



RENFREW COUNTY HOUSING CORPORATION

Wednesday, May 17, 2023 – 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 April 12, 2023.
6. Delegations: None at time of mailing.

	Page
7. Director's Report	2
8. Manager of Housing & Homelessness Monthly Report	5
9. New Business.	
10. Closed Meeting – None at time of mailing.	
11. Date of next meeting (Wednesday, June 14, 2023) and adjournment.	

NOTE: a) Submissions received from the public, either orally or in writing may become part of the public record.

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: May 17, 2023
SUBJECT: Director's Report

INFORMATION

1. Community Services Office, Arnprior, Ontario

The Community Services office in Arnprior is moving. As discussed during 2023 budget deliberations, to better serve our community and residents and to be responsive to our office footprint needs, we are looking to move our services from 80 McGonigal Street, into the RCHC building on Albert Street. This building has a space that can be fit up to provide a modern workspace that will allow staff to work comfortably. The space does not interfere with the tenant's enjoyment of their building and encourages more interaction with tenants in the community.

This will also provide an opportunity for other services to utilize the 80 McGonigal Street location.

To facilitate this change, Arnprior staff will temporarily transfer to the Renfrew County Place office as of the end of May/early June. Services will continue to be provided in Arnprior and staff have made arrangements with local agencies to utilize common room space when an in-person meeting is needed. It is anticipated that the new office will be ready late August.

While we know that this change will cause some disruption to the community, we are confident that the new location will better meet the needs of the residents in Arnprior. There is a communication plan in place.

2. Community Housing Capital Projects Update

Attached as Appendix I is the Renfrew County Housing Corporation 2023 Capital Projects Update as of April 30, 2023.

RCHC-2023 Capital Projects > \$50K

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	Carryover -2022
				Majority of work being done in house	
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			Work to commence mid-May	
260 Elizabeth -Pembroke	Flat roof replacement	\$250,696.00	\$242,699.00	Work commenced 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	Work to commence mid-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	\$100,564.00	Awarded to Valley Door& Window	Anticipate July Start date (Materials ordered)
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	

Location	Work Description	Status			Comments
		Budget	Quote	Status	
26 Spruce - Arnprior	Front steps	\$50,000.00		Ongoing	In Construcion
202 Cecil - Pembroke	New duplex	\$545,471.00	\$495,000.00	Awarded to William Sons	Anticipate July Start date
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	

**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: May 17, 2023

SUBJECT: Monthly Report

INFORMATION

1. Fire at 63 Russell Street North, Arnprior

Shortly before 12:00 p.m. on April 27th, Renfrew County Housing Corporation (RCHC) staff were alerted through the building's fire detection equipment and alarm system of a fire at 63 Russell Street North in Arnprior. Maintenance staff were the first to arrive at the scene and immediately started to evacuate tenants from the building. Shortly thereafter, police, fire, and paramedic services arrived along with additional RCHC staff and the crisis team from the Mental Health Services of Renfrew County. The Royal Canadian Legion and the common room at 8 Burwash Street were provided as rest spots for tenants as they waited to be updated regarding next steps.

The fire was quickly extinguished and contained to one unit; however there was significant smoke, soot, and water damage to nearby units. RCHC staff, along with the Chief from the Arnprior Fire Department, inspected every unit prior to approving re-entry for most tenants. The building was cleared for re-entry by 5:00 p.m. and by 6:30 p.m. all required building and tenant supports were in place. Eight tenants remained displaced after the fire. Pending assistance from individual insurance companies, tenants received supports for interim shelter, food, and other essential items.

2. 2023 First Quarter (January to March) Community Housing Registry Waitlist

	New Applications	Cumulative Applications	Total Applicants	Transfer Applications	Special Priority Applicants
Senior	0	65	79	24	0
Adult	118	827	859	56	6
Family	31	463	721	52	38
Totals	149	1355	1659	132	44

Total Applicants - Bedroom Size Requested

Bedroom Size Requested	Senior	Adult	Family	Dependents
1	76	818	0	0
2	3	38	313	182
3	0	0	225	290
4	0	1	118	215
5	0	0	65	168
Totals	79	859	721	855

3. 2023 First Quarter (January to March) Move Ins, Move Outs, and Internal Transfers Comparison

	Move Outs	Move Ins	Internal Transfers
Pembroke & Area	12	8	3
Renfrew	5	1	0
Arnprior	6	5	1

4. 2023 First Quarter (January to March) Move Ins, Move Outs, and Internal Transfers Comparison

	Arnprior	Renfrew	Pembroke & Area
N4-Notice to Terminate Tenancy Early for Non-Payment of Rent	93	118	244
N5-Notice to Terminate Tenancy Early	0	4	4
N7-Notice to End Tenancy for Causing Serious Problems in the Rental Unit or Residential Complex	0	0	3
L1-Application to Evict a Tenant for Non-payment of Rent and to Collect Rent	0	3	2

5. **2023 First Quarter (January to March) Renfrew County Housing Corporation Rent Arrears**

Attached as Appendix RCHC-I is the Arrears Report.

