



Meeting of Board of Directors Agenda

October 23, 2025

9:30 a.m. – 12:00 p.m.

Northumberland County

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 October 23, 2025, regular meeting of the Northumberland County Housing Corporation Board of Directors be approved.”

4. Declaration of Interest

5. Approval of Minutes (attached)

Minutes of September 24, 2025, Regular Board Meeting

Recommended Motion:

“That the minutes of the September 24, 2025, Regular Meeting of the Northumberland County Housing Corporation be approved.”

6. Approval of the Growth and Expansion Sub-Committee Meeting Minutes (attached)

Recommended Motion:

“That the minutes of August 25, 2025 Growth and Expansion Sub-Committee Meeting be approved.”

7. Cornerstone – Board of Directors Gender Based Violence /Intimate Partner Violence Training Session (attached)

Lucy Caldwell, Manager of Shelter Services

Christina Colacicco, Manager of Community Services

Recommended Motion:

“That the NCHC Board of Directors receive the Board of Directors GBV/IPV Training Session for information.”

8. Growth and Expansion Sub-Committee October 1 Meeting Update (verbal)
Sub-Committee Co-Chairs

Recommended Motion:

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

9. Q3 Housing Operations Report (attached)
Julie Kennedy, Developmental, Housing and Homelessness Operations
Supervisor

Recommended Motion:

“That the NCHC Board of Directors receive the Housing Operations Report for information.”

10. Q3 Facilities Update Report (attached)
Rob O’Neil, Facilities Manager

Recommended Motion:

“That the NCHC Board of Directors receive the Q3 Facilities Update Report for information.”

11. NCHC Q3 2025 Variance Report (attached)
Kimberly O’Leary, Financial Planning Services Manager

Recommended Motion:

“That the NCHC Board of Directors receive the NCHC Q3 2025 Variance Report for information.”

12. Correspondence – Burwash Avenue Petition (to be circulated prior to the meeting)

Rebecca Carman, General Manager

Recommended Motion:

“That the NCHC Board of Directors receive the attached correspondence ‘Burwash Avenue Petition’ for information.

13. Carryover request (to be circulated prior to the meeting)

Rebecca Carman, General Manager

Recommended Motion:

“That the NCHC Board of Directors authorize staff to submit a carryover request in the amount discussed to County Council for their approval.”

14. New Business

Victor Fiume, Chair

15. Next Meeting

- Date: Wednesday November 26, 2025, at 1:30 p.m.
Location: In person, 555 Courthouse Road, Council Chambers

16. Adjournment

Recommended Motion:

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

Meeting of Board of Directors Minutes

September 24th, 2025

2:00 p.m. – 3:30 p.m.

Northumberland County

Board Members Present:

Chair Victor Fiume

Molly Anthony

Cathy Borowec

Daphne Livingstone

Councillor John Logel

Councillor Mandy Martin

Jennifer Moore

Jacqueline Pennington

Lou Rinaldi

Anneke Russell

Members' Regrets:

Steve Gilchrist

Maryam Mohajer-Ashjai

Staff:

- Rebecca Carman, General Manager (Appointed by Board)
- Glenn Dees, Director Health & Human Services
- Jackie Diminie, Customer Service Representative
- Linda Johnston, Application Assistant Representative
- Julie Kennedy, Developmental Housing & Homelessness Supervisor
- Adam McCue, Associate Director of Operations Public Works
- Rob O'Neil, Facilities Manager
- Kim O'Leary, Financial Planning Manager
- Bill Smith Homelessness Services Manager / Acting Housing Services Manager
- Matthew Stergios, Executive Assistant to CAO
- Mitchel Hill, Housing Financial Specialist
- Kerry Smith, Housing Services Caseworker

Guests

Christina Colacicco, Cornerstone Family Violence Prevention Centre

Lucy Caldwell, Cornerstone Family Violence Prevention Centre

1. Call to Order

- Chair Victor Fiume called the meeting to order at 1:31 p.m.

2. Territorial Land Acknowledgement

Victor Fiume

3. Approval of the Agenda

Moved by: Anneke Russell

Seconded by: Molly Anthony

“**That** the agenda for the September 24th, 2025, regular meeting of the Northumberland County Housing Corporation Board of Directors be approved.”

