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## Report 2024-127

**Report Title:** Northumberland County Housing Corporation (NCHC)  
Purchase Services Agreement

**Committee Name:** Social Services

**Committee Meeting Date:** October 2, 2024

**Prepared by:** Rebecca Carman  
Associate Director Housing & Homelessness  
Community and Social Services

**Reviewed by:** Lisa Horne  
Director  
Community and Social Services

**Approved by:** Jennifer Moore, CAO

**Council Meeting Date:** October 16, 2024

**Strategic Plan Priorities:**  Innovate for Service Excellence  
 Ignite Economic Opportunity  
 Foster a Thriving Community  
 Propel Sustainable Growth  
 Champion a Vibrant Future

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### Recommendation

“That the Social Services Committee, having considered Report 2024-127 ‘Northumberland County Housing Corporation (NCHC) Purchase Services Agreement’, recommend that County Council direct staff to execute the agreement between the Northumberland County Housing Corporation (NCHC) and the County of Northumberland in accordance with the terms outlined in the agreement.”

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### Purpose

The NCHC Purchase Services Agreement with the County of Northumberland expired in August 2024, after which it operates on a month-to-month basis.

### Background

The County of Northumberland's Shareholder Direction to the NCHC requires there to be a Purchase Services Agreement between the County and the NCHC.

An initial five-year Purchase Services Agreement between the County and the NCHC has been in place since 2019 and transitioned to a month-to-month agreement on August 7, 2024.

### **Consultations**

Staff from Housing Services and Legal were consulted on this report. This agreement was approved by the NCHC at its August meeting.

### **Legislative Authority / Risk Considerations**

Northumberland County is the sole member of the NCHC.

### **Discussion / Options**

The NCHC is required to have a Purchase Services Agreement with Northumberland County as per its Shareholder Direction. The Purchase Services Agreement is a contract between Northumberland County and the NCHC which defines how services are delivered. The agreement outlines the terms and conditions of the services that it will offer to the NCHC.

The NCHC does not have any staff of its own, instead through the Purchase Services Agreement it contracts the services of employees of the County. The services which are included in the agreement include property and asset management, operating and administrative support, corporate administration services, financial, legal, reporting, purchasing, payroll and information technology services and tenant housing retention and eviction services. The County will also provide support and premises for the NCHC to hold meetings of the corporation and the annual general meeting.

These services are charged against the NCHC budget during the fiscal year that they are realized. The County will on an annual basis determine the costs of the Services provided by the County in the coming fiscal year. At the end of the fiscal year the NCHC budget will be reconciled with the actual amount of Services charged.

The agreement is for a five (5) year term after which it operates on a month-to-month basis.

### **Financial Impact**

N/A

### **Member Municipality Impacts**

N/A

### **Conclusion / Outcomes**

It is recommended that the Social Services Committee request that County Council approve the Purchase Services Agreement.

### **Attachments**

1. Report 2024-127 ATTACH 1 '2024-03-18 Purchase Services Agreement NCHC-County'