

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

**June 26, 2024**

**1:30 p.m. – 3:00 p.m.**

Northumberland County

Zoom Video Conference

<https://us06web.zoom.us/j/84429288069?pwd=mw2KbtfUjFvjSN8YE7nrPt0awKLkAD.1>

Meeting ID: 844 2928 8069

Passcode: 875073

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 June 26, 2024 regular meeting of the Northumberland County Housing Corporation Board of Directors be approved.”

- 4. Declaration of Interest**
- 5. Approval of Minutes** (attached)  
Minutes of June 6, 2024 Regular Board Meeting; and  
Minutes of June 6, 2024 Annual General Meeting

Recommended Motion:

“**That** the minutes of the June 6, 2024 Regular Meeting and the June 6, 2024 Annual General Meeting of the Northumberland County Housing Corporation be approved.”

- 6. Shareholder Minutes** (attached)  
Shareholder Minutes of the June 4, 2024 Annual General Meeting

Recommended Motion:

**“That** the Shareholder Minutes of the June 6, 2024 Annual General Meeting of the Northumberland County Housing Corporation be received for information.”

**7. Elgin Park Redevelopment Update** (attached)

Willie Reyns, Project Manager

Recommended Motion:

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

**8. Elgin Park Partial Discharge of Land** (attached)

Neil Ellis, General Manager

Recommended Motion:

**“That** the NCHC Board of Directors having considered the report Partial Discharge of Land at Elgin Park, authorize staff to seek Service Manager consent as under the Housing Services Act (HSA) to complete a partial discharge of land; and

**Further that** the NCHC Board of Directors direct signing authorities to execute all agreements required to complete the transfer.”

**9. Operations Report** (attached)

Emily Corkery, Housing Services Supervisor

Recommended Motion:

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

**10. Laundry Facilities** (attached)

Neil Ellis, General Manager

Recommended Motion:

**“That** the NCHC Board of Directors approve the revised Laundry Facilities policy; and

**Further that** the NCHC Board of Directors direct staff to implement the Laundry Facilities policy.”

**11. New Business**

Victor Fiume, Chair

**12. Next Meeting**

Wednesday, July 24, 2024

**13. Adjournment**

Recommended Motion:

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

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

**June 6, 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, Jacqueline Pennington, Anneke Russell

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

**Board Members' Regrets:** Lindsey Reed, Lou Rinaldi

### **Staff:**

- Rebecca Carman, Associate Director Housing & Homelessness
- Carol Coleman, Associate Director Engineering
- Neil Ellis, General Manager (Appointed by Board)
- Lisa Horne, Director Community & Social Services
- Denise Marshall, Director Public Works
- Adam McCue, Associate Director of Operations Public Works
- Matthew Nitsch, Director Finance / Treasurer
- Negar Pakzakian, Project Manager
- Willie Reyns, Project Manager
- Cheryl Sanders, Deputy Clerk

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

- Chair Victor Fiume called the meeting to order at 2:21 p.m.

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

Victor Fiume

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

**Moved by: Anneke Russell**

**Seconded by: Jacqueline Pennington**

**"That** the agenda for the June 6, 2024 regular meeting of the Northumberland County Housing Corporation Board of Directors be approved."

Disposition:

**Carried**

#### **4. Declaration of Interest**

- No declarations.

#### **5. Approval of Minutes**

Minutes of April 24, 2024

**Moved by: John Logel**

**Seconded by: Anneke Russell**

**“That** the minutes of the April 24, 2024 Regular Meeting of the Northumberland County Housing Corporation be approved.”

Disposition: **Carried**

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

- Cathy Borowec provided an update regarding the May 6, 2024 Director Recruitment Sub-Committee meeting, noting that the application deadline is June 14<sup>th</sup> for Director recruitment.

**Moved by: John Logel**

**Seconded by: Jennifer Moore**

**“That** the minutes of the May 6, 2024 Director Recruitment Sub-Committee of the Northumberland County Housing Corporation be approved.”

