



Northumberland County Housing Corporation Board of Directors Application

Complete this form if interested in applying for membership on Northumberland County Housing Corporation's Board of Directors.

Northumberland County Housing Corporation

Northumberland County Housing Corporation (NCHC) is a social housing provider in Northumberland County with a portfolio of over 350 social housing units in NCHC owned building and through rent supplement agreements with private landlords. The County of Northumberland is the sole shareholder of the NCHC and provides most services for the NCHC as per its service agreement. The County of Northumberland provides direction to the Board of Directors through its Shareholder Direction. NCHC provides rent-geared-to-income (RGI) and affordable rental housing options to low-income households while focusing on housing retention policies and practices alongside strong tenant engagement activities.

Board Responsibilities

The Board of Directors for the NCHC is responsible for the:

- Maintenance of corporate by-laws, agreements and reports as required by legislation and the shareholder;
- Development and submission of annual budget requirements to the County for Council consideration as a part of established budget cycle;
- Appointment of a Chair, Vice-Chair, Treasurer, Secretary and Manager of Housing Programs (and such other officers of NCHC as may be appropriate);
- Provision of long-range strategic planning as it relates to asset management and other key strategic decisions; and
- Oversight of expenditures and revenues, as well as establishing an annual budget and making a recommendation for adoption to the County as a sole-shareholder.

Term of Office

Directors serve at the pleasure of the Shareholder and the term of any Director will be set by the Shareholder at the time of appointment.

- each term for a Director shall be four (4) years;
- the Board term will align with the term of Northumberland County Council;
- a Director may be elected for a maximum of two terms as determined by County Council; and
- following the fulfillment of two (2) consecutive terms, Directors can apply for, and County Council may approve at its sole discretion, a sunset term for up to an additional two (2) years for the Director.

If an election of Directors is not held at the proper time, the incumbent Directors shall continue in office until their successors are elected by the Shareholder.

Board Composition

The Board of Directors shall consist of a maximum of thirteen (13) individuals, which shall have a minimum of six (6) Members of the Public. Within the Board composition there shall be two (2) members of Northumberland County Council and one (1) County staff person.

Shared Qualifications of the Board

As a collective, it is expected that the Board of Directors will include the following expertise, skillset and experience:

- Knowledge of the social housing sector;
- Planning Services, including knowledge of requirements and legislation in the mutli-residential sector;
- Development planning, including asset management planning;
- Facilities management;
- Legal and financial expertise;
- Social services delivery, including the provision of service for housing insecure households: and
- Knowledge of Northumberland County.

In addition, NCHC is seeking a diverse Board that includes perspectives and expertise of service delivery and unique needs of the community:

- Rural and urban experiences of homelessness (where possible representing a diverse range of communities across the County);
- Community-at-large representatives; and
- People with lived experience of homelessness, poverty and housing insecurity, including, but not limited to, tenants (former or current), youth, Indigenous people, newcomers/immigrants/refugees, people with disabilities and seniors.

First Name *

Last Name *

Address * 

Town/City *

Postal Code *

Email *

Phone Number *

Phone type *

- Home
- Mobile
- Business
- Other

Conflict of Interest:

Directors of the NCHC must ensure that their personal and/or business interests do not interfere with their duties. As such, all Directors must ensure there are no personal conflicts and that other agencies that they represent are not in receipt of funding from the County of Northumberland for the creation of affordable housing.

A Director will be considered to have a conflict of interest where:

- They, or a family member, has a direct or indirect pecuniary interest in a contract, a proposed contract or other business dealing with the County and/or the NCHC and where the Director could influence the decision made by the County and/or the NCHC with respect to the contract;
- The Director could directly influence a decision made in the course of performing Board duties, and also where the Director could indirectly influence the decision made by exerting personal influence; and
- Other situations as disclosed and outlined above – specifically as it relates to organizations in receipt of funding for the creation of affordable housing.

Further, all Directors of the NCHC will avoid conflicts of interest where possible, as defined in the following ways:

- Members shall avoid situations of real or apparent conflict of interest or bias.
- Members shall avoid participating in or influencing a proceeding when the member, or another person with whom the member has a close personal or professional relationship, has a financial or other private interest that may be affected by the proceeding or its outcome.
- Members shall not appear before the NCHC on their own behalf or as a representative on behalf of any party.

Do you have any personal or professional interests that may conflict with the interests of the NCHC? *

- Yes
- No

If YES, please describe in detail any personal or professional interests that may conflict with the interests of the NCHC.

Please share your motivation for applying to be a Board Member of Northumberland County Housing Corporation? What do you hope to contribute and how would you support the work of the Board? *

Describe your involvement with affordable and/or social housing. *

Please tell us about your interests, educational background, professional credentials or any other training relevant to this position. *

Please tell us about your community involvement, including relevant work experience, committee and Board involvement. *

NCHC is seeking a complementary balance of knowledge, skills and experience. Please identify those areas in which you have basic or advanced competencies and areas that you are interested in.

Knowledge of social housing sector and relevant legislation

- Basic
- Advanced
- Interested

Finance / Accounting

- Basic
- Advanced
- Interested

Legal

- Basic
- Advanced
- Interested

Real Estate

- Basic
- Advanced
- Interested

Facilities / Property Management

- Basic
- Advanced
- Interested

Strategic Planning

- Basic
- Advanced
- Interested

Governance Leadership, including by-law development, policy development, etc.

- Basic
- Advanced
- Interested

Development and Planning Expertise

- Basic
- Advanced
- Interested

Social Service Delivery and Planning

- Basic
- Advanced
- Interested

Service Delivery to Vulnerable Populations, including households facing housing insecurity

- Basic
- Advanced
- Interested

Community Engagement

- Basic
- Advanced
- Interested

Lived Experience of Poverty, Homelessness and Housing Insecurity

- Yes
- No
- Prefer not to disclose

Please specify other areas in which you have basic or advanced competencies or areas that you are interested in.

Please provide us with any other relevant information that is not captured in the above answers.

Please note NCHC may require interested applicants to provide references, resumes and/or attend an interview as required.

By submitting this application, I declare that:

- I meet the eligibility criteria and accept the conditions of the nomination;
- I certify that the information included in my application is accurate and true;
- I acknowledge the information provided in this application will be reviewed by key members of the shareholder's selection committee for appointments to the Board of Directors;
- Except as disclosed, I do not have a conflict of interest with NCHC; and
- I have read and understood the below privacy statement.

Your Signature

Date of Signature

Personal information collected through the recruitment process will be used solely for the purpose of Director selection to the Northumberland County Housing Corporation, in accordance with the Municipal Freedom of Information and Protection of Privacy Act. Concerns regarding Access to Information and any related privacy issues should be directed to the County Clerk as outlined below:

By Telephone: 905-372-3329

By Mail: County Clerk, Northumberland County, 555 Courthouse Road, Cobourg, ON K9A 5J6

Thank you for your interest.

Please print and submit a signed copy of your application to Northumberland County Community and Social Services. Applications can be submitted by:

- Email to: css@northumberland.ca
- Mail or deliver it in-person to 555 Courthouse Road, Cobourg, ON K9A 5J6