



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

**September 25, 2024**

**1:30 p.m. – 3:00 p.m.**

Northumberland County  
Council Chambers

**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 September 25, 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 August 28, 2024 Regular Board Meeting

Recommended Motion:

**"That** the minutes of the August 28, 2024 Regular Meeting of the Northumberland County Housing Corporation be approved."

**6. Welcome New Directors** (verbal)

Victor Fiume, Chair

**7. Facilities Update** (attached)

Rob O'Neill, Facilities Manager

Recommended Motion:

**"That** the NCHC Board of Directors receive the Facilities Update report for information."

- 8. Operations Update** (attached)  
Emily Corkery, Housing Services Supervisor

Recommended Motion:

**"That** the NCHC Board of Directors receive the Operations Update report for information."

- 9. 2025 Meeting Schedule** (attached)  
Neil Ellis, General Manager

Recommended Motion:

**"That** the NCHC Board of Directors approve the 2025 Board Meeting Schedule as received."

- 10. 2023-2027 NCHC Strategic Plan Review** (attached)  
Neil Ellis, General Manager

- 11. New Business**  
Victor Fiume, Chair

**12. 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 Nancy MacDonald remain present.'

**13. 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."

#### **14. Next Meeting**

Wednesday October 30, 2024 at 1:30 p.m.  
Location: Council Chambers

#### **15. Adjournment**

Recommended Motion:

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

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

**August 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

Jennifer Moore

Jacqueline Pennington

Lou Rinaldi

Anneke Russell

### **Board Members' Present (In-Person):** Chair Victor Fiume

### **Board Members' Regrets:**

Councillor Mandy Martin

Maryam Mohajer-Ashjai

Lindsey Reed

### **Staff:**

- Rebecca Carman, Associate Director Housing & Homelessness
- Carol Coleman, Associate Director of Engineering
- Emily Corkery, Housing Services Supervisor
- Neil Ellis, General Manager (Appointed by Board)
- Mitch Hill, Financial Housing Specialist
- Nancy MacDonald, Administrative Clerk
- Rob O'Neil, Facilities Manager
- Willie Reyns, Project Manager

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

Victor Fiume, Chair

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

## 2. Territorial Land Acknowledgement

Victor Fiume

## 3. Approval of the Agenda

Moved by: Anneke Russell  
Seconded by: Councillor John Logel

**“That** the agenda for the August 28, 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 July 24, 2024 Regular Board Meeting

Moved by: Jennifer Moore  
Seconded by: Steve Gilchrist

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

Disposition: **Carried**

## 6. Purchase Services Agreement

Neil Ellis, General Manager

Moved by: Councillor John Logel  
Seconded by: Lou Rinaldi

**“That** the NCHC Board of Directors approve the Purchase Services Agreement and direct staff to seek shareholder approval; and

**Further That** upon shareholder approval, the NCHC Board of Directors authorize the execution of the Purchase Services Agreement between the County of Northumberland and Northumberland County Housing Corporation.”

Disposition: **Carried**

## **7. Elgin Park Redevelopment Report**

Willie Reyns, Project Manager

Moved by: Steve Gilchrist  
Seconded by: Anneke Russell

**"That** the NCHC Board of Directors receive the Elgin Park Redevelopment report for information."

Disposition: **Carried**

## **8. New Business**

- No new business

## **9. Move to Closed Session**

Moved by: Anneke Russell  
Seconded by: Jennifer Moore

**"That** the NCHC Board of Directors proceed with the next portion of the meeting, being closed to the public at 1:43 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 Rebecca Carman, Neil Ellis, Emily Corkery, and Nancy MacDonald remain present."

Disposition: **Carried**

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

### **Recommended Motion:**

Moved by: Anneke Russell  
Seconded by: Jacqueline Pennington

**"That** the NCHC Board of Directors rise from Closed Session at 1:50 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."