Disposition: **Carried**

#### **7. Facilities Report**

- Adam McCue provided an overview of project work being completed at several locations, including hot water tank replacement at 43 Wellington Street, watermain and parking lot upgrades at 330 King Street, fire panel replacement at 43 Wellington Street and 24 Queen Street, front entrance replacement at 12A Meade Street, and annual unit inspections.

**Moved by: Jacqueline Pennington**

**Seconded by: Maryam Mohajer-Ashjai**

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

Disposition: **Carried**

## **8. Federal and Provincial Funding Update**

- Rebecca Carman provided an update regarding Federal and Provincial Funding, highlighting key information as outlined in the Information Brief received by the Housing Strategic Steering Committee (HSSC) which was attached to the agenda.

**Moved by: John Logel**

**Seconded by: Anneke Russell**

**“That** the NCHC Board of Directors receive the Federal and Provincial Funding update for information; and

**Further That** the NCHC Board of Directors endorse the position paper of the Housing Strategic Steering Committee (HSSC).”

Disposition: **Carried**

## **9. Delegated Authority**

- Neil Ellis provided an overview of the report regarding Delegated Authority, noting that the Board requested streamlining this process at the last Board meeting. Neil further noted that authorizing staff to engage directly with the Landlord Tenant Board would avoid any potential delay in resolving tenant situations.

**Moved by: Steve Gilchrist**

**Seconded by: John Logel**

**“That** the NCHC Board of Directors having considered the report Delegated Authority, authorize staff to engage directly with the Landlord Tenant Board without board approval; and

**Further that** the NCHC Board of Directors direct staff to provide a quarterly report on actions taken regarding the Landlord Tenant Board.”

Disposition: **Carried**

## **10. New Business**

Victor Fiume, Chair

- N/A

## **11. Move to Closed Session**

**Moved by: Anneke Russell**

**Seconded by: John Logel**

**"That** the NCHC Board of Directors proceed with the next portion of the meeting, being closed to the public at 2:33 p.m.; and

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

**Further That** the meeting is closed to the public as permitted under the Municipal Act Section 239.(2.k) and (2.f) in order to address one matter relating to advice that is subject to solicitor-client privilege, including communications necessary for that purpose and a position, plan, procedure, criteria or instruction to be applied to any negotiations carried on or to be carried on by or on behalf of the municipality or local board and that Rebecca Carman, Neil Ellis, and Cheryl Sanders remain present."

Disposition: **Carried**

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

### **Recommended Motion (1):**

**Moved by: Anneke Russell**

**Seconded by: Steve Gilchrist**

**"That** the NCHC Board of Directors rise from Closed Session at 3:16 p.m.; and

**Further That** the confidential resolution moved in Closed session regarding two matters relating to a proposed or pending acquisition or disposition of land by a municipality or local board is hereby referred to this open session of the NCHC Board of Directors meeting for adoption."

Disposition: **Carried**

### **Recommended Motion (2):**

**Moved by: Anneke Russell**

**Seconded by: Jennifer Moore**

**"That** the confidential recommendation moved in Closed Session regarding advice that is subject to solicitor-client privilege, including communications

necessary for that purpose and confidential negotiations, is hereby referred to this open session of the NCHC Board of Directors meeting for adoption.”

Disposition: **Carried**

### **13. Next Meeting**

Wednesday, June 26, 2024

### **14. Adjournment**

**Moved by: John Logel**  
**Seconded by: Steve Gilchrist**

**"That** the meeting be adjourned at 3:17 p.m."

Disposition: **Carried**



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

### **Minutes**

**Thursday, June 6, 2024**

**1:30 p.m. – 2:30 p.m.**

Northumberland County

Zoom Video Conference

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

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

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

**Board Members' Regrets:** Lindsey Reed, Lou Rinaldi

#### **Staff:**

- Rebecca Carman, General Manager (Appointed by Board)
- Carol Coleman, Associate Director Engineering
- Neil Ellis, Housing Services Manager
- Denise Marshall, Director Public Works
- Matthew Nitsch, Director Finance / Treasurer
- Kim O'Leary, Financial Planning Manager
- Negar Pakzakian, Project Manager
- Willie Reyns, Project Manager
- Cheryl Sanders, Deputy Clerk

