Peterborough Housing Corporation
Board of Directors

Wednesday, June 25, 2025 – 5:30PM
Hunt Terraces, Meeting Room #112,
555 Bonaccord Street, Peterborough, ON

"We respectfully acknowledge that we are on the traditional territory of the Mississauga Anishinaabeg. We offer our gratitude to the First Nations for their care for, and teachings about, our earth and our relations. May we honour those teachings."

Agenda

1. Land Acknowledgement

Open Session – 5:30 p.m.

2. Approval of Agenda

3. Conflict of Interest

4. Confirmation of Minutes
    a. Open Session Board Meeting, June 10, 2025

5. Presentations
    a. No presentations

6. Operational Reports
    a. Report 2025-029 – RFP-2025-003 Elevators and Lifts
    b. Report 2025-030 – RFP-2025-004 290 Parkhill Road Roof Replacement
    c. Report 2025-031 – Property Insurance Valuations Update
    d. Report 2025-032 – Board Secretary Role Implementation
    e. Report 2025-033 – CEO Report
    f. Report 2025-034 – Delegated Authority

7. Financial Reports
    a. No report

8. Committee Reports
    a. Finance, Audit & Administrative Committee
        No report
    b. Governance, Human Resources & Strategy Committee
        i. No report

9. Information from Staff

10. Closed Session

11. Adjournment

12. Strategic Planning Workshop

Board Meeting Minutes, Peterborough Housing Corporation

Date: Tuesday, June 10, 2025 – 5:30PM
Location: Hunt Terraces, Meeting Room #112,
555 Bonaccord Street, Peterborough, ON

Present:	Keith Riel	Chair
	Alex Bierk	Vice-Chair
	Andrew Beamer	Member
	Lesley Parnell	Member
	Sheldon Laidman	Board Advisor
	Jeeniraj Thevasagayam	Board Advisor
	Travis Doak	CEO, PHC/Board Secretary
	Jenna Cullon	Recording Secretary
Guests:	Sondra Fitzgerald	PHC, Director of Corporate Services
	Richard Grotsch	PHC, Director of Operations
	Jennifer McLauchlan	Senior Manager of People & Culture
	Richad Steiginga	Baker Tilly
	Amélie Besnard	City of Peterborough
	Gillian Barnes	City of Peterborough
	Maya Borgenicht	SHS Inc.
	Bruce Hall	The Planning Partnership
	Arthur Grabowski	The Planning Partnership
	Daniel Ling	Montgomery Sisam Architects Inc.
	Tony Ross	Montgomery Sisam Architects Inc.
Regrets:	Matthew Graham	Member

Keith Riel, Chair, PHC Board, called the board meeting to order at 5:30 p.m.

1. Land Acknowledgement

2. Approval of Agenda

On a motion by Alex Bierk, seconded by Lesley Parnell and carried unanimously, it was **RESOLVED** to approve the agenda for the June 10th, PHC Board Meeting.

3. **Conflict of Interest**

The Chair requested that Board members declare any conflict of interest at this time. None were declared.

4. **Confirmation of Minutes**

    a) Open Session Board Meeting, April 23, 2025

On a motion by Lesley Parnell, seconded by Andrew Beamer and carried unanimously, it was **RESOLVED** that the open and closed minutes for April 23, 2025, be confirmed and accepted.

5. **Committee Reports**

    a) Finance, Audit & Administrative Committee
        i. Report 2025-026 – 2024 Audited Financial Statements and Investment Report
        Presentation, Richard Steiginga, Baker Tilly

On a motion by Andrew Beamer, seconded by Lesley Parnell and carried unanimously, it was **RESOLVED** Report 2025-026, "2024 Audited Financial Statements", be received.

That the 2024 Audited Financial Statements, detailed in Attachment A, be received, and recommended to the Board of Directors; and

That the 2024 Investment Report, detailed in Attachment B, be received for information purposes.

Richard Steiginga left the meeting at 5:45 p.m.

    b) Governance, Human Resources & Strategy Committee
        i. No report

6. **Presentations**

    c) Operations Presentation
        i. Report 2025-028 – Capital Revitalization Plans Update (30 Alexander)

On a motion by Lesley Parnell, seconded by Alex Bierk and carried unanimously, it was **RESOLVED** Report 2023-028, "Capital Revitalization Plans Update (30 Alexander)", be received; and

That the presentation by City Staff and SHS Consulting is received for information.

The City of Peterborough, along with consultants from SHS Inc., The Planning Partnership, and Montgomery Sisam Architects Inc., provided an update to the Board on the plans for the revitalization of the 30 Alexander Street site. The presentation was well received by PHC's Board of Directors. Discussions covered key aspects of the project, including the proposed commercial space, parking, green space, and site access points. Additional discussion focused on project funding and associated costs.

Amelie Besnard, Gillian Barnes, Maya Borgenicht, Bruce Hall, Arthur Grabowski, Daniel Ling and Tony Ross left the meeting at 6:30 p.m.

7. Operational Reports

d) Report 2025-020 – Unit Turnover Costs Impacts

On a motion by Andrew Beamer, seconded by Alex Bierk and carried unanimously, it was **RESOLVED** that Report 2025-020, "Unit Turnover Cost Impacts", be received for information purposes.

e) Report 2025-021 – RFP-2025-002 Woollen Mill Roof Replacement

On a motion by Lesley Parnell, seconded by Andrew Beamer and carried unanimously, it was **RESOLVED** that PHC Board of Directors approve the award of RFP-2025-002 in the value of $1,249,29 to ICI Roofing LTD, consistent with its approval authorities as set out in PHC Procurement Policy FA1, and

That Report 2025-021, "RFP-2025-002 Woollen Mill Roof Replacement", be received for the purpose of information and approval.

The Board was provided with background information on the work completed leading up to the capital project and the related RFP process. The Board of Directors was receptive to the planned work. Questions were raised regarding the process and the heritage designation of the Woollen Mill, including any potential implications for the project. The Board was informed that research had been completed, and the planned work would not interfere with the requirements of heritage designation buildings.

f) Report 2025-022 – CEO Update

On a motion by Andrew Beamer, seconded by Alex Bierk and carried unanimously, it was **RESOLVED** that Report 2025-022, "CEO Update", be received for information purposes.

The Board engaged in discussions regarding a potential partnership with the Roman Catholic Diocese. Questions were raised about the heritage designation status of the schoolhouse on Hunt Street West. It was noted during the board meeting that the site is on the list of properties going to City Council for heritage designation. Further research will be required to determine how this designation may impact the Diocese's plans to convert the site into housing.

The conversation with the Diocese was positive. They expressed strong interest in participating in a program similar to Homeward Bound, which lead to additional discussions with the Diocese regarding the program and PHC's future intentions for the Homeward Bound program.

The Board of Directors discussed the current Fourcast partnership and raised questions based on both present and past considerations. Assurance was requested that previous challenges would not reoccur. Staff confirmed that an agreement is being finalized with measures in place to support accountability and protect PHC's interests to the best of our ability.

During the discussion regarding HART Hub, further questions were raised about PHC's involvement in discussions with the City of Peterborough regarding the Queen Alexandra School, which is currently operating as a community centre. It was noted that City Councillors had received a report indicating that City staff had been in conversation with PHC staff about a potential partnership regarding housing at the site. PHC staff present at the meeting were unaware of any such discussions and committed to following up with staff to obtain more information for the Board.

