









Renfrew County Housing Corporation

Wednesday, November 13, 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 Open Minutes - October 16, 2024	
a. Minutes - October 16, 2024	4 - 6
Renfrew County Housing Corporation - Oct 16 2024 - Minutes 	
Recommendation: THAT the minutes of the October 16, 2024, meeting be approved.	
b. Minutes - October 30, 2024	7 - 9
Renfrew County Housing Corporation - Oct 30 2024 - Minutes 	
Recommendation: THAT the minutes of the October 30, 2024, meeting be approved.	
6. Director's Report	
a. Director's Report 	10 - 33
RCHC Treasurer's Report - September 	
2024 Capital Projects Update 	
145-24 D - Contract Award - Design Build Francis St 	

By-law #1 - Conduct of Business

Recommendation: THAT the Renfrew County Housing Corporation Board of Directors update By-law #1, being a By-law relating to the conduct of the business of the Local Housing Corporation, to reflect the increase in the number of Directors to 17 in alignment with the proposed County of Renfrew Procedural By-law; AND THAT staff be directed to review the current By-law #1 in its entirety and bring back any recommended changes to a future meeting of the Renfrew County Housing Corporation Board.

Recommendation: THAT the Director's Report be approved as presented.

7. Manager of Community Housing Monthly Report

- a. [Manager Report](#) 
- [Third Quarter Arrear Report 2024](#) 
- [Third Quarter Arrears Comparison Report 2023](#) 
- [2024-2025 Q2 Hoarding Report](#) 
- [2024 Ontario Renovates Application](#) 

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The Ontario Renovates Program

Recommendation: THAT the Renfrew County Housing Corporation Board of Directors approves the implementation of the Ontario Renovates program, effective November 18, 2024, utilizing the funds currently available in the associated revolving loan account.

Mesa Community Housing Prioritization

Recommendation: THAT the Renfrew County Housing Corporation Board of Directors approves the implementation of a local prioritization rule aimed at reducing homelessness, referred to as the Mesa Community Housing Prioritization, to take effect on December 1, 2024.

Recommendation: THAT the Manager of Community Housing's Monthly Report be approved as presented.

8. New Business

9. Adjournment

Recommendation: THAT this meeting adjourn.

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



Renfrew County Housing Corporation

Wednesday, October 16, 2024 at 1:00 PM

Council Chambers

Minutes

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

City of Pembroke Representative: Councillor Ed Jacyno

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

Also Present: Jason Davis, Director of Development and Property, Jennifer Dombroskie, Manager of Community Housing, April Muldoon, Manager of Community Supports, Kevin Raddatz, Manager of Real Estate, Gwen Dombroski, Clerk, Tina Peplinskie, Media Relations and Social Media Coordinator, Evelyn VanStarkenbug, Administrative Assistant

1. Call to Order

Chair Giardini called the meeting to order at 1:00 p.m.

2. Land Acknowledgement

The land acknowledgement identifying that the meeting was being held on the traditional territory of the Omàmiwininì People was recited.

3. Roll Call

The roll was called.

4. Disclosure of Pecuniary Interest and General Nature Thereof

No pecuniary interests were declared.

5. Adoption of the Open Minutes

- a. Minutes - September 10, 2024
[Renfrew County Housing Corporation - Sep 10 2024 - Minutes](#)


RESOLUTION NO. RCHC-C-24-10-62

THAT the minutes of the September 10, 2024, meeting be approved.

Moved by: David Mayville

Seconded by: Gary Serviss

CARRIED

6. Adoption of the Closed Minutes - September 10, 2024

RESOLUTION NO. RCHC-C-24-10-63

THAT the Closed minutes of the September 10, 2024, meeting be approved.

Moved by: Warden Peter Emon



Seconded by: Gary Serviss

CARRIED

7. Director's Report

The Manager of Real Estate overviewed the Director's Report.

Committee was advised that the renovations at Carefor, in preparation for supportive bridge housing, consist of interior renovations to 10 rooms, kitchen and washroom retrofits, mechanical work, upgrades to the front entrance, and the installation of security cameras.

- a. [RCHC Director Report](#) 
[RCHC Project Status](#) 

RESOLUTION NO. RCHC-C-24-10-64

THAT the Director's Monthly Report be approved as presented.


Moved by: David Mayville

Seconded by: Debbi Grills

CARRIED

8. Manager of Community Housing Monthly Report

The Manager of Community Housing overviewed the Community Housing Monthly Report.

- a. [CS - RCHC Manager Report](#) 
[County of Renfrew - 2024-25 COHB Allocation Letter](#) 
[RCHC Buried In Treasures](#) 
[Collaborative Response to Hording Training](#) 

RESOLUTION NO. RCHC-C-24-10-65

THAT the Manager of Community Housing's Monthly Report be approved as presented.

Moved by: Debbi Grills

Seconded by: Ed Jacyno

CARRIED

9. Date of next meeting (Wednesday, November 13, 2024) and adjournment

RESOLUTION NO. RCHC-C-24-10-66

THAT this meeting adjourn and the next regular meeting be held on Wednesday, November 13, 2024. Time 1:32 p.m.

Moved by: Gary Serviss

Seconded by: David Mayville

CARRIED

Anne Giardini, Chair

Gwen Dombroski, Clerk



Renfrew County Housing Corporation

Wednesday, October 30, 2024 at 9:15 AM

Council Chambers

Minutes

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

City of Pembroke Representative: Councillor Ed Jacyno

Late: Warden Peter Emon

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

Also Present: Jason Davis, Director of Development and Property, Lee Perkins, Director of Public Works and Engineering, Jennifer Dombroskie, Manager of Community Housing, Greg Belmore, Manager of Human Resources, Gwen Dombroski, Clerk, Tina Peplinskie, Media Relations and Social Media Coordinator, Evelyn VanStarkenburg, Administrative Assistant

1. Call to Order

Chair Giardini called the meeting to order at 9:15 a.m.

2. Land Acknowledgement

The land acknowledgement identifying that the meeting was being held on the traditional territory of the Omàmiwininì People was recited.

3. Roll Call

The roll was called.

4. Disclosure of Pecuniary Interest and General Nature Thereof

No pecuniary interests were declared.

5. Corporate Services Department

The Manager of Human Resources overviewed the Human Resources Division Report. In addition, the Manager provided a summary of the negotiated items, which are as follows:

- A pay increase was negotiated at 3.3% for 2024, which is being taken from the 4.79% budgeted. The remainder of the 2024 budgeted increase will be allocated to the grid increment steps to make it a linear progression, which was identified during the pay equity negotiations. The other 1.5% cost of the grid increments will come from the budget for the maintenance staff hour allocation, which was \$94,000. The agreement moves seven custodians to the maintenance position effective November 2024 and the remainder of the custodians to move up by the end of 2025. In 2025 the wage adjustment will be 3.25%.
- Benefits will be 100% employer paid by the end of 2025, an increase of \$30,000 annually.
- Boot allowance will increase from \$300 to \$350 allowance, an increase of \$850 annually. As well office staff are now permitted to receive a boot allowance every three years, which equals an increase of \$4,200 every three years.
- Benefit package for mental health was expanded to include practitioners such as family counsellors, psychoanalysts, etc. rather than only clinical psychologists. There is no increase in cost for this change.
- Vision Care Benefit increased by \$50 and will be the same as other union contracts.
- The language for Pregnancy/Parental Leave wording has been updated to reflect that those who choose either a 12 or 18 month leave will receive the same value for their top-up pay from the County.
- Mileage Allowance has been modified to include examples in order to be clear with the union and the County how claims are to be submitted.

