland County Housing Corporation be approved.”

Disposition: **Carried**

5.2 Minutes of September 13, 2023 Levels of Service Sub-Committee

Moved by: Mandy Martin

Seconded by: Anneke Russell

“That the minutes of the September 13, 2023 Meeting of the Levels of Service Sub-Committee be approved.”

Disposition: **Carried**

6. 2023 Year End Variance Report – Unaudited

- Kim O’Leary presented the 2023 Year End Variance Report to the Board.
- Discussion ensued regarding charging tenants for freezers and considering waiving these costs potentially in the future.

Moved by: John Logel

Seconded by: Anneke Russell

“That the NCHC Board of Directors receive the 2023 year end variance report for information.”

Disposition: **Carried**

7. Director Recruitment Sub-Committee

- Rebecca Carman provided an overview to the Board regarding the proposed Director Recruitment Sub-Committee, noting that this committee will lead the recruitment and interview process of two vacant Director positions. Recruitment will commence in Spring 2024.

Moved by: Anneke Russell
Seconded by: Mandy Martin

“That the NCHC Board of Directors, having considered the report on Director Recruitment, approve the creation of a sub-committee to lead the recruitment of the vacant director positions; and

Further That the following Directors and Officers be appointed to the Committee:

- Victor Fiume, Chair
- **Staff Representative** Rebecca Carman, General Manager
- **Staff Representative** Neil Ellis, Housing Services Manager
- Steve Gilchrist, Director
- Cathy Borowec, Director.”

Disposition: **Carried**

8. Delegation of Approval to Report Suspected Animal Abuse

- Rebecca Carman provided a verbal update regarding delegation of approval to report suspected animal abuse, noting that staff are requesting delegation authority to the General Manager to report such incidents.

Moved by: Steve Gilchrist
Seconded by: Cathy Borowec

“That the NCHC Board of Directors delegate authority to the General Manager to authorize the reporting of suspected animal abuse pursuant to the *Provincial Animal Welfare Services Act, 2019*.”

Disposition: **Carried**

9. Discussion on Meeting Format

- Victor Fiume opened discussion regarding the current meeting format of NCHC Board meetings and revisiting the hybrid meeting model.
- Rebecca Carman noted that due to capacity restraints the Clerk’s department cannot support the shift to hybrid meetings.
- Discussion ensued regarding the benefits of hybrid meetings vs. in-person meetings, and the possibility of a blended model going forward.

Moved by: John Logel
Seconded by: Jennifer Moore

Whereas at the July 22, 2022 NCHC Board meeting, the Board passed a resolution

directing staff to initiate a review of corporate by-laws to include language to allow for hybrid meetings and adopted the following criteria regarding participation in Hybrid 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; and

Whereas at the May 24, 2023 NCHC Board meeting, staff advised that the transition to hybrid meetings has been delayed, and meetings will continue to be virtual for the time being;

Now Therefore Be It Resolved That the NCHC Board of Directors having considered the verbal update regarding 'NCHC Meeting Format', direct staff to continue with the implementation of blended hybrid meetings; and

Now Further Be It Resolved That the NCHC Board of Directors direct staff to review corporate by-laws for any additional change and bring back to a future Board meeting a list of which meetings are to be attended in person."

Disposition: **Carried**

10. Correspondence – Enbridge Gas: Data Security Incident

- Rebecca Carman updated the Board of an Enbridge Gas data security incident that involved a data breach which included information about select commercial, industrial, and residential customers.

Moved by: Mandy Martin

Seconded by: Cathy Borowec

"That the NCHC Board of Directors receive the correspondence from Enbridge Gas for information."

Disposition: **Carried**

11. New Business

N/A

12. 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 2:12 p.m.; and

Further That the meeting is closed to the public as permitted under the Municipal Act Section 239 (2c) in order to address three matters relating to a proposed or pending acquisition or disposition of land by the municipality or local board and that Cheryl Sanders, Lisa Horne, Neil Ellis and Rebecca Carman remain present.

Disposition: **Carried**

13. Motion to Rise and Results from Closed Session

Moved by: Anneke Russell
Seconded by: Cathy Borowec

"**That** the NCHC Board of Directors rise from Closed Session at 2:26 p.m.; and

Further That the confidential resolutions moved in Closed session regarding three proposed or pending acquisitions or dispositions of land are hereby referred to this open session of the NCHC Board of Directors for adoption."

Disposition: **Carried**

14. Next Meeting

Wednesday, March 27, 2024

15. Adjournment

Moved by: Anneke Russell
Seconded by: Steve Gilchrist

"**That** the meeting be adjourned at 2:27 p.m."

