



RENFREW COUNTY HOUSING CORPORATION

Wednesday, January 12, 2022 – 1:00 p.m.

AGENDA

1. Call to order.
2. Land Acknowledgement.
3. Roll call.
4. Disclosure of pecuniary interest and general nature thereof.
5. Adoption of minutes of previous meetings held on November 9, 2021, November 23, 2021 and December 13, 2021.
6. Delegations: None at the time of mailing.

	<u>Page</u>
7. Director's Report	3
8. Manager of Housing & Homelessness Monthly Report	27
9. Manager of Real Estate Report	38
10. New Business.	
11. Closed Meeting – None at time of mailing.	
12. Date of next meeting (Wednesday, February 9, 2022) and adjournment.	

NOTE: (a) Submissions received from the public, either orally or in writing may become part of the public record.

Strategic Plan

Strategic Plan Goal # 1: To inform the Federal and Provincial government on our unique needs so that Renfrew County residents get their “fair share”.

Initiatives:

- (a) Create s strategic communications plan**
- (b) Identify and advocate for issues important to the County of Renfrew.**

Strategic Plan Goal # 2: Fiscal sustainability for the Corporation of the County of Renfrew and its ratepayers.

Initiatives:

- (a) Commitment from Council supporting principles within the Long-Term Financial Plan**
- (b) Establish Contingency Plan to respond to provincial and federal financial pressures and opportunities beyond the Long-Term Financial Plan.**

Strategic Plan Goal # 3: Find cost savings that demonstrate our leadership while still meeting community needs.

Initiatives:

- (a) Complete community needs assessment**
- (b) With identified partners implement plan to optimize service delivery to the benefit of our residents.**

Strategic Plan Goal # 4: Position the County of Renfrew so that residents benefit from advances in technology, to ensure that residents and staff have fair, affordable and reasonable access to technology.

Initiatives

- (a) Ensure that the County of Renfrew is top of the list for Eastern Ontario Regional Network funding for mobile broadband**
- (b) Lobby for secure and consistent radio systems for first responders and government**
- (c) Put a County of Renfrew technology strategy in place.**

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: January 12, 2021
SUBJECT: Director's Report

RESOLUTIONS

1. Appointment of Chair and Vice Chair

Recommendation: THAT Councillor James Brose be appointed as Chair and Councillor Cathy Regier be appointed as Vice-Chair of the Renfrew County Housing Corporation.

Background

Resolution No. SS-C-01-01-07 states that the Board of Directors of the Renfrew County Housing Corporation will henceforth be comprised of the members of the Community Services Committee, therefore the Board of Directors of the Renfrew County Housing Corporation effective as of December 14, 2021, shall be the following:

James Brose, Chair
Cathy Regier, Vice-Chair
Debbi Grills
Kim Love
John Reinwald
Debbie Robinson
Ed Jacyno, City of Pembroke Representative

It is recommended that the appointment of Chair and Vice-Chair of the Renfrew County Housing Corporation be consistent with County of Renfrew

By-Law No. 1-22, and that the same members be appointed as those appointed to the Community Services Committee.

2. Audit Planning

Recommendation: THAT the Renfrew County Housing Corporation Board of Directors authorizes Chair James Brose to sign the letter to Scott Rosien Black & Locke with respect to audit planning on behalf of this Board.

Background

Attached as Appendix I is a letter dated December 15, 2021 from Scott Rosien Black & Locke regarding the auditor responsibilities with respect to the audit of the financial statements of the Renfrew County Housing Corporation for the period ending December 31, 2021.

Attached as Appendix II is a letter to be signed by the Chair of the Renfrew County Housing Corporation Board of Directors in response to the attached letter sent by Scott Rosien Black & Locke.

3. 2022 Draft Budget

Recommendation: THAT the Renfrew County Housing Corporation recommends that the Draft 2022 Renfrew County Housing Corporation Budget be approved by this Committee and forwarded to the January 17, 2022 County Council Budget Workshop for approval.

Background

Appendix III includes the 2022 budget guidelines and draft budgets for the Renfrew County Housing Corporation which will be reviewed in detail at the meeting.

Community Services Committee
Renfrew County Housing Corporation
9 International Drive
Pembroke, Ontario
K8A 6W5

December 17, 2021

Dear Councillor James Brose:

Re: Audit Planning

We are writing this letter in connection with our audit of the financial statements for the period ending December 31, 2021.

Our purpose in writing is to ensure effective two-way communication between us in our role as auditors and yourselves with the role of overseeing the financial reporting process. In this letter we will:

- a) Address our responsibilities as independent auditors and provide information about the planned scope and timing of our audit.
- b) Request a response to some audit questions and any additional information you may have that could be relevant to our audit.

Auditor Responsibilities

The respective responsibilities of ourselves and of management in relation to the audit of financial statements are set out in the engagement letter dated December 15, 2021. This engagement letter is attached as an appendix to this letter.

Planned Scope and Timing of Our Audit

Our objective as auditors is to express an opinion on whether the financial statements are prepared, in all material respects, in accordance with Canadian public sector accounting standards.

In developing our audit plan, we worked with management to understand the nature of the entity and to identify and assess the risks of material misstatement in the financial statements, whether due to fraud or error. Our audit plan has been designed to focus on the identified areas of risk.

Materiality

For the current period, we have determined an overall materiality amount of \$280,000. This amount will be used to:

- a) plan and perform the audit; and,
- b) evaluate the effects of identified and uncorrected misstatements on the audit procedures performed as well as on the financial statements.

The materiality amount will be reassessed at period end to ensure it remains appropriate.

Community Services Committee
Renfrew County Housing Corporation
December 17, 2021

Internal Control

To help identify and assess the risks of material misstatement in the financial statements, we obtain an understanding of internal control relevant to the audit. This understanding is used in the design of appropriate audit procedures. It is not used for the purpose of expressing an opinion on the effectiveness of internal control. Should we identify any significant deficiencies in the internal control and accounting systems, we will communicate them to you in our audit findings letter.

Significant Risks

In planning our audit, we identify significant financial reporting risks that, by their nature, require special audit consideration. The significant risks we have identified and our proposed audit response is outlined below:

Significant Risks	Proposed Audit Response
<i>Revenue recognition and completeness</i>	<i>Analytical procedures</i> <i>Substantive testing of revenues, including the consistent application of accounting policies</i> <i>Review of cut-off procedures</i>
<i>Management override</i>	<i>Inquiries of management</i> <i>Review of journal entries</i> <i>Review of related-party transactions and management estimates</i>
<i>Accounts payable - completeness</i>	<i>Analytical procedures</i> <i>Substantive testing or tests of control</i>
<i>Accounts receivable - existence</i>	<i>Confirmation of receivable balances</i> <i>Tests of controls over revenues</i>

If there are specific areas that warrant our particular attention during the audit or where you would like us to undertake some additional procedures, please let us know.

Uncorrected Misstatements

Where we identify uncorrected misstatements during our audit, we will communicate them to management and request that they be corrected. If not corrected by management, we will then request that you correct them. If not corrected by you, we will also communicate the effect that they may have individually, or in aggregate, on our audit opinion.

SCOTT ROSIEN BLACK & LOCKE

Community Services Committee
Renfrew County Housing Corporation
December 17, 2021

Timing

The proposed timing of our audit (as discussed with management) is as follows:

Action	Planned Date
Start of audit field work	<i>Early March 2022</i>
End of audit field work	<i>March 31, 2022</i>
Present audit findings letter to Jeff Foss	<i>June 2022</i>
Approval of financial statements by the Board of Directors	<i>Late June 2022</i>
Provide the audit opinion on financial statements	<i>Late June 2022</i>

Engagement Team

Our engagement team for this audit will be led by Karen Black, CPA, CA (partner) and Brian Mueller, CPA, CA (audit senior). If you wish to contact the team please call our office at 613-735-3981 or by email at kblack@srblaccountants.com/bmueller@srblaccountants.com.

Audit Findings

At the conclusion of our audit, we will prepare an audit findings letter to assist you with your review of the financial statements. This letter will include our views and comments on matters such as:

- significant matters, if any, arising from the audit that were discussed with management;
- significant difficulties, if any, encountered during the audit;
- qualitative aspects of the entity's accounting practices, including accounting policies, accounting estimates and financial statement disclosures;
- uncorrected misstatements; and
- any other audit matters of governance interest.

Audit Questions and Requests

Fraud

To help us in identifying and responding to the risks of fraud within the entity, we would appreciate your responses to the following questions:

1. What oversight, if any, do you provide over management's processes for identifying and responding to fraud risks? Management's processes could include policies, procedures, programs or controls that serve to prevent, detect and deter fraud.
2. Do you have any knowledge of any actual, suspected or alleged fraud, including misappropriation of assets or manipulation of the financial statements, affecting the entity? If so, please provide details and how the fraud or allegations of fraud were addressed.

Other Matters

Would you please bring to our attention any significant matters or financial reporting risks, of which you are aware, that may not have been specifically addressed in our proposed audit plan. This could include such matters as future plans, contingencies, events, decisions, non-compliance with laws and regulations, potential litigation, specific transactions (such as with related parties or outside of the normal course of business) and any additional sources of audit evidence that might be available.

SCOTT ROSIEN BLACK & LOCKE

Community Services Committee
Renfrew County Housing Corporation
December 17, 2021

We recognize your significant role in the oversight of the audit and would welcome any observations on our audit plan.

This letter was prepared for the sole use of those charged with governance of Renfrew County Housing Corporation to carry out and discharge their responsibilities.

Yours very truly,

SCOTT ROSIEN BLACK & LOCKE



Karen Black CPA, CA

December 15, 2021

Mr. Jeffrey Foss, Treasurer
Renfrew County Housing Corporation
9 International Drive
Pembroke, Ontario K8A 6W5

Dear Mr. Foss:

The Objective and Scope of the Audit

You have requested that we audit the financial statements of Renfrew County Housing Corporation, which comprise the statement of financial position as at December 31, 2021, and the statements of operations and accumulated surplus, change in net financial assets and cash flows for the year then ended, and notes to the financial statements (including a summary of significant accounting policies).

We are pleased to confirm our acceptance and our understanding of the nature, scope and terms of this audit engagement, and all services related thereto, by means of this letter (the "Engagement").

The objectives of our audit are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement (whether due to fraud or error) and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance but is not a guarantee that an audit conducted in accordance with Canadian generally accepted auditing standards will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

The Responsibilities of the Auditor

We will conduct our audit in accordance with Canadian generally accepted auditing standards. Those standards require that we comply with ethical requirements. As part of an audit in accordance with Canadian generally accepted auditing standards, we exercise professional judgment and maintain professional skepticism throughout the audit. We also:

- a. Identify and assess the risks of material misstatement of the financial statements (whether due to fraud or error), design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations or the override of internal control.
- b. Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. However, we will communicate to you in writing concerning any significant deficiencies in internal control relevant to the audit of the financial statements that we have identified during the audit.
- c. Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by management.

Mr. Jeffrey Foss, Treasurer
Renfrew County Housing Corporation

December 15, 2021

Page 2

- d. Conclude on the appropriateness of management's use of the going-concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the entity's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditor's report to the related disclosures in the financial statements or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditor's report. However, future events or conditions may cause the entity to cease to continue as a going concern.
- e. Evaluate the overall presentation, structure and content of the financial statements (including the disclosures) and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.

Because of the inherent limitations of an audit, together with the inherent limitations of internal control, there is an unavoidable risk that some material misstatements may not be detected, even though the audit is properly planned and performed in accordance with Canadian generally accepted auditing standards.