- 5.1 [Human Resources Division Report](#) 
[By-law 144-24 CUPE4425Agreement2024](#) 

RESOLUTION NO. RCHC-C-24-10-67

THAT the Renfrew County Housing Corporation Board of Directors recommends to the Community Services Committee that County Council adopt a By-law to approve a

two-year collective agreement between the Canadian Union of Public Employees (CUPE) Local 4425, the Renfrew County Housing Corporation and the County of Renfrew for the term January 1, 2024 to December 31, 2025 which was ratified by the CUPE membership on October 28, 2024; AND THAT By-law 106-20 be hereby repealed.

Moved by: David Mayville

Seconded by: Debbi Grills

CARRIED

Warden Emon entered the meeting at 9:23 a.m.

RESOLUTION NO. RCHC-C-24-10-68

THAT the Renfrew County Housing Board of Directors approve the Human Resources Division Report as presented.

Moved by: Gary Serviss

Seconded by: Neil Nicholson

CARRIED

6. Date of next meeting (Wednesday, November 13, 2024) and adjournment

RESOLUTION NO. RCHC-C-24-10-69

THAT this meeting adjourn and the next regular meeting be held on Wednesday, November 13, 2024. Time: 9:25 a.m.

Moved by: Debbi Grills

Seconded by: Neil Nicholson

CARRIED

Anne Giardini, Chair

Gwen Dombroski, Clerk

**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: November 13, 2024

SUBJECT: Director's Report

INFORMATION

1. **Treasurer's Report**

Attached as information is the Treasurer's Report for the Renfrew County Housing Corporation Board as of September 30, 2024.

2. **Community Housing Capital Projects Update**

Attached is the Renfrew County Housing Corporation 2024 Capital Projects update as of October 31, 2024.

3. **Update on Supportive Bridge Housing – Carefor**

Construction is progressing as planned at the 700 MacKay Street facility, with the majority of the work now completed. While we are experiencing some delays in the delivery of specialty materials, such as the front door, these are not expected to impact our overall timeline significantly. We remain on track to complete major construction on schedule, allowing Community Services to begin their portion of the space fit-up in early November.

Staff are currently reviewing options for a grand opening, with invitations planned for attendance by the appropriate ministries.

DELEGATED AUTHORITY APPROVALS

4. The following item was approved under By-law 98-24, Delegated Authority By-law:

BY-LAW/ RESOLUTION	DATE	DESCRIPTION	DELEGATED AUTHORITY BY-LAW REFERENCE
By-law 145-24 D RCHC-C-24-11-70	November 5, 2024	RE-2024-23-RH - Design Build 135 Francis St., Renfrew - Award to William Sons \$824,993 plus applicable taxes (memo attached)	2.1 - Tender award contained within approved budget

RESOLUTIONS

5. **By-law #1 Revisions**

Recommendation: THAT the Renfrew County Housing Corporation Board of Directors update By-law #1, being a By-law relating to the conduct of the business of the Local Housing Corporation, to reflect the increase in the number of Directors to 17 in alignment with the proposed County of Renfrew Procedural By-law; AND THAT staff be directed to review the current By-law #1 in its entirety and bring back any recommended changes to a future meeting of the Renfrew County Housing Corporation Board.

Background

Attached as information is By-law #1 which came into effect on December 8, 2004. Since this passing there have been several changes with respect to legislation and procedures of the Corporation. With the increase in the number of Directors, staff are recommending that a complete review of the By-law be undertaken.

Renfrew County Housing Corporation
Consolidated Treasurer's Report
SEPT 2024

<u>Description</u>	<u>YTD Actual</u>	<u>YTD Budget</u>	<u>Variance</u>	<u>Full Year Budget</u>
SALARIES	1,585,263.88	1,915,078.00	(329,814.12)	2,489,601.00
BENEFITS	415,205.06	522,496.00	(107,290.94)	679,245.00
ADMINISTRATION	1,089,057.88	1,090,546.00	(1,488.12)	1,407,913.00
BUILDING - HEAT LIGHT POWER	755,845.49	744,147.00	11,698.49	992,195.00
BUILDING - CAPITAL REPAIRS - non TCA	1,336,329.64	960,471.00	375,858.64	1,280,625.00
BUILDING - ELEVATOR	30,358.92	52,659.00	(22,300.08)	70,207.00
BUILDING - GARBAGE REMOVAL	101,480.41	60,714.00	40,766.41	80,929.00
BUILDING - GROUNDS KEEPING	63,588.21	56,043.00	7,545.21	74,684.00
BUILDING - HEATING & PLUMBING	112,812.37	106,767.00	6,045.37	142,355.00
BUILDING - NATURAL GAS	161,602.84	154,764.00	6,838.84	206,384.00
BUILDING - PAINTING	74,558.48	190,719.00	(116,160.52)	254,320.00
BUILDING - REPAIRS & MAINTENANCE	860,631.59	525,024.00	335,607.59	700,000.00
BUILDING - SNOW REMOVAL	294,476.38	337,348.00	(42,871.62)	506,000.00
BUILDING - TAXES	1,405,750.63	1,340,460.00	65,290.63	1,787,287.00
BUILDING - WATER	629,420.15	593,964.00	35,456.15	791,921.00
FINANCIAL - COCHI	507,890.54	150,003.00	357,887.54	200,000.00
FINANCIAL - COHB	0.00	0.00	0.00	0.00
FINANCIAL - DEPRECIATION	1,035,469.75	1,009,197.00	26,272.75	1,345,600.00
FINANCIAL - HPP	2,545,750.95	2,475,432.00	70,318.95	3,300,574.00
HOME OWNERSHIP REVOLVING LOANS	33,707.09	0.00	33,707.09	0.00
FINANCIAL - IAH HADD	20,300.00	12,753.00	7,547.00	17,000.00
FINANCIAL - MORTGAGE - INTEREST	9,522.89	249,030.00	(239,507.11)	332,043.00
FINANCIAL - ONTARIO RENOVATES (IAH & SIF)	0.00	0.00	0.00	0.00
FINANCIAL - OPHI	7,729.69	0.00	7,729.69	0.00
FINANCIAL - RENT SUPPLEMENT	217,246.00	218,070.00	(824.00)	290,761.00
FINANCIAL - RENT WAIVER	2,649.54	45,099.00	(42,449.46)	60,000.00
Surplus Adjustment - Depreciation	(1,035,469.75)	(1,009,197.00)	(26,272.75)	(1,345,600.00)
Surplus Adjustment - Mortgage Principal	83,572.99	83,907.00	(334.01)	111,871.00
Surplus Adjustment - TCA	1,253,670.21	2,600,000.00	(1,346,329.79)	3,322,890.00
Surplus Adjustment - Transfer to Reserves	0.00	0.00	0.00	200,910.00
EXPENSES	13,598,421.83	14,485,494.00	(887,072.17)	19,299,715.00
COUNTY TRANSFER - BASE	4,843,359.00	4,843,359.00	0.00	6,457,815.00
COUNTY TRANSFER - COCHI	694,266.49	610,020.00	84,246.49	813,355.00
COUNTY TRANSFER - COCHI Admin	0.00	36,045.00	(36,045.00)	48,065.00
COUNTY TRANSFER - COHB	0.00	2,250.00	(2,250.00)	3,000.00
COUNTY TRANSFER - COHB Admin	250.00	0.00	250.00	0.00
COUNTY TRANSFER - SSRF	0.00	974,997.00	(974,997.00)	1,300,000.00
COUNTY TRANSFER - HPP	2,689,237.68	2,543,058.00	146,179.68	3,390,740.00
COUNTY TRANSFER - HPP Admin	44,615.00	133,848.00	(89,233.00)	178,460.00
COUNTY TRANSFER - IAH - HADD	20,300.00	12,753.00	7,547.00	17,000.00
COUNTY TRANSFER - IAH - Ontario Renovates	0.00	0.00	0.00	0.00
COUNTY TRANSFER - OPHI	7,729.69	356,463.00	(348,733.31)	475,285.00
COUNTY TRANSFER - OPHI Admin	0.00	18,765.00	(18,765.00)	25,015.00
COUNTY TRANSFER - CMHC FUNDING	0.00	132,750.00	(132,750.00)	177,000.00
GAIN / (LOSS) - DISPOSAL OF ASSETS	2,127.96	0.00	2,127.96	0.00
HOME OWNERSHIP REVOLVING LOANS	33,707.09	0.00	33,707.09	0.00
INTEREST ON INVESTMENTS	68,682.28	71,253.00	(2,570.72)	95,000.00
MISC REVENUE	48,038.26	48,762.00	(723.74)	65,000.00
PROV SUBSIDY - DEBENTURES	0.00	0.00	0.00	319,730.00
Surplus Adjustment - Transfer from Reserves	0.00	0.00	0.00	934,250.00
TENANT REVENUE	3,739,818.40	3,750,030.00	(10,211.60)	5,000,000.00
REVENUES	12,192,131.85	13,534,353.00	(1,342,221.15)	19,299,715.00
Municipal SURPLUS / (DEFICIT)	(1,406,289.98)	(951,141.00)	(455,148.98)	0.00