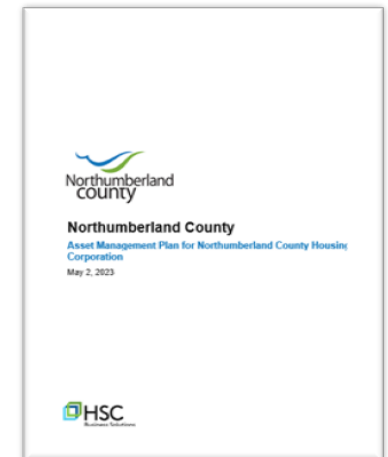
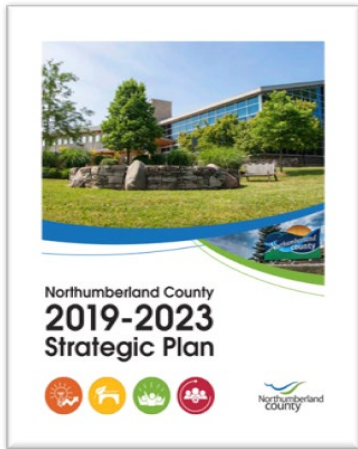
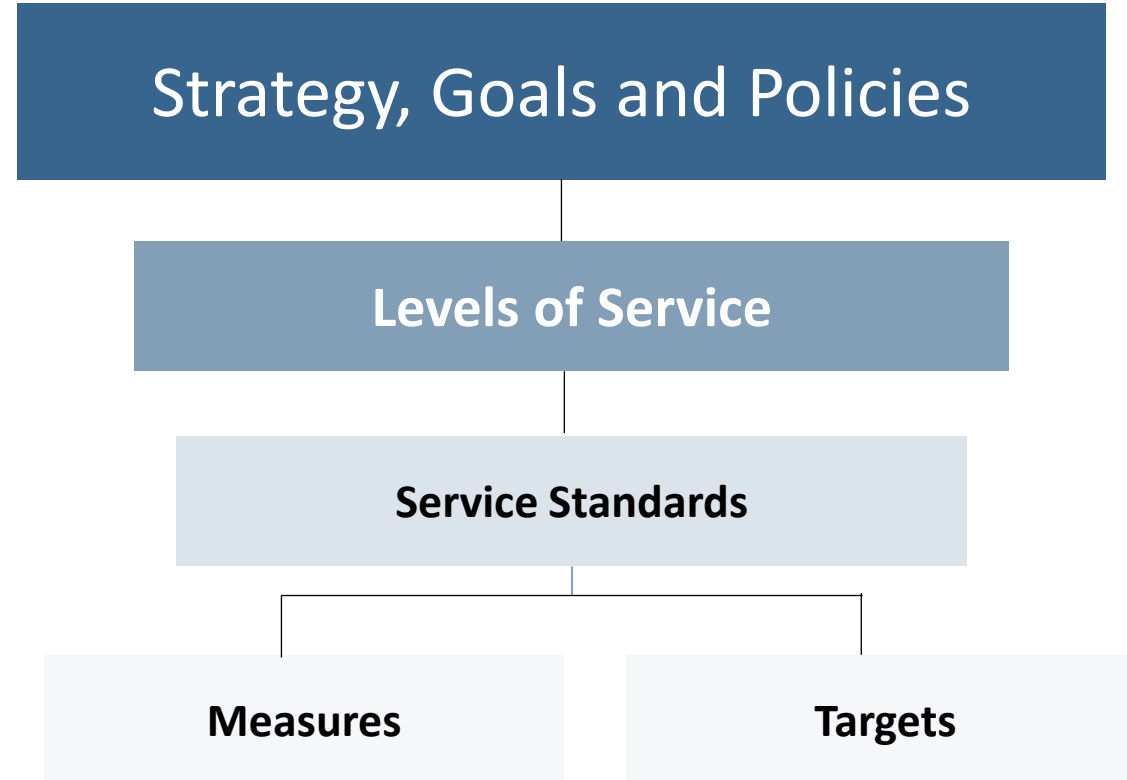
Disposition: **Carried**



Northumberland County Housing Corporation Levels of Service

April 24, 2024

Level of Service in Context





Objective:

Develop Levels of Service for NCHC

Develop Levels of Service for NCHC

1. Engage in a process to identify desired levels of service with regard to asset, residents and the County, including the Maintenance Service Standards
2. Compare existing service levels against desired outcomes and identify additional costs and/or staff actions necessary to achieve the new standards.