8. Financial Reports

a) Report 2025-023 – 2025 Q1 Reporting Obligations (as at March 31st)

On a motion by Alex Bierk, seconded by Andrew Beamer and carried unanimously, it was **RESOLVED** that Report 2025-023, "2025 Q1 Reporting Obligations", be received for information.

b) Report 2025-024 – 2025 Operating Results (Q1)

On a motion by Alex Bierk, seconded by Andrew Beamer and carried unanimously, it was **RESOLVED** that Report 2025-024, "2025 Operating Results (Q1)", be received for information purposes.

c) Report 2025-025 – 2025 Capital Results (Q1)

On a motion by Alex Bierk, seconded by Andrew Beamer and carried unanimously, it was **RESOLVED** that Report 2025-025, "2025 Capital Results (Q1)", be received for information purposes.

9. Information from Staff

None.

Travis Doak, Jenna Cullon, Sondra Fitzgerald and Richard Grotsch left the meeting at 8:00 p.m.

10. Adjournment

With there being no further business, the June 10, 2025 Board Meeting, was adjourned on a motion by Lesley Parnell, seconded by Alex Bierk, carried unanimously at 8:30 p.m.

Keith Riel Chair Peterborough Housing Corporation	Travis Doak CEO/Board Secretary Peterborough Housing Corporation

Peterborough Housing Corporation

Report 2025-029

Meeting Date: June 25, 2025

Meeting Time: 5:30 p.m.

Meeting Place: Hunt Terraces, Meeting Room #112
555 Bonaccord Street, Peterborough

Subject: RFP-2025-003 Elevators and Lifts

Author Name and Title: Richard Grotsch, Director of Operations

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Recommendation(s):

Resolved That: PHC Board of Directors approve the award of RFP-2025-003 In the value of $701,390.00 to CEE Elevator Service LTD consistent with its approval authorities set out in PHC Procurement Policy FA1.

That: Report 2025-029, “RFP-2025-003 Elevators and Lifts”, be received information purposes and approval by the Board of Directors.

Chief Executive Officer

Background:

In 2024, PHC launched a robust 5-year capital plan with a strategic framework that emphasizes investing in the maintenance of infrastructure alongside capital investments aimed at growth. The program primarily supports Community (RGI) and Affordable Housing properties within the PHC portfolio, ensuring the properties remain in good repair and fit for occupancy. This investment strategy is informed by data from Building Condition Assessment (BCA) Reports conducted by independent third-party vendors, observations from staff, and recommendations from industry professionals.

The 2025 fiscal year prioritizes investments in critical and high-impact areas such as roof replacements, mechanical and electrical systems updates, and building envelopes. These areas directly impact tenant safety, building integrity, and overall operations

The PHC properties are located at 486 Donegal Street, Peterborough, 136 Anson Street, Peterborough, and 53 Spring Street, Norwood are identified in the PHC capital plan for elevator modernization.

The 486 Donegal Street property was originally constructed in 1976, with its last major elevator modernization work being completed in 2003. This elevator modernization need is supported through increased volumes of repair.

The 136 Anson Street property was constructed in 1912, with the building being identified as a heritage building through the City of Peterborough Heritage Preservation Office. The last modernization of the elevator equipment at this location took place in 2009 and is supported through increased volume of repair.

The 53 Spring Street, Norwood property was constructed in 1977, with its last major elevator modernization work being completed in 2009. This site is also identified for upgrading and is supported through increased work orders for repair.

As per PHC Policy FA1, any open competition procurement value above $250,000 requires approval by the Board of Directors.

Rationale:

In Building Condition Assessments (BCA) that were carried out in 2021 it was identified that the Elevators at the listed properties would reach their life expectancy in 2025. While elevators at these locations remain operational, PHC has experienced an increase in repair volumes, which results in increased service disruption.

<u>Scope</u>

In August 2024, PHC staff engaged the services of external consultants Barry Bryan and Associates (BBA) to carry out comprehensive assessments of the noted Elevators. Through this work, a comprehensive scope of work and procurement package was developed for the project which was completed at the end of February 2025. To limit Resident disruption as well as to manage total project workflow a single Contractor would be sought to provide full project oversight including the coordination of sub trades such as electrical engineering.

Procurement Timeline

The following Tender timeline was established and executed for this RFP:

1. **Issue Date:** Friday, April 25, 2025
2. **Mandatory Information Meeting:** Thursday, May 1, 2025
3. **Deadline for Questions:** Wednesday, May 7, 2025
4. **Closing Date:** Monday, May 12, 2025
5. **Tender Opening:** Wednesday, May 14, 2025
6. **Distribute Evaluation Forms to Committee with relevant information:** Thursday, May 22, 2025
7. **Evaluation of Proposals:** May 22, 2025 – June 4, 2025
8. **Evaluation Discussion:** Wednesday, June 4, 2025
9. **Pricing Opening:** Wednesday, June 4, 2025
10. **Preferred Proponent Selected:** Wednesday, June 4, 2025
11. **Tentative Contract Award (Letter of Intent to selected Proponent):** Tuesday, June 10, 2025

Submission Evaluation

The public proposal for this project was accessed by sixteen (16) proponents and PHC received two (2) submissions on closing. PHC established an evaluation team of 3 PHC staff who evaluated based on the following criteria:

1) Relevant Experience
2) Understanding of the project scope
3) Ability to meet the timelines of the project
4) Pricing
5) References

Project Timelines

The following timelines have been established for the completion of this project once awarded:

- **Contract Signing and Project Commencement:** June 2025
- **Elevator Site Work:** October 2025 – August 2026
- **Project Completion and Close Out:** August 2026

Resident Disruption

Due to the scale of this project, Resident disruption/impact has received significant consideration. While proponents are required to limit disruption where possible, Resident Services staff have developed a Resident engagement strategy to support this project's delivery.

Other Alternatives Considered:

None

Alignment to Strategic Priority Areas:

This report aligns the 2019-2024 Strategic Plan as follows:

1. Serving Our Clients & Community – Finance & Resources

Financial Considerations:

This project to the value of $701,390.00 is established as defined within the 2025/2026 capital plan and fully funded through the PHC CMHC (Federal funding) allotment. The costs associated with this project will be spread between the 2025 and 2026 capital budget years with an estimated completion date of August 2026

Consultations:

Zack Heurkens, Assistant Manager of Special Projects
Brendan Le, Capital and Special Project Assistant
Other Operations Staff

Attachments:

Appendix A - RFP-2025-003 - Elevators and Lifts

PETERBOROUGH HOUSING CORPORATION

REQUEST FOR PROPOSAL

Proposal Number 2025-003

Elevators & Lifts

486 Donegal Street, Peterborough
136 Anson Street, Peterborough
53 Spring Street, Norwood
City of Peterborough & Peterborough County

Operations Division

Issue Date: Friday April 25, 2025

Closing Date: Monday, May 12, 2025

Appendix A: Acceptance of RFP Terms & Conditions

All proponents are required to have this document signed by a person authorized to sign on behalf of the Contractor and to bind the Proponent to statements made in response to this RFP.

I/We have read and accept all the Terms and Conditions of this RFP 2025-003 – Elevators & Lifts, document which includes the following sections:

Table of Contents

Addenda: If applicable, please list Addenda and date below.

1. Addendum No. 1____, Dated 5/6/2025____
2. Addendum No. _____, Dated __________
3. Addendum No. _____, Dated __________

Company Name (Please Print) CEE Elevator Service Ltd.

Name (Please Print) Kendra Morrissey

Title (Please Print) President

Telephone Number 905-428-8300

Email info@cee-elevator.com

____________________ 05/12/2025
Signature Date

By submission of a Proposal, the Proponent agrees that should its Proposal be successful, the Proponent will enter into a Contract with the Housing Corporation in accordance with the Terms of the Contract and Contract Documents of this RFP.

See attached Addendum #1

APPENDIX B: BID FORM

The Contract Documents includes Peterborough Housing Corporation bidders instruction, the Specification including Section 4.0, 6.0, 8.0 & 9.0 the Bid Form plus any Addendum issued and shall constitute the entire agreement between the Owner and the Contractor.