The Responsibilities of Management

Our audit will be conducted on the basis that management and those charged with governance acknowledge and understand that they have responsibility:

- a. For the preparation and fair presentation of the financial statements in accordance with Canadian public sector accounting standards.
- b. For the design and implementation of such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.
- c. To provide us with timely:
 - i. Access to all information of which management is aware that is relevant to the preparation of the financial statements (such as records, documentation and other matters);
 - ii. Information about all known or suspected fraud, any allegations of fraud or suspected fraud and any known or probable instances of non-compliance with legislative or regulatory requirements;
 - iii. Additional information that we may request from management for the purpose of the audit; and
 - iv. Unrestricted access to persons within Renfrew County Housing Corporation from whom we determine it necessary to obtain audit evidence.

As part of our audit process:

- a. We will make inquiries of management about the representations contained in the financial statements. At the conclusion of the audit, we will request from management and those charged with governance written confirmation concerning those representations. If such representations are not provided in writing, management acknowledges and understands that we would be required to disclaim an audit opinion.
- b. We will communicate any misstatements identified during the audit other than those that are clearly trivial.
We request that management correct all the misstatements communicated.

Mr. Jeffrey Foss, Treasurer
Renfrew County Housing Corporation

December 15, 2021

Page 3

Form and Content of Audit Opinion

Unless unanticipated difficulties are encountered, our report will be substantially in the following form:

INDEPENDENT AUDITOR'S REPORT

To the Members of the Board of Directors of Renfrew County Housing Corporation

Opinion

We have audited the financial statements of Renfrew County Housing Corporation (the Corporation), which comprise the statement of financial position as at December 31, 2021, and the statements of operations and accumulated surplus, change in net financial assets and cash flows for the year then ended, and notes to the financial statements, including a summary of significant accounting policies.

In our opinion, the accompanying financial statements present fairly, in all material respects, the financial position of the Renfrew County Housing Corporation as at December 31, 2021 and the results of its operations, change in net financial assets and cash flows for the year then ended in accordance with Canadian public sector accounting standards.

Basis for Opinion

We conducted our audit in accordance with Canadian generally accepted auditing standards. Our responsibilities under those standards are further described in the Auditor's Responsibilities for the Audit of the Financial Statements section of our report. We are independent of the Corporation in accordance with the ethical requirements that are relevant to our audit of the financial statements in Canada, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Responsibilities of Management and Those Charged with Governance for the Financial Statements

Management is responsible for the preparation and fair presentation of the financial statements in accordance with Canadian public sector accounting standards and for such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, management is responsible for assessing the Corporation's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless management either intends to liquidate the Corporation or to cease operations, or has no realistic alternative but to do so.

Those charged with governance are responsible for overseeing the Corporation's financial reporting process.

Mr. Jeffrey Foss, Treasurer
Renfrew County Housing Corporation

December 15, 2021

Page 4

Auditor's Responsibilities for the Audit of the Financial Statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with Canadian generally accepted auditing standards will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

As part of an audit in accordance with Canadian generally accepted auditing standards, we exercise professional judgment and maintain professional skepticism throughout the audit.

We also:

- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Corporation's internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by management.
- Conclude on the appropriateness of management's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the Corporation's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditor's report to the related disclosures in the financial statements or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditor's report. However, future events or conditions may cause the Corporation to cease to continue as a going concern.
- Evaluate the overall presentation, structure and content of the financial statements, including the disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.

We communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.

Mr. Jeffrey Foss, Treasurer
Renfrew County Housing Corporation

December 15, 2021

Page 5

If we conclude that a modification to our opinion on the financial statements is necessary, we will discuss the reasons with you in advance.

Confidentiality

One of the underlying principles of the profession is a duty of confidentiality with respect to client affairs. Each professional accountant must preserve the secrecy of all confidential information that becomes known during the practice of the profession. Accordingly, we will not provide any third party with confidential information concerning the affairs of Renfrew County Housing Corporation unless:

- a. We have been specifically authorized with prior consent;
- b. We have been ordered or expressly required by law or by the provincial Code of Professional Conduct/Code of Ethics; or
- c. The information requested is (or enters into) public domain.

Communications

In performing our services, we will send messages and documents electronically. As such communications can be intercepted, misdirected, infected by a virus, or otherwise used or communicated by an unintended third party, we cannot guarantee or warrant that communications from us will be properly delivered only to the addressee. Therefore, we specifically disclaim, and you release us from, any liability or responsibility whatsoever for interception or unintentional disclosure of communications transmitted by us in connection with the performance of this Engagement. In that regard, you agree that we shall have no liability for any loss or damage to any person or entity resulting from such communications, including any that are consequential, incidental, direct, indirect, punitive, exemplary or special damages (such as loss of data, revenues or anticipated profits).

If you do not consent to our use of electronic communications, please notify us in writing.

Use of Information

It is acknowledged that we will have access to all information about identified individuals ("personal information") in your custody that we require to complete our Engagement. Our services are provided on the basis that:

- a. You represent to us that management has obtained any required consents for our collection, use, disclosure, storage, transfer and process of personal information required under applicable privacy legislation and professional regulation; and
- b. We will hold all personal information in compliance with our Privacy Statement.

Use and Distribution of Our Report

The examination of the financial statements and the issuance of our audit report are solely for the use of Renfrew County Housing Corporation and those to whom our report is specifically addressed by us. We make no representations or warranties of any kind to any third party in respect of these financial statements or our audit report, and we accept no responsibility for their use by any third party or any liability to anyone other than Renfrew County Housing Corporation.

For greater clarity, our audit will not be planned or conducted for any third party or for any specific transaction. Accordingly, items of possible interest to a third party may not be addressed and matters may exist that would be assessed differently by a third party, including, without limitation, in connection with

Mr. Jeffrey Foss, Treasurer
Renfrew County Housing Corporation

December 15, 2021

Page 6

a specific transaction. Our audit report should not be circulated (beyond Renfrew County Housing Corporation) or relied upon by any third party for any purpose, without our prior written consent.

You agree that our name may be used only with our prior written consent and that any information to which we have attached a communication be issued with that communication, unless otherwise agreed to by us in writing.

Reproduction of Auditor's Report

If reproduction or publication of our audit report (or reference to our report) is planned in an annual report or other document, including electronic filings or posting of the report on a website, a copy of the entire document should be submitted to us in sufficient time for our review and approval in writing before the publication or posting process begins.

Management is responsible for the accurate reproduction of the financial statements, the auditor's report and other related information contained in an annual report or other public document (electronic or paper-based). This includes any incorporation by reference to either full or summarized financial statements that we have audited.

We are not required to read the information contained in your website or to consider the consistency of other information on the electronic site with the original document.

Ownership

The working papers, files, other materials, reports and work created, developed or performed by us during the course of the Engagement are the property of our firm, constitute our confidential information and will be retained by us in accordance with our firm's policies and procedures.

During the course of our work, we may provide, for your own use, certain software, spreadsheets and other intellectual property to assist with the provision of our services. Such software, spreadsheets and other intellectual property must not be copied, distributed or used for any other purpose. We also do not provide any warranties in relation to these items and will not be liable for any lost or corrupted data or other damage or loss suffered or incurred by you in connection with your use of them.

We retain the copyright and all intellectual property rights in any original materials provided to you.

File Inspections

In accordance with professional regulations (and by our firm's policy), our client files may periodically be reviewed by practice inspectors and by other engagement file reviewers to ensure that we are adhering to our professional and firm's standards. File reviewers are required to maintain confidentiality of client information.

Mr. Jeffrey Foss, Treasurer
Renfrew County Housing Corporation

December 15, 2021

Page 7

Accounting Advice

Except as outlined in this letter, the Engagement does not contemplate the provision of specific accounting advice or opinions or the issuance of a written report on the application of accounting standards to specific transactions and to the facts and circumstances of the entity. Such services, if requested, would be provided under a separate engagement letter.

Other Services

In addition to the audit services referred to above, we will, as allowed by the Rules of Professional Conduct/Code of Ethics, prepare any other special reports as required. Management will provide the information necessary to complete these reports and will file them with the appropriate authorities on a timely basis.

Unless expressly agreed in a separate engagement letter, we will have no involvement with or responsibility for the preparation or filing of HST returns or any other (including foreign) tax returns, source deductions, information returns, slips, elections, designations, certificates or reports.

Governing Legislation

This engagement letter is subject to, and governed by, the laws of the Province of Ontario. The Province of Ontario will have exclusive jurisdiction in relation to any claim, dispute or difference concerning this engagement letter and any matter arising from it. Each party irrevocably waives any right it may have to object to any action being brought in those courts, to claim that the action has been brought in an inappropriate forum or to claim that those courts do not have jurisdiction.

Dispute Resolution

You agree that any dispute that may arise regarding the meaning, performance or enforcement of this Engagement will, prior to resorting to litigation, be submitted to mediation.

Indemnity

Renfrew County Housing Corporation hereby agrees to indemnify, defend (by counsel retained and instructed by us) and hold harmless our firm (and its partners, agents and employees) from and against any and all losses, costs (including solicitors' fees), damages, expenses, claims, demands and liabilities arising out of (or in consequence of):

- a. The breach by Renfrew County Housing Corporation, or its directors, officers, agents, or employees, of any of the covenants or obligations of Renfrew County Housing Corporation herein, including, without restricting the generality of the foregoing, the misuse of, or the unauthorized dissemination of, our engagement report or the financial statements in reference to which the engagement report is issued, or any other work product made available to you by our firm.
- b. A misrepresentation by a member of your management or committee members.

SCOTT ROSIEN BLACK & LOCKE

Mr. Jeffrey Foss, Treasurer
Renfrew County Housing Corporation

December 15, 2021

Page 8

Time Frames

We will use all reasonable efforts to complete the Engagement as described in this letter within the agreed upon time frames.

However, we shall not be liable for failures or delays in performance that arise from causes beyond our reasonable control, including any delays in the performance by Renfrew County Housing Corporation of its obligations.

Fees

Our fees will be in accordance with the terms of By-Law Number 64-17 dated June 28, 2017, plus harmonized sales tax. Each billing is due for payment when received. Our fee takes into account that the Renfrew County Housing Corporation will provide clerical assistance to the extent practicable, including the preparation of various schedules in advance of the year-end audit. If for any reason management is unable to provide such schedules, information and help, Scott Rosien Black & Locke and management will mutually revise the fee to reflect additional services, if any, required of us to achieve these objectives.

Billing

Our fees and costs will be billed monthly and are payable upon receipt. Invoices unpaid 60 days past the billing date may be deemed delinquent and are subject to an interest charge of 1.5% per month. We reserve the right to suspend our services or to withdraw from this Engagement in the event that any of our invoices are deemed delinquent. In the event that any collection action is required to collect unpaid balances due to us, you agree to reimburse us for our costs of collection, including lawyers' fees.

Costs of Responding to Government or Legal Processes

In the event we are required to respond to a subpoena, court order, government agency or other legal process for the production of documents and/or testimony relative to information we obtained and/or prepared during the course of this Engagement, you agree to compensate us at our normal hourly rates for the time we expend in connection with such response and to reimburse us for all of our out-of-pocket costs (including applicable HST) incurred.

Termination

Management acknowledges and understands that failure to fulfill its obligations as set out in this engagement letter will result, upon written notice, in the termination of the Engagement.