Northumberland County

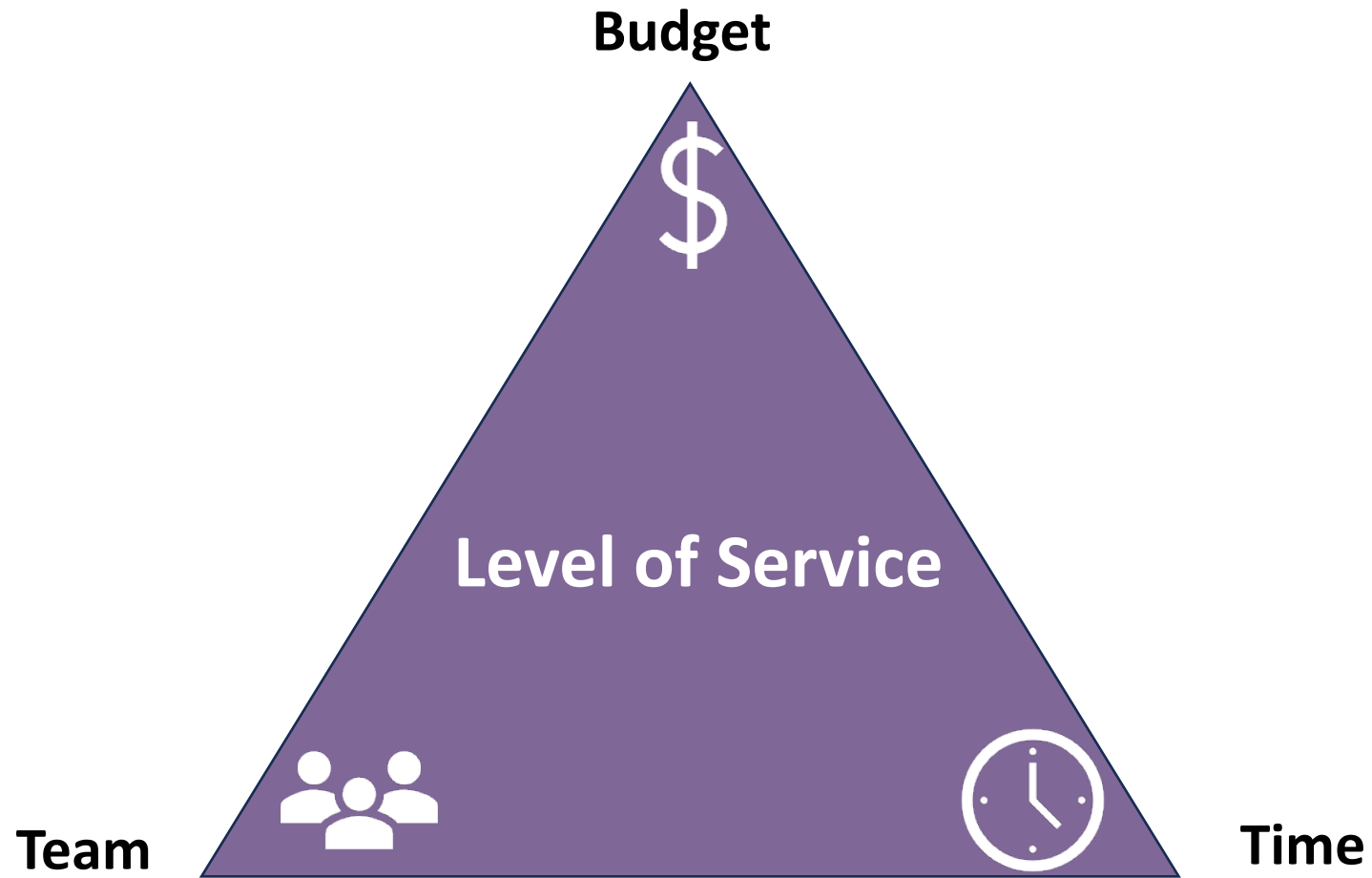
Asset Management Plan for Northumberland County Housing Corporation