less: Surplus Adjustment - Depreciation	(1,035,469.75)	(1,009,197.00)	(26,272.75)	(1,345,600.00)
add: Surplus Adjustment - TCA	1,253,670.21	2,600,000.00	(1,346,329.79)	3,322,890.00
add: Surplus Adjustment - Transfer To Reserves	0.00	0.00	0.00	200,910.00
less: Surplus Adjustment - Transfer From Reserves	0.00	0.00	0.00	(934,250.00)
add: Surplus Adjustment - Principal Payments	83,572.99	83,907.00	(334.01)	111,871.00
Accounting SURPLUS / (DEFICIT)	(1,104,516.53)	723,569.00	(1,828,085.53)	1,355,821.00

RCHC-2024 Capital Projects

Location	Work Description	Status			Comments
		Budget	Quote	Status	
202 Cecil - Pembroke			Total		
	New Duplex	\$545,471.00	\$531,947.17	Project 100% complete	Project completed - May
229-231 Albert St. Arnprior	B2010 - Exterior Walls	\$25,000.00	\$17,800.00	Project 100% complete	Project completed - Sept
72 Sullivan Cr. Arnprior	B2010 - Exterior Walls	\$25,000.00		Reviewed	Deferred 2025
204-242 Cecil St. Pembroke				Project 100% complete	Project completed - Oct
	G2050 - Landscaping	\$30,000.00	\$19,500.00	Tree Removal	
				Fence Repair Landscaping	
63 Russell Arnprior	B30 - Roofing	\$30,000.00	\$17,613.00	Awarded - Irvcon	Construction commenced
150 Elizabeth St. Pembroke				Quotes received - over budget	Retender in 2025 - additional funding required
	B1013 - Balcony Construction	\$34,000.00		Carry-over for 2025	
26 Spruce Arnprior	G2049-B - Sheds	\$40,000.00		Cancel	Deferred 2026
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 completed	Defered. Will combine into Foundation tender for 41 Vimy.
19 Smith St. Beachburg	B2030 - Exterior Doors	\$86,250.00	\$51,275.00	Project 100 % complete	Project Completed - May
59 Wallace Eganville	C1060 - Kitchen Upgrade	\$184,000.00		On Hold	Defer - 2025

Location	Work Description	Status			Comments
		Budget	Quote	Status	
41 Vimy Boulevard Renfrew	A10 - Foundations	\$300,000.00		Awarded to consultant	Awating report from consultant
Various Apartment Buildings			\$161,000.00	Inspections ongoing with Engineer	Deficiencies identified at 8 buildings , ongoing repairs and
	Balcony Inspection & Repair	\$400,000.00	to date	Burwash, Nelson ,Wallace	inspections on remainder of balconies continuing
				complete.	
				Palmer - complete	
Various Apartment Buildings	Electrical Panel Upgrades	\$95,000.00		Proposal requested	Schedule for mid Q4

COUNTY OF RENFREW

BY-LAW NUMBER 145-24 D

**A BY-LAW FOR THE EXECUTION OF CONTRACT RE-2024-23-RH
DESIGN BUILD – 135 FRANCIS STREET, RENFREW, ONTARIO**

WHEREAS Sections 8, 9 and 11 of the *Municipal Act, 2001, S.O. 2001, c.25, as amended*, authorizes Council to pass by-laws to enter into agreements for the purpose of renovations of County of Renfrew property;

AND WHEREAS it is necessary to complete the design-build of a single family unit with two additional units, located at 135 Francis Street, Renfrew, Ontario;

AND WHEREAS public tenders were requested for the design-build of a single family unit with two additional units under Contract RE-2024-23-RH in accordance with County of Renfrew Corporate Policy GA-01, Procurement of Goods and Services;

AND WHEREAS the Warden and Chief Administrative Officer, under Delegated Authority By-law 98-24, (Section 2 – Agreements - Contracts, Subsection 2.1) have reviewed and accepted the tender submitted by William Sons, Petawawa, Ontario.