The Contractor, having complete understanding of the Elevator Modernization and Maintenance Specification for the three buildings listed herein as prepared by National Elevator Consulting, and having inspected the site conditions, hereby agrees to carry out the equipment modernization including preventive maintenance service on the four (4) elevators in accordance with the Specification, inclusive of all equipment, labour, materials and supplies, for the prices stated hereafter. All Prices stated below include all taxes with the exception of the Harmonized Sales Tax (H.S.T.), which will be charged separately.

Bid Price for Elevators at 486 Donegal Street:

____ **($ .00).**

Bid Price for Additional work at 486 Donegal Street:

____ **($ .00).**

Bid Price for Elevator at 136 Anson Street:

____ **($ .00).**

Optional Upgrade #1 Price – POWER UNIT at 136 Anson Street – (tank, motor, pump and valve)

____ **($ .00).**

Bid Price for Additional work at 136 Anson Street:

____ **($ .00).**

Bid Price for Elevator at 53 Spring Street:

____ **($ .00).**

Billing Schedule:

10% of total modernization amount due on signing of contract.

30% of total modernization amount due on delivery of material on site.

15% of total modernization amount due upon completion of each elevator.

A 10% holdback will be applied to each modernization invoice that will be released 45 days following final completion, assuming that any and all noted deficiencies have been corrected to the satisfaction of the Owner and the Consultant.

Contractor's current hourly labour rates for post modernization service:

Per service technician for regular time: $207.53

Per service technician for overtime (x 1 ½) $310.52

Per service technician for overtime (x 2) $415.00

Per service crew (technician and helper) $384.30

Per service crew for overtime $768.59

Equipment List and Sub-contractors:

Controller - Make: GAL **Model: E-Hydro & Galaxy**

Drive - Make: KEB **Model: HPV900**

Position/Levelling System – Make CEDES **Model: HGD200**

Machine - Make: GAL **Model: 44OH & 54OH**

Motor – Make: Imperial **Model: Imperial**

Governor – Make: Hollister Whitney **Model: 207**

Power Unit: ITI **Hydraulic**

Jack: ITI **Fixture Supplier: IQ Elevator / Dupar**

Cabin Contractor: Premier Elevator/IQ Elevator

Method of transporting equipment to machine room: Crane & Through Building

Construction Schedule following project award:

Prepare approval drawings: 4-6 weeks

Commence modernization after receipt of approvals: 16-18 weeks

Total down time per elevator: **53 Spring: 1.5 weeks. 136 Anson: 6 weeks. 468 Donegal St: 10 weeks**

A detailed construction schedule to be submitted to the Consultant within three weeks following project award.

SUBMITTED BY:

Contractor's Legal Name: CEE Elevator Service Ltd.

WSIB #: Account # 7255381, Firm #321290

Insurance Provider: The Insurance Market Insurance Brokers Ltd.

Insurance Policy #: 582766556

Performance Security: Marsh Bonding

Material Sample Included: Refer to page 87

Street Address: 332 Fairall Street

City, Province and Postal Code: Ajax, Ontario, L1S 1R6

Telephone Number: (905) 428-8300 Facsimile Number: (____)

Authorized Signature: ABall

Name and Title: Aryka Ball, Sales Representative

Date: May 12, 2025

We submit the names of subcontractors upon whose tender the Bid price was based:

TRADE	FIRM	ADDRESS
Elevator Contractor	N/A	N/A
Fire alarm Contractor	Troy Fire Systems	555 Wentworth St E Unit 7, Oshawa
Electrical Contractor	KMC Electric	985 Rock Rd, Douro Dummer Warsaw, ON, K0L 3A0

Appendix C

Price Variation Due to Tariffs

Should any additional tax, duty or any variation in any tax or duty be imposed by the Government of Canada or the Province of Ontario become directly applicable to work specified in this document subsequent to its submission by the Bidder and before the delivery of the work covered thereby (a "Tariff Cost"), the Company shall, prior to incurring the Tariff Cost, notify Peterborough Housing Corporation of the Tariff Cost, and provide proof sufficient, in the sole and absolute discretion of the Corporation, to establish that the Tariff Cost will apply to the work specified in this document; that the Company cannot reasonably avoid any increased Tariff Cost including, but not limited to, by sourcing the affected items from other suppliers, or by using already imported items; and the amount of the Tariff Cost. Upon receipt of such notice and proof of a Tariff Cost, Peterborough Housing Corporation shall have the sole and absolute discretion to a) accept the proof and authorize the Bidder to proceed to incur the Tariff Cost; b) reject the proof and require the Bidder to continue to perform the work specified in this document at the previously agreed-upon price; or c) exercise the Corporation's right to cancel the contract If the Corporation authorizes the Company to proceed to incur the Tariff Cost, the Corporation shall, upon receipt of proof, sufficient in the sole and absolute discretion of the Corporation, to establish that the Tariff Cost was actually paid by the Company and its amount, issue a purchase order to increase or decrease the price of the work to compensate for the Tariff Cost as of the effective date thereof. If the Corporation exercises its right to cancel the contract, Peterborough Housing Corporation shall not be liable for any Tariff Cost that the Company incurs.

Transmittal

BBA
BARRY BRYAN ASSOCIATES
Architects
Engineers
Project Managers

To:	Peterborough Housing Corporation	**Project No.:**	24135
Address:	526 McDonnel Street	**Date:**	May 6, 2025
	Peterborough, ON K9J 0A6		
Attention:	Mr. Zack Heurkens		
Project Name:	Elevators & Lifts, 486 Donegal St, Peterborough 136 Anson St, Peterborough 53 Spring Street, Norwood, City of Peterborough & Peterborough County		

For your:	D	Approval	**Via:**	D	Mail
	D	Distribution		D	Courier
	■	Information and use		D	By hand
	D	Review and comment		D	To be picked up
Action taken:	D	Reviewed		D	Fax
	D	Reviewed as noted		■	E-mail
	D	Revise and resubmit			
	D	Not reviewed			

Qty.:	Drawing No.:	Issue No.:	Revision No.:	Description:
1	Copy	-	-	Addendum No. 1 dated May 6, 2025

cc: Brendan Le, Peterborough Housing Corporation

Conrad Sills

SGS

250 Water Street,
Suite 201
Whitby, Ontario
Canada
L1N 0G5

Tele: **905-666-5252**
Fax: **905-666-5256**
Email: bba@bba-archeng.com
www.bba-archeng.com

BARRY BRYAN ASSOCIATES
Architects
Engineers
Project Managers

Addendum No. 1

Project No.: 24135

Date: May 6, 2025

Tender No.: RFP 2025-003

Project: **PETERBOROUGH HOUSING CORPORATION**
Elevators & Lifts, 486 Donegal St, Peterborough 136 Anson St, Peterborough 53 Spring Street, Norwood, City of Peterborough & Peterborough County

The following information supplements and/or supersedes the bid documents issued on Peterborough Housing Corporation.

This Addendum forms part of the contract documents and is to be read, interpreted, and coordinated with all other parts. The cost of all contained herein is to be included in the contract sum. The following revisions supersede the information contained in the original drawings and specifications issued for the above-named project to the extent referenced and shall become part thereof. Acknowledge receipt of this Addendum by inserting its number and date on the Tender Form. Failure to do so may subject bidder to disqualification.

GENERAL

1 .1 The proponent will act as General Contractor and will carry all required subcontractors to complete the work.

1 .2 The proponent will carry their own electrician and will carry Troy Life and Safety as the fire alarm specialist. PHC has directed proponents to reach out to Troy Life and Safety who will provide pricing for the work. Troy Life and Safety has provided contact information to the proponents in an email.

1 .3 The proponent is to provide a service contract for one year with an option to extend.

1 .4 There is a contingency allowance of $25,000 see attached and revised bid form Appendix B Rev 1.