Attached as Appendix RCHC-II is the Comparison Arrears Report.

6. **Treasurer's Report**

Attached as Appendix RCHC-III is the Treasurer's Report for the Renfrew County Housing Corporation as at March 31, 2023.

RESOLUTIONS

7. **Business Case – Staff Report**

Recommendation: THAT the Renfrew County Housing Corporation Board of Directors approve the elimination of the Arnprior Community Housing Representative position and the addition of a Renfrew Community Housing Caseworker position.

Background

An increase to the Homelessness Prevention Program funding and services, as well as the temporary relocation of Renfrew County Housing Corporation office in Arnprior, has resulted in the need to realign staffing to meet operational requirements. Attached as Appendix RCHC-IV is a business case that outlines the recommended staffing changes and rationale.

	Arrears January 2023		# of Tenants	Arrears February 2023		# of Tenants	Arrears March 2023		# of Tenants
Arnprior	Rent	\$ 12,399.70		Rent	\$ 17,898.00		Rent	\$ 13,970.00	
	Maint.	\$ 460.25		Maint.	\$ 315.00		Maint.	\$ 37.70	
	Misc.	\$ 253.70		Misc.	\$ 365.95		Misc.	\$ 646.25	
	Total	\$ 13,113.65	12	Total	\$ 18,578.95	22	Total	\$ 14,653.95	17
Renfrew	Rent	\$ 37,316.00		Rent	\$ 44,588.50		Rent	\$ 45,406.68	
	Maint.	\$ 186.00		Maint.	\$ 201.00		Maint.	\$ 201.00	
	Misc.	\$ 15.00		Misc.	\$ 15.00		Misc.	\$ 50.00	
	Total	\$ 37,517.00	31	Total	\$ 44,804.50	36	Total	\$ 45,657.68	32
Pembroke	Rent	\$107,082.51		Rent	\$117,012.96			\$118,282.96	
	Maint.	\$410.00		Maint.	\$816.00			\$836.00	
	Misc.	\$2,068.00		Misc.	\$2,933.25			\$2,748.75	
	Total	\$109,560.51	64	Total	\$120,762.21	67	Total	\$121,867.71	63

Renfrew County Housing Corporation

Comparison Arrears

	January-23	January-22	January-21	January-20	January-19	January-18	January-17
Arnprior	\$13,113.65	\$10,198.00	\$7,120.00	\$16,527.00	\$14,661.00	\$14,575.00	\$15,236.00
Renfrew	\$37,517.00	\$12,238.59	\$13,543.00	\$16,157.00	\$10,228.00	\$3,656.00	\$4,188.00
Pembroke & Area	\$109,560.51	\$51,214.75	\$51,744.12	\$34,952.00	\$21,028.00	\$26,870.00	\$17,703.00
TOTAL	\$160,191.16	\$73,651.34	\$72,407.12	\$67,636.00	\$45,917.00	\$45,101.00	\$37,127.00

	February-23	February-22	February-21	February-20	February-19	February-18	February-17
Arnprior	\$18,578.95	\$8,064.00	\$7,274.00	\$19,818.15	\$10,378.00	\$20,450.00	\$19,236.00
Renfrew	\$44,804.50	\$16,246.19	\$13,151.00	\$12,203.72	\$8,053.00	\$3,965.00	\$5,659.00
Pembroke & Area	\$120,762.21	\$68,648.10	\$54,776.54	\$30,747.99	\$18,719.00	\$22,639.00	\$16,697.00
TOTAL	\$184,145.66	\$92,958.29	\$75,201.54	\$62,769.86	\$37,150.00	\$47,054.00	\$41,592.00

	March-23	March-22	March-21	March-20	March-19	March-18	March-17
Arnprior	\$14,653.95	\$7,593.00	\$5,650.00	\$14,641.35	\$7,848.00	\$18,322.00	\$21,823.00
Renfrew	\$45,657.68	\$4,813.00	\$16,451.20	\$14,764.72	\$7,308.00	\$3,338.00	\$5,884.00
Pembroke & Area	\$121,867.71	\$27,856.00	\$50,032.76	\$35,422.27	\$17,988.00	\$15,493.00	\$16,859.00
TOTAL	\$182,179.34	\$40,262.00	\$72,133.96	\$64,828.34	\$33,144.00	\$37,153.00	\$44,566.00