#### **Call to Order**

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

### **1. Territorial Land Acknowledgement**

*[Maryam Mohajer-Ashjai joined the meeting at 1:34 p.m.]*

### **2. Approval of the Agenda**

**Moved by: John Logel**

**Seconded by: Anneke Russell**

**"That** the agenda for the June 6, 2024 Annual General Meeting of the Northumberland County Housing Corporation Board of Directors be approved."

Disposition: **Carried**

### 3. Disclosures of Interest

- No declarations

### 4. Remarks from the Shareholder

*[Jacqueline Pennington joined the meeting at 1:37 p.m.]*

- Warden Brian Ostrander provided remarks from the Shareholder – the Corporation of the County of Northumberland.

### 5. Confirmation of Directors (by Shareholder)

- Jennifer Moore, Chief Administrative Officer read aloud:

“The Shareholder confirms that the following list of Directors have been appointed to the Northumberland County Housing Corporation until the close of the next AGM or until their successor is duly elected or appointed, subject to the by-laws of the Corporation:

- Cathy Borowec
- Victor Fiume
- Steve Gilchrist
- Councillor John Logel
- Councillor Mandy Martin
- Maryam Mohajer-Ashjai
- Jennifer Moore
- Jacqueline Pennington
- Lindsey Reed
- Lou Rinaldi; and
- Anneke Russell.”

### 6. Election of Director Held Officer Positions (Treasurer)

#### 6.a. Election of Treasurer

**6.a (1) Moved by: Steve Gilchrist**  
**Seconded by: Jennifer Moore**

“**That** the NCHC proceed with the election of Treasurer, commencing on the 6th day June, 2024.”

Disposition: **Carried**

***[Nominations]***

- Maryam Mohajer-Ashjai was nominated for the position of NCHC Treasurer and consented to the nomination.
- Chair Victor Fiume called for further nominations a first, second and third time.

**6.a (2) Moved by: John Logel**

**Seconded by: Jacqueline Pennington**

**"That** nominations for the election of NCHC Treasurer be closed."

Disposition: **Carried**

***[Confirmation of Election Results]***

- Maryam Mohajer-Ashjai was acclaimed as the Treasurer of the Northumberland County Housing Corporation.

**7. Confirmation of Officers**

**Moved by: Anneke Russell**

**Seconded by: Jacqueline Pennington**

**"That** the following individuals are Officers of the Northumberland County Housing Corporation until the close of the next AGM or until their successor is appointed, subject to the by-laws of the Corporation:

- Victor Fiume, Chair
- Steve Gilchrist, Vice-Chair
- Maryam Mohajer-Ashjai, Treasurer
- Cathy Borowec, Secretary
- Neil Ellis, General Manager."

Disposition: **Carried**

**8. Presentation of 2023 Audited Financial Statements**

- Richard Steiging, Partner at Baker Tilly provided an update on the 2023 NCHC audited financial statements.

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

**Moved by: Steve Gilchrist**

**Seconded by: Jennifer Moore**

**“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.”

Disposition: **Carried**

#### **10. Appointment of Auditor for the Northumberland County Housing Corporation – BakerTilly**

**Moved by: Anneke Russell**

**Seconded by: John Logel**

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

Disposition: **Carried**

#### **11. Northumberland County Housing Corporation 2023 Annual Report**

- Rebecca Carman provided an overview of the NCHC 2023 Annual Report, highlighting 2023 achievements and future goals.

**Moved by: Anneke Russell**

**Seconded by: Jacqueline Pennington**

**“That** the NCHC Board of Directors receive the 2023 Northumberland County Housing Corporation Annual Report for information; and

**Further That** the NCHC Board of Directors direct staff to submit the 2023 Annual Report to Northumberland County Council, as sole shareholder for information.”