May 2, 2023

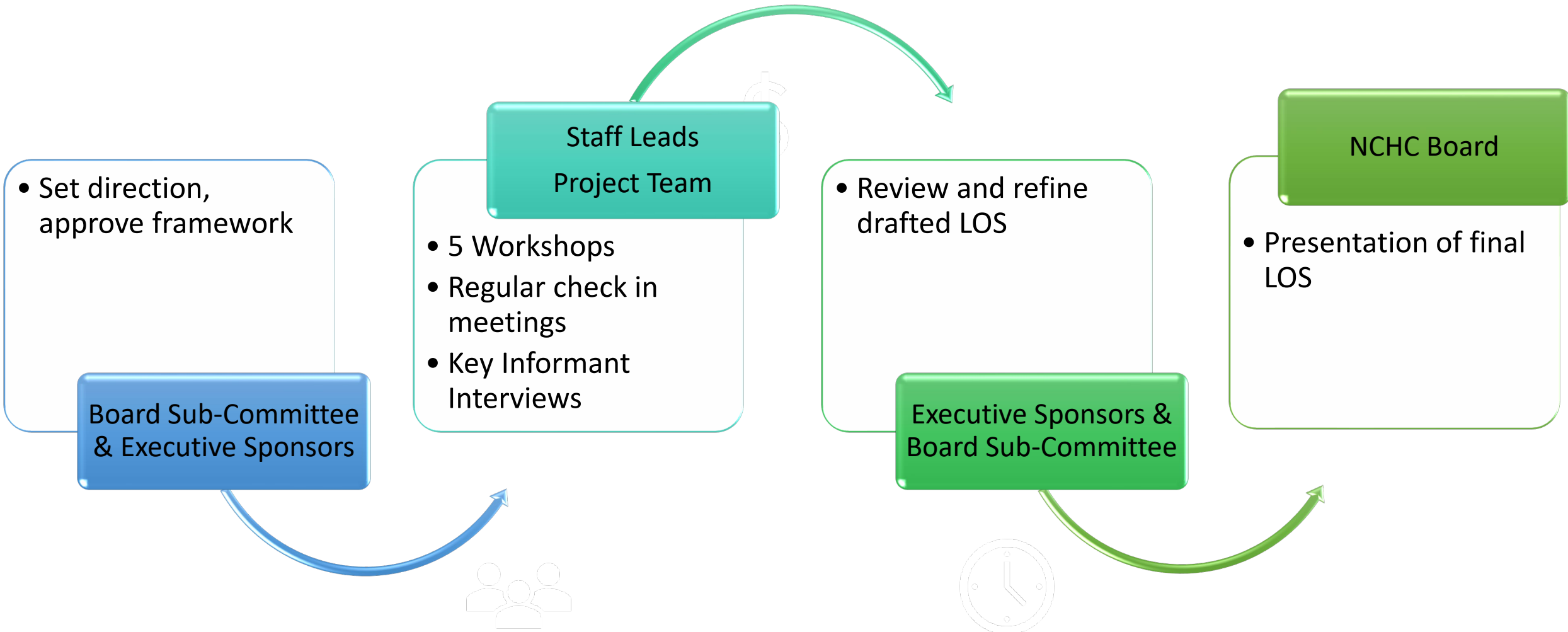




Finding a Balance

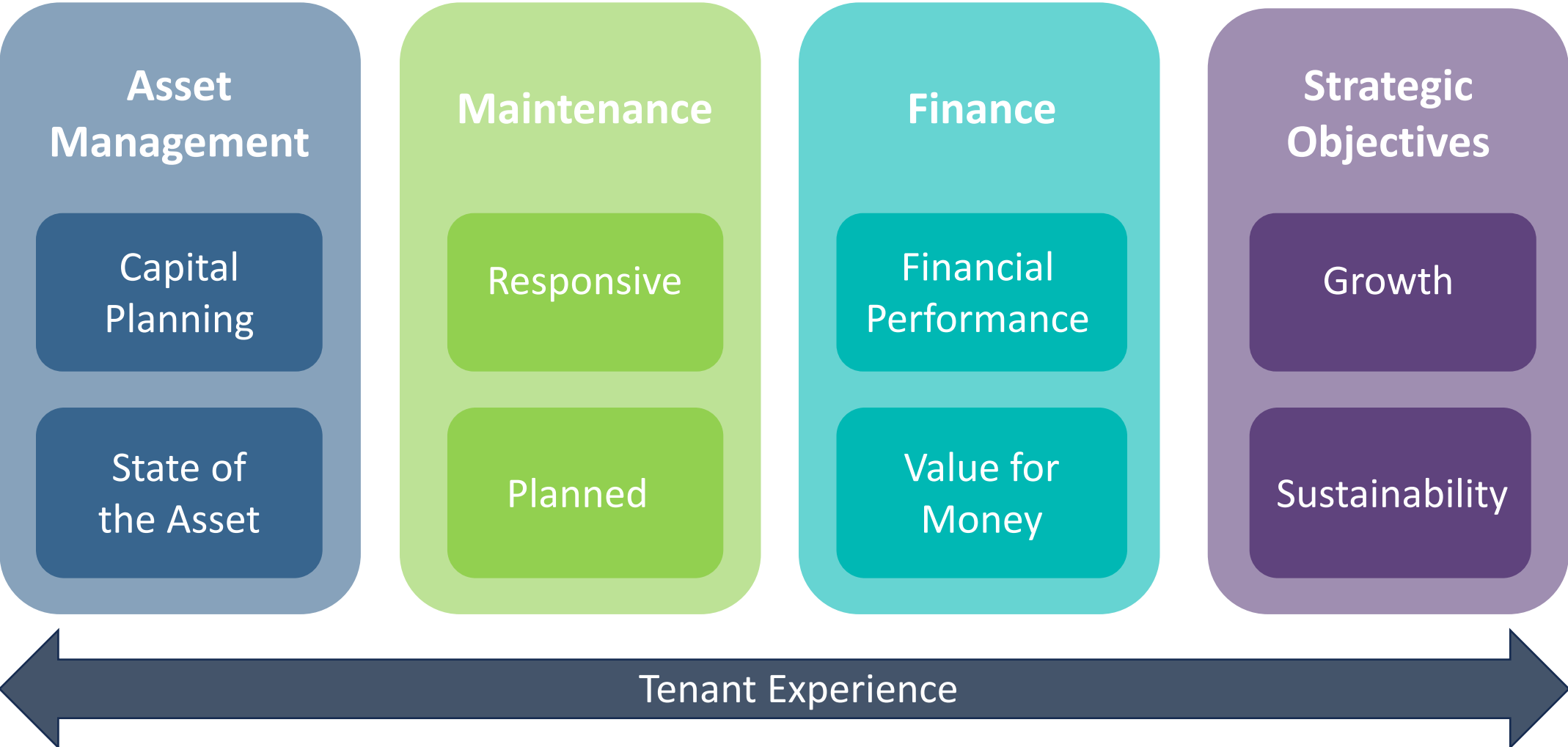


Engagement Process



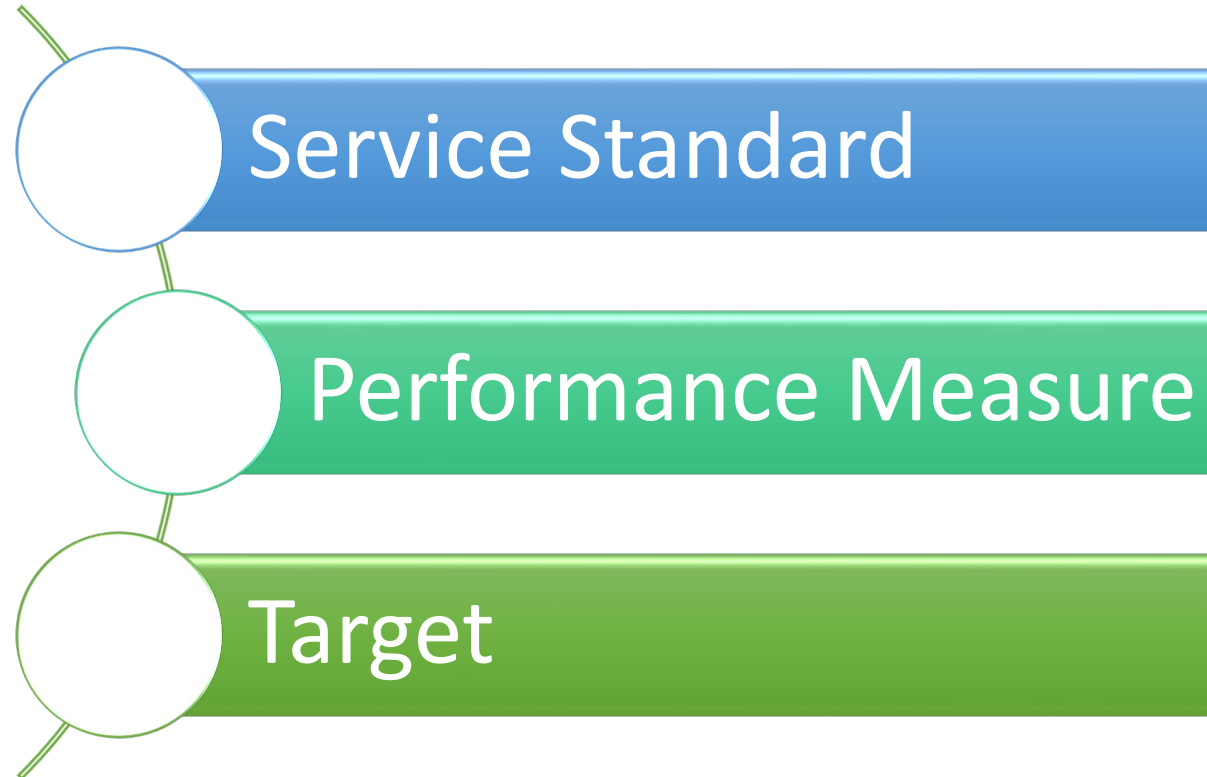


LOS Framework





Levels of Service





Levels of Service

ASSET MANAGEMENT

Standard: NCHC buildings are sustained in an appropriate state of repair.

- Target: Facility Condition Index not to exceed 20%.

Standard: Capital Repair Program resources are allocated strategically with clear prioritization.

