







Renfrew County Housing Corporation

Wednesday, June 12, 2024 at 1:00 PM

Council Chambers

Agenda

	Page
1. Call to Order	
2. Land Acknowledgement	
3. Roll Call	
4. Disclosure of Pecuniary Interest and General Nature Thereof	
5. Adoption of the Minutes - May 15, 2024	3 - 5
May15-RCHCMinutesDRAFT.pdf 	
6. Delegations	
None at time of mailing.	
7. Director's Report	
a. RCHC Director's Report 	6 - 7
App I - RCHC Capital Projects Update 	
b. Procurement Policy 	8
Recommendation: THAT the Renfrew County Housing Corporation (RCHC) Board of Directors repeal Corporate Policy RCHC-02, Procurement of Goods and Services, and that the RCHC be subject to the County of Renfrew Corporate Policy GA-01, Procurement of Goods and Services as a wholly consolidated municipal service corporation of the County of Renfrew.	

- c. [Meeting Location - Miramichi Lodge](#) 

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Recommendation: THAT the August 2024 meeting of the Renfrew County Housing Corporation Board be held at Miramichi Lodge, Pembroke.

8. Manager of Community Housing Monthly Report

- a. [Renfrew County Housing Corporation Monthly Report](#) 

10 - 11

9. New Business

10. Closed Meeting

None at time of mailing.

11. Date of next meeting (Wednesday, August 14, 2024) and adjournment

NOTE:

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



RENFREW COUNTY HOUSING CORPORATION

Wednesday, May 15, 2024

A meeting of the Renfrew County Housing Corporation Board of Directors was held on Wednesday, May 15, 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 Neil Nicholson
Councillor Gary Serviss

Regrets: Councillor David Mayville
Councillor Ed Jacyno

Officers Present: Craig Kelley, Chief Executive Officer
Andrea Patrick, Chief Operating Officer
Daniel Burke, Manager of Finance/Treasurer

Staff Present: Jason Davis, Director of Development and Property
Jennifer Dombroskie, Manager of Community Housing
April Muldoon, Manager of Community Supports
Margo Smith, Manager of Children's Services
Kevin Raddatz, Manager of Real Estate
Tina Peplinskie, Media Relations and Social Media Coordinator
Gwen Dombroski, Clerk
Evelyn VanStarkenburg, Administrative Assistant

Chair Giardini called the meeting to order at 1:00 p.m. The land acknowledgement identifying that the meeting was being held on the traditional territory of the Algonquin People was recited. The roll was called, and no pecuniary interests were disclosed.

RESOLUTION NO. RCHC-C-24-05-30

Moved by Councillor Nicholson

Seconded by Councillor Serviss

THAT the minutes of the Renfrew County Housing Corporation Board of Directors meeting held on April 10, 2024 be adopted. CARRIED.

The Chief Operating Officer overviewed the Director's Report, which is attached as Appendix A.

The Manager of Real Estate provided an update on the Renfrew County Housing Corporation capital projects. He noted that it is anticipated that tenant occupancy for both the 1030 Lea Street and 202 Cecil Street (Pembroke) new builds will occur in June/July 2024.

The Chief Operating Officer introduced Tina Williams and Brad Switzer, from Community Living Upper Ottawa Valley in attendance at the meeting for discussions on the proposed Memorandum of Understanding (MOU) between the County of Renfrew and Community Living to provide two designated units in the Community Housing building located at 1030 Lea Street. The Chief Operating Officer advised that the MOU does have a provision clause that allows the two units to be moved to alternate locations should the need arise; however, the intent of the MOU is to keep two units available for Community Living.

RESOLUTION NO. RCHC-C-24-05-31

Moved by Councillor Grills

Seconded by Councillor Nicholson

THAT the Renfrew County Housing Corporation (RCHC) Board of Directors enter into a Memorandum of Understanding with Community Living Upper Ottawa Valley (CLUOV) to designate two units in the Community Housing building located at 1030 Lea Street, Pembroke, Ontario, to tenants on the centralized wait list who are receiving Community Living supports. CARRIED.

