

Meeting of Board of Directors Agenda

July 23, 2025

1:30 p.m. – 3:00 p.m.

Northumberland County

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 23, 2025 regular meeting of the Northumberland County Housing Corporation Board of Directors be approved.”

4. Declaration of Interest

5. Approval of Minutes (attached)

Minutes of May 28, 2025 Annual General Meeting

Minutes of May 28, 2025 Regular Board Meeting

Recommended Motion:

“That the minutes of the May 28, 2025 Annual General Meeting of the Northumberland County Housing Corporation and the Regular Meeting of the Northumberland County Housing Corporation be approved.”

6. Shareholder Minutes (attached)

Shareholder Minutes of the May 28, 2025 Annual General Meeting

Recommended Motion:

“That the Shareholder Minutes of the May 28, 2025 Annual General Meeting of the Northumberland County Housing Corporation be received for information.”

7. Approval of the Addressing Gender-Based Violence in Community Housing Sub-Committee Meeting Minutes (attached)

Recommended Motion:

“That the minutes of the April 24, 2025 Addressing Gender-Based Violence in Community Housing Sub-Committee Meeting be approved.”

8. Approval of the Growth and Expansion Sub-Committee Meeting Minutes
(attached)

Recommended Motion:

“That the minutes of May 22, 2025 Growth and Expansion Sub-Committee Meeting be approved.”

9. NCHC Strategic Plan Quarterly Update (attached)
Emily Corkery, Developmental, Housing Services Manager

Recommended Motion:

“That the NCHC Board of Directors receive the NCHC Strategic Plan Quarterly Update for information.”

10. NCHC Q2 2025 Variance Report (attached)
Kimberly O’Leary, Financial Planning Services Manager

Recommended Motion:

“That the NCHC Board of Directors receive the NCHC Q2 2025 Variance Report for information.”

11. Housing Operations Report (attached)
Julie Kennedy, Developmental, Housing and Homelessness Supervisor

Recommended Motion:

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

12. Facilities Q2 2025 Report (attached)
Rob O’Neil, Facilities Manager

Recommended Motion:

13. “That the NCHC Board of Directors receive the Facilities Q2 2025 Report for information.”

14. Growth and Expansion Sub-Committee Meeting Update and Workplan

(attached)

Jacqueline Pennington, Co-Chair of Sub-Committee

Recommended Motion:

"That the NCHC Board of Directors receive the update on the Growth and Expansion Sub-Committee Meeting for information."

15. Addressing Gender Based Violence in Community Housing Sub-Committee Meeting Update – May 22, 2025 (verbal)

Rebecca Carman, General Manager

Recommended Motion:

"That the NCHC Board of Directors receive the verbal update on the Addressing Gender Based Violence in Community Housing Sub-Committee Meeting for information."

16. New Business

Victor Fiume, Chair

17. Next Meeting

- Wednesday August 27, 2025 at 1:30 p.m.
Location: In Person – 555 Courthouse Road, Cobourg – Council Chambers

18. Adjournment

Recommended Motion:

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

Annual General Meeting of Board of Directors

Minutes

Wednesday, May 28, 2025

1:30 p.m. – 2:30 p.m.

Northumberland County

555 Courthouse Road, Cobourg Ontario

Council Chambers

Board Members Present:

Chair Victor Fiume, Molly Anthony, Daphne Livingstone, Councillor John Logel, Councillor Mandy Martin, Maryam Mohajer-Ashjai, Jennifer Moore, Jacqueline Pennington, Lindsey Reed, Lou Rinaldi, Anneke Russell

Board Members Present (Virtually): Cathy Borowec

Board Members' Regrets: Steve Gilchrist

Guests: Richard Steiginga

Staff:

- Rebecca Carman, General Manager (Appointed by Board)
- Emily Corkery, Housing Services Manager
- Glenn Dees, Director Health & Human Services
- Jackie Diminie, Customer Service Representative
- Linda Johnston, Application Assistance Representative
- Julie Kennedy, Developmental Housing & Homelessness Supervisor
- Matthew Nitsch, Director Finance / Treasurer
- Rob O'Neil, Facilities Manager
- Willie Reyns, Project Manager
- Cheryl Sanders, Deputy Clerk
- Matthew Stergios, Executive Assistant to CAO
- Kim O'Leary, Financial Planning Manager
- Negar Pakzadian, Project Manager, Major Capital Projects

1. Call to Order

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

2. Territorial Land Acknowledgement

3. Approval of the Agenda

Moved by: John Logel

Seconded by: Lou Rinaldi

“That the agenda for the May 28, 2025 Annual General Meeting of the Northumberland County Housing Corporation Board of Directors be approved.”

