



**RENFREW COUNTY HOUSING CORPORATION**

Wednesday, March 6, 2024 – 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 February 14, 2024. Page  
2
6. Delegations: None at the time of mailing.
7. Director's Report 15
8. Manager of Housing & Homelessness Monthly Report 31
9. New Business.
10. Closed Meeting – None at time of mailing.
11. Date of next meeting (Tuesday, April 10, 2024) and adjournment.

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



## 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 Ed Jacyno  
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 Operations  
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-24-02-13**

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-24-02-14**

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.

DRAFT

**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**

	<b>New Applications</b>	<b>Cumulative Applications</b>	<b>Transfer Applications</b>	<b>Special Priority Applications</b>
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**

<b>Bedroom Size Requested</b>	<b>Senior</b>	<b>Adult</b>	<b>Family</b>
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
---	---	---

**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.

<b>Payment Amount</b>	<b>Date Issued</b>	<b>Geographical Area</b>
\$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.

DRAFT

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

---

**TO:** Renfrew County Housing Corporation Board of Directors  
**FROM:** Andrea Patrick, Director of Community Services  
**DATE:** March 6, 2024  
**SUBJECT:** Director's Report

---

**INFORMATION**

**1. Community Housing Capital Projects Update**

Attached as Appendix I, is the Renfrew County Housing Corporation 2024 Capital Projects Update as of February 29, 2024.

**2. Update - 1030 Lea Street – New Build - Progress Report**

Progress continues on the multi-unit affordable and supportive housing complex at the corner of Lea and Douglas Streets in Pembroke, Ontario. A Zensity webpage <https://renfrew-county.civilspace.io/en> for the project, featuring construction updates, provides the viewer with a description of the project along with progress images. Status of the project is at approximately 70% completion. The exterior siding is approximately 80% complete. The interior insulation and vapor barrier is 90% complete. Drywall, including taping and finishing, is approximately 60% complete. Plumbing and electrical is approximately 75% complete. The contractor remains focused on the interior work during the winter months. Authorized changes total \$165,934.58 at this time with a revised construction value to date of \$3,280,614.31.

**3. Peterborough's Modular Community Housing**

Attached as Appendix II is a presentation on the City of Peterborough's modular community housing initiative which was approved by their Council in May 2023. The project development followed Peterborough's state of emergency due to homelessness declared in 2022. The units are located on a municipally owned parking lot in downtown Peterborough and occupancy is anticipated by November 2024. Supports and security will be available 24 hours per day, 7 days per week.

RCHC-2024 Capital Projects

Location	Work Description	Budget		Quote		Status	Comments
		Budget	Quote	Status	Status		
202 Cecil - Pembroke	New Duplex	\$545,471.00	\$495,000.00	In Progress - 85 % complete			Anticipate completion - early Q2 2024 ( late April )
						2	
229-231 Albert St. Arnprior	B2010 - Exterior Walls	\$25,000.00					
72 Sullivan Cr. Arnprior	B2010 - Exterior Walls	\$25,000.00					
204-242 Cecil St. Pembroke	G2050 - Landscaping	\$30,000.00					
63 Russell Arnprior	B30 - Roofing	\$30,000.00					
150 Elizabeth St. Pembroke	B1013 - Balcony Construction	\$34,000.00					
26 Spruce Arnprior	G2049-B - Sheds	\$40,000.00					
44 Lorne St. Renfrew	Garage Extension	\$50,000.00					
41 Vimy Boulevard Renfrew	B2010 - Exterior Walls	\$60,000.00					
19 Smith St. Beachburg	B2030 - Exterior Doors	\$86,250.00					
59 Wallace Eganville	C1060 - Kitchen Upgrade	\$184,000.00					
41 Vimy Boulevard Renfrew	A10 - Foundations	\$300,000.00					
Various Apartment Buildings	Balcony Inspection & Repair	\$400,000.00					
Various Apartment Buildings	Electrical Panel Upgrades	\$95,000.00					



# Wolfe Street Modular Bridge Housing

Jocelyn Blazey, Homelessness & Data Program Manager  
Jessica Penner, Modular Community Project Manager

Feb 22, 2024



# Presentation Overview



**Overview of the Peterborough  
modular community project**



**Lessons learned for municipalities**



**Questions**

# Wolfe St. Project

- 50 modular units & bathroom/shower building
- 107 sq.ft per unit with heating, AC and electricity
- 24/7 supports and security on site
- Adjacent building provides space for agency supports
  - Includes laundry, common space, office space



