



RENFREW COUNTY HOUSING CORPORATION

Wednesday, February 9, 2022

An electronic meeting of the Renfrew County Housing Corporation Board of Directors was held on Wednesday, February 9, 2022 at 1:00 p.m.

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

Officers Present: Paul Moreau, Chief Executive Officer

Staff Present: Andrea Patrick, Acting Director of Community Services
Lee Perkins, Director of Public Works and Engineering
Jennifer Dombroskie, Manager of Housing and Homelessness
Judy Mulvihill, Manager of Child Care and Early Years Services
Kevin Raddatz, Manager of Real Estate
Rosalyn Gruntz, Deputy Clerk
Wendy Hill, Administrative Assistant

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

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

The roll was called and no pecuniary interests were disclosed.

RESOLUTION NO. RCHC-C-22-02-09

Moved by Councillor Love

Seconded by Councillor Reinwald

THAT the minutes of the Renfrew County Housing Corporation Board of Directors meeting held on January 12, 2022 be adopted. CARRIED.

Ms. Dombroskie overviewed the Community Housing Monthly Report, which is attached as Appendix A.

RESOLUTION NO. RCHC-C-22-02-10

Moved by Councillor Jacyno

Seconded by Councillor Grills

THAT the Community Housing Report attached as Appendix A be approved. CARRIED.

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

RESOLUTION NO. RCHC-C-22-02-11

Moved by Councillor Love

Seconded by Councillor Regier

THAT the Real Estate Report attached as Appendix B be approved. CARRIED.

RESOLUTION NO. RCHC-C-22-02-12

Moved by Councillor Grills

Seconded by Councillor Reinwald

THAT this meeting adjourn and the next regular meeting be held on March 9, 2022. Time 1:25 p.m. CARRIED.

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

TO: Renfrew County Housing Corporation Board of Directors

FROM: Jennifer Dombroskie, Manager, Housing and Homelessness

DATE: February 9, 2022

SUBJECT: Monthly Report

INFORMATION

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

	New Eligible Applications	Total Eligible Applications	Total # of Active Applicants	Eligible Transfer Applicants	Eligible SP Applicants
Senior	4	75	90	16	0
Adult	73	598	658	38	1
Family	65	348	547	40	37
TOTALS	142	1021*	1295**	94	38

*1021 eligible applications as of December 31, 2021

Bedroom Size	Senior	Adult	Family
1	70	559	0
2	5	39	157
3	0	0	112
4	0	0	55
5	0	0	24
TOTALS	75	598	348

****1295 active applicants as of December 31, 2021**

Bedroom Size	Senior	Adult	Family	Dependents
1	85	622	0	0
2	5	36	236	145
3			168	224
4			91	172
5			52	113
TOTALS	90	658	547	651

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

	Move Outs Fourth Quarter 2021	Move Ins Fourth Quarter 2021	Internal Transfers Fourth Quarter 2021
Pembroke & Area	13	11	2
Renfrew	8	8	0
Arnprior	7	4	3

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

Third Quarter	Arnprior	Renfrew	Pembroke & Area
N4's Issued	73	62	206
N5's Issued	3	7	9
N6's Issued	1	1	5
N7's Issued	0	0	2
L1's Issued	0	1	9
L2's Issued	4	1	7

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

N5 Notice to Terminate a Tenancy Early

N6 Notice to Terminate a Tenancy Early for Illegal Acts

N7 10-Day Notice to Terminate a Tenancy Early

- L1 Application to Evict a Tenant for Non-payment of Rent and to Collect Rent the Tenant Owes
- L2 Application to End a Tenancy and Evict a Tenant or Collect Money

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

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

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

5. **Consolidated Homelessness Prevention Initiative (CHPI) 2021 Fourth Quarter (October 1, 2021 – December 31, 2021) Update [Strategic Plan Goals #1, #2 & #3]**

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

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

Homelessness Prevention Program (HPP)

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

Number of Approved Applications Fourth Quarter	Fourth Quarter HPP Expenditure
240	\$160,557.34

Rent Allowance

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

Households Assisted – 2021 Fourth Quarter

Month	Single	Family	Fourth Quarter Expenditure
October	91	34	\$37,775
November	85	33	\$35,750
December	82	34	\$35,300
Total Fourth Quarter Expenditure			\$108,825

Emergency Minor Home Repairs

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

Number of Approved Applications 2021 Third Quarter	Fourth Quarter HPP Expenditure
1	\$3,672.50