Disposition: **Carried**

#### **12. Adoption of Amended By-Law**

- Neil Ellis provided an overview of the amendments proposed to By-law No. 1 for the Corporation, noting that changes include shifting to a blended meeting format of in person or electronic meetings for regular Board meetings.
- Discussion ensued regarding procedure to be followed if the Chair is absent from a meeting under the new meeting format model. Rebecca noted that

language is included in the amended By-law No. 1 that addresses this type of circumstance (Section 4.12).

**Moved by: Anneke Russell**

**Seconded by: Maryam Mohajer-Ashjai**

**"That** the NCHC Board of Directors approve the amended By-law No. 1 as presented for the Northumberland County Housing Corporation; and

**Further That** the NCHC Board of Directors direct staff to forward a copy of the amended By-law No. 1 to Northumberland County, as sole shareholder for approval."

Disposition: **Carried**

### **13. Confirmation of Acts**

**Moved by: Anneke Russell**

**Seconded by: Cathy Borowec**

**"That** all acts, contracts, by-laws, proceedings, appointments, elections and payments enacted, made, done and taken by the Directors and Officers of the Northumberland County Housing Corporation since the last annual meeting of shareholders or resolutions in writing in lieu thereof as the same are set out or reflected in the Corporate or other records of the Corporation or in the financial statements of the Corporation, except for willful neglect or fraud, are hereby approved and confirmed."

Disposition: **Carried**

### **14. Adjournment**

**Moved by: John Logel**

**Seconded by: Anneke Russell**

**"That** the Annual General Meeting be adjourned at 2:22 p.m."

Disposition: **Carried**

### **15. Move to Regular Board Meeting**

MINUTES of the annual meeting of shareholders of **NORTHUMBERLAND COUNTY HOUSING CORPORATION** (the "**Corporation**") held at Northumberland County via Zoom Teleconference Meeting, on the 6<sup>th</sup> day June, 2024, at the hour of 1:30 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:**

Cathy Borowec  
Victor Fiume  
Steve Gilchrist  
Councillor John Logel  
Councillor Mandy Martin  
Maryam Mohajer-Ashjai  
Jacqueline Pennington  
Anneke Russell  
Rebecca Carman  
Carol Coleman  
Neil Ellis  
Denise Marshall  
Adam McCue  
Mathew Nitsch  
Kimberly O'Leary  
Warden Brian Ostrander  
Negar Pakzakian  
Willie Reyns  
Cheryl Sanders  
Richard Steinginga

## **REGRETS**

Lindsey Reed, Lou Rinaldi

## **CHAIR**

The Chair of the Corporation, Victor Fiume, chaired 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.

## **APPOINTMENT OF DIRECTORS**

N/A

## **CONFIRMATION OF DIRECTORS**

The Shareholder confirmed that the following persons are hereby elected Directors of the Corporation until the close of next AGM or until his or her successor is duly elected or appointed, subject to the by-laws of the Corporation.

Cathy Borowec  
Victor Fiume  
Steve Gilchrist  
Councillor John Logel  
Councillor Mandy Martin  
Maryam Mohajer-Ashjai  
Jennifer Moore  
Jacqueline Pennington  
Lindsey Reed  
Lou Rinaldi; and  
Anneke Russell

## **CONFIRMATION OF OFFICERS**

It was resolved, as an ordinary resolution, that the following individuals are Officers of the Northumberland County Housing Corporation until the close of the next AGM or until their successor is appointed, subject to the by-laws of the Corporation:

Victor Fiume, Chair  
Steve Gilchrist, Vice-Chair  
Maryam Mohajer-Ashjai, Treasurer  
Cathy Borowec, Secretary  
Neil Ellis, General Manager

## **ANNUAL REPORT**

Richard Steinginga presented to the meeting the annual reports of the Corporation containing the financial statements of the Corporation for the financial year ended December 31, 2023, 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, 2023 are received.

