



**Meeting of Board of Directors  
Minutes**

**Wednesday, October 27, 2021**

**1:30 p.m. – 3:00 p.m.**

Northumberland County

Zoom Video Conference

**Board Members Present (virtual):** Chair Gil Brocanier, Doug Bates, Secretary Neil Ellis, Councillor John Henderson, Councillor Gail Latchford, Daniel Quesada-Rebolledo, Treasurer Lindsey Reed, Lou Rinaldi, Anneke Russell

**Board Members Present In-Person:** Jennifer Moore

**Board Members' Regrets:** Vice-Chair Victor Fiume

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

**Guests:** John Fox, Ismail Ibrahim

**1. Call to Order**

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

**2. Territorial Land Acknowledgement**

**3. Approval of the Agenda**

Moved by: Lindsey Reed

Seconded by: Gail Latchford

“**That** the agenda for the October 27, 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: Doug Bates

“**That** the minutes of the October 14, 2021 Special Meeting of the Northumberland County Housing Corporation be approved.”

Disposition: Carried

**6. Construction Management Delivery Method – 473 Ontario Street Presentation**

- John Fox, Partner, Robins Appleby LLP provided a detailed presentation on construction management for the 473 Ontario Street project.
- Rebecca Carman indicated that this presentation will also be provided at the November 3, 2021 Social Services Standing Committee meeting.
- Rebecca Carman outlined next steps and project timelines, indicating that construction is expected to start in 2023/2024 with an anticipated completion date of 2025.

*[Doug Bates left the meeting at 2:04 p.m.]*

Moved by: Daniel Quesada-Rebolledo

Seconded by: John Henderson

“**That** the NCHC Board of Directors receive the presentation regarding ‘Construction Management for 473 Ontario Street’ for information.”

Disposition: Carried

**7. Third Quarter Financial Update**

- Angie Turpin provided an update on the NCHC’s quarter 3 financial results.

Moved by: Jennifer Moore

Seconded by: Lindsey Reed

“**That** the NCHC Board of Directors receive the third quarter financial update for information.”

Disposition: Carried

**8. Third Quarter Capital Project Update**

- Brandon Upton indicated that 2021 capital projects are on budget and proceeding as planned, noting that COVID-19 may cause some project delays, however, financial impacts are expected to be minimal.

Moved by: John Henderson  
Seconded by: Neil Ellis

**“That** the NCHC Board of Directors receive the ‘2021 Projects Update – 3rd quarter’ report for information.”

Disposition: Carried

*[Councillor Gail Latchford left the meeting at 2:30 p.m.]*

## **9. Elgin Park Redevelopment Easement Agreement with Bell Canada**

Moved by: Jennifer Moore  
Seconded by: Anneke Russell

**“That** the NCHC Board of Directors authorize NCHC signing authorities to enter into an Easement Agreement with Bell Canada for the Elgin Park Redevelopment project.”

Disposition: Carried

## **10. Update on COVID-19 Protocols**

- Rebecca Carman provided a brief update on COVID-19 protocols, highlighting that a memo was sent to tenants regarding the closing of common rooms.

Moved by: Anneke Russell  
Seconded by: Jennifer Moore

**“That** the NCHC Board of Directors receive the ‘Update on COVID-19 Protocols’ report for information.”

Disposition: Carried

## **11. Policy Review**

- Rebecca Carman provided a brief overview of the ‘Eviction Prevention Policy for Social Issues’ and the ‘Eviction Prevention Policy for Non-Payment of Rent’, stating that these are critical policies that set the strategic direction for the NCHC.

Moved by: Jennifer Moore  
Seconded by: Neil Ellis

**“That** the NCHC Board of Directors receive the presented policies (‘Eviction Prevention Policy for Social Issues’, and ‘Eviction Prevention for non-payment of

rent') for information, noting that the policies will be brought forward for approval at a future meeting as part of the full NCHC policy manual.”

Disposition: Carried

## **12. Ontario Priorities Housing Initiative and Canada-Ontario Community Housing Initiative Underspensing – Contingent Approval**

- Rebecca Carman indicated that the County as the Service Manager has to allocate all Provincial funding by December 31, 2021.
- Rebecca Carman explained that staff anticipate underspensing and are seeking the Board’s approval to reallocate funding to a scheduled 2022 project.
- Staff committed to reporting back to the NCHC Board of Directors.

Moved by: Lindsey Reed

Seconded by: Neil Ellis

“**That** the NCHC Board of Directors authorize that any further allocations from Ontario Priorities Housing Initiative and/or Canada-Ontario Community Housing Initiatives year 2 or 3 funding, should they be identified by the Service Manager be approved and directed toward an appropriate capital project; and

“**Further That** the Board authorize signing authorities for the NCHC to enter into any subsequent agreements with the Service Manager to secure this funding.”

Disposition: Carried

## **13. Vacant Director Position Recruitment**

- A discussion took place on the benefits of filling the vacant position and NCHC Directors discussed an early 2022 timeline for recruitment.

Moved by: Neil Ellis

Seconded by: Lindsey Reed

“**That** the Board direct staff to advertise for the vacant position on the NCHC Board of Directors.”

Disposition: Carried

## **14. New Business**

Gil Brocanier

### **14.1 2021 Carry-overs for NCHC capital budget**

- Please refer to the attached report.

- Brandon Upton highlighted four projects that staff are requesting to carry over to 2022 for completion.

