



RENFREW COUNTY HOUSING CORPORATION

Wednesday, April 12, 2023

A meeting of the Renfrew County Housing Corporation Board of Directors was held on Wednesday, April 12, 2023 at 1:00 p.m. at the County of Renfrew Administration Building, Pembroke, Ontario.

Directors Present: Chair Anne Giardini
 Vice-Chair Debbi Grills
 Councillor David Mayville
 Councillor Neil Nicholson
 Councillor Gary Serviss
 Councillor Ed Jacyno

Regrets: Warden Peter Emon

Officers Present: Craig Kelley, Chief Executive Officer
 Laura LePine, Chief Operating Officer
 Jeffrey Foss, Treasurer

Staff Present: Jason Davis, Director of Development and Property
 Mike Blackmore, Director of Long-Term Care
 Jennifer Dombroskie, Manager of Housing and Homelessness
 Margo Smith, Manager of Child Care and Early Years Services
 Andrea Patrick, Manager of Ontario Works
 Kevin Raddatz, Manager of Real Estate
 Tina Peplinskie, Media Relations and Social Media Coordinator
 Rosalyn Gruntz, Deputy Clerk
 Wendy Hill, Administrative Assistant III

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

Chair Giardini 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-23-04-11

Moved by Councillor Grills

Seconded by Councillor Serviss

THAT the minutes of the Renfrew County Housing Corporation Board of Directors meeting held on February 15, 2023 be adopted. CARRIED.

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

Mr. Jeffrey Foss overviewed the 2022 Unaudited Financial Statements for the Renfrew County Housing Corporation as at December 31, 2022.

Mr. Raddatz provided an update on the Community Housing Capital Projects.

RESOLUTION NO. RCHC-C-23-04-12

Moved by Councillor Grills

Seconded by Councillor Mayville

THAT the Renfrew County Housing Corporation Board of Directors approve the proposal as submitted by William Sons, Pembroke, Ontario for the design build of a new dwelling, duplex unit at the property of 202 Cecil St, Pembroke, Ontario in the amount of \$495,000 plus HST; AND FURTHER THAT a Contract be executed. CARRIED.

RESOLUTION NO. RCHC-C-23-04-13

Moved by Councillor Grills

Seconded by Councillor Mayville

THAT the Renfrew County Housing Corporation Board of Directors approve the proposal as submitted by Valley Window and Door, Pembroke, Ontario for the replacement of windows at two town home blocks (16 residential units) located at 1110-1144 Lea Street in Pembroke, Ontario in the amount of \$100,564.42 plus HST; AND FURTHER THAT a Contract be executed. CARRIED.

RESOLUTION NO. RCHC-C-23-04-14

Moved by Councillor Mayville

Seconded by Councillor Grills

THAT the Director's Report attached as Appendix A, and Addendum Report attached as Appendix B, be approved. CARRIED.

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

RESOLUTION NO. RCHC-C-23-04-15

Moved by Councillor Serviss

Seconded by Councillor Grills

THAT the Renfrew County Housing Corporation Board of Directors approve raising the Rent Allowance by \$25 per month per household effective May 1, 2023, and that the new monthly

rates be as follows: \$300 per month for households without children and \$400 per month for households with children.

RESOLUTION NO. RCHC-C-23-04-16

Moved by Councillor Serviss

Seconded by Councillor Nicholson

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

RESOLUTION NO. RCHC-C-23-04-17

Moved by Councillor Mayville

Seconded by Councillor Serviss

THAT this meeting adjourn and the next regular meeting be held on May 17, 2023. Time 2:06 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: April 12, 2023
SUBJECT: Director's Report

INFORMATION

1. 2022 Unaudited Financial Statements

Attached as Appendix I is a copy of the 2022 Unaudited Financial Statements for the Renfrew County Housing Corporation as at December 31, 2022. Mr. Jeffrey Foss, Director of Corporate Services will provide an overview at our meeting.

