



## **Meeting of Board of Directors Agenda**

**May 22, 2024**

**1:30 p.m. – 3:00 p.m.**

Northumberland County

Zoom Video Conference

<https://us06web.zoom.us/j/85097428770?pwd=SYDfjvGoGIMNgfa1Hco3S20FP77b8p.1>

Meeting ID: 850 9742 8770

Passcode: 894307

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 June 6, 2024 regular meeting of the Northumberland County Housing Corporation Board of Directors be approved.”

- 4. Declaration of Interest**
- 5. Approval of Minutes**  
Minutes of April 24, 2024 (attached)

Recommended Motion:

“**That** the minutes of the April 24, 2024 Regular Meeting of the Northumberland County Housing Corporation be approved.”

- 6. Director Recruitment Sub-Committee** (attached)  
Cathy Borowec, Sub-Committee Chair

Recommended Motion:

**“That** the minutes of the May 6, 2024 Director Recruitment Sub-Committee of the Northumberland County Housing Corporation be approved.”

**7. Facilities Report**

Rob O’Neil, Facilities Manager

Recommended Motion:

**“That** the NCHC Board of Directors receive the Facilities update for information.”

**8. Federal and Provincial Funding Update (attached)**

Rebecca Carman, Associate Director of Housing and Homelessness

Recommended Motion:

**“That** the NCHC Board of Directors receive the Federal and Provincial Funding update for information; and

**Further That** the NCHC Board of Directors endorse the position paper of the Housing Strategic Steering Committee (HSSC).”

**9. Delegated Authority (attached)**

Neil Ellis, General Manager

Recommended Motion:

**“That** the NCHC Board of Directors having considered the report Delegated Authority, authorize staff to engage directly with the Landlord Tenant Board without board approval; and

**Further that** the NCHC Board of Directors direct staff to provide a quarterly report on actions taken regarding the Landlord Tenant Board.”

**10. New Business**

Victor Fiume, Chair

**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.(2.c) in order to address two matters relating to a proposed or pending acquisition or disposition of land by the municipality or local board and that Lisa Horne, Rebecca Carman, Neil Ellis, Emily Corkery, Negar Pakzadian, Carol Coleman, and Cheryl Sanders remain present; and

**Further That** the meeting is closed to the public as permitted under the Municipal Act Section 239.(2.k & f) in order to address one matter relating to advice that is subject to solicitor-client privilege, including communications necessary for that purpose and 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 and that Lisa Horne, Rebecca Carman, Neil Ellis, Emily Corkery, and Cheryl Sanders remain present.”

## **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 confidential resolution moved in Closed session regarding a proposed or pending acquisition or disposition of land is hereby referred to this open session of the NCHC Board of Directors meeting for adoption.”

## **13. Next Meeting**

Wednesday, June 26, 2024

## **14. Adjournment**

Recommended Motion:

"**That** the meeting be adjourned at \_\_\_\_\_p.m."



## **Meeting of Board of Directors Minutes**

**April 24, 2024**

**1:30 p.m. – 3:00 p.m.**

Northumberland County

Zoom Video Conference

### **Board Members Present (Virtual):**

Cathy Borowec, Steve Gilchrist, Councillor Mandy Martin, Maryam Mohajer-Ashjai, Jacqueline Pennington, Lindsey Reed, Lou Rinaldi, Anneke Russell

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

### **Staff:**

- Rebecca Carman, General Manager (Appointed by Board)
- Glenn Dees, Director Health & Human Services
- Neil Ellis, Housing Services Manager
- Lisa Horne, Director Community & Social Services
- Christopher Reuse, Manager Major Capital Projects
- Willie Reyns, Project Manager
- Cheryl Sanders, Deputy Clerk
- Kimberly O'Leary, Financial Planning Manager
- Adam McCue, Associate Director of Operations Public Works

### **Call to Order**

- Chair Victor Fiume called the meeting to order at 1:30 p.m.

*[Jennifer Moore joined the meeting at 1:31 p.m.]*

## **1. Territorial Land Acknowledgement**

Victor Fiume

## **2. Approval of the Agenda**

**Moved by: Anneke Russell**

**Seconded by: Lou Rinaldi**

**“That** the agenda for the April 24, 2024 regular meeting of the Northumberland County Housing Corporation Board of Directors be approved.”