NOW THEREFORE the Council of the Corporation of the County of Renfrew hereby enacts:

1. THAT the Council of the Corporation of the County of Renfrew approve of the awarding of Contract RE-2024-23-RH for the design-build of a single family unit with two additional units, located at 135 Francis Street, Renfrew, Ontario to William Sons, Petawawa, Ontario, in the amount of \$824,9931, plus applicable taxes.
2. THAT the Warden and Clerk be empowered to do and execute all things, papers and documents necessary to the execution of the said Contract.
3. THAT this By-law shall come into force and take effect upon the passing thereof.

READ a first time this 5th day of November, 2024.

READ a second time this 5th day of November, 2024.

READ a third time and finally passed this 5th day of November, 2024.

PETER EMON, WARDEN

GWEN DOMBROSKI, CLERK

MEMORANDUM

TO: Craig Kelley, CMO, Dipl.M.A., Dipl.M.M., Ec.D., CAO/Deputy Clerk
Gwen Dombroski, Dipl.M.A., Dipl.M.M., Manager of Legislative Services/Clerk

CC: Jason Davis, Director of Development and Property
Kevin Raddatz, Manager of Real Estate

FROM: Dennis Lazary, Supervisor of Technical Services

DATE: November 6, 2024

SUBJECT: **Contract Award by Delegated Authority – RE-2024-23-RH – Design Build 135 Francis St. Renfrew, ON.**

BACKGROUND

The County of Renfrew, Department of Development and Property, issued a Request for Proposal (RFP) RE-2024-23-RH for the Design-Build of a single-family unit with two additional units, located at 135 Francis Street, Renfrew, Ontario. The RFP was publicly posted through the County's Bids and Tenders portal, and three submissions were received. A selection team of three reviewed and scored the submissions in accordance with the evaluation criteria outlined in the RFP. The scoring results were as follows:

Contractor	Score	Bid Amount
William Sons	89.55	\$824,993.00
T.S. General Contracting	82.67	\$900,000.00
Brawn Construction	68.95	\$1,115,000.00

Excludes HST

All procurement requirements under Policy GA-01 were met, with no irregularities identified in the evaluation process.

PROPOSAL DETAILS

The winning proposal, submitted by William Sons, outlines the construction of an ICF (insulated concrete form) slab-on-grade structure with approximately 2,160 sq. ft. of total space. The building will provide three accessible one-bedroom apartments, specifically designed to support the increasing needs of accessibility within the County's housing portfolio.

FINANCIAL IMPLICATIONS

William Sons' proposal includes a total construction cost of \$824,993.00, excluding HST, which covers all design and construction elements. This amount falls within the pre-approved 2025 project budget of \$837,060.00 and is within the Delegation of Authority (DOA) approval level. Minor incidentals, such as permits and surveys, are anticipated but are expected to remain within the overall budget allocation.

RECOMMENDATION

THAT RFP RE-2024-23-RH for the Design-Build of a single-family unit with two additional units at 135 Francis Street, Renfrew, Ontario, be awarded to William Sons for the tendered price of \$824,993.00, plus applicable taxes; AND THAT, upon approval, staff proceed with contractual arrangements to commence the project as outlined.

Recommended by:



Dennis Lazary
Supervisor – Technical Services

Endorsed by:



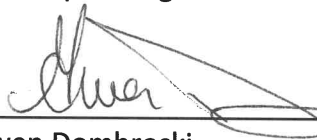
Jason Davis
Director of Development and Property

Approved by:



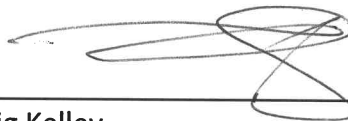
Andrea Patrick
Chief Operating Officer

Approved by:



Gwen Dombroski
Manager of Legislative Services/Clerk

Approved by:



Craig Kelley
Chief Executive Officer

BY-LAW NO. 1

A by-law relating generally to the conduct of the business and affairs of the Local Housing Corporation.

Renfrew County Housing Corporation (herein called the "Corporation")

CONTENTS

1.	Interpretation	9.	Meetings of Shareholders
2.	Registered Office and Seal	10.	Shares and Transfers
3.	Directors	11.	Dividends
4.	Meetings of Directors	12.	Execution of Documents
5.	Remuneration of Directors	13.	Notices
6.	Officers and Personnel	14.	Banking and Fiscal
7.	Standard of Care and Liability of Directors and Officers	15.	Repeal and Amendment
8.	Indemnification of Directors and Officers	16.	Effective Date

BE IT ENACTED as a by-law of the Corporation as follows:

1. INTERPRETATION

1.01 In this by-law, unless the context otherwise requires:

- (a) "Act" means the *Business Corporations Act* of the Province of Ontario together with the regulations made pursuant thereto and any statute or regulations that may be substituted therefore, as amended from time to time;

- (b) “By-law” means this by-law;
- (c) “Corporation” means this Corporation;
- (d) “dssab service manager” means a service manager that is a district social services administration board;
- (e) “Director” means a Director of the Corporation;
- (f) “independent municipality” means a municipality within the service area of a municipal service manager that does not form part of the municipality of the municipal service manager for municipal purposes;
- (g) “Minister” means the Minister of Municipal Affairs and Housing or such other member of the Executive Council as may be assigned the administration of the *Social Housing Reform Act, 2000* under the *Executive Council Act*;
- (h) “municipal service manager” means a service manager that is a municipality;
- (i) “notice” means written or electronic notice;
- (j) “person” means an individual, a corporation, the Crown, a municipality, an agency, a board, a commission or any other entity;
- (k) “recorded address” means, in the case of a shareholder, his address as recorded in the shareholders’ register; and, in the case of a director, officer, auditor or member of a committee of the Board, his latest address recorded in the records of the Corporation;
- (l) “related municipality” means an independent municipality in the related service manager’s service area in the case of a municipal service manager, or a municipality in the related service manager’s service area, in the case of a dssab service manager;
- (m) “related service manager”, in relation to the Corporation, means the service manager to whom common shares of the Corporation are deemed to have been issued under section 22(7) of the *Social Housing Reform Act, 2000*;
- (n) “service manager” means a municipality, agency, board or commission designated as a service manager under subsection 4(1) of the *Social Housing Reform Act, 2000*; and

- 1.02 In this by-law where the context requires, words importing the singular include the plural and vice versa and words importing gender include the masculine, feminine and neuter genders.
- 1.03 Save as aforesaid, all the words and terms appearing in this by-law shall have the same definitions and application as in the Act.
- 1.04 In the event of a conflict between the provisions of this by-law and any other by-law of the Corporation, except a by-law amending or repealing all or any part of this by-law, the provisions of this by-law shall prevail.

2. REGISTERED OFFICE AND SEAL

- 2.01 The registered office of the Corporation shall be as specified by the Board.
- 2.02 The Corporation may have a corporate seal, which shall be adopted and may be changed by resolution of the Board.

3. DIRECTORS

- 3.01 The Board shall consist of no less than two (2) and no more than thirteen (13) Directors.

- 3.02 Qualifications

No person shall be qualified as a Director unless he or she is a Member of the County's Social Services Committee.