Disposition: **Carried**

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

- **Procedural Resolution – Electronic Participation by Board Members**

Moved by: Mandy Martin

Seconded by: Lindsey Reed

Whereas NCHC By-law No. 1 states that the April, May, June, September and October meetings of the Board shall be held in person;

Now Therefore Be It Resolved That the NCHC Board of Directors allow electronic participation of Board Members for the May 28, 2025 NCHC Annual General Meeting for the Election of Director Held Officer Positions.”

Disposition: **Carried**

4. Disclosures of Interest

- No declarations

5. Remarks from the Shareholder

- Councillor Mandy Martin acting on behalf of Northumberland County Council provided remarks from the Shareholder – the Corporation of the County of Northumberland.

6. 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:

- Molly Anthony
- Cathy Borowec
- Victor Fiume
- Steve Gilchrist
- Daphne Livingstone
- Councillor John Logel
- Councillor Mandy Martin

- Maryam Mohajer-Ashjai
- Jennifer Moore
- Jacqueline Pennington
- Lindsey Reed
- Lou Rinaldi
- Anneke Russell

7. Election of Director Held Officer Positions (Chair, Vice-Chair, Secretary)

[Rebecca Carman assumed the role of Presiding Officer for the election of Chair, Vice-Chair and Secretary]

7.a. Election of Chair

- 7.a (1) **Moved by: Lindsey Reed**
Seconded by: Maryam Mohajer-Ashjai

"That the NCHC proceed with the election of Chair, commencing on the 28th day May, 2025."

Disposition: **Carried**

[Nominations]

- Victor Fiume was nominated for the position of NCHC Chair.

- 7.a (2) **Moved by: Lindsey Reed**
Seconded by: Maryam Mohajer-Ashjai

"That Victor Fiume be nominated as Chair of the Northumberland County Housing Corporation (NCHC); and

Further That Victor Fiume consents to be nominated for the position of Chair."

Disposition: **Accepted**

- Rebecca Carman, General Manager called for further nominations a first, second and third time.

- 7.a (3) **Moved by: Lindsey Reed**
Seconded by: Anneke Russell

"That nominations for the election of NCHC Chair be closed."

Disposition: **Carried**

[Confirmation of Election Results]

- Victor Fiume was acclaimed as the Chair of the Northumberland County Housing Corporation.

7.b. Election of Vice-Chair

- 7.b (1) **Moved by: Anneke Russell**
Seconded by: Lindsey Reed

"That the NCHC proceed with the election of Vice-Chair, commencing on the 28th day May, 2025."

Disposition: **Carried**

[Nominations]

- Cathy Borowec was nominated for the position of NCHC Vice-Chair.

- 7.b (2) **Moved by: Lindsey Reed**
Seconded by: Jacqueline Pennington

"That Cathy Borowec be nominated as Vice-Chair of the Northumberland County Housing Corporation (NCHC); and

Further That Cathy Borowec consents to be nominated for the position of Vice-Chair."

Disposition: **Accepted**

- Rebecca Carman, General Manager called for further nominations a first, second and third time.

- 7.b (3) **Moved by: Anneke Russell**
Seconded by: Lindsey Reed

"That nominations for the election of NCHC Vice-Chair be closed."

Disposition: **Carried**

[Confirmation of Election Results]

- Cathy Borowec was acclaimed as the Vice-Chair of the Northumberland County Housing Corporation.

7.c. Election of Secretary

- 7.c (1) **Moved by: John Logel**
Seconded by: Molly Anthony

"That the NCHC proceed with the election of Secretary, commencing on the 28th day May, 2025."

Disposition: **Carried**

[Nominations]

- Molly Anthony was nominated for the position of NCHC Secretary.

- 7.c (2) **Moved by: Victor Fiume**
Seconded by: John Logel

"That Molly Anthony be nominated as Secretary of the Northumberland County Housing Corporation (NCHC); and

Further That Molly Anthony consents to be nominated for the position of Secretary."

Disposition: **Accepted**

- Rebecca Carman, General Manager called for further nominations a first, second and third time.

- 7.c (3) **Moved by: Anneke Russell**
Seconded by: Lindsey Reed

"That nominations for the election of NCHC Secretary be closed."

Disposition: **Carried**

[Confirmation of Election Results]

- Molly Anthony was acclaimed as the Secretary of the Northumberland County Housing Corporation.