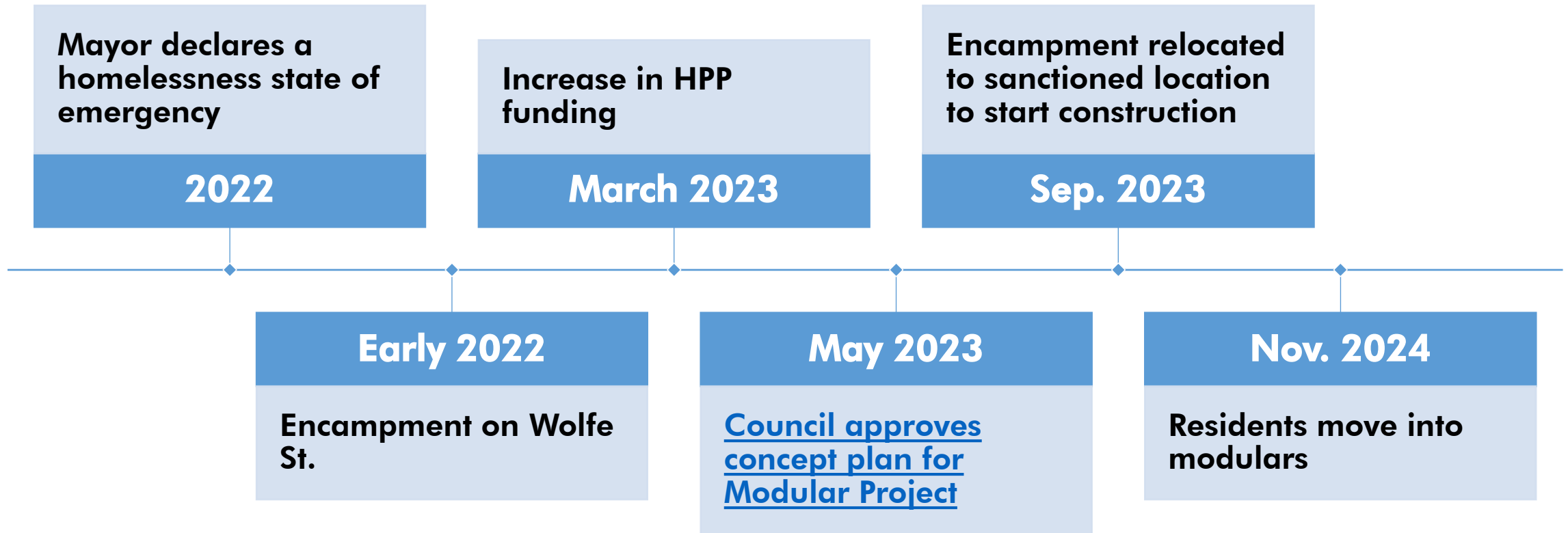
# Program Features

- Daily meal
- Personalized care plans
- Staff support and case conferencing
- External referrals
- Occupancy agreement signed by each resident





# Timeline



A photograph of three people standing in front of a row of colorful portable housing units. On the left, a woman with long dark hair, wearing a black quilted jacket, is clapping. In the center, a man with a beard, wearing a red and black plaid jacket over a white hoodie, stands with his hands behind his back. On the right, an older man wearing sunglasses and a dark jacket is smiling. The background shows a long row of portable units in various colors (blue, red, green) with white doors and utility boxes. The scene is outdoors on a paved area under a clear sky.

# City Council

---

- Council approved the concept plan in May
- Ongoing and active participation of the housing and homelessness co-chairs
  - Weekly meetings
  - Councillors as media contacts

# Insurance

**Liability**

**Modular Units**

**Attached Building**



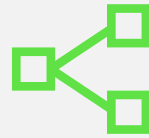
**Perceptions of ownership versus reality**



## Site Operator Considerations



**Aligned values**

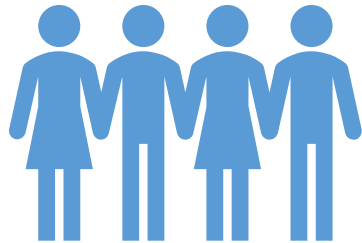


**Close working relationship**



**Strong and flexible performance measurement plan**

# Neighbourhood Engagement



**No community consultation**



**Established a Community  
Liaison Committee**

# Modular Community Location

- Building in the encampment location
- On a municipal parking lot
- Downtown Peterborough



# Dedicated Staffing Resources

- **Social Services**
- **Project Manager**
- **Building and Facilities**
- **Planning**
- **By-Law**
- **Public Works**
- **Legal**
- **Risk Management**
- **Recreation/Library**
- **Emergency Services**
- **Procurement**
- **Finance**

# Future Considerations

To what extent can municipalities lead housing initiatives?

