

Meeting of Board of Directors Agenda

January 29, 2025

1:30 p.m. – 3:00 p.m.

Northumberland County

Zoom Video Conference

<https://us06web.zoom.us/j/81198427218?pwd=a2JMaZjB43e7YuwRa1SRb9H6IDJnYD.>

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Meeting ID: 811 9842 7218

Passcode: 392324

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 January 29, 2025 regular meeting of the Northumberland County Housing Corporation Board of Directors be approved.”

4. Declaration of Interest

5. Approval of Minutes (to be circulated prior to the meeting)

Minutes of November 27, 2024 Regular Board Meeting

Recommended Motion:

“**That** the minutes of the November 27, 2024 Regular Meeting of the Northumberland County Housing Corporation be approved.”

6. Operations Update (to be circulated prior to the meeting)

Emily Corkery, Housing Services Manager

Recommended Motion:

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

- 7. Use of 129 Kent Street, Campbellford** (verbal)
Emily Corkery, Housing Services Manager

Recommended Motion:

“That the NCHC Board of Directors approve the usage of 129 Kent Street, Campbellford as transitional supportive housing pending availability of adequate support for occupants”

- 8. NCHC Sub-Committee Update** (verbal)
Rebecca Carman, General Manager

Recommended Motion:

“That the NCHC Board of Directors receive the verbal update on the NCHC Sub-Committees for information.”

- 9. 473 Ontario Street Progress Update** (to be circulated prior to the meeting)
Willie Reynolds, Major Capital Projects Manager

Recommended Motion:

“That the NCHC Board of Directors receive the 473 Ontario Street Progress Update for information.”

- 10. Elgin Park Redevelopment Progress Update** (to be circulated prior to the meeting)
Willie Reynolds, Major Capital Projects Manager

Recommended Motion:

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

- 11. Contingent approval for Ontario Priorities Housing Initiative/Canada-Ontario Community Housing Initiative underspending** (verbal)
Rebecca Carman, General Manager

Recommended Motion:

"That the NCHC Board of Directors approve a potential increase of Canada-Ontario Community Housing Initiative and/or Ontario Priorities Housing Initiative allocation from Northumberland County contingent on additional funds."

12. New Business

Victor Fiume, Chair

13. 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 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, Julie Kennedy, and Matthew Stergios remain present.'

14. Motion to Rise and Results from Closed Session

Recommended Motion (1):

"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."

15. Next Meeting

- Wednesday February 26, 2025 at 1:30 p.m.
Location: **Virtual - Zoom**

16. Adjournment

Recommended Motion:

"That the meeting be adjourned at _____ p.m."



Northumberland County Housing Corporation (NCHC) Report to Board

January 29, 2025

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 updates and information.

Vacancy Report – September 1, 2024, to December 31st, 2024, there have been 10 new move ins.

Arrears - totaling \$100,804.26 owing from 47 tenants for various reasons including disposal of furniture, damages, and owed rent. Arrears span from \$14.50 - \$18,417.00, 21 tenants currently have payment plans in place.

Programming –

In October, staff delivered produce bag to tenants at NCHC buildings. Staff delivered over 225 bags.

In December, Staff held winter social coffee hours with holiday treats and a raffle at all NCHC apartment buildings with a total attendance of 98 tenants. Staff delivered boxes of chocolates to residence of NCHC townhouses.

Staff Training – All staff completed Rent-Geared-to-Income Rent Simplification Training in December.

Elgin Park re-development – As of December 2024, Elgin Street is at full occupancy.

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) Report to Board

January 29, 2025

473 Ontario St. Development Update

Prepared by: Negar Pakzadian Project Manager, Major Capital Projects, Public Works

Issue

Phase One of the 473 Ontario St. Housing Development including Feasibility, Conceptual, and Schematic design started in October 2023. Below is an update on the progress to date.

Recommendation

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

Background

The Conceptual Design was approved to proceed with Schematic Design in November 2023. The Order of Magnitude Costing confirmed a project budget of \$40,000,000, reflecting an increase in the number of units from 62 to 66 by replacing the four-bedroom units with one-bedroom units. Additionally, the Net Zero (Ready) energy target was adjusted to prioritize a "sustainable-as-possible" approach, focusing on carbon emission reduction within the approved budget.

Progress to Date

Coordination:

Bi-weekly design meetings are held with the County's Major Capital Projects (MCP) team, the Prime Design Consultants (Formline/LGA), and the Construction Manager (Chandos) to review design progress. The MCP team maintains regular communication with the Governance Committee, including the County's Housing Manager, to provide updates on design progress as well as any information pertinent to budget and schedule considerations.

Design and Consulting work progress:

- **Schematic Design Update**

- The consultant team is actively working on the revised schematic design, incorporating both the approved changes and the requested adjustments.

Additionally, the design integrates updates required by the 2024 Ontario Building Code (OBC).

- **Master Schedule**

- The Construction Manager (CM) has developed a master schedule, which has been reviewed in collaboration with the Consultant and MCP to ensure the project remains on track.
- The schematic design stage is anticipated to take 16 weeks to complete, with any additional time required considered an overage. The target is to deliver a client-approved Schematic Design (SD) package, prepared by LGA/Formline, to Chandos for cost estimation updates by March 31, 2025.

- **Cost Estimate and Structural Confirmation**

- A Class D cost estimate has been received, and the consultant is working with the CM to finalize the main design elements, considering their impact on design and sustainability targets.
- We have emphasized the importance of maximizing sustainability and minimizing carbon emissions within the budget.

