



Meeting of Board of Directors Agenda

September 28, 2022

1:30 p.m. – 3:00 p.m.

Northumberland County

Zoom Video Conference

<https://us06web.zoom.us/j/87270183895?pwd=Qnh0TXA3RitQZ2hYbngvSWISOUZLdz09>

Dial-in: (885) 703-8985

Meeting ID: 872 7018 3895

Passcode: 197799

- 1. Call to Order**
Gil Brocanier, Chair
- 2. Territorial Land Acknowledgement**
Gil Brocanier
- 3. Approval of the Agenda**

Recommended Motion:

“**That** the agenda for the September 28, 2022 meeting of the Northumberland County Housing Corporation Board of Directors be approved.”

- 4. Declarations of Interest**

- 5. Approval of Minutes**
Minutes of August 31, 2022

Recommended Motion:

“**That** the minutes of the August 31, 2022 meeting of the Northumberland County Housing Corporation be approved.”

- 6. NCHC Board Meetings 2023 Schedule** (attached)
Rebecca Carman, Housing Services Manager

Recommended Motion:

“That the NCHC Board of Directors approve the proposed NCHC Board meeting schedule for 2023.”

7. Memo: County Council Representative Participation (attached)
Maddison Ellis, Deputy Clerk

Recommended Motion:

“That the NCHC Board of Directors receive the ‘County Council Representative Participation’ memo for information.”

8. Building Replacement Values – 2023 Renewal Direction (attached)
Carl Bonitto, Purchasing and Risk Manager

“That the NCHC Board of Directors direct staff to complete the 2023 insurance renewal using the full building replacement values as identified in the 2021 Building Condition Audits.”

9. 2022 Strategic Priorities Status Update (attached)
Rebecca Carman, Housing Services Manager

Recommended Motion:

“That the NCHC Board of Directors receive the ‘2022 Strategic Priorities Status Update’ for information.”

10. New Business
Gil Brocanier

- Notice regarding October 26, 2022 Board meeting (approval of 2023 draft budget).

11. 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(2c) in order to address matters pertaining to a proposed or pending acquisition or disposition of land by the municipality or local board; and

Further That the meeting is closed to the public as permitted under the Municipal Act Section 239 (2b) in order to address two matters pertaining to personal matters about an identifiable individual, including municipal or local board employees or tenants; and

Further That Lisa Horne, Rebecca Carman, Bill Smith, Maddison Ellis and Cheryl Sanders remain present for all items.”

12. 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 three confidential resolutions moved in Closed Session regarding one property matter, and two personal matters about an identifiable individual are hereby referred to the Board for adoption.”

13. Next Meeting

Wednesday, October 26, 2022

14. Adjournment

Recommended Motion:

“**That** the meeting be adjourned at _____ p.m.”



Meeting of Board of Directors Minutes

August 31, 2022

1:30 p.m. – 3:00 p.m.

Northumberland County

Zoom Video Conference

Join Zoom Meeting

Board Members Present (virtual): Chair Gil Brocanier, Cathy Borowec, Neil Ellis, Steve Gilchrist, County Councillor John Henderson, County Councillor Gail Latchford, Daniel Quesada-Rebolledo, Lindsey Reed, Lou Rinaldi, Anneke Russell

Board Members Present in Person: Jennifer Moore

Board Members' Regrets: Doug Bates, Victor Fiume

Staff:

- Rebecca Carman, Housing Services Manager (Appointed by Board)
- Regine Climaco, Project Coordinator
- Maddison Ellis, Deputy Clerk
- Lisa Horne, Director of Community & Social Services
- Wayne Kernohan, Senior Maintenance Technician
- Darrell Mast, Municipal Solicitor
- Susan Redford, Senior Financial Officer
- Cheryl Sanders, Deputy Clerk
- Bill Smith, Housing Services Operations Supervisor
- Brandon Upton, Facilities Manager.

1. Call to Order

- Chair Gil Brocanier called the meeting to order at 1:31 p.m.

2. Territorial Land Acknowledgement

Chair Gil Brocanier

3. Approval of the Agenda

Moved by: Daniel Quesada-Rebolledo

Seconded by: Neil Ellis

“**That** the agenda for the August 31, 2022 meeting of the Northumberland County Housing Corporation Board of Directors be approved.”

Disposition: **Carried**

4. Declarations of Interest

- Steve Gilchrist and Councillor John Henderson declared a ‘disqualifying interest’ (see attached Declaration of Interest forms) with regards to agenda item 9 ‘Access to Buildings – Municipal Elections’.

