



RENFREW COUNTY HOUSING CORPORATION

Wednesday, August 10, 2022

A meeting of the Renfrew County Housing Corporation Board of Directors was held on Wednesday, August 10, 2022 at 1:00 p.m. at the County of Renfrew Administration Building, Pembroke, Ontario.

Directors Present: Chair James Brose
Warden Debbie Robinson
Vice-Chair Cathy Regier
Councillor Debbi Grills
Councillor Kim Love (attended virtually)
Councillor John Reinwald

Regrets: Councillor Ed Jacyno

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

Staff Present: Craig Kelley, Director of Development and Property
Jennifer Dombroskie, Manager of Housing and Homelessness
Margo Smith, Manager of Child Care and Early Years Services
Andrea Patrick, Manager of Ontario Works
Tina Peplinskie, Media Relations and Social Media Coordinator
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-22-08-44

Moved by Councillor Regier

Seconded by Councillor Reinwald

THAT the minutes of the Renfrew County Housing Corporation Board of Directors meeting held on June 15, 2022 be adopted. CARRIED.

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

RESOLUTION NO. RCHC-C-22-08-45

Moved by Councillor Grills

Seconded by Councillor Reinwald

THAT the Renfrew County Housing Corporation Board of Directors approve the proposal as submitted by Lairs Construction, Pembroke, Ontario for the replacement of asphalt shingle roofs at 14 Duplexes and 1 single unit on Massey Crescent and Airth Boulevard West in Renfrew, Ontario in the amount of \$145,900 plus HST; AND FURTHER THAT a Contract be executed. CARRIED.

Discussion occurred with regards to the possibility of changing the roofing material from shingles to steel. Mr. Kelley advised that this project is for a replacement of shingles. Steel may be two to three times higher in cost and the construction of the roofs is for a shingle type style.

RESOLUTION NO. RCHC-C-22-08-46

Moved by Councillor Regier

Seconded by Councillor Love

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

Ms. Dombroskie overviewed the Manager of Housing and Homelessness Monthly Report, which is attached as Appendix B.

RESOLUTION NO. RCHC-C-22-08-47

Moved by Councillor Reinwald

Seconded by Councillor Grills

THAT the Renfrew County Housing Corporation Board of Directors approve a 2.5% rent increase to maximum rent effective January 1, 2023 for the entire Renfrew County Housing Corporation portfolio and that all new tenants and current tenants shall be provided with at least 90 days written notice in advance. CARRIED.

RESOLUTION NO. RCHC-C-22-08-48

Moved by Warden Robinson

Seconded by Councillor Love

THAT the Manager, Housing and Homelessness Monthly Report attached as Appendix B be approved. CARRIED.

RESOLUTION NO. RCHC-C-22-08-49

Moved by Councillor Reinwald

Seconded by Councillor Grills

BE IT RESOLVED THAT the Community Services Committee move into a closed meeting pursuant to Section 239 of the Municipal Act, 2001, as amended for the purpose of Personal matters about an identifiable individual, including employees. Time – 1:29 p.m. CARRIED.

RESOLUTION NO. RCHC-C-22-08-51

Moved by Councillor Love

Seconded by Councillor Reinwald

THAT this meeting resume as an open meeting. Time – 1:55 p.m. CARRIED.

RESOLUTION NO. RCHC-C-22-08-52

Moved by Councillor Grills

Seconded by Councillor Love

THAT the Renfrew County Housing Corporation Board of Directors approve the elimination of 11 positions and the addition of 12 revised positions, which includes one new position, as proposed by the business case that seeks to transform staffing and services to align with a life stabilization and housing retention focus; AND FURTHER THAT County Council is informed of these changes. CARRIED.

RESOLUTION NO. RCHC-C-22-08-53

Moved by Warden Robinson

Seconded by Councillor Reinwald

THAT this meeting adjourn and the next regular meeting be held on September 13, 2022. Time 1:55 p.m. CARRIED.

COUNTY OF RENFREW
COMMUNITY SERVICES DEPARTMENT
RENFREW COUNTY HOUSING CORPORATION

TO: Renfrew County Housing Corporation Board of Directors
FROM: Laura LePine, Director of Community Services
DATE: August 10, 2022
SUBJECT: Director's Report

INFORMATION

1. Community Housing Capital Projects Update [Strategic Plan Goal #2]

Attached as Appendix I is the Renfrew County Housing Corporation 2021 (Q4) Carry-Over Projects Update as of July 27, 2022.

Attached as Appendix II is the Renfrew County Housing Corporation 2022 Capital Projects Update as of July 27, 2022.