[Chair Fiume assumed the role of Presiding Officer for the remainder of the meeting]

[Cathy Borowec left the meeting and did not return]

8. Confirmation of Officers

Moved by: Mandy Martin
Seconded by: Lou Rinaldi

“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
- Carthy Borowec, Vice-Chair
- Maryam, Mohajer-Ashjai, Treasurer
- Molly Anthony, Secretary
- Rebecca Carman, General Manager.”

Disposition: **Carried**

9. Presentation of 2024 Audited Financial Statements

- Richard Steiginga, Partner at Baker Tilly provided an update on the 2024 NCHC audited financial statements.

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

Moved by: Jennifer Moore
Seconded by: Maryam Mohajer-Ashjai

“That the audited financial statements of the Northumberland County Housing Corporation for the 2024 fiscal year be approved as presented and recommended to County Council for consolidation in the County’s financial statements.”

Disposition: **Carried**

11. Appointment of Auditor for the Northumberland County Housing Corporation – BakerTilly

Moved by: Anneke Russell
Seconded by: Maryam Mohajer-Ashjai

“That BakerTilly be appointed as the auditor for the Northumberland County Housing Corporation.”

Disposition: **Carried**

12. Northumberland County Housing Corporation 2024 Annual Report

- Emily Corkery provided an overview of the NCHC 2024 Annual Report highlighting accomplishments and future goals as outlined in the report.

Moved by: Jennifer Moore

Seconded by: Lindsey Reed

"That the 2024 Northumberland County Housing Corporation Annual Report is received and submitted to the Shareholder for information."

Disposition: **Carried**

13. Confirmation of Acts

Moved by: Lou Rinaldi

Seconded by: Anneke Russell

"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: Mandy Martin

Seconded by: John Logel

"That the Annual General Meeting be adjourned at 2:20 p.m."

Disposition: **Carried**

15. Move to Regular Board Meeting

Meeting of Board of Directors Minutes

May 28, 2025

1:30 p.m. – 3:00 p.m.

Northumberland County

Board Members Present:

Chair Victor Fiume
Molly Anthony
Daphne Livingstone
Councillor John Logel
Councillor Mandy Martin
Maryam Mohajer-Ashjai
Jennifer Moore
Jacqueline Pennington
Lindsey Reed
Lou Rinaldi
Anneke Russell

Board Members' Regrets:

Cathy Borowec
Steve Gilchrist

Staff:

- Rebecca Carman, General Manager (Appointed by Board)
- Emily Corkery, Housing Services Manager
- Glenn Dees, Director Health & Human Services
- Jackie Diminie, Customer Service Representative
- Linda Johnston, Application Assistance Representative
- Julie Kennedy, Developmental Housing & Homelessness Supervisor
- Rob O'Neil, Facilities Manager
- Willie Reynolds, Project Manager
- Matthew Stergios, Executive Assistant to CAO
- Kim O'Leary, Financial Planning Manager
- Negar Pakzadian, Project Manager, Major Capital Projects

1. Call to Order

- Chair Victor Fiume called the meeting to order at 2:28 p.m.

2. Territorial Land Acknowledgement
Victor Fiume

3. Approval of the Agenda

Moved by: John Logel
Seconded by: Anneke Russell

“That the agenda for the May 28, 2025 regular meeting of the Northumberland County Housing Corporation Board of Directors be approved.”

Disposition: **Carried**

4. Declaration of Interest

- No declarations

5. Approval of Regular Board Meeting Minutes
Minutes of April 30, 2025 Regular Board Meeting

Moved by: Anneke Russell
Seconded by: Daphne Livingstone

“That the minutes of the April 30, 2025 Regular Meeting of the Northumberland County Housing Corporation be approved.”

Disposition: **Carried**

6. Approval of Construction Standards Sub-Committee Meeting Minutes
Minutes of April 10, 2025 Construction Standards Sub-Committee Meeting

Moved by: Mandy Martin
Seconded by: Maryam Mohajer-Ashjai

“That the minutes of the April 10, 2025 Construction Standards Sub-Committee Meeting be approved.”

Disposition: **Carried**

7. Approval of Gender-Based Violence Sub-Committee Meeting Minutes

Moved by: Anneke Russell
Seconded by: Lindsey Reed

“That the minutes of April 24, 2025 Gender-Based Violence Sub-Committee Meeting be approved.”

Disposition: **Carried**

8. 129 Kent Street Campbellford Additional Dwelling Unit Procurement Review
Negar Pakzadian, Project Manager, Major Capital Projects

Moved by: John Logel
Seconded by: Jacqueline Pennington

“That the NCHC Board of Directors direct staff to proceed with the development of two additional units (ADU) at 129 Kent Street, Campbellford; and

Further That the NCHC Board of Directors direct staff to issue a modular specific Request for Proposal (RFP) with a project budget upset limit of \$473,000 for design and construction of the two proposed additional units.”