2. Community Housing Capital Projects Update

Attached as Appendix II is the Renfrew County Housing Corporation 2023 Capital Projects Update as of March 31, 2023.

3. 202 Cecil Street – Demolition and Removal of Single Unit Structure

In March 2022, staff received a final report from a structural consultant determining that the single-family dwelling at 202 Cecil Street, Pembroke, Ontario was deemed to be uninhabitable due to significant structural deficiencies and evidence of mould. Early September 2022, a consultant was contracted to oversee the design and demolition of the existing structure. In November 2022, a tender for the demolition was posted with a closing date of December 15, 2022. Staff evaluated the proposals and awarded the proposal to the lowest bid, Amor Construction, Ottawa, Ontario in the amount of \$41,388. The Contractor commenced work in February 2023 on the building interior, removing all hazardous substances. Final demolition and building removal was completed March 22, 2023.

RESOLUTIONS

4. Contract Approval – RE-2023-03-RH – 202 Cecil St Design Build

Recommendation: THAT the Renfrew County Housing Corporation Board of Directors approve the proposal as submitted by William & Sons, Pembroke, Ontario for the design build of a new dwelling, duplex unit at the property of 202 Cecil St, Pembroke, Ontario in the amount of \$495,000 plus HST; AND FURTHER THAT a Contract be executed.

Background

The Renfrew County Housing Corporation has demolished a single-unit structure located at 202 Cecil Street in Pembroke. Subsequently, a request for proposal was issued to construct a new two-unit structure. The deadline for submitting tenders was March 14, 2023, at 2:00 p.m. The proposal documents allowed contractors to design a duplex that is affordable to construct, prioritizing energy efficiency and accessibility. The request for proposal received interest from ten companies, and four of them attended the mandatory site meeting. As a result, three companies submitted seven proposals to complete the project.

1. William Sons, Petawawa, Ontario	\$495,000.00
2. T.S General Contracting, Pembroke, Ontario	\$512,500.00
3. T.S General Contracting, Pembroke, Ontario	\$556,750.00
4. William Sons, Petawawa, Ontario	\$610,000.00
5. William Sons, Petawawa, Ontario	\$690,000.00
6. Brawn Construction Ltd., Ottawa, Ontario	\$792,502.11
7. Brawn Construction Ltd., Ottawa, Ontario	\$962,775.62

All amounts exclude applicable taxes.

In accordance with the Renfrew County Housing Corporation Policy RCHC-02 for the Procurement of Goods and Services, competitive tenders with results greater than \$100,000 require RCHC Board of Directors approval. Procurement of the services included in this proposal, followed the requirements set out in Policy RCHC-02 – Procurement of Goods and Services.

Financial Implications

The cost for this contract is covered in under the Canada-Ontario Community Housing Initiative (COCHI) program funding. The approved budget for design and build is \$545,471. Staff confirm that there are sufficient funds in the COCHI year four budget to complete the project as proposed.