5. Approval of Minutes

Minutes of July 27, 2022

Moved by: Neil Ellis

Seconded by: Gail Latchford

“**That** the minutes of the July 27, 2022 meeting of the Northumberland County Housing Corporation be approved.”

Disposition: **Carried**

6. Elgin Park Redevelopment – Major Capital Projects Update

- Regine Climaco provided a high-level overview of the Elgin Park Redevelopment project and highlighted existing change orders.

Moved by: Lou Rinaldi

Seconded by: Jennifer Moore

“**That** the NCHC Board of Directors receive the Elgin Park Redevelopment update for information.”

Disposition: **Carried**

7. Ontario Priorities Housing Initiative Year 4 Allocation – 330 King Watermain

- Rebecca provided a detailed overview of the Ontario Priorities Initiative and noted that staff are looking to expand the scope of the project to improve fire

safety, accessibility, parking, and esthetics of the building, all within the existing budget.

Moved by: Gail Latchford

Seconded by: Cathy Borowec

That the NCHC Board of Directors approve the receipt of Ontario Priorities Housing Initiative Year 4 funding in the amount of \$273,000 to complete the watermain replacement project at 330 King Street, Cobourg, Ontario; and

Further That the Board approve the expansion of this project based on possible cost savings by considering other related site work at 330 King Street and/or other priorities as based on data in Asset Planner across the portfolio; and

Further That the Board direct staff to provide an update on final project scope to the Board at a future meeting; and

Further That the Board direct signing authorities to enter into an agreement with the Service Manager for funding.”

Disposition: **Carried**

8. 2023 Budget Direction – Disinfecting Protocol

[Cathy Borowec left the meeting at 2:03 p.m.]

- Rebecca Carman provided a high-level overview of the 2023 Budget Direction ‘Disinfecting Protocol’.
- Rebecca noted that legislation which required twice daily cleaning has been repealed.
- Staff suggest reverting to cleaning three days per week.

Moved by: Gail Latchford
Seconded by: Lou Rinaldi

“**That** the NCHC Board of Directors direct staff to draft the 2023 budget to follow the pre-covid cleaning levels (disinfecting common touchpoints at NCHC owned buildings three times a week).”

Disposition: **Carried**

9. Access to Buildings – Municipal Election (verbal)

[Cathy Borowec rejoined to the meeting at 2:09 p.m.]

[Steve Gilchrist joined the meeting at 2:20 p.m.]

[Lindsay Reed left the meeting at 2:25 p.m.]

- Steve Gilchrist and Councillor John Henderson declared a disqualifying interest and did not participate in the consideration/discussion of this item and did not vote.
- Darrell Mast provided a detailed verbal update.
- Discussion ensued regarding protocol of municipal election candidates and authorized canvassers when accessing NCHC properties.
- Staff intend to discuss protocol with tenants in accordance with legislative requirements.
- Suggestion was made to forward communications through Member Municipal Clerks outlining building locations and protocols when accessing buildings.

Moved by: Cathy Borowec
Seconded by: Jennifer Moore

“**That** the NCHC Board of Directors direct staff to prepare and implement protocols to provide access to common areas of NCHC’s residential properties for election Candidates and their authorized canvassers during the 2022 Municipal Election in accordance with Section 88.1 of the *Municipal Elections Act, 1996* which shall at a minimum include:

- Authority for the Housing Services Manager to act as the “person in control” for NCHC properties, and to designate others as “persons in control” of one or more NCHC properties for the purposes of providing access to municipal

election candidates and their authorized canvassers for the purposes of campaigning; and

- Direction that candidates and their authorized canvassers shall be provided access to NCHC properties by the Housing Services Manager, or such other person designated as having “control” of the property only for the purposes of campaigning at the doors of apartments, units or houses as the case may be; and
- Requirements that candidates and their authorized canvassers requesting access to NCHC properties provide valid identification and satisfy the Housing Services Manager or other person designated that they are a candidate in the municipal election or have been authorized by a candidate to canvass on their behalf; and
- A restriction on access for candidates and authorized canvassers to NCHC properties for the purposes of campaigning to the hours between 9:00 am and 9:00 pm during the municipal election period (August 19, 2022 – October 24, 2022); and
- Communicating to residents, contractors and others who may reasonably be approached by candidates or canvassers that they are not obligated to allow any person to enter a building or NCHC property for the purposes of campaigning and should refer any requests to the Housing Services Manager or other designated person in control of the property; and
- Communicating to residents that although candidates and authorized canvassers must be allowed access to common areas for the purposes of campaigning at the doors of units, they are not required to speak with candidates or their representatives, accept election materials, or provide access to units or other private areas; and
- Authorizing the Housing Services Manager to deny or remove access to NCHC properties for candidates or their authorized canvassers where, in the reasonable opinion of the Housing Services Manager, those persons are engaged or will engage in activities at NCHC properties that are not related to campaigning.”

