



Meeting of Board of Directors Agenda

March 25, 2026

1:30 p.m. – 3:00 p.m.

Northumberland County

Zoom Video Conference

<https://us06web.zoom.us/j/84939880609?pwd=CzxhBSYzxp1B3BdDKRizDJla9Mu1Mj.1>

Meeting ID: 849 3988 0609

Passcode: 420281

- 1. Call to Order**
Cathy Borowec
- 2. Territorial Land Acknowledgement**
Cathy Borowec
- 3. Approval of the Agenda**

Recommended Motion:

“**That** the agenda for the March 25, 2026, regular meeting of the Northumberland County Housing Corporation Board of Directors be approved.”

- 4. Declaration of Interest**
- 5. Approval of Minutes** (attached)
Minutes of February 25, 2026, Regular Board Meeting

Recommended Motion:

“**That** the minutes of the February 25, 2025, Regular Meeting of the Northumberland County Housing Corporation be approved.”

- 6. Q4 – Housing Services Operations Update** (attached)
Julie Kennedy, Housing and Homelessness Operations Supervisor

Recommended Motion:

“That the NCHC Board of Directors receive the attached Q4 Housing Operations Update for information.”

- 7. 473 Ontario Street Development Update** (attached)
Willie Reys, Manager – Major Capital Projects

Recommended Motion:

“That the NCHC Board of Directors receive the 473 Ontario Street Development Update for information.”

- 8. Letter to Candidate** (verbal)
Rebecca Snelgrove, General Manager

Recommended Motion:

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

- 9. Update on 8 King St in Colborne** (verbal)
Rebecca Snelgrove, General Manager

Recommended Motion:

“That the NCHC Board of Directors receive the verbal Update on 8 King St in Colborne for information.”

- 10. Director Recruitment** (verbal)
Rebecca Snelgrove, General Manager

Recommended Motion:

“That the NCHC Board of Directors receive the verbal Update on Director Recruitment for information.”

- 11. New Business**
Cathy Borowec, Chair

- 12. 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 is permitted under the Municipal Act Section 239 (2.b) personal matters about an identifiable individual, including municipal or local board employees; (2.c) in order to address matters relating to a proposed or pending acquisition or disposition of land by the municipality or local board; and (2.k) 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 Rebecca Snelgrove, Bill Smith, Julie Kennedy, Linda Johnston, and Kasheen Neal remain present."

13. Motion to Rise and Results from Closed Session

Recommended Motion (1):

"That the NCHC Board of Directors rise from Closed Session at _____ p.m.; and

Further that the confidential resolution moved in Closed Session regarding matters relating to the security of the property of the municipality or local board; personal matters about an identifiable individual, including municipal or local board employees; a proposed or pending acquisition or disposition of land by the municipality or local board; and advice that is subject to solicitor-client privilege, including communications necessary for that purpose is hereby referred to this open session of the NCHC Board of Directors for adoption."

14. Next Meeting

- Date: April 22, 2026
Location: In Person–555 Courthouse Rd, Cobourg, ON (Committee Room A)

15. Adjournment

Recommended Motion:

"That the meeting be adjourned at _____ p.m."



Meeting of Board of Directors Agenda

February 25, 2026

1:30 p.m. – 3:00 p.m.

Northumberland County

Zoom Video Conference

<https://us06web.zoom.us/j/83089345136?pwd=vCDclXcmbu5yoWa8CcFFbKEHA8Xm3t.1>

Meeting ID: 830 8934 5136

Passcode: 927092

Board Members Present (Virtual):

- Anneke Russell
- Councillor John Logel
- Councillor Mandy Martin
- Daphne Livingstone
- Jacqueline Pennington
- Maryam Mohajer-Ashiai
- Molly Anthony
- Victor Fiume
- Lou Rinaldi
- Steve Gilchrist

Board Members' Present (In-Person):

- Daphne Livingstone, Board Member

Staff:

- Julie Kennedy, Developmental Housing & Homelessness Supervisor
- Haleema Fazly, Customer Service Representative
- Kasheen Neal, Customer Service Representative
- Rebecca Snelgrove, General Manager (Appointed by Board)
- Bill Smith, Manager Homelessness Services
- Lisa Martin, Developmental Housing & Homelessness Operations Supervisor

16. Call to Order:

Daphne Livingstone called the meeting to order at 1:43 p.m.

17. Territorial Land Acknowledgement

Daphne Livingstone, Vice Chair

18. Approval of the Amended Agenda

Moved by: John Logel

Seconded by: Anneke Russell

“**That** the agenda for the February 25, 2026, regular meeting of the Northumberland County Housing Corporation Board of Directors be approved as amended below.