Disposition: **Carried**

### **11. Next Meeting**

**Wednesday September 25, 2024**

### **12. Adjournment**

Moved by: Lou Rinaldi  
Seconded by: Anneke Russell

**"That** the meeting be adjourned at 1:50 p.m."

Disposition: **Carried**



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

**September 25, 2024**

### **2024 Projects Update – 3<sup>rd</sup> Quarter Report**

**Prepared by:** Rob O'Neil, Facilities Manager

#### **Issue**

The capital budget approved by the NCHC board is progressing well, and the Facilities team has been working steadily throughout 2024 on various NCHC projects.

#### **Recommendation**

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

#### **Background**

**330 King Water Main Replacement & Parking Lot Expansion:** The work on this project started in June and was mostly finished by the first week of September. The major work at this site including the waterline replacement and parking lot expansion and paving has been completed. There is some landscaping work remaining that includes planting new trees, sod and grass seed. The landscaping should be completed in the next couple of weeks.

**123 King Street Health & Safety Items:** After touring the building with Housing and Facilities staff, work has been done to fix several H&S issues that were previously identified. This includes repairing the ceiling in the laundry room, fixing a handrail outside the back door, installing several air conditioning units throughout the building and starting work on fire rated entry/exit doors with the appropriate hardware. A walkway at the back of the building will be installed in the next couple of weeks. Additional work has been done in the building to improve the video camera system.

**Unit Renovations:** So far in 2024, there has been approximately 30 separate unit renovations completed. This work is based on Housing staff informing the Facilities team of existing tenants being relocated with internal transfers and new tenants coming off of the wait list into housing. One of our maintenance technicians has reported that some of these units that were renovated had sustained significant smoke and nicotine damage that required extensive work for remediation. In these situations, kitchen cabinets and bathroom vanities have to be completely replaced since they cannot be cleaned to a sufficient level. Additionally, these units require significant work on walls,



ceilings, windows and floors to repair damage caused by nicotine staining to all surfaces.

**43 Wellington Street hot water tank replacement.** This project was carried over from 2023 and will be completed in Q4 of 2024. As a reminder to everyone, the building presently has one gas hot water tank, which would leave the tenants without hot water if that tank were to fail. The plan is to install 2 new electric hot water tanks so there would always be a second tank in the event of a service interruption with one of the tanks. New tanks have been received and the 2 Facilities HVAC technicians will be coordinating the installation of the 2 new tanks in the next few weeks.

### **Analysis**

Several projects are in the works in Q4 of 2024, with other projects including the front entrance work at 12A Meade Street and the parking lot paving at 111 & 112 Front Street being carried over until 2025. Regular and emergency maintenance at the growing number of NCHC units continue to keep the Facilities team busy.

### **Financial Impact**

2024 capital projects are on budget and proceeding with timing of certain projects being adjusted as noted in this report.

### **Conclusion**

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



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

**September 25, 2024**

### **Housing Services Operational Update**

**Prepared by:** Emily Corkery, Housing Services Supervisor

#### **Issue**

Regular update of NCHC staff and programming operations

#### **Recommendation**

That the NCHC Board receive the Housing Services Operational Update report for information.

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

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

**Vacancy Report** – June 1, 2024, to September 1, 2024, there have been 10 new move ins.

**Arrears** - totaling \$88,536.50 owing from 47 tenants for various reasons including disposal of furniture, damages, and owed rent. Arrears span from \$14.50 - \$15,608.00, 20 tenants currently have payment plans in place.

**Programming** – the housing team hosted six BBQs at our NCHC properties in Campbellford, Brighton, Colborne, Cobourg and Port Hope over the month of August. This consisted of hamburgers, hot dogs, salads, desserts, and raffles for Tim Hortons gift cards. Approximately 120 tenants attended the events. Community partners including Community Paramedicine, Fire departments, Northumberland Community Health Centers attended.

On July 30<sup>th</sup>, staff hosted a pizza lunch at 123 King St. in Colborne and were available to respond to tenant questions and concerns regarding the proposed re-development of 123 King St. Approximately 15 tenants attended and asked questions regarding potential rent increases, timelines and building features. Tenants expressed interest in participating in planning to ensure their sense of community is preserved.