RESOLUTION NO. RCHC-C-24-05-32

Moved by Councillor Serviss

Seconded by Councillor Nicholson

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

The Manager of Community Housing overviewed the Community Housing Monthly Report, which is attached as Appendix B.

The Chief Operating Officer advised that staff has received confirmation from the Honourable Sean Fraser, Minister of Housing, Infrastructure and Communities regarding the National Housing Strategy that the funds will continue and will flow directly to the Service Managers from the Federal Government.

The Manager of Community Housing advised that the plan for the proposed community survey during Phase 3 of the 10-Year Housing and Homelessness Plan review will be posted on the County of Renfrew website and social media platforms, and invite local municipalities, the City

of Pembroke, and Algonquins of Pikwakanagan First Nation to post on their webpages and social media platform as well.

Discussion occurred with regards to broadening the health clinics to other Renfrew County Housing Corporation properties. Committee was advised that staff have scheduled clinics at 260 Elizabeth Street, 510 MacKay Street and 150 Elizabeth Street within the City of Pembroke as an initial start to see what response is received from the tenants before they expand throughout Renfrew County. Currently, there are no plans to have health clinics provided for the five non-profit housing organizations.

RESOLUTION NO. RCHC-C-24-05-33

Moved by Warden Emon

Seconded by Councillor Nicholson

THAT the Community Housing Monthly Report attached as Appendix B be approved. CARRIED.

RESOLUTION NO. RCHC-C-24-05-34

Moved by Councillor Grills

Seconded by Councillor Serviss

THAT this meeting adjourn and the next regular meeting be held on June 12, 2024. Time 1:40 p.m. CARRIED.

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: June 12, 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 May 31, 2024.

2. Progress Report – 1030 Lea Street – New Build

This project is in the final stage of completion on the multi-unit affordable and supportive housing complex at the corner of Lea and Douglas Streets in Pembroke, Ontario. A [Zencity](#) webpage for the project, featuring construction updates, provides the viewer with a description of the project along with progress images. Status of the project is approximately 98% complete, with an anticipated completion date of June 21, 2024. The authorized changes currently total \$165,578.99, with a revised construction value to date of \$3,284,258.71.

RCHC-2024 Capital Projects

Location	Work Description	Status		Comments	
		Budget	Quote		
202 Cecil - Pembroke	New Duplex	\$545,471.00	\$531,947.17	Project 100% complete	Project completed - May 22
229-231 Albert St. Arnprior	B2010 - Exterior Walls	\$25,000.00		In design	Schedule for Q3
72 Sullivan Cr. Arnprior	B2010 - Exterior Walls	\$25,000.00			Schedule for Q3
204-242 Cecil St. Pembroke	G2050 - Landscaping	\$30,000.00		In design	Schedule for end of Q3
63 Russell Arnprior	B30 - Roofing	\$30,000.00		In Design with consultant	Tender - early July
150 Elizabeth St. Pembroke	B1013 - Balcony Construction	\$34,000.00		In draft stage	Tender - August
26 Spruce Arnprior	G2049-B - Sheds	\$40,000.00		In draft stage	Schedule for end of Q3
44 Lorne St. Renfrew	Garage Extension	\$50,000.00	\$37,400.00	Project 100 % complete	Project completed
41 Vimy Boulevard Renfrew	B2010 - Exterior Walls	\$60,000.00		Design change	Retender in Q3
19 Smith St. Beachburg	B2030 - Exterior Doors	\$86,250.00	\$51,275.00	Project 100 % complete	Project Completed - May 31
59 Wallace Eganville	C1060 - Kitchen Upgrade	\$184,000.00		On Hold	
41 Vimy Boulevard Renfrew	A10 - Foundations	\$300,000.00		Awarded to consultant consultant and in design	Schedule for Q3
Various Apartment Buildings	Balcony Inspection & Repair	\$400,000.00		Inspections ongoing with Engineer	Deficiencies identified at 4 buildings requiring repair and inspections on remaining balconies continuing
Various Apartment Buildings	Electrical Panel Upgrades	\$95,000.00		Proposal requested	Schedule for July/August