Either party may terminate this agreement for any reason upon providing written notice to the other party [*not less than 30 calendar days before the effective date of termination*]. If early termination takes place, Renfrew County Housing Corporation shall be responsible for all time and expenses incurred up to the termination.

If we are unable to complete the audit or are unable to form, or have not formed, an opinion on the financial statements, we may withdraw from the audit before issuing an auditor's report, or we may disclaim an opinion on the financial statements. If this occurs, we will communicate the reasons and provide details.

SCOTT ROSIEN BLACK & LOCKE

Mr. Jeffrey Foss, Treasurer
Renfrew County Housing Corporation

December 15, 2021

Page 9

Survival of Terms

This engagement letter will continue in force for subsequent audits unless terminated by either party by written notice prior to the commencement of the subsequent audit.

Conclusion

This engagement letter includes the relevant terms that will govern the Engagement for which it has been prepared. The terms of this letter supersede any prior oral or written representations or commitments by or between the parties. Any material changes or additions to the terms set forth in this letter will only become effective if evidenced by a written amendment to this letter, signed by all of the parties.

If you have any questions about the contents of this letter, please raise them with us. If the services outlined are in accordance with your requirements, and if the above terms are acceptable to you, please sign the copy of this letter in the space provided and return it to us.

We appreciate the opportunity of continuing to be of service to your corporation.

Yours truly,

SCOTT ROSIEN BLACK & LOCKE

Karen Black

Karen Black, CPA, CA

Acknowledged and agreed on behalf of Renfrew County Housing Corporation by:

Mr. Jeffrey Foss, Treasurer

December 17, 2021
Date

January 12, 2022

Ms. Karen Black, CPA, CA
Scott Rosien Black & Locke
545 Pembroke Street West
Pembroke, ON K8A 5P2

Dear Ms. Black:

RE: Audit Planning

I wish to advise that your letter dated December 17, 2021 addressed to the Renfrew County Housing Corporation was overviewed by the Board of Directors at its last meeting on January 12, 2022.

The Board of Directors understands that this letter from you concerning Audit Planning is a requirement under the Canadian Auditing Standards.

With respect to the questions posed in your letter to assist your firm in identifying and responding to the risks of fraud within the entity, we wish to respond to each question as follows:

1. The oversight provided by the Board of Directors over management's processes for identifying and responding to fraud risks include, but are not limited to the following:
 - a. Appropriate internal control procedures, such as segregation of duties, have been implemented to ensure that the risk of fraud is non-existent except for staff collusion which is more difficult to discover.
 - b. Complete reliance on the integrity of the Treasurer of the Renfrew County Housing Corporation who, as a Chartered Professional Accountant, must adhere to the Rules of Professional Conduct adopted under the authority of the Chartered Accountants Act, 2010 and the By-laws of the Institute of Chartered Professional Accountants of Ontario.
 - c. Reliance on the audit opinion of your firm, Scott Rosien Black & Locke expressed on the annual financial statements of the Renfrew County Housing Corporation. Our Board relies on the testing by your firm of the financial internal control procedures developed and carried out by management and their staff. Our Board also reviews the annual Management Letter issued by your auditing firm and is committed to implementing corrective action immediately.

2. With respect to Question 2, our Board of Directors wishes to advise that we have no knowledge of any actual, suspected or alleged fraud, including misappropriation of assets or manipulation of the financial statements affecting the Renfrew County Housing Corporation.

Should anything come to the attention of the Board of Directors of the Renfrew County Housing Corporation with respect to risks of fraud within the entity, we endeavor to contact your office immediately.

Yours sincerely,

Councillor James Brose, Chair
Renfrew County Housing Corporation

c: Jeffrey Foss, Director of Corporate Services
Laura LePine, Director of Community Services
Paul Moreau, Chief Administrative Officer/Clerk

**Renfrew County Housing Corporation
2022 Budget**

Appendix III

	2022	2021			2020	2019	2018	2017	2016	2015
	<u>BUDGET</u>	<u>BUDGET</u>	<u>Variance \$</u>	<u>Variance %</u>	<u>Actual</u>	<u>Actual</u>	<u>Actual</u>	<u>Actual</u>	<u>Actual</u>	<u>Actual</u>
Gain / (Loss) on Disposal of Assets		0	0		7,564	(54,850)	(17,434)	6,586	(34,658)	(5,180)
Asset Transfer agreement					790,657					
Interest on Investments	38,000	42,000	(4,000)	-9.5%	49,790	68,783	40,618	22,793	24,694	46,230
Miscellaneous Revenue	65,000	72,215	(7,215)	-10.0%	65,038	125,545	69,295	85,081	85,544	87,610
Federal Subsidy	0	0	0			0	0	0	0	31,450
Insurance Proceeds - 41 Vimy	0	0	0			0	0	0	0	1,550,775
Insurance Proceeds - Rental Loss	0	0	0			0	0	0	0	104,567
Provincial Subsidy - Debentures	619,986	681,990	(62,004)	-9.1%	829,150	1,010,047	1,009,834	1,114,413	1,114,413	1,132,144
Surplus Adjustment - New Debt	0				577,013					
Surplus Adjustment - From Reserves	1,482,665	1,776,450	(293,785)	-16.5%		118,368	9,350	116,593	540,446	1,845,145
Tenant Revenue	4,554,019	4,672,989	(118,970)	-2.5%	4,714,512	4,519,355	4,195,368	4,026,506	4,015,478	3,778,274
County Transfer - Base	5,332,258	5,419,451	(87,193)	-1.6%	5,373,006	5,261,499	5,219,437	4,952,707	5,169,882	4,621,696
County Transfer - Capital		0	0		695,566	1,016,336	654,683	687,161	0	
County Transfer - CHPI	1,324,561	1,375,228	(50,667)	-3.7%	1,585,281	795,751	882,763	935,205	556,010	969,414
County Transfer - CHPI Admin	123,047	72,380	50,667	70.0%	108,053	125,641	121,475	102,794	88,750	110,108
County Transfer - COCHI	519,758	429,304	90,454	21.1%	119,034	0				
County Transfer - COCHI Admin	57,751	22,595	35,156	155.6%	16,990	0				
County Transfer - OPHI	554,085	626,335	(72,250)	-11.5%	158,637	26,421				
County Transfer - OPHI Admin	61,565	32,965	28,600	86.8%	48,901	0				
County Transfer - COHB	0				25,158					
County Transfer - COHB admin	0				10,000					
County Transfer - Asset Mgt	0	0	0			0	0	0	0	6,331
County Transfer - IAH	0	0	0			771,364	418,127	672,571	232,257	296,184
County Transfer - IAH ON Renovates	0				178,711					
County Transfer - IAH HADD	68,000				68,000					
County Transfer - Home Ownership	0				621,069					
County Transfer - IAH Admin	0	0	0		6,314	32,189	53,023			
County Transfer - SHIP	0	0	0			0	61,565	1,022,056		
County Transfer - SIF	0	0	0		500	249,355	269,549	55,265		
County Transfer - SDV - PHB	0	0	0			0	116,676	365,422	108,291	
County Transfer - Strong Communities	140,086	140,086	0	0.0%	140,086	140,086	140,086	140,086	140,086	174,474
Total Revenues	14,940,781	15,363,988	(423,207)	-2.8%	16,189,030	14,205,890	13,244,415	14,305,239	12,041,193	14,749,222

**Renfrew County Housing Corporation
2022 Budget**

	2022 <u>BUDGET</u>	2021 <u>BUDGET</u>	Variance \$	Variance %	2020 <u>Actual</u>	2019 <u>Actual</u>	2018 <u>Actual</u>	2017 <u>Actual</u>	2016 <u>Actual</u>	2015 <u>Actual</u>
Salaries	1,849,129	1,876,401	(27,272)	-1.5%	1,812,113	1,843,655	1,791,822	1,778,554	1,769,964	1,708,889
Benefits	430,576	456,808	(26,232)	-5.7%	409,795	393,382	390,475	404,520	404,456	304,810
Administration	1,276,843	1,304,188	(27,345)	-2.1%	1,123,218	1,128,696	1,075,915	1,123,556	1,117,413	965,563
COVID	0				476,190					
Building - Heat, Light & Power	967,995	967,995	0	0.0%	885,472	906,342	898,943	992,932	1,173,086	1,070,233
Building - Repairs & Maintenance	441,206	441,206	0	0.0%	419,092	437,475	382,598	364,026	331,354	355,484
Building - Natural Gas	201,350	201,350	0	0.0%	167,563	184,840	188,144	189,604	170,154	179,721
Building - Heating & Plumbing	129,386	129,386	0	0.0%	126,449	96,195	82,027	102,953	103,014	99,681
Building - Taxes	1,743,695	1,743,695	0	0.0%	1,636,178	1,572,530	1,514,493	1,487,267	1,465,061	1,387,902
Building - Water	772,606	772,606	0	0.0%	790,343	718,505	668,136	669,998	653,065	616,986
Building - Elevator	66,500	66,500	0	0.0%	49,321	43,764	46,531	46,049	41,648	47,099
Building - Painting	240,891	240,891	0	0.0%	113,885	147,742	177,429	184,480	177,568	209,555
Building - Garbage Removal	76,656	76,656	0	0.0%	67,643	60,525	48,443	53,667	51,706	52,421
Building - Snow Removal	400,000	250,000	150,000	60.0%	215,248	232,579	161,908	171,833	130,430	109,400
Building - Grounds Keeping	69,056	69,056	0	0.0%	87,887	47,374	47,364	52,170	55,507	94,868
Building - Repairs - non TCA	686,640	798,499	(111,859)	-14.0%	530,104	582,017	761,816	497,016	604,383	1,136,810
Financial - Depreciation	1,256,647	1,256,647	0	0.0%	1,098,916	1,038,500	989,319	938,197	806,155	773,605
Financial - Rent Waiver	200,000	246,842	(46,842)	-19.0%	284,493	239,880	229,534	210,054	270,162	303,467
Financial - Mortgage Interest	646,515	717,624	(71,109)	-9.9%	874,904	1,048,272	1,063,900	1,182,856	1,190,056	1,214,727
Financial - Rent Supplement	290,761	290,761	0	0.0%	251,125	225,960	233,885	248,611	285,543	284,381
Financial - Rent Supplement - Strong Communities	140,086	140,086	0	0.0%	143,978	137,653	133,912	151,064	167,182	174,474
Financial - CHPI	1,324,561	1,375,228	(50,667)	-3.7%	1,585,281	795,751	882,763	935,205	556,010	969,414
Financial - Can Ont Community Housing Initiative	519,758	429,304	90,454	21.1%	31,640	0				
Financial - Ontario Priorities Housing Initiative	554,085	626,335	(72,250)	-11.5%	158,637	26,421				
Financial - Asset Management	0	0	0			0	0	0	0	6,657
Financial - SDV - PHB (90%)	0	0	0			0	106,050	347,143	92,176	
Financial - SHIP	0	0	0			0	21,878	442,401	0	
Financial - IAH Home Ownership	0	0	0			66,550	114,300	250,910	0	
Financial - IAH/SIF Ontario Renovates	0	0	0		178,711	873,699	510,827	344,533	167,098	229,115
COHB					25,158					
Financial - IAH HADD	68,000	0	68,000		68,000	66,000	43,000	23,750	12,000	750
Surplus Adjustment - To Reserves	0	0	0			0	0	44,571	43,749	47,482
Surplus Adjustment - TCA Capital	1,482,665	1,776,450	(293,785)	-16.5%	1,211,197	1,134,704	732,158	1,275,902	830,547	2,957,135
Surplus Adjustment - Depreciation	(1,256,647)	(1,256,647)	0	0.0%	(1,098,916)	(1,038,500)	(989,319)	(938,197)	(806,155)	(773,605)
Surplus Adjustment - Principal	361,821	366,121	(4,300)	-1.2%	396,746	238,572	227,176	217,327	210,117	203,213
Total Expenditures	14,940,781	15,363,988	(423,207)	-2.8%	14,120,371	13,249,083	12,535,427	13,792,952	12,073,449	14,730,237
Municipal Surplus / (Deficit)	0	0	0		2,068,659	956,807	708,988	512,287	(32,256)	18,985