Disposition: **Carried**

9. Elgin Park Redevelopment Construction Update
Willie Reyns, Major Capital Projects

Moved by: Anneke Russell
Seconded by: John Logel

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

Disposition: **Carried**

10. Update for Signing of Resolution for Partial Discharge of Land at Elgin Park
Rebecca Carman, General Manager

- Rebecca Carman provided a verbal update regarding the resolution for partial discharge of land at Elgin Park.
- Rebecca passed the resolution around the table for signature.

Moved by: Maryam Mohajer-Ashjai
Seconded by: Jennifer Moore

“That the NCHC Board of Directors receive the verbal update regarding Signing of Resolution for Partial Discharge of Land at Elgin Park.”

Disposition: **Carried**

11. Strategic Goal #2 Sub-Committee Meeting Update

Rebecca Carman, General Manager / Chair of Sub-Committee

- Rebecca Carman provided a verbal update regarding the first meeting of the sub-committee, Jacqueline and Maryam have been elected co-chairs.
- The sub-committee reviewed strategy and identified priorities, the next meeting will take place in a month.

Moved by: Mandy Martin

Seconded by: Molly Anthony

“That the NCHC Board of Directors receive the verbal update regarding Strategic Goal #2 Sub-Committee Meeting for information.”

Disposition: **Carried**

12. Levels of Services Update

Rob O’Neil, Manager, Facilities

Moved by: Anneke Russell

Seconded by: Lindsey Reed

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

Disposition: **Carried**

13. New Business

Victor Fiume, Chair

- N/A

14. Move to Closed Session

Moved by: Anneke Russell

Seconded by: Lindsey Reed

“That the NCHC Board of Directors proceed with the next portion of the meeting, being closed to the public at 3:00 p.m.; and

- (1) Further That** the meeting is closed to the public as permitted under the Municipal Act Section 239 (2.c) in order to address matters pertaining to a proposed or pending acquisition or disposition of land by the municipality or local board (Community Housing) and that Glenn Dees, Rebecca Carman, Emily Corkery, Matthew Stergios, Jackie Diminie and Linda Johnston remain present.'

Disposition: **Carried**

15. Motion to Rise and Results from Closed Session

Moved by: Anneke Russell

Seconded by: Lou Rinaldi

Recommended Motion (1):

"**That** the NCHC Board of Directors rise from Closed Session at 3:09 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."

Disposition: **Carried**

16. Next Meeting

- Wednesday June 25, 2025 at 1:30 p.m.
Location: In Person – 555 Courthouse Road, Cobourg – Council Chambers

17. Adjournment

Moved by: Mandy Martin

Seconded by: John Logel

"**That** the meeting be adjourned at 3:10 p.m."

Disposition: **Carried**

MINUTES of the annual meeting of shareholders of **NORTHUMBERLAND COUNTY HOUSING CORPORATION** (the "**Corporation**") held at Northumberland County, 555 Courthouse Road, Cobourg Ontario, on the 28th day May, 2025, 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:

Molly Anthony
Cathy Borowec (*attended virtually*)
Rebecca Carman
Emily Corkery
Glenn Dees
Jackie Diminie
Victor Fiume
Linda Johnston
Julie Kennedy
Daphne Livingstone
Councillor John Logel
Councillor Mandy Martin
Maryam Mohajer-Ashjai
Jennifer Moore
Matthew Nitsch
Kimberly O'Leary
Rob O'Neil
Negar Pakzakian
Jacqueline Pennington
Lindsey Reed
Willie Reyns
Lou Rinaldi
Anneke Russell
Cheryl Sanders
Richard Steinginga
Matthew Stergios

REGRETS:

Steve Gilchrist

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.

Molly Anthony
Cathy Borowec
Victor Fiume
Steve Gilchrist
Daphne Livingstone
Councillor John Logel
Councillor Mandy Martin
Maryam Mohajer-Ashjai
Jennifer Moore
Jacqueline Pennington
Lindsey Reed
Lou Rinaldi
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
Cathy Borowec, Vice-Chair
Maryam Mohajer-Ashjai, Treasurer
Molly Anthony, Secretary
Rebecca Carman, 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, 2024, 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, 2024 are received.

APPOINTMENT OF AUDITORS

Motion was made that the Corporation be audited for the year ending December 31, 2025, 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.

