



Meeting of Board of Directors Agenda

March 26, 2025

2:00 p.m. – 3:30 p.m.

Northumberland County
Zoom Video Conference

<https://us06web.zoom.us/j/88359333971?pwd=En7cPqXYTLF9eK5klfbLzVVbVF0CZ0.1>

Meeting ID: 883 5933 3971

Passcode: 725396

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 Regular Board Meeting Minutes** (attached)
Minutes of January 29, 2025 Regular Board Meeting

Recommended Motion:

“That the minutes of the January 29, 2025 Regular Meeting of the Northumberland County Housing Corporation be approved.”

- 6. Approval of Construction Standards Sub-Committee Meeting Minutes**
(attached)
Minutes of November 29, 2023 Construction Standards Sub-Committee Meeting

Recommended Motion:

“That the minutes of the November 29, 2023 Construction Standards Sub-Committee Meeting be approved.”

- 7. Construction Standards Sub-Committee Meeting Update – March 3, 2025**
(verbal)
Rebecca Carman, General Manager

Recommended Motion:

“That the NCHC Board of Directors receive the verbal update on the Construction Standards Sub-Committee Meeting for information.”

- 8. Gender Based Violence in Community Housing Sub-Committee Meeting Update – March 21, 2025** (verbal)
Chair, Sub-Committee

Recommended Motion:

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

- 9. 2024 Year End Financial Update** (attached)
Kimberly O’Leary, Financial Planning Services Manager

Recommended Motion:

“That the NCHC Board of Directors receive the 2024 Year End Financial Update for information.”

- 10. Facilities Update: 2024 Project Update and 2025 1st Quarter Report**
(attached)
Rob O’Neil, Facilities Manager

Recommended Motion:

“That the NCHC Board of Directors receive the Facilities Update: 2024 Project Update and 2025 1st Quarter Report for information; and

That the NCHC Board of Directors receive this report as information and approve the requested budget of \$75,000 for renovation work at 129 Kent Street in Campbellford, to be funded through CMHC Affordable Housing Fund for Renovations of NCHC buildings.”

11. Elgin Park Redevelopment Progress Update (attached)

Willie Reynolds, Major Capital Projects Manager

Recommended Motion:

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

12. Update to Rent Supplement Program Signing Authorities (verbal)

Rebecca Carman, General Manager

Recommended Motion:

“That the NCHC Board of Directors confirm signing authorities for Rent Supplement programming as follows:

- Existing signing authority for the NCHC Board of Directors for creation of new rent supplement agreements
- Delegated authority to the Financial Planning Manager and Housing and Homelessness Vices Operations Supervisor or delegates for all agreement addendums.”

13. New Business

Victor Fiume, Chair

14. 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.k) in order to address a matter relating to a position, plan, procedure, criteria or instruction to be applied to any negotiations carried on or to be carried on by or on behalf of the municipality or local board (473 Ontario Street) and that Glenn Dees, Rebecca Carman, Emily Corkery, Julie Kennedy, and Matthew Stergios remain present.’

15. Motion to Rise and Results from Closed Session

Recommended Motion (1):

“That the confidential resolution moved in Closed session regarding a matter relating to a position, plan, procedure, criteria or instruction to be applied to any

negotiations carried on or to be carried on by or on behalf of the municipality or local board (473 Ontario Street) is hereby referred to this open session of the NCHC Board of Directors for adoption.”

16. Next Meeting

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

17. Adjournment

Recommended Motion:

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



Meeting of Board of Directors Minutes

January 29, 2025

1:30 p.m. – 3:00 p.m.

Northumberland County

Zoom Video Conference

Board Members Present (Virtual):

Molly Anthony

Cathy Borowec

Victor Fiume, Chair

Steve Gilchrist

Councillor John Logel

Jacqueline Pennington

Lou Rinaldi

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

Board Members' Regrets: Councillor Mandy Martin, Daphne Livingstone, Anneke Russell, Maryam Mohajer-Ashjai

Staff:

- Rebecca Carman, General Manager (Appointed by Board)
- Carol Coleman, Associate Director Engineering
- Emily Corkery, Housing Services Manager
- Julie Kennedy, Developmental Housing & Homelessness Supervisor
- Darrell Mast, Municipal Solicitor
- Willie Reyns, Project Manager
- Matthew Stergios, Executive Assistant to CAO
- Kim O'Leary, Financial Planning Manager

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: John Logel

“That the agenda for the January 29, 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 Minutes (to be circulated prior to the meeting)

Minutes of November 27, 2024 Regular Board Meeting

Moved by: Cathy Borowec

Seconded by: Steve Gilchrist

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

Disposition: **Carried**

6. Operations Update

[Report was circulated prior to the meeting]

- Emily Corkery discussed Elgin Park now being fully occupied and the 151 Colborne location having 4 occupants move in during December. A new housing and homelessness supervisor started last week.