County of Renfrew
Schedule of Reserves
2022 BUDGET

		Audited Balance 31-Dec-20	2021 Budget Reserve Changes	Known Adjustments In 2021	Estimated Balance 31-Dec-21	Prop-Pembroke	Property-RCP	Property - Base	Prop- Amprior	IT	POA	Trails	PW	xxx	Transfers To	Transfers From	SDIP	Net Change	Estimated Balance 31-Dec-21	c = capital reserve	s=shared provicit
Child Care	Mitigation	1,520,237			1,520,237													0	1,520,237		s
Ec Dev	RED	35,000			35,000													0	35,000		
Trail	Algonquin Trail	14,125			14,125													0	14,125		
General	Building Reserve	3,077,415	160,237	50,000 a	3,287,652	(285,000)	(428,305)	129,776	86,795									(496,734)	2,790,918	c	
General	Development Reserve	8,697			8,697													0	8,697	c	
General	Federal Gas Tax Reserve	0		2,685,199 b	2,685,199							(5,478,416)			2,793,217			(2,685,199)	0		
General	Insurance	150,000			150,000													0	150,000		
General	Reforestation Reserve	180,918	(5,571)		175,347											(8,100)		(8,100)	167,247	c	s
General	OPP Bldg	755,047	65,305		820,352										76,169	(10,000)		66,169	886,521	c	
General	Sick leave	69,458			69,458													0	69,458		
General	TCA Renewal Reserve	16,001,514	(4,156,450)		11,845,064							(4,908,395)			6,227,007		466,473	1,785,085	13,630,149	c	
General	Working Capital	16,355,529	(204,000)	34,000 g	16,185,529					(17,000)		(34,000)						(51,000)	16,134,529	c	
General	WSIB Sched 2	621,547			621,547													0	621,547		
General	Cannabis Reserve	156,321			156,321													0	156,321		
General	Provincial Modernization	0			0													0	0	c	
Housing	Non Profit Capital	116,222			116,222													0	116,222		s
Housing	Severance	197,157			197,157													0	197,157		s
Paramedic	Infrastructure	2,168,070	(369,000)	270,000 f	2,069,070										1,121,000	(1,915,000)		(794,000)	1,275,070	c	s
Paramedic	Community Paramedic	738,884			738,884													0	738,884		s
Paramedic	Severance	1,378,862			1,378,862													0	1,378,862		s
Paramedic	WSIB Sched 2	0			0													0	0		s
Public Works	Capital	195,255	(195,255)	4,046,000 c	4,046,000							(12,846,744)			8,800,744			(4,046,000)	0	c	
Public Works	Winter Control	250,000			250,000													0	250,000		
Social Service	Fiscal Pressure	336,742			336,742													0	336,742		s
County Of Renfrew		44,327,000	(4,704,734)	7,085,199	46,707,465	(285,000)	(428,305)	129,776	86,795	(17,000)	0	(34,000)	(23,233,555)	0	19,018,137	(1,933,100)	466,473	(6,229,779)	40,477,686		
BM	WSIB Sched 2	496,744	49,024		545,768										49,024			49,024	594,792		s
BM	Butterfly	149,318			149,318											(25,000)		(25,000)	124,318	c	s
BM	Unallocated	2,710,951	(1,151,000)	25,000 d	1,584,951											(361,800)		(361,800)	1,223,151	c	s
BM	LTC CMI Stabilization	248,242			248,242													0	248,242		s
BM	Equip	100,000			100,000													0	100,000	c	s
Bonnechere Manor		3,705,255	(1,101,976)	25,000	2,628,279		0	0	0	0	0	0	0	0	49,024	(386,800)	0	(337,776)	2,290,503		
ML	Butterfly	159,419			159,419											(159,419)		(159,419)	0	c	s
ML	WSIB Sched 2	228,442			228,442													0	228,442		s
ML	Unallocated	832,662	(345,000)	25,000 e	512,662											(426,341)		(426,341)	86,321	c	s
ML	LTC CMI Stabilization	0			0										100,614			100,614	100,614		s
ML	Equip	38,782			38,782													0	38,782	c	s
ML	Sick leave	186,402			186,402													0	186,402		s
Miramichi Lodge		1,445,707	(345,000)	25,000	1,125,707		0	0	0	0	0	0	0	0	100,614	(585,760)	0	(485,146)	640,561		
Opeongo	Capital	0			0													0	0	c	s
RCHC	Capital	4,306,409	(1,776,450)	347,500 h	2,877,459											(1,482,665)		(1,482,665)	1,394,794	c	s
RCHC	AHP Reserve	0			0													0	0		s
RCHC	AHP Admin Reserve	0			0													0	0		s
RCHC	Home Ownership	0			0													0	0		s
RCHC	Working Capital	50,000			50,000													0	50,000	c	s
RCHC	WSIB Sched 2	148,483			148,483													0	148,483		s
Renfrew County Housing Corp		4,604,892	(1,776,450)	347,500	3,075,942		0	0	0	0	0	0	0	0	0	(1,482,665)	0	(1,482,665)	1,593,277		
Total Surplus Adjustment		53,982,854	(7,928,160)	7,482,699	53,537,393	(285,000)	(428,305)	129,776	86,795	(17,000)	0	(34,000)	(23,233,555)	0	19,167,775	(4,388,325)	466,473	(8,535,366)	45,002,027		
Capital Reserves Only		47,089,986	(7,977,184)	4,797,500	43,910,302	(285,000)	(428,305)	129,776	86,795	(17,000)	0	(34,000)	(17,755,139)	0	16,224,920	(4,388,325)	466,473	(5,999,805)	37,910,497		

County of Renfrew
2022 Budget

								Road 70			Sources of Financing						
								Bridge 75									
								Culvert 90	Revised								
								10 Year Plan	Budget \$								
Department	Primary Category	Detail	Detail	Location/Other	or Risk			Pembroke Provincial Gas Tax Res									
										Taxation/Other	Share	Grant	Reserve	Reserves	Debt	Total	
BM	Building	D3055 - Fin Tube Radiation	Heaters in all rooms		L	20,000	20,000						20,000		20,000		
BM	Building	C3020 - Floor Finishes	rolled vinyl		L	30,000	30,000						30,000		30,000		
BM	Building	D5022 - Lighting Equipment	Changing to LED lights		M	30,000	0						0		0		
BM	Building	Architects Fees	Butterfly Bldg Re-design	2021 carryover			25,000						25,000		25,000		
BM	Building	D5033 - Telephone Systems	new NEC system		L	132,470	20,000						20,000		20,000		
BM	Equip	Medical Equipment	Therapuetic Air Surfaces (2)		M		13,000						13,000		13,000		
BM	Equip		Beriatric Ceiling Lift (2)		L		10,000						10,000		10,000		
BM	Equip	Ceiling Lift Motors	(5 replace & 4 new)		M		46,800						46,800		46,800		
BM	Roof	B30 - Roofing	washed river stone over single EPDM roof membrane		L	222,000	222,000						222,000		222,000		
BM Total							434,470	386,800	0	0	0	0	386,800	0	386,800		
IT	Equip	Server	Virtual Server Replaced		M		17,000						17,000		17,000		
IT Total							0	17,000	0	0	0	0	17,000	0	17,000		
ML	Building	C3020 - Floor Finishes	Resilient sheet flooring **** (corridors) - C Block		L	29,000	23,400						23,400		23,400		
ML	Building	D-Services - Electrical	D5022 - Lighting Equipment - LED Switch		M		30,000						30,000		30,000		
ML	Building	3045 - Exhaust Ventilation Syster	VAV controllers		L	30,000									0		
ML	Building	D-Services - Mechanical	D3058-D - Make-Up AHU		L		103,000						103,000		103,000		
ML	Building	E2010 - Fixed Furnishings	Servery 1a		L	30,000									0		
ML	Building	D1010 - Elevators & Lifts	elevator component replacement door operators		L	45,000									0		
ML	Building	E1093 - Food Service Equipment	dishwashers		L	58,000									0		
ML	Building	D-Services - Mechanical	D3022 - Hot Water Boilers		L		200,000						200,000		200,000		
ML	Building		Butterfly Dimentia Care unit 1A renovations as	2021 Carryover 25000	L	136,000	161,600						161,600		161,600		
ML	Building	32 - Intercommunications And Pa	Nurse call - Austco systsem		L	250,000									0		
ML	Equip	E-Equipment and Furnishings	Solid Waste Handling Equipment-dumpster		L		67,760						67,760		67,760		
ML Total							578,000	585,760	0	0	0	0	585,760	0	585,760		
Paramedic	Vehicles	TRAI-07-1118086	TRAILER - Mobile Command Unit	936	M	15,000	20,000						20,000		20,000		
Paramedic	Vehicles	TRAI-07-N063595	TRAILER - Logistics	933	M	15,000	20,000						20,000		20,000		
Paramedic	Vehicles	AMBU-17-9774496	AMBULANCE DEMERS TYPE II	4560-18	E	235,000	235,000						235,000		235,000		
Paramedic	Vehicles	AMBU-18-9774473	AMBULANCE DEMERS TYPE III	4593-18	M	235,000	235,000						235,000		235,000		
Paramedic	Vehicles	AMBU-18-9774474	AMBULANCE DEMERS TYPE III	4913-18	L	235,000	235,000						235,000		235,000		
Paramedic	Vehicles	AMBU-18-9774495	AMBULANCE DEMERS TYPE III (+stretcher)	4901-18	L	235,000	300,000						300,000		300,000		
Paramedic	Vehicles	AMBU-18-9774497	AMBULANCE DEMERS TYPE III (+stretcher)	4903-18	L	235,000	300,000						300,000		300,000		
Paramedic	Vehicles	AMBU-19-N044507	AMBULANCE DEMERS TYPE III (+stretcher)	4900-19	L	235,000	300,000						300,000		300,000		
Paramedic	Vehicles	ERV-16-EA29256	Ford Expedition	2021 carryover	E		90,000						90,000		90,000		
Paramedic	Vehicles	ERV-16-EA54329	FORD F250	2021 carryover	L		90,000						90,000		90,000		
Paramedic	Vehicles	ERV-16-ERO7647	Ford Expedition	2021 carryover	L		90,000						90,000		90,000		
Paramedic Total							1,440,000	1,915,000	0	0	0	0	1,915,000	0	1,915,000		
Prop-Arn Base	Building	D2095 - Domestic Water Heaters	Gas fired instantenous hot water heater.		L	5,095	5,095						5,095		5,095		
Prop-Arn Base	Land Improvement	G2020 - Parking Lots	Asphalt parking lot on the side of the building, and asphalt driveway.		L	10,000	10,000						10,000		10,000		
Prop-Arn Base	Land Improvement	G2020 - Parking Lots	Asphalt crack sealing		L	5,000	0						0		0		
Prop-Arn Base Total							20,095	15,095	0	0	0	0	15,095	0	15,095		
Prop-BB-Base	Land Improvement	G2020 - Parking Lots	Asphalt crack sealing		L	5,000	0						0		0		
Prop-BB-Base Total							5,000	0	0	0	0	0	0	0	0		
Prop-CAB	Building	B2010 - Exterior Walls	soffits / wood siding		M	150,000	150,000						150,000		150,000		
Prop-CAB	Building	B2010 - Exterior Walls	Caulking / Repointing		M	60,000	60,000						60,000		60,000		
Prop-CAB	Building	10 - Electrical Service And Distrib	Generator Transfer Switch		L	30,000	30,000						30,000		30,000		
Prop-CAB	Building	B2030 - Exterior Doors	Upgrades to existing barrier free doors		L	59,000	59,000				59,000				59,000		
Prop-CAB	Equip	Lawn Tractor			L		15,000						15,000		15,000		
Prop-CAB	Equip	TRAC-22-	LAWN TRACTOR FOR CAB (GR SERIES)		L	20,000									0		
Prop-CAB	Land Improvement	G2020 - Parking Lots	Crack filling - sealing		L	20,000	20,000						20,000		20,000		
Prop-CAB	Land Improvement	G2030 - Pedestrian Paving	Concrete pedestrian walkways		M	10,000	10,000						10,000		10,000		
Prop-CAB	Vehicles	LDTR-12-S287312	TRUCK PICKUP DODGE RAM 1500 4X2		L	30,000									0		
Prop-CAB Total							379,000	344,000	0	0	59,000	0	285,000	0	344,000		
Prop-Deep-Base	Land Improvement	G2020 - Parking Lots	Asphalt crack sealing		L	5,000	0						0		0		
Prop-Deep-Base Total							5,000	0	0	0	0	0	0	0	0		
Prop-OPP	Land Improvement	G2020 - Parking Lots	Line Painting		L	10,000	10,000						10,000		10,000		
Prop-OPP Total							10,000	10,000	0	0	0	0	10,000	0	10,000		
Prop-Pet-Base	Land Improvement	G2020 - Parking Lots	Asphalt crack sealing		L	20,000	20,000						20,000		20,000		
Prop-Pet-Base Total							20,000	20,000	0	0	0	0	20,000	0	20,000		
Prop-RCP	Building	C3040 - Wall Finishes - Units	Painted		L	25,000	0						0		0		
Prop-RCP	Building	New Storage Garage	For Paramedic Vehicles/Equip-recover through 10yr lease		L		200,000						200,000	23	200,000		