1 .5 See attached general form "Price Variation Due to Tariffs" to be included in bid documents in the event of cost variance due to tariffs - Appendix C.

1 .6 The contract will be awarded with the approval of the Board meeting scheduled for end of June.

1 .7 The completion date is undetermined, PHC understands that substantial will be realized approximately one year after award of contract.

1 .8 Per item 6.2 Equipment Modernization @136 Anson Street - delete item 6.2.10 .1 " retain existing power unit".

- Replace with Item 6.2.25.1 " Provide on elevator... to 6.2.25.12 .....that reduce noise".
- Note - there is no optional item - tank, motor, pump and valve are included in the price for Anson St.

End of Addendum No. 1

Barry Bryan Associates
Architects, Engineers, Project Managers

Conrad Sills

CS/gs

250 Water Street,
Suite 201
Whitby, Ontario
Canada
L1N 0G5

Tele: **905-666-5252**
Fax: **905-666-5256**
Email: bba@bba-archeng.com
www.bba-archeng.com

Attachments:	Appendix B: Bid Form	(1 Page)
	Appendix C - Price Variation Due to Tariffs	(1 Page)

I/We hereby acknowledge receipt of this Addendum.

Signature (signing officer of firm)

President

Position

CEE Elevator Service

Name of Firm

<u>One copy of the addendum must be signed and returned with the completed tender, or the tender submitted shall be rejected.</u>

BBA

APPENDIX B: BID FORM Rev 1 May 5 2025

The Contract Documents includes Peterborough Housing Corporation bidders instruction, the Specification including Section 4.0, 6.0, 8.0 & 9.0 the Bid Form plus any Addendum issued and shall constitute the entire agreement between the Owner and the Contractor.

The Contractor, having complete understanding of the Elevator Modernization and Maintenance Specification for the three buildings listed herein as prepared by National Elevator Consulting, and having inspected the site conditions, hereby agrees to carry out the equipment modernization including preventive maintenance service on the four (4) elevators in accordance with the Specification, inclusive of all equipment, labour, materials and supplies, for the prices stated hereafter. All Prices stated below include all taxes with the exception of the Harmonized Sales Tax (H.S.T.), which will be charged separately.

Bid Price for Elevators at 486 Donegal Street:

Four Hundred Twenty-Eight Thousand Three Hundred and Two Dollars ($428,302 .00).

Bid Price for Additional work at 486 Donegal Street:

Fifty-Five Thousand Six Hundred and Sixty-Nine Dollars ($55,669 .00).

Bid Price for Elevator at 136 Anson Street:

One Hundred Sixty-Seven Thousand Nine Hundred and Ninety-Four Dollars ($167,994 .00).

Bid Price for Additional work at 136 Anson Street:

Thirty-Three Thousand Seven Hundred and Sixty-Four Dollars ($33,764 .00).

Bid Price for Elevator at 53 Spring Street:

Fifteen Thousand Six Hundred and Sixty-One ($15,661 .00).

Billing Schedule: 10% of total modernization amount due on signing of contract.

A contingency allowance of $25,000.00 is included in the total bid price

Appendix C

Price Variation Due to Tariffs

Should any additional tax, duty or any variation in any tax or duty be imposed by the Government of Canada or the Province of Ontario become directly applicable to work specified in this document subsequent to its submission by the Bidder and before the delivery of the work covered thereby (a "Tariff Cost"), the Company shall, prior to incurring the Tariff Cost, notify Peterborough Housing Corporation of the Tariff Cost, and provide proof sufficient, in the sole and absolute discretion of the Corporation, to establish that the Tariff Cost will apply to the work specified in this document; that the Company cannot reasonably avoid any increased Tariff Cost including, but not limited to, by sourcing the affected items from other suppliers, or by using already imported items; and the amount of the Tariff Cost. Upon receipt of such notice and proof of a Tariff Cost, Peterborough Housing Corporation shall have the sole and absolute discretion to a) accept the proof and authorize the Bidder to proceed to incur the Tariff Cost; b) reject the proof and require the Bidder to continue to perform the work specified in this document at the previously agreed-upon price; or c) exercise the Corporation's right to cancel the contract If the Corporation authorizes the Company to proceed to incur the Tariff Cost, the Corporation shall, upon receipt of proof, sufficient in the sole and absolute discretion of the Corporation, to establish that the Tariff Cost was actually paid by the Company and its amount, issue a purchase order to increase or decrease the price of the work to compensate for the Tariff Cost as of the effective date thereof. If the Corporation exercises its right to cancel the contract, Peterborough Housing Corporation shall not be liable for any Tariff Cost that the Company incurs.

PCL XL error
Warning: IllegalMediaSize

Peterborough Housing Corporation

Report 2025-030

Meeting Date: June 25, 2025

Meeting Time: 5:30 p.m.

Meeting Place: Hunt Terraces, Meeting Room #112
555 Bonaccord Street, Peterborough

Subject: RFP-2025-004 290 Parkhill Roof Replacement

Author Name and Title: Richard Grotsch, Director of Operations

Recommendation(s):

Resolved That PHC Board of Directors approve the award of RFP 2025-004 I the value of $689,913.0 to Sinclair Roofing consistent with its approval authorities set out in PHC Procurement Policy FA1.

That: Report 2025-030, “RFP-2025-004 290 Parkhill Roof Replacement, be received for information purposes and approval by the Board of Directors.

Chief Executive Officer

Background:

In 2024, PHC launched a robust 5-year capital plan with a strategic framework that emphasizes investing in the maintenance of infrastructure alongside capital investments aimed at growth. The program primarily supports Community (RGI) and Affordable Housing properties within the PHC portfolio, ensuring the properties remain in good repair and fit for occupancy. This investment strategy is informed by data from Building Condition Assessment (BCA) Reports conducted by independent third-party vendors, observations from staff, and recommendations from industry professionals.

The 2025 fiscal year Prioritizes investments in critical and high-impact areas such as roof replacements, mechanical and electrical systems updates, and building envelopes. These areas directly impact tenant safety, building integrity, and overall operations

The townhouses located at 290 Parkhill Road East were identified in the 2025 PHC Capital plan for roofing replacement. The last major replacement of the roofing materials at this location was conducted in 1997.

As per PHC Policy FA1, any open competition procurement value above $250,000 requires approval by the Board of Directors.

Rationale:

In Building Condition Assessments (BCA) that were carried out in 2021 it was identified that the roofing systems at 290 Parkhill Road East is past the expected life cycle. The need for replacement has been supported through an increased number of incidents related to water penetration and deterioration of the roofing materials.

Scope

In March 2025, PHC staff engaged the services of external consultants Barry Bryan and Associates (BBA) to carry out roofing assessments. Through this work, a comprehensive scope of work and procurement package was developed for the project. To limit Resident disruption as well as to manage total project workflow a General Contractor would be sought to provide full project oversight including the coordination of sub trades such as engineering where required.

Procurement Timeline

The following Tender timeline was established and executed for this RFP:

1. **Issue Date:** Friday, April 25, 2025
2. **Mandatory Information Meeting:** Thursday, May 1, 2025
3. **Deadline for Questions:** Friday, May 9, 2025
4. **Closing Date:** Wednesday, May 14, 2025
5. **Tender Opening:** Thursday, May 15, 2025
6. **Distribute Evaluation Forms to Committee with relevant information:** Friday, May 23, 2025
7. **Evaluation of Proposals:** May 23, 2025 – June 4, 2025

8. **Evaluation Discussion:** Wednesday, June 4, 2025
9. **Pricing Opening:** Wednesday, June 4, 2025
10. **Preferred Proponent Selected:** Wednesday, June 4, 2025
11. **Tentative Contract Award (Letter of Intent to selected Proponent):** Tuesday, June 10, 2025

<u>Submission Evaluation</u>

The public proposal for this project was accessed by thirty-four (34) proponents and PHC received nine (9) submissions on closing. PHC established an evaluation team of 5 PHC staff who evaluated based on the following criteria:

1) Relevant Experience
2) Understanding of the project scope
3) Ability to meet the timelines of the project
4) Pricing
5) References

<u>Project Timelines</u>

The following timelines have been established for the completion of this project once awarded:

- **Contract Signing and Project Commencement:** June 2025
- **Roof Replacement:** June – October 2025
- **Project Completion and Close Out:** November 2025

<u>Resident Disruption</u>

Resident disruption/impact has received significant consideration. While proponents are required to limit disruption where possible, Resident Services staff have developed a Resident engagement strategy to support this project's delivery.

