



Special Meeting of Board of Directors Agenda

Thursday, October 14, 2021

11:00 a.m. – 12:00 p.m.

Northumberland County

Zoom Video Conference

<https://us06web.zoom.us/j/88039415042?pwd=SmkybEM2ZFpuUnZwQnZ1ZnZ1UW93UT09>

Dial-in: (647) 558-0588

Meeting ID: 880 3941 5042

Passcode: 297321

- 1. Call to Order**
Victor Fiume, Vice Chair
- 2. Territorial Land Acknowledgement**
Victor Fiume
- 3. Approval of the Agenda**

Recommended Motion:

“That the agenda for the October 14, 2021 Special Meeting of the Northumberland County Housing Corporation Board of Directors be approved.”

- 4. Declarations of Interest**
- 5. Approval of Minutes**
Minutes of September 22, 2021

Recommended Motion:

“That the minutes of the September 22, 2021 meeting of the Northumberland County Housing Corporation be approved.”

- 6. 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

Further That the meeting is closed to the public as permitted under the Municipal Act Section 239 (2k) in order to address matters pertaining to a position, plan, procedure, criteria or instruction to be applied to any negotiations carried on behalf of the NCHC and that Lisa Horne, Maddison Ellis, Mark McIntosh, Kaela Esseghaier, Rebecca Carman, and Nick Swerdfeger remain present.”

7. Motion to Rise and Results from Closed Session

Recommended Motion:

“**That** the NCHC Board of Directors rise from Closed Session at _____ p.m.; and

Further That the confidential resolutions moved in Closed Session pertaining to a position, plan, procedure, criteria or instruction to be applied to any negotiations carried on behalf of the NCHC is hereby referred to the Board for adoption.”

8. Elgin Park Redevelopment Construction RFP – Staff Authority to Award (attached)

Rebecca Carman

“**That** the NCHC Board of Directors approve County Staff to award RFP 21-24 to the highest ranked proponent, once the evaluation process and any negotiations are complete; and

Further That the Board authorize signing authorities to enter into an agreement with the General Contractor and commence construction thereafter, so long as the highest ranked proponent’s bid price is within the project budget approved through the July Board report; and

Further That the Board direct County Staff to manage and oversee the successful construction of Elgin Park, as through the Purchased Services Agreement, and provide regular updates to the Board on a bi-monthly basis.”

9. Next Meeting

Wednesday, October 27, 2021

10. Adjournment



Meeting of Board of Directors

Minutes

Wednesday, September 22, 2021

1:30 p.m. – 3:00 p.m.

Northumberland County

Zoom Video Conference

Board Members Present (virtual): Chair Gil Brocanier, Doug Bates, Neil Ellis, Victor Fiume, County Councillor John Henderson, Daniel Quesada Rebolledo, Treasurer Lindsey Reed, Lou Rinaldi, Anneke Russell

Board Members Present In-Person: County Councillor Gail Latchford, Jennifer Moore

Board Members' Regrets: N/A

Staff: Rebecca Carman (staff member appointed by board), Lisa Horne, Maddison Ellis, Angie Turpin, Brandon Upton

1. Call to Order

- Chair Gil Brocanier called the meeting to order at 1:30 p.m.

2. Territorial Land Acknowledgement

Gil Brocanier

3. Approval of the Agenda

Moved by: Daniel Quesada Rebolledo

Seconded by: Doug Bates

“**That** the agenda for the September 22, 2021 meeting of the Northumberland County Housing Corporation Board of Directors be approved.”

Disposition: Carried

4. Declarations of Interest

- No declarations

5. Approval of Minutes

Moved by: Lou Rinaldi

Seconded by: Jennifer Moore

"That the minutes of the August 18, 2021 meeting of the Northumberland County Housing Corporation be approved."

Disposition: Carried

6. Move to Closed Session

Moved by: Gail Latchford
Seconded by: Lindsey Reed

"That the NCHC Board of Directors proceed with the next portion of the meeting, being closed to the public at 1:35 p.m.; and

Further That the meeting is closed to the public as permitted under the *Municipal Act* Section 239. (2k) in order to address matters pertaining 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 NCHC, and that Lisa Horne, Maddison Ellis, and Rebecca Carman remain present; and

Further That the meeting is closed to the public as permitted under the *Municipal Act* Section 239. (2b) in order to address personal matters about an identifiable individual and that Lisa Horne, Maddison Ellis, and Rebecca Carman remain present."

Disposition: Carried

[Doug Bates left the meeting at 2:14 p.m.]