County of Renfrew
2022 Budget

Road 70 Bridge 75 Culvert 90								Sources of Financing						
Department	Primary Category	Detail	Detail	Location/Other	or Risk	10 Year Plan	Budget \$	Pembroke		Provincial	Gas Tax Res		Debt	Total
								Taxation/Other	Share	Grant	Reserve	Reserves		
Prop-RCP	Building	B30 - Roofing	Skylight assembly across the main section of the building.		L	45,855	45,855						45,855	45,855
Prop-RCP	Building	070 - Floor Finishes - Common A	Mostly ceramic - Halls and washrooms - some carpet		L	46,020	46,020						46,020	46,020
Prop-RCP	Building	134 - Packaged Air Conditioning L	Gas fired roof top units and electric baseboard heaters around the perin		L	150,000	150,000						150,000	150,000
Prop-RCP	Land Improvement	G2020 - Parking Lots	Paved parking lots around the building.	2021 carryover	L		50,000						50,000	50,000
Prop-RCP Total						266,875	491,875	0	0	0	0	491,875	0	491,875
PW	Bridges	B005	Scollard Bridge	Pucker Street	53	600,000	600,000						600,000	600,000
PW	Bridges	B002	Bonnechere River Bridge	2021 carry over-\$350k			350,000						350,000	350,000
PW	Bridges	B022	Indian River Bridge	Sandy Beach Rd	70	1,200,000	1,200,000						1,200,000	1,200,000
PW	Bridges	B056	Colterman Bridge	Colterman Road	69	100,000	100,000						100,000	100,000
PW	Bridges	B057	Mount St. Patrick Bridge	Mount St Patrick Rd	51	800,000	800,000						800,000	800,000
PW	Bridges	B064	Pilgrim Road Bridge	Pilgrim Road	66	180,000	180,000						180,000	180,000
PW	Bridges	B068	Schimmis Creek Bridge	Welk Road	66	100,000	100,000						100,000	100,000
PW	Bridges	B150	Dam Lake Bridge	Stanley Olsheski Rd	71	100,000	100,000						100,000	100,000
PW	Bridges	B203	Petawawa River Bridge	51	70	1,300,000	1,300,000						1,300,000	1,300,000
PW	Bridges	B257	Harrington Creek Bridge	512	29	800,000	800,000						800,000	800,000
PW	Bridges	B319	Bucholtz Bridge	2021 carry over-\$362k	73	950,000	950,000						950,000	950,000
PW	Bridges	B007	Butler Bridge	Butler Road	74	100,000	100,000						100,000	100,000
PW	Bridges	B044	Douglas Bridge	5	68	45,000	45,000						45,000	45,000
PW	Bridges	B102	Brennans Creek Bridge	512	64	54,000	54,000						54,000	54,000
PW	Bridges	B108	Tramore Bridge	Tramore Road	74	40,000	40,000						40,000	40,000
PW	Bridges	B156	Burnt Bridge	Burnt Bridge Road	64	25,000	25,000						25,000	25,000
PW	Bridges	B232	Cochrane Creek Bridge	Cement Bridge Road	40	50,000	50,000						50,000	50,000
PW	Bridges	B310	Ski Hill Bridge	58	69	30,000	30,000						30,000	30,000
PW	Bridges		Various Bridge Repairs			200,000	200,000						200,000	200,000
PW	Building	Salt Building	Structure	Goshen Patrol-Calabogi	M	50,000	50,000						50,000	50,000
PW	Building	Sand Dome	Roof	Goshen Patrol-Calabogi	H	35,000	35,000						35,000	35,000
PW	Building	Sand Dome	Structure	Goshen Patrol-Calabogi	M	52,000	52,000						52,000	52,000
PW	Culverts	C012	Farquharson's Culvert	S. McNaughton Road	55	135,000	135,000						135,000	135,000
PW	Culverts	C037	Bagot Creek Culvert	Lower Spruce Hedge Rt	21	342,000	342,000						342,000	342,000
PW	Culverts	C040	Snake River Culvert	8	58	108,000	108,000						108,000	108,000
PW	Culverts	C134	Campbell Drive Culvert	Campbell Drive	45	585,000	585,000						585,000	585,000
PW	Culverts	C137	Hanson Creek Culverts	Robertson Line	57	162,000	162,000						162,000	162,000
PW	Culverts	C152	Wadsworth Lake Culvert	Old Barry's Bay Road	46	252,000	252,000						252,000	252,000
PW	Culverts	C197	Etmanskie Swamp Culvert	2021 carryover-\$240k	45	1,100,000	1,100,000						1,100,000	1,100,000
PW	Culverts	C269	Jacks Lake Culverts	58	53	180,000	180,000						180,000	180,000
PW	Culverts	C302	Wingle Creek Twin Culverts	Rochfort Road	16	180,000	180,000						180,000	180,000
PW	Culverts	C001	Berlanquet Creek Culvert	5	67	38,500	38,500						38,500	38,500
PW	Culverts	C025	Borne Road Culvert	Borne Road	28	30,000	30,000						30,000	30,000
PW	Culverts	C051	Harris Creek Culvert	Proven Line	26	20,000	20,000						20,000	20,000
PW	Culverts	C130	Lochiel Creek Culvert North	63	34	33,500	33,500						33,500	33,500
PW	Culverts	C191	Dicks Road Culvert	Dicks Road	29	20,000	20,000						20,000	20,000
PW	Culverts	C201	Broomes Creek Culvert	2021 carryover-\$800k	35	100,000	100,000						100,000	100,000
PW	Culverts	C204	Bellowes Creek Culvert	12	45	30,000	30,000						30,000	30,000
PW	Culverts	C268	St. Columbkille's Culvert	58	64	75,000	75,000						75,000	75,000
PW	Culverts	C325	Neilson Creek Culvert	Clear Lake Road	36	50,000	50,000						50,000	50,000
PW	Equip	new	Offset Roller	hot mix patching/should	L		71,000						71,000	71,000
PW	Equip	new	Road Shoulder MC		L		80,000						80,000	80,000
PW	Equip	ATTA-99-GSWEK	Sweeper		M		20,000						20,000	20,000
PW	Equip	BACK-06-G959459	Backhoe		M	185,000	185,000						185,000	185,000
PW	Equip	SMEQ-08-3300055	Line Paint Machine GP/CP		M		14,000						14,000	14,000
PW	Equip	replaces 1985 homemade trailer	U-body water tank		M		36,000						36,000	36,000
PW	Equip	TRAC-02-L25212	Tractor		M	95,000	95,000						95,000	95,000
PW	Land Improvement	Parking Lot		Cobden	M	180,000	180,000						180,000	180,000
PW	Roads	1	Madawaska Blvd	B258 W Exp Jnt-to-Dan	52	14,269	14,269						14,269	14,269
PW	Roads	1	Madawaska Blvd	Daniel St-to-Elgin St	52	145,556	145,556				140,000	5,556		145,556
PW	Roads	1	River Road	Henry Crescent-to-Loch	37	774,080	774,080				760,000	14,080		774,080
PW	Roads	2	White Lake Road	Mountain View Rd-to-Rt	52	271,629	271,630				260,000	11,630		271,630
PW	Roads	2	White Lake Road	Robertson Line-to-Cty F	50	645,540	645,540				630,000	15,540		645,540
PW	Roads	2	White Lake Road	Cty Rd 23 (Highland Rd	62	171,516	171,516				165,000	6,516		171,516
PW	Roads	7	Foresters Falls Rd	Harriet Street (urban be	31	357,500	357,500			340,000		17,500		357,500