Moved by: Lou Rinaldi

Seconded by: Jacqueline Pennington

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

Disposition: **Carried**

7. Use of 129 Kent Street, Campbellford (verbal)

- Emily Corkery provided a verbal update regarding 129 Kent Street, Campbellford noting it has been purchased for \$469,000 with construction to begin April 30 and occupied by September.

Moved by: John Logel

Seconded by: Steve Gilchrist

“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”

Disposition: **Carried**

8. NCHC Sub-Committee Update (verbal)

- Rebecca Carman provided a verbal update regarding NCHC Sub-Committees.

Moved by: John Logel

Seconded by: Steve Gilchrist

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

Disposition: **Carried**

9. 473 Ontario Street Progress Update

[Report was circulated prior to the meeting]

- Willie Reyns provided an update to the board regarding 473 Ontario Street progress, highlighting that phase 1 design is underway. By-weekly meetings with designer and construction manager will be taking place. Stage 2 arch investigations were completed in December and a report on findings expected within next week. It is on track to come in under budget.

Moved by: Steve Gilchrist

Seconded by: Jacqueline Pennington

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

Disposition: **Carried**

10. Elgin Park Redevelopment Progress Update

[Report was circulated prior to the meeting]

- Willie Reyns provided an update to the board regarding Elgin Park Redevelopment Progress Update noting that building 3 and 4 construction well-underway.

Moved by: John Logel

Seconded by: Cathy Borowec

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

Disposition: **Carried**

11. Contingent approval for Ontario Priorities Housing Initiative/Canada-Ontario Community Housing Initiative underspending (verbal)

Rebecca Carman, General Manager

- Rebecca Carman provided a verbal update regarding Contingent approval for Ontario Priorities Housing Initiative/Canada - Ontario Community Housing Initiative underspending, noting that approval has been received to spend the money. 1 project will need NCHC agreement, looking for board approval on signing authorities.

Moved by: Jennifer Moore

Seconded by: Lou Rinaldi

“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.”

Disposition: **Carried**

12. New Business

Victor Fiume, Chair

13. Move to Closed Session

Moved by: John Logel

Seconded by: Cathy Borowec

"**That** the NCHC Board of Directors proceed with the next portion of the meeting, being closed to the public at 2:02 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 Rebecca Carman, Emily Corkery, Julie Kennedy, Darrell Mast and Matthew Stergios remain present."

Disposition: **Carried**

14. Motion to Rise and Results from Closed Session

Recommended Motion (1):

Moved by: Steve Gilchrist

Seconded by: Jennifer Moore

"**That** the NCHC Board of Directors rise from Closed Session at 2:11 p.m.; and

Further 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."

Disposition: **Carried**

15. Next Meeting

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

16. Adjournment

Moved by: John Logel

Seconded by: Molly Anthony

"That the meeting be adjourned at 2:12 p.m."

Disposition: **Carried**

Meeting of Construction Standards Sub-Committee Minutes

Wednesday, November 29, 2023

9:00 a.m. – 11:00 a.m.

Northumberland County
Committee Room B

555 Courthouse Road
Cobourg Ontario, K9A 5J6

1. Call to Order

- Victor Fiume called the meeting to order at 11:03 a.m.

2. Territorial Land Acknowledgement

3. Approval of the Agenda

Moved by: Councillor John Logel

- Seconded by: Steve Gilchrist

“**That** the agenda for the November 29, 2023 meeting of the Northumberland County Housing Corporation Construction Standards Sub-Committee be approved.”

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

- No declarations noted

5. Approval of Minutes

Minutes of October 19, 2023 Construction Standards Sub-Committee

Moved by: Councillor John Logel

Seconded by: Victor Fiume

“**That** the minutes of the October 19, 2023 meeting of the Northumberland County Housing Corporation Construction Standards Sub-Committee be approved.”

6. Review of the Draft Affordable Housing Design Guidelines (attached)

- Reviewed revised energy efficiency, accessibility and building material guidelines – will review after incorporation into final design guidelines.
- Chris Reuse will edit the Building Materials guidelines for incorporation and send revised guidelines to Rebecca for incorporation into guidelines.

- Staff directed to incorporate the feedback into a final guideline document. Cathy Borowec agreed to support this effort.

Moved by: Councillor John Logel

Seconded by: Victor Fiume

“That the NCHC Sub-Committee direct staff to make the amendments to the proposed guidelines as required.”

7. New Business

Chair

8. Move to Closed Session

N/A

9. Motion to Rise and Results from Closed Session

N/A

10. Next Meeting

To be determine following completion of final draft guidelines

11. Adjournment

- The meeting was adjourned at 10:46 a.m.