Molly Anthony, Secretary

Victor Fiume, Chair

Meeting of Gender Based Violence in Housing Sub-Committee Agenda

Thursday, April 24, 2025

10:00 a.m. – 12:00 pm

Northumberland County

C&SS Training Room

555 Courthouse Road

Cobourg Ontario, K9A 5J6

1. Call to Order

Rebecca Carman, General Manager

Called to order 10:09

2. Territorial Land Acknowledgement

Rebecca Carman

3. Approval of the Agenda

Rebecca Carman, General Manager

“**That** the agenda for the April 24, 2025 meeting of the Northumberland County Housing Corporation Gender Based Violence in Housing Sub-Committee be approved.”

Moved by: Cathy Borowec

Seconded by: Maryam Mohajer-Ashjai

4. Approval of the Minutes

Moved by: Maryam Mohajer-Ashjai

Seconded by: Cathy Borowec

5. Declaration of Direct, Indirect or Deemed Pecuniary Interest or Disqualifying Interest

No conflicts noted

6. Special Priority Status and Tenant Experience Review (to be circulated prior to meeting)

Emily Corkery, Housing Services Manager, Developmental

Recommended Motion:

“That the NCHC Board of Directors receive the Special Priority Status and Tenant Experience Review for information”.

Moved by: Lou Rinaldi

Seconded by: Cathy Borowec

7. Update on Work Underway (verbal)

Emily Corkery, Housing Services Manager, Developmental

Recommended Motion:

“That the NCHC Sub-Committee receive the verbal update on update on work underway for information.”

- Cornerstone at next meeting: training plan
- Drafting letter re: LTB rulings – specific s.83; expanding gender based violence protections in legislation
- Education of police forces
- Examine technology to support
- Terms of Reference for committee

Moved by: Maryam Mohajer-Ashjai

Seconded by: Cathy Borowec

8. New Business

Committee Chair

None noted

9. Next Meeting

TBD

10. Adjournment

Meeting of Strategic Goal #2 Sub-Committee Minutes

Thursday, May 22, 2025

1:00 pm – 3:00 pm

Northumberland County

C&SS Training Room

555 Courthouse Road

Cobourg Ontario, K9A 5J6

Attendees: Victor Fiume, Daphne Livingstone, Jacqueline Pennington, Anneke Russell, Maryam Mohajer, Rebecca Carman, Emily Corkery

1. Call to Order

Rebecca Carman, General Manager, called the meeting to order at 1:04 pm.

2. Territorial Land Acknowledgement

Rebecca Carman

3. Approval of the Agenda

Rebecca Carman, General Manager

Recommended Motion:

“That the agenda for the May 22, 2025, meeting of the Northumberland County Housing Corporation Strategic Goal #2 Sub-Committee be approved.”

Move by: Anneke Russell

Seconded by: Daphne Livingstone

4. Declaration of Direct, Indirect or Deemed Pecuniary Interest or Disqualifying Interest

No declarations

5. Election of Committee Chair

Rebecca Carman, General Manager

Recommended Motion:

“That the NCHC Board of Directors elect Maryam Mohajer and Jacqueline Pennington as Co-Chairs of the NCHC Strategic Goal #2 Sub-Committee, effective May 22, 2025.”

Moved by: Victor Fiume
Seconded by: Anneke Russell

6. Review of Purpose of Sub-Committee (attached)
Rebecca Carman, General Manager

Recommended Motion:

“That the NCHC Sub-Committee receive the verbal update of the purpose of the sub-committee for information.”

Moved by: Jacqueline Pennington
Seconded by: Anneke Russell

7. Developing Committee Workplan (discussion)
Committee Chair

- Staff will work with co-chairs to review items for the workplan and report back to the sub-committee.
- Members requested a presentation from staff to review current inventory and plans. To be presented at the June sub-committee meeting.
- Members requested information on current community needs in each member municipality. Data to be reviewed at the next meeting.
- GIS for all properties including non-profits
- Members requested updated waitlist stats
- Members of the sub-committee are limited to NCHC directors however, the sub-committee can request the attendance of community partners to consult.

Recommended Motion:

“That the NCHC Sub-Committee proceed as per discussion at the meeting.”

Moved by: Daphne Livingstone
Seconded by: Anneke Russell

8. New Business

9. Next Meeting

- June 17th at 9:00 am

10. Adjournment

The meeting was adjourned at 2:35 pm.

