



RENFREW COUNTY HOUSING CORPORATION

Wednesday, February 14, 2024

A meeting of the Renfrew County Housing Corporation Board of Directors was held on Wednesday, February 14, 2024 at 1:00 p.m. at the County of Renfrew Administration Building, Pembroke, Ontario.

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

Councillor Ed Jacyno

Officers Present: Craig Kelley, Chief Executive Officer
 Andrea Patrick, Acting Director of Community Services

Staff Present: Jason Davis, Director of Development and Property
 Lee Perkins, Director of Public Works & Engineering
 Mike Blackmore, Director of Long Term Care
 Jennifer Dombroskie, Manager of Housing and Homelessness
 Margo Smith, Manager of Child Care and Early Years Services
 Kevin Raddatz, Manager of Real Estate
 Daniel Burke, Acting Treasurer/Manager of Finance
 Greg Belmore, Manager of Human Resources
 Tina Peplinskie, Media Relations and Social Media Coordinator
 Gwen Dombroski, Deputy Clerk

Chair Giardini called the meeting to order at 1:02 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-24-02-07

Moved by Councillor Serviss

Seconded by Councillor Mayville

THAT the minutes of the Renfrew County Housing Corporation Board of Directors meeting held on January 17, 2024, be adopted. CARRIED.

The CAO/Clerk announced that the hiring process for the Director of Community Services has been completed and Andrea Patrick has accepted the position. Committee congratulated and welcomed Ms. Patrick on her new position.

The Acting Director of Community Services overviewed the Director's Report, which is attached as Appendix A.

The Manager of Real Estate overviewed the Community Housing Capital Projects Update Report. It was noted that some of the capital projects have been deferred to be addressed in 2025-26. Warden Emon questioned if 202 Cecil Street included demolition costs, which was confirmed that it did not.

The Acting Director of Community Services overviewed the Priority Projects for Municipalities – Business Case. Committee discussed the mandated inventory of homes required by the County of Renfrew, the inventory of land and a long term strategy on maintaining property and the housing stock.

RESOLUTION NO. RCHC-C-24-02-08

Moved by Warden Serviss

Seconded by Councillor Grills

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

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

Councillor Jacyno questioned the borrowing capabilities and long term financing available to the County of Renfrew in reference to exploring an Affordable Housing Corporation (Item #2). The Acting Treasurer explained that the existing mortgages on the current housing stock from the original download from the Province is near completion and that there are options for financing, noting that the County is not near their annual repayment limits. Committee discussed options to building affordable housing through developers, not for profit agencies, and P3's. It was noted that plans are in the works to host a housing summit as well an Expression of Interest is being developed.

RESOLUTION NO. RCHC-C-24-02-09

Moved by Councillor Serviss

Seconded by Councillor Nicholson

THAT the Renfrew County Housing Corporation Board of Directors approve Community Housing Directive 4 – Internal Transfers. CARRIED.

RESOLUTION NO. RCHC-C-24-02-10

Moved by Councillor Nicholson

Seconded by Councillor Mayville

THAT the Renfrew County Housing Corporation Board of Directors approve Community Housing Directive 5 – Tenant Chargebacks. CARRIED.

RESOLUTION NO. RCHC-C-24-02-11

Moved by Councillor Grills

Seconded by Councillor Jacyno

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

RESOLUTION NO. RCHC-C-24-02-12

Moved by Councillor Serviss

Seconded by Councillor Nicholson

BE IT RESOLVED THAT the Finance and Administration Committee move into a closed meeting pursuant to Section 239 of the Municipal Act, 2001, as amended for the purpose of:

- a) Personal matters about an identifiable individual, including municipal or local board employees (organizational review); and b) Labour relations or employee negotiations.

Time 1:44 p.m. CARRIED.

RESOLUTION NO. RCHC-C-24-02-15

Moved by Councillor Nicholson

Seconded by Councillor Mayville

THAT this meeting resume as an open meeting. Time: 1:49 p.m. CARRIED.

RESOLUTION NO. RCHC-C-24-02-16

Moved by Councillor Nicholson

Seconded by Councillor Serviss

THAT this meeting adjourn and the next regular meeting be held on March 6, 2024. Time 1:50 p.m. CARRIED.

COUNTY OF RENFREW
COMMUNITY SERVICES DEPARTMENT
RENFREW COUNTY HOUSING CORPORATION

TO: Renfrew County Housing Corporation Board of Directors
FROM: Andrea Patrick, Acting Director of Community Services
DATE: February 14, 2024
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 January 31, 2024.

2. Priority Projects for Municipalities – Business Case

Attached as Appendix II, is a memo from the Ministry of Municipal Affairs and Housing (MMAH) dated January 22, 2024 providing municipalities with an opportunity to apply for funding under the Canada-Ontario Community Housing Initiative (COCHI) Residual allocation. Municipalities were invited to submit a business case for their top construction-ready priority project (with a funding cap of \$5 million) where funding can be committed within the 2023-24 fiscal year.

