



RENFREW COUNTY HOUSING CORPORATION

Wednesday, June 14, 2023

A meeting of the Renfrew County Housing Corporation Board of Directors was held on Wednesday, June 14, 2023 at 1:17 p.m. at the County of Renfrew Administration Building, Pembroke, Ontario.

Directors Present: Vice-Chair Debbi Grills
Warden Peter Emon
Councillor David Mayville
Councillor Neil Nicholson
Councillor Gary Serviss
Councillor Ed Jacyno

Regrets: Chair Anne Giardini

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

Staff Present: Jason Davis, 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
Kevin Raddatz, Manager of Real Estate
Daniel Burke, Manager of Finance
Rosalyn Gruntz, Deputy Clerk
Tina Peplinskie, Media Relations and Social Media Coordinator
Wendy Hill, Administrative Assistant III

Vice-Chair Grills called the meeting to order at 1:17 p.m.

The roll was called and no pecuniary interests were disclosed.

RESOLUTION NO. RCHC-C-23-06-25

Moved by Councillor Serviss

Seconded by Councillor Mayville

THAT the minutes of the Renfrew County Housing Corporation Board of Directors meeting held on May 17, 2023 be adopted. CARRIED.

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

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

RESOLUTION NO. RCHC-C-23-06-26

Moved by Councillor Nicholson

Seconded by Warden Emon

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. CARRIED.

RESOLUTION NO. RCHC-C-23-06-27

Moved by Councillor Jacyno

Seconded by Councillor Mayville

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-23-06-28

Moved by Councillor Mayville

Seconded by Councillor Jacyno

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 the Finance and Administration Committee and County Council be so informed. CARRIED.

RESOLUTION NO. RCHC-C-23-06-29

Moved by Warden Emon

Seconded by Councillor Jacyno

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

RESOLUTION NO. RCHC-C-23-06-30

Moved by Councillor Nicholson

Seconded by Councillor Jacyno

THAT this meeting adjourn and the next regular meeting be held on August 16, 2023. Time 1:33 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: June 14, 2023
SUBJECT: Director's Report

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**

TO: Renfrew County Housing Corporation Board of Directors
FROM: Jennifer Dombroskie, Manager of Housing and Homelessness
DATE: June 14, 2023
SUBJECT: Monthly Report

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;">Date: <u>June 14, 2023</u></p>	
	<p style="text-align: right;">Department: <u>Community Services</u></p>	
	<p style="text-align: right;">Report Prepared by: <u>Jennifer Dombroskie, Manager of Housing and Homelessness</u></p>	
PROPOSAL	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.	
POSITIONS Union <input type="checkbox"/> Non-Union <input checked="" type="checkbox"/>	Temporary Full-Time Community Housing Coordinator (6-month contract – Pembroke Site)	
SUMMARY <ul style="list-style-type: none"> • Background • Discussion 	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.	
Summary (continued)	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.	
RECOMMENDATION	<ul style="list-style-type: none"> • 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. 	
FINANCIAL CONSIDERATIONS	<ul style="list-style-type: none"> • The expense for a six-month contract is expected not to exceed \$50,000. • The position will be funded partially by Homelessness Prevention Program and additional revenue from unbudgeted arrears. 	