Disposition:

**Carried**

### 3. Declaration of Interest

- No declarations

### 4. Approval of Minutes

#### Minutes of February 28, 2024 Regular Board Meeting

**Moved by: Anneke Russell**

**Seconded by: Lindsey Reed**

“**That** the minutes of the February 28, 2024 Regular Meeting of the Board of the Northumberland County Housing Corporation be approved.”

Disposition: **Carried**

### 5. Q1 Variance Report

*[Maryam Mohajer-Ashjai joined the meeting at 1:36 p.m.]*

- Kimberly O’Leary provided a detailed overview of the Q1 Variance Report.

**Moved by: John Logel**

**Seconded by: Cathy Borowec**

“**That** the NCHC Board of Directors receive the Q1 variance report for information.”

Disposition: **Carried**

### 6. Levels of Service

*[Jacqueline Pennington left the meeting 1:55 p.m. until 1:57 p.m.]*

- Kerry Hobbs, Director of HSC Business Solutions presented ‘Northumberland County Housing Corporation, Levels of Service’ to the Board.

**Moved by: Lindsey Reed**

**Seconded by: Jennifer Moore**

“**That** the NCHC Board of Directors receive the Levels of Service report for information, and direct staff to continue the work with HSC toward developing Standard Operating Procedures.”

Disposition: **Carried**

## 7. Meeting Format / By-law Amendments

*[Jacqueline Pennington left the meeting at 2:10 p.m. until 2:12 p.m.]*

- Neil Ellis presented recommended options to the Board as outlined in the report, to shift to a blended meeting format. Neil further noted that NCHC By-law No. 1 will need to be updated to include the new meeting format as directed by the Board, and reference to hybrid meetings removed.
- Rebecca Carman noted that the new meeting format will not commence until approximately the fall of 2024.

**Moved by: Anneke Russell**

**Seconded by: Lou Rinaldi**

**That** the NCHC Board of Directors direct staff to update By-law No. 1 for Northumberland County Housing Corporation to include the following:

- In person Board meetings shall be held during the months of April, May, June, September, and October.
- Electronic Board meetings shall be held during the months of July, August November, January, February, and March

**Further That** the NCHC Board of Directors refer the revised NCHC Corporate By-law to County Council for approval as shareholder, noting that upon County Council approval, the existing NCHC Corporate By-law will be considered repealed and replaced with the revised version.”

Disposition: **Carried**

## 8. Elgin Park Update

- Willie Reyns provided an update to the Board regarding Elgin Park Construction Update which included a detailed overview of change orders to date. Willie noted that the report is inclusive of change orders that have accumulated from the beginning of construction, which was January 17, 2022.
- The Board requested that change orders be split into different phases going forward rather than cumulative over the entire period of construction.

**Moved by: Steve Gilchrist**

**Seconded by: Mandy Martin**

**That** the NCHC Board of Directors receive the Elgin Park redevelopment update be received for information.”

Disposition: **Carried**

## 9. Federal and Provincial Funding Update

- Neil Ellis provided an update regarding the Federal and Provincial Funding Update, noting that the federal and provincial government have been unable to come to an agreement for continued funding under the National Housing strategy, which represents 1.2 million of COCHI and OPHI funding.
- This funding is allocated to housing providers to complete capital repairs and the Northumberland Renovates program.
- Staff are still waiting on additional information to access the impact.

**Moved by: Anneke Russell**

**Seconded by: Lou Rinaldi**

**“That** the NCHC Board of Directors receive the Federal and Provincial Funding Update for information; and

**Further That** the NCHC Board of Directors direct the Associate Director of Housing and Homelessness, as co-chair of the Housing Strategic Steering Committee, to provide an update at the May 22, 2024 NCHC Board Meeting regarding provincial advocacy efforts and potential opportunities for the NCHC to support this effort.”

Disposition: **Carried**

## 10. Comments made to Federal Standing Committee on Finance

- Cathy Borowec provided a verbal update to the Board regarding recent comments made to the April 9, 2024 Federal Standing Committee on Finance.

**Moved by: Cathy Borowec**

**Seconded by: Steve Gilchrist**

**“That** the NCHC Board of Directors having considered the verbal update regarding ‘Comments made to the Federal Standing Committee on Finance’, on April 9, 2024 (FINA134), direct staff to submit a letter on behalf of the Board to share its informed perspective on the housing needs in Northumberland County to the Federal Standing Committee on Finance and copy Northumberland County as Shareholder and MP Philip Lawrence on the correspondence.”