Renfrew County Housing Corporation
Consolidated Treasurer's Report
Dec 2022

Appendix I

<u>Description</u>	<u>YTD</u> <u>Actual</u>	<u>YTD</u> <u>Budget</u>	<u>Variance</u>
ADMINISTRATION	1,184,066.38	1,276,843	(92,777)
BENEFITS	441,182.59	430,576	10,607
BUILDING - HEAT LIGHT POWER	896,779.76	967,995	(71,215)
BUILDING - CAPITAL REPAIRS - non TCA	792,332.03	686,640	105,692
BUILDING - ELEVATOR	78,373.60	66,500	11,874
BUILDING - GARBAGE REMOVAL	106,958.52	76,656	30,303
BUILDING - GROUNDS KEEPING	59,068.01	69,056	(9,988)
BUILDING - HEATING & PLUMBING	58,585.38	129,386	(70,801)
BUILDING - NATURAL GAS	196,577.97	201,350	(4,772)
BUILDING - PAINTING	115,639.69	240,891	(125,251)
BUILDING - REPAIRS & MAINTENANCE	841,685.15	441,206	400,479
BUILDING - SNOW REMOVAL	426,158.33	400,000	26,158
BUILDING - TAXES	1,686,804.29	1,743,695	(56,891)
BUILDING - WATER	860,975.79	772,606	88,370
COVID	472,623.69	0	472,624
FINANCIAL - CHPI	226,619.33	1,324,561	(1,097,942)
FINANCIAL - COCHI	538,007.60	519,758	18,250
FINANCIAL - COHB	0.00	0	0
FINANCIAL - DEPRECIATION	1,170,894.50	1,256,647	(85,753)
FINANCIAL - HPP	1,259,205.21	0	1,259,205
HOME OWNERSHIP REVOLVING LOANS	118,237.95	0	118,238
FINANCIAL - IAH HADD	45,000.00	68,000	(23,000)
FINANCIAL - MORTGAGE - INTEREST	645,730.12	646,515	(785)
FINANCIAL - ONTARIO RENOVATES (IAH & SIF)	11,721.29	0	11,721
FINANCIAL - OPHI	394,361.60	554,085	(159,723)
FINANCIAL - RENT SUPPLEMENT	271,729.00	290,761	(19,032)
FINANCIAL - RENT WAIVER	67,138.26	200,000	(132,862)
FINANCIAL - STRONG COMMUNITY RENT SUPP	29,121.00	140,086	(110,965)
SALARIES	1,768,267.65	1,849,129	(80,861)
Surplus Adjustment - Depreciation	(1,170,894.50)	(1,256,647)	85,753
Surplus Adjustment - Mortgage Principal	361,820.77	361,821	(0)
Surplus Adjustment - TCA	2,006,745.57	1,482,665	524,081
Surplus Adjustment - TCA funded by COCHI	(427,394.48)	0	(427,394)
Surplus Adjustment - TCA funded by COVID	(274,758.34)	0	(274,758)
Surplus Adjustment - TCA funded by OPHI	(318,296.63)	0	(318,297)
Surplus Adjustment - Transfer to Reserves	0.00	0	0
EXPENSES	14,941,067.08	14,940,781	286
COUNTY TRANSFER - BASE	5,392,754.00	5,332,258	60,496
COUNTY TRANSFER - CHPI	226,619.33	1,324,561	(1,097,942)
COUNTY TRANSFER - CHPI ADMIN	261,254.02	123,047	138,207
COUNTY TRANSFER - COCHI	538,007.60	519,758	18,250
COUNTY TRANSFER - COCHI Admin	16,484.76	57,751	(41,266)
COUNTY TRANSFER - COHB	0.00	0	0
COUNTY TRANSFER - COHB Admin	16,500.00	0	16,500
COUNTY TRANSFER - COVID	562,933.78	0	562,934
COUNTY TRANSFER - HPP	1,259,205.21	0	1,259,205
COUNTY TRANSFER - HPP Admin	100,445.55	0	100,446
COUNTY TRANSFER - IAH - HADD	45,000.00	68,000	(23,000)
COUNTY TRANSFER - IAH - Ontario Renovates	4,321.93	0	4,322
COUNTY TRANSFER - OPHI	394,361.60	554,085	(159,723)
COUNTY TRANSFER - OPHI Admin	31,813.15	61,565	(29,752)
COUNTY TRANSFER - STRONG COMM Rent Supplement	35,021.49	140,086	(105,065)
GAIN / (LOSS) - DISPOSAL OF ASSETS	(44,609.44)	0	(44,609)
HOME OWNERSHIP REVOLVING LOANS	118,237.95	0	118,238
INTEREST ON INVESTMENTS	121,670.66	38,000	83,671
MISC REVENUE	60,913.00	65,000	(4,087)
PROV SUBSIDY - DEBENTURES	619,986.00	619,986	0
Surplus Adjustment - Transfer from Reserves	986,296.12	1,482,665	(496,369)
TENANT REVENUE	4,992,882.75	4,554,019	438,864
REVENUES	15,740,099.46	14,940,781	799,318
Municipal SURPLUS / (DEFICIT)	799,032.38	0	799,032
less: Surplus Adjustment - Depreciation	(1,170,894.50)	(1,256,647)	85,753
add: Surplus Adjustment - TCA	2,006,745.57	1,482,665	524,081
add: Surplus Adjustment - Transfer To Reserves	0.00	0	0
less: Surplus Adjustment - Transfer From Reserves	(986,296.12)	(1,482,665)	496,369
add: Surplus Adjustment - Principal Payments	361,820.77	361,821	(0)
Accounting SURPLUS / (DEFICIT)	1,010,408.10	(894,826)	1,905,234