24

County of Renfrew
2022 Budget

Department	Primary Category	Detail	Detail	Location/Other	Road 70 Bridge 75 Culvert 90			Sources of Financing						
					or Risk	10 Year Plan	Revised Budget \$	Pembroke Provincial Gas Tax Res						Total
								Taxation/Other	Share	Grant	Reserve	Reserves	Debt	
PW	Roads	13	Mountain Rd	Micksburg Rd-to-Soike I	35	301,000	301,000			275,000		26,000		301,000
PW	Roads	13	Mountain Rd	Soike Rd-to-Stafford Th	37	296,700	296,700			275,000		21,700		296,700
PW	Roads	21	Beachburg Rd	Buchannan's Pit Entranc	51	411,720	411,720				400,000	11,720		411,720
PW	Roads	21	Beachburg Rd	Pappin Rd-to-Watchorn	51	348,322	348,322				340,000	8,322		348,322
PW	Roads	21	Beachburg Rd	Watchorn Dr-to-Urban E	50	110,665	110,665				105,000	5,665		110,665
PW	Roads	23	Highland Rd	Renfrew/Lanark Line-to	36	324,650	324,650				320,000	4,650		324,650
PW	Roads	24	White Water Rd	Hwy 17-to-City Rd 40 (G	32	826,560	826,560				810,000	16,560		826,560
PW	Roads	29	Drive Inn Rd	City of Pembroke (South	55	188,680	188,680				180,000	8,680		188,680
PW	Roads	29	Drive Inn Rd	Wilson Rd-to-Clearview	70	194,020	194,020				190,000	4,020		194,020
PW	Roads	62	Combermere Rd	Combermere S Urban L	75	15,107	0							0
PW	Roads	62	Combermere Rd	Combermere North Urban	77	9,450	0							0
PW	Roads	62	Combermere Rd	Cty Rd 517 (Dafoe Rd)-	85	6,750	0							0
PW	Roads	62	Combermere Rd	Combermere Bdge S E	82	31,646	62,953					62,953		62,953
PW	Roads	65	Centennial Lake Rd	Black Donald Access Pt	13	1,128,270	1,128,270			325,010	428,416	374,844		1,128,270
PW	Roads	67	Simpson Pit Rd	Buck Hill Rd-to-City Rd f	48	781,000	781,000				750,000	31,000		781,000
PW	Roads	508	Calabogie Rd	Mill St-to-City Rd 511 (Li	33	636,320	636,320			500,000		136,320		636,320
PW	Roads	512	Foymount Rd	County Road 66-to-Bruc	41	99,940	99,940					99,940		99,940
PW	Roads	512	Foymount Rd	Brudenell Village East L	16	543,950	543,950					543,950		543,950
PW	Roads	512	Foymount Rd	Lorwell Lake Drive-to-Hi	42	202,510	202,510					202,510		202,510
PW	Roads	512	Foymount Rd	B257-to-Lake Clear Rd	3	704,000	704,000					704,000		704,000
PW	Roads	512	Foymount Rd	Lake Clear Rd-to-Buelo	3	537,680	537,680					537,680		537,680
PW	Roads	512	Foymount Rd	2021 carry over-\$1.6m	10	1,094,500	1,094,500					1,094,500		1,094,500
PW	Roads	517	Dafoe Rd	Serran Road - to - CA 2	21	165,690	165,690			165,690				165,690
PW	Roads	517	Dafoe Rd	CA 2532-to-CA 2647	37	149,384	149,384			149,384				149,384
PW	Roads	517	Dafoe Rd	CA 2647-to-Lower Craig	17	97,310	97,310			97,310				97,310
PW	Roads	517	Dafoe Rd	Lower Craigmont Rd-to-	19	722,100	722,100			611,990		110,110		722,100
PW	Roads	30	Lake Dore Rd	Hwy 60-to-St. John's Ct	53	75,000	75,000					75,000		75,000
PW	Roads	30	Lake Dore Rd	St. John's Church Steps	18	25,000	25,000					25,000		25,000
PW	Roads		Scratch Coat	Various		737,924	737,924					737,924		737,924
PW	Roads		Active Transportation	Various		150,000	150,000					150,000		150,000
PW	Trailer	replaces 1990 utility trailer	16ft Float		M	12,000	12,000					12,000		12,000
PW	Trailer	replaces 1995 utility trailer	Enclosed cargo SWP		M	15,000	15,000					15,000		15,000
PW	Vehicles	626-08	6 Ton Truck	2021 carryover	M	355,000	355,000					355,000		355,000
PW	Vehicles	617-09	6 Ton Truck	Plow Truck	M	355,000	355,000					355,000		355,000
PW	Vehicles	158-07	Service Van (Mechanic)		M	150,000	150,000					150,000		150,000
PW	Vehicles	157-12	Pickup Truck (Mechanic)	2021 carryover	M	60,000	60,000					60,000		60,000
PW	Vehicles	156-13	Service Van (Mechanic)	2021 carryover	M	150,000	150,000					150,000		150,000
PW	Vehicles	101-14	Pickup Truck	2021 carryover	M	42,000	42,000					42,000		42,000
PW	Vehicles	146-14	Pickup Truck	2021 carryover	M	45,000	45,000					45,000		45,000
PW	Vehicles	164-14	Pickup Truck	2021 carryover	M	42,000	42,000					42,000		42,000
PW	Vehicles	111-15	Pickup Truck		M	42,000	42,000					42,000		42,000
PW	Vehicles	121-15	Pickup Truck		M	42,000	42,000					42,000		42,000
PW	Vehicles	131-15	Pickup Truck		M	42,000	42,000					42,000		42,000
PW	Vehicles	112-16	Pickup Truck		M	42,000	42,000					42,000		42,000
PW Total						25,401,936	25,972,939	0	0	2,739,384	5,478,416	17,755,139	0	25,972,939
RCHC	Building	59 Wallace Street - Site	G4020 - Site Lighting	Exterior	E	25,000	25,000					25,000		25,000
RCHC	Building	44 Lorne Street	B2030 - Exterior Doors	Exit doors	H	26,000	26,000					26,000		26,000
RCHC	Building	150 Elizabeth Street North	B2030 - Exterior Doors	Exits	M	35,000	35,000					35,000		35,000
RCHC	Building	510 MacKay Street	B2030 - Exterior Doors	Patio doors	H	50,000	50,000					50,000		50,000
RCHC	Building	Nelson Street	Fencing (Nov 2021 Council Approval)	(SSRF shortfall)			100,000					100,000		100,000
RCHC	Building	425 Nelson Street	B30 - Roofing	Roof	M	60,000	60,000					60,000		60,000
RCHC	Building	75 Stafford Street	C1070 - Plumbing fixture Refurbishment	faucet and bathroom v	H	75,000	75,000					75,000		75,000
RCHC	Building	260 Elizabeth Street North	B2030 - Exterior Doors	Units patios and balco	H	150,000	150,000					150,000		150,000
RCHC	Building	260 Elizabeth Street North	B2020 - Exterior Windows	2021 carry over			172,500					172,500		172,500
RCHC	Building	Bronx Street/Reynolds Avenue	B2020 - Exterior Windows	2021 carry over - \$175k			194,165					194,165		194,165
RCHC	Building	174/178,202 Massey, 220/350 AirRoofing		Roofing	E	150,000	150,000					150,000		150,000
RCHC	Building	130-144 Fraser, 135-147 Arnolds	B2010 - Exterior Walls-Siding	Main level & 2nd floor	M	170,000	170,000					170,000		170,000
RCHC	Building	1030-1106 Lea St - (4) Townhome	B2020 - Exterior Windows	All, based on sample	H	275,000	275,000					275,000		275,000
RCHC	Vehicles	LDTR-13-N101805	VAN MTCE NISSAN		L	46,000								0
RCHC	Vehicles	TRAC-11-LAWN17	Tractor 59 Wallace		L	8,600								0

County of Renfrew
2022 Budget

							Road 70 Bridge 75 Culvert 90	Revised	Sources of Financing						
Department	Primary Category	Detail	Detail	Location/Other	or Risk	10 Year Plan	Budget \$	Taxation/Other	Pembroke Share	Provincial Grant	Gas Tax Res Reserve	Reserves	Debt	Total	
RCHC	Vehicles	TRAC-06-LAWNPO4	Lawn tractor 150 Elizabeth		L	8,600								0	
RCHC Total							1,079,200	1,482,665	0	0	0	0	1,482,665	0	1,482,665
Trails	Land Imp	Phase III Final Transfer	Former CP Rail Transfer	2021 carry over	L	34,000						34,000		34,000	
Trails Total							0	34,000	0	0	0	0	34,000	0	34,000
Grand Total							29,639,576	31,275,134	0	0	2,798,384	5,478,416	22,998,334	0	31,275,134

**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: January 12, 2022

SUBJECT: Monthly Report

INFORMATION

1. Homelessness Enumeration – Point-in-Time Count [Strategic Goals 1 & 3]

Under a Directive from the Ministry of Municipal Affairs and Housing, Service Managers were required to complete a homelessness enumeration using a Point-in-Time Count method no later than December 15, 2021.

The objectives of local homelessness enumerations were:

- To provide a snapshot of homelessness within our community.
- To provide information about people experiencing homelessness and their needs to inform the development of services.
- To provide information about whether programs and services are having the desired impact on homelessness.

The scope of the Point-in-Time Count included people who were:

- Unsheltered
- Emergency sheltered, and
- Provisionally accommodated.

The method used for the Point-in-Time Count had two components:

1. Counting the number of people who were experiencing homelessness on a specified single night (October 18, 2021), and
2. Collecting information from people experiencing homelessness through a standard survey that included 17 required data-points.

The 17 required data-points were as follows:

- Overnight location
- Chronicity of homelessness
- Age
- Reasons for homelessness/housing loss
- Indigenous Identity
- Racialized Identity
- Gender Identity
- Sexual Orientation
- Family Homelessness
- Military Service
- Health - Illness/Medical Condition
- Health - Physical Limitation
- Health – Learning or Cognitive Limitations
- Health - Mental Health Issue
- Health - Substance Use Issue
- Child Welfare Involvement
- Income Source

The County of Renfrew completed a Point-in-Time Count homelessness enumeration during the week of October 18, 2021. Thank you to the many service providers who worked collaboratively with our staff to distribute surveys and connect people with our homelessness supports. The following attachments show the results of data collected for people who were experiencing homelessness in Renfrew County the evening of October 18, 2021. As survey participation was voluntary and because it also relied on people attending service locations, the data only partially represents homelessness in Renfrew County. The number of people experiencing homelessness is not completely reflected with our survey results.

Attached as Appendix RCHC-I is Homelessness Enumeration Data collected by the County of Renfrew as of October 18, 2021.

Attached as Appendix RCHC-II is a Point in Time Homelessness Summary Poster as of October 18, 2021.

2. **Business Case – Staffing Report [Strategic Goals 2 & 3]**

Recent restructuring of the Renfrew County Housing Corporation has resulted in the redundancy of one non-union position, RCHC Site Supervisor (Pembroke). Attached as Appendix RCHC-III is a business case that provides the rationale to support the reduction of this position.

Enumeration - Homeless Count					
			Data element description and/or notes		
	Data element reference	Data element	Number of responses for each data element	Excluded responses	
Total Count	C1	# people experiencing homelessness on the night of the count	46	<p>This data element provides a count of the number of people experiencing homelessness on a single day/night and may include data from a number of sources. Counts of people experiencing homelessness may include: 1) people identified as experiencing homelessness on the enumeration survey, based on their response to the question “Where are you staying tonight?”; 2) people who are observed to be homeless on the day/night of the count but who do not participate in the survey (e.g., refusals; language barriers; sleeping in a car when surveys are conducted); and/or 3) people identified as experiencing homelessness through administrative data or data systems (e.g., shelter counts on the designated day/night or people identified through Ontario Works case management systems). Deduplication is important if multiple sources of information are used to identify and count people experiencing homelessness.</p> <p>People who provided the following responses are <u>not included</u> in this data element: - People who are <u>not homeless on the day/night of the count</u> but who are at-risk of experiencing homelessness - People who have been <u>homeless in the past but who have stable housing</u> on the day/night of the count - People who have been <u>homeless in the past but cannot be confirmed to be homeless</u> on the day/night of the count (e.g., identified as homeless in an administrative data base but no recent contact to confirm still experiencing homelessness)</p>	

Survey Data						
Survey question			Data element description and/or notes			
	Data element reference	Data elements	Number of responses for each data element	Excluded responses		
Not a survey question - Total number of survey participants experiencing homelessness	S1	Total # people experiencing homelessness who participated in the survey	46	The enumeration survey includes at minimum the 17 mandatory questions required by the province.		
				The number of people experiencing homelessness who answered some or all of the 17 enumeration survey questions.		
S2. "Where are you staying tonight ?"	S2a	# people who reported staying in someone else's place (friend or family)	20	These data elements require reporting the number of each people staying in each of the places listed.		
	S2b	# people who reported staying in motel/hotel (self-funded)	5			
	S2c	# people who reported staying in a hospital	2			
	S2d	# people who reported staying in a treatment centre	0			
	S2e	# people who reported staying in jail, prison, remand centre	1			
	S2f	# people who reported staying in a homeless shelter (emergency, family, or domestic violence shelter)	3			
	S2g	# people who reported staying in a hotel/motel (funded by the City or homeless program)	3			
	S2h	# people who reported staying in transitional shelter/ housing	2			