- Target: Updated 3-year Capital Plan and Forecast is included in the annual budget report to the Board.



Levels of Service

MAINTENANCE

Standard: NCHC provides timely responses to building emergencies and work orders.

- Target: Response times targets to be set based off of tenant survey feedback.

Standard: Housing assets are safe and appropriately maintained.

- Target: Board to receive annual compliance and preventative maintenance reports.



Levels of Service

FINANCE

Standard: Capital budgets are sufficient to maintain an acceptable state of repair.

Standard: Operating and Capital budgets are managed effectively.

- Target: Board is provided mid-year Capital Budget Forecast and prior year annual budget comparison.

Standard: Contracted services provide value for money.

- Target: NCHC information on contracted services is provided to the Board annually.



Levels of Service

MAINTENANCE

Standard: NCHC portfolio addresses waiting list need.

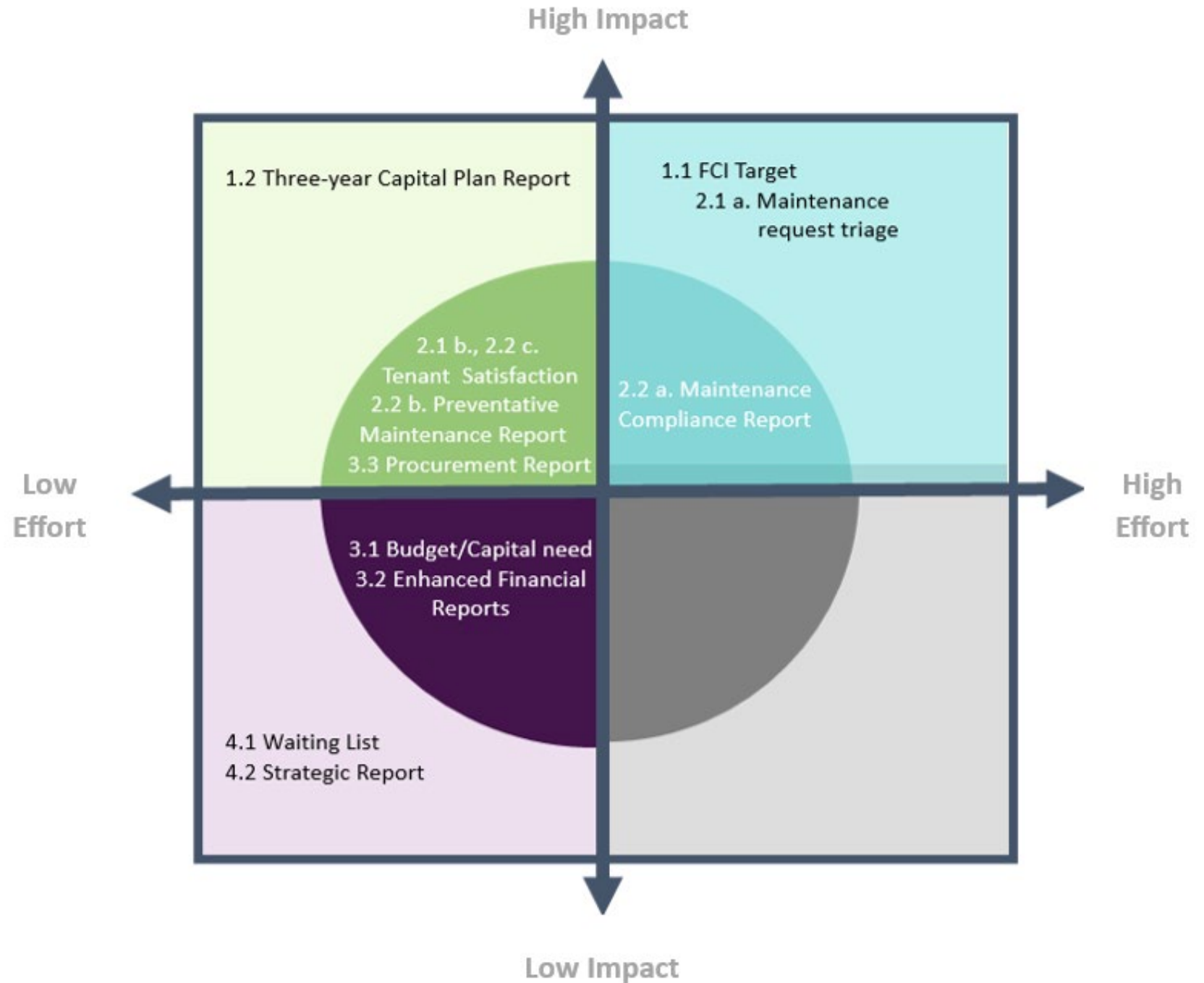
- *No Target - Indicator of community need and NCHC's capacity to contribute.*