- 3.03 Appointment/Election and Term

- (a) A Director shall be appointed for a term concurrent with his/her term of appointment to the County of Renfrew, Social Services Committee.
- (b) A Director may be re-appointed at the expiration of his or her term of office.
- (c) All appointments shall be made by the Shareholder
- (d) The term of a Director shall cease upon cessation as a Member of the Social Services Committee.

- 3.04 Chair

The Service Manager shall appoint a Chair who shall preside at meetings and may perform any other duties assigned by the Board.

3.05 Resignation

A Director may resign from office upon giving a written resignation to the Corporation and such resignation becomes effective when received by the Corporation or at the time specified, whichever is later.

3.06 Removal

The Shareholder may, by ordinary resolution passed at a meeting of shareholders, remove any Director or Directors from office before the expiration of his or their respective terms and may, elect any Member of the Social Services Committee in their place for the remainder of his or her term.

3.07 Vacating of Office

A Director ceases to hold office when he dies, resigns, is removed from office by the shareholder, or becomes disqualified to serve as a Director.

3.08 Vacancies

Where a vacancy occurs on the Board, the shareholder may appoint a new Director to fill the vacancy.

4. MEETINGS OF DIRECTORS

4.01 Meetings by Telephone – Where all the directors present at or participating in the meeting have consented, any director may participate in a meeting of the Board or of a committee of the Board by means of conference telephone, electronic or other communications facilities as permit all persons participating in the meeting to communicate with each other, simultaneously and instantaneously, and a Director participating in such a meeting by such means is deemed to be present at the meeting.

4.02 Calling of Meetings – Meetings of the Board shall be held from time to time at such place, at such time and on such day any two other Directors may determine, and the secretary shall call when directed or authorized by that person(s). Notice of every meeting so called shall be given to each Director not less than 48 hours (excluding any part of a Sunday and of a holiday as defined by the *Interpretation Act* (Ontario)) before the time when the meeting is to be held, except that no notice of meeting shall be necessary if all the Directors are present or if those absent have waived notice of or otherwise signified their consent to the holding of such meeting.

4.03 Regular Meeting – The Board may appoint a day or days in any month or months for regular meetings at a place and hour to be named. A copy of any resolution of the Board

fixing the place and time of regular meetings of the Board shall be sent to each Director forthwith after being passed, but no other notice shall be required for any such regular meetings except where the Act requires the purpose or the business to be transacted to be specified.

- 4.04 First Meeting of New Board – Each newly elected Board may without notice hold its first meeting provided that a quorum of Directors is present.
- 4.05 Quorum – A majority of the Directors constitutes a quorum at any meeting of Directors.
- 4.06 Chair – The chair of any meeting of the Board shall be
- (a) the Chair, or
 - (b) if the Chair is not available, another Director who is present at the meeting and selected by the Directors who are present.
- 4.07 Votes to Govern – At all meetings of the Board, each Director shall have one vote and every question shall be decided by a majority of votes cast on the question.
- 4.08 Casting Vote – In the case of an equality on any question at a meeting of the Board, the chair of the meeting shall be entitled to be a second or casting vote.
- 4.09 Resolution in Lieu of Meeting – A resolution in writing, signed by all the Directors entitled to vote on that resolution at a meeting of directors or committee of Directors, is as valid as if it had been passed at a meeting of Directors or committee of Directors. A copy of every such resolution shall be kept with the minutes of the proceedings of the Directors or committee of Directors.
- 4.10 Delegation – Directors may appoint from their numbers a committee of Directors and delegate to such committee any of the powers of the Directors. Unless otherwise determined by the Board, each committee shall have the power to fix its quorum at not less than a majority of its members, to elect its chair and to regulate its procedure.
- 4.11 Conflict of Interest – Disclosure of Interest in Contracts – Every Director or officer of the Corporation who is a party to a material contract or transaction or proposed material contract or transaction with the Corporation, or is a Director or officer of or has a material interest in any person who is a party to a material contract or transaction or proposed material contract or transaction with the Corporation, shall disclose in writing to the Corporation or request to have entered in the minutes of the meeting of Directors the nature and extent of his interest at the time and in the manner required by the Act. Any such contract or proposed contract shall be referred to the Board or shareholders for approval even if such contract is one that in the ordinary course of the Corporation's business would not require approval by the Board or the shareholders, and a director

interested in a contract so referred to the Board shall not vote on any resolution to approve the same except as provided by the Act.

5. REMUNERATION OF DIRECTORS

- 5.01 Remuneration – The directors of the Corporation, including those who are also officers shall serve as Directors and if applicable, officers without remuneration, and no Director shall directly or indirectly receive any profit or remuneration from his position or in any other capacity, except for:
- (a) remuneration from the related service manager or other municipality paid pursuant to section 244 of the *Municipal Act* as amended from time to time, including any successor legislation; and
 - (b) reimbursement for reasonable expenses incurred in the performance of duties as Directors of the Corporation.

6. OFFICERS AND PERSONNEL

- 6.01 Appointment – The Board shall from time to time appoint a chief executive officer, a Secretary, a Treasurer, or a Secretary-Treasurer and may appoint a deputy chief executive officer and such other officers as the Board may determine. The Board may specify the duties of, and in accordance with this by-law, delegate to such officers powers to manage the business and affairs of the Corporation.
- 6.02 Terms and Remuneration – The terms of employment and remuneration of all officers elected or appointed by the Board, other than those who are Directors, and the remuneration of employees, shall be determined by resolution of the Board. The Board shall also have the power to authorize the reimbursement of any Director or officer of the Corporation for reasonable expenses incurred in the performance of duties.
- 6.03 Chief Executive Officer – The Board shall appoint a chief executive officer who shall be responsible for the general supervision of the day-to-day business and affairs of the Corporation and shall have such other powers and duties as the Board may specify.
- 6.04 Secretary – The Board shall from time to time appoint a Secretary. The Secretary shall attend all meetings of the Directors, shareholders and committees of the Board and shall enter or cause to be entered in books kept for that purpose, minutes of all proceedings at such meetings; he shall give, or cause to be given, when instructed, notices required to be given to shareholders. Directors, auditor and members of committees; he shall be the custodian of the stamp or mechanical device generally used for affixing the corporate seal of the Corporation and of all books, papers, records, documents and other instruments

belonging to the Corporation; and he shall perform such other duties as may from time to time be prescribed by the Board.