#### **APPOINTMENT OF AUDITORS**

Motion was made that the Corporation be audited for the year ending December 31, 2024, 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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Cathy Borowec, Secretary

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Victor Fiume, Chair





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

**June 26<sup>th</sup>, 2024**

### **Elgin Park Redevelopment Construction Update**

**Prepared by:** Willie Reyns Project Manager, Major Capital Projects, Public Works

#### **Issue**

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

#### **Recommendation**

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

#### **Background**

The NCHC and the County signed a contract with Dalren Limited on December 20, 2021 for the demolition of the existing 18 units located at 265-327 Elgin Street E in Cobourg, and the construction of 40 new units.

#### **Progress to Date**

Phase 1: Complete

Phase 2: Building #3 foundation is complete and framing of the structure is ongoing. Building #4 the main portion of the building foundation is complete. Form work for the slab on grade portion of the foundation is 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 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# 48R Addition of 2 floor drains in building 3 & 4 mechanical rooms.	\$ 1062.87
CO# 50 Unacceptable soil conditions for building #3 foundation.	\$ 73,046.76
CO# 51 Construction delay from Phase 1 to Phase 2 waiting for review of the civil shop drawings.	\$ 42,794.33
Total approved Change Orders this reporting period.	\$ <b>116,903.96</b>
Total construction Change Orders to date for Phase 2 only.	\$ <b>161,226.31</b>
Total project construction Change Orders committed to date.	\$ 946,356.00

Change Directive #1 has been issued to the Contractor due to the excavated soils from the foundations being unsuitable for reuse onsite by GHD Consulting. All remaining fill material outside of the original contract will be delivered on a cost per load basis of \$476 to avoid progress delays.

Below is a summary of all approved soft-cost Change Orders this period:

NOCSS# 13 Additional consulting scope for design changes to contract documents for buildings 3 & 4.	\$ 5,100.00
Total approved soft-cost Change Orders this reporting period.	\$ <b>5,100.00</b>
Total soft-cost Change Orders to date from the start of Phase 2 only.	\$ <b>65,850.00</b>
Total project soft-cost Change Orders committed to date.	\$ 353,748.00

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	\$ 10,049,668.53	\$ 14,614,979
Project Soft Costs (Project Management, appliances etc.)	\$ 1,672,504.00	\$ 922,523.94	\$ 1,070,862
Total	\$ 18,097,796.00	\$ 10,376,110.12	\$ 15,961,913

\*Projected is the project committed cost to date.

### **Schedule Impact**

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

CO# 48R - Addition of 2 floor drains in building 3 & 4 mechanical rooms. 0 working days

CO# 50 Unacceptable soil conditions for building #3 foundation. 5 working days

CO# 51 Construction delay from Phase 1 to Phase 2 waiting for review of the civil shop drawings. 18 working days

Total working days added this reporting period. 23 working days

Total Days added due to approved Change Orders in Phase 2 only. 30 working days

Total project working days added due to approved Change Orders. 167 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)**

**June 26, 2024**

### **Partial Discharge of Land at Elgin Park**

**Prepared by:** Neil Ellis, General Manager

## **Issue**

In the development agreement for Elgin Park the NCHC agreed to a partial discharge of land to the County of Northumberland and the Town of Cobourg.

## **Recommendation**

That the NCHC Board of Directors having considered the report Partial Discharge of Land at Elgin Park, authorize staff to seek Service Manager consent as under the HSA to complete a partial discharge of land; and

Further that the NCHC Board of Directors direct signing authorities to execute all agreements required to complete the transfer.

## **Background**

As part of the redevelopment of Elgin Park the NCHC signed between the NCHC, Northumberland County, the Town of Cobourg and Lakefront Utility Services on September 16, 2021, the NCHC is required to make a partial discharge of land at the Elgin Park property.