The County of Renfrew submitted a proposal to build five new duplexes in Renfrew and Arnprior using the same design and project management concepts as were used for the Cecil Street project in Pembroke which replaced a single-unit residence with a duplex on the existing lot. Although the initial staff submission focuses on converting single detached buildings to duplexes, our team is open to collaborating with local planners to explore the potential of converting these structures into triplexes or even quad plexes. We aim to be flexible and responsive to the needs and opportunities presented in the planning process. Should funding be approved by MMAH, a detailed plan will be brought to the Renfrew County Housing Corporation Board for consideration and approval. Funding decisions are expected by late February/early March 2024.

**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: February 14, 2024
SUBJECT: Monthly Report

INFORMATION

1. County of Renfrew Affordable Housing Activities

Initiatives are currently underway to achieve the County of Renfrew's strategic goal of Attainable Housing and Infrastructure. The following is a list of recent and upcoming activities:

- The construction of 9 affordable housing units and 1 rebuilt rent-geared-to-income unit within the City of Pembroke. Occupancy is anticipated for Spring 2024, providing 10 households from the Renfrew County Housing Corporation's centralized waitlist with a new home.
- The Renfrew County Housing Corporation (RCHC) Board approved the initiation of a 10-year strategic Housing and Homelessness Plan. Key areas of focus include maintaining and revitalizing RCHC stock, supporting non-profit housing viability, developing affordable units through consultation, implementing funding plans for private market rent affordability, engaging community partners for effective homelessness prevention programs, and providing supportive housing services within the RCHC portfolio for tenants needing additional support.
- A Memorandum of Understanding was created between the County of Renfrew and the Town of Deep River on a shared opportunity to purchase the former Keys Public School at 167 Brockhouse Way in Deep River.
- Staff commenced an assessment of vacant properties and possible housing provider partnerships regarding the creation of affordable housing on County of Renfrew and Renfrew County Housing Corporation owned lands.
- Planning is underway for a County of Renfrew Housing Summit during 2024 that will provide community education and seek feedback regarding the development of attainable housing, possible partnerships, and funding opportunities.
- An application for additional Canada-Ontario Housing Initiative (COCHI) funding was submitted to the Ministry of Municipal Affairs and Housing this

month for the addition of up to 5 new duplexes (10 two-bedroom units) on existing Renfrew County Housing Corporation property.

- Building Condition Assessments are currently being conducted regarding the state of community housing properties in the County of Renfrew.

2. **Affordable Housing Corporation Overview**

Acknowledging the urgent need for affordable housing in Renfrew County and Pembroke, during the August 30, 2024 Council meeting, staff received direction to explore the establishment of an entity like the Prince Edward County Affordable Housing Corporation. Staff were asked to assess the feasibility of creating an additional corporation dedicated to affordable housing that would provide guidance and foster collaboration among upper and lower tiers, partners, and developers, with the aim of alleviating the housing shortage.

Attached as Appendix RCHC – I, is a presentation that was shared at the June 2023 Rural Ontario Municipal Association Board Meeting that provides an overview of the Prince Edward County affordable housing strategy. During 2017, Prince Edward County Council directed staff to propose recommendations for addressing the County's increasing affordable housing challenges and allocated \$250,000 in their 2018 budget to do so. In 2018 it was proposed that the Prince Edward County establish an independent not-for-profit affordable housing corporation to increase the supply of affordable housing. The newly formed corporation became operational in July 2020 and currently has 8 housing projects at various stages of development. They project to have up to 800 affordable, supportive, and sustainable housing units in the next 3 years.

When evaluating the Prince Edward County model in the context of local applicability, factors to consider include:

- Comparability and viability of existing housing stock
- Council decisions regarding municipal contributions (land, construction, the annual operating expenses of an additional board)
- Existing corporate structure and services
- Local strategic planning activities that are underway

The Prince Edward County model prominently utilizes private and public partnerships to foster financial stability in a blend of market and affordable rental units. Project "shovel readiness" relies heavily on the availability and stacking of funding from various government levels and partners. Viability is additionally influenced by the promotion of business-friendly environments within local government that encourage growth, provide incentives for private sector development, and support the increase of new housing starts.

Several local initiatives were undertaken in 2023 with the aim of analyzing and expanding housing options for our residents. The current initiatives are aligned with the County of Renfrew’s Strategic Plan and are anticipated to have a positive impact on the level of affordable and attainable housing in Renfrew County. Staff expect that the forthcoming Housing and Homelessness Plan, along with other key strategic initiatives, will offer Council and the community an opportunity to shape the future of housing development within Renfrew County.

