



RENFREW COUNTY HOUSING CORPORATION

Wednesday, October 13, 2021

An electronic meeting of the Renfrew County Housing Corporation Board of Directors was held on Wednesday, October 13, 2021 at 1:00 p.m.

Directors Present: Chair James Brose
Warden Debbie Robinson
Vice-Chair John Reinwald
Councillor Debbi Grills
Councillor Kim Love
Councillor Cathy Regier

Regrets: Councillor Ed Jacyno

Officers Present: Paul Moreau, Chief Executive Officer
Laura LePine, Chief Operating Officer

Staff Present: Craig Kelley, Director of Development and Property
Jennifer Dombroskie, Manager of Housing and Homelessness
Judy Mulvihill, Manager of Child Care and Early Years Services
Andrea Patrick, Manager of Ontario Works
Kevin Raddatz, Manager of Real Estate
Rosalyn Gruntz, Deputy Clerk
Wendy Hill, Administrative Assistant

Chair Brose called the meeting to order at 1:00 p.m.

The Chair recited the land acknowledgement, identifying that the meeting was being held on the traditional territory of the Algonquin People.

The roll was called and no pecuniary interests were disclosed.

RESOLUTION NO. RCHC-C-21-10-39

Moved by Councillor Regier

Seconded by Councillor Reinwald

THAT the minutes of the Renfrew County Housing Corporation Board of Directors meetings held on September 15, 2021 and September 29, 2021 be adopted.

CARRIED.

Ms. LePine overviewed the Manager of Housing and Homelessness Monthly Report, which is attached as Appendix A.

Mr. Raddatz overviewed the Real Estate Division Report to the Renfrew County Housing Corporation, which is attached as Appendix B.

RESOLUTION NO. RCHC-C-21-10-40

Moved by Councillor Reinwald

Seconded by Councillor Love

THAT the Renfrew County Housing Corporation Board of Directors recommends to the Community Services Committee that County Council approve Tender 21-11 as submitted by Valley Window and Door, Pembroke, Ontario for the replacement of 28 family units' windows at Bronx and Reynolds Townhouse Complexes in Pembroke, Ontario in the amount of \$194,164.53 plus HST; AND FURTHER THAT County Council pass a By-law to Authorize Execution of the Contract. CARRIED.

RESOLUTION NO. RCHC-C-21-10-41

Moved by Councillor Love

Seconded by Councillor Reinwald

THAT the Renfrew County Housing Corporation Board of Directors recommends to the Community Services Committee that County Council approve Tender 21-14 as submitted by Valley Window and Door, Pembroke, Ontario for the replacement of 60 Unit windows (living room and bedroom) at 260 Elizabeth Street North, Pembroke, Ontario in the amount of \$172,453.95 plus HST; AND FURTHER THAT County Council pass a By-law to Authorize Execution of the Contract. CARRIED.

The Renfrew County Board of Directors requested that staff provide further detail in the Community Services Report to County Council in regard to the sizes and number of windows that will be replaced in each of the building units.

RESOLUTION NO. RCHC-C-21-10-42

Moved by Warden Robinson

Seconded by Councillor Love

THAT the Renfrew County Housing Corporation Board of Directors recommends to the Community Services Committee that the extension of the contract for Tender 21-18 be approved for the remaining phases be completed as quote submitted by William Sons 11425579 Construction Limited, Pembroke, Ontario for the replacement of front canopies 4-10 (Phase 1-5) in the amount of \$410,000 plus HST. CARRIED.

RESOLUTION NO. RCHC-C-21-10-43

Moved by Councillor Regier

Seconded by Councillor Reinwald

THAT the RCHC Monthly Report and Manager of Real Estate Report attached as Appendices A and B be approved. CARRIED.

RESOLUTION NO. RCHC-C-21-10-44

Moved by Councillor Love

Seconded by Councillor Regier

THAT this meeting adjourn and the next regular meeting be held on November 9, 2021. Time 1:35 p.m. CARRIED.

**COUNTY OF RENFREW
COMMUNITY SERVICES DEPARTMENT
RENFREW COUNTY HOUSING CORPORATION**

TO: Renfrew County Housing Corporation Board of Directors

FROM: Jennifer Dombroskie, Manager, Housing and Homelessness

DATE: October 13, 2021

SUBJECT: Monthly Report

INFORMATION

1. Community Homelessness Prevention Initiative – CHPI Quarterly Update [Strategic Plan Goals #1 & #2]

Originally implemented in January 2013, the Community Homelessness Prevention Initiative (CHPI) is a 100 per cent provincially funded outcomes-based program that aims to prevent and end homelessness by improving access to adequate, suitable, and affordable housing and homelessness services for people experiencing homelessness and for people at-risk of homelessness.

