

Meeting of Board of Directors Agenda

July 24, 2024

1:30 p.m. – 3:00 p.m.

Northumberland County

Zoom Video Conference

<https://us06web.zoom.us/j/87249939769?pwd=fdBLg1Yxyxi1FIJlV2CjaSbOYjZa3Bm.1>

Meeting ID: 872 4993 9769

Passcode: 898479

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 July 24, 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 26, 2024 Regular Board Meeting

Recommended Motion:

“That the minutes of the June 26, 2024 Regular Meeting of the Northumberland County Housing Corporation be approved.”

- 6. 2nd Quarter Strategic Plan Update** (attached)
Neil Ellis, General Manager

Recommended Motion:

“That the NCHC Board of Directors receive the second quarter Strategic Plan update for information.”

7. **2nd Quarter Variance Report** (attached)
Kim O'Leary, Financial Planning Services Manager

Recommended Motion:

"That the NCHC Board of Directors receive the second quarter Strategic Plan variance report for information."

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

9. **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

- (1) **Further That** the meeting is closed to the public as permitted under the Municipal Act Section 239.(2.b) and (2.e) in order to address matters relating to personal matters about an identifiable individual, including municipal or local board employees and litigation or potential litigation, including matters before administrative tribunals affecting the municipality or local board (Landlord and Tenant Board) and that Lisa Horne, Glenn Dees, Rebecca Carman, Neil Ellis, Emily Corkery, and Cheryl Sanders remain present; and
- (2) **Further That** the meeting is closed to the public as permitted under the Municipal Act Section 239.(2.a) and (2.f) in order to address a matter relating to the security of the property of the municipality or local board and advice that is subject to solicitor client privilege, including communications necessary for that purpose and that Lisa Horne, Glenn Dees, Rebecca Carman, Neil Ellis, Emily Corkery, and Cheryl Sanders remain present; and
- (3) **Further That** the meeting is closed to the public as permitted under the Municipal Act Section 239.(2b) in order to address a matter relating to personal matters about an identifiable individual, including municipal or local board employees (Director Recruitment) and that Lisa Horne, Glenn Dees, Rebecca Carman, Neil Ellis, Emily Corkery and Cheryl Sanders remain present; and
- (4) **Further That** the meeting is closed to the public as permitted under the Municipal Act Section 239.(2c) in order to address a matter relating to a proposed or pending acquisition or disposition of land by the municipality or local board and that Lisa Horne, Glenn Dees, Rebecca Carman, Neil Ellis,

Emily Corkery and Cheryl Sanders remain present.”

10. Motion to Rise and Results from Closed Session

Recommended Motion (1):

“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 and litigation or potential litigation, including matters before administrative tribunals affecting the municipality or local board (Landlord and Tenant Board) is hereby referred to this open session of the NCHC Board of Directors for adoption.”

Recommended Motion (2):

“That the confidential resolution moved in Closed session regarding a matter relating to the security of the property of the municipality or local board and advice that is subject to solicitor client privilege, including communications necessary for that purpose is hereby referred to this open session of the NCHC Board of Directors for adoption.”

Recommended Motion (3):

“That the confidential resolution moved in Closed session regarding a matter relating to personal matters about an identifiable individual, including municipal or local board employees (Director Recruitment) is hereby referred to this open session of the NCHC Board of Directors for adoption.”

Recommended Motion (4):

“That the confidential resolution moved in Closed session regarding a proposed or pending acquisition or disposition of land by the municipality or local board is hereby referred to this open session of the NCCH Board of Directors for adoption.”