NCHC Expenditure vs Budget Variance Report
as at June 30, 2025

	YTD Actual	YTD Budget	Variance	Variance Explanation
Taxation	1,991,329	1,991,329	-	
Grant & Subsidies	-	-	-	
Permits & Fees	-	-	-	
Interest Revenue	13,884	6,000	7,884	Interest earned on bank account
Social Housing Revenue	1,076,417	1,053,122	23,296	
Other Revenue	21,480	11,000	10,480	Laundry/other tenant revenue
Total Revenue	3,103,110	3,061,450	41,659	
Travel & Training	-	3,500	(3,500)	
Materials & Supplies	16,835	8,693	8,142	
Insurance	57,021	75,043	(18,022)	Premiums under budget for all NCHC properties
Information Technology	7,858	6,823	1,035	
External Services	7,086	42,750	(35,664)	(\$18) Legal services; (\$17.5K) Contracted Services
Utilities & Fuel	454,864	502,856	(47,991)	2Q utility expenses leveled out
Rent & Property Tax	351,857	311,052	40,806	Timing of budget allocation
Repairs & Maintenance				
Building/Land Improvements	148,596	38,045	110,550	
Plumbing	16,258	13,923	2,335	
Paint & Drywall	51,480	22,187	29,292	
Roofs	1,581		1,581	(\$63.3K) Winter maintenance
Moveouts	26,196	11,580	14,616	(\$48.2K) Electrical
Security	82,558	55,779	26,779	(\$44.4K) 12A Meade deck/ramp
Winter Maintenance	183,979	120,670	63,310	(\$29.3K) Paint
Cleaning Contracts	80,891	73,001	7,890	(\$28.9K) HVAC/hot water tanks
Landscaping	38,206	34,758	3,448	(\$26.8K) Security
Waste Disposal	45,847	43,964	1,883	(\$18.1K) Refrigerator/stove stock
Electrical	74,332	26,123	48,209	
Other R&M	2,179	-	2,179	
TCAs under Threshold	322,752	30,000	292,752	Timing of budget allocation
Internal Chargebacks	1,204,617	1,204,617	(0)	
Financial Services	118,355	119,047	(692)	
SS Program Expenses	18,421	6,000	12,421	
Total Expenditures	3,311,767	2,750,410	561,358	
TCAs over Threshold	1,797,596	1,800,000	(2,404)	
Transfers to Reserve	75,000	75,000	-	
Total Investments	1,872,596	1,875,000	(2,404)	
Long- Term Liabilities	-	-	-	
Transfer from Reserve	(440,000)	(440,000)	-	
Total Financing	(440,000)	(440,000)	-	
Surplus/(Deficit)	(1,641,253)	(1,123,959)	(517,294)	



Northumberland County Housing Corporation (NCHC) Report to Board

July 14, 2025

Housing Services Operational Update

Prepared by: Julie Kennedy, Housing and Homelessness Operations 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 updates and information.

Vacancy Report – April 1, 2025, to June 30, 2025, there have been 9 new move ins to RGI units. Additionally, we have 3 new move ins to RGI units currently scheduled for May 2025.

Arrears – As of June 30, 2025, current arrears total \$123,308.78 owing from 70 tenants for various reasons including disposal of furniture, damages, and owed rent. Arrears span from \$10.00 - \$21,484.00 with 25 tenants currently having payment plans in place. Housing Services Caseworkers are actively engaged in discussions with tenants where possible and are sending demand letters to ensure that tenants are aware of expectations around payment plans and repercussions of non-payment of arrears.

We are completing our analysis of arrears data and will provide a more in-depth report at the August board meeting.

Elgin Park Update – Elgin Park is in the final stages of preparation for occupancy starting effective August 1, 2025. Housing Services Caseworkers are starting to reach out to prospective tenants for the new units in the month of July 2025. The intention is to stagger move-ins to ensure that there are no issues with the moving trucks for tenants all showing up on the same day at the location. Our goal is to have Elgin Park fully occupied by December 2025.

Major Capital Projects will be coming to the board with an update later in Quarter 3.