Can a Housing Corporation or MSC act as a solution?



## Opportunities to Learn More:

- [Connect Peterborough Website](#)
- Upcoming webinar with BFZ

# Questions?

Jessica Penner - [jpenner@peterborough.ca](mailto:jpenner@peterborough.ca)

Jocelyn Blazey – [jblazey@peterborough.ca](mailto:jblazey@peterborough.ca)

**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:** March 6, 2024  
**SUBJECT:** Monthly Report

---

**INFORMATION**

**1. Affordable Housing Summit – April 4, 2024**

Renfrew County is gearing up to host its inaugural Affordable Housing Summit on April 4, 2024, at the MyFm Centre in Renfrew, bringing together industry experts and potential partners to delve into opportunities surrounding the utilization of vacant municipal land, innovative approaches to existing properties, and fostering collaboration to tackle pressing housing needs. Developers, non-profit organizations, and companies interested in exploring development opportunities are encouraged to secure their seat by registering on Eventbrite. This will also provide access to further agenda details.

This initiative enhances Strategic Goal #5, Attainable Housing and Infrastructure.

**2. Built For Zero – Renfrew County – Statistics**

The Built For Zero website publishes the chronic homelessness data for Renfrew County. More information can be found online at [www.bfzcanada.ca](http://www.bfzcanada.ca).

**3. Homelessness as indicated by hotel sheltering statistics**

Month	Amount Expensed	Clients Served
January 2023	\$ 20,805.60	36
February 2023	\$ 6,505.97	17
March 2023	\$ 12,923.28	25
April 2023	\$ 16,475.05	32
May 2023	\$ 18,659.59	24
June 2023	\$ 19,863.78	30
July 2023	\$ 35,624.94	31
August 2023	\$ 32,575.82	53
September 2023	\$ 32,145.26	32

Month	Amount Expensed	Clients Served
October 2023	\$ 19,052.81	30
November 2023	\$ 9,765.09	25
December 2023	\$ 12,874.56	28
<b>Total</b>	<b>\$ 237,271.75</b>	<b>363</b>

## RESOLUTIONS

### 4. Homelessness Prevention Program (HPP) Investment Plan 2024-2025

**Recommendation:** THAT the Renfrew County Housing Corporation Board of Directors approve the proposed HPP Investment Plan for the fiscal year 2024-2025.

#### Background

The Ministry of Municipal Affairs and Housing provided a letter to the County of Renfrew on March 24, 2023, regarding the planned HPP allocations for the fiscal periods of April 1, 2023, up to March 31, 2026, as follows:

Program Fiscal Year	Allocation Amount
2022-2023	\$1,785,700
2023-2024	\$3,569,200
2024-2025	\$3,569,200
2025-2026	\$3,569,200

Service Managers must follow the Homelessness Prevention Program Guidelines regarding eligible expenses; however, they have flexibility in choosing how to best use the provincial funding for local programs and services that address and prevent homelessness.

This recommendation seeks to continue existing core services and expand upon strategies that address chronic homelessness and health complexities by creating new transitional and supportive housing.

Proposed Services 2024-2025	Proposed Allocations for 2024-2025	Allocations for 2023-2024
<b>Emergency Minor Home Repair Program</b> <ul style="list-style-type: none"> <li>• Maximum \$7,500 for urgent home repairs</li> <li>• Total estimated applications: <ul style="list-style-type: none"> <li>○ 20 or more approved applications</li> </ul> </li> </ul>	\$150,000	\$150,000
<b>Rent Supplement Program</b> <ul style="list-style-type: none"> <li>• Private Market Rent-Geared-To-Income</li> </ul>	\$200,000	\$200,000