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: June 12, 2024
SUBJECT: Director's Report

RESOLUTIONS

1. Procurement Policy

Recommendation: THAT the Renfrew County Housing Corporation (RCHC) Board of Directors repeal Corporate Policy RCHC-02, Procurement of Goods and Services, and that the RCHC be subject to the County of Renfrew Corporate Policy GA-01, Procurement of Goods and Services as a wholly consolidated municipal service corporation of the County of Renfrew.

Background

Historically, RCHC has maintained its own procurement policy. With the increasing integration of RCHC into both real property and community services, staff feel it would be beneficial to have a single procurement policy for ease of reference and simplicity of administration. This resolution formally directs RCHC to be subject to the County of Renfrew Procurement policy.

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: June 12, 2024
SUBJECT: Director's Report

RESOLUTIONS

1. Renfrew County Housing Corporation Board – August Meeting Location

Recommendation: THAT the August 2024 meeting of the Renfrew County Housing Corporation Board be held at Miramichi Lodge, Pembroke.

Background

Miramichi Lodge has invited the Renfrew County Housing Corporation Board to have a tour of their facility and experience the Butterfly Model of Care as well as host the August meeting.

Procedural By-law 85-10, as amended (2023) s.74(a) states Committees will meet at such time and place as the Presiding Officer determines, subject to the direction of Council. Presiding Officer will utilize as a guideline for consideration to change the time, date or location of a committee meeting, a 60-day notice requirement and subject to 100% agreement of committee members. Failing full agreement of a revised date, the original meeting date will remain.

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

TO: Renfrew County Housing Corporation Board of Directors
FROM: Jennifer Dombroskie, Manager of Community Housing
DATE: June 12, 2024
SUBJECT: Monthly Report

INFORMATION

1. 10-Year Housing and Homelessness Plan – Community Engagement Plan

The Renfrew County Housing Corporation has engaged [OrgCode Consulting](#) to develop a comprehensive 10-Year Housing and Homelessness Plan. This project aligns with the collaborative and compassionate care approach of the Mesa initiative, as well as the County of Renfrew’s Strategic Plan, specifically Goal #3 – Community Wellness and Healthcare, and Goal #5 – Attainable Housing and Infrastructure.

As part of the 10-Year Housing and Homelessness Plan Development, a Community Engagement Plan was developed to gather feedback and insights from various stakeholders within the Renfrew County community. The key components of this plan are as follows:

Community Survey

A [survey](#) was advertised through the County of Renfrew’s social media and via email to community partners for the weeks of June 3 and 10, 2024. The survey is open until June 21, 2024.

Targeted Consultations

A series of consultations have been organized to engage with different groups, as detailed below:

- **June 17:** County of Renfrew Staff
- **June 18:** Non-Profit Housing Providers
- **June 18:** Business Community
- **June 19:** Renfrew County Housing Corporation Tenants
- **June 20:** Lived Homelessness Experiences
- **June 19 – June 21:** Public (open to the general community)

Open Public Consultations

- **Business Community Consultation**

Date: Tuesday, June 18, 2024

Time: 6:00 p.m. to 8:30 p.m.

Location: County of Renfrew Administration Building, Council Chambers, 9 International Dr., Pembroke

- **Renfrew and Area Public Consultation**

Date: Wednesday, June 19, 2024

Time: 5:00 p.m. to 7:30 p.m.

Location: Renfrew Legion, 30 Raglan St. S, Renfrew

- **Pembroke and Area Public Consultation**

Date: Thursday, June 20, 2024

Time: 5:00 p.m. to 7:30 p.m.

Location: Algonquin College, 1 College Way, Pembroke

- **Arnprior and Area Public Consultation**

Date: Friday, June 21, 2024

Time: 5:00 p.m. to 7:30 p.m.

Location: Arnprior Legion, 49 Daniel St. N, Arnprior