RESOLUTIONS

2. Contract Approval – RFP 22-09 Airth Massey Roof Replacements, Renfrew, Ontario

Recommendation: THAT the Renfrew County Housing Corporation Board of Directors approve the proposal as submitted by Lairs Construction, Pembroke, Ontario for the replacement of asphalt shingle roofs at 14 Duplexes and 1 single unit on Massey Crescent and Airth Boulevard West in Renfrew, Ontario in the amount of \$145,900 plus HST; AND FURTHER THAT a Contract be executed.

Background

Renfrew County Housing Corporation issued a request for tender for replacement of asphalt shingle roofs at 14 Duplexes and 1 single unit on Massey Crescent and Airth Boulevard West in Renfrew, Ontario. Tenders were received until 2:00 p.m., August 04, 2022. The asphalt shingles were

last rehabilitated between 2008 and 2010. Many asphalt shingles manufactured during this time have experienced premature failure. Due to the steep slope of the mansard style units, we are frequently losing shingles. Danger to the tenants and continuous repairs has prioritised replacing these shingles. We have specified in this tender that all shingles are to be applied using six roofing nails instead of four and that cement glue be applied under each shingle on the steep slopes. We are expecting this non-standard specification to increase the life expectancy of the roof. Seven companies requested proposal documents and four companies attended the mandatory site meeting. Four proposals were received to complete this work.

1. Lair's Construction	\$145,900
2. Norlock Operations	\$146,900
3. 1692378 Ont Inc. Adanac Roofing	\$209,684
4. Roof and Building Service Intl	\$376,000

Amount excludes 13% HST

In accordance with Renfrew County Housing Corporation Policy RCHC-02, RCHC Procurement of Goods and Services, (19.7) Awards emanating from a Request for Proposal that are greater than \$100,000 require approval from the Renfrew County Housing Corporation Board of Directors.

Financial Implications

The cost for this Contract is covered in our capital plan at \$150,000. Staff confirm that there are sufficient funds in the 2022 Departmental budget to complete the project as proposed.

RCHC- 2021(Q4) 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	Completed	Completed May 2022
	Porch areas 4-10		\$410,000	Completed	Completed June 2022
Bronx& Reynolds - Pembroke	Window replacement -town houses	\$175,000	\$194,165	Completed	Completed May 2022
260 Elizabeth St. - Pembroke	Window replacement - apartment building	\$200,000	\$172,454	Completed	Completed June 2022
260 ElizabethA15:F15th St. - Pembroke	Brick repairs		\$48,100	Completed	Completed Jan 2022
425 Nelson - Pembroke	Window and siding replacement	\$66,220	\$52,187	Completed	Completed Feb 2022
435-481 Nelson St - Pembroke	Additional Fencing	\$194,800	\$270,006	Completed	Completed May 2022

RCHC-2022 Capital Projects > \$50K

Location	Work Description	Status			Comments
		Budget	Quote	Status	
425 Nelson Street	Asphalt shingle roof	\$60,000.00	\$23,500.00	Awarded to Norlock	Anticipate start date August
510 MacKay Street	Patio door replacement	\$50,000.00	\$57,776	Awarded to Valley Window & Door	Anticipate start date Sept.
					Note: Supplier delivery delays
1030-1106 Lea St - (4) Townhome Blocks	Exterior windows	\$275,000.00	\$214,534	Awarded to Valley Window & Door	Anticipate start date mid Sept.
					Note: Supplier delivery delays
75 Stafford Street	Plumbing fixture replacement (including bathroom vanities)	\$75,000.00			
130-144 Fraser, 135-147 Arnolds, 520-546 Nelson - (6) Townhome Blocks	Siding and soffits	\$170,000.00		Scope of Work in review	
260 Elizabeth Street North	Patio and exterior fire doors	\$150,000.00	\$ 132,112	Awarded to Valley Window & Door	Project started , anticipate completion mid Sept.
174/178, 202 Massey, 220/350 Arith Blvd - (14) Duplex & (1) Single Fam	Massard roof	\$150,000.00		Tender closes August 4, 2022	
	asphlat shingle replacement				
260 Elizabeth Street North	Flat roof replacement	\$250,696.00		RFP (4 locations)- engineering services	
				Scope of Work in review	
55 Poplar	Flat roof replacement	\$175,000.00		RFP - engineering services	
				Scope of Work in review	
63 Russell	Flat roof replacement	\$150,000.00		RFP - engineering services	
				Scope of Work in review	
8 Burwash	Flat roof replacement	\$174,304.05		RFP - engineering services	
				Scope of Work in review	
204/206-240/242 Cecil St	Furance replacements	\$75,000.00	\$ 69,977	Completed	Contractor completed installations - May 20