Proposed Services 2024-2025	Proposed Allocations for 2024-2025	Allocations for 2023-2024
<ul style="list-style-type: none"> <li>○ Total Estimated Caseload – 35 paid by HPP</li> <li>○ Approximately 45 cases are funded through the RCHC budget</li> </ul>		
<b>Rent Allowance Program</b> <ul style="list-style-type: none"> <li>● \$300/month households without children</li> <li>● \$400/month households with children</li> <li>● Total estimated caseload: <ul style="list-style-type: none"> <li>○ Without children – 135 households \$486,000</li> <li>○ With children – 70 households \$336,000</li> </ul> </li> </ul>	\$822,000	\$845,000
<b>Emergency Housing Assistance Program</b> <ul style="list-style-type: none"> <li>● Rent arrears and utility arrears, other emergency expenses to aid in housing retention or acquisition</li> <li>● Up to \$1500 per year for households without children</li> <li>● Up to \$2000 per year for households with children</li> </ul>	\$850,000	\$845,740
<b>She C.A.N</b> <ul style="list-style-type: none"> <li>● Grants of up to \$5000 to help victims of intimate partner violence with housing stability</li> <li>● Endorsed by Council on March 28, 2023, in follow up to the Culleton, Kuzyk &amp; Warmerdam inquest recommendations</li> </ul>	\$100,000	\$100,000
<b>Hoarding and High Content Supports Pilot</b> <ul style="list-style-type: none"> <li>● Purchase of service for training, mentorship of RCHC staff, and clinical care of RCHC tenants</li> <li>● To improve &amp; promote safe housing through health-focused practices</li> </ul>	\$105,000	\$0
<b>Homelessness Coordinator – Contract</b>	\$90,100	\$0
<b>Supportive Transitional Housing</b> <ul style="list-style-type: none"> <li>● For capital and/or operating expenses</li> </ul>	\$823,640	\$0
<b>Food Security and Winter Warmth Programs</b>	\$250,000	\$250,000
<b>Capital (affordable housing units)</b>	\$0	\$1,000,000
<b>Administration (maximum 5% allowed)</b>	\$178,460	\$178,460

5. **Renfrew County Hoarding Management Proposal**

**Recommendation:** THAT the Renfrew County Housing Corporation Board of Directors approve the proposal from the Pembroke Regional Hospital Mental Health Service as outlined in Appendix I.

**Background**

Renfrew County Housing Corporation caseworkers have heightened wellness check inspections since January 2024, in direct response to escalating occurrences of tenant-caused building damages, hoarding, and squalor. Initial investigations indicate that approximately 70 residences are grappling with varying degrees of high content scenarios necessitating interventions to uphold tenant safety and property integrity.

As defined in the proposal, hoarding constitutes a recognized mental health disorder. While not all instances of high content scenarios stem from hoarding, there exists a notable prevalence indicating the potential presence of other health ailments. If this proposal is supported, this strategy aims to expedite the connection of tenants with therapeutic support services, enhance staff capabilities in managing high content situations through education and collaboration with healthcare professionals, and mitigate safety hazards posed by such residences.

6. **Amendment to Rent Supplement Directive**

**Recommendation:** THAT the Renfrew County Housing Corporation Board of Directors approve the revision to the Rent Supplement Directive and increase the maximum allowed rent amounts.

**Background**

Attached as Appendix II is the Rent Supplement Directive, which provides decision-making guidance concerning the eligibility criteria for this program. Due to competitiveness and escalating market rent rates, the process of onboarding units for this program is becoming progressively more challenging, primarily due to low rental stock availability followed by program rent limits. Therefore, it is suggested that maximum rent rates be augmented as follows:

Bedroom Count	Current Maximum Rent	Proposed Maximum Rent effective April 1, 2024
1 Bedroom	\$1,000	\$1,200
2 Bedrooms	\$1,400	\$1,600
3 or more Bedrooms	\$1,600	\$2,000

## 7. **Amendment to Emergency Minor Home Repair Program Rules**

**Recommendation:** THAT the Renfrew County Housing Corporation Board of Directors approve changes to the Emergency Minor Home Repair Program rules to increase the maximum allowed household value, to replace the “once-in a lifetime” limit with once every 5 years, and to allow the program to be stacked with other programs such as the Ontario Renovates Program.

### **Background**

Appendix III includes suggested revisions to the Emergency Minor Home Repair Program that will:

- Increase the maximum household value from \$250,000 to \$300,000 in recognition of rising property values.
- Permit eligible recipients to receive this funding once every 5 years opposed to the current rule that limits eligibility to once in a lifetime.
- Allow this funding to be combined with other funding sources, including the Ontario Renovates Program.

By expanding eligibility, the recommended changes will help low-income homeowners remain safely housed.

