



Meeting of Board of Directors Agenda

November 27, 2024

1:30 p.m. – 3:00 p.m.

Northumberland County

Zoom Video Conference

<https://us06web.zoom.us/j/86594399188?pwd=UbtalBdlTWugGbKXJvWPQa71zviubk.1>

Meeting ID: 865 9439 9188

Passcode: 305993

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 November 27, 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 October 30, 2024 Regular Board Meeting

Recommended Motion:

“**That** the minutes of the October 30, 2024 Regular Meeting of the Northumberland County Housing Corporation be approved.”

6. Strategic Goal 2 implementation Sub-Committee (verbal)

Rebecca Carman, General Manager

Recommended Motion:

“That the NCHC Board of Directors strike a sub-committee focused on the implementation of Strategic Goal 2, and appoint the following board members to the committee:

- _____;
- _____;
- _____;
- _____; and
- _____.”

7. Addressing Gender Based Violence in Housing Sub-Committee (verbal)
Rebecca Carman, General Manager

Recommended Motion:

“That the NCHC Board of Directors strike a sub-committee focused on the addressing gender-based violence in housing, and appoint the following board members to the committee:

- _____;
- _____;
- _____;
- _____; and
- _____.”

8. New Tenant Programming (to be circulated prior to meeting)
Emily Corkery, Developmental, Housing Services Manager

Recommended Motion:

“That the NCHC Board of Directors receive the update on new tenant programming and approve the creation of a pilot program in 2025.”

9. Canada Ontario Housing Priorities Initiative 2024/2025 Allocation (attached)

Rebecca Carman, General Manager

Rob O'Neil, Facilities Manager

Recommended Motion:

"That the NCHC Board of Directors approve the receipt of Canada Ontario Housing Priorities Initiative Year 6 funding in the amount of \$228,134 to complete three priority capital projects at 45 Wellington Street, Port Hope, 8 King Street, Colborne and 12 Meade Street, Brighton, and direct signing authorities to enter into an agreement with the Service Manager for funding."

10. 10-year Capital Plan/AssetPlanner merger (attached)

Rebecca Carman, General Manager

Rob O'Neil, Facilities Manager

Recommended Motion:

"That the NCHC Board of Directors approve the receipt of Canada Ontario Housing Priorities Initiative Year 6 funding in the amount of \$15,000 to merge the existing 10-year capital plan with data in AssetPlanner, and direct signing authorities to enter into an agreement with the Service Manager for funding and Housing Services Corporation to facilitate this work."

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 is permitted under the Municipal Act Section 239 (2.c) in order to address matters relating to a proposed or pending acquisition or disposition of land by the municipality or local board and that Glenn Dees, Rebecca Carman, Emily Corkery, Willie Reyns, Denise Marshall, Carol Coleman, Rob O'Neil, Adam McCue and Matthew Stergios and remain present."

(2) 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 two 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 Glenn Dees, Rebecca Carman, Emily Corkery, and Matthew Stergios 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 matters relating to a proposed or pending acquisition or disposition of land by the municipality or local board is hereby referred to this open session of the NCHC Board of Directors for adoption."

Recommendation Motion (2):

"**That** the confidential resolution moved in Closed session regarding two 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 January 29, 2025 at 1:30 p.m.
Location: **Virtual - Zoom**

15. Adjournment

Recommended Motion:

"**That** the meeting be adjourned at ____ p.m."

Meeting of Board of Directors

Minutes

October 30, 2024

1:30 p.m. - 3:00 p.m.

Northumberland County

Council Chambers

Board Members Present (in person):

Molly Anthony

Cathy Borowec (arrived at 1:40 pm)

Victor Fiume, Chair

Steve Gilchrist

Daphne Livingstone

Councillor John Logel

Councillor Mandy Martin

Maryam Mohajer-Ashjai

Jacqueline Pennington

Lou Rinaldi

Anneke Russell

Board Members' Regrets:

Lindsey Reed

Staff Present:

- Rebecca Carman, General Manager
- Carol Coleman, Associate Director Engineering
- Glenn Dees, Director Health & Human Services
- Mitchell Hill, Financial Housing Specialist
- Nancy MacDonald, Administrative Assistant
- Denise Marshall, Director Public Works
- Adam McCue, Associate Director of Operations Public Works
- Kim O'Leary, Financial Planning Manager
- Rob O'Neil, Facilities Manager
- Negar Pakzadian, Project Manager, Major Capital Projects
- Willie Reyns, Project Manager
- Bill Smith, Housing Services Operations Supervisor

1. Call to Order

- 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: Jennifer Moore

Seconded by: Anneke Russell

“**That** the agenda for the October 30, 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 September 25, 2024 Regular Board Meeting

Moved by: Steve Gilchrist

Seconded by: Councillor John Logel

“That the minutes of the September 25, 2024 Regular Meeting of the Northumberland County Housing Corporation be approved.”