## **Inspections –**

Annual inspections of 12 and 12 A Meade St. in Brighton were completed in July.

Units Inspected: 27

Follow ups required: 8

Issues with clutter and unsanitary conditions: 8

Issues with damage to unit (holes in walls/doors, damage from smoking, alterations/fixing items to walls and ceiling): 0

Common concerns: excessive clutter, blocked hallways/entranceways, smoking in non-smoking units.

**Onboarding** – A caseworker contracted to cover the remaining nine months of a twelve-month leave was onboarded in August completing our team of four Housing Services Caseworkers.

**Staff Training** – All four staff are currently enrolled in RGI simplification training to assist with rent calculations. YARDI training sessions have been scheduled for October 1<sup>st</sup> and 2<sup>nd</sup> for the Housing Team, Finance Team, and that support administrative tasks for Housing. A Landlord Tenant Board process training session was held in July and attended by the Housing Services Team and Facilities Team.

**Elgin Park re-development** – There is currently a 2-bedroom accessible unit available and three market rent units available at the Elgin Park Redevelopment. Staff have adopted a new process for filling market rent units and have made two offers of viewings. Staff are in the process of reviewing market rent applications for the third market rent unit. Staff continue to monitor the waitlist and reach out to potential candidates for the available accessible unit.

## **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.



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

**September 24, 2024**

### **2025 NCHC Board Meeting Schedule**

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

## **Issue**

To schedule NCHC board meetings for the 2025 calendar year.

## **Recommendation**

That the NCHC Board of Directors approve the 2025 NCHC Board Meetings Schedule as received.

## **Background**

To schedule the NCHC Board of Directors meetings for the 2025 calendar year.

## **Analysis**

The NCHC normally meets on the last Wednesday of the month. Due to Northumberland County Council and Committee meetings, the meeting date for some months will shift. 2025 will be the first full calendar year with a mix of in-person and electronic meeting formats. The following dates are recommended for NCHC meetings:

- Jan 29
- Feb 26
- Mar 26
- April 30
- May 28 (AGM)
- June 25
- July 23
- Aug 27



- Sept 24
- Oct 29
- Nov 26

Meetings held in April, May, June, September, and October will be held in-person at 555 Courthouse Road, in Council Chambers. All other meetings will be held via electronic format.

## Financial Impact

There is no financial impact to this report.

## Conclusion

It is recommended that the NCHC Board of Directors approve the 2025 NCHC Board Meeting Schedule.



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

**September 25, 2024**

### **NCHC Legal Fees Carry Over**

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

## **Issue**

To ensure that the NCHC have sufficient funds available for future and unanticipated legal fees.

## **Recommendation**

That the NCHC Board of Directors approve the carry over of any unused amounts of the 2024 NCHC Legal Fees budget for use as needed for future legal needs.

## **Background**

The NCHC allocates \$40,000 per year for anticipated legal fees. This budget item covers costs for legal representation at the Landlord Tenant Board (LTB), property acquisition and disposition, contract drafting and review, and advice.

## **Analysis**

Over the past four years the amount allocated to the NCHC Legal Fees budget has increased from \$30,000 to \$40,000. In most years this line item was underspent. However, in 2023 this line item was 300% over budget.

Year	Budget	Actual
2021	\$30,000	\$28,181

2022	\$35,000	\$25,000
2023	\$35,000	\$100,000
2024	\$40,000	\$27,000 as of Aug 31, 2024

The overage in 2023 was due to a larger than expected amount of Landlord Tenant Board (LTB) cases, the revision of policies, and the purchase of 152 Cockburn St among other normal legal fees.

Staff are recommending that unused amounts of the NCHC Legal Fee budget item be held over in a General Fund to accommodate for unexpected legal fees in the future.

## Financial Impact

This recommendation would see the full amount of the NCHC Legal Fees be used with unspent amounts carried over for future legal needs.

## Conclusion

It is recommended that the NCHC Board of Directors approve the recommendation to carry over the unused 2024 Legal Fees for future legal needs.