- 6.05 Treasurer – The Board shall from time to time appoint a Treasurer. The Treasurer shall keep, or cause to be kept, proper accounting records as required by the Act; he shall deposit, or cause to be deposited, all monies received by the Corporation in the Corporation’s bank account; he shall, under the direction of the Board, supervise the safekeeping of securities and the disbursement of the funds of the Corporation; he shall render to the Board, whenever required, an account of all his transactions as Treasurer and of the financial position of the Corporation; and he shall perform such other duties as may from time to time be prescribed by the Board.
- 6.06 Chief Operating Officer – The Director of Community Services for the County of Renfrew shall serve as the Chief Operating Officer of the Corporation. The Chief Operating Officer shall provide strategic guidance, instruction and support to the General Manager of the Corporation.
- 6.07 Other Officers – The duties of all other officers of the Corporation shall be such as the terms of their engagement call for or the Board requires of them. Any of the powers and duties of an officer to whom an assistant has been appointed may be exercised and performed by such assistant, unless the Board otherwise directs.
- 6.08 Engaging of Employees – The Board may engage, or arrange for the services of employees, agents and other personnel as may be required to perform such duties and exercise such powers as may be assigned to them by the Board.
- 6.09 Remuneration of Officers and Employees – The Board shall have the power to fix the remuneration payable to the Corporation’s officers (other than those who are Directors) and employees.
- 6.10 Conflict of Interest – An officer shall disclose his interest in any material contract or transaction or proposed material contract or transaction with the Corporation in accordance with Section 4.11 herein.

7. STANDARD OF CARE AND LIABILITY OF DIRECTORS AND OFFICERS

- 7.01 Standard of Care – Every Director and officer of the Corporation in exercising his powers and discharging his duties, shall act honestly and in good faith with a view to the best interests of the Corporation, and exercise the care, diligence and skill that a reasonably prudent person would exercise in comparable circumstances.
- 7.02 Limitation of Liability – Subject to paragraph 7.01, no Director or officer shall be liable for the acts, receipts, neglects or defaults of any other Director or officer or employee, or

for any loss, damage or expense happening to the Corporation through the letting or subletting of land or premises owned or managed by the Corporation or through the insufficiency or deficiency of title to any property acquired for or on behalf of the Corporation or for the insufficiency or deficiency in the maintenance, repair or renovation of any building comprising the projects under the control of the Corporation, or for the insufficiency or deficiency of any security in or upon which any of the monies of or belonging to the Corporation shall be invested, or for any loss or damage arising from the bankruptcy, insolvency or tortuous acts of any person, firm or corporation with whom or which any monies, securities or effects of the Corporation shall be lodged or deposited, or for any loss, conversion, misapplication or misappropriation of or any damage resulting from any dealings with any monies, securities or other assets belonging to the Corporation, or for any loss occasioned by any error of judgment or oversight on his part in the operation, management or administration of the housing projects under the control of the Corporation, or for any other loss, damage or misfortune whatever, which shall happen in the execution of the duties of his office or in relation thereto, unless the same are occasioned by his own dishonesty, willful neglect or willful default; provided that nothing herein shall relieve any Director or officer from the duty to act in accordance with the Act or from liability for any breach of the Act.

8. INDEMNIFICATION OF DIRECTORS AND OFFICERS

8.01 Indemnification – The Corporation shall indemnify and save harmless every Director or officer of the Corporation, or other person who has undertaken or is about to undertake any liability on behalf of the Corporation and his heirs, executors, administrators and estate shall be indemnified and saved harmless, out of the funds of the Corporation, from and against:

- (a) all costs, charges and expenses which such Director, officer or other person sustains or incurs in respect of any action, suit or proceedings which are brought, commenced or prosecuted against him in respect of any act, deed or matter made, done or permitted by him, in respect of the execution of the duties of his office or in respect to any such liability; and
- (b) all other costs, charges and expenses which he sustains or incurs in relation to the affairs thereof;

except such costs, charges or expenses as are occasioned by his own dishonesty, willful neglect or willful default.

8.02 Insurance – The Corporation may purchase and maintain such insurance for the benefit of its Directors and officers as such, as the Board may from time to time determine.

9. MEETINGS OF SHAREHOLDERS

- 9.01 Annual Meetings – The annual meeting of shareholders of the Corporation shall be held at such time and on such day in each year as the Board may from time to time determine, for the purposes of receiving the reports and statements required by the Act to be laid before the annual meeting, electing Directors, appointing auditors and fixing or authorizing the Board to fix their remuneration, and for the transaction or such other business as may properly be brought before the meeting.
- 9.02 Special Meetings – The Board may at any time call a special meeting of shareholders for the transaction of any business which may properly be brought before such meeting of shareholders.
- 9.03 Place of Meeting – Meetings of shareholders shall be held at the registered office of the Corporation, or at such other place as the Board from time to time determines.
- 9.04 Notice of Meetings – Notice of the time and place of each meeting of shareholders shall be sent not less than five (5) days before the date of the meeting to the auditor of the corporation, to each Director, and to each person whose name appears on the records of the Corporation at the close of business on the day next preceding the giving of the notice as a shareholder entitled to vote at the meeting. Notice of a special meeting of shareholders shall state:
- a) the nature of the business to be transacted at the meeting in sufficient detail to permit the shareholders to form a reasoned judgment on the business; and
 - b) the text of any special resolution or by-law to be submitted to the meeting.

A shareholder and any other person entitled to attend a meeting of shareholders may in any matter and at any time waive notice of or otherwise consent to a meeting of shareholders.

- 9.05 Persons Entitled To Be Present – The only persons entitled to attend a meeting of shareholders shall be those entitled to vote at the meeting, the Directors and the auditor of the Corporation and others who although not entitled to vote are entitled or required under any provision of the Act or by-laws of the Corporation to be present at the meeting. Any other persons may be admitted only on the invitation of the chair of the meeting or with the consent of the meeting.
- 9.06 Quorum – The holders of a majority of the shares entitled to vote at a meeting of shareholders present in person constitute a quorum for the transaction of business at any meeting of shareholders.

- 9.07 One-Shareholder Meeting – If the Corporation has only one shareholder, the shareholder present through a person duly authorized to represent the shareholder constitutes a meeting.
- 9.08 Right to Vote – At any meeting of shareholders, unless the Articles otherwise provide, each share of the Corporation entitles the holder to one vote.
- 9.09 Votes to Govern – All questions proposed for the consideration of the shareholders at a meeting shall be decided by a majority of the votes. In case of equality of votes, the chair of the meeting shall be entitled to a second or casting vote.
- 9.10 Show of Hands – At all meetings of shareholders every question shall be decided by a show of hands. Upon a show of hands, every person present and entitled to vote has one vote regardless of the number of shares he represents. Whenever a vote by show of hands shall have been taken upon a question, a declaration by the chair that the vote upon the question has been carried by a particular majority, or not carried, and an entry to that effect in the minutes of the meeting, shall be prima facie evidence on the fact.
- 9.11 Adjournment – The chair of a meeting of shareholders may, with the consent of the meeting and subject to such conditions as the meeting may decide, adjourn the meeting from time to time and from place to place.
- 9.12 Resolution in Lieu of Meeting – Except where a written statement with respect to the subject matter of the resolution is submitted by a Director or the auditor in accordance with the Act,
- a) a resolution in writing signed by all the shareholders entitled to vote on that resolution at a meeting of shareholders is as valid as if it had been passed at a meeting of the shareholders; and
 - b) a resolution in writing dealing with any matter required by the Act to be dealt with at a meeting of shareholders, and signed by all the shareholders entitled to vote at that meeting, satisfies all the requirements of the Act relating to that meeting of shareholders.