11. Next Meeting

Wednesday August 28, 2024

12. Adjournment

Recommended Motion:

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



Meeting of Board of Directors Minutes

June 26, 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, Jacqueline Pennington, Lou Rinaldi, Anneke Russell

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

Board Members' Regrets: Maryam Mohajer-Ashjai, Lindsey Reed

Staff:

- Rebecca Carman, Associate Director Housing & Homelessness
- Carol Coleman, Associate Director Engineering
- Emily Corkery, Housing Services Supervisor
- Glenn Dees, Director of Health & Human Services
- Neil Ellis, General Manager (Appointed by Board)
- Lisa Horne, Director Community & Social Services
- Adam McCue, Associate Director of Operations Public Works
- Kim O'Leary, Financial Planning Manager
- Rob O'Neil, Facilities Manager
- Willie Reynolds, Project Manager
- Cheryl Sanders, Deputy Clerk

1. Call to Order

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

2. Territorial Land Acknowledgement

Victor Fiume

[Cathy Borowec joined the meeting at 1:33 p.m.]

3. Approval of the Agenda

Moved by: John Logel

Seconded by: Anneke Russell

"That the agenda for the June 26, 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 June 6, 2024 Regular Board Meeting; and
Minutes of June 6, 2024 Annual General Meeting

Moved by: Steve Gilchrist

Seconded by: Mandy Martin

“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.”

Disposition: **Carried**

6. Shareholder Minutes

Shareholder Minutes of the June 4, 2024 Annual General Meeting

[Jennifer Moore joined the meeting at 1:34 p.m.]

Moved by: Anneke Russell

Seconded by: Cathy Borowec

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

Disposition: **Carried**

7. Elgin Park Redevelopment Update

- Willie Reyns provided a detailed updated regarding Elgin Park Redevelopment progress to date, including an overview of the financial summary, schedule impacts, and change orders.

Moved by: John Logel

Seconded by: Jennifer Moore

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

Disposition: **Carried**

8. Elgin Park Partial Discharge of Land

- Neil Ellis advised the Board that NCHC is required to proceed with a partial discharge of land in accordance with the agreement between NCHC, the Town of Cobourg and Lakefront Utility Services.

Moved by: Anneke Russell

Seconded by: Steve Gilchrist

“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.”

Disposition: **Carried**

9. Operations Report

- Emily Corkery provided a Housing Services Operational Update to the Board, noting that there have been 21 new move ins since January 1, 2024. Emily also highlighted programming events such as the June Spring Social where approximately 140 tenants attended, and August Summer BBQ’s that are planned for 6 locations. Unit inspections were discussed along with onboarding of new staff and training.

Moved by: Jacqueline Pennington

Seconded by: Mandy Moore

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

Disposition: **Carried**

10. Laundry Facilities

- Neil Ellis provided an overview of the revised Laundry Facilities Policy to the Board, noting that laundry machines are sourced through a third-party vendor, Coinamatic. The revised policy has been drafted to reflect that.

Moved by: Anneke Russell

Seconded by: Lou Rinaldi

“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 revised

Laundry Facilities policy.”

Disposition: **Carried**

11. New Business

11.a Methods of Promoting 473 Ontario Street Victor Fiume, Chair

Moved by: Cathy Borowec
Seconded by: Mandy Martin

“**That** the NCHC Board of Directors direct staff to request a meeting which includes the Chair of Habitat for Humanity, Chair of Ontario Aboriginal Housing Services, Chair of NCHC and appropriate staff from Northumberland County and partner organizations to consider methods of promoting 473 Ontario Street within the context of reconciliation.

Disposition: **Carried**

12. Next Meeting

- Wednesday, July 24, 2024

13. Adjournment

Moved by: Steve Gilchrist
Seconded by: John Logel

“**That** the meeting be adjourned at 2:06 p.m.”

Disposition: **Carried**



2023-2027 Strategic Plan Quarter Two Update

Neil Ellis, General Manager
July 24, 2024

Strategic Goal 1: Improve Tenant Experience

- **Continued engagement with tenants through socials (Objective 1.4)**
- **Expand on tenant programming activities – paramedicine (Objective 1.4)**
- **Received consultant feedback on Stage One of Levels of Service work (Objective 1.5)**
- **Initiated development of market rent process (Objective 1.5)**

Strategic Goal 2: Expand and Grow the NCHC Portfolio

- **Acquired Westwood property in Cobourg (Objective 2.1)**
- **Continue provincial advocacy for supports to build new affordable rental development (Objective 2.2)**
- **Continuation of rent supplement program (Objective 2.2)**