- **Archaeological Study and Indigenous Communities Engagement**

- The Stage 2 archaeological field investigations were completed in December, with monitors from interested Indigenous communities attending the site. The report and analysis of findings are expected in January. Positive test pits were identified during the investigation, requiring the consultant to proceed with Stage 3 and Stage 4 investigations. These subsequent stages, along with their reports, may extend until the end of 2025. This timeline will impact the geotechnical study and tree-clearing activities due to fieldwork restrictions imposed by ministry requirements.

- **Tree Removal and Preservation**

- Tree removal and preservation efforts are on hold pending direction from the archaeological consultant and the Ministry's recommendations.

- **Geotechnical/Hydrogeological Investigations**

- Due to archaeological findings and restricted access to certain areas of the site, the geotechnical field investigation will be limited to a partial assessment. This will provide preliminary information for the design team to proceed, resulting in an initial geotechnical report. To address design and structural

concerns, we plan to conduct a shear wave velocity test and partial borehole drilling. The shear wave velocity test will help determine the seismic site class and support the structural design process. The adjusted borehole drilling, adapted to site limitations and no-go archaeological zones, will provide valuable insights into soil conditions to inform a more accurate design. While this partial investigation is not a substitute for a full future drilling program, it should provide a clearer understanding of existing conditions. This will help us determine if additional contingencies are needed for potential ground improvement work or if the current conditions are sufficient as is.

- **Website Updates and Neighborhood Notifications**

- The project website has been updated, and notices regarding anticipated field work have been distributed to neighboring properties.

Financial Impact

MCP has received three additional fee requests from the consultant:

- **Additional Fee No. 01, R1 (Schematic Design Revisions) - \$36,825.00**
This fee covers the additional work required for the 16-week schematic redesign.
- **Additional Fee No. 02 (Archaeological Scope) - \$15,520.00**
This fee covers work with Archeoworks to complete the Stage 2 Archaeological Study, including preparing notices for Indigenous communities to schedule field investigations by the end of November.
- **Additional Fee No. 03 (Project Pause) - \$17,255.00**
This fee accounts for consultant services during the project pause period (April 2024 to September 2024), including attendance at additional meetings.

The original contract value (excluding taxes and disbursements) was \$890,000.00. With these additional fees, the updated contract value (excluding taxes and disbursements) is \$959,600.00.

To date, we have spent \$268,906.82 on this project, covering consulting fees, CM fees, studies, and required services (such as fencing). This includes \$87,224.00 for Formline/LGA fees and \$ 56,839.26 for the CM fees.

Below is a summary of the project soft cost budget (inclusive of 10% contingency), invoices paid to date, and projections (excluding HST):

Item	Budget	Cost to Date	Projected Total
Project Soft Costs	\$1,613,730	\$268,907	\$1,196,627
Property Purchase	\$500,000	\$500,000	\$500,000
Non-recoverable HST	\$28,402	-	\$28,266
Total	\$ 2,142,131	\$ 68,907	\$1,724,893

*Projected is the project committed cost to date.

Schedule Impact

The Schematic Redesign phase commenced on November 14th following the approval of Additional Fee Requests No. 01 and 03. This phase is scheduled to last 16 weeks and includes revisions to floor plans and site plans, consultant work, elevation and massing design, and an update from a Class D cost estimate to a Class C estimate. Upon completion, the project will transition to Phase 2 (Design Development).

Conclusion

It is recommended that this report be received for information. Staff will provide updates to the NCHC Board every two months (or as needed) on the design, budget, and schedule of the 473 Ontario St. Affordable Housing Development.



Northumberland County Housing Corporation (NCHC) Report to Board

Oct 30th, 2024

Elgin Park Redevelopment Construction Update

Prepared by: Willie Reyns 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 2:

Building #3 Exterior siding and eavestrough installation ongoing. Insulation, vapor barrier and drywall are complete. Flooring is complete in the units and finish millwork, electrical and plumbing are in progress.

Building #4 Exterior siding and Fascia installation ongoing. Mechanical and electrical rough ins are nearing completion. Insulation, vapor barrier and drywall are all underway.

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# 60 Building 3 & 4 Hot water tank breaker and wire sizing increase. \$ 3,109.16

CO# 61 Additional bonding premium do to increase in construction schedule as each phase required a 12-month bonding period as per the tender. \$ 18,256.66

Total approved Change Orders this reporting period. \$ 21,365.82

Total construction Change Orders to date for Phase 2 only. \$ 330,597.06

Total project construction Change Orders committed to date. \$ 1,116,789.96

There was no approved soft cost Change Orders this period:

Total soft-cost Change Orders to date from the start of Phase 2 only. \$ 70,017.00

Total project soft-cost Change Orders committed to date. \$ 358,965.00

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

	Budget	Invoiced to date	Projected
Construction Costs	\$ 16,425,292	\$ 13,564,150	\$ 14,785,413
Project Soft Costs (Project Management, appliances etc.)	\$ 1,672,504	\$ 986,720.84	\$ 1,076,635
Non Recoverable HST 1.73%			\$ 279,172
Total	\$ 18,097,796	\$ 14,550,871	\$ 16,141,220

*Projected is the project committed cost to date.



Schedule Impact

Below is a summary of approved Change Order which have added working days to the construction schedule this reporting period.

Total working days added this reporting period. 0 working days

Total Days added due to approved Change Orders in Phase 2 only. 36 working days

Total project working days added due to approved Change Orders. 173 working days

Construction Completion: June 2025

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.