RCHC-2023 Capital Projects > \$50K - March 31, 2023

Location	Work Description	Status			Comments
		Budget	Quote	Status	
75 Stafford - Barry's Bay	Plumbing fixture replacement (including bathroom vanities)	\$75,000.00		Work Started - No contract Majority of work done in house	Carryover -2022
174/178, 202 Massey, 220/350 Arith Blvd - (14) Duplex Renfrew	Massard roof	\$150,000.00	\$149,500.00	50% of project complete	Remaining work to be completed in Q2 2023
	asphlat shingle replacement			Will commence mid-May	
260 Elizabeth -Pembroke	Flat roof replacement	\$250,696.00	\$242,699.00	Will commence in April	Carryover 2022 -anticipate completion in Q2 2023
55 Poplar - Deep River	Flat roof replacement	\$175,000.00	\$170,567.00	Will Commence June	Carryover 2022 -anticipate completion in Q2 2023
8 Burwash -Arnprior	Flat roof replacement	\$174,304.00	\$244,014.00	Will commence May	Carryover 2022 -anticipate completion in Q2 2023
Lea St - (4) Townhome Blocks - Pembroke	B30 - Roofing	\$200,000.00		In Design - Tender in April	
Lea St - (2) Townhome Blocks - Pembroke	B30 - Roofing	\$90,000.00		In Design - Tender in April	
Lea St - (2) Townhome Blocks - Pembroke	B2020 - Exterior Windows	\$125,000.00		Tendered - Closes April	
75 Stafford Street - Barry's Bay	D4010 - Sprinklers	\$50,000.00		In Review - Tender in August	
260 Elizabeth Street North - Pembroke	A20 - Basement Construction	\$100,000.00		In Review	
Frank Dench St - (13) Renfrew	Electrical Upgrades	\$50,000.00		In Review - Tender in July	
41 Vimy - Renfrew	Cofferdam Installation	\$150,000.00		Under Review with Consultant	
26 Spruce - Arnprior	Front steps	\$50,000.00		Ongoing	
202 Cecil - Pembroke	New duplex	\$545,471.00		Waiting to award - April	
44 Lorne Street - Renfrew	Extension to Garage	\$50,000.00		Tender in June	
Nelson St - (6) Townhome - Pembroke	B30 - Roofing	\$120,000.00		In Review	

ADDENDUM TO RENFREW COUNTY HOUSING CORPORATION REPORT

Prepared by: Laura LePine, Director of Community Services
 Prepared for: Renfrew County Housing Corporation Board of Directors
 April 12, 2023

RESOLUTIONS

5. **Contract Approval – RE-2023-05-RH Lea Street Window Replacement, Pembroke, Ontario**

Recommendation: THAT the Renfrew County Housing Corporation Board of Directors approve the proposal as submitted by Valley Window and Door, Pembroke, Ontario for the replacement of windows at two town home blocks (16 residential units) located at 1110-1144 Lea Street in Pembroke, Ontario in the amount of \$100,564.42 plus HST; AND FURTHER THAT a Contract be executed.