**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: August 10, 2022

SUBJECT: Monthly Report

INFORMATION

- 2022 Second Quarter (April to June) 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	1	72	85	14	0
Adult	138	731	774	38	13
Family	55	422	686	37	39
TOTALS	194	*1225	**1545	89	52

***1225 eligible applications as of June 30, 2022**

Bedroom Size	Senior	Adult	Family
1	68	686	0
2	4	45	194
3	0	0	132
4	0	0	63
5	0	0	33
TOTALS	72	731	422

****1545 active applicants as of June 30, 2022**

Bedroom Size	Senior	Adult	Family	Dependents
1	81	730	0	0
2	4	44	311	171
3	0	0	211	260
4	0	0	98	189
5	0	0	66	142
TOTALS	85	774	686	762

2. **Move Ins, Move Outs, and Internal Transfers Comparison [Strategic Plan Goal #1]**

	Move Outs Second Quarter 2022	Move Ins Second Quarter 2022	Internal Transfers Second Quarter 2022
Pembroke & Area	10	10	2
Renfrew	5	3	1
Arnprior	5	5	0

3. **Landlord and Tenant Board Notices and Applications [Strategic Plan Goals #1 & #2]**

Second Quarter 2022	Arnprior	Renfrew	Pembroke & Area
N4's Issued	64	68	225
N5's Issued	2	2	3
N6's Issued	1	0	1
L1's Issued	0	2	0
L2's Issued	1	0	2

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

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 [Strategic Plan Goals #1 & #2]**

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

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

5. **Homelessness Prevention Program (Formerly Community Homelessness Prevention Initiative – CHPI) [Strategic Plan Goals 1, 2 & 3]**

On March 7, 2022, the Ministry of Municipal Affairs and Housing announced the consolidation of the Community Homelessness Prevention Initiative and Strong Communities Rent Supplement Program into one funding envelope called the Homelessness Prevention Program. At the March 30, 2022 County of Renfrew Council Meeting, the Homelessness Prevention Program Investment Plan was approved as follows:

2022-2023 Homelessness Prevention Program Budget Summary

Capital Component	\$100,000.00
Strong Communities Rent Supplement Program	\$145,000.00
Emergency Minor Home Repairs Program	\$150,000.00
Rent Allowance Program	\$600,000.00
Homelessness Prevention Program (Emergency Assistance)	\$656,772.50
7.5% Program Administration Fees	\$133,927.50
Total Budget	\$1,785,700.00

Capital Component

\$100,000 of the HPP budget has been allocated for the supportive housing development that is planned for at an RCHC property at the corner of Lea and Douglas Street in Pembroke.

Strong Communities Rent Supplement Program

This program provides rent-geared-to-income subsidies within approved private market rental units. Subsidy amounts vary depending on household income and on average 24 households are assisted each month.

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 Second Quarter	Second Quarter HPP Expenditure
273	\$181,964.81

Rent Allowance

This program provides a rent subsidy of \$275/month for single people or couples with no dependents and \$375/month for parents with children.

Households Assisted – 2022 Second Quarter

Month	Single	Family	Second Quarter Expenditure
April	75	32	\$32,625
May	75	32	\$32,625
June	102	37	\$41,925
Total Second Quarter Expenditure			\$107,175

Emergency Minor Home Repairs

This program helps low-income homeowners stay safely housed within their home by covering essential minor home repairs up to \$7,500.

Number of Approved Applications 2022 Second Quarter	First Quarter HPP Expenditure
1	\$6,626.32

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

Attached as Appendix RCHC-III is the Treasurer's Report for the Renfrew County Housing Corporation at June 30, 2022.

RESOLUTIONS

7. Rent Increase Guidelines – 2023 [Strategic Plan Goal #2]

Recommendation: THAT the Renfrew County Housing Corporation Board of Directors approve a 2.5% rent increase to maximum rent effective January 1, 2023 for the entire Renfrew County Housing Corporation portfolio and that all new tenants and current tenants shall be provided with at least 90 days written notice in advance.

Background

In accordance with the Residential Tenancies Act, [Ontario](#) has set the maximum rent increase for 2023 at 2.5%.

In addition to the annual rent increase is the continuation of direction from a September 2018 Renfrew County Housing Corporation Board of Directors resolution where it was decided that the monthly maximum rent for the one-bedroom units in the outlying areas be increased by \$10/month, once per year effective January 1, 2019, over five years (2019-2023).