- Add item 6b: Approval of the terms of reference for the 8 King Street Fire NCHC Board Committee ad hoc committee.”

Disposition: **Carried**

19. Declaration of Interest

No declarations.

20. Approval of Minutes (attached)

Minutes of January 28, 2025, Regular Board Meeting, and February 4, 2026, Emergency Board Meeting

Moved by: Steve Gilchrist

Seconded by: John Logel

“**That** the minutes of the January 28, 2026, Regular Board Meeting, and February 4, 2026, Emergency Board Meeting of the Northumberland County Housing Corporation be approved.”

Disposition: **Carried**

21. A) Update on 8 King St in Colborne (verbal)

Rebecca Snelgrove, General Manager

Moved by: Anneke Russell

Seconded by: Victor Fiume

“**That** the NCHC Board of Directors receive the verbal Update on 8 King St in Colborne for information.”

- Rebecca Snelgrove with a special thank you to all staff for all their help pulling together 18 new tenancies in 1 month. Some of the tenants are moving in as early as this week. With anticipation that everyone will have accommodation within the next few weeks.
- Information was provided on work ongoing with insurance and donation coordination.

Disposition: **Carried**

B) Terms of Reference – 8 King Street adhoc committee (verbal)

Rebecca Snelgrove, General Manager

Moved by: John Logel

Seconded by: Mandy Martin

“That the NCHC Board of Directors approve the attached Terms of Reference for the 8 King Street Fire NCHC Board Committee ad hoc committee.”

Disposition: **Carried**

22. New Business

Daphne Livingstone, Vice Chair
-No new Business

23. Move to Closed Session

Daphne Livingstone, Vice Chair

Moved by: Anneke Russell

Seconded by: Victor Fiume

"That the NCHC Board of Directors proceed with the next portion of the meeting, being closed to the public at 1:55 p.m.; and

Further That the meeting is closed to the public as is permitted under the Municipal Act Section 239 (2.b) personal matters about an identifiable individual, including municipal or local board employees; (2.c) in order to address matters relating to a proposed or pending acquisition or disposition of land by the municipality or local board; and (2.k) 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 Rebecca Snelgrove, Julie Kennedy, Bill Smith, Lisa Martin, Haleema Fazly, and Kasheen Neal remain present.”

Disposition: **Carried**

24. Motion to Rise and Results from Closed Session

Recommended Motion (1):

Moved by: Anneke Russell

Seconded by: John Logel

"**That** the NCHC Board of Directors rise from Closed Session at 2:41 p.m.; and

Further that the confidential resolution moved in Closed Session regarding matters relating to the security of the property of the municipality or local board; personal matters about an identifiable individual, including municipal or local board employees; a proposed or pending acquisition or disposition of land by the municipality or local board; and advice that is subject to solicitor-client privilege, including communications necessary for that purpose is hereby referred to this open session of the NCHC Board of Directors for adoption."

Disposition: **Carried**

25. Next Meeting

- Date: March 25, 2026
Location: Virtual - Zoom

26. Adjournment

Moved by: Anneke Russell

Seconded by: Steve Gilchrist

Recommended Motion:

"**That** the meeting be adjourned at 2:43 p.m."

Disposition: **Carried**



Northumberland County Housing Corporation (NCHC) Report to Board

March 25, 2026

Housing Services Operations 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 October 1, 2026, to December 31, 2026, there were 10 move ins to RGI units and 5 move-ins to Market Rent units.

Arrears – Effective December 31, 2025, current arrears total \$91,899.43 owing from 78 tenants for various reasons including chargebacks, owed rent and utility charges (Example: summer air conditioners). Arrears span from \$5.00 - \$10,138.00 with 33 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. This is a reduction of \$18,677.99 from the arrears noted at the end of Quarter 3.

Elgin Park Update – Move ins for Elgin Park Phase 2 will reach full occupancy with the final unit being filled effective January 1, 2026. The Housing Team will be working with the Facilities Team to have identifiers painted on all parking spaces in the second quarter of 2026. The Housing Team will then be implementing assigned parking.