Disposition: **Carried**

6. Elgin Park Redevelopment Update (attached)

Willie Reyns, Project Manager, Major Capital Projects

Moved by: Lou Rinaldi

Seconded by: Councillor Mandy Martin

“That the NCHC Board of Directors receive the Elgin Park Redevelopment Update report for information.”

Disposition: **Carried**

7. 123 King Street, Colborne Redevelopment Update

Negar Pakzadian, Project Manager, Major Capital Projects

- The ZBA application has been submitted to the township, which allows us to target site intensification up to 40 units. This application secures the site's servicing capacity for redevelopment until we submit the official plan amendment to support the intensification of up to 60 units.
- The draft RFP for consulting services has been prepared and is under review.
- MCP is currently drafting the RFP for Construction Manager at Risk Services.

Moved by: Anneke Russell

Seconded by: Cathy Borowec

"That the NCHC Board of Directors receive the 123 King Street, Colborne Redevelopment Update report for information."

Disposition: **Carried**

8. Construction Standards

Carol Coleman, Associate Director of Engineering

- Sub-Committee last met November 29, 2023
- Comments received from Victor, Cathy and Chris on draft construction standards
- Comments incorporated into the draft document and then shared with Facilities staff
- Revised draft with Facilities comments and a few questions for NCHC to answer

Moved by: Steve Gilchrist

Seconded by: Councillor John Logel

"That the NCHC Board of Directors receive the verbal update on forthcoming construction standards, and direct staff to schedule a meeting with the Construction Standards sub-committee, and appoint the following additional board member to this sub-committee:

- a. Molly Anthony "

Disposition: **Carried**

9. Quarter 3 Financial Update

Kim O’Leary, Financial Services Planning Manager

Moved by: Lou Rinaldi
Seconded by: Anneke Russell

“That the NCHC Board of Directors receive the Quarter 3 financial update for information.”

Disposition: **Carried**

10. 2024 Budget Carryovers

Rebecca Carman, General Manager

Moved by: Jennifer Moore
Seconded by: Daphne Livingstone

“That the NCHC Board of Directors approve the 2024 budget carryovers in the amount of \$581,900 and submit these to County Council for consideration.”

Disposition: **Carried**

11. Update on Progress on Strategic Goal 2: “Expand and Grow the NCHC Portfolio”

Rebecca Carman, General Manager

Moved by: Steve Gilchrist
Seconded by: Anneke Russell

“That the NCHC Board of Directors direct staff to bring forward a report in the New Year outlining a scope of work for a Board sub-committee to address key actions toward establishing achievable growth targets for the NCHC.”

Disposition: **Carried**

12. Operations Update (Requested from September Board meeting)

Rebecca Carman, General Manager

Moved by: Anneke Russell

Seconded by: Lou Rinaldi

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

Disposition: **Carried**

13. Update to NCHC Tenant Lease Agreement

Rebecca Carman, General Manager

Moved by: Councillor John Logel

Seconded by: Steve Gilchrist

“That the NCHC Board of Directors delegate approval to the General Manager to make reasonable revisions to the NCHC Tenant Lease Agreement aligned with the direction of the Board, legislation, NCHC policies and County Community Housing Directives.”

Disposition: **Carried**

14. Update on Homelessness Addictions and Recovery Treatment (HART) Hub Application

Rebecca Carman, General Manager

Moved by: Mandy Martin

Seconded by: Anneke Russell

“That the NCHC Board of Directors receive the update regarding the Homelessness Addictions and Recovery Treatment (HART) Hub application as presented, for information.”

Disposition: **Carried**

15. 152 Cockburn St, Campbellford – Setting Occupancy Costs

Rebecca Carman, General Manager

Moved by: Steve Gilchrist

Seconded by: Mandy Martin

“That the NCHC Board of Directors approve establishing occupancy costs of \$800 per unit, inclusive of utilities for all rooms at 152 Cockburn Street, Campbellford; and

Further that the NCHC Board of Directors approve a reduction of occupancy costs for occupants in cases where 30% of monthly income/social assistance rates, including available subsidies are below \$800, with the condition that the budgeted revenue at least matches the budgeted expenditures, at the discretion of the General Manager.”

Disposition: **Carried**

16. New Business

Victor Fiume, Chair

N/A

17. Move to Closed Session

Moved by: Anneke Russell

Seconded by: Cathy Borowec

"That the NCHC Board of Directors proceed with the next portion of the meeting, being closed to the public at 2:37 pm; and

- (1) Further That the meeting is closed to the public as is permitted under the Municipal Act Section 239 (2.c) in order to address matters relating to a proposed or pending acquisition or disposition of land by the municipality or local board and that Glenn Dees, Rebecca Carman, Emily Corkery, Willie Reyns, Denise Marshall, Carol Coleman, Rob O'Neil, Adam McCue and Cheryl Sanders and remain present; and

- (2) 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 and Nancy MacDonald remain present.”

