



## RENFREW COUNTY HOUSING CORPORATION

Wednesday, March 9, 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 meeting held on February 9, 2022.
6. Delegations: None at the time of mailing.

	<u>Page</u>
7. Director's Report	3
8. Manager of Housing & Homelessness Monthly Report	5
9. Manager of Real Estate Monthly Report	7
10. New Business.	
11. Closed Meeting – None at time of mailing.	
12. Date of next meeting (Wednesday, April 13, 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:** March 9, 2022  
**SUBJECT:** Director's Report

---

**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**

---

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

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

**DATE:** March 9, 2022

**SUBJECT:** Monthly Report

---

**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**

---

**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

---

**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