## **Analysis**

The County of Northumberland and the Town of Cobourg are seeking to widen the roads at Elgin Street and D'Arcy Street. This arrangement was part of the redevelopment strategy for Elgin Park. The lands being discharged are legally described as:



PART OF LOTS 84, 85, 86, 87, 88, 89, 90, 91, 92, 93, 94 & 95, PLAN 227 DESIGNATED AS PART 1 ON PLAN 39R-14838; COBOURG being Part of PIN 51102-0002 (LT) (the “**County Lands**”) from Northumberland County Housing Corporation to The Corporation of The County of Northumberland pursuant to a development agreement between Northumberland County Housing Corporation, The Corporation of The Town of Cobourg, Lakefront Utility Services Inc. and The Corporation of The County of Northumberland dated September 16, 2021 (the “**Development Agreement**”)

PART OF LOT 84, PLAN 227 DESIGNATED AS PARTS 2 AND 4 ON PLAN 39R-14838; SUBJECT TO AN EASEMENT OVER PART 4 ON PLAN 39R-14838 AS IN CB22528; COBOURG being Part of PIN 51102-0002 (LT) (the “Town Lands”) from Northumberland County Housing Corporation to The Corporation of The Town of Cobourg pursuant to the Development Agreement.

In signing the redevelopment agreement, the NCHC Board of Directors has already signaled its intention to discharge the described portions of the property. Next steps are to initiate the transfer of lands by requesting Service Manager consent.

## Financial Impact

There is no financial impact to this report.

## Conclusion

It is recommended that the NCHC Board of Directors direct staff to see Service Manager consent for the partial discharge of land at Elgin Park.



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

**June 2024**

### **Housing Services Operational Update**

**Prepared by: Emily Corkery**

#### **Issue**

Regular update of NCHC staff and programming operations

#### **Recommendation**

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

#### **Year to Date Activity**

This report will be quarterly as a mechanism to share operational update and information.

**Vacancy Report** - January 1, 2024, to June 1, 2024 there have been 21 new move ins.

**Arrears** - totaling \$87,990.75 owing from 54 tenants for various reasons including disposal of furniture, damages, and owed rent. Arrears span from \$19.00 - \$12,846.00, 19 tenants currently have payment plans in place.

**Programming** – the housing team hosted a spring social event at 8 NCHC locations over a 4-day period in June. This consisted of coffee, treats, and raffles for Tim's cards and flowers. Approximately 140 tenants attended the events.

BBQs are planned for 6 locations in August 2024. Invitations to Board members are forthcoming.

#### **Inspections –**

Units Inspected: 309

Follow ups required: 71

Issues with clutter and unsanitary conditions: 38

Issues with damage to unit (holes in walls/doors, damage from smoking, alterations/fixing items to walls and ceiling): 2



Common concerns: excessive clutter, blocked hallways/entranceways, patios and balconies being used for storage, smoking in non-smoking units.

**Onboarding** – A permanent caseworker started in April 2024. A second permanent caseworker started June 26, 2024. We are in the process of recruiting a temporary caseworker to cover a 12 month leave.

**Staff Training** – Fall 2024 RGI simplification training (3 staff), We are planning YARDI training for housing team, finance, and admin that support housing, LTB process training in July 2024.

**Elgin Park re-development** – There are two August move-ins scheduled and 2 vacant RGI units to be offered in July. There are 3 vacant market rent units -currently working on an application process for market rent units.

### **Financial Impact**

No impact outside of the approved budget

### **Conclusion**

It is recommended that the NCHC Board of Directors receive this report for information. Staff will bring this report to the board quarterly (or as required) to provide an update on NCHC operations.

# Policy

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**Subject:** Laundry Facilities

**Policy Number:** 2024-06

**Effective Date:** June 26, 2024

**Approved by:** NCHC Board of Directors

**Reviewed by:** NCHC General Manager

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## Purpose/Overview

Northumberland County Housing Corporation ("NCHC") offers the use of coin operated laundry facilities in all of its apartment buildings, located on both the first and second floors.

NCHC will ensure that all tenants have equal access to and benefit from these facilities. NCHC will also ensure that the use and operation of the machines does not interfere with tenants' reasonable enjoyment of their unit by reducing noise levels by restricting use in evenings.