Other Alternatives Considered:

None

Alignment to Strategic Priority Areas:

This report aligns with the 2019-2024 Strategic Plan as follows:

1. Serving Our Clients & Community – Finance & Resources

Financial Considerations:

This project to the value of $689,913.00 is an established project defined within the 2025 capital plan.

This project is fully funded with $200,805.00 in funding through COCHI (provincial funding) with the remaining $489,109.00 funded through the PHC CMHC (federal funding) allotment.

Consultations:

Zack Heurkens, Assistant Manager of Special Projects
Other Operations Staff

Attachments:

Appendix A - 290 Parkhill Roof Replacement Sinclair Industrial Roofing Inc.

Roof Replacement 4 Residential Townhouses
290 Parkhill Road East, Peterborough, ON

Sinclair Industrial Roofing Inc

Name of Firm

1-160 Applewood Cres, Vaughan, On

Address

L4K 4H2

Postal Code

416-746-5553

Telephone No. Fax Number

markanderson@sinclairindustrialroofing.ca

Email Address

Mark Anderson

Name of Person Signing for Firm

TENDERS RECEIVED VIA ONLINE BIDDING PORTAL

To: Peterborough Housing Corporation

Attention: Mr. Zack Heurkens, Assistant Manager- Special Projects

Re: Tender submission for 4 Residential Townhouses Roof Replacement 290 Parkhill Street East, Peterborough, Ontario

1.1 We Sinclair Industrial Roofing Inc agree for the
(Company Name)

Stipulated Price stated below to supply all necessary labour, materials, plant, equipment and services as may be required for the execution and completion of all work in connection with the above referenced project for Peterborough Housing Corporation, in accordance with Instructions to Bidders, the General Conditions, Supplementary General Conditions, Specifications and Drawings, prepared for that purpose by Barry Bryan Associates, Whitby, Ontario and to the entire satisfaction of Peterborough Housing Corporation.

1.2 STIPULATED PRICE $ 689,913.00

Dollars ($ 689,913.00)

1.3 H.S.T. in the amount of $ 89,688.69 is not included in the Stipulated Price.

1.4 Our Stipulated Price includes Contingency Allowance in the Total Amount of $15,000.00 (Fifteen Thousand Dollars) as listed in the Instructions to Bidders.

1.5 We have received and included for Addenda No. 1 to 1 in the Stipulated Price.

1.6 In the event that work extra to that included in the Contract is required, and is authorized in writing by the Owner, the Contractor shall be allowed a mark-up for overhead and profit calculated as follows:
- .1 ten percent (10%) on Work performed by the Contractor's own forces, and
- .2 five percent (5%) on Work performed by Subcontractors.

1.7 We agree the Owner reserves the right to accept or reject prices bid for the work or for any portion of the work.

1.8 We agree to complete all work including necessary overtime work pursuant to this Contract in the period required to meet the scheduled completion dates.

1.9 Attached to this Tender is our most recent Workplace Safety and Insurance Board Firm Detail Profile Report (from the latest version of experience rating programme) or Cost & Frequency Record.

1.10 We have carefully examined all the Tender Documents, have visited the Site, and have a clear and comprehensive knowledge of the Work required under this Contract and of all the working conditions and schedule requirements.

1.11 We submit the names of subcontractors upon whose tender the stipulated price was based:

TRADE	FIRM	ADDRESS
Roof Install	Sinclair – own forces	

Pre-Finished Metal Flashing	Sinclair – own forces	

1.12 We the undersigned agree that this Tender is valid and irrevocable and subject to acceptance by the Owner without notice to us for a period of Sixty (60) days from date of receipt of Tender, and that if notified of award of Contract, we will within ten (10) days of receipt of notification of Acceptance of Tender:

.1 Furnish to the Owner, in care of the Consultant, copies of insurance policies as required by the Conditions of the Contract.

.2 Furnish to the Owner a breakdown of the Stipulated Price in such form and detail as required by the Owner for progress payments, taxation and internal accounting purposes.

.3 Furnish to the Owner, a Performance Bond and a Labour and Material Payment Bond each in an amount equal to 50% of the Stipulated Price to ensure the full and proper completion of the Contract.

.4 Commence the work forthwith after the receipt of a letter of intent, contract or Purchase Order or when notified to do so by the Consultant and/or Owner and to execute the work continuously to completion. Time shall be the essence of the Contract and the work shall be completed in accordance with the schedule outlined in the Instructions to Bidders.

.5 Furnish to the Owner a Clearance Certificate of the Workplace Safety and Insurance Board.

.6 Submit within three (3) days of award of the contract a detailed construction schedule to the Owner for approval.

.7 Furnish to the Owner a copy of our Corporate Safety Policy.

1.13 Wherever the plural is used herein, the same shall be read and construed as if the singular had been used where the facts and context so requires and as if all necessary grammatical changes had been made.

1.14 Bid Security: Attached to this tender form is a bid bond or certified cheque payable to Peterborough Housing Corporation in the amount of 10% of the Total Stipulated Tender Price. I/We the undersigned agree that if I/We withdraw this tender or default in executing a contract or providing the required Performance Security in accordance with the terms of the bid documents, the Owner shall have sustained liquidated damages in the amount equal to the difference between the amount of this bid and the amount for which the Owner legally contracts with another party to perform the work, if the latter amount exceeds the former up to a maximum of 10% of the Total Stipulated Tender Price and such amount shall become the property of the Owner.

1.15 Appendix A – Tender Alternatives

Item No.	Item Specified	Proposed Substitution	Change in Price if any
	N/ A		

1.16 Signature and Seal of Bidder:

By my signature hereunder, I hereby agree to supply all of the labour, material, equipment and services required to complete the work specified for the Roof Replacement 4 Townhouses located at 290 Parkhill Street, Peterborough, Ontario in accordance with all of the terms and conditions of this tender.

Dated this 14th day of May 2025, 2020

Sinclair Industrial Roofing Inc
Name of Company

1-160 Applewood Cres, Vaughan, On
Street Address

Mark Anderson
Signature of Company Official
(I have the authority to bind the Company)

Vaughan
City or Town

Mark Anderson, President
Name and Title

L4K 4H2
Postal Code

Signature of Company Official
(I have the authority to bind the Company)

416-746-5553
Telephone No.

Name and Title
SEAL

Facsimile No.

markanderson@sinclairindustrialroofing.ca
E-mail Address

813682671
H.S.T. Registration No

If the bidding firm is a limited company, the company seal must appear on this Bid Form with the signature(s) of the proper signing official(s).

End of Section

Peterborough Housing Corporation

Report 2025-031

Meeting Date: June 25, 2025

Meeting Time: 5:30 p.m.

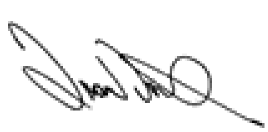
Meeting Place: Hunt Terraces, Meeting Room #112
555 Bonaccord Street, Peterborough

Subject: Properties Insurance Valuations Update

Author Name and Title: Travis Doak, CEO

Recommendation(s):

Resolved That Report 2025-031, “Property Insurance Valuations Update”, be received for information purposes.