Disposition: **Carried**

10. New Business

N/A

11. Move to Closed Session

Moved by: Neil Ellis

Seconded by: Lou Rinaldi

"**That** the NCHC Board of Directors proceed with the next portion of the meeting, being closed to the public at 2:30 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 matters pertaining to personal matters about an identifiable individual, including municipal or local board employees or tenants and that Lisa Horne, Maddison Ellis, Cheryl Sanders, Rebecca Carman, and Bill Smith remain present."

Disposition: **Carried**

[Lindsay Reed rejoined the meeting at 2:35 p.m.]

12. Motion to Rise and Results from Closed Session

Moved by: Cathy Borowec

Seconded by: Daniel Quesada-Rebolledo

"**That** the NCHC Board of Directors rise from Closed Session at 2:38 p.m.; and

Further That the confidential resolution moved in Closed Session regarding personal matters about an identifiable individual, including municipal or local board employees or tenants is hereby referred to the Board for adoption."

Disposition: **Carried**

13. Next Meeting

- Wednesday, September 28, 2022

14. Adjournment

Moved by: Neil Ellis

Seconded by: Steve Gilchrist



"That the meeting be adjourned at 2:42 p.m."

Disposition: **Carried**



Declaration of Interest

Member's Name **STEVE GILCHRIST**

Meeting Date

AUGUST 31, 2022

Council

Name of Committee or Board:

NORTHUMBRELAND COUNTY HOUSING CORPORATION

Item Number

9

Agenda Item Title

ACCESS TO BUILDINGS - MUNICIPAL ELECTION

I declare a direct or indirect pecuniary interest (including a deemed direct or indirect pecuniary interest) in the agenda item noted above in accordance with s. 5 of the Municipal Conflict of Interest Act.

I declare a disqualifying interest in the agenda item noted above in accordance with Rule No.1 of the Code of Conduct, Avoidance of Conflicts of Interest.

The nature of my interest is as follows:

AS A CERTIFIED CANDIDATE IN THE UPCOMING ELECTION, FROM AN ABUNDANCE OF CAUTION, I THOUGHT IT BEST TO DISQUALIFY MYSELF FROM PARTICIPATING IN DISCUSSIONS SURROUNDING ACCESS TO BUILDINGS DURING THE MUNICIPAL ELECTION. THAT SAID, I AM RUNNING IN A MUNICIPALITY IN WHICH THE CORPORATION HAS NO UNITS, SO THE DISCUSSION, AND THE MOTION, WILL NOT AFFECT ME, IN ANY WAY.

Declaration Date

AUGUST 21, 2022

Signature of Member:

Clerk's Office Use:

Received

Received by:



Northumberland County Housing Corporation (NCHC)

2023 Meeting Schedule

Thursday, January 26, 2023

Wednesday, February 22, 2023

Wednesday, March 22, 2023

Wednesday, April 26, 2023

Wednesday, May 24, 2023 (Regular and Annual General Meeting)

Wednesday, June 28, 2023

Wednesday, July 26, 2023

Wednesday, August 30, 2023

Wednesday, September 27, 2023

Wednesday, October 25, 2023

Wednesday, November 22, 2023



September 20, 2022

Dear Members of Northumberland County Council,

The 2018-2022 Municipal Council Term ends on November 14, 2022.

Please note that County Council memberships on the six Standing Committees end on November 14, 2022. Also, County Council memberships on these committees end on the same day:

1. Agriculture Advisory Group
2. Brighton Landfill Liaison Committee
3. Community Safety & Well-Being Collaborative Committee
4. Forest Advisory Committee
5. Haliburton Kawartha Pine Ridge (HKPR) District Health Unit - Board of Health
6. Management Operating Committee (MOC)
7. Northumberland County Housing Corporation
8. Ontario Health Team of Northumberland (OHT-N) Governance Advisory Council
9. Safe Communities Northumberland

Sincerely,

Maddison Ellis
Deputy Clerk
Northumberland County
ellism@northumberland.ca
905-372-3329 ext. 2257

c.c. Nancy MacDonald, Manager of Legislative Services / Clerk
Cheryl Sanders, Deputy Clerk

**555 Courthouse Road, Cobourg, Ontario K9A 5J6
phone 905-372-3329 • fax 905-372-1696**



Northumberland County Housing Corporation (NCHC) Report to Board

September 28, 2022

Housing Insurance Renewal

Prepared by: Carl Bonitto and Rebecca Carmen

Issue

As a part of the 2020-2021 Building Condition Audits, Pinchin Ltd, included an assessment of NCHC property values. As a part of the 2023 insurance renewal process, revisions to the building replacement values will need to be considered.

