



## **RENFREW COUNTY HOUSING CORPORATION**

**Wednesday, March 9, 2022**

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

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

Regrets: Warden Debbie Robinson  
Councillor Ed Jacyno

Officers Present: Laura LePine, Chief Operating Officer

Staff Present: Craig Kelley, Director of Development and Property  
Lee Perkins, Director of Public Works and Engineering  
Jennifer Dombroskie, Manager of Housing and Homelessness  
Andrea Patrick, Manager of Ontario Works  
Kevin Raddatz, Manager of Real Estate  
Wendy Hill, Administrative Assistant

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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-22-03-13**

Moved by Councillor Love

Seconded by Councillor Regier

THAT the minutes of the Renfrew County Housing Corporation Board of Directors meeting held on February 9, 2022 be adopted. CARRIED.

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

**RESOLUTION NO. RCHC-C-22-03-14**

Moved by Councillor Reinwald

Seconded by Councillor Love

THAT the Renfrew County Housing Corporation Board of Directors recommend that the Community Services Committee supports the position of the Development and Property Committee, that staff be directed to proceed with negotiating the proposal submitted by William Sons, Petawawa, Ontario for RFP-DP-2022-01 Design-Build of an Affordable Multi-Residential Housing Project. CARRIED.

**RESOLUTION NO. RCHC-C-22-03-15**

Moved by Councillor Regier

Seconded by Councillor Reinwald

THAT the Director's Report attached as Appendix A be approved. CARRIED.

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

**RESOLUTION NO. RCHC-C-22-03-16**

Moved by Councillor Love

Seconded by Councillor Reinwald

THAT the Manager of Housing & Homelessness Monthly Report attached as Appendix B be approved. CARRIED.

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

**RESOLUTION NO. RCHC-C-22-03-17**

Moved by Councillor Grills

Seconded by Councillor Regier

THAT the Manager of Real Estate Monthly Report attached as Appendix C be approved. CARRIED.

**RESOLUTION NO. RCHC-C-22-03-18**

Moved by Councillor Love

Seconded by Councillor Reinwald

THAT this meeting adjourn and the next regular meeting be held on April 13, 2022. Time 1:29 p.m. CARRIED.

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

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**TO:** Renfrew County Housing Corporation Board of Directors  
**FROM:** Laura LePine, Director of Community Services  
**DATE:** March 9, 2022  
**SUBJECT:** Director's Report

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**RESOLUTIONS**

**1. Design Build of an Affordable Multi-Residential Housing Project [Strategic Plan Goal #3]**

**Recommendation:** THAT the Renfrew County Housing Corporation Board of Directors recommend that the Community Services Committee supports the position of the Development and Property Committee, that staff be directed to proceed with negotiating the proposal submitted by William Sons, Petawawa, Ontario for RFP-DP-2022-01 Design-Build of an Affordable Multi-Residential Housing Project.

**Background**

At a December meeting of the Renfrew County Housing Corporation Board of Directors, Community Services and Development and Property Committees and the meeting of County Council, staff was directed to issue a request for proposal (RFP) for the construction of at least six new affordable and supportive housing units in the City of Pembroke at the intersection of Lea Street and Douglas Street. The RFP was issued on December 20, 2021 with a deadline of February 25, 2022. Two complete proposals were received by the deadline; from Buttcon Construction and William Sons Limited.

On March 1, 2022, the selection committee comprised of Paul Moreau, Chief Administrative Officer, Craig Kelley, Director of Development and Property, Laura LePine, Director of Community services and Kevin Raddatz, Manager of Real Estate met to discuss the proposals and share their independent scoring of the proposals. The selection committee determined that the proposal submitted by William Sons Limited best fit the scope of the project and should move forward in the process. Unfortunately, the estimated budget presented in the proposal exceeds the current budget allotted to this project. Staff are recommending that a meeting be held with the proponent to discuss a revision of the scope and a review of the budget to determine how efficiencies could be attained, while staff also determine next steps which will include a business plan, should it be required, for additional funds that will allow this project to move forward. The results of that meeting and negotiation will be brought to the Renfrew County Housing Corporation Board of Directors, Community Services Committee, Property and Development Committee and County Council for consideration.

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

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**TO:** Renfrew County Housing Corporation Board of Directors

**FROM:** Jennifer Dombroskie, Manager, Housing and Homelessness

**DATE:** March 9, 2022

**SUBJECT:** Monthly Report

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**INFORMATION**

**1. Review of Administrative Positions in Renfrew County Housing Corporation - Update [Strategic Plan Goal #3]**

The most recent collective agreement between the Canadian Union of Public Employees (CUPE) Local 4425 and the County of Renfrew included a letter of understanding where both parties agreed to work collaboratively to review administrative job classifications to streamline administrative processes and to consider realignment of work assignments for the purpose of improving efficiencies, workflow, distribution, and cross training.

**Accomplishments to date:**

- Team discussions about ways to realign job duties and improve responsiveness and proactiveness regarding client services.
- Training during team meetings to help increase shared knowledge about various administrative and service functions.
- Commencement of a pilot to trial a case management model of tenant services that has the goal of increasing and streamlining life stabilization supports by connecting tenants with one-point-of contact.

**Next steps:**

- Ongoing evaluation and adjustments regarding the pilot.
- Broadening the scope of the pilot.
- Continued team cross-training.

- Continued team professional development regarding mental health and life stabilization supports.
- Continued team collaboration.
- Updates to job descriptions within administrative positions.

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

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**TO:** Renfrew County Housing Corporation Board of Directors  
**FROM:** Kevin Raddatz, Manager of Real Estate  
**DATE:** March 9, 2022  
**SUBJECT:** Manager of Real Estate's Report

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**INFORMATION**

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

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



## RCHC- Current Carry-Over Projects - Update

| Location                              | Status                                  |           |           |                  | Comments  |
|---------------------------------------|---|-----------|-----------|------------------|---|
|                                       | Work Description                        | Budget    | Quote     | Status           |   |
| Vimy Family - Townhomes Renfrew       | Front Porch replacement - family units  |           |           |                  |   |
|                                       |   |           |           |                  |   |
|                                       | Porch areas 1-3                         |           | \$158,000 | work in progress | 80% completed ,anticipate 100% completion mid Q2  |
|                                       | Porch areas 4-10                        |           | \$410,000 | work in progress | 80% completed ,anticipate 100% completion mid Q2  |
|                                       |   |           |           |                  |   |
| Bronx& Reynolds - Pembroke            | Window replacement -town houses         | \$175,000 | \$194,165 | work in progress | 95% completed ,anticipate 100% completion March   |
|                                       |   |           |           |                  |   |
| 260 Elizabeth St. - Pembroke          | Window replacement - apartment building | \$200,000 | \$172,454 | work in progress | 20% completed ,anticipate 100% completion April   |
| 260 ElizabethA15:F15th St. - Pembroke | Brick repairs                           |           | \$48,100  | Completed        | Completd Jan 2022                                 |
| 425 Nelson - Pembroke                 | Window and siding replacement           | \$66,220  | \$52,187  | Completed        | Completd Feb 2022                                 |
| 435-481 Nelson St - Pembroke          | Additional Fencing                      | \$194,800 | \$270,006 | work in progress | 60 % completed ,anticipate 100% completion mid Q2 |