## Renfrew County (RC) Hoarding Management

### A Proposal submitted by:

Pembroke Regional Hospital Mental Health Service Renfrew County (PRH-MHSRC) to:

RC Community Services Committee under the *Homeless Prevention Program* with the goal to:

- *Improve housing stability for the Residents living with Serious Mental Illness*

**Author:** Mireille Delorme, Director PRH-MHSRC

### **At Issue- The Challenge that Hoarding +/- Squalor presents for Renfrew County Housing and Home Preservation for people living with Mental Illness**

**Hoarding** is understood as a mental health disorder where an individual has strong urges to acquire and save items and experiences distress at the thought of discarding them which results in an accumulation that covers the living area. Hoarding may also involve keeping many animals without the ability to care for them adequately.

While our understanding of hoarding has grown, it is not complete. Hoarding is accepted as a mental health condition in the Diagnosis and Statistical Manual of Mental Disorder (–DSM-5). It is often associated with other conditions including anxiety, depression, trauma, obsessive compulsive disorder and even a genetic pre-disposition.

Different estimates of prevalence lead us to believe that the incidence of hoarding could range anywhere from 2% to 6 %. We can speculate then that Renfrew County could easily count at least two thousand dwellings where hoarding is developing.

Not every situation involving large accumulation of content affecting function in and around the home is because of a mental health disorder per se. Individuals may find themselves living in similar conditions which have developed because of mobility loss, impaired cognitive impairments from traumatic or acquired brain injury, compounded by other health and social factors including substance use.

**Hoarding** is to be distinguished from **Squalor**, which is the degradation from filth or neglect, e.g. rotting food, human or animal waste and infestation. Hoarding does not automatically lead to squalid conditions.

### **Hoarding is associated with many risks and problems.**

Financially, income is often spent or sacrificed on unnecessary acquisitions or storage unit rentals. Staying sufficiently organized to pay bills and taxes becomes a challenge at the expense of one's utilities, home ownership or rental options.

Hoarding also strains relationships and can lead to social, emotional isolation with neighbors, family and friends having different perspectives on household clutter.

Basic activities of daily living like cooking, laundry, bathing may become compromised from blocked passageways or occupied counter, floor and any other surfaces.

Finally, hoarding poses health and safety risks from unsanitary conditions, falls or entrapment to the home occupants and those who need to enter the home such as social and health care providers, or even the Fire Department in case of fire.

**At issue** is also the fact that preservation of a rental dwelling as a healthy, functional and neighborly home can be a real challenge when dealing with hoarding. In these situations, **Renfrew County Housing** is routinely confronted with the need to intervene to promote home safety and prevent evictions. Thousands of dollars and important human resources can be spent cleaning out a home only to discover that infestation, squalor and high content has re-emerged months later.

The root cause of hoarding is not always clear, and the optimal approach required for a lasting solution can be elusive. MHSRC can offer guidance but only in a limited capacity given the human resource shortage.

**The Ask-** The following is a request to the **RC Community Services Committee** to fund one dedicated, full-time equivalent hoarding specialist position from the PRH-MHSRC, for the duration of one year, to support direct intervention and capacity building in collaboration with Renfrew County Housing Staff and other key community partners including Fire Departments.

## Proposal Components

It can be difficult to determine where to start the decluttering process when confronted with competing needs. A three-tiered approach to managing hoarding is accepted as **best practice** guiding assessment and intervention objectives for all involved.

The **first tier** focuses on the elimination of immediate risks related to fire, egress, and home occupants' basic needs. The **second-tier** intervention focuses on order compliances often essential to home preservation in a rental situation. Finally, the **third tier** focuses on quality-of-life improvement based on the occupant's goals.

Based on this intervention framework, the MHSRC would collaborate with RC Housing towards **the following goals**:

1. Building RC Housing Case Worker capacity for assessment and intervention through education, training and mentorship;
2. Providing direct assessment, consultation and recommendations guiding interventions including system navigation;
3. Providing direct intervention through the group "Buried in Treasure" education/support group;
4. Facilitating the development of a community-based protocol for intervention involving key partners including the Fire Departments and SPCA.

## Anticipated Output

1. Protocol for assessment and intervention based on the three-tiered approach
2. Inter-agency collaborative model and protocol guiding RC Housing, MHSRC, Fire Department and other key agencies by clarifying roles and priority interventions
3. Direct client referral consultations and recommendations including time limited intervention
4. Provision of "Buried in Treasure" education/support group to those Clients referred and meeting the inclusion criteria based on presenting condition.
5. Provision of risk factor screening tool(s) that would facilitate early identification and monitoring of those Client residents most likely to develop hoarding behavior.