Disposition: **Carried**

4. Declaration of Interest

- No declarations

5. Approval of Minutes (attached)

Minutes of August 27th, 2025, Regular Board Meeting

Moved by: Anneke Russell

Seconded by: John Logel

“**That** the minutes of the August 27th, 2025, Regular Meeting of the Northumberland County Housing Corporation be approved.”

Disposition: **Carried**

6. Approval of the Addressing Gender-Based Violence in Community Housing Sub-Committee Meeting Minutes (attached)

Moved by: Anneke Russell

Seconded by: Lou Rinaldi

“**That** the minutes of the July 22, 2025, Addressing Gender-Based Violence in Community Housing Sub-Committee Meeting be approved.”

Disposition: **Carried**

- 7. 129 Kent Street Authorizing Resolution** (attached)
Rebecca Carman, General Manager

Moved by: Mandy Martin
Seconded by: Cathy Borowec

"That the NCHC Board of Directors approve the proposed 129 Kent Street Authorizing Resolution."

Disposition: **Carried**

- 8. Cornerstone– Board of Directors GBV/IPV Training Session** (attached)
Lucy Caldwell, Manager of Shelter Services
Christina Colacicco, Manager of Community Services

Moved by: Anneke Russell
Seconded by: Daphne Livingstone

"That the NCHC Board of Directors receive the Board of Directors GBV/IPV Training Session for information."

- 9. New Business**
Victor Fiume, Chair
- Rescheduling the NCHC Board of Directors Meeting scheduled for October 23, 2025 @ 9:30 am.

- 10. Moved to Closed Session**
Victor Fiume, Chair

- **"That** the NCHC Board of Directors proceed with the next portion of the meeting, being closed to the public."

11. Next Meeting

- **Wednesday October 23, 2025, at 9:30 a.m.**
Location: In Person – 555 Courthouse Road, Cobourg – Council Chambers

12. Adjournment

- Victor Fiume adjourned the meeting at 2:52 p.m.

Moved by: Jennifer Moore

Seconded by: Lou Rinaldi

Meeting of the NCHC Growth and Expansion Sub-Committee Meeting Minutes

Monday August 25, 2025

1:00 pm – 2:30 pm

Northumberland County

Virtual Meeting

Attendees: Victor Fiume, Daphne Livingstone, Jacqueline Pennington, Molly Anthony, Maryam Mohajer-Ashjai, Anneke Russell, Rebecca Carman, Emily Corkery

1. Call to Order

- Jacqueline Pennington called the meeting to order at 1:00 p.m.

2. Territorial Land Acknowledgement

- Rebecca Carman provided the territorial land acknowledgement

3. Approval of the Agenda

“**That** the agenda for the August 25, 2025, meeting of the Northumberland County Housing Corporation Growth and Expansion Sub-Committee be approved.”

Moved by: Anneke Russell

Seconded by: Maryam Mohajer-Ashjai

4. Declaration of Direct, Indirect or Deemed Pecuniary Interest or Disqualifying Interest

- No conflicts declared

5. Approval of Minutes

Minutes of June 17, 2025, Growth and Expansion Sub-Committee

“**That** the minutes of the June 17, 2025, meeting of the Northumberland County Housing Corporation Growth and Expansion Sub-Committee be approved.”

Moved by: Anneke Russell

Seconded by: Victor Fiume

6. Workplan Review and Discussion (discussion)

Committee Co-Chairs

- Discussed strategies in seeking land acquisition opportunities, working with municipalities (potential cost for NCHC).

- Discussed considerations of land leases, risks, ongoing capacity to fund, eligibility for construction loans and other considerations.

Action Items

- NCHC to identify potential land opportunities for development, seeking funding afterwards
- Next meeting: Major Capital Projects and Finance to attend to discuss financial reserves, and steps to take to get to shovel-ready projects.

“That the NCHC Sub-Committee proceed as per discussion at the meeting.”

Moved by: Maryam Mohajer-Ashjai

Seconded by: Victor Fiume

7. New Business

Committee Co-Chairs

- Rebecca Carman provided confidential update regarding funding for acquisitions.

8. Next Meeting

TBD

9. Adjournment

- Jacqueline Pennington adjourned the meeting.