7. Motion to Rise and Results from Closed Session Doug Bates left meeting

Moved by: John Henderson
Seconded by: Gail Latchford

"That the NCHC Board of Directors rise from Closed Session at 2:19 p.m.; and

Further That the confidential resolution moved in Closed Session pertaining 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 NCHC is hereby referred to the Board for adoption; and

Further That the confidential resolution moved in Closed Session pertaining to personal matters about an identifiable individual is hereby referred to the Board

for adoption.”

Disposition: Carried

8. NCHC 2022 Meeting Schedule

- Rebecca Carman briefly discussed the proposed 2022 meeting schedule, outlining that staff recommend that meeting times remain from 1:30 p.m. – 3:00 p.m.

Moved by: Lou Rinaldi

Seconded by: Neil Ellis

“**That** the NCHC Board of Directors approve the proposed NCHC Board meeting schedule for 2022.”

Disposition: Carried

9. Canada-Ontario Community Housing Initiative Year 3 Funding

- Rebecca Carman indicated that the Province has announced a top-up allocation to the Year 3 funding for the Canada-Ontario Community Housing Initiative (COCHI) in the amount of \$112,500.
- Staff have selected two projects that meet funding requirements.
- Projects look to improve accessibility of exterior walkways at 6 Percy, Colborne, Ontario and 111 Front Street, Campbellford.

Moved by: Lindsey Reed

Seconded by: Neil Ellis

“**That** the NCHC Board of Directors authorize the corporate signing authorities to enter into a funding agreement with Northumberland County for the Canada-Ontario Community Housing Initiative Year 3 funding, supporting the completion of AODA compliant exterior walkways at 6 Percy, Colborne, Ontario and 111 Front Street, Campbellford, Ontario.”

Disposition: Carried

10.1 Church Street, Colborne Development – 6 Percy Street Follow Up

- Rebecca Carman indicated that the Township of Cramahe has addressed all of the items raised by staff regarding the proposed development.
- Rebecca explained that:
 - The fence will remain;
 - There may be some landscaping required during the project;
 - Slope of roof will not cause snow to fall on NCHC property;
 - Emergency exit stairs will be 6 feet away from property line, which is sufficient room; and
 - Excavation should not impact NCHC property, however, additional parking spaces will be provided if necessary.
- Staff will continue to monitor as the Township of Cramahe proceeds with the planning process.

Moved by: Jennifer Moore

Seconded by: Neil Ellis

“**That** the verbal update on the future development of 1 Church Street, Colborne and its potential impacts on 6 Percy Street, Colborne be received for information.”

Disposition: Carried

11. Elgin Park Redevelopment Construction RFP – Staff Authority to Award

[Anneke Russell left the meeting at 2:28 p.m.]

- Discussion took place regarding the Elgin Park Redevelopment Construction RFP and NCHC Board of Directors asked for the item to be referred to a Special NCHC Board Meeting.

Moved by: Neil Ellis

Seconded by: Lou Rinaldi

“**That** the NCHC Board of Directors defer authorizing staff to award RFP 21-24 to the highest ranked proponent until further recommendations are brought back to the Board.”

Disposition: Carried

12. NCHC 2022 Budget

- Angie Turpin provided a detailed overview of the 2022 NCHC budget.
- Rebecca Carman spoke to 2022 budget pressures, such as COVID-19 cleaning costs.
- Chair Brocanier reinforced the need for an Operations Supervisor.

[Jennifer Moore left the meeting at 3:00 p.m.]

[Lou Rinaldi left the meeting at 3:04 p.m.]

Moved by: John Henderson
Seconded by: Lindsey Reed

“**That** the NCHC Budget for 2022 be approved as presented and referred to the Shareholder for consideration in the broader 2022 Northumberland County Budget.”

Disposition: Carried

13. New Business

- Chair Brocanier discussed Habitat for Humanity Northumberland's equity program for the 473 Ontario Street, Cobourg project.
- Chair Brocanier explained that Habitat for Humanity will take a portion of rent and place it in an 'equity bank'.
- When individual(s) move out, they will get to keep the equity that was put into the bank.

14. Next Meeting

Wednesday, October 27, 2021

15. Adjournment

- Meeting adjourned at 3:10 p.m.



Northumberland County Housing Corporation (NCHC) Report to Board

October 14, 2021

Elgin Park Redevelopment Construction RFP – Staff Authority to Award

Prepared by: Rebecca Carman, Housing Services Manager and Kaela Esseghaier, Project Manager, Major Capital Projects

Issue

County Staff are seeking the NCHC Board's approval to award RFP 21-24 upon completion of the evaluation process and negotiations in order to facilitate construction start.

Recommendation

It is recommended that the Board of Directors approve County Staff to award RFP 21-24 to the highest ranked proponent, once the evaluation process and any negotiations are complete.