Disposition: **Carried**

## 11. Approval of AGM Agenda

- Rebecca Carman provided an overview of the May 22, 2024 Annual General Meeting Agenda, noting that the draft agenda will be brought forward to the May 15, 2024 County Council meeting for information.

**Moved by: Jennifer Moore**  
**Seconded by: Mandy Martin**

**“That** the NCHC Board of Directors approve the agenda for the May 22, 2024 NCHC Annual General Meeting (AGM), as distributed, and direct the General Manager to give notice to County Council as Shareholder.”

Disposition: **Carried**

## **12. New Business**

N/A

## **13. Move to Closed Session**

**Moved by: Anneke Russell**  
**Seconded by: Steve Gilchrist**

**“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

(1) **Further That** the meeting is closed to the public as permitted under the Municipal Act Section 239.(2c) in order to address matters relating to a proposed or pending acquisition or disposition of land by the municipality or local board and that Cheryl Sanders, Lisa Horne, Neil Ellis, Glenn Dees and Rebecca Carman remain present; and

(2) **Further That** the meeting is closed to the public as permitted under the Municipal Act Section 239.(2e) in order to address (1) one matter relating to litigation or potential litigation, including matters before administrative tribunals, affecting the municipality or local board and that Cheryl Sanders, Lisa Horne, Neil Ellis, Glenn Dees and Rebecca Carman remain present.”

Disposition: **Carried**

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

*[Jacqueline Pennington left the meeting 3:03 p.m. while in Closed Session]*

**Recommendation Motion (1):**



**Moved by: Anneke Russell**  
**Seconded by: Mandy Martin**

"**That** the NCHC Board of Directors rise from Closed Session at 3:05 p.m.; and

**Further That** the confidential resolutions moved in Closed session regarding a proposed or pending acquisition or disposition of land are hereby referred to this open session of the NCHC Board of Directors for adoption."

Disposition: **Carried**

**Recommendation Motion (2):**

**Moved by: John Logel**  
**Seconded by: Anneke Russell**

"**That** the confidential resolutions moved in Closed Session regarding matters pertaining to litigation or potential litigation are hereby referred to this open session of the NCHC Board of Directors for adoption."

Disposition: **Carried**

**15. Next Meeting**

- Wednesday, May 22, 2024

**16. Adjournment**

**Moved by: Lou Rinaldi**  
**Seconded by: John Logel**

"**That** the meeting be adjourned at 3:06 p.m."

Disposition: **Carried**



## **Director Recruitment Sub-Committee Agenda**

**May 6, 2024**

**1:00pm – 3:30pm**

Northumberland County  
C&SS Training Room

Attendees: Victor Fiume, Board Chair; Steve Gilchrist, Cathy Borowec; Rebecca Carman, General Manager; Neil Ellis, Housing Services Manager

**1. Call to Order**

Victor Fiume, Chair

**2. Territorial Land Acknowledgement**

Victor Fiume

**3. Approval of the Agenda**

**Moved: S. Gilchrist**

**Seconded: C. Borowec**

“**That** the agenda for the May 6, 2024 meeting of the Northumberland County Housing Corporation Director Recruitment Sub-Committee be approved.”

Disposition: **CARRIED.**

**4. Election of Committee Chair**

Rebecca Carman, General Manager

**Moved: C. Borowec**

**Seconded: S. Gilchrist**

“**That** the NCHC Board of Directors elect Cathy Borowec as Chair of the NCHC Director Recruitment Sub-Committee, effective May 6, 2024.”

Disposition: **CARRIED.**

**5. Review of Director Application Template**

Rebecca Carman, General Manager

**Moved: S. Gilchrist**

**Seconded: V. Fiume**

“**That** the director application template be approved by the Committee.”

Disposition: **CARRIED.**

- 6. Overview of Next Steps** (verbal)  
Rebecca Carman, General Manager

**Moved: V. Fiume**

**Seconded: S. Gilchrist**

**“That** the verbal update on next steps be approved by the Committee.”

Disposition: **CARRIED.**

- 7. Next Meeting**  
TBD

- 8. Adjournment**



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

**May 28, 2024**

### **2024 Projects Update**

**Prepared by:** Rob O'Neil, Facilities Manager

#### **Issue**

The Facilities team has been working steadily throughout 2024 on various NCHC projects.

#### **Recommendation**

It is recommended that the NCHC Board of Directors receive this report as information.