Recommendation

It is recommended that the NCHC Board of Directors direct staff to complete the 2023 insurance renewal using the full building replacement values as identified in the 2021 Building Condition Audits.

Background

As a result of the reassessed building replacement values, the NCHC has seen an increase in building values. Part of the insurance cost for the NCHC is based on building replacement costs should a significant claim be made for one of the NCHC's buildings.

In addition to the increased cost of insurance premiums as a result of increasing building replacement values, the cost of insurance premiums for the next insurance premium (renewal date is November 2022) are anticipated to increase anywhere from 15-20%. With the increase in building materials cost and inflation, the costs of replacement values have increased since the last time we completed a property value assessment.

Analysis

While we have not received the full renewal cost associated with the annual renewal increases expected as a result of the insurance market, there is a substantial risk to not sufficiently insuring the NCHC portfolio to the full replacement value.

It is recommended that the 2023 budget incorporates the full insurance premium at the reassessed building values for the full NCHC portfolio.



Financial Impact

Based on staff's best estimates, it is estimated that the increase to the NCHC budget will be approximately \$31,570 as outlined below:

Existing Base Coverage

Current Premium	\$77,000
Anticipated increase (~17.5%)	\$13,475
Existing Base Premium with increase	\$90,475

Expanded Coverage to Replacement Values

Premium with increase	\$90,475
Anticipated increase (~20%)	\$18,095
Premium with Annual Increase and Expanded Coverage	\$108,570

Conclusion

It is recommended that the NCHC Board of Directors authorize staff to incorporate the full building values when renewing next year's insurance rate.

The Board may also wish to consider a presentation from Marsh and HSC on the insurance services and coverage currently provided for the NCHC.



Northumberland County Housing Corporation (NCHC)

Report to Board

September 28, 2022

2022 Strategic Priorities Update

Prepared by: Rebecca Carman, Housing Services Manager

Several key priorities have been identified for action in 2022 as outlined in the 2021 NCHC Annual Report and the 2022 Business Plan for Housing Services. The below chart provides an update on the status of key projects that have been earmarked for action in 2022.

COVID-19 response

Action	Update
Adherence to public health requirements, increased disinfecting protocols	Complete

Governance and Financial

Action	Update
NCHC Policy revisions and drafting	Nearing completion, expected final policy to be presented in November 2022, with full binder brought forward early 2023.
Director recruitment and onboarding	Complete
Expansion of banking options	Complete
Review of corporate by-laws, including standard definition of term for officer positions, hybrid meeting formats	Ongoing, anticipated draft of revisions to be brought forward in November 2022.
Establish clear decision-making authorities for Board, Officer, internal department decision making	To be addressed in 2023.

Operations and Tenant Relations

Action	Update
Consider implementation of mandatory tenant insurance.	Implemented for new Rent Supplement Tenants, included in Policy Review.
Onboarding of Housing Services Operations Supervisor	Ongoing, approaching 6 months after hiring
Onboarding of new Housing Services Caseworkers	Ongoing, 3 new staff and 1 changed role (full complement of team).
Re-introduce more complete annual unit inspections	Complete
Re-introduce more fulsome tenant engagement	Actively implementing

Asset Management

Action	Update
Initiate the development of a fulsome Standard Operating Procedure manual	Procurement initiated, no submitted bids, seeking alternate solutions with procurement.
Seek out an automated laundry services solution.	In procurement.
Adapt project budgeting to demonstrate budget savings as a result of hiring additional facilities staff members.	Ongoing, to be more fulsomely implemented in 2023
Implementation of 2022 Capital Plan	Actively implementing, progress as reported quarterly by Facilities.



Strategic Planning

Action	Update
Complete the 2023-2027 NCHC Strategic Plan	In final design stage with document designer
Elgin Park Redevelopment including oversight of phase 1, supporting tenant relocation, securing financing and establishing waitlist and application processes	In active implementation
473 Ontario Street including entering into binding agreement with project partners and initiating design work	In active implementation
Completion of the NCHC Strategic Asset Management Plan	Nearing completion, anticipated to be brought forward in early 2023 for approval