## Anticipated Short-Term Benefits

Over the course of this 12-month collaboration, RC Housing should experience the following benefits:

1. Reduce, towards gradual elimination RC Housing homes with hoarding level 4 (\*) and over on the Clutter Image Rating Scale (CIRS) (Ref.1). (\*) Occupants will have an average of two minutes to evacuate a home on fire before the smoke levels are toxic. This drops to 30 seconds when home clutter is 4 or higher on the CIRS.
2. Significant reduction in the number of RC Housing homes requiring Tier 1 and 2 interventions.
3. Increased RC Housing Caseworker confidence and ability for early identification of hoarding risks and prioritize monitoring needs. (\*) as defined by the implementation team.
4. Increased RC Housing Case Worker confidence and ability to conduct hoarding assessments to determine those situations within their scope of intervention and those where a referral to MHSRC is indicated for more guidance.
5. Increased RC Housing Case Worker confidence and ability to implement strategies to support goal achievement for Tier one and two (respectively, addressing imminent risks and correcting orders to pass inspections) up to tier three (improvement of quality of life).
6. Improved RC Housing Resident access to MHSRC for consultation and time limited intervention needed to inform fulsome recommendations.
- 7/ Improved access to RC Residents meeting criteria to MHSRC “Buried in Treasure” group intervention.
8. Increased identification and referral number to health and social services required to support recovery.
9. Improved confidence and clarity about respective agency roles and priority actions amongst the key community partners calling to respond to hoarding issues including Fire Department, SPCA.
10. Baseline information on the number of hoarding and squalor risk home to be able to provide closer monitoring.

11. Increase RC Housing health and safety practice when dealing with high content and squalor conditions.

### **Potential Long-Term Benefits**

1. Decreased risks of entrapment and fires associated to hoarding
2. Decreased incidences of infestation due to hoarding and squalor
3. Decreased incidences of animal hoarding identified per year.
4. Decreased incidences of public complaints associated with hoarding and squalor.
5. Increased public awareness about hoarding as a mental health condition requiring support.

### **Proposal Expenses:**

Cost of 1 FTE MHSRC Hoarding Specialist Resource (12 months' Salary-Benefits): \$97,000.

Travel Cost Budget to direct Resident Homes (12 months): \$8000.000 (@.57 per km)

**Total:** \$105,000

**Proposed Implementation date: April 1<sup>st</sup>, 2024**

**First deliverable-** Work Plan for the following 12 calendar months

### **References:**

1. Clutter Image Rating Scale:  
<https://kwprofessionalorganizers.com/2016/07/clutter-image-rating-tool/>
2. Edsell-Vetter, Fulton and Hacker, (August 2015), *Effective Hoarding Intervention, Using a case management model for reducing clutter and changing behavior*





<b>Community Housing Directive 3</b>	<b>Rent Supplement Program</b>
<b>Approved By: Renfrew County Housing Corporation Board of Directors</b>	<b>Revision Date: March 6, 2024</b> <b>Implementation Date: April 1, 2024</b> <b>Previous Version: October 11, 2023</b>

## Background

The Rent Supplement Program was established to help increase the number of Rent-Geared-To-Income subsidies within the County of Renfrew. The program is funded by the municipality and Homelessness Prevention Program. The total number of available subsidy spots depends on the annual budget and the rate of subsidy issued for each household. On average, approximately 75 households are assisted annually. Rent subsidy rates will vary as household income changes. To qualify, applicants must have household income below the Household Income Limits (HILs) set by the Housing Services Act and they must be eligible for offer via the centralized housing registry waitlist.

## Application Process

The applicant (prospective tenant) must apply to the centralized housing registry waitlist and indicate the communities they prefer to be considered for and whether they would like to be considered for a private market rent supplement unit. There is a chronological waitlist for the Rent Supplement Program (the same chronological wait as with Renfrew County Housing Corporation units). When a rent supplement unit becomes available, Renfrew County Housing Corporation (RCHC) will send the landlord up to 3 tenants from the centralized housing registry waitlist to interview and choose from. Although prospective tenants must first meet financial and waitlist eligibility with RCHC, the landlord chooses who they rent to.

## Landlord Agreement

The Renfrew County Housing Corporation currently has landlords that agree to prioritize their private market units for the Rent Supplement Program. RCHC will onboard new private market units if existing landlord agreements end or if additional spots are created within the annual budget. Rental properties must be in the County of Renfrew, buildings must be in good condition, and the landlord must agree to provide the tenant with a month-to-month lease or residential tenancy agreement that abides by the Residential Tenancies Act. Tenants must provide at least 60 days' notice prior to exiting a lease or tenancy agreement and there is no requirement to pay last month's rent or a rental deposit.