Programming/Tenant Engagement – Fall Produce Bags were delivered in Campbellford, Brighton and Colborne on October 8, 2025, and in Port Hope and Cobourg on October 10, 2025. This was a joint initiative between the Food 4 All Warehouse and the Housing Team. A total of 254 produce bags were delivered accounting for several extra bags for each building to support tenants who did not sign

up by September 30, 2025, which was the last day to register. Distribution was as follows:

Area	Building	# of Bags
Campbellford	112 Front St	17
	111 Front St	28
Brighton	12 Meade St	10
	12A Meade St	11
	2 Francis	14
Colborne	123 King St	9
	6 Percy St	20
	8 King St	12
Cobourg	330 King St	44
	299 Elgin	30
Port Hope	41 Wellington	10
	43 Wellington	8
	45 Wellington	18
	24 Queen St	15
	7 Scriven	8

The Housing Team shifted the Winter Socials held in December for this year from an on-site drop in with tenants to the distribution of a holiday card containing a \$10 gift card for each unit. Tenants were advised of the change for this year, and a total of 380 cards were mailed out. Feedback from tenants included appreciation for the 2025 initiative, and there were no reports of any tenants not receiving a holiday card.

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.

Community Paramedicine continues to provide regular drop ins for tenants in our NCHC buildings for connections to healthcare. A joint session with the Ontario Provincial Police that was planned for Colborne tenants in November 2025 had to be cancelled with no availability to reschedule before the end of the year. Community Paramedicine and the Housing Team remain committed to exploring additional opportunities for the expansion of guest speakers to tenants in 2026.



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

March 25, 2026

473 Ontario St. Development Update

Prepared by: Negar Pakzadian Project Manager, Major Capital Projects, Public Works

Issue

The 473 Ontario St. affordable housing development is currently progressing through the Design Development phase. Archaeological investigations required to support planning approvals and site preparation are underway.

This report provides an update on the status of the archaeological work and its implications for the project timeline.

Recommendation

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

Background

The proposed 473 Ontario Street affordable housing development requires several technical studies to support planning approvals and site preparation, including an archaeological assessment completed in accordance with the Ontario Heritage Act and the Standards and Guidelines for Consultant Archaeologists issued by the Ministry of Citizenship and Multiculturalism.

Initial archaeological investigations identified a historic site within the property known as H1 (AIGn-42). Field investigations recovered artifacts associated with mid- to late-19th century occupation, including materials linked to the Corrigan family, whose household included members of Indigenous and Métis heritage, as well as later occupation by the Platt family in the late 19th and early 20th centuries.

Further site investigation during the Stage 3 Archaeological Assessment confirmed that the site contains a significant concentration of artifacts and continues to demonstrate cultural heritage value and interest (CHVI). The findings indicate that the property reflects over a century of domestic occupation and provides insight into early settlement patterns in Cobourg, including a rare example of a Métis household associated with a retired Hudson Bay Company officer.

Because the site cannot be fully preserved within the development footprint, provincial archaeological standards require a Stage 4 Archaeological Assessment (mitigation excavation) prior to development. This stage will involve controlled excavation and documentation of remaining archaeological features to mitigate potential impacts associated with the proposed development.

Archaeological Work Update

Archeoworks Inc. has completed the Stage 3 Archaeological Assessment (3AA) for the H1 (AIGn-42) archaeological site located within the development property.

The Stage 3 report has been submitted to the Ministry of Citizenship and Multiculturalism (MCM) for review and concurrence. With a response anticipated in late March, subject to Ministry processing timelines.

Following Ministry concurrence, the project will proceed with the Stage 4 Archaeological Assessment (4AA). Based on current timelines, Stage 4 field investigations are anticipated to begin between May and June, depending on the timing of Ministry approval

If tree removal occurs during the migratory bird nesting season (mid-April onward), a qualified biologist will be required to conduct nest-sweep inspections prior to site disturbance in accordance with federal environmental regulations.

Completion of the Stage 4 archaeological investigation and receipt of Ministry clearance will be required before construction activities can proceed on the site.

Schedule Impact

The Stage 4 archaeological investigation currently represents the critical path for the project, as several site investigations and planning submission components depend on completion of the archaeological work.

The project team will continue to monitor Ministry review timelines and coordinate next steps to minimize potential impacts to the overall project schedule.

Financial Impact

To date the costs incurred associated with the archaeological investigations are as follows:

- Stage 2 Archaeological Assessment: \$15,520 plus HST
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- Stage 3 Archaeological Assessment: \$68,355 plus HST.
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- Stage 4 Archaeological Assessment: \$156,665 plus HST, excluding Indigenous community participation costs that arise during fieldwork.

The total archaeological investigation costs are estimated at approximately \$240,540 plus HST.

These costs are included within the project's soft cost budget allocated for site investigations, studies, and required planning approvals.

Conclusion

It is recommended that this report be received for information. Staff will continue to monitor the progress of the archaeological investigations and will provide updates to the NCHC Board as additional information becomes available.