10. SHARES AND TRANSFERS

- 10.01 First Share Issuance – The Corporation is deemed upon incorporation to have issued one hundred (100) shares in its capital stock of the Corporation to the related service manager for nominal consideration.
- 10.02 Common Shares and Acquisition of Shares – The Corporation may issue common shares only and only a related service manager and a related municipality may acquire common

shares in the capital of the Corporation as a result of a share issuance, share transfer or amalgamation, subject to the restrictions specified in paragraphs 10.03, 10.04 and 10.05.

10.03 Restrictions on Share Issuance – The Corporation shall not issue shares pursuant to 10.02 without the prior written consent of the Minister unless they are issued to:

- (a) the related service manager,
- (b) a related service municipality,
- (c) a non-profit corporation controlled by the related service manager or a related municipality, but only if an object of the non-profit corporation is the provision of housing, or
- (d) a non-profit housing corporation incorporated under section 13 of the *Housing Development Act* and that is controlled by the related service manager or a related municipality;

and the share issuance does not result in the related service manager owning legally or beneficially less than a majority of the issued and outstanding common shares in the capital of the Corporation.

10.04 Restrictions on Share Transfers – A shareholder of the Corporation shall not, without the prior written consent of the Minister, transfer or encumber the shareholder's legal or beneficial ownership in shares in the capital of the Corporation, and the Corporation shall not, without the prior written consent of the Minister, permit, acquiesce in, approve, ratify, recognize or register any transfer or encumbrance of legal or beneficial ownership in shares in its capital, unless the transfer or encumbrance is made to or in favour of:

- (a) the related service manager,
- (b) a related municipality,
- (c) a non-profit corporation controlled by the related service manager or a related municipality, but only if an object of the non-profit corporation is the provision of housing, or
- (d) a non-profit housing corporation incorporated under section 13 of the *Housing Development Act* and that is controlled by the related service manager or a related municipality;

and the transfer or encumbrance does not and cannot result in the related service manager owning legally or beneficially less than a majority of the issued and outstanding common shares in the capital of the Corporation.

- 10.05 Restriction on Amalgamation – The Corporation shall not amalgamate with another corporation without the prior written consent of the Minister unless the other corporation is:
- (a) a non-profit corporation controlled by the related service manager or a related municipality, but only if an object of the non-profit corporation is the provision of housing; or
 - (b) a non-profit housing corporation incorporated under section 13 of the *Housing Development Act* and that is controlled by the related service manager or a related municipality.
- 10.06 Restriction on Voluntary Dissolution or Winding Up – The Corporation shall not, without the prior written consent of the Minister, be voluntarily dissolved unless all real property that was transferred by a transfer order has been transferred to one or more of the following persons:
- (a) the related service manager,
 - (b) a related municipality,
 - (c) a non-profit corporation controlled by the related service manager or a related municipality, but only if an object of the non-profit corporation is the provision of housing, or
 - (d) a non-profit housing corporation incorporated under section 13 of the *Housing Development Act* and that is controlled by the related service manager or a related municipality;
- 10.07 Restriction on Securities – Any invitation to subscribe for securities of the Corporation is prohibited.
- 10.08 Share Certificates - Every holder of one or more shares of the Corporation is entitled, at his option, to a share certificate, or to a non-transferable written acknowledgement of his right to obtain a share certificate, stating the number and class or a series of shares held by him as shown in the records of the Corporation. Share certificates and acknowledgements of a shareholder's right to a share certificate shall be in such form as the Board shall from time to time approve. Any share certificate shall be signed in accordance with Section 12.01 herein and need not be under the corporate seal.
- 10.09 Replacement of Share Certificates – The Directors may by resolution prescribe, either generally or in particular case, the conditions upon which a new share certificate may be issued to replace a share certificate which has been defaced, lost, stolen or destroyed.

11. DIVIDENDS

- 11.01 The Directors of the Corporation shall not declare, and the Corporation shall not pay, any dividend on any issued share of the Corporation.
- 11.02 No part of the income of the Corporation shall be payable to or otherwise available for the personal benefit of any shareholder of the Corporation.

12. EXECUTION OF DOCUMENTS

- 12.01 Signing Officers – Deeds, transfers, assignments, contracts and obligations of the Corporation may be signed by the chief executive officer or any other person designated by the Directors. Notwithstanding this, the Board may at any time and from time to time direct the manner in which and the person or persons by whom any particular deed, transfer, contract or obligation or any class of deeds, transfers, contracts or obligations may be signed.
- 12.02 Seal – any person authorized to sign any document may affix the corporate seal.

13. NOTICES

- 13.01 Giving Notice – The giving (including the sending, delivering or serving) of any notice (including any communication or other document) pursuant to the Act, the Articles or by-laws shall be sufficiently given if delivered personally or by facsimile or by electronic mail to the intended recipient or to the intended recipient's recorded address, or if mailed by prepaid post.
- 13.02 Deemed Notice – A notice is deemed to have been given in the case of personal delivery or by facsimile at the time of such delivery or facsimile. A mailed notice is deemed to have been received, in the absence of a postal disruption, five (5) days after the mailing.
- 13.03 Omissions and Errors – The accidental omission to give any notice, or the non-receipt of any notice, or any error in any notice not affecting its substance, shall not invalidate any action taken at any meeting held pursuant to such notice or otherwise founded on the notice.
- 13.04 Waiver of Notice – Any person entitled to a notice may at any time in writing waive same or abridge the time for its delivery, and any such waiver, whether given before or after the conduct of the business to which the notice relates shall cure any default in the giving or timeliness of such notice.

14. BANKING AND FISCAL

- 14.01 Banking – The banking business of the Corporation shall be transacted with such banks, trust companies or other bodies corporate or organizations as may from time to time be designated by or under the authority of the Board under such agreements, instructions, and delegation of powers, subject to paragraph 12.01 as the Board may from time to time authorize.
- 14.02 Signing of Cheques – All cheques and other negotiable instruments for the payment of money shall be signed in such manner and by such officers or persons as the Board may from time to time designate.
- 14.03 Financial Year – The financial year of the Corporation shall terminate on the 31st day of December of each year.

15. REPEAL AND AMENDMENT

- 15.01 The Board hereby repeals By-law Number 1 of the Corporation.
- 15.02 The Board may repeal or amend all or any part of this by-law.