Chief Executive Officer

Background:

In January 2025, a report was presented to the PHC Board of Directors outlining work completed in 2024 in collaboration with Housing Services Corporation (HSC) and Marsh. The purpose of this initiative was to undertake a comprehensive review and verification of the replacement values assigned to PHC's property portfolio. This process involved assessing current construction costs, market trends, and property-specific attributes to ensure that replacement values are accurate, current, and aligned with prevailing market conditions.

By updating these valuations, PHC aimed to mitigate financial risk related to both under-insurance—which could result in inadequate coverage in the event of loss—and over-insurance, which may lead to unnecessarily high premiums. This proactive approach strengthens PHC's asset management strategy and supports sound financial planning by ensuring insurance coverage is both adequate and cost-effective.

This benchmarking exercise was based on three main principles which are:

1) Accuracy and Risk Mitigation
2) Compliance and Best Practices
3) Data-Driven Decision Making

Process Overview

Peterborough Housing Corporation (PHC) initiated a detailed benchmarking process in alignment with guidelines provided by its insurance broker, Marsh, to ensure the accuracy of property replacement values. This proactive review was designed to validate asset valuations, reduce exposure to insurance-related risks, and support informed decision-making in asset management and financial planning. The process involved several structured phases, as outlined below:

1. **Data Collection**
   PHC conducted an inventory and data gathering exercise for its entire property portfolio. This included compiling building specifications, construction types, square footage, year of construction, recent capital improvements, and site-specific risk factors. Accurate and complete data was critical to enable a meaningful comparison and valuation.

2. **Initial Analysis**
   Collected data was then analyzed using benchmarking tools and valuation models recommended by Marsh. This phase involved applying current market construction costs and adjusting for local conditions, inflation, and material/labour trends to derive a baseline replacement value for each asset.

3. **Identification of Key Properties**
   Based on risk exposure, asset value, and portfolio significance, PHC

identified a subset of key properties requiring more in-depth review. These properties were prioritized due to their replacement cost impact on the overall insurance coverage and premium structure. Detailed valuation reports were then prepared for these assets to ensure accuracy and alignment with market standards.

2024 Results

Marsh was engaged to perform detailed evaluations on an initial 8 properties. The updated replacement values revealed significant discrepancies compared to the previously reported values, as outlined in the table below. The revised values highlighted critical gaps in current coverage that would leave PHC vulnerable in the event of a loss.

2024 Building Valuations

Property	Current Valuation	Revised Valuation	Difference	Percent
169 Lake Street	$12,438,098	$21,877,741	+$9,439,643	+75.89%
526 McDonnel Street	$9,006,743	$12,698,099	+$3,691,356	+41%
572 Crystal Drive	$17,939,168	$34,903,929	+$16,964,761	+94.6%
611 Rogers Street	$9,974,670	$14,139,756	+$4,165,096	+41.8%
665 Crawford Drive	$8,381,495	$21,834,734	+$13,453,239	+160.5%
835 Cameron Street	$7,688,809	$21,755,331	+$14,066,522	+182.9%
850 Fairbairn Street	$6,023,593	$12,027,629	+$6,004,036	+99.7%
900 Dutton Road	$6,666,404	$20,691,083	+$14,024,679	+210.4%
Total	$79,118,980	$159,928,312	+$80,809,332	

A key tool to the completion of the validations is the Building Condition Assessments previously completed on the sites with PHC staff providing additional information as required.

Rationale:

The initial findings underscore the importance of regularly updating replacement values to ensure adequate insurance protection. As a result, PHC engaged Marsh to request the completion of Insurance validations for the remaining sites in the portfolio that will include both City of Peterborough and County locations. PHC is working with Marsh to identify sites in a phased approach for completion. The following highlights the results of newly completed locations since January 2025:

2025 Building Valuations (To Date)

Property	Current Valuation	Revised Valuation	Difference	Percent
486 Donegal Street	$11,775,652.00	$18,512,000.00	+$6,736,348.00	+57.21%
999 Hilliard Street	$5,541,483.00	$8,736,000.00	+$3,194,517.00	+57.65%
1190 Hilliard Street	$4,571,724.00	$7,743,000.00	+$3,171,276.00	+69.37%
30 Alexander Avenue	7,758,077.00	$11,407,000.00	+$3,648,923.00	+149.5%
290 Parkhill Road East	$4,571,724.00	$7,028,000.00	+$2,456,276.00	+53.73%
117 Herbert Street	$2,632,205.00	$4,349,000.00	+$1,716,795.00	+65.22%
101-121 Anson Street	$3,226,497.00	$2,770,000.00	-$456,497.00	-14.15%
372-386 Parkhill Road West	$1,998,612.00	$1,931,000.00	-$67,612.00	-3.38%
Total	$42,075,974.00	$62,476,000.00	$20,467,638.00	

Next Steps:

Completion of Property Valuations:

- There are currently 31 properties remaining to have an updated valuation.
- Staff will continue to follow through on the completion of property valuations, a follow-up report will be provided to the Board with the results and analysis.
- The level of risk will be evaluated, and mitigation strategies will be developed to address any identified coverage gaps or areas of concern.
- The 2025 Capital Budget will be adjusted to reflect in-year costs where applicable to complete the remainder of property evaluations.

Integration of Updated Values:

- PHC will update its records to reflect Marsh's revised replacement values for properties.
- These updates will inform upcoming insurance renewals and budget allocations.

Continuous Monitoring:

- PHC will implement a schedule for periodic benchmarking analyses to maintain up-to-date property values.
- Collaboration with Marsh and HSC will continue to ensure alignment with evolving market conditions.

Future Implications:

The Marsh evaluations underscore the critical need for ongoing valuation updates to safeguard PHC's assets and ensure comprehensive insurance coverage. The findings not only highlight the financial adjustments required but also serve as a foundation for improved risk management practices. By continuing to extend this rigorous approach to the entire portfolio, PHC will achieve greater accuracy in replacement values, enhance its financial planning, and reinforce its commitment to the long-term sustainability of its housing operations.

Other Alternatives Considered:

None.

Alignment to Strategic Priority Areas:

This report aligns to the 2019-2024 Strategic Plan as follows:

1. Serving Our Clients & Community – Finance & Resources

Financial Considerations:

Financial implications associated with this project are planned and managed through the 2025 Capital Budget. Staff will ensure expenditure aligns with fiscal responsibility standards and undergo regular oversight for budgetary adjustments as needed.

Any potential increases to the operational budget for future property coverage will be provided in a Board report this fall with mitigation strategies.

Consultations:

Richard Grotsch, Director of Operations
Sondra Fitzgerald, Director of Corporate Services
Operations Staff

Attachments:

None

Peterborough Housing Corporation

Report 2025-032

Meeting Date: June 25, 2025

Meeting Time: 5:30 p.m.

Meeting Place: Hunt Terraces, Meeting Room #112
555 Bonaccord Street, Peterborough

Subject: Board Secretary Role Implementation

Author Name and Title: Travis Doak, CEO

Recommendation(s):

Resolved That Report 2025-032, “Board Secretary Role Implementation”, be received for information purposes.

Chief Executive Officer

Background:

The Board of Directors is the legal authority for Peterborough Housing Corporation (PHC). The Board operates under a Policy Governance model. Individual PHC Board members are responsible to exercise reasonable care, diligence, and skill in the performance of their duties and to act honestly and in the best interests of the PHC at all times. Collectively, the PHC Board is responsible for the overall management of the PHC – to see that the portfolio is properly maintained, to ensure that the government policies and programs are implemented in accordance with their intent, and to monitor the performance of the PHC and the CEO.