Each fiscal year the Service Manager (County of Renfrew) is allocated a budget and is required to project the use of funding under 5 service categories: program administration, services and supports, housing with related supports, homelessness prevention, and emergency shelter solutions. Through this funding local programs are provided to help with housing security: Homelessness Prevention Program (HPP), Rent Allowance, and Emergency Minor Home Repairs.

2021-2022 CHPI Allocation and Projected Budget

Service Categories	Quarter 1 April-June	Quarter 2 July-September	Quarter 3 October-December	Quarter 4 January-March	Total
Program Administration	\$30,761.67	\$30,761.67	\$30,761.67	\$30,761.67	\$123,046.68

Service Categories	Quarter 1 April-June	Quarter 2 July- September	Quarter 3 October- December	Quarter 4 January- March	Total
Services and Supports	\$16,285.59	\$16,285.59	\$16,285.59	\$16,285.59	\$65,142.36
Housing with Related Supports	\$115,808.64	\$115,808.64	\$115,808.64	\$115,808.64	\$463,234.56
Homelessness Prevention	\$195,427.08	\$195,427.08	\$195,427.08	\$195,427.08	\$781,708.32
Emergency Shelter Solutions	\$3,619.02	\$3,619.02	\$3,619.02	\$3,619.02	\$14,476.08
Total Allocation	\$361,902.00	\$361,902.00	\$361,902.00	\$361,902.00	\$1,447,608.00

A review of our CHPI spending at the end of the second quarter shows that we are on target for this fiscal year and that we will have the full CHPI allocation spent by the end of the fourth quarter. The province requires reporting 4 times during each CHPI funding cycle; the Initial Plan during March, a Mid-Year Update at the beginning of November, a Third-Quarter Update at the end of January, and a Year-End report at the end of May 2021.

2. Housing and Homelessness Plan – Annual Report 2020 [Strategic Plan Goals #1 & #3]

The Ministry of Municipal Affairs and Housing requires that each service manager submits a prior year annual Housing and Homelessness Plan report.

Attached as Appendix RCHC-I is the County of Renfrew Housing and Homelessness Annual Report for 2020.

3. Tenant Newsletter [Strategic Plan Goal #3]

Seasonal newsletters are circulated to Renfrew County Housing Corporation Tenants to provide information updates and reminders.

Attached as Appendix RCHC-II is the September 2021 RCHC Tenant Newsletter.

**4. Provincially Funded Housing and Homelessness Funding Allocations – 5
Year Comparison [Strategic Plan Goals #1 & #2]**

COHB – Canada Ontario Housing Benefit

CHPI – Community Homelessness Prevention Initiative

OPHI – Ontario Priorities Housing Initiative

COCHI – Canada Ontario Community Housing Initiative

SCRSP – Strong Communities Rent Supplement Program

YEAR (FISCAL)	COHB	CHPI	OPHI	COCHI	SCRSP
2022-2023	\$331,900	\$1,447,608	\$601,100	\$574,180	\$140,086
2021-2022	\$267,431	\$1,447,608	\$659,300	\$587,499	\$140,086
2020-2021	\$204,099	\$1,447,608	\$402,325	\$246,643	\$140,086
2019-2020		\$1,477,608	\$817,400	\$91,994	\$140,086
2018-2019		\$1,261,412			\$140,086

**COUNTY OF RENFREW
COMMUNITY SERVICES DEPARTMENT
RENFREW COUNTY HOUSING CORPORATION**

TO: Renfrew County Housing Corporation Board of Directors
FROM: Kevin Raddatz, Manager of Real Estate
DATE: October 13, 2021
SUBJECT: Monthly Report

BY-LAWS

1. **Tender 21-11 Window Replacement at Bronx and Reynolds Townhouse Complex, Pembroke, Ontario [Strategic Plan Goal #2]**

Recommendation: THAT the Renfrew County Housing Corporation Board of Directors recommends to the Community Services Committee that County Council approve Tender 21-11 as submitted by Valley Window and Door, Pembroke, Ontario for the replacement of 28 family units' windows at Bronx and Reynolds Townhouse Complexes in Pembroke, Ontario in the amount of \$194,164.53 plus HST; AND FURTHER THAT County Council pass a By-law to Authorize Execution of the Contract.

Background

Renfrew County Housing Corporation issued a request for tender for replacement of all windows at Bronx and Reynolds family unit projects, Pembroke, Ontario. Tenders were received until 2:00 p.m. on October 5, 2021. These buildings were built in 1976 and windows were replaced in 1992 and are now at the end of their life cycle due to wear and tear. Energy efficiency in the units should be increased which will improve energy consumption. This project will replace all windows, varying in size, in 3, 4 and 5 bedroom units in a total of 28 family units. Three companies pulled the tender documents; however only one company attended the mandatory site meeting.