Background

Renfrew County Housing Corporation issued a request for tender for replacement of all windows in the two town home blocks of 1110-1144 Lea Street in Pembroke, Ontario. The contract is a continuation of the windows replaced at the other four town home blocks at Lea Street. The existing windows have completed their end of life cycle. Two companies attended the mandatory site meeting. Two proposals were received to complete this work.

1. Valley Window and Door	\$100,564.42
2. William and Sons	\$181,000.00
Amount excludes 13% HST	

In accordance with the Renfrew County Housing Corporation Policies and Procedures RCHC – 02, 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. Procurement of the services included in this proposal, followed the requirements set out in Policy.

Financial Implications

The cost for this Contract is covered in our capital plan at \$125,000. Staff confirm that there are sufficient funds in the 2023 Departmental budget to complete the project as proposed.

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

TO: Renfrew County Housing Corporation Board of Directors

FROM: Jennifer Dombroskie, Manager of Housing and Homelessness

DATE: April 12, 2023

SUBJECT: Monthly Report

INFORMATION**1. Canada-Ontario Housing Benefit (COHB)**

The Canada-Ontario Housing Benefit (COHB) provides a direct monthly payment to eligible households to help with the expense of rent. The benefit is portable and is based on household income and local average market rent rates. Eligible households include survivors of domestic violence and human trafficking, people experiencing or at risk of homelessness, indigenous people, seniors, and people with disabilities. To qualify, households must be eligible to be on the rent-geared-to income housing registry waitlist. Applicants must contact the Renfrew County Housing Corporation to submit their application. Applications are currently open and will be available until the funding target is met or until February 2024 (which ever comes first).

Average Market Rent examples:

	1 Bedroom	2 Bedrooms	3 Bedrooms
Average Market Rent (AMR)	\$829	\$1,017	\$1,274
80% of AMR	\$663	\$814	\$1,019

COHB Allocations:

	2020-2021	2021-2022	2022-2023	2023-2024
Funding	\$204,099	\$267,431	\$331,900	\$287,600
Number of Households	115	103	115* not final	Additional 53-66 *estimate

Attached as Appendix RCHC-I is the 2023-2024 COHB Planning Allocations Table that shows the allocations for all Ontario COHB Service Managers.

RESOLUTIONS

2. Homelessness Prevention Program (HPP) – Rent Allowance Program

Recommendation: THAT the Renfrew County Housing Corporation Board of Directors approve raising the Rent Allowance by \$25 per month per household effective May 1, 2023, and that the new monthly rates be as follows: \$300 per month for households without children and \$400 per month for households with children.

Background

The Rent Allowance Program is available to households on the Centralized Housing Waitlist to help with rent affordability as they wait for a Rent-Geared-To-Income Housing offer. The Rent Allowance Program is also available to people who are chronically homeless and registered with the County of Renfrew Built For Zero Homelessness Initiative. The number of available allowances depends on the funding allocated to this initiative through HPP funding. For the 2022-23 fiscal year, \$600,000 was allocated for Rent Allowances, resulting in approximately 156 assisted households. Rent Allowance rates have not increased since 2017 when the rates were set at \$275 per month for households without children and \$375 per month for households with children. An increase of \$25 per month per household effective May 1, 2023, is recommended due to financial pressures caused by increased cost of living expenses.