Arrears consist of the following:

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

Renfrew County Housing Corporation
Consolidated Treasurer's Report
March 2023

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>
SALARIES	512,149.33	520,955.00	(8,805.67)	1,934,981.00
BENEFITS	130,171.72	142,479.00	(12,307.28)	529,213.00
ADMINISTRATION	429,279.63	404,740.00	24,539.63	1,407,926.00
BUILDING - HEAT LIGHT POWER	133,582.03	248,049.00	(114,466.97)	992,195.00
BUILDING - CAPITAL REPAIRS - non TCA	341,323.65	178,248.00	163,075.65	713,000.00
BUILDING - ELEVATOR	9,233.34	17,043.00	(7,809.66)	68,163.00
BUILDING - GARBAGE REMOVAL	12,793.20	19,647.00	(6,853.80)	78,572.00
BUILDING - GROUNDS KEEPING	0.00	18,135.00	(18,135.00)	72,510.00
BUILDING - HEATING & PLUMBING	25,364.26	35,583.00	(10,218.74)	142,325.00
BUILDING - NATURAL GAS	45,272.37	51,588.00	(6,315.63)	206,384.00
BUILDING - PAINTING	48,949.10	61,722.00	(12,772.90)	246,913.00
BUILDING - REPAIRS & MAINTENANCE	181,594.81	121,341.00	60,253.81	485,327.00
BUILDING - SNOW REMOVAL	198,582.65	220,008.00	(21,425.35)	440,000.00
BUILDING - TAXES	440,854.22	446,816.00	(5,961.78)	1,787,287.00
BUILDING - WATER	139,501.34	197,987.00	(58,485.66)	791,921.00
FINANCIAL - COCHI	0.00	0.00	0.00	0.00
FINANCIAL - COHB	6,240.00	0.00	6,240.00	0.00
FINANCIAL - DEPRECIATION	336,577.52	300,000.00	36,577.52	1,200,000.00
FINANCIAL - HPP	296,078.84	387,942.00	(91,863.16)	1,551,773.00
HOME OWNERSHIP REVOLVING LOANS	71,655.43	0.00	71,655.43	0.00
FINANCIAL - IAH HADD	11,250.00	17,001.00	(5,751.00)	68,000.00
FINANCIAL - MORTGAGE - INTEREST	5,117.85	122,853.00	(117,735.15)	491,429.00
FINANCIAL - ONTARIO RENOVATES (IAH & SIF)	0.00	0.00	0.00	0.00
FINANCIAL - OPHI	48,000.00	80,262.00	(32,262.00)	321,045.00
FINANCIAL - RENT SUPPLEMENT	70,523.00	72,690.00	(2,167.00)	290,761.00
FINANCIAL - RENT WAIVER	620.00	37,494.00	(36,874.00)	150,000.00
Surplus Adjustment - Depreciation	(336,577.52)	(300,000.00)	(36,577.52)	(1,200,000.00)
Surplus Adjustment - Mortgage Principal	91,969.56	0.00	91,969.56	307,736.00
Surplus Adjustment - TCA	149,105.82	150,000.00	(894.18)	4,100,200.00
Surplus Adjustment - Transfer to Reserves	0.00	0.00	0.00	0.00
EXPENSES	3,399,212.15	3,552,583.00	(153,370.85)	17,177,661.00
COUNTY TRANSFER - BASE	1,381,718.25	1,381,719.00	(0.75)	5,526,873.00
COUNTY TRANSFER - COCHI	0.00	136,500.00	(136,500.00)	546,000.00
COUNTY TRANSFER - COCHI Admin	0.00	7,176.00	(7,176.00)	28,709.00
COUNTY TRANSFER - COHB	6,240.00	750.00	5,490.00	3,000.00
COUNTY TRANSFER - COHB Admin	0.00	0.00	0.00	0.00
COUNTY TRANSFER - SSRF	0.00	0.00	0.00	2,000,000.00
COUNTY TRANSFER - HPP	296,078.84	412,944.00	(116,865.16)	1,651,773.00
COUNTY TRANSFER - HPP Admin	29,970.40	33,483.00	(3,512.60)	133,927.00
COUNTY TRANSFER - IAH - HADD	11,250.00	17,001.00	(5,751.00)	68,000.00
COUNTY TRANSFER - IAH - Ontario Renovates	0.00	0.00	0.00	0.00
COUNTY TRANSFER - OPHI	48,000.00	142,761.00	(94,761.00)	571,045.00
COUNTY TRANSFER - OPHI Admin	0.00	7,515.00	(7,515.00)	30,055.00
GAIN / (LOSS) - DISPOSAL OF ASSETS	0.00	0.00	0.00	0.00
HOME OWNERSHIP REVOLVING LOANS	71,655.43	0.00	71,655.43	0.00
INTEREST ON INVESTMENTS	23,300.80	18,750.00	4,550.80	75,000.00
MISC REVENUE	14,118.00	16,254.00	(2,136.00)	65,000.00
PROV SUBSIDY - DEBENTURES	0.00	0.00	0.00	474,077.00
Surplus Adjustment - Transfer from Reserves	0.00	0.00	0.00	1,204,200.00
TENANT REVENUE	1,237,111.91	1,200,027.00	37,084.91	4,800,002.00
REVENUES	3,119,443.63	3,374,880.00	(255,436.37)	17,177,661.00
Municipal SURPLUS / (DEFICIT)	(279,768.52)	(177,703.00)	(102,065.52)	0.00
less: Surplus Adjustment - Depreciation	(336,577.52)	(300,000.00)	(36,577.52)	(1,200,000.00)
add: Surplus Adjustment - TCA	149,105.82	150,000.00	(894.18)	4,100,200.00
add: Surplus Adjustment - Transfer To Reserves	0.00	0.00	0.00	0.00
less: Surplus Adjustment - Transfer From Reserves	0.00	0.00	0.00	(1,204,200.00)
add: Surplus Adjustment - Principal Payments	91,969.56	0.00	91,969.56	307,736.00
Accounting SURPLUS / (DEFICIT)	(375,270.66)	(327,703.00)	(47,567.66)	2,003,736.00