## Documentation

1) Agreement between RCHC and Tenant – The agreement stipulates that the tenant must pay rent directly to the landlord, that the tenant must report changes to household composition to RCHC, and that the tenant must submit information as required by RCHC to determine subsidy eligibility. The same rules are applied as with the tenancy agreements at RCHC properties.

2) Agreement between RCHC and Landlord – The agreement stipulates that the landlord agrees to participate in the Rent Supplement Program. To facilitate ease of administration, this document may be signed electronically by the parties. Eligible agreements are approved by the Manager of Housing and Homelessness. If the landlord chooses to exit the agreement at any time, this does not void current lease agreements that the landlord may have with a tenant(s). The Rent Supplement Program will end with the landlord if the tenant moves out or if the tenant is no longer eligible for a rent subsidy.

3) Agreement between Landlord and Tenant – This agreement may be in the form of a lease or residential tenancy agreement and is a month-to-month agreement.

### **Annual Information Review and Change Reporting**

Tenants are required to submit information that is requested by Renfrew County Housing Corporation. Information is requested annually to determine household eligibility for rent-geared-to-income subsidies. When required information is not submitted within a prescribed timeframe the Community Housing Caseworker will mail the tenant a letter providing 90 days’ notice that their rent is being increased to the maximum rent rate due to the loss of rent subsidy. The Renfrew County Housing Corporation recognizes that it may be difficult for some tenants to submit required paperwork. Staff will strive to support tenants with meeting information requirements. The overall goal is to determine rent-geared-to-income eligibility.

### **Maximum Rent Amounts**

Maximum rent amounts are set by the RCHC board and are reviewed on an annual basis. Maximums may be exceeded for ongoing tenants where the landlord abides by Ontario Rent guidelines for annual increases.

- 1 Bedroom - \$1200 per month**
- 2 Bedroom - \$1600 per month**
- 3 Bedroom - \$2000 per month**

### **Responsibilities**

#### **Community Housing Caseworker**

- Determines eligibility for rent-geared-to-income assistance, completes necessary paperwork, sends payment requests to finance, prepares reports to list ongoing tenants and projected annual expenses, onboards new landlords, and provides tenant supports to ensure successful tenancy.

#### **Manager of Housing and Homelessness**

- Determines rent supplement program approvals and monitors the program and budget.

### **REVIEWED AND APPROVED BY:**

---

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

---

**Date**

---

**Andrea Patrick**  
**Chief Operating Officer,**  
**Renfrew County Housing Corporation**

---

**Date**



Department of Community Services  
**Renfrew County Housing Corporation**

[www.countyofrenfrew.on.ca](http://www.countyofrenfrew.on.ca)

**Emergency Minor Home Repair Assistance Program  
 For Persons at Risk of Being Homeless  
 Fact Sheet and Application**

Emergency Minor Home Repair Assistance Program is open to low-income homeowners who require minor home repairs that will allow for continued safe occupancy of their home. This grant is available for eligible homeowners who are at risk of being homeless.

The household income must not exceed \$60,000 and the Municipal Property Assessment Corporation Tax Assessment (MPAC) value of the home must be at or below \$300,000. This benefit is available to eligible homeowners once every **five** years.

The Emergency Minor Home Repair Assistance Program is provided in the form of a grant up to the amount of \$7,500. The homeowner must agree to pay the difference if the project is over \$7,500. Approved projects will be paid directly to the contractor.

Where a trade requires a professional designation, and/or licensing or certification, the homeowner must ensure that quotes are provided only by contractors qualified to complete the work (i.e. heating, or electrical). Funding will be denied if contractor is not sufficiently certified to complete the work requested.

Participants must plan to remain in their home for at least five years and must be able to confirm they have exhausted all other funding sources available for home repairs.

Incomplete applications will not be considered for program funding. Program funding is limited and is based on first come first serve.