Estimated Take-up of 2023-24 Annual Planning Allocations

Canada-Ontario Housing Benefit (COHB) program

Region	Service Manager	2023-24 Annual Planning Allocation	Estimated number of new applications that can be submitted, pending available funding <i>(providing 1st-last may reduce these estimates)</i>
Toronto	City of Toronto	\$ 9,483,200	Between 647 and 793 new applications
Central	City of Hamilton	\$ 1,462,000	Between 176 and 215 new applications
Central	County of Simcoe	\$ 1,165,500	Between 137 and 168 new applications
Central	District Municipality of Muskoka	\$ 165,300	Between 27 and 34 new applications
Central	Regional Municipality of Durham	\$ 1,447,800	Between 143 and 175 new applications
Central	Regional Municipality of Halton	\$ 1,150,000	Between 73 and 91 new applications
Central	Regional Municipality of Niagara	\$ 1,147,900	Between 192 and 235 new applications
Central	Regional Municipality of Peel	\$ 3,039,100	Between 278 and 341 new applications
Central	Regional Municipality of York	\$ 2,527,600	Between 218 and 267 new applications
East	City of Cornwall	\$ 249,800	Between 53 and 65 new applications
East	City of Kawartha Lakes	\$ 244,000	Between 30 and 37 new applications
East	City of Kingston	\$ 399,600	Between 62 and 77 new applications
East	City of Ottawa	\$ 2,487,300	Between 222 and 272 new applications
East	City of Peterborough	\$ 366,700	Between 52 and 64 new applications
East	County of Hastings	\$ 355,400	Between 50 and 62 new applications
East	County of Lanark	\$ 202,300	Between 41 and 51 new applications
East	County of Lennox and Addington	\$ 152,700	Between 23 and 29 new applications
East	County of Northumberland	\$ 194,900	Between 22 and 28 new applications
East	County of Renfrew	\$ 287,600	Between 53 and 66 new applications
East	UC of Leeds and Grenville	\$ 221,100	Between 38 and 47 new applications
East	UC of Prescott and Russell	\$ 243,100	Between 60 and 74 new applications
West	City of Brantford	\$ 317,000	Between 40 and 50 new applications
West	City of London	\$ 1,187,500	Between 139 and 171 new applications
West	City of St. Thomas	\$ 186,300	Between 30 and 38 new applications
West	City of Stratford	\$ 150,700	Between 16 and 21 new applications
West	City of Windsor	\$ 874,100	Between 144 and 176 new applications
West	County of Bruce	\$ 172,100	Between 26 and 32 new applications
West	County of Dufferin	\$ 130,800	Between 13 and 17 new applications
West	County of Grey	\$ 206,100	Between 44 and 55 new applications
West	County of Huron	\$ 111,900	Between 23 and 28 new applications
West	County of Lambton	\$ 291,300	Between 40 and 50 new applications
West	County of Norfolk	\$ 222,100	Between 44 and 54 new applications
West	County of Oxford	\$ 211,000	Between 30 and 38 new applications
West	County of Wellington	\$ 497,900	Between 45 and 56 new applications
West	Municipality of Chatham-Kent	\$ 221,000	Between 36 and 44 new applications
West	Regional Municipality of Waterloo	\$ 1,225,700	Between 123 and 151 new applications
Northeast	Algoma DSSAB	\$ 114,100	Between 24 and 30 new applications
Northeast	City of Greater Sudbury	\$ 470,200	Between 78 and 96 new applications
Northeast	Cochrane DSSAB	\$ 239,100	Between 44 and 55 new applications
Northeast	Manitoulin-Sudbury DSSAB	\$ 93,600	Between 15 and 19 new applications
Northeast	Nipissing DSSAB	\$ 282,200	Between 53 and 65 new applications
Northeast	Parry Sound DSSAB	\$ 125,100	Between 19 and 24 new applications
Northeast	Sault Ste. Marie DSSAB	\$ 214,200	Between 43 and 53 new applications
Northeast	Timiskaming DSSAB	\$ 81,700	Between 17 and 22 new applications
Northwest	Kenora DSSAB	\$ 129,800	Between 12 and 16 new applications
Northwest	Rainy River DSSAB	\$ 56,200	Between 11 and 15 new applications
Northwest	Thunder Bay DSSAB	\$ 385,100	Between 63 and 78 new applications
TOTAL		\$ 35,189,700	Between 3,769 and 4,645 new applications