



RENFREW COUNTY HOUSING CORPORATION

Tuesday, November 9, 2021

An electronic meeting of the Renfrew County Housing Corporation Board of Directors was held on Tuesday, November 9, 2021 at 1:00 p.m.

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

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

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
Roselyn Gruntz, Deputy Clerk
Wendy Hill, Administrative Assistant

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

Chair Brose 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-21-11-45

Moved by Councillor Love

Seconded by Councillor Regier

THAT the minutes of the Renfrew County Housing Corporation Board of Directors meeting held on October 13, 2021 be adopted. CARRIED.

Ms. LePine overviewed the Director's Report, which is attached as Appendix A.

Ms. Dombroskie overviewed the Monthly Report, which is attached as Appendix B.

RESOLUTION NO. RCHC-C-21-11-46

Moved by Councillor Jacyno

Seconded by Councillor Reinwald

THAT the Renfrew County Housing Corporation Board of Directors approve the proposed lease amendments; AND FURTHER that the revised lease shall come into effect once approved and will be used with new tenants or tenants that require a lease renewal. The proposed lease amendments reflect the legislative changes as follows:

- Calculating rent based on the Income Tax Notice of Assessment (where possible) for the applicable year
- Rent will be calculated and set for the next 12-month period – no further monthly adjustments
- A detailed list of circumstances where an in-year review would be conducted
- Updates to included and excluded income types

CARRIED.

Mr. Raddatz overviewed the Real Estate Report, which is attached as Appendix C.

RESOLUTION NO. RCHC-C-21-11-47

Moved by Councillor Reinwald

Seconded by Councillor Regier

THAT the Director's Report attached as Appendix A, the Monthly Report attached as Appendix B and the Manager of Real Estate Report attached as Appendix C be approved. CARRIED.

RESOLUTION NO. RCHC-C-21-11-48

Moved by Warden Robinson

Seconded by Councillor Love

THAT this meeting adjourn and the next regular meeting be held at the call of the Chair. 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: Laura LePine, Director of Community Services
DATE: November 9, 2021
SUBJECT: Director's Report

INFORMATION

1. Social Housing Quarterly Payment [Strategic Plan Goal #2]

Attached as Appendix I is a letter dated October 15, 2021 from the Ministry of Municipal Affairs and Housing regarding the Social Housing October 2021 Quarterly Payment.

**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: November 9, 2021
SUBJECT: Monthly Report

INFORMATION

**1. 2021 Third Quarter Community Housing Registry Waitlist Statistics
[Strategic Plan Goals #1, #2 & #3]**

	New Eligible Applications	Total Eligible Applications	Total # of Active Applicants	Eligible Transfer Applicants	Eligible SP Applicants
Senior	16	152	95	10	1
Adult	144	471	562	38	4
Family	63	445	480	35	36
TOTALS	223	*1068	**1137	83	41

*1068 eligible applications as of September 30, 2021

Bedroom Size	Senior	Adult	Family
1	141	455	0
2	11	16	192
3	0	0	153
4	0	0	74
5	0	0	26
TOTALS	152	471	445

****1137 active applicants as of September 30, 2021**

Bedroom Size	Senior	Adult	Family	Dependents
1	79	529	0	0
2	16	33	207	176
3	0	0	160	188
4	0	0	78	146
5	0	0	35	86
TOTALS	95	562	480	596

2. Move Ins, Move Outs, and Internal Transfers Comparison (Third Quarter 2021) [Strategic Plan Goal #1]

	Move Outs Third Quarter 2021	Move Ins Third Quarter 2021	Internal Transfers Third Quarter 2021
Pembroke & Area	10	12	0
Renfrew	5	4	2
Arnprior	5	6	2