It is also recommended that the Board authorize signing authorities to enter into an agreement with the General Contractor and commence construction thereafter, so long as the highest ranked proponent's bid price is within the project budget approved through the July Board report.

It is further recommended that the Board direct County Staff to manage and oversee the successful construction of Elgin Park, as through the Purchased Services Agreement, and provide regular updates to the Board on a bi-monthly basis.

Background

County Staff issued Request for Proposals (RFP) 21-24 for the Construction of the Elgin Park Affordable Housing Project on July 5, 2021, and closed on August 16, 2021. A total of seven (7) proposals were received.

The proposals are being evaluated based on the following criteria:

- Company Information
- Project Methodology
- Project Team and Experience
- LEED Project Experience
- Project Schedule



- Health and Safety
- Sub-trades and their Qualifications
- References

General Contractor proponents were required to achieve a score of 70% (70/100) in the evaluation and be among the top three scorers to proceed to the presentations stage of the RFP.

The second stage of the review process consisted of a presentation by the General Contractor Proponents to a review panel comprised of:

- Manager, Major Capital Projects, Northumberland County
- Project Manager, Major Capital Projects, Northumberland County
- Housing Services Manager, Northumberland County and Northumberland County Housing Corporation

The intent of the presentations was to allow the General Contractor Proponents the opportunity to demonstrate their ability to successfully undertake, manage, and deliver The Project, to answer questions, and provide clarification on their proposal as it relates to the evaluation criteria. The RFP allowed for the review panel to adjust their preliminary evaluation scores based on the information provided by the General Contractor Proponents during their presentations.

Analysis

The County, acting on the behalf of NCHC through the Purchased Services Agreement, is currently nearing the end of the RFP evaluation process. Once this process is complete any necessary negotiations with the successful proponent will take place.

County staff are seeking the authority through the NCHC Board of Directors to award to the highest ranked proponent once the evaluation and any negotiations are complete, and in addition, to enter into an agreement with the General Contractor, and commence construction thereafter, so long as the highest ranked proponent's bid price is within the project budget approved through Council Report 2021-107.

This authority will expedite the construction start of the project so that the project can benefit from beginning during the fall construction season and aid in ensuring the project is delivered on budget and on schedule. Allowing construction to begin as soon as possible ensures that Contractors can lock in prices with suppliers and sub-trades, in addition to avoiding a construction start during the winter months.

Throughout the construction of Elgin Park, the project will be closely managed by Major Capital Projects with the support of the Housing Services Manager with the goal of completing the project on time and on budget. In order to achieve this, County staff will

be required to make decisions on behalf of the NCHC quickly and in real time to ensure the project continues to move forward. To do this, staff will consider budget implications including contingency allocations as well as the impact to the overall project purpose and scope. This will generally take place through standard mechanisms during construction projects (i.e. change orders).

Major Capital Projects will report to the board regularly on the status of the project, including progress, milestones and budget implications. This reporting is proposed to take place on a bi-monthly basis beginning upon the commencement of construction.

Financial Impact

There is no additional financial impact associated with this report. The NCHC Board of Directors approved a total project budget of \$18,450,000 (not including the value of land) on May 26, 2021. The specific costs are broken down as follows:

- \$13,700,000 in hard construction costs
- \$3,100,000 in escalations and contingencies
- \$1,330,000 in soft costs
- \$320,000 in unrecoverable HST

In addition, County Council approved the financing strategy through Council Report 2021-107 as follows:

- \$5,770,000 committed grant from Canada-Ontario Community Housing Initiative
- \$1,500,000 anticipated forgivable loan from CMHC's Co-Investment Fund
- \$518,964 funding through Northumberland County
- \$199,502 funding through the Town of Cobourg
- \$10,461,534 Infrastructure Ontario debenture

The final amount required for financing would be based on the ability to acquire CMHC Co-Investment funds, actual project costs and would be aligned with the construction contract once executed. Staff are to provide the NCHC Board and County Council with ongoing updates during construction on costs and progress aligned with key milestones.

An Infrastructure Ontario debenture for costs not secured by other funding sources, should the County not be successful in receiving the full allocation from CMHC.

Conclusion

It is recommended that the NCHC Board of Directors:

- Approve County Staff to award RFP 21-24 to the highest ranked proponent, once the evaluation process and any negotiations are complete.



- Authorize signing authorities to enter into an agreement with the General Contractor and commence construction thereafter, so long as the highest ranked proponent's bid price is within the project budget approved through the July Board report.
- Direct County Staff to manage and oversee the successful construction of Elgin Park, as through the Purchased Services Agreement, and provide regular updates to the Board on a bi-monthly basis.