	S2i	# people who reported staying in unsheltered in a public space (e.g., street, park, bus shelter, forest or abandoned building)	1	
	S2j	# people who reported staying in an encampment (e.g., group of tents, makeshift shelter or other long-term outdoor settlement)	6	
	S2k	# people who reported staying in a vehicle (car, van, RV, truck, boat)	3	
	S2l	# people who reported being unsure where they were going to stay	0	
S3. "How old are you OR what year were you born?"	S3a	# people experiencing homelessness who are under 25 years	8	Each respondent's age or year of birth is used to classified them into one of five age groups. People who provided the following responses are <u>not reported</u> : - decline to answer - don't know - blank (no response)
	S3b	# people experiencing homelessness who are 25-35 years	12	
	S3c	# people experiencing homelessness who are 36-49 years	13	
	S3d	# people experiencing homelessness who are 50-64 years	9	
	S3e	# people experiencing homelessness who are 65+ years	4	
S4. "In total, for how much time have you experienced homelessness over the PAST YEAR (the last 12 months)	S4a	# people experiencing homelessness who identified as chronically homeless (report being homeless for 180 or more cumulative nights in the prior year).	29	This data element uses the question "In total, for how much time have you experienced homelessness over the PAST YEAR (the last 12 months) to classify people as: 1) chronically homeless (i.e., homeless for 180 days or longer) OR 2) not chronically homeless (i.e., homeless less than 180 days)
	S4b	# people not chronically homeless (i.e., report being homeless for LESS THAN 180 days in prior year)	17	
S5. "Do you identify as First Nations (with or without status), Métis, or Inuit, or do you have North American Indigenous ancestry?"	S5a	# people experiencing homelessness who identified as Indigenous	11	Count people as identifying as Indigenous if they have any of the following responses: - First Nations - Inuit - Metis - Indigenous ancestry People who provided the following responses are <u>not reported</u> : - decline to answer - don't know - blank (no response)
	S5b	# people experiencing homelessness who responded "No" (i.e., do not identify as Indigenous)	35	Individuals with more than one Indigenous identity (e.g., First Nations and Metis) is counted once as having Indigenous identity.
S6. "In addition to your response in the question above [about Indigenous identity], do you identify with any of the racialized identities listed...?"	S6a	# people experiencing homelessness who identified as racialized	11	Respondents' identifies are classified as: 1) Racialized OR 2) White Individuals are counted as racialized if they identify with one or more of the following groups: • Indigenous only • Arab (e.g., Syrian, Egyptian, Yemeni) • Asian-East (e.g., Chinese, Korean, Japanese) • Asian-South-East (e.g., Filipino, Vietnamese, Cambodian, Malaysian, Laotian) • Asian-South or Indo-Caribbean (e.g., Indian, Pakistani, Sri Lankan, Indo-Guyanese, Indo-Trinidadian) • Asian-West (e.g., Iranian, Afghan) • Black-Canadian / American • Black-African (e.g., Ghanaian, Ethiopian, Nigerian) • Black-Afro-Caribbean or Afro-Latinx (e.g., Jamaican, Haitian, Afro-Brazilian) • Latin-American (e.g., Brazilian, Mexican, Chilean, Cuban) People who provided the following responses are <u>not reported</u> : - decline to answer - don't know - not listed* - blank (no response) *If additional information is provided for the 'Not Listed' response to classify the respondent in one of the racialized categories above, the person can be included in the count of people reporting racialized identities (e.g., bi-racial black/white).
	S6b	# people experiencing homelessness who identified as White (e.g., European, French, Ukrainian, Euro-Latinx), with no other Indigenous or racialized identity	35	A person be counted once as racialized if they identify with one or more of the racialized groups listed above. For example, • Respondent A who reports being South-East Asian and White will have two identities but should only be counted once as a person who identifies as racialized. • Respondent B who reports being Black-Canadian and East Asian will have two racialized identities but should be counted once as a person who identifies as racialized.

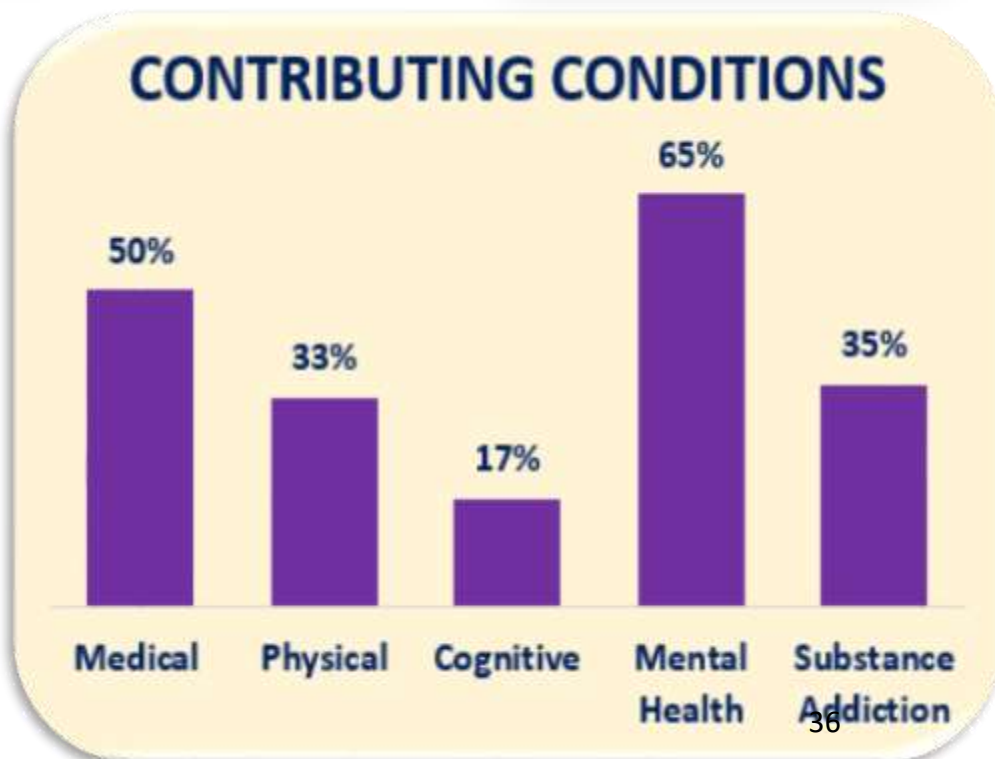
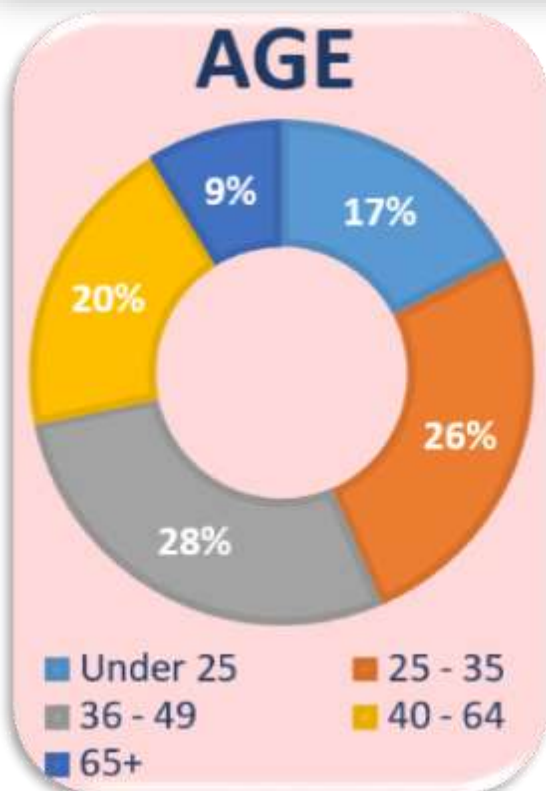
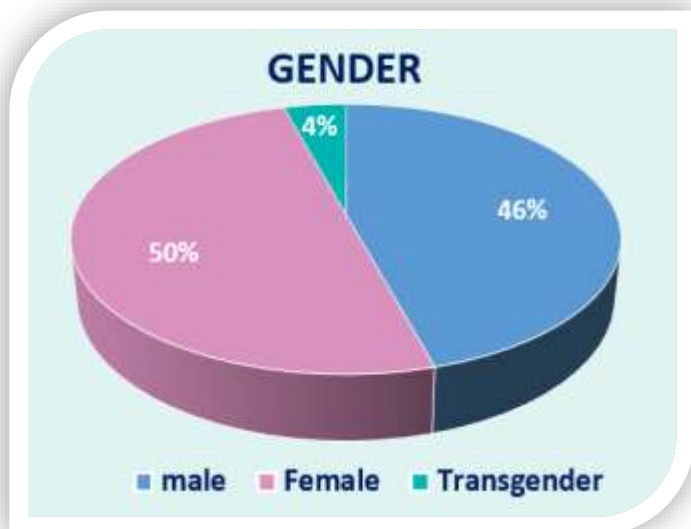
S7. "How do you describe your sexual orientation , for example straight, gay, lesbian?"	S7a	# people experiencing homelessness who identified as LGBTQ2S	5	Based on their response to this question, respondents are classified into: 1) LGBTQ2S OR 2) straight / heterosexual The number of people who identify as LGBTQ2S+: - Gay - Lesbian - Bisexual - Two-Spirit - Pansexual - Asexual - Questioning - Queer - Not listed	People who provided the following responses are <u>not reported</u> : - declined to answer - don't know - blank (no response)
	S7b	# people experiencing homelessness who identified as straight / heterosexual	39		
S8. "What gender do you identify with?"	S8a	# people experiencing homelessness who identified as male (cis-gender)	21	Gender identities included in "Not cis-gender": - Two-Spirit - Trans-woman - Trans-man - Non-binary (genderqueer) - Not listed	People who provided the following responses are <u>not reported</u> : - declined to answer - don't know - blank (no response)
	S8b	# people experiencing homelessness who identified as female (cis-gender)	23		
	S8c	# people experiencing homelessness who identified as not cis-gender	2		
S9. "Do you have family members or anyone else who is staying with you tonight?"	S9a	# people experiencing homelessness who reported experiencing homelessness with children	19		People who provided the following responses are <u>not reported</u> : - declined to answer - don't know - blank (no response)
	S9b	# people experiencing homelessness who reported experiencing homelessness with a partner	0		
	S9c	# people experiencing homelessness who reported experiencing homelessness with other family and friends	0		
	S9d	# people experiencing homelessness who reported having no family or friends with them	27		
S10. "Have you ever served in the Canadian Military or RCMP? "	S10a	# people experiencing homelessness who identified as having past military service	0	Based on their response to this question, respondents are classified into having: 1) <input type="checkbox"/> a history of military service (Canadian forces and/or RCMP) OR 2) <input type="checkbox"/> no past military service Count people as having a history of military service if they have any of the following responses: - Military - RCMP - Military and RCMP	People who provided the following responses are <u>not reported</u> : - declined to answer - don't know - blank (no response)
	S10b	# people experiencing homelessness who responded 'No' (i.e., no history military service)	46		
S11. "Do you identify as having any of the following health challenges at this time: Illness or medical condition [e.g. diabetes, arthritis, TB, HIV]?"	S11a	# people experiencing homelessness who reported "Yes", have an illness or medical condition	23		People who provided the following responses are <u>not reported</u> : - declined to answer - don't know - blank (no response)
	S11b	# people experiencing homelessness who responded 'No' (no illness or medical condition)	23		
S12. "Do you identify as having any of the following health challenges at this time: Physical limitation [e.g. challenges with mobility, physical abilities or dexterity]?"	S12a	# people experiencing homelessness who reported "Yes", have a physical limitation	15		People who provided the following responses are <u>not reported</u> : - declined to answer - don't know - blank (no response)
	S12b	# people experiencing homelessness who responded 'No' (no physical limitation)	31		
S13. "Do you identify as having any of the following health challenges at this time: Learning or cognitive limitations [e.g. dyslexia, autism spectrum disorder, or as a result of ADHD or an acquired brain injury]?"	S13a	# people experiencing homelessness who reported "Yes", have a learning or cognitive limitation	8		People who provided the following responses are <u>not reported</u> : - declined to answer - don't know - blank (no response)
	S13b	# people experiencing homelessness who responded 'No' (no learning or cognitive limitations)	38		
S14. "Do you identify as having any of the following health challenges at this time: Mental health issue [diagnosed/undiagnosed] [e.g. depression, Post traumatic stress disorder (PTSD), bipolar disorder]?"	S14a	# people experiencing homelessness who reported "Yes", have a mental health issue	30		People who provided the following responses are <u>not reported</u> : - declined to answer - don't know - blank (no response)
	S14b	# people experiencing homelessness who responded 'No' (no mental health issue)	16		
S15. "Do you identify as having any of the following health challenges at this time:	S15a	# people experiencing homelessness who reported "Yes", have a substance use issue	16		People who provided the following responses are <u>not reported</u> : - declined to answer - don't know