**Eligible Emergency Minor Home Repairs**

- Repairs and/or replacement of furnace or oil tank
- Water and sewer pumps
- Electrical repairs if ordered by the Electrical Safety Authority
- Modifications to support home safety and health such as bath rails, tub to shower conversion, wheelchair ramp
- Roof repairs
- Chimney repairs and installation
- Health and safety issues that must be completed in order for the resident to remain safely in their permanent accommodation
- Labour
- Applicable taxes
- Building permits

## **The following are not eligible for the Emergency Minor Home Repair Assistance Program**

- Previous recipients of Emergency Minor Home Repair within five year time frame
- Any repairs or modifications carried out on property prior to approval
- Windows
- Doors
- Betterment to the building envelope
- Preventative maintenance
- Foundation repairs

## **You will need to supply the following information to support your application**

- Gross income for all members of your household/homeowners
- Proof of ownership insurance coverage for your home
- Proof that the mortgage is paid in full and up to date
- Municipal Property Assessment Corporation Property Tax Assessment (MPAC)
- Current notice of income tax assessment
- Most recent bank statement (last 30 days)
- Two quotes for work to be completed
- Photo identification for everyone on application
- Photos of repair needed/red tag/insurance order or ESA order

## **Upon Completion of work the following documents will be required before payment will be issued**

- Job Completion Form (For furnace, or electrical you must use a licensed, insured contractor)
- Invoice from Contractor including HST # if HST is charged
- Photos of completed work

For more information on program criteria or to apply for Emergency Minor Home Repair Assistance Program funding, please call 613-432-3679 x 122.

Renfrew County Housing Corporation  
450 O'Brien Road, Suite 104  
Renfrew, Ontario  
K7V 3Z2  
613-432-3679  
1-855-432-6450  
Email: [rhc@countyofrenfrew.on.ca](mailto:rhc@countyofrenfrew.on.ca)



RENFREW COUNTY HOUSING CORPORATION

Emergency Minor Home Repair Assistance Program

**APPLICATION FORM**

<b>APPLICANT</b>			
First Name	Last Name	Date of birth (D/M/Y)	Gender
Address		Municipality	
Postal Code	Telephone		Marital Status
<b>CO-APPLICANT</b>			
First Name	Last Name	Date of Birth (D/M/Y)	Gender
<b>CO-APPLICANT</b>			
First Name	Last Name	Date of Birth D/M/Y)	Relationship to Applicant
<b>HOUSEHOLD/HOMEOWNER INCOME</b>			
Name	Source	Monthly	Annually
<b>Repair Amount Requested:</b>			
<b>Repair Required and Reason for Application:</b>			
<p>Have you or anyone in your household received Emergency Minor Home Repair funding in the past five years?    YES    NO</p> <p>Verification provided that the applicant's emergency home repairs put them at risk of being homeless?    YES    NO</p>			

Required Documents	Enclosed	Comments
Photo Identification for all applicants	YES <input type="checkbox"/> NO <input type="checkbox"/>	
Household income less than \$60,000 (includes everyone listed on title) Verification of income ie. year to date pay stub, benefit statement etc.	YES <input type="checkbox"/> NO <input type="checkbox"/>	
Notice of Income Tax Assessment(s)	YES <input type="checkbox"/> NO <input type="checkbox"/>	
Most Recent Bank statement (30 days)	YES <input type="checkbox"/> NO <input type="checkbox"/>	
5,000 in liquid assets? (combined everyone listed on title)	YES <input type="checkbox"/> NO <input type="checkbox"/>	List assets:
House is appraised at or below \$300,000. MPAC Property Tax Assessment	YES <input type="checkbox"/> NO <input type="checkbox"/>	
Proof of insurance coverage	YES <input type="checkbox"/> NO <input type="checkbox"/>	
Verification that mortgage is paid and up to date (if applicable)	YES <input type="checkbox"/> NO <input type="checkbox"/>	
Two quotes for work to be completed	YES <input type="checkbox"/> NO <input type="checkbox"/>	
Red Tag, Insurance order or ESA order for electrical, or furnace/oil tank repairs	YES <input type="checkbox"/> NO <input type="checkbox"/>	
Photos of repair to be completed	YES <input type="checkbox"/> NO <input type="checkbox"/>	
Doctors letter for accessibility upgrades	YES <input type="checkbox"/> NO <input type="checkbox"/>	

**I, THE UNDERSIGNED, STATE THE INFORMATION PROVIDED IS TRUE. I ACKNOWLEDGE THAT SHOULD ANY INFORMATION PROVIDED BE FOUND NOT TO BE TRUE, I WILL NOT BE ELIGIBLE. I UNDERSTAND THAT PAYMENT OF FUNDS IS NOT GUARANTEED, EVEN IF PRELIMINARY APPROVAL IS GRANTED:**

\_\_\_\_\_

**Date**

\_\_\_\_\_

**Signature of Applicant**

\_\_\_\_\_

**Signature of Co-Applicant(s)**

\_\_\_\_\_

**Date**

\_\_\_\_\_

**Signature of Program Coordinator**

**Approved** YES  NO