Standard: NCHC contributes to the County's strategic objectives.

- Target: Annual strategic objectives information included in report to the Board.



Implementation Heat Map





Thank You!

Questions?

HSC Business Solutions

20 Dundas St W, Ste. 1030 | Toronto, ON | M5G 2C2 | hscorp.ca



Northumberland County Housing Corporation (NCHC)

March 8, 2024

Board Meeting Schedule and Sub-Committee Format

Prepared by: Neil Ellis, Housing Services Manager

Issue

The NCHC Board has recruited new members. In order to enhance board cohesion a return to in person meetings is required. That sub-committee meetings of the NCHC are currently open to the public. These meetings are advertised, however in the previous five years no members of the public have chosen to attend.

Recommendation

It is recommended that the NCHC Board meet in person for the months of April, May, June, July, August, September, and October and that a hybrid format be maintained for November, January, February, and March and that the bylaws be updated to reflect this change.

OR

It is recommended that the NCHC Board meetings in April, May, June, September, and October be held in person, with all other remaining meetings to be conducted in electronic format.

Background

At the regular February meeting of the board a resolution was passed to consider a move back to in-person meetings. During Covid the Board adopted measures to meeting virtually and has since adopted measures for hybrid meetings. NCHC By-law section 4 outlines meeting formats. With new members joining the Board it is vital that the board ensure strong relationships among its membership.

From time to time the NCHC requires the need of sub-committees to accomplish its work. These committees normally operate for a short period of time for a specific



purpose. The reports of sub-committees are always reported to the whole board at the next meeting. The date, time and location of sub-committee meetings are advertised to the public, however to date there has been no public engagement.

Analysis

It is recommended that the Board return to in-person meetings during the warmer months of the year and that hybrid meetings be used in months when weather might make in person attendance difficult. This will allow for stronger connections among board members. The option to attend a board meeting would still be available as laid out in NCHC By-laws section 4.2.

Or that the board meet in person every other month.

Financial Impact

There is an impact on staff time and resources to notify the public of sub-committee meetings.

Conclusion

It is recommended that the revision to in person, electronic board meetings, and sub-committee meetings be adopted. That the By-laws be revised and adopted at the next AGM.





Northumberland County Housing Corporation (NCHC) Report to Board

April 24th, 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: Complete

Phase 2: The topsoil has been stripped from the site and installation of the civil stormwater and sub drainage structures has been completed. Excavation of the building 3 foundation along with the footing installation in the center section of the building is complete. Foundation rebar and concrete form installations are in progress.

Coordination:

Bi-weekly construction meetings are conducted with representatives from the County's Major Capital Projects (MCP) team, the Contract Administrator (Barry Bryan Associates), members of the Consulting Team (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# 42R Eliminate 2 storm manholes and expedite phase 2 structures.	\$ - 8,959.71
CO# 44 Removal of additional topsoil and replace with engineered fill to rebuild subgrade.	\$ 53,282.06
CO# 47 Additional 139 days added to the contract for supervision, general conditions, and material storage fees due to CO#13 through #42. (Fee capped at 125 days)	\$ 128,644.94
Total Approved Change Orders this period	\$ 181,927.00
Total Approved Construction Change Orders up to April 2nd, 2024	\$ 825,497.92

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

NOCSS# 10R Additional LEED consulting scope	\$ 34,040.00
NOCSS# 11 Phase 2 Construction Administration Services <i>*Projected as CA we will be a monthly rate until completion.</i>	\$ *60,750.00
Total approved soft-cost change orders this period	\$ 94,790.00
Total approved soft-cost change orders to date	\$ 349,698.00