Programming/Tenant Engagement – The Housing team hosted Spring Socials at our NCHC properties in Campbellford, Brighton, Colborne, Cobourg and Port Hope during the week of June 16, 2025, to June 19, 2025. We had a total of 95 attendees at these events divided out as follows:

- 330 King St E. (Cobourg) – 22 tenants
- 24 Queen St. (Port Hope) – 9 tenants
- 41/43/45 Wellington St (Port Hope) – 3 tenants
- 111/112 Front St. S. (Campbellford) – 19 tenants
- 12/12A Meade St. (Brighton) – 14 tenants
- 2 Francis St (Brighton) – 11 tenants
- 123 King St. E. (Colborne) – 6 tenants
- 6 Percy St. (Colborne) – 10 tenants
- 8 King St. W. (Colborne) – 1 tenant

Our Summer BBQ dates are set in August with promotional materials being distributed in July for further tenant engagement as follows:

- 111 Front St. S. (Campbellford) – Tuesday August 19, 2025
- 12A Meade St. (Brighton) – Wednesday August 20, 2025
- 6 Percy St. (Colborne) – Thursday August 21, 2025
- 45 Wellington St (Port Hope) – Tuesday August 26, 2025
- 299 Elgin St. E. (Cobourg) – Wednesday August 27, 2025
- 330 King St. E. (Cobourg) – Thursday August 28, 2025

Invitations to board members will be distributed this week.

All the bulletin boards in our NCHC buildings have been updated with current information.

The Community Health Centres of Northumberland (CHCN) completed their first Diabetes Education Clinic with Community Paramedicine in Quarter 2. Dates are ongoing for several of our buildings in Port Hope, Cobourg and Colborne to provide education and information on diabetes, as complete referrals where appropriate.

Enforcement efforts continue around the letters previously distributed to all tenants in our buildings to advise of the policy around no smoking in their units in attempts to ensure smoke damage to units and disruption to other tenants is minimized where possible.

Enforcement efforts have also been underway to ensure that tenants are not altering their units or their outdoor spaces in ways that are not approved by the NCHC (Example: alternations to patios and balconies, or to other common spaces outdoors).

The Request for Proposal (RFP) with the Procurement Team to seek partnerships for the cleaning program is in the final stages of drafting and should be posted in July.

Our team has compiled the data from a Levels of Service survey that was previously distributed to all tenants to seek tenant feedback and engagement. A more in-depth report is coming later in Quarter 3.

Community Paramedicine is working in conjunction with Ontario Provincial Police to provide a seniors fraud presentation to tenants in Colborne in September 2025. The goal of this session is to have an educational forum to raise awareness on common scams that may impact seniors so they can learn how to avoid them.

Inspections – There were 349 annual unit inspections that took place for occupied units in Quarter 2 with 33 re-inspections required to address issues noted. Units that had current vacancies were not inspected since they were identified as up to date. Common issues identified that required re-inspection were related to alterations to patios and common spaces, balconies and patios being used as storage spaces, smoking in non-smoking units, and ensuring that entry and exits are clear and accessible.

Staffing – A 12-month maternity leave contract position for a Housing Services Caseworker was filled with an external candidate who started their contract on June 16th, 2025. The Housing Team is currently operating with a full staffing complement.

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

July 23, 2025

2024 Project Update – 2025 2nd Quarter Report

Prepared by: Rob O'Neil, Facilities Manager

Issue

The Facilities team has been working steadily in 2025 on some carryover work from 2024, ongoing unit renovations and on various NCHC projects for this year.

Recommendation

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

2025 Q2 Project Update

Unit Renovations. So far in 2025, approximately 20 units have been renovated with an additional 5 units being scheduled for completion in July.

The amount of renovation work required in each unit varies depending on several factors. Some of these factors include when the last renovation took place, whether the unit was smoked in, damages to paint/drywall/fixtures, and the overall condition/cleanliness of the space when the unit is left vacant. The length of time and cost of the renovation will vary based on the condition of the unit.

NCHC tours with HSC staff – Updated 10-Year Capital Plan Facilities staff accompanied Housing and HSC staff on tours of all NCHC properties in Q1 of this year. Following those tours, several discussions took place which led to a revised/draft 10-year capital plan that was created to better plan/budget for future capital projects in NCHC buildings.

The 2026 NCHC capital budget and project plan will be created based on this updated version of the capital plan which will more accurately budget money on projects based on current conditions and updated costs.

2 Francis Street (Brighton): hot water tank replacement. Planning for this project has been completed, and all the materials have been purchased for the installation of 2 new electric hot water tanks to replace the 2 existing gas hot water tanks for the property. As part of this project, additional electrical wiring, mixing valve, circulating pump, balancing valve and an expansion tank will also be installed. This work,

including the removal of the old gas hot water tanks and all redundant equipment, will be completed by mid-July.

12 Meade Street (Brighton): Work in crawl space. This work will repair damaged beams and install proper fire separation and ventilation under the building. We are working with our procurement department and a new Job Order Contracting (JOC) system for this project. This is the first time we have been looking to utilize the JOC system, and we are hoping to realize cost savings and efficiencies in the procurement process.