#### **Background**

**43 Wellington Street hot water tank replacement.** The building presently has one gas hot water tank, which will leave the tenants without hot water if the tank fails. The preferred option is to always have a second hot water tank in the event of a service interruption with one of the tanks. New tanks have been ordered and received and we are just waiting on the final installation of the new equipment. This should be completed within the next couple of months once our new HVAC technician starts in June.

**330 King Watermain and Parking Lot Upgrades.** The tender for this work has been awarded and soil core sampling recently took place on site in advance of the construction work commencing. Work is planned to start in mid to late June with an early September completion. There will be temporary measures put in place during this construction including moving the main entrance, relocating the enter phone system and installing construction fencing around the entire work site.

**Fire Panel Replacement.** As part of scheduled maintenance, new fire panels were installed at both 43 Wellington and 24 Queen Street.

**12A Meade Front Entrance Replacement.** The contractor has been awarded the work but as the result of an ongoing tenant issue, this work has been delayed until later in the summer.

**Annual Unit Inspections.** These are planned for the last couple weeks of May. In advance of the inspections, we arrange to have dumpsters dropped off at each NCHC building so tenants have an opportunity to de-clutter their units in advance of the



inspections. Housing and Facilities staff visit and visually inspect every single NCHC unit and to ensure tenants are keeping their units to a minimum standard of cleanliness and orderliness. Facilities staff will note any issues that may require further follow-up from staff and work orders will be created as required.

### **Analysis**

Several projects are in the works for the rest of 2024. New staff have will be starting with the Facilities team in June which will help to ensure all scheduled projects can be completed as planned this year.

### **Financial Impact**

2024 capital projects are on budget and proceeding well.

### **Conclusion**

It is recommended that the NCHC Board of Directors receive this report for information.

# Information Brief

## For the Housing Strategic Steering Committee

<b>Topic:</b>	Interruption in National Housing Strategy funding for Ontario
<b>Date:</b>	April 09, 2024
<b>To:</b>	Housing Service Managers of Ontario
<b>From:</b>	Housing Strategic Steering Committee (HSSC)

### Issue

The federal government has paused approximately \$357 million in funding for social housing supports for Ontario, effective 1<sup>st</sup> April 2024, and by extension municipal Service Managers and District Social Services Administration Boards, under the National Housing Strategy (NHS).

The federal government is attributing this extraordinary decision to a lack of progress by the Government of Ontario in meeting the targets for building new affordable housing supply required under the CMHC-Ontario bilateral funding agreement.

The federal government asserts that Ontario has only met about 6% of the agreed upon supply expansion by year end of 2024-25, meaning 94% of the agreed upon supply, or over 18,000 new units of affordable housing supply, must be created over the next two years. The federal government does not believe this is possible.

The Government of Ontario disputes the federal government's assertion stating that the federal government does not recognize Ontario's calculation of how it is meeting the target for new affordable housing supply under the bilateral agreement.

The Government of Ontario appears to be sidestepping the specific issue of new affordable housing supply by pointing to exceeding the repair of existing affordable housing supply targets under the agreement.

For context, the Government of Ontario has revised its approach to calculating the creation of new market housing supply by including long-term care beds in addition to housing starts, and recently proposing to include retirement homes, student housing, and other institutional living arrangements in reaching its stated target of 1.5 million new homes over the next ten years. Utilizing alternative calculations to satisfy targets is not unprecedented practice.

In short, the Province of Ontario is claiming that the repair of existing affordable housing units is as, or more, important than creating new additional affordable

housing and should count towards the Federal government's new affordable housing supply target.

This interruption of funding under the bilateral agreement will result in disruptions to households and programs supported by Canada-Ontario Community Housing Initiative (COCHI), Ontario Priorities Housing Initiative (OPHI), and Canada-Ontario Housing Benefit (COHB).

Of particular concern is that households who are actively receiving COHB assistance are at risk of losing access to critical housing subsidy during this dispute and are at risk of homelessness: municipalities likely must prioritize backstopping these families. This must be addressed prior to the beginning of the new COHB reporting year (June 30, 2024), if not earlier. The Ministry has not yet confirmed if May payments will be impacted. During a housing and homelessness crisis, the impact of this funding loss will be thousands of households across Ontario at imminent risk of homelessness. This is unacceptable and should be rectified immediately by the federal and provincial government.

The Province of Ontario will continue to fund the Homelessness Prevention Program (HPP) and Indigenous Supportive Housing Program (ISHP) for 2024-25 which are independent of the bilateral agreement but has not committed to funding its share of the COCHI, OPHI, and COHB. It has also committed to providing regular updates to the 47 SMs/DSSABs on the status of funding under the Bilateral Agreement.