Moved by: Anneke Russell

Seconded by: Maryam Mohajer-Ashjai

Board Level Session 2:

- Introduction
- Goals of training
- Foundation of our Training – The 4 R's
- Statistics & Information related to the connection between IPV and housing and homelessness
- Rural considerations related to IPV/GBV
- GBV/IPV in Older Women
- Policy Considerations



Northumberland County Housing Corporation (NCHC) Report to Board

October 23, 2025

Housing Services Operational Update

Prepared by: Julie Kennedy, Housing and Homelessness Operations Supervisor

Issue

Regular update of NCHC staff and programming operations.

Recommendation

That the NCHC Board receive the Housing Services Operational Update report for information.

Year to Date Activity

This report will be quarterly as a mechanism to share operational updates and information.

Vacancy Report – From July 1, 2025, to September 30, 2025, there were 25 move ins to RGI units.

Arrears – As of September 2025, current arrears total \$110,577.42 owing from 74 tenants for various reasons including tenant chargebacks, and owed rent and utility charges (Example: summer air conditioners). Arrears span from \$5.00 - \$10,974.00 with 39 tenants currently having payment plans in place. For all other tenants, arrears and/or demand letters have been sent, and legal proceedings are initiated/in progress for applicable tenants.

There will be a more in-depth analysis of the 2025 annual arrears following the completion of Q4 to provide a year in review. This will examine available data to determine trends and opportunities to continue to mitigate the growth of arrears in the future.

Elgin Park Update – Move ins for Elgin Park Phase 2 have begun and are projected to be completed with full occupancy by December 2025.

Programming/Tenant Engagement – The Summer BBQ's were hosted at our NCHC properties in Campbellford, Brighton, Colborne, Cobourg and Port Hope during the last two weeks of August. We had a total of 146 attendees at these events as follows:

- 111 Front St. S. (Campbellford) – 28
- 12A Meade St. (Brighton) – 23
- 6 Percy St. (Colborne) – 12
- 45 Wellington St (Port Hope) – 27
- 299 Elgin St. E. (Cobourg) – 11
- 330 King St. E. (Cobourg) – 45

The Housing Team has planned the upcoming Winter Socials for December 2 to December 5, 2025. Promotional material has been prepared and will be provided to tenants and update on Ballyhoo closer to the date of the events.

All the bulletin boards in our NCHC buildings have been updated with current information.

Enforcement efforts continue around the letters previously distributed to all tenants in our buildings to advise of the policy around no smoking in their units in attempts to ensure smoke damage to units and disruption to other tenants is minimized where possible.

Enforcement efforts also continued over Quarter 3 to ensure that tenants are not altering their units or their outdoor spaces in ways that are not approved by the NCHC (Example: alternations to patios and balconies, or to other common spaces outdoors).

Community Paramedicine is working in conjunction with Ontario Provincial Police to provide a presentation to tenants about fraudulent activities that impact seniors. One was held in Port Hope in August 2025 and there is one that will be taking place in Colborne in November 2025 that was rescheduled from September 2025. The goal of this session is to have an educational forum to raise awareness on common scams that may impact seniors so they can learn how to avoid them.

The Housing team paired with Facilities team members and a local pest control provider to deliver a Pest Control lunch and learn for several NCHC buildings with units that have been impacted with ongoing pest control challenges. The intention of the pest control lunch and learns is to offer upstream education around pest control prevention, early identification, and tenant responsibilities for unit preparation to ensure effective treatment. All tenants of NCHC buildings will have the opportunity to engage in the lunch and learn sessions as we expand coverage to include the remaining buildings over the next quarter.

The delivery of Fall Produce Bags is set for October 8, 2025, in Campbellford, Brighton and Colborne, and for October 10, 2025, in Port Hope and Cobourg. This initiative is a joint effort between the Food 4 All Warehouse and the Housing Team. A total of 256 produce bags will be prepared for distribution, accounting for several extra bags for



each building to support tenants who did not sign up by September 30, 2025, which was the date of cut off.

Inspections – There were 33 re-inspections completed in Quarter 3 to address issues identified in the initial annual unit inspections. Common issues identified and addressed during reinspection were related to alterations to patios and common spaces, balconies and patios being used as storage spaces, smoking in non-smoking units, and ensuring clear and accessible unit entry and exits.

Financial Impact

No impact outside of the approved budget.