111 Front Street (Campbellford): Balcony work - floors and railings We had originally planned to do minor improvements to the balconies (painting railings, repairing pads, etc) but upon initial examination found the condition of the balconies themselves to be much worse than we had thought. After consulting with a structural engineer, it was determined that the balconies will need to be replaced with new ground anchored columns installed below each unit to support the balconies.

Tender for work has closed and has been awarded with work planned to start in the coming weeks.

2 Francis (Brighton) Patio Replacement: All ground level patios (12) were identified as needing to be replaced. Tender was put out to replace all patios with poured concrete pads with low bid being awarded to a Belleville based contractor. Work began during the last week of June and was completed in the second week of July.

129 Kent Street (Campbellford) Renovation: We have received a Dangerous Substance Survey (DSS) for the building that identified a couple minor issues in the building including some asbestos containing materials in the kitchen ceiling. We are currently working with an architect on getting drawings done for the renovation work. Once we receive the final drawings, we will put this project out to tender.

Additional Work Planned for 2025:

- 41 & 43 Wellington Street (Port Hope): replace walkways, install catch basins
- 45 Wellington Street (Port Hope): porch slab replacement, walkways, plumbing and sewage work, hallway lighting upgrades
- 24 Queen Street (Port Hope): balcony work
- 6 Percy Street (Colborne): balcony work, metal handrails
- 8 King Street (Colborne): replacing hot water tanks
- 123 King Street (Colborne): new exterior doors installed.
- 12 & 12A Meade Street (Brighton): landscaping, regrading, catch basin installation, and walkway replacement.



Financial Impact

The 2025 capital projects are proceeding well. While some projects are being quoted at higher costs than anticipated, we are prioritizing work based first on any safety issues that need to be addressed (111 Front Street in Campbellford balcony work, 12 Meade Brighton crawl space remediation) and adjusting spending on other projects accordingly.

Conclusion

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

Northumberland County Housing Corporation
Growth and Expansion Sub-Committee
2025 Workplan

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Objective: 2.1: Seek out new revitalization and renewal initiatives, including moving ahead on the implementation of new development projects

- Set a direction for balancing efficiencies for building with the needs of the various communities.
- Explore establishing growth targets for NCHC

Action Items	Considerations / Resources Required	Next steps
Consider ways to save on time and cost of developments	<ul style="list-style-type: none">• Do we need LEED certification?• Prioritize looking for land that is already zoned residential• Investigate restoration vs. prefab	<ul style="list-style-type: none">• Invite Major Capital Projects Manager to the next sub-committee meeting
Identify community needs to inform planning	<ul style="list-style-type: none">• Wait times for RGI housing• Location and volume of current housing stock• Location and type of current/ongoing developments• Unit type required -senior, mixed, family, accessible etc.	<ul style="list-style-type: none">• Create a resolution for the next board meeting to have the board direct staff to approach the municipalities of Port Hope, Brighton, and Campbellford

Objective 2.2: Leverage funding, financing, and partnership opportunities to provide more homes

- Establish a strategy for property acquisition in support of new affordable housing development. (Marketing communication strategy)
- Work with the County on the development of a landbank and the ongoing development of shovel-ready, funding-ready projects.
- Continue to explore opportunities for development, land banking, and sourcing land with member municipalities across the County.
- Investigate and advocate for external funding opportunities through Infrastructure Ontario, Co-Investment Funding and other sources.

Action Items	Considerations / Resources Required	Next steps
Create an approach for looking for land/properties	<ul style="list-style-type: none">• Involve the County communications team• Involve Major Capital Projects team	<ul style="list-style-type: none">• Develop communications strategy to market that the NCHC is looking for land in Port Hope, Brighton, and Campbellford
Build relationships with member municipalities and inquire about available land and possible partnerships	<ul style="list-style-type: none">• Partnerships should involve the transfer of land rather than purchase to meet goals	<ul style="list-style-type: none">• Book walk-through of Elgin Phase II for board members and council members• Host lunch and learn for municipalities• Go to lower-tier council meetings• Book individual meetings with municipal staff

Objective 2.3: Explore tools and mechanisms that will position NCHC to grow

- Working with the County, develop a capital reserve strategy for NCHC new developments, including a capital reserve policy for NCHC.
- Investigate policy, procedure and tools available to the County to enable the NCHC to advance its role and goals in supporting the supply of housing in the County.

Action Items	Considerations / Resources Required	Next steps
Develop a capital reserve strategy	<ul style="list-style-type: none">• The County contributes \$500,000 annually to reserves.	<ul style="list-style-type: none">• Review of current state of reserves