Tenders were received and the results submitted are as follows:

- | | |
|-----------------------------|--------------|
| 1. Valley Windows and Doors | \$194,164.53 |
|-----------------------------|--------------|

All amounts exclude 13% HST.

In accordance with the County of Renfrew Policy GA-01 for the Procurement of Goods & Services, competitive tenders with results greater than \$150,000 require approval from County Council.

Procurement of the services included in this tender, followed the requirements set out in Policy GA-01 – Procurement of Goods & Services.

Attached as Appendix I is a by-law for the execution of Tender 21-11 window replacement at Bronx and Reynolds Townhouse Complex in Pembroke, Ontario.

Financial Implications

The cost for this contract is covered in our capital plan at \$175,000. Staff have reviewed the tender results for the project and confirmed that there are sufficient funds in the 2021 Departmental budget to complete this project.

2. **Tender 21-14 Window Replacement at 260 Elizabeth St. N., Pembroke, Ontario [Strategic Plan Goal #2]**

Recommendation: THAT the Renfrew County Housing Corporation Board of Directors recommends to the Community Services Committee that County Council approve Tender 21-14 as submitted by Valley Window and Door, Pembroke, Ontario for the replacement of 60 Unit windows (living room and bedroom) at 260 Elizabeth Street North, Pembroke, Ontario in the amount of \$172,453.95 plus HST; AND FURTHER THAT County Council pass a By-law to Authorize Execution of the Contract.

Background

Renfrew County Housing Corporation issued a request for tender for replacement of living room and bedroom windows at 260 Elizabeth St. N., Apartment Complex in Pembroke Ontario. Tenders were received until 2:00 p.m., October 5, 2021. The building was built in 1977 and the windows have never been replaced and are at the end of their life cycle. Energy

efficiency should be increased thus costing us less in our energy consumption moving forward. This project will replace all living room and bedroom windows in 60 units. We had three companies pull the tender documents; however only one company attended the mandatory site meeting.

Tenders were received and the results submitted are as follows:

2. Valley Windows and Doors	\$172,453.95
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All amounts exclude 13% HST.

In accordance with the County of Renfrew Policy GA-01 for the Procurement of Goods & Services, competitive tenders with results greater than \$150,000 require approval from County Council.

Procurement of the services included in this tender, followed the requirements set out in Policy GA-01 – Procurement of Goods & Services.

Attached as Appendix II is a by-law for the execution of Tender 21-14 window replacement at 260 Elizabeth St. N., Apartment Complex in Pembroke, Ontario.

Financial Implications

The cost for this contract is covered in our capital plan at \$200,000. Staff have reviewed the tender results for the project and confirmed that there are sufficient funds in the 2021 Departmental budget to complete this project.

ADDENDUM TO RENFREW COUNTY HOUSING CORPORATION REPORT

Prepared by: Kevin Raddatz, Manager of Real Estate

Prepared for: Renfrew County Housing Corporation Board of Directors

October 13, 2021

RESOLUTIONS

3. Tender 21-18 – Front Canopy Replacement at Vimy Family Project, Renfrew, Ontario [Strategic Goal #2]

Resolution: THAT Renfrew County Housing Corporation Board of Directors recommends to the Community Services Committee that County Council allow for the extension of the contract for Tender 21-18 and approve remaining phases be completed as quote submitted by William Sons 11425579 Construction Limited, Pembroke, Ontario for the replacement of front canopies 4-10 (Phase 1-5) in the amount of \$410,000 plus HST.

Background

On September 29, 2021 the following resolution was approved by the Renfrew County Housing Corporation Board of Directors, Community Services Committee and County Council:

RESOLUTION NO. CS-CC-21-09-49

“THAT County Council approve Tender 21-18 as submitted by William Sons 11425579 Construction Limited, Pembroke, Ontario for the replacement of three front canopies (Phase 1 of 5) in the amount of \$158,000 plus HST; AND FURTHER THAT County Council pass a By-law to Authorize Execution of the Contract; AND FURTHER THAT the remaining phases be considered for an extension with the approval of committee provided that budget and timing permit.”

A quote was received on October 8, 2021 from William Sons 11425579 Construction Limited, Pembroke, Ontario in the amount of \$410,000 to replace existing canopies 4-10 at the Vimy Family Project. The contractor has indicated that the replacement for the remaining seven canopies can be completed by the end of 2021. Staff have reviewed and confirmed that there are sufficient funds to complete this project.