Substance use issue [e.g. tobacco, alcohol, opiates]?"	S15b	# people experiencing homelessness who responded "No" (no substance use issue)	30		- blank (no response)
S16. "As a child or youth, were you ever in foster care or in a youth group home?"	S16a	# people experiencing homelessness who reported having been in foster care or youth group home	0		People who provided the following responses are <u>not reported</u> : - declined to answer - don't know - blank (no response)
	S16b	# people experiencing homelessness who responded "No" (no history of foster care or youth group home)	0		
S17. "What happened that caused you to lose your housing most recently?"	S17a	# of people reporting that reason for homelessness is not enough income for housing (e.g., loss of benefit, income or job)	2	These data elements require reporting the number of people who identified each factor as contributing to their homelessness.	People who provided the following responses are <u>not reported</u> : - declined to answer - don't know - blank (no response)
	S17b	# of people reporting that reason for homelessness is unfit/unsafe housing condition	4		
	S17c	# of people reporting that reason for homelessness as building sold or renovated	1		
	S17d	# of people reporting that reason for homelessness is owner moved in	0		
	S17e	# of people reporting that reason for homelessness is landlord/tenant conflict	12		
	S17f	# of people reporting that reason for homelessness is complaint (e.g., pets/noise/damage)	0		
	S17g	# of people reporting that reason for homelessness is left the community/relocated	0		
	S17h	# of people reporting that reason for homelessness is conflict with spouse/partner	21		
	S17i	# of people reporting that reason for homelessness as conflict with parent/guardian	0		
	S17j	# of people reporting that reason for homelessness is conflict with other	2		
	S17k	# of people reporting that reason for homelessness is experienced abuse by spouse/partner	0		
	S17l	# of people reporting that reason for homelessness is experienced abuse by parent/guardian	0		
	S17m	# of people reporting that reason for homelessness is experienced abuse by other	0		
	S17n	# of people reporting that reason for homelessness is departure of family member	1		
	S17o	# of people reporting that reason for homelessness is experienced discrimination	1		
	S17p	# of people reporting that reason for homelessness is a physical health issue	0		
	S17q	# of people reporting that reason for homelessness is a mental health issue	0		
	S17r	# of people reporting that reason for homelessness is a substance abuse issue	0		
	S17s	# of people reporting that reason for homelessness is hospitalization or a treatment program	0		
	S17t	# of people reporting that reason for homelessness is incarceration (jail or prison)	1		
	S17u	# of people reporting other reason for homelessness	1		
	S18a	# people experiencing homelessness who reported full-time employment	0	These data elements require reporting the number of people who reported receiving each source of income.	People who provided the following responses are <u>not reported</u> : - declined to answer - don't know - blank (no response)
	S18b	# people experiencing homelessness who reported part-time employment	3		

S18. "What are your sources of income ?"	S18c	# people experiencing homelessness who reported casual employment (e.g., contract work)	2	
	S18d	# people experiencing homelessness who reported informal source of income (e.g., bottle returns, panhandling)	0	
	S18e	# people who reported receiving money from family/friends	0	
	S18f	# people experiencing homelessness who reported receiving employment insurance	0	
	S18g	# people experiencing homelessness who reported receiving disability benefit (provincial disability benefit)	21	
	S18h	# people experiencing homelessness who reported seniors benefits (e.g., CPP/OAS/GIS)	3	
	S18i	# people experiencing homelessness who reported provincial welfare/social assistance	11	
	S18j	# people experiencing homelessness who reported receiving veteran/VAC benefits	0	
	S18k	# people experiencing homelessness who reported receiving child and family tax benefits	0	
	S18l	# people experiencing homelessness who reported receiving GST/HST refund	0	
	S18m	# people experiencing homelessness who reported receiving other money from a service agency	4	
	S18n	# people experiencing homelessness who reported receiving income from other sources	1	
	S18o	# people experiencing homelessness who reported having no income	1	

By-Name List Reporting				
Data element reference		Data elements	Number of responses for each data element	Data element description and/or notes
				Excluded responses
BNL1. People added to the By-Name List	BNL1	# people experiencing homelessness who were <u>added</u> to the By-Name List through 2021 enumeration	5	<p>The data element is the difference between the number of people on the By-Name List before enumeration and after enumeration. (Note: This number can be 0 if no new people were added through enumeration.)</p> <p>This may include people added to the By-Name List at the time of the count and at the time of the survey, if these components of enumeration are conducted at two different times.</p>
BNL2a. Total Number on the By-Name List	BNL2a	Total # people on the By-Name List (who are actively homeless at the point of reporting)	9	<p>The data element captures the total number of people on the By-Name List who are homeless on a specific day. The specific day selected for reporting is to be between October 1 to December 15, 2021 and determined by the Service Manager.</p>
BNL2b. Total Number Chronically Homeless on the By-Name List	BNL2b	Total # people experiencing chronic homelessness on the By-Name List (who are actively homeless at the point of reporting)	6	<p>The data element captures the total number of people on the By-Name List who are homeless on a specific day. The specific day selected for reporting is to be between October 1 to December 15, 2021 and determined by the Service Manager.</p> <p>A person is chronically homelessness if are currently homeless and have been homeless for six months (180 cumulative nights) or more in the prior year.</p> <p>Categories for reporting on the By-Name List are not mutually exclusive. For example, youth who are chronically homeless and homeless on day selected by the service manager may be counted in BNL2a, BNL2b and BNL2c.</p>

<div>BNL2c. Total Number Youth Homeless on the By- Name List</div> <div>BNL2c</div> <div>Total # of youth experiencing homelessness on the By-Name List (who are actively homeless at the point of reporting).</div>	<div>1</div>	<div>Total number of youth on the By-Name List who are homeless on the day selected (between October 1 to December 15; specific day to be decided by the Service Manager).</div> <div>Youth homelessness refers to the situation and experience of young people under the age of 25 who are living independently of parents and/or caregivers, but do not have the means or ability to acquire a stable, safe or consistent residence.</div> <div>Categories for reporting on the By-Name List are not mutually exclusive. For example, youth who are chronically homeless and homeless on day selected by the service manager may be counted in BNL2a, BNL2b and BNL2c.</div> <div>The following groups are <u>not</u> included in this data element: -People who are <u>at-risk of experiencing homelessness</u> but not experiencing homelessness on the day selected for reporting -People who were <u>previously homeless who have secured housing</u> and are not homeless on the day selected for reporting</div>
---	--------------	--





BUSINESS CASE - STAFFING REPORT

Date: January 4, 2022

Department: Community Services

Report Prepared by: Jennifer Dombroskie, Manager
of Housing and Homelessness

PROPOSAL	Staffing reduction – to eliminate the Pembroke Renfrew County Housing Corporation Site Supervisor Position as previously presented to County Council through the Service Delivery Improvement Plan.	
POSITIONS Non-Union	Reduction of 1 position: Site Supervisor (Pembroke) - Renfrew County Housing Corporation Group 7 of the Non-Union Staff Salary Grid	
SUMMARY <ul style="list-style-type: none"> • Background • Discussion 	<ul style="list-style-type: none"> • The County of Renfrew's Service Delivery Improvement Plan produced a recommendation to transfer the Renfrew County Housing Corporation maintenance portfolio to the Development and Property Department. Council approved the transfer during May 2021. • Administrative duties and supervisor responsibilities were realigned as the result of this change and through doing so there was no longer the need to have a Pembroke Site Supervisor. • Administrative restructuring resulted in 1 Site Supervisor position that has oversight and leadership for the Renfrew, Pembroke, and Arnprior housing staff and offices. • Efficiencies have been achieved and this has resulted in the redundancy of the Pembroke Site Supervisor position. 	
RECOMMENDATION		
FINANCIAL CONSIDERATIONS	<p style="text-align: center;"><u>HRS</u> <u>Sal/Ben</u></p> <p>Site Supervisor (Pembroke) (1820) (\$106,824)</p> <p>These savings will be transferred back to the TCA Renewal Reserve to fund our SDIP renovation project.</p>	

**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: January 12, 2022
SUBJECT: Manager of Real Estate's Report

INFORMATION

1. Renfrew County Housing Corporation Current Projects Update [Strategic Plan Goal #2]

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

2. Staffing Update

Janet Porter, Supervisor – Technical Services tenured her resignation with the County of Renfrew effective December 21, 2021. Janet has been a valued employee for the past eight years working with the Real Estate Division and the Renfrew County Housing Corporation. We wish Janet all the best in her future endeavours.

RCHC- Current Projects - Update

Location	Status				Comments
	Work Description	Budget	Quote	Status	
Vimy Family - Townhomes Renfrew	Front Porch replacement - family units				
					from the capital - \$ 60,000
					from OPHI budget - \$ 143,400
	Porch areas 1-3		\$158,000	work in progress	anticipate 100 % completion -Feb. 2022
	Porch areas 4-10		\$410,000	work in progress	anticipate end of Q1 -2022 completion date
Bronx& Reynolds - Pembroke	Window replacement -town houses	\$175,000	\$194,165	work in progress	anticipate end of Q1 -2022 completion date
260 Elizabeth St. - Pembroke	Window replacement - apartment building	\$200,000	\$172,454	work in progress	anticipate end of Q1 -2022 completion date
260 ElizabethA15:F15th St. - Pembroke	Brick repairs		\$48,100	Completed	
425 Nelson - Pembroke	Window and siding replacement	\$66,220	\$52,187	work in progress	anticipate 100 % completion -Jan. 2022
435-481 Nelson St - Pembroke	Additional Fencing	\$194,800	\$270,006	work in progress	anticipate end of Q1 -2022 completion date