Disposition: **Carried**

18. Motion to Rise and Results from Closed Session

Moved by: Steve Gilchrist
Seconded by: Maryam Mohajer-Ashjai

- a.) "That the NCHC Board of Directors rise from Closed Session at 4:07 pm; and

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

Disposition: **Carried**

Moved by: Cathy Borowec
Seconded by: Lou Rinaldi

- b.) “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**

Moved by: Daphne Livingstone
Seconded by: Lou Rinaldi

- c.) “That the Board of Directors strike a sub-committee to support the work regarding gender-based violence; and

Further that the Chair send a letter to the Minister of Municipal Affairs and Housing, citing the recent concerning Landlord Tenant Board decisions, and copy the Executive Chair and Associate Chair of the Landlord Tenant Board.”

Disposition: **Carried**

19. Next Meeting

- **Wednesday November 27, 2024 at 1:30**
Location: **Virtual - Zoom**

20. Adjournment

The meeting adjourned at 4:12 pm.

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Northumberland County Housing Corporation (NCHC) Report to Board

November 30, 2024

Canada-Ontario Community Housing Initiatives – 2024/2025

Prepared by: Rebecca Carman, General Manager

Issue

Northumberland County as Service Manager has identified NCHC as a priority recipient and has allocated \$228,134 from the Canada-Ontario Community Housing Initiatives (COCHI) Year 6 (2024/2025) funding allocation.

Recommendation

It is recommended that the NCHC Board of Directors approve the receipt of Canada Ontario Housing Priorities Initiative Year 5 funding in the amount of \$228,134 to complete three priority capital projects at 45 Wellington Street, Port Hope, 8 King Street, Colborne and 12 Meade Street, Brighton, and direct signing authorities to enter into an agreement with the Service Manager for funding.

Background

As Service Manager, Northumberland County receives a program funding (OPHI) 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.

COCHI provides funding to replace the federal Social Housing Agreement funding that expires each year beginning in 2019-2020. Through this initiative, the federal government acknowledges that their funding for social housing has declined over time and through COCHI federal social housing initiatives will be maintained at the 2018-2019 levels. The other National Housing Strategy program that supports capital repairs in community housing buildings is the Ontario Priorities Housing Initiative (OPHI). As per the bilateral agreement between the provincial and federal government, current municipal spending on social housing is used to count as the cost-matching requirement under this program.

Analysis

For the 2024/2025 fiscal year, the NCHC has been identified as a recipient of COCHI funding in the amount of \$228,134. This funding has been allocated for three specific projects. These projects are based on information in AssetPlanner and from input from the Facilities team. The projects are:

- 45 Wellington Street, Port Hope: Roof Replacement
- 8 King Street, Colborne: Air Makeup Unit Installation
- 12 Meade Street, Brighton, Ontario: Design and construction (budget and timing dependent) of sanitary drain line replacement and repair and insulation in crawl space

The funding requires that construction is completed by the end of 2025 and that the units in the selected building remain operational as social housing for 5 years and affordable housing for 10 years.

Financial Impact

It is anticipated that the financial impact of this project will be met through the COCHI Year 6 funding allocation and existing capital funding allocations.

Conclusion

It is recommended that the NCHC Board of Directors approve the receipt of Canada Ontario Housing Priorities Initiative Year 5 funding in the amount of \$228,134 to complete three priority capital projects at 45 Wellington Street, Port Hope, 8 King Street, Colborne and 12 Meade Street, Brighton, and direct signing authorities to enter into an agreement with the Service Manager for funding.



Northumberland County Housing Corporation (NCHC) Report to Board

November 30, 2024

Canada-Ontario Community Housing Initiatives – 2024/2025

Prepared by: Rebecca Carman, General Manager

Issue

Northumberland County as Service Manager has identified NCHC as a recipient of \$15,000 from the Canada-Ontario Community Housing Initiatives (COCHI) Year 6 (2024/2025) operational funding to support the merger of AssetPlanner data and the 10-year capital plan.

Recommendation

It is recommended that the NCHC Board of Directors approve the receipt of Canada Ontario Housing Priorities Initiative Year 6 funding in the amount of \$15,000 to merge the existing 10-year capital plan with data in AssetPlanner, and direct signing authorities to enter into an agreement with the Service Manager for funding and Housing Services Corporation to facilitate this work.

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. The County has earmarked \$15,000 from the Canada-Ontario Community Housing Initiative (COCHI) operational funding to support the merger of Building Condition Audit data from AssetPlanner and the existing 10-year capital plan for the NCHC.

Analysis

Operational funding under COCHI is required to be spent by March 31, 2025. It is proposed that this work is facilitated by the Housing Services Corporation (HSC). HSC is a legislatively mandated organization that supports both Service Managers and housing providers, provide technical expertise and hosts and supports the NCHC's use of AssetPlanner technology.

Financial Impact



It is anticipated that the financial impact of this project will be met through the COCHI Year 6 funding allocation.

Conclusion

It is recommended that the NCHC Board of Directors approve the receipt of Canada Ontario Housing Priorities Initiative Year 6 funding in the amount of \$15,000 to merge the existing 10-year capital plan with data in AssetPlanner, and direct signing authorities to enter into an agreement with the Service Manager for funding and Housing Services Corporation to facilitate this work.