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

	Budget	Invoiced to date	Projected
Construction Costs	\$ 16,425,292.00	\$ 9,468,086.48	\$ 16,425,292.00
Project Soft Costs (Project Management, etc.)	\$ 1,672,504.00	\$ 908,023.64	\$ 1,672,504.00
Total	\$ 18,097,796.00	\$ 10,376,110.12	\$ 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. 5 working days

CO# 42R Eliminate 2 storm manholes and expedite phase 2 structures -1 working days

CO# 44 Removal of additional topsoil and replace with engineered fill to rebuild subgrade. 6 working days

Total Days added due to approved change orders to date. 144 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.



Northumberland County Housing Corporation (NCHC)

April 12, 2024

Board Meeting Schedule and Sub-Committee Format

Prepared by: Neil Ellis, Housing Services Manager

Issue

The federal and provincial government have been unable to come to an agreement for continued funding under the National Housing strategy.

Recommendation

That the update of federal and provincial funding be received and that the Associate Director of Housing and Homelessness, as co-chair of the Housing Strategic Steering Committee, bring an update in May on provincial advocacy efforts and potential opportunities for the NCHC to support this effort.

Background

The federal government has disagreed with the housing unit totals that the provincial government has proposed. The targets proposed by the federal government do not consider the need to maintain existing housing stock. As a result the federal government is cutting funding that goes towards many of our housing programs.

Analysis

Northumberland County receives funding through a variety of programs. These include: Canda-Ontario Community Housing Initiative (COCHI), Ontario Priorities Housing Initiative (OPHI), and Canada-Ontario Housing Benefit (COHB). At the present time our understanding is that there will be no new funding for the 2024/2025 fiscal year until an agreement is reached.



In our community this represents \$1.2million for COCHI and OPHI. This is funding that is allocated to housing providers to complete capital repairs and the Northumberland Renovates program. We are still assessing the impact of a funding loss to COHB, as to whether it will impact current recipients of this benefit.

Financial Impact

The withdrawal of federal funding will result in a loss of \$1.2million in our community from COCHI and OPHI. We are still waiting for additional information to assess the impact of COHB.

Conclusion

It is recommended that the NCHC receive this report for and that the Associate Director of Housing and Homelessness, as co-chair of the Housing Strategic Steering Committee, bring an update in May on provincial advocacy efforts and potential opportunities for the NCHC to support this effort.”





Annual General Meeting of Board of Directors

Agenda

Wednesday, May 22, 2024

1:30 p.m. – 2:30 p.m.

Northumberland County

Zoom Video Conference

<https://us06web.zoom.us/j/83877409990?pwd=aG9KZmlRWFlhZzFWT2ZEWmg4TlJjUT09>

Dial-in: (885) 703-8985

Meeting ID: 838 7740 9990

Passcode: 681158

1. Call to Order

Victor Fiume, Chair

2. Territorial Land Acknowledgement

3. Approval of the Agenda

Recommended Motion:

“**That** the agenda for the May 22, 2024 Annual General Meeting of the Northumberland County Housing Corporation Board of Directors be approved.”

4. Disclosures of Interest

5. Remarks from the Shareholder

Warden Brian Ostrander, Northumberland County

6. Keynote Speaker (TBD)

7. Confirmation of Directors (by Shareholder)

Jennifer Moore

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

Victor Fiume

Recommended Motion:

Election of Treasurer:

“**That** the NCHC Board of Directors elect _____ as Treasurer of the NCHC Board of Directors, effective May 22, 2024.”

9. Confirmation of Officers

Victor Fiume

Recommended Motion:

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

- Victor Fiume, Chair
- Steve Gilchrist, Vice-Chair
- _____, Treasurer
- Cathy Borrowec, Secretary
- Neil Ellis, General Manager.”

10. Presentation of 2023 Audited Financial Statements (attached)

Richard Steiging, Partner, BakerTilly

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

Victor Fiume

Recommended Motion:

“That the audited financial statements of the Northumberland County Housing Corporation for the 2023 fiscal year be approved as presented and recommended to County Council for consolidation in the County’s financial statements.”

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

Victor Fiume

Recommended Motion:

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

13. Northumberland County Housing Corporation 2023 Annual Report (attached)

Rebecca Carman, General Manager

Recommended Motion:

“That the 2023 Northumberland County Housing Corporation Annual Report is received and submitted to the Shareholder for information.”

14. Adjournment

15. Move to Regular Board Meeting