



**RENFREW COUNTY HOUSING CORPORATION  
ANNUAL GENERAL MEETING**

Wednesday, June 14, 2023 – 1:00 p.m.

**AGENDA**

1. Call to order.
2. Roll call.
3. Disclosure of pecuniary interest and general nature thereof.
4. Adoption of minutes of previous meeting held on June 15, 2022 (attached).

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5. General Business.
  - a) Review of 2022 Audited Financial Statements for  
Renfrew County Housing Corporation  
(Audited Financial Statements will be reviewed by KPMG LLP) 4
  - b) Manager of Housing and Homelessness Annual Report (to be presented in  
August 2023)
6. New Business.
7. Adjournment.

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



**RENFREW COUNTY HOUSING CORPORATION  
ANNUAL GENERAL MEETING  
Wednesday, June 15, 2022**

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A meeting of the Annual General Meeting of the Renfrew County Housing Corporation Board of Directors was held on Wednesday, June 15, 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 Ed Jacyno  
Councillor John Reinwald (attended virtually)

Officers Present: Paul Moreau, Chief Executive Officer

Regrets: Councillor Debbi Grills  
Councillor Kim Love

Staff Present: Andrea Patrick, Acting Director of Community Services  
Judy Mulvihill, Manager of Child Care and Early Years Services  
Amanda Kutchkoskie, Child Care Supervisor  
Rosalyn Gruntz, Deputy Clerk  
Tina Peplinskie, Media Relations and Social Media Coordinator  
Wendy Hill, Administrative Assistant (attended virtually)

Others Present: Karen Black, Scott Rosien Black & Locke

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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-22-06-36**

Moved by Councillor Reinwald

Seconded by Councillor Jacyno

THAT the minutes of the Annual General Meeting of the Renfrew County Housing Corporation held on June 16, 2021 be adopted. CARRIED.

**Audited Financial Statements**

Ms. Karen Black, Scott Rosien Black & Locke, reviewed a letter confirming the firm's independence with respect to the firm's relationship with the County of Renfrew in order for them to express an objective opinion on the financial statements of the Renfrew County Housing Corporation.

Ms. Karen Black overviewed the Audited Financial Statement Report and the audit findings letter with the Board. It was noted that there were no audit adjustments to the unaudited financial statements for the year ended December 31, 2021 and no deficiencies were found.

**RESOLUTION NO. RCHC-C-22-06-37**

Moved by Councillor Jacyno

Seconded by Councillor Regier

THAT the Auditors' Report for the Renfrew County Housing Corporation for the year ended December 31, 2021 (attached as Appendix A) be approved as presented. CARRIED.

**Appointment of Auditor for Year Ending December 31, 2022**

Ms. Karen Black, Partner, Scott Rosien Black & Locke, Chartered Accountants has advised the County of Renfrew that their firm will not be in a position to renew their agreement to provide auditing services for the County of Renfrew beyond the 2021 fiscal year. Finance staff will begin the process of developing a Request for Proposal (RFP) for auditing services for the 2022 fiscal period and beyond.

**General Manager's Annual Report**

The General Manager's Annual Report for 2021 will be brought forward to the meeting of the Renfrew County Housing Corporation Board of Directors in September 2022.

**RESOLUTION NO. RCHC-C-22-06-38**

Moved by Warden Robinson

Seconded by Councillor Regier

THAT this meeting adjourn. Time 1:18 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:** June 14, 2023  
**SUBJECT:** Auditing Report

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1. **2022 Auditors' Report**

**Recommendation:** THAT the draft Auditor's Report for the Renfrew County Housing Corporation for the year ended December 31, 2022 be approved.

**Background**

The auditing firm of KPMG LLP will be attending virtually to present the Draft 2022 Auditors' Report for the Renfrew County Housing Corporation. The draft 2022 financial statements of the Renfrew County Housing Corporation for the year ended December 31, 2022 will be emailed prior to the June 14, 2023 meeting.



## RENFREW COUNTY HOUSING CORPORATION

Wednesday, June 14, 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 May 17, 2023.
6. Delegations: None at the time of mailing.

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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, August 16, 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**

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**TO:** Renfrew County Housing Corporation Board of Directors  
**FROM:** Laura LePine, Director of Community Services  
**DATE:** June 14, 2023  
**SUBJECT:** Director's Report

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**INFORMATION**

**1. Community Housing Capital Projects Update**

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

**RESOLUTIONS**

**2. Carryover from 2022 Capital to 2023 Capital**

**Recommendation:** THAT the Renfrew County Housing Corporation Board of Directors approve the carryover of one project from the 2022 Capital, Replacement of the Flat Roof at 8 Burwash Street, Arnprior, Ontario, to the 2023 Capital.

**Background**

Following a review of the outstanding 2022 Capital projects, it was noted that one project, Replacement of the Flat Roof at 8 Burwash Street, Arnprior, Ontario, was inadvertently omitted as a carryover item to the 2023 budget. This carryover funding in the amount of \$174,304.00, is required to be completed in 2023.