Strategic Goal 3: Extend and Improve the Useful Life of NCHC Assets

- **Installation of new watermain at 330 King St, Cobourg (Objective 3.1)**
- **Continued implementation of 2023 capital plan (Objective 3.2)**
- **Completed annual unit inspections (Objective 3.2)**
- **In partnership with Facilities assessed fire and safety concerns at 123 King St, Colborne (Objective 3.2)**
- **Introduced new key & lock mechanisms for NCHC buildings, first installation at 6 Percy (Objective 3.3)**

Strategic Goal 4: Strengthen Governance

- **Housing data appears on the County Performance Dashboard (4.1)**
- **Revised by-laws to reflect the need for in-person meetings (Objective 4.3)**
- **Initiated the process of recruiting new directors to the NCHC (Objective 4.4)**

Strategic Goal 5: Build and Strengthen the NCHC Profile

- **Submit a brief to the Federal Standing Committee on Finance about housing needs in Northumberland County (Objective 5.3)**
- **Supported the work of the Housing Strategic Steering Committee regarding funding from Federal and Provincial sources (Objective 5.3)**
- **Review opportunities to increase presence in advertising on existing development projects (Objective 5.3)**

Thank you

**Any questions or
comments?**

NCHC Expenditure vs Budget Variance Report
as at June 30, 2024

	YTD Actual	YTD Budget	Variance	Variance Explanation
Taxation	2,114,851	2,114,851	-	
Grant & Subsidies	-	584,255	(584,255)	COCHI Year 3 Elgin Park Development
Permits & Fees	-			
Interest Revenue	14,212	6,000	8,212	Interest earned on bank account
Social Housing Revenue	965,276	963,722	1,554	
Other Revenue	15,920	11,000	4,920	Laundry/tenant charges
Total Revenue	3,110,259	3,679,828	(569,569)	
Travel & Training	-	2,500	(2,500)	
Materials & Supplies	13,718	8,675	5,043	
Insurance	67,495	65,254	2,241	
Information Technology	7,732	6,760	972	
External Services	13,934	52,750	(38,816)	(\$29K) Contracted services, (\$17K) legal services
Utilities & Fuel	418,246	479,659	(61,414)	(\$10K) Elgin Park; (\$15K) 123 King; (\$19K) hydro timing
Rent & Property Tax	272,261	301,992	(29,731)	
Repairs & Maintenance				
Building/Land Improvements	34,520	40,600	(6,080)	
Plumbing	3,272	13,700	(10,428)	
Paint & Drywall	50,937	22,000	28,937	
Roofs			-	
Moveouts	4,727	11,400	(6,673)	Security camera upgrades at multiple locations
Security	129,532	55,050	74,482	Roof repairs
Winter Maintenance	84,062	116,580	(32,518)	Lighting upgrades
Cleaning Contracts	78,384	71,450	6,934	Contracted painting
Landscaping	20,241	37,350	(17,109)	
Waste Disposal	46,440	43,100	3,340	
Electrical	72,006	25,700	46,306	
Other R&M	1,589		1,589	
TCAs under Threshold	266,377	538,500	(272,123)	
Internal Chargebacks	1,250,775	1,250,775	-	
Financial Services	10,925	84,952	(74,026)	No financing required for Elgin park to date
SS Program Expenses	1,202	6,000	(4,798)	Elgin Park relocation allowance
Total Expenditures	2,848,375	3,234,747	(386,372)	
TCAs over Threshold	1,615,769	3,344,157	(1,728,388)	Construction timing
Transfers to Reserve	75,000	75,000	-	
Total Investments	1,690,769	3,419,157	(1,728,388)	
Long- Term Liabilities	-	-	-	
Transfer from Reserve	(501,752)	(493,677)	(8,075)	Levels of services carry over
Total Financing	(501,752)	(493,677)	(8,075)	
Surplus/(Deficit)	(927,133)	(2,480,400)	1,553,267	