In May 2022, the Board of Directors approved amendments to the governance structure of the Board, as presented by Hope Lee, who held the position of interim CEO at the time. Among these changes was the reassignment of the Board Secretary role from the CEO to the Executive Assistant.

This amendment was not formally implemented at the time of approval. This report informs Board members that effective August 1, 2025, the Executive Assistant will take on the role of Board Secretary.

Rationale:

Secretary Position:

The Secretary is the individual who also holds the position of Executive Assistant for PHC.

The Secretary:

• Attends all regular, special and committee meetings except when the Board is discussing or considering the CEOs performance, employment or compensation.

• Notifies Board Members of meetings including arranging rescheduled or special meetings.

• Distributes and posts agendas, minutes and supporting materials for regular, special and committee meetings.

• Keeps accurate minutes of meetings including attendance, quorum, all motions and decisions, any corrections and arranges to have such minutes signed by the Chair and CEO.

• Maintains corporate records including bylaws, agreements, policies, membership lists, agendas, minutes, reports, etc. and brings them forward for review as required.

• Files annual corporate reports to respective bodies

Other Alternatives Considered:

None

Alignment to Strategic Priority Areas

These operational updates align to all three priority areas:

- Investing in Our People
- Serving Our Clients & Community
- Strengthening Our Relationships

Financial Considerations:

None

Consultations:

Jenna Cullon, Executive Assistant

Attachments:

Minutes of the PHC Board Meeting # 193 – May 18, 2022

MINUTES OF BOARD MEETING NO.193
MEMBERS OF THE PETERBOROUGH HOUSING CORPORATION BOARD OF DIRECTORS MET IN PERSON AND VIA VIDEO CONFERENCE ON:

Date: Wednesday, May 18, 2022
Location: 526 McDonnel Street, Peterborough, ON K9H 0A6

Present:	Keith Riel	Chair (Video)
	Henry Clarke	Vice Chair (In Person)
	Dean Pappas	Treasurer (Video)
	Andrew Beamer	Member (Video)
	Diane Therrien	Member (Video)
	Sheldon Laidman	Board Advisor (Video)
	Rebecca Morgan-Quin	Board Advisor (Video)
	Hope Lee	CEO, PHC/Board Secretary (In-Person)
	Jenna Cullon	Recording Secretary (In-Person)
Staff:	Travis Doak	Director of Operations (In-Person)
	Sondra Fitzgerald	Director of Corporate Services (In-Person)
Guest:	Richard Steiginga	Baker Tilly (Video)

Keith Riel, Chair called the 193rd meeting to order at 5:30 p.m. with quorum.

Richard Steiginga, Baker Tilly joined the meeting at 5:30 p.m.

1. APPROVAL OF THE AGENDA

On a motion by Dean Pappas, seconded by Diane Therrien and carried, it was **RESOLVED** to approve the 192nd Agenda.

2. CONFLICT OF INTEREST DECLARATIONS

The Chair requested that Board members declare any conflict of interest at this time. None were declared.

3. DELEGATION

No Delegations.

4. PRESENTATIONS

a. <u>2021 Audited Financial Statements</u>
- Presentation, Richard Steiginga, Baker Tilly
  - Report 2022-023 – 2021 Financial Statements & Investment Report

Richard presented the audited financial statements and report to the Board. The statements indicate that PHC is in good standing and there are no issues needing to be brought to the Board's attention.
Dean asked about increasing interest rates and for Richard to provide more information regarding our exposure risk. Richard explained that PHC locked rates in during 2021 before there were any significant changes to rates, and that PHC is also protected through a funding program for certain properties, which leaves exposure to the increasing rates low.

On a motion by Dean Pappas, seconded by Diane Therrien and carried, it was **RESOLVED** that the board would receive the presentation by Richard Steiginga regarding 2021 Financial Statements.

Richard Steiginga, Baker Tilly left the meeting at 5:55 p.m.

b. <u>Governance Structure</u>
- Presentation, Hope Lee, Interim CEO
  - Report 2022-024 – Amended Governance Structure and Related Documents

Hope presented the amendments PHC would like to see to the Governance Structure/Workplan that the Board approved in February 2022. The Board was informed that the overall direction and recommendations have been shared with representatives of the City, and no concerns were raised as to why Council would not approve the revisions to the Shareholder Agreement or adoption of Bylaws 3 & 4. The Board was informed a legal review was completed on PHC's part, and it is fully expected that City of Peterborough would want to do the same. A timeline for implementation was also provided to the Board.

Dean and Keith had several questions regarding the changes. Hope provided information to the Board that answered these questions to Dean and Keith's satisfaction. Rebecca also provided input on the changes being made and feels they are positive and beneficial to both parties. Henry brought forth typos within Appendix E – Amended Shareholder Agreement (4.6.4 and 4.6.5), also asked for portion of 4.12 renumeration be removed, "No Board Member except a member of City Council or County Council, shall receive remuneration from the Corporation..." as city councillors do not receive renumeration and would like to avoid future conflict regarding that matter. On a motion by Henry Clarke, seconded by Diane Therrien and carried, it was **RESOLVED** that 4.12 renumeration be removed from the shareholder agreement.

On a motion by Diane Therrien, seconded by Andrew Beamer and carried, it was **RESOLVED** that the board would receive and accept the amendments to the governance structure presented by Hope Lee, with the amendments requested and approved by Board, along with the nominations of the following individuals for the two Committees.

Governance, Human Resources and Strategy	Finance, Audit and Administrative
Andrew Beamer	Dean Pappas
Diane Therrien	Henry Clarke

5. CONFIRMATION OF MINUTES

On a motion by Diane Therrien, seconded by Dean Pappas and carried, it was **RESOLVED** that the Minutes of the 192nd Board Meeting held March 23, 2022, be confirmed and accepted.

6. CONSENT AGENDA

a. Business Arising from Minutes
   - Report 2022-019 – Development Report

b. Communications and Operational Reports
   - Report 2022-018 – Monthly Arrears Report

c. Report 2022-020 – CEO Updates

d. Financial Reports
   - Report 2022-021 – 2022 Q1 Operating & Capital Results (Jan-Mar)
   - Report 2022-022 – 2022 Q1 Reporting Obligations (as at March 31st)

e. Committee Reports
   - Financial Committee – 2021 Financial Statements – Item 4(a)
   - Development Committee – no report
   - Personnel Committee – no report

f. New Business – no report

On a motion by Dean Pappas, seconded by Andrew Beamer and carried, it was **RESOLVED** to approve the consent agenda.

7. CLOSED SESSION

On a motion by Dean Pappas, seconded by Andrew Beamer and carried, it was **RESOLVED** to move out of **OPEN SESSION** and into **CLOSED SESSION.**

On a motion by Dean Pappas, seconded by Diane Therrien and carried, it was **RESOLVED** to move out of **CLOSED SESSION** and into **OPEN SESSION.**

On a motion by Diane Pappas, seconded by Andrew Beamer and carried, it was **RESOLVED** to follow direction given in **CLOSED SESSION.**

8. QUESTIONS & ANSWER PERIOD

No questions presented.

9. ADJOURNMENT

At 7:05 p.m. there being no further business, Board Meeting No. 193 was adjourned on a motion by Dean Pappas, seconded by Andrew Beamer and carried.

Keith Riel
Chair
Peterborough Housing Corporation

Hope Lee
CEO/Board Secretary
Peterborough Housing Corporation

Peterborough Housing Corporation

Report 2025-033

Meeting Date: June 25, 2025

Meeting Time: 5:30 p.m.

Meeting Place: Hunt Terraces, Meeting Room #112
555 Bonaccord Street, Peterborough

Subject: CEO Update

Author Name and Title: Travis Doak, CEO

Recommendation(s):

Resolved That Report 2025-033, “CEO Update”, be received for information purposes.