BUSINESS CASE - STAFFING REPORT

Date: May 17, 2023

Department: Community Services

Report Prepared by: Jennifer Dombroskie, Manager
of Housing and Homelessness

PROPOSAL	To eliminate the Arnprior Community Housing Representative position effective June 2, 2023, and to replace this with a Renfrew Community Housing Caseworker position effective June 5, 2023. There will be no increase to overall staff numbers, however there will be an increase regarding the salary and benefit expense.
POSITIONS Union <input checked="" type="checkbox"/> Non-Union <input type="checkbox"/>	<ul style="list-style-type: none"> • Elimination of 1 Arnprior Community Housing Representative Position • Addition of 1 Renfrew Community Housing Caseworker Position
SUMMARY <ul style="list-style-type: none"> • Background • Discussion 	<p>The County of Renfrew was pleased to receive news from the Ontario government that funding for the Homelessness Prevention Program would be increased from \$1,785,700 during 2022-23 to \$3,569,200 for 2023-24 and the next two fiscal years following that. The funding increase will help to provide additional rent affordability and homelessness prevention supports through existing County of Renfrew programs including, Strong Communities Rent Supplement Program, Rent Allowance Program, Emergency Minor Home Repairs Program, and Emergency Housing Assistance. The additional funding will increase Community Housing Caseworker workload as there will be increased inquiries, assessments, and intake for these programs.</p> <p>Concurrently, operational changes to achieve efficiencies at the Arnprior Community Services office will result in the closure of that office at the end of May 2023. This change will result in Community Housing Representative work being redistributed within existing positions and this will warrant the elimination of the Arnprior Community Housing Representative position. In the upcoming months, the common room at 229 Albert Street in Arnprior will be renovated to accommodate administrative office space for Renfrew County Housing Corporation that will not require reception support.</p> <p>The approved recommendation will result in the following unionized administrative staff compliment: Pembroke office: 1 Community Housing Representative and 4 Community Housing Caseworkers Renfrew office: 1 Community Housing Representative and 5 Community Housing Caseworkers Arnprior office: 1 Community Housing Caseworker</p>

RECOMMENDATION	To eliminate the Arnprior Community Housing Representative Position effective June 2, 2023, and to replace this with a Renfrew Community Housing Caseworker Position effective June 5, 2023.
FINANCIAL CONSIDERATIONS	<ul style="list-style-type: none"> • Community Housing Representative maximum salary and benefits = \$62,308 • Community Housing Caseworker maximum salary and benefits = \$68,167 • The reduction of 1 Community Housing Representative and the addition of 1 Community Housing Caseworker will result in an increased annual staffing expense of \$5,859 and this additional expense will be covered by additional revenues from Homelessness Prevention Program administration allocation.