3. 2023 Fourth Quarter (October – December 31) Community Housing Registry Waitlist

	New Applications	Cumulative Applications	Transfer Applications	Special Priority Applications
Senior	0	63	20	1
Adult	144	900	33	10
Family	30	502	34	76
Totals	174	1465*	87	87

***Total Number of Applications – Bedroom Size Requested**

Bedroom Size Requested	Senior	Adult	Family
1	59	852	0
2	4	43	213
3	0	4	161
4	0	1	82

5	0	0	46
Totals	63	900	502

4. **2023 Fourth Quarter (October – December 31) Move Ins, Move Outs, and Internal Transfers Comparison**

	Move Outs	Move Ins	Internal Transfers
Pembroke & Area	15	11	4
Renfrew	3	4	0
Arnprior	5	0	1
Total	23	15	5

5. **2023 Fourth Quarter (October – December 31) Landlord and Tenant Board Notices and Applications**

	Arnprior	Renfrew	Pembroke & Area
N4-Notice to Terminate Tenancy Early for Non-Payment of Rent	79	95	258
N5-Notice to Terminate Tenancy Early	15	8	28
L1-Application to Evict a Tenant for Non-payment of Rent and to Collect Rent	3	3	12

L2-Application to End a Tenancy and Evict a Tenant or Collect Money

1	2	5
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6. Affordable Homeownership Program Summary for 2023

The Affordable Homeownership Program can provide up to \$25,000 towards the purchase of a new home for qualified households. Applications are currently open and are available on the County of Renfrew website or can be requested by contacting a Community Services office.

	Approved Applications	2023 Spending	Geographical Area
	1	\$19,900	City of Pembroke
	2	\$25,000	Town of Deep River
	3	\$25,000	Town of Renfrew
	4	\$18,500	City of Pembroke
	5	\$25,000	Town of Renfrew
Total	5	\$113,400	-

7. 2023 Ontario Renovates Program Summary for 2023

The Ontario Renovates Program can provide up to \$10,000 for essential household repairs or accessibility upgrades. The program is currently closed; however, will open again for applications during the spring of 2024. There will be a media release to announce the program opening date and eligibility requirements. Applications will be available on the County of Renfrew website or by contacting a Community Services office.

	Payment Amount	Date Issued	Geographical Area
	\$9,150.18	February 28, 2023	Township of Madawaska Valley
	\$7,000.00	February 28, 2023	Township of Horton
	\$10,000.00	February 28, 2023	City of Pembroke
	\$2,105.26	March 31, 2023	North Algona Wilberforce
	\$10,000.00	March 31, 2023	Township of Whitewater Region
	\$8,245.50	March 31, 2023	Township of Brudenell Lyndoch & Raglan
	\$7,560.00	April 20, 2023	City of Pembroke
	\$960.00	April 30, 2023	Township or Horton
	\$4,350.00	June 30, 2023	Township of Whitewater Region
	\$5,434.00	July 15, 2023	City of Pembroke
	\$10,000.00	July 15, 2023	City of Pembroke
	\$5,400.00	July 31, 2023	City of Pembroke

	\$9,827.47	September 30, 2023	Town of Petawawa
	\$2,818.22	December 31, 2023	Township of Whitewater Region
Total	\$92,850.62	-	-

8. **2023 Fourth Quarter (October – December 31) Renfrew County Housing Corporation Rent Arrears**

Attached as Appendix RCHC-II is the Arrears report.

Attached as Appendix RCHC-III is the Arrears Comparison report.

RESOLUTIONS

9. **Community Housing Directive 4 – Internal Transfers**

Recommendation: THAT the Renfrew County Housing Corporation Board of Directors approve Community Housing Directive 4 - Internal Transfers.

Background

Renfrew County Housing Corporation is in the process of updating former policies and standard operating procedures into a new Directive format. Once the Directive package is near completion the website will be updated with a Directive section that the public will be able to access. The intent is to provide information and transparency regarding eligibility rules, decisions, application processes, rates, and charges. Attached as Appendix RCHC-IV is the Community Housing Directive 4 -Internal Transfers.

10. **Community Housing Directive 5 – Tenant Chargebacks**

Recommendation: THAT the Renfrew County Housing Corporation Board of Directors approve Community Housing Directive 5 - Tenant Chargebacks.

Background

Renfrew County Housing Corporation is in the process of updating former policies and standard operating procedures into a new Directive format. Once the Directive package is near completion the website will be updated with a Directive section that the public will be able to access. The intent is to provide information and transparency regarding eligibility rules, decisions, application processes, rates, and charges. Attached as

Appendix RHC-V is the Community Housing Directive 4 -Tenant Chargebacks. The RHC Chargeback Rate table for 2024 is attached Appendix RHC-VI.