Chief Executive Officer

Background:

The CEO Update Report is provided at each Board meeting and provides the Board with updates on key operational matters.

Rationale:

Follow up Item of the June 10 Board meeting

At the June 10, 2025 Board meeting, a question was raised regarding whether PHC had been engaged by the City of Peterborough concerning the potential redevelopment of the Queen Alexandra Centre, located at 180 Barnardo Avenue.

The City retained an architectural firm to conduct a feasibility study exploring potential future uses of the site. Among the scenarios under consideration was the possibility of redeveloping the property into residential housing, with PHC potentially assuming responsibility for the ongoing operation and maintenance of the site, should housing be pursued.

Upon review, it has been confirmed that City staff initiated preliminary outreach to PHC staff in November 2024 for consultation on the feasibility of PHC’s involvement. However, this engagement occurred at the staff level and was not elevated to the Executive Leadership Team (ELT) at that time.

Local Housing Corporation (LHC) – CEO Forum

On June 5, I attended the quarterly Local Housing Corporation (LHC) CEO Forum in Simcoe, hosted by Haldimand Norfolk Community Housing. The forum brought together CEOs from LHC’s from across Ontario to discuss shared priorities, operational updates, and sector-wide advocacy. Key items on the agenda included updates on government relations efforts, communities of practice (CoPs), and new-build costing data. The group discussed coordinated messaging to the province regarding capital repair funding and RGI sustainability.

A significant portion of the forum was dedicated to discussing the implications of Bill 10: *Protecting Ontario Through Safer Streets and Stronger Communities Act*. The legislation proposes to hold residential and commercial landlords—including LHCs, supportive housing providers, and potentially emergency shelter operators—accountable for illegal drug production and trafficking on their properties. While there was broad consensus among LHCs in support of enhanced public safety measures, concerns were raised about unintended consequences, including disproportionate liability for tenant behaviour, increased operational burdens, and overlap with existing enforcement mechanisms through the Landlord and Tenant Board. The forum agreed that further consultation with the Ministry of the Attorney General and the Ministry of Municipal Affairs and Housing is needed.

37 George Street, Havelock Update

Reconstruction efforts at 37 George Street in Havelock continue to advance steadily, with the project team maintaining momentum and remaining on track for targeted completion and occupancy by the end of the year. Since the last update, key infrastructure milestones have been achieved. The replacement of aluminum electrical wiring, including the installation of new electrical panels in impacted units, was completed on schedule by the end of May. Plumbing upgrades, which commenced on May 26, are now well underway, with over 60% of the building's new distribution lines installed as of mid-June. Insulation work on the building envelope has also begun, with wall cavity insulation completed and attic insulation scheduled to begin next week.

In addition to these core construction activities, crews have started interior preparations for in select units, allowing for overlapping phases to help keep the overall timeline intact. Site visits by PHC staff continue weekly, with daily coordination taking place between PHC and the general contractor to proactively manage supply chain logistics, weather contingencies, and site safety protocols. A written project update will be shared with former residents later in June, with follow-up meetings to be scheduled for late summer as interior finishing progresses. PHC remains committed to keeping residents and stakeholders informed as the project advances through the summer construction season.

37 George Street, Havelock

<u>Strategic Planning</u>

Work on PHC's new Strategic Plan continues to progress on schedule, with strong collaboration between PHC staff and the external consulting team from SHS Consulting. Since the initial project launch and Steering Committee meeting in May, the consultants have been actively advancing key engagement activities and foundational research.

At our most recent planning session, held in mid-June, SHS provided an overview of early findings from the stakeholder survey, which closed earlier this month. Preliminary analysis indicates a strong response rate and valuable qualitative feedback across a range of stakeholder groups. In addition, SHS shared an update on key informant interviews, many of which have now been completed. These interviews provide critical insight into emerging priorities, perceived challenges, and future opportunities for PHC from the perspective of community partners, sector experts, and municipal stakeholders.

The session also included a review of upcoming engagement activities. SHS presented the draft approach and materials for tenant engagement sessions scheduled for June 25 and 26, which are designed to ensure inclusive, accessible participation from a diverse cross-section of PHC residents. A similar review was conducted for the Board engagement session, also scheduled for June 25, including discussion of facilitation format and pre-read materials to support productive dialogue.

Next steps in the planning process include completing the remaining interviews, finalizing engagement logistics, and beginning synthesis of data to inform the environmental scan and SWOT analysis. The project remains on track for a Board-focused planning session in August, with logistics and supporting documents to be confirmed in the coming weeks.

PHC remains committed to delivering a Strategic Plan that is evidence-informed, equity-driven, and responsive to the needs of our tenants and broader community. Ongoing updates will continue to be brought to the Board as the process moves forward.

Update: Financial and Operational Review of Hunt Terraces Food Services

As part of PHC's ongoing efforts to strengthen operational efficiency and service quality, a food services review at Hunt Terraces is now underway. This review, led by food services consultant Mark Murdoch (Murdoch Informant Systems INC. DBA Mark Murdoch), is focused on evaluating the financial and operational sustainability of the meal services program, with a view to identifying practical improvements that support resident satisfaction and long-term viability.

On June 18, PHC staff met onsite with Mr. Murdoch to initiate the review. During this visit, the consultant conducted a walkthrough of the kitchen and dining areas to assess layout, equipment, and workflow. He also gathered initial financial data related to the 2024 calendar year and Q1 of 2025, with a focus on identifying key cost drivers, subsidy allocations, and pricing model considerations. The consultant reviewed the current service schedule, staffing structure, and meal planning approach, and discussed operational challenges and opportunities directly with front-line food services staff.

This engagement remains on track to be completed by the end of July, with a final report expected in mid-August. The report will include a detailed analysis of the program's financial performance, and evidence-informed recommendations for improving efficiency, and overall resident experience.

Once the final recommendations are received, PHC will assess next steps, including potential implementation strategies and any required operational adjustments. A full summary of the consultant's findings and recommendations will be brought forward to the Board at a future meeting.

Other Alternatives Considered:

None

Alignment to Strategic Priority Areas

These operational updates align to all three priority areas:

- Investing in Our People
- Serving Our Clients & Community
- Strengthening Our Relationships

Financial Considerations:

None

Consultations:

Richard Grotsch, Director of Operations
Mark Murdoch, Food Services Consultant

Attachments:

None

Peterborough Housing Corporation

Report 2025-034

Meeting Date: June 25, 2025

Meeting Time: 5:30 p.m.

Meeting Place: Hunt Terraces, Meeting Room #112
555 Bonaccord Street, Peterborough

Subject: Delegated Authority

Author Name and Title: Travis Doak, CEO

Recommendation(s):

Resolved That Report 2025-034, “Delegated Authority”, be received;

That the Chief Executive Officer or Acting Chief Executive Officer and the Chair or Vice Chair, acting together, be authorized to make decisions within approved budgets and under the Purchasing Policy on behalf of the Board commencing June 26, 2025 until August 27, 2025; and

That a report be made to the Board at its next meeting on decisions made in accordance with this resolution.

Chief Executive Officer

Background:

Delegated authority is the process of transferring responsibility for one task to another. It is suggested that delegated authority be approved in order to not delay potential tender awards expected while the Board breaks for the summer.

Rationale:

This report recommends delegated authority commencing with this meeting until the next scheduled meeting of the Board. Each time delegated authority is used, a report will be created to record the details of the decision. At the August Board meeting, the CEO will provide a written report including signed copies of each delegated authority report completed.

Other Alternatives Considered:

None.

Alignment to Strategic Priority Areas

This recommendation does not specifically align to any of the priority areas.

Financial Considerations:

There are no financial considerations to this report. Financial decisions approved through delegated authority will be presented to the Board in August 2025.

Consultations:

None.

Attachments:

None.