RCHC Arrears Report December 2021

	Arrears Previous Month (Nov. 2021)		Arrears Owing for December 2021		Number of Tenants	Comments (a tenant may have multiple charges)
Arnprior	Rent	\$ 1,270.00	Rent	\$ 752.00	6	L4 Application to Evict Tenant Tenant failed to meet conditions
						4 L2 Application to End a Tenancy and Evict a Tenant
	Maint.	\$ -	Maint.	\$ -		3 N4 Eviction -
						1 N6 Notice to Terminate a Tenancy Early - Illegal Act or Misrepresentation of Income
	Misc.	\$ 573.00	Misc.	\$ 361.00		7 N5 Notice to Terminate a Tenancy Early
						Maintenance Charges
						NSF Fees
						5 Tribunal Fees
						Parking Fees
	Total	\$ 1,843.00	Total	\$ 1,113.00		
Renfrew	Rent	\$ 3,109.00	Rent	\$ 3,414.00	5	2 L1 Application to Evict Tenant for Non-Payment of Rent
						L2 Application to End a Tenancy and Evict a Tenant
	Maint.	\$ 192.59	Maint.	\$ 192.59		4 N4 Eviction-
						N5 Notice to Terminate a Tenancy Early
	Misc.	\$ 186.00	Misc.	\$ 372.00		1 Maintenance Charges/Utility Charges
						Sheriff Eviction
						NSF Fees
						2 Tribunal Fees
	Total	\$ 3,487.59	Total	\$ 3,978.59		
Pembroke & Area	Rent	\$34,669.60	Rent	\$24,810.60	65	L1 Application to Evict Tenant for Non-Payment of Rent
						23 N4 Eviction-
	Maint.	\$ 2,018.00	Maint.	\$ 1,908.00		N5 Notice to Terminate a Tenancy Early
						N6 Notice to Terminate a Tenancy Early - Illegal Act or Misrepresentation of Income
	Misc.	\$ 4,671.50	Misc.	\$ 3,948.50		1 Sheriff Eviction
						31 Air Conditioner Fees
						17 Maintenance Charges
						2 NSF Fees
						55 Parking Fees
						5 Tribunal Fees
	Total	\$41,359.10	Total	\$30,667.10		
TOTAL		\$46,689.69		\$35,758.69	76	

Renfrew County Housing Corporation

Comparison Arrears

	October-21	October-20	October-19	October-18	October-17
Arnprior	\$1,402.00	\$11,653.50	\$10,630.00	\$13,939.00	\$10,462.00
Renfrew	\$4,386.00	\$23,592.00	\$13,379.00	\$8,154.00	\$5,761.00
Pembroke & Area	\$49,685.00	\$52,648.16	\$33,092.00	\$18,350.00	\$20,429.00
TOTAL	\$55,473.00	\$87,893.66	\$57,101.00	\$40,443.00	\$36,652.00

	November-21	November-20	November-19	November-18	November-17
Arnprior	\$1,843.00	\$8,540.01	\$12,591.00	\$13,631.00	\$12,214.00
Renfrew	\$3,488.00	\$24,532.89	\$13,178.00	\$7,120.00	\$6,245.00
Pembroke & Area	\$41,360.00	\$51,584.81	\$34,470.00	\$18,017.00	\$22,486.00
TOTAL	\$46,691.00	\$84,657.71	\$60,239.00	\$38,768.00	\$40,945.00

	December-21	December-20	December-19	December-18	December-17
Arnprior	\$1,113.00	\$7,223.01	\$15,404.00	\$13,182.00	\$12,665.00
Renfrew	\$3,979.00	\$23,288.32	\$14,270.00	\$10,036.00	\$3,228.00
Pembroke & Area	\$30,667.00	\$51,082.62	\$36,937.00	\$20,211.00	\$25,743.00
TOTAL	\$35,759.00	\$81,593.95	\$66,611.00	\$43,429.00	\$41,636.00

Arrears consist of the following:

Rent
Maintenance
Tribunal fee (minimum \$186)
Parking
Air Conditioning
NSF charges

**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: February 9, 2022
SUBJECT: Monthly Report

INFORMATION

1. RFP-DP-2022-01 Design Build of Multi – Residential Update [Strategic Plan Goal #2]

A mandatory site meeting for the new Multi-Residential Housing Project was held January 25, 2022 at the site located at Lea Street and Douglas Street. There were six contractors that attended, Becc Construction, Buttcon East Limited, Quasar Consulting Group, Rossman Architecture, R.G.T. Clouthier Construction Ltd. and William Sons. The details for the Request for Proposal (RFP) were reviewed and opportunity given for preliminary questions and site inspection. The deadline for formal questions to the RFP is February 18, 2022, and the closing date is February 25, 2022.

2. Staffing Updates

Maintenance Repairperson

The position for Maintenance Repairperson for Renfrew County Housing Corporation portfolio has been filled. Jayson Kilby started January 19, 2022 and will be based out of Arnprior, reporting to the Operations Coordinator. We are pleased that Jayson has joined our team and look forward to working with him.