3. Landlord and Tenant Board Notices and Applications (Third Quarter 2021) [Strategic Plan Goals #1 & #2]

Third Quarter	Arnprior	Renfrew	Pembroke & Area
N4's Issued	66	62	255
N5's Issued	2	2	4
N6's Issued	0	1	0
N7's Issued	0	0	2
L1's Issued	0	0	1

N4 Notice to Terminate a Tenancy Early for Non-Payment of Rent

N5 Notice to Terminate a Tenancy Early

N6 Notice to Terminate a Tenancy Early for Illegal Acts

N7 10-Day Notice to Terminate a Tenancy Early

L1 Application to Evict a Tenant for Non-payment of Rent and to Collect Rent the Tenant Owes

4. Renfrew County Housing Corporation Rent Arrears (Third Quarter 2021) [Strategic Plan Goals #1 & #2]

Attached as Appendix RCHC-I is the Renfrew County Housing Corporation Arrears Report.

Attached as Appendix RCHC-II is the Renfrew County Housing Corporation Comparison Arrears Report.

5. Consolidated Homelessness Prevention Initiative (CHPI) 2021 Third Quarter (July 1, 2021 – September 30, 2021) Update [Strategic Plan Goals #1, #2 & #3]

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.

The County of Renfrew's CHPI allocation for 2021-2022 is \$1,447,608. This funding is used to deliver local programs that help with housing security: Homelessness Prevention Program (HPP), Rent Allowance, and Emergency Minor Home Repairs.

Homelessness Prevention Program (HPP)

This is an emergency program that helps people to keep their current housing or secure new housing. Details about approved expenses and eligibility requirements can be found on the County's website [Homelessness Prevention Program](#) webpage.

Number of Approved Applications Third Quarter	Third Quarter HPP Expenditure
234	\$210,860.71

Rent Allowance

The CHPI Rental Allowance Program is a monthly supplement paid to the landlord on behalf of a household in need of rental assistance; \$275/month for single people or couples with no dependents or \$375/month for families or sole support parents with children. This supplement is meant to bridge the gap between affordable rent and the actual market rent charged by the landlord. Households can remain eligible for up to three years and eligibility is verified annually.

Households Assisted – 2021 Third Quarter

Month	Single	Family	Third Quarter Expenditure
July	118	43	\$48,575
August	120	44	\$49,500
September	120	44	\$49,500
Total Third Quarter Expenditure			\$147,575

Emergency Minor Home Repairs

This program helps low-income homeowners stay safely housed within their home by covering essential minor home repairs up to \$5000.

Number of Approved Applications 2021 Third Quarter	Third Quarter HPP Expenditure
4	\$17,841.87

6. Treasurer’s Report [Strategic Plan Goal #2]

Attached as Appendix RHC-III is the Consolidated Treasurer’s Report for the Renfrew County Housing Corporation at September 30, 2021.

RESOLUTIONS

7. **Renfrew County Housing Corporation Updated Lease [Strategic Plan Goal #2]**

Recommendation: THAT the Renfrew County Housing Corporation Board of Directors approve the proposed lease amendments; AND FURTHER that the revised lease shall come into effect once approved and will be used with new tenants or tenants that require a lease renewal. The proposed lease amendments reflect the legislative changes as follows:

- Calculating rent based on the Income Tax Notice of Assessment (where possible) for the applicable year
- Rent will be calculated and set for the next 12-month period – no further monthly adjustments
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Background

Ontario Regulation 316/19 replaced Regulation 298/01 as well as amendments to Regulation 367/11. These changes were made to support Rent Geared to Income (RGI) simplification to make rent calculations easier for Service Managers and Housing providers and easier for tenants to predict and understand.

Attached as Appendix RCHC-IV is the proposed RCHC Lease.

**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: November 9, 2021

SUBJECT: Manager of Real Estate's Report

INFORMATION

1. **Renfrew County Housing Corporation Property Project Update – Quarter 4
[Strategic Plan Goal #2]**

Attached as Appendix RE-I is the Renfrew County Housing Corporation
Projects Update.