NCHC will carry out proper maintenance and repair of the machines.

## Policy

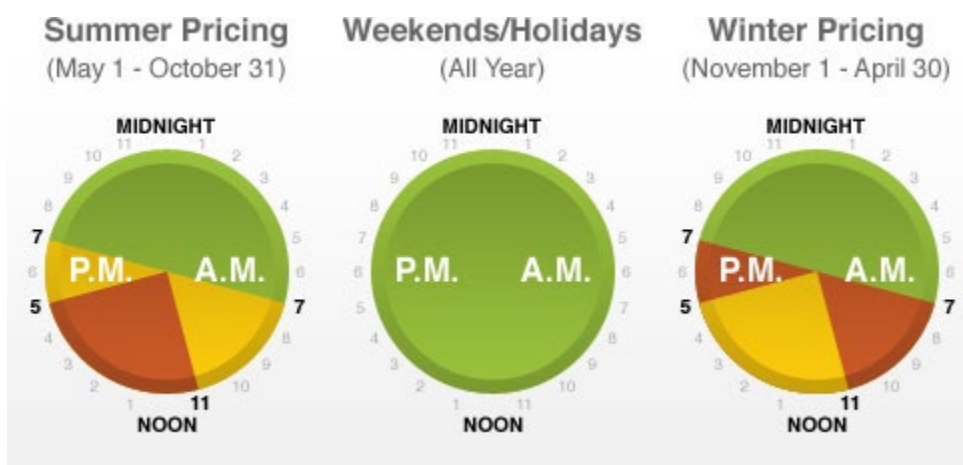
Use of the laundry facilities is subject to the following conditions:

- Laundry facilities are for the sole use of tenants residing in the building.
- Laundry facilities are shared spaces and tenants should ensure that their use of the facilities does not interfere with other tenants' reasonable enjoyment of their units.



- Use by outside family members and friends is strictly prohibited.
- Tenants are encouraged to launder heavily soiled loads at a commercial laundry facility offsite.
- Tenants are encouraged to complete laundry whenever possible between the hours of 7:00 a.m. and 11:00 p.m. to avoid disruptions to neighbouring units.
- Clothes left unattended are the sole responsibility of the tenant.
- All articles of clothing should be removed from the machines immediately upon completing your load.
- Follow instructions provided in laundry rooms on use of laundry supplies (i.e. detergent) to ensure the safe use of all laundry equipment.
- Washer must be wiped cleaned after use and dryers must have lint removed when finished.
- For energy conservation purposes you are asked to avoid on-peak (indicated below in red) hours if possible when completing laundry.

Time of Use chart for energy costs below.



## Procedures

Tenants are to report any machines not operating properly to Coinamatic at 1-800-561-1972 or [fixmylaundry.com](http://fixmylaundry.com).

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

## Repealed Policy

#2021-10 Laundry Facilities

## Legislative Authority

N/A

## Cross Reference

Lease – Schedule A, section 2



## **Northumberland County Housing Corporation (NCHC)**

**June 26, 2024**

### **Laundry Facilities**

**Prepared by:** Neil Ellis, General Manager

### **Issue**

The NCHC Laundry Facilities policy requires revision based on updated operating procedures.

### **Recommendation**

That the NCHC Board of Directors approve the revised Laundry Facilities policy; and

Further that the NCHC Board of Directors direct staff to implement the Laundry Facilities policy.

### **Background**

The NCHC provides laundry facilities at its buildings. Laundry machines and payment were provided through Northumberland County. In 2023 staff made an operational decision to source these services through a third party vendor, Coinamatic.

### **Analysis**

In order to streamline laundry services delivery and reduce the replacement and maintenance cost staff sought the services of a third party provider for laundry services. Any issues tenants have with laundry services are handled through a third party provider, Coinamatic.



## Financial Impact

There is no financial impact to this report.

## Conclusion

It is recommended that the NCHC Board of Directors approve the revised Laundry Facilities policy.