Conclusion

It is recommended that the NCHC Board of Directors receive this report for information. Staff will bring this report to the board quarterly (or as required) to provide an update on NCHC operations.



Northumberland County Housing Corporation (NCHC) Report to Board

October 22, 2025

2025 3rd Quarter Report

Prepared by: Rob O'Neil, Facilities Manager

Issue

The Facilities team has been working steadily in 2025 on capital projects, ongoing unit renovations and various NCHC maintenance issues throughout the year.

Recommendation

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

2025 Q3 Project Update

Unit Renovations: So far in 2025, approximately 40 units have had renovation work done on them ranging from installing new floors or cabinets to full unit renovations.

Two units required biohazard cleanups, one with suspected drug residue and paraphernalia and second with excessive garbage and waste.

The length and cost of each renovation will vary based on the condition of the unit and the amount and type of work required to make the space available for a new tenant.

2 Francis Street (Brighton): hot water tank replacement: This project included the installation of 2 new electric hot water tanks to replace the 2 existing gas hot water tanks for the property. As part of this project, additional electrical wiring, mixing valve, circulating pump, balancing valve and an expansion tank will also be installed. This work, including the removal of the old gas hot water tanks and all redundant equipment, was completed by July.

12 Meade Street (Brighton): Work in crawl space: This work involves 2 separate projects, the first replacing damaged structural beams and the second, installing proper fire separation and ventilation under the building. We are working with our procurement department and a new Job Order Contracting (JOC) system for this project. A work order has been assigned to a contractor from Belleville and the work on the first project should begin mid-October. The drywall repair and fire separation will begin as soon as the structural repairs have been completed.

111 Front Street (Campbellford): Balcony work - floors and railings: We had originally planned to do minor improvements to the balconies (painting railings, repairing pads, etc), but upon initial examination found the condition of the balconies themselves to be much worse than originally thought. After consulting with a structural engineer, it was determined that the balconies need to be replaced with new ground anchored columns installed below each unit to support the balconies.

Work began in early October and is expected to last 8-10 weeks.

2 Francis (Brighton) Patio Replacement: All ground level patios (12) were identified as needing to be replaced. Tender was put out to replace all patios with poured concrete pads with low bid being awarded to a Belleville based contractor. Work began during the last week of June and was completed in the second week of July.

129 Kent Street (Campbellford) Renovation: We have received a Dangerous Substance Survey (DSS) for the building that identified a couple minor issues in the building including some asbestos containing materials in the kitchen ceiling. We have created a scope of work for the project and received the architectural drawings for the project. This project is currently going through the RFQ process with the County's procurement department.

Updated 10-Year Capital Plan, 2026 Budget Planning: Facilities staff accompanied Housing and HSC staff on tours of all NCHC properties in Q1 of this year. Following those tours, several discussions took place which led to a revised/draft 10-year capital plan that was created to better plan/budget for future capital projects in NCHC buildings.

The 2026 NCHC capital budget and project plan is being created based on this updated version of the capital plan which will more accurately budget money on projects based on current conditions and updated costs.

Pest Management Program: We have seen an increase in the number of various pest issues in NCHC buildings. These include fleas, cockroaches, ants, fruit flies and bedbugs. Historically, our pest management response was reactionary when we dealt with issues as we became aware of them. Since the number of cases is increasing, we are moving to a more formalized Integrated Pest Management Program (IPMP) and I will be sharing our draft IPMP document at an upcoming NCHC board meeting.

We are currently working with Housing staff (with a new SOP) and a pest management contractor to coordinate our efforts. Facilities staff are scheduling the inspections and treatments, delivering appropriate notices and unit preparation documents to tenants, and meeting with the contractor at each appointment. Housing staff provide all necessary support to tenants whenever a treatment plan is put into place in a unit. The pest management contractor is focused on eliminating the issue in a timely manner, and



helping to educate the tenants about pests and what the tenant can do to assist in the eradication process.

Financial Impact

The 2025 capital projects are proceeding well. While some projects are being quoted at higher costs than anticipated, we are prioritizing work based first on any safety issues that need to be addressed (111 Front Street in Campbellford balcony work, 12 Meade Brighton crawl space remediation) and adjusting spending on other projects accordingly.

Conclusion

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