Moved by: Lou Rinaldi  
Seconded by: Neil Ellis

**“That** the NCHC Board of Directors approve the following carryovers:

- \$27,195 for the completion of the HVAC replacement at 45 Wellington Street, Port Hope, Ontario.
- \$36,133 for the completion of the design portion of the 330 King Street, Cobourg, Ontario lift improvement project.
- \$94,755 for the completion of the HVAC replacement at 8 King Street, Colborne, Ontario.
- \$235,875 for the completion of the replacement of 303 stoves; and

**Further That** the Board authorize staff to amend these amounts, based on any final invoices received prior to the County Council deadline and that these amounts are referred to County Council for approval as Sole Shareholder;

**Further That** the Board approve the project savings from the 24 Queen Street Balcony Replacement Project be transferred to the NCHC Maintenance Reserve Account, based on final project invoicing, up to a maximum amount of \$125,000.”

Disposition: Carried

### **15. Move to Closed Session**

Moved by: Anneke Russell  
Seconded by: Lou Rinaldi

**“That** the NCHC Board of Directors proceed with the next portion of the meeting, being closed to the public at 2:51 p.m.; 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

### **16. Motion to Rise and Results from Closed Session**



Moved by: Anneke Russell  
Seconded by: Daniel Quesada-Rebolledo

"**That** the NCHC Board of Directors rise from Closed Session at 3:02 p.m."

Disposition: Carried

**17. Next Meeting**

Wednesday, November 24, 2021

**18. Adjournment**

- Meeting adjourned at 3:03 p.m.



## **Northumberland County Housing Corporation (NCHC) Report to Board**

**October 27, 2021**

### **2021 Carry-overs for NCHC capital budget**

**Prepared by:** Brandon Upton, Facilities Manager

#### **Issue**

Budgets from four projects need to be carried over to 2022, for the completion of each project.

#### **Recommendation**

It is recommended that the NCHC Board of Directors approve four carryovers as outlined below:

1. \$27,195 for the completion of the HVAC replacement at 45 Wellington Street, Port Hope, Ontario.
2. \$36,133 for the completion of the design portion of the 330 King Street, Cobourg, Ontario lift improvement project.
3. \$94,755 for the completion of the HVAC replacement at 8 King Street, Colborne, Ontario.
4. \$235,875 for the completion of the replacement of 303 stoves.

It is further recommended that the NCHC Board of Directors authorize staff to amend these amounts, based on any final invoices received prior to the County Council deadline. It is further recommended that the NCHC Board of Directors refer these carryovers to County Council for approval as sole shareholder.

It is further recommended that the project savings from the 24 Queen Street Balcony Replacement Project be transferred to the NCHC Maintenance Reserve Account, based on final project invoicing, up to a maximum amount of \$125,000.

#### **Background**

After budget approval for 2021 a decision was made to separate the design process and construction process for larger, more complex projects. In 2021, two projects were planned with an extremely demanding timeline, and it was determined to only complete the design process in 2021, and carry-over the remaining budget for construction/installation to take place in 2022. This is the case for 45 Wellington HVAC replacement and 330 King lift improvements. Carry-over amounts have been reported



as exact as possible and will be adjusted with assistance from Finance prior to the November budget carry-over deadline. Actual billed amounts of designs could be lower than the quoted costs based on construction components to the design work.

45 Wellington HVAC replacement was budgeted for \$35,000. A detailed design including additional costs for structural components was needed to be done in 2021 for a cost of \$18,600. The billed amount of the design work is \$7,804.99, and the remaining budget of \$27,195 is requested to be carried over to 2022 for the completion of the project (the combined total of the underspending in the design budget as well as the unspent amount in the total project budget). Additional budget will be required from the 2022 NCHC capital budget.

330 King Street lift improvement project was budgeted for \$40,000. A design was completed based on recommendations from the BCA's and elevator audits. The design was completed for \$6,500. The billed amount of the design work is \$3,866.88 and the remaining budget of \$36,133 (the combined total of the underspending in the design budget as well as the unspent amount in the total project budget) is requested to be carried over to 2022 for the completion of the project. Additional budget will be required from the 2022 NCHC capital budget.

In 2020, an RFQ was issued for a project at 8 King Street in Colborne for the replacement of an HVAC unit and installation of new exhaust systems in each unit. This project closed and was higher than expected. This capital money was carried over into 2021, but with COVID still a reality the work was not completed. This is now planned to be completed in 2022 with the use of in-house staff to keep this within budget. It is requested that \$94,755 is carried over to 2022.

In 2021, an RFQ was issued for the replacement of 303 stoves at 11 NCHC apartments buildings across the County. This procurement proceeded with guidance from the purchasing department due to supply chain concerns. The RFQ closed and was awarded for \$231,795 plus \$4,079.59 (non-recoverable HST) for a total of \$235,874.59 to be carried over to 2022. Delivery and installation are tentatively scheduled for December 2021, but with many supply chain delays and the holiday season this could lead to needing to carry-over these funds to 2022. This project is also being supported through the Ontario Priorities Housing Initiative Year 2 funding, and this funding amount will be removed from the final carry over request to County Council.

The 24 Queen Street Balcony Replacement project came in under budget. With the work nearing completion, it is anticipated that a project savings of approximately \$100,000 will be realized. It is recommended that this savings is transferred to the NCHC maintenance reserve account for a future capital need.

## **Analysis**





Most projects were completed in 2021 with the added complexity of dealing with COVID-19 concerns and protocols. The identified projects in this report were not completed in 2021 for different reasons, but with additional staff in facilities in 2022 more work will be able to be completed in a more cost-effective manner.

### **Financial Impact**

2021 capital project expenditures are within the original budget, and the requested carry-overs do not have any additional financial impacts for NCHC.

### **Conclusion**

It is recommended that the NCHC Board of Directors approve the four carryover requests as outlined above.