Location	Work Description	Status		Comments
		Budget	Quote	
75 Stafford - Barry' s Bay	Plumbing fixture replacement (including bathroom vanities)	\$75,000.00		Work Started - No contract
				Majority of work being done in house
174/178, 202 Massey, 220/350 Arith Blvd - (14) Duplex Renfrew	Massard roof asphlat shingle replacement	\$150,000.00	\$149,500.00	50% of project completed in 2022
				Remainder of work under review
260 Elizabeth -Pembroke	Flat roof replacement	\$250,696.00	\$242,699.00	Commenced in April - 75% completed
55 Poplar - Deep River	Flat roof replacement	\$175,000.00	\$170,567.00	Will Commence June
8 Burwash -Arnprior	Flat roof replacement	\$174,304.00	\$244,014.00	Commenced in April - 90% completed
Lea St - (6) Townhome Blocks - Pembroke	B30 - Roofing	\$290,000.00		
		(COCHI )		
		\$121,845.00		
		total \$411,845.00	\$349,000.00	Awarded to Norlock
Lea St - (2) Townhome Blocks - Pembroke	B2020 - Exterior Windows	\$125,000.00	\$100,564.00	Awarded to Valley Door& Window
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	\$495,000.00	Awarded to William Sons

Location	Work Description	Status			Comments
		Budget	Quote	Status	
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**

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

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

**DATE:** June 14, 2023

**SUBJECT:** Monthly Report

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**RESOLUTION**


**1. Business Case – Staff Report**

**Recommendation:** THAT the Renfrew County Housing Corporation Board of Directors approve the addition of a Community Housing Coordinator position for a period of up to six months; AND FURTHER THAT Finance and Administration Committee and County Council be so informed.

**Background**

The COVID-19 pandemic caused widespread health, social, and financial adversities worldwide. Resulting provincial pandemic policies for eviction freezes and delays within the Landlord and Tenant Board (LTB) resulted in exponential increases to rent arrears. The Ontario Budget for 2023 announced a \$24 million investment over three years to clear long-standing backlogs at the LTB and to streamline the process to resolve disputes faster.

There are approximately 40 Renfrew County Housing Corporation cases waiting a hearing or a decision from the LTB. The number of LTB cases has grown, and the volume of hearings has increased. As the LTB moves forward in clearing long-standing backlogs, workload has also increased significantly for RCHC staff. LTB and arrears recovery work are responsibilities within the Community Housing Supervisor job description, however, increases to this work is providing an unsustainable workload pressure. In order for the Community Housing Supervisor to provide support, training and mentorship to the staff located at the Renfrew, Pembroke and Arnprior locations additional staffing resources are required in order to pursue LTB hearings and to address growing rental arrears. The position will be funded partially by the Homelessness Prevention Program and additional revenue from unbudgeted arrears. The six-month contract is expected not to exceed \$50,000. The Business Case – Staff Report is attached as Appendix RCHC-I and further explains the rationale and financial considerations of this recommendation. As the proposed position is a new position within RCHC, the job description and wage group under Employment By-Law #1 are pending evaluation by Human Resources.

	<h2>BUSINESS CASE - STAFFING REPORT</h2>	
	<p style="text-align: right;"><b>Date:</b> <u>June 14, 2023</u></p>	
	<p style="text-align: right;"><b>Department:</b> <u>Community Services</u></p>	
	<p style="text-align: right;"><b>Report Prepared by:</b> <u>Jennifer Dombroskie, Manager of Housing and Homelessness</u></p>	
<b>PROPOSAL</b>	To hire a new contract Community Housing Coordinator (910 hours) with mandatory benefits to meet increased business demands regarding Landlord Tenant Board (LTB) matters, rent arrears maintenance and collection, and policy revisions.	
<b>POSITIONS</b> Union <input type="checkbox"/> Non-Union <input checked="" type="checkbox"/>	Temporary Full-Time Community Housing Coordinator (6-month contract – Pembroke Site)	
<b>SUMMARY</b> <ul style="list-style-type: none"> <li>• Background</li> <li>• Discussion</li> </ul>	The COVID-19 pandemic caused widespread health, social, and financial adversities worldwide. Resulting provincial pandemic policies for eviction freezes and delays within the Landlord and Tenant Board (LTB) resulted in exponential increases to rent arrears.	
<b>Summary (continued)</b>	The Ontario Budget for 2023 announced a \$24 million dollar investment over three years to clear long-standing backlogs at the LTB and to streamline the process to resolve disputes faster. Currently 40 cases are waiting a hearing or a decision from the Landlord and Tenant Board. The number of LTB cases has grown, and the volume of hearings has started to increase. As the LTB moves forward in clearing long-standing backlogs, workload regarding LTB will also increase for Renfrew County Housing Corporation (RCHC). LTB notices, hearings, and arrears tracking causes a significant draw on staff resources, especially since hearings are scheduled for a full day and case participants are required to be on standby as cases are not heard in order. LTB and arrears recovery work are responsibilities within the Community Housing Supervisor job description, however, increases to this work is providing an unsustainable workload pressure and additional staffing is needed to meet the demand.	
<b>RECOMMENDATION</b>	<ul style="list-style-type: none"> <li>• To approve the creation of a new position and to hire a Temporary Full-Time Community Housing Coordinator for a period of six months, during 2023.</li> </ul>	
<b>FINANCIAL CONSIDERATIONS</b>	<ul style="list-style-type: none"> <li>• The expense for a six-month contract is expected not to exceed \$50,000.</li> <li>• The position will be funded partially by Homelessness Prevention Program and additional revenue from unbudgeted arrears.</li> </ul>	