### **Near-term Considerations for Service Managers and DSSABs:**

- Engage respective Councils and affordable housing sectors to advocate for the resolution of this conflict and timely continuation of funding.
- Advise respective Councils and affordable housing sectors of the overall situation and associated risks. In particular:
  - Determine the number of households at risk from the pause in funding, including COHB and OPHI Shared Delivery benefit recipients, and the required municipal investment to backstop these households to prevent homelessness;
  - Determine risks to projects and providers from the pause in COCHI and OPHI funding and the required municipal investment to backstop this loss and maintain progress on projects and support provider operations.

## **Medium to Long-term Considerations for Service Managers & DSSABs**

- Given the nationally unique arrangement of Service Managers and District Social Services Administration Boards responsible for the delivery of social services and supports in Ontario, should consider the merits and drawbacks of moving beyond bilateral funding arrangements in Ontario to direct funding agreements with the Federal government (consider Reaching Home or Rapid Housing Initiative), and/or trilateral funding agreements, to manage risks.

## **Background**

In 2017, the federal government announced Canada's 10-year National Housing Strategy to improve housing affordability outcomes for Canadians through the progressive realization of the right to housing.

In 2018, the federal and Ontario government signed a bilateral agreement under the National Housing Strategy that set out three cost-matched initiatives delivered by the Government of Ontario:

- Canada-Ontario Community Housing Initiative (COCHI) to support the repair and renewal of existing social housing.
- Ontario Priorities Housing Initiative (OPHI) prioritizing the development of new affordable rental.
- Canada-Ontario Housing Benefit (COHB) to provides households with a portable housing benefit for the private housing market.

According to the Financial Accountability Office of Ontario, the Province projects that 209,048 households will receive support from NHS programs by 2027-28. This includes 150,727 households supported by COCHI funding, 7,698 supported by OPHI funding and 50,623 supported by the COHB program.

The NHS agreement will also preserve federal funding for 131,067 social housing units in Ontario that was set to expire. In addition, the province must add 19,660 new rent-assisted units in social housing by 2027-28.





## **Northumberland County Housing Corporation (NCHC)**

**June 6, 2024**

### **Delegated Authority**

**Prepared by:** Neil Ellis, General Manager

## **Issue**

The NCHC currently receives Landlord Tenant Board (LTB) concerns from staff at board meetings. The NCHC wishes to delegate the authority regarding LTB concerns to staff.

## **Recommendation**

That the NCHC Board of Directors having considered the report Delegated Authority, authorize staff to engage directly with the Landlord Tenant Board without board approval; and

Further that the NCHC Board of Directors direct staff to provide a quarterly report on actions taken regarding the Landlord Tenant Board.

## **Background**

Staff work with tenants of NCHC properties from a tenant eviction prevention lens. The approach is to work with tenants to maintain tenancies and allow individuals to retain their housing. Staff work to address issues with clients directly and attempt to be proactive in their approach. Annual unit inspections and following up on complaints received identify areas of concern. These approaches are outlined in the NCHC Shareholder Direction.

When direct engagement by staff fails, engagement with the LTB is often required to obtain mediated agreements on issues such as behaviour, unit upkeep, and payment plans for arrears. Similarly, when tenant behaviour threatens the reasonable enjoyment of other residents or creates an unsafe environment staff will engage with the LTB. While the approach is always taken through a corrective lens, sometimes staff do seek to end the tenancy.

## Analysis

The current practice of bringing tenant concerns to the NCHC regarding possible action with the LTB places several limitations on both the NCHC and staff. From the perspective of the NCHC the actions that staff wish to take are by nature anonymous to protect the identity of the tenant. The NCHC has no direct knowledge of the situation and is trusting that staff are acting appropriately and sharing information accurately.

From a staff perspective waiting for a NCHC meeting can result in a meaningful delay in resolving tenant situations. In some instances, waiting for a NCHC meeting means being unable to appropriately act.

The General Manager represents the NCHC at the LTB and staff already handle the administrative tasks involved. Delegating the authority to engage with the LTB to staff would streamline the process for staff and allow the NCHC board to focus on governance work. Staff would provide a quarterly report on all cases before the LTB.

## Financial Impact

There is no financial impact to this report.

## Conclusion

It is recommended that the NCHC approve the proposal to delegate authority on issues of the LTB to staff.