



**Mailing Address:**  
P.O. Box 344  
Thorold ON L2V 3Z3

Phone: 905-682-9201  
Toll Free: 1-800-232-3292  
*(from Grimsby and beyond Niagara region only)*

**Street Address:**  
Campbell East  
1815 Sir Isaac Brock Way  
Thorold ON

Main Fax: 905-687-4844  
Fax – Applications: 905-935-0476  
Fax – Contractors: 905-682-8301  
Web site: [www.nrh.ca](http://www.nrh.ca)

January 23, 2025

Ann-Marie Norio, Regional Clerk  
Niagara Region  
1815 Sir Isaac Brock Way  
Thorold, ON L2V 4T7

Dear Ms. Norio,

At their January 17, 2025 meeting, the Niagara Regional Housing Board of Directors passed the following motion as recommended in attached report NRH 1-2025:

### **Recommendations**

Staff recommend that the Board of Directors **APPROVE** the following:

1. That the purchase of modular trailers to be used for a permanent shelter in St. Catharines through a single source procurement process, replacing the current temporary shelter located at 29 Riordon Street, **BE APPROVED**;
2. That Niagara Regional Housing **BE AUTHORIZED** to enter into all such agreements as may be necessary to acquire, in the name of Niagara Regional Housing, the modular units, and that the Chief Executive Officer is authorized to execute all such agreements.
3. That this report **BE FORWARDED** to Public Health and Social Services Committee for information.

Your assistance is requested in moving report NRH 1-2025 through proper channels to Public Health and Social Services Committee.

Sincerely,

Councillor Mat Siscoe  
Chair

**Subject:** Single Source Acquisition of Modular Trailers for Permanent St. Catharines Shelter Site

**Report to:** Niagara Regional Housing (NRH) Board of Directors

**Report date:** Friday, January 17, 2025

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## Recommendations

Staff recommend that the Board of Directors **APPROVE** the following:

1. That the purchase of modular trailers to be used for a permanent shelter in St. Catharines through a single source procurement process, replacing the current temporary shelter located at 29 Riordon Street, **BE APPROVED**;
2. That Niagara Regional Housing **BE AUTHORIZED** to enter into all such agreements as may be necessary to acquire, in the name of Niagara Regional Housing, the modular units, and that the Chief Executive Officer is authorized to execute all such agreements.
3. That this report **BE FORWARDED** to Public Health and Social Services Committee for information.

## Key Facts

- The current temporary shelter at 29 Riordon Street is located on a property leased by NRH from the City of St. Catharines. The lease term was set for two to three years, with one year already elapsed.
- Since the new St. Catharines site is intended to be a permanent shelter, the acquisition will prioritize newer, top-condition modular trailers to ensure long-term functionality and durability.
- Once the permanent shelter in St. Catharines is operational, the modular trailers currently in use at 29 Riordon Street will be relocated to a site in Niagara Falls, where they will continue to serve as temporary housing.
- Modular trailers have been successfully utilized at two previous sites:
  - 851 Ontario Road, Welland
  - 29 Riordon Street, St. Catharines
- Modular trailers will be procured ahead of time through single sourcing to ensure flexibility in acquiring units as they become available. This process is essential due to:
  - The limited availability and condition of used modular units (e.g., kitchens, dormitories).

- The need to act quickly when suitable units are identified.
- Early acquisition of trailers allows modifications to be completed in advance, expediting the permit and installation process once the site is finalized.
- Staff will proceed to prepare and tender the required installation work once the trailers are secured and a suitable site has been identified, ensuring competitive bidding.
- A capital project was approved and initiated through the 2025 budget process with funding of \$5.5 million for a new multi-unit permanent shelter in St. Catharines.

### **Financial Considerations**

The estimated capital cost for the acquisition, preparation, and modification of the modular trailers is \$2.0 million, which will be funded through the approved and initiated 2025 capital project for the St. Catharines Permanent Shelter. The approved project budget of \$5.5 million includes the acquisition of land and the installation work required to make the trailers operational for the purpose of the shelter.

The purchase and preparation of the units in advance will streamline the project timeline and reduce delays in establishing a permanent shelter.

### **Analysis**

The single-source procurement approach is recommended due to the urgency and the highly variable nature of available trailers in the market. Unlike previous projects, this proposal requests single-source approval for the trailers only, while installation and site preparation will be tendered to contractors, ensuring competitive pricing and efficiency. This approach reflects lessons learned from prior projects, such as the Welland shelter, where early acquisition would have reduced delays and costs.

### **Relationship to Board and Council Strategic Priorities**

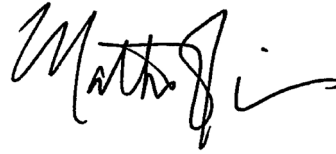
This report aligns with the strategic priority of fostering an Equitable Region, ensuring access to inclusive and permanent housing solutions for vulnerable populations.



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**Prepared by:**

Cameron Banach  
Chief Executive Officer, NRH



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**Approved by:**

Mat Siscoe  
Chair, NRH

This report was prepared in consultation with Cathy Cousins, Director Homelessness and Community Engagement, Dean Pilon, Housing Development Project Manager and Sara Mota, Senior Program Financial Specialist.