Northumberland County Housing Corporation (NCHC) Report to Board

March 26, 2025

2024 Project Update – 2025 1st 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 planning for various new NCHC projects for this year.

Recommendation

It is recommended that the NCHC Board of Directors receive this report as information and approve the requested budget of \$75,000 for renovation work at 129 Kent Street in Campbellford, to be funded through CMHC Affordable Housing Fund for Renovations of NCHC Buildings.

Background – Update on 2024 Projects

43 Wellington Street (Port Hope) hot water tank replacement. The building previously had one gas hot water tank, which would have left the tenants without hot water if that tank were to fail. The preferred option was to always have a second hot water tank in the event of a service interruption with one of the tanks. The new tanks have now been installed and are operational.

330 King Street (Cobourg) Watermain and Parking Lot Upgrades. The construction work was completed in early September of '24 and the final landscaping work will be completed by mid-May.

12A Meade Street (Brighton) Front Entrance Replacement. The new walkway with accessible ramp was installed late last fall with final installation of the new metal railing to take place in early spring.

Unit Renovations. Work was done on more than 40 units in 2024*, (including 28 full renovations), and 25 units have been/are being worked on so far this year.

* plan for 28 unit renos each year (2 per building)

Based on past trends, we currently plan to have a unit turned over within 4 months of having vacant occupancy of the space. The majority of the units are completed within that time.

In 2025, we will be doing a full review of the unit turnover and renovation process to see where efficiencies might be gained to shorten the turnover timeframe.

2025 Q1 Work Completed:

New Co2 Detectors were purchased and installed in the common areas of all NCHC buildings.

New Multi-Lock Locks. New entrance and exterior door locks have been installed at 6 Percy Street in Colborne and at 12A Meade Street in Brighton. The new locks and hardware are higher security, and tenants are not able to have duplicate keys cut. This helps us to better track the total number of keys that have been circulated at all buildings. These same locks will be installed in other NCHC buildings in the coming months.

Tours at all NCHC Properties with HSC staff. Facilities staff accompanied HSC staff and toured all NCHC properties in January/February. Follow up work is being done by HSC staff to update our capital plan based on these building visits. Future capital work in coming years will be based on the updated capital plan, prioritizing the most urgent needs at each building.

Capital Work Planned for 2025:

- 330 King Street Cobourg: brick repairs, sewage work
- 2 Francis Street (Brighton): hot water tank replacement.
- 12 & 12A Meade Street (Brighton): landscaping and walkways, roof, work in crawl space to repair damaged beams, install exhaust fans, balcony railings
- 111 Front Street (Campbellford): balcony work - floors and railings
- 41 & 43 Wellington Street (Port Hope): walkways
- 45 Wellington Street (Port Hope): balcony work, soffit/siding, 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): hot water tanks
- 123 King Street (Colborne): new exterior doors installed.

129 Kent Street (Campbellford) Renovation:

After the acquisition of the existing 2 x 1 bedroom building in Q4 of 2024, we would like to start the renovation work at the property. The current list of required work includes, but is not limited to:

1. Repair brick work on the SE corner of the foundation
2. Remove and replace the decks
3. Repair sidewalks
4. Replace Hot Water tank.
5. Replace kitchen flooring
6. Replace drop ceiling tiles

The anticipated cost of the above, plus any unknown work will be approximately \$50k-\$60k. We would like to add an additional \$15k contingency, for a total budget of \$75k for renovations at the property.

Financial Impact

The 2025 capital projects are on budget and proceeding well.

Conclusion

It is recommended that the NCHC Board of Directors receive this report for information. Further, it is recommended that the Board approve the requested budget of \$75,000 for renovation work at 129 Kent Street in Campbellford, to be funded through CMHC Affordable Housing Fund for Renovations of NCHC Buildings.



Northumberland County Housing Corporation (NCHC) Report to Board

March 26th, 2025

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 is complete and eavestrough installation ongoing. Painting flooring and millwork complete. Final electrical and plumbing connections are in progress.

Building #4 Exterior siding and fascia installation ongoing. Insulation and boarding are complete and finish drywall, painting and flooring are progressing.

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# 62 Credit for reduced scope elimination of drain water heat recovery coil installation in building 3 & 4. \$ - 3,028.48

CO# 63 Installation of water pressure reducing valve in all 4 buildings. \$ 9,794.64

Total approved Change Orders this reporting period. \$ 9,794.64

Total construction Change Orders to date for Phase 2 only. \$ 340,391.70

Total project construction Change Orders committed to date. \$ 1,126,584.60

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	\$ 13,812,114	\$ 14,803,785
Project Soft Costs (Project Management, appliances etc.)	\$ 1,672,504	\$ 991,670.84	\$ 1,077,535
Non Recoverable HST 1.73%			\$ 279,360
Total	\$ 18,097,796	\$ 14,803,785	\$ 16,152,103

*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.