RCHC-C-18-09-37

THAT the Renfrew County Housing Corporation Board of Directors approves the monthly maximum rent for the one-bedroom units in the outlying areas (excluding Pembroke, Renfrew and Arnprior) be increased by \$10/month, once per year, over the next five years in addition to the allowable annual maximum rent increase.

	Arrears April 2022		# of Tenants	Arrears May 2022		# of Tenants	Arrears June 2022		# of Tenants
Arnprior	Rent	\$ 10,730.00		Rent	\$ 12,683.00		Rent	\$ 15,433.00	
	Maint.	\$ 26.00		Maint.	\$ -		Maint.	\$ -	
	Misc.	\$ 733.00		Misc.	\$ 733.00		Misc.	\$ 895.00	
	Total	\$ 11,489.00	8	Total	\$ 13,416.00	9	Total	\$ 16,328.00	11
Renfrew	Rent	\$ 7,437.00		Rent	\$ 12,532.00		Rent	\$ 10,332.00	
	Maint.	\$ -		Maint.	\$ -		Maint.	\$ 245.00	
	Misc.	\$ 186.00		Misc.	\$ 186.00		Misc.	\$ 186.00	
	Total	\$ 7,623.00	6	Total	\$ 12,718.00	11	Total	\$ 10,763.00	10
Pembroke & Area	Rent	\$ 38,829.50		Rent	\$ 51,319.00		Rent	\$ 64,355.45	
	Maint.	\$ 984.00		Maint.	\$ 1,029.00		Maint.	\$ 1,109.00	
	Misc.	\$ 647.00		Misc.	\$ 622.00		Misc.	\$ 743.00	
	Total	\$ 40,460.50	35	Total	\$ 52,970.00	47	Total	\$ 66,207.45	46

Renfrew County Housing Corporation

Comparison Arrears

	April-22	April-21	April-20	April-19	April-18	April-17
Arnprior	\$11,489.00	\$713.00	\$16,670.00	\$6,001.00	\$9,199.00	\$20,368.00
Renfrew	\$7,623.00	\$13,112.51	\$14,214.00	\$6,423.00	\$2,995.00	\$4,339.00
Pembroke & Area	\$40,460.50	\$43,956.82	\$43,181.00	\$18,358.00	\$16,951.00	\$14,306.00
TOTAL	\$59,572.50	\$57,782.33	\$74,065.00	\$30,782.00	\$29,145.00	\$39,013.00

	May-22	May-21	May-20	May-19	May-18	May-17
Arnprior	\$13,416.00	\$740.00	\$17,010.00	\$6,208.00	\$8,775.00	\$16,268.00
Renfrew	\$12,718.00	\$15,077.62	\$14,906.00	\$7,856.00	\$5,134.00	\$4,988.00
Pembroke & Area	\$52,970.00	\$46,796.82	\$45,605.00	\$19,150.00	\$13,305.00	\$11,178.00
TOTAL	\$79,104.00	\$62,614.44	\$77,521.00	\$33,214.00	\$27,214.00	\$32,434.00

	June-22	June-21	June-20	June-19	June-18	June-17
Arnprior	\$16,328.00	\$704.00	\$20,623.00	\$8,841.00	\$9,142.00	\$11,277.00
Renfrew	\$10,763.00	\$15,721.59	\$17,300.00	\$9,079.00	\$8,331.00	\$4,488.00
Pembroke & Area	\$66,207.45	\$45,304.60	\$48,467.00	\$22,299.00	\$11,415.00	\$11,041.00
TOTAL	\$93,298.45	\$61,730.19	\$86,390.00	\$40,219.00	\$28,888.00	\$26,806.00

Arrears consist of the following:

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

Renfrew County Housing Corporation
Consolidated Treasurer's Report
June 2022

Appendix RCHC-III

<u>Description</u>	<u>YTD</u> <u>Actual</u>	<u>YTD</u> <u>Budget</u>	<u>Variance</u>	<u>Full Year</u> <u>Budget</u>
ADMINISTRATION	530,932	565,931	(34,999)	1,276,843
BENEFITS	213,423	215,287	(1,864)	430,576
BUILDING - HEAT LIGHT POWER	418,716	484,008	(65,292)	967,995
BUILDING - CAPITAL REPAIRS - non TCA	397,818	335,496	62,322	686,640
BUILDING - ELEVATOR	30,025	33,252	(3,227)	66,500
BUILDING - GARBAGE REMOVAL	39,268	38,346	922	76,656
BUILDING - GROUNDS KEEPING	9,464	34,530	(25,066)	69,056
BUILDING - HEATING & PLUMBING	25,187	64,692	(39,505)	129,386
BUILDING - NATURAL GAS	100,642	100,686	(44)	201,350
BUILDING - PAINTING	66,773	120,462	(53,689)	240,891
BUILDING - REPAIRS & MAINTENANCE	366,891	220,602	146,289	441,206
BUILDING - SNOW REMOVAL	283,590	266,668	16,922	400,000
BUILDING - TAXES	870,472	871,856	(1,384)	1,743,695
BUILDING - WATER	388,852	386,298	2,554	772,606
COVID	423,657	0	423,657	0
FINANCIAL - CHPI	226,619	662,280	(435,661)	1,324,561
FINANCIAL - COCHI	83,379	259,878	(176,499)	519,758
FINANCIAL - COHB	0	0	0	0
FINANCIAL - DEPRECIATION	597,699	628,320	(30,621)	1,256,647
FINANCIAL - HPP	345,331	0	345,331	0
FINANCIAL - IAH HADD	22,500	34,002	(11,502)	68,000
FINANCIAL - MORTGAGE - INTEREST	14,381	14,381	0	646,515
FINANCIAL - ONTARIO RENOVATES (IAH & SIF)	8,381	0	8,381	0
FINANCIAL - OPHI	214,149	277,044	(62,895)	554,085
FINANCIAL - RENT SUPPLEMENT	134,324	145,380	(11,056)	290,761
FINANCIAL - RENT WAIVER	1,086	100,014	(98,928)	200,000
FINANCIAL - STRONG COMMUNITY RENT SUPP	29,121	70,044	(40,923)	140,086
SALARIES	846,827	924,561	(77,734)	1,849,129
Surplus Adjustment - Depreciation	(597,699)	(628,320)	30,621	(1,256,647)
Surplus Adjustment - Mortgage Principal	179,794	0	179,794	361,821
Surplus Adjustment - TCA	486,097	0	486,097	1,482,665
Surplus Adjustment - TCA funded by COCHI	(83,379)	0	(83,379)	0
Surplus Adjustment - TCA funded by COVID	(274,758)	0	(274,758)	0
Surplus Adjustment - TCA funded by OPHI	(173,445)	0	(173,445)	0
Surplus Adjustment - Transfer to Reserves	0	0	0	0
EXPENSES	6,226,118	6,225,698	420	14,940,781
COUNTY TRANSFER - BASE	2,548,629	2,541,551	7,078	5,332,258
COUNTY TRANSFER - CHPI	226,619	662,280	(435,661)	1,324,561
COUNTY TRANSFER - CHPI ADMIN	261,254	61,524	199,730	123,047
COUNTY TRANSFER - COCHI	701,989	259,880	442,109	519,758
COUNTY TRANSFER - COCHI Admin	15,767	28,876	(13,109)	57,751
COUNTY TRANSFER - COHB	0	0	0	0
COUNTY TRANSFER - COHB Admin	0	0	0	0
COUNTY TRANSFER - COVID	518,720	0	518,720	0
COUNTY TRANSFER - HPP	446,425	0	446,425	0
COUNTY TRANSFER - HPP Admin	0	0	0	0
COUNTY TRANSFER - IAH - HADD	26,000	34,002	(8,002)	68,000
COUNTY TRANSFER - IAH - Ontario Renovates	90,541	0	90,541	0
COUNTY TRANSFER - OPHI	995,201	277,042	718,159	554,085
COUNTY TRANSFER - OPHI Admin	19,641	30,782	(11,141)	61,565
COUNTY TRANSFER - STRONG COMM Rent Supplement	35,021	70,044	(35,023)	140,086
GAIN / (LOSS) - DISPOSAL OF ASSETS	0	0	0	0
INTEREST ON INVESTMENTS	23,372	19,002	4,370	38,000
MISC REVENUE	28,017	32,508	(4,492)	65,000
PROV SUBSIDY - DEBENTURES	0	0	0	619,986
Surplus Adjustment - Transfer from Reserves	0	0	0	1,482,665
TENANT REVENUE	2,519,564	2,277,018	242,546	4,554,019
REVENUES	8,456,761	6,294,509	2,162,252	14,940,781
Municipal SURPLUS / (DEFICIT)	2,230,644	68,811	2,161,833	0
less: Surplus Adjustment - Depreciation	(597,699)	(628,320)	30,621	(1,256,647)
add: Surplus Adjustment - TCA	486,097	0	486,097	1,482,665
add: Surplus Adjustment - Transfer To Reserves	0	0	0	0
less: Surplus Adjustment - Transfer From Reserves	0	0	0	(1,482,665)
add: Surplus Adjustment - Principal Payments	179,794	0	179,794	361,821
Accounting SURPLUS / (DEFICIT)	2,298,834	(559,509)	2,858,343	(894,826)