16. EFFECTIVE DATE

16.01 Effective Date – This by-law shall come into force when confirmed by the Shareholder.

Passed by the Board of Directors the 8th day of December, 2004

Janice Bush
Chair

[Signature]
Chief Executive Officer

Karen McManus
Secretary

CONFIRMED by the Shareholder the 26th day of January, 2005

Karen McManus
Secretary

**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: November 13, 2024
SUBJECT: Monthly Report

INFORMATION

1. **2024 Third Quarter (July 1 – September 30) Community Housing Registry Waitlist**

	New Applications	Cumulative Applications	Transfer Applications	Special Priority Applications
<i>Senior</i>	7	73	25	1
<i>Adult</i>	150	1027	38	17
<i>Family</i>	47	554	32	94
<i>Totals</i>	204	1654	95	112

Total Number of Applicants – Bedroom Size Requested

<i>Bedroom Size Requested</i>	<i>Senior</i>	<i>Adult</i>	<i>Family</i>
1	84	1023	0
2	6	56	408
3	0	8	296
4	0	6	161
5	0	0	102

2. **2024 Third Quarter (July 1 – September 30) Move Ins, Move Outs, and Internal Transfers Comparison**

	Move Outs	Move Ins	Internal Transfers
<i>Pembroke & Area</i>	12	12	3
<i>Renfrew</i>	1	6	0
<i>Arnprior</i>	3	4	1
<i>Total</i>	16	22	4

3. **2024 Third Quarter (July 1 – September 30) Landlord and Tenant Board Notices and Applications**

	Arnprior	Renfrew	Pembroke & Area
<i>N4-Notice to Terminate Tenancy Early for Non-Payment of Rent</i>	111	114	225
<i>N5-Notice to Terminate Tenancy Early</i>	3	3	7
<i>N6 - Notice to End your Tenancy for Illegal Acts or Misrepresenting Income in a Rent-Geared-to-Income Rental Unit</i>	3	1	0
<i>L1-Application to Evict a Tenant for Non-payment of Rent and to Collect Rent</i>	1	3	4
<i>L2-Application to End a Tenancy and Evict a Tenant or Collect Money</i>	1	0	5
<i>Evictions</i>	0	0	1

4. **Emergency Minor Home Repair Program**

The Emergency Minor Home Repair program is funded through the Homelessness Prevention Program (HPP), with an allocation of \$150,000 for the fiscal year 2024/2025. The program is now closed, having reached its maximum allocation, with 25 applications approved for funding amounts of up to \$7,500 each. To date, 14 invoices have been paid, totaling \$92,975.85, and 11 repairs are currently in progress. Compared to the 2023/2024 fiscal year, there has been an increase in uptake; in the previous year, only 13 applications were approved, totaling \$69,769.42. The opening of the Ontario Renovates program, albeit with a limited intake, is expected to assist those who would have qualified for the Emergency Minor Home Repair program but cannot do so because it is currently closed.

5. **2024 Third Quarter (July 1 – September 30) Renfrew County Housing Corporation Rent Arrears**

Please see attached Renfrew County Housing Corporation Arrears report.
Please see attached Renfrew County Housing Corporation Arrears Comparison report.

6. **RCHC and Pembroke Regional Hospital Hoarding and High Content Supports**

Effective April 1, 2024, Renfrew County Housing Corporation (RCHC) entered into an agreement with Pembroke Regional Hospital's Mental Health Services, with the broader objectives of enhancing referral pathways, improving service coordination, and increasing the capacity of RCHC to support tenants. This collaborative partnership aims to enhance housing safety and stability for tenants facing high content challenges in their living conditions and to prevent or minimize damage to RCHC units. The attached report offers a progress update, outlining the activities and approaches implemented during the first six months (April to September).

RESOLUTIONS

7. **The Ontario Renovates Program**

Recommendation: THAT the Renfrew County Housing Corporation Board of Directors approves the implementation of the Ontario Renovates program, effective November 18, 2024, utilizing the funds currently available in the associated revolving loan account.

Background

The Investment in Affordable Housing (IAH) was a funding initiative from 2011 to 2019, in which the Province matched federal funding to assist service managers (municipalities) in implementing affordable housing strategies. With this funding, the County of Renfrew launched the Ontario Renovates program in 2012, providing eligible homeowners with forgivable loans for essential home repairs. A requirement of this funding was for the County to establish a revolving loan account to manage repayments from homeowners who paid off their loans early. The loan term was set for 10 years, and if terminated early, a prorated repayment was required.

The Ontario Renovates program was offered again in 2019, utilizing funds available in the revolving loan account, and was relaunched once more in 2022. Each time the program is offered, the balance in the revolving loan account decreases, and eventually, as loan terms expire, there will be no further collection and the program will cease to be offered.

The revolving loan account balance is now sufficient to relaunch the program. With \$236,630.46 currently available, it is anticipated that approximately 15 households will be assisted. Applications will be approved in the order that they are received and deemed to meet eligibility criteria.

The 2024 Ontario Renovates program, if approved, will raise the maximum forgivable loan from \$10,000 to \$15,000, marking the first increase since the program began. In the last round, many homeowners struggled to cover urgent repairs, as high contractor and material costs made some applications ineligible for funding because they exceeded

the loan cap. This increase will assist low to moderate income homeowners in keeping their homes safe and livable amid the nationwide affordable housing crisis and rising cost of living. With the higher loan cap, the program will be better positioned to address critical repair needs. Additionally, up to \$3,500 may be available for accessibility modifications.

To qualify, household income must not exceed \$90,400, the home value must be under \$375,000, and assets must not surpass \$20,000. For additional eligibility details, please refer to the attached program rules and application.

8. **Mesa Community Housing Prioritization**

Recommendation: THAT the Renfrew County Housing Corporation Board of Directors approves the implementation of a local prioritization rule aimed at reducing homelessness, referred to as the Mesa Community Housing Prioritization, to take effect on December 1, 2024.

Background

The County of Renfrew's 10-Year Homelessness and Housing Plan Framework highlights the urgency of reprioritizing existing resources to support those with the greatest need now, while also focusing on the longer-term goal of increasing affordable housing and support options. A key recommendation in the framework proposes revising the "chronological access" policy for community housing to prioritize households experiencing chronic homelessness. The County's plan recognizes that a targeted, needs-based approach is essential for effectively supporting those who are most at risk.

Communities like Kawartha Lakes and Sault Ste. Marie have successfully adopted similar policies, prioritizing chronic homelessness within their housing frameworks. Implementing a comparable local priority model in Renfrew County could mean housing placements are allocated based on urgency of need rather than waitlist order.

Under the *Housing Services Act, 2011*, Ontario Regulation 367/11, the establishment of a local community housing priority is permitted. The Act mandates that rent-geared-to-income (RGI) housing be allocated to eligible households from a centralized waitlist. Households qualifying for the special priority housing category due to domestic violence or human trafficking must be offered housing before others on the centralized waitlist. The proposed local priority for chronic homelessness will ensure that households in this category are offered RGI housing ahead of those on the centralized waitlist, but after those in the special priority housing category.

Mesa Community Housing Prioritization (local priority) for chronic homelessness will provide recovery-focused pathways and options for individuals in need of housing with supports. By prioritizing those who have achieved a degree of stability through bridge housing or supportive hotel stays, Renfrew County can provide a housing-centered solution that fosters long-term recovery. This model underscores the County's

commitment to reducing homelessness by ensuring that individuals with the greatest needs have a clear route to lasting, stable housing. To qualify for the Mesa Community Housing Prioritization, a household must: 1) be registered on the By-Name List, 2) actively participate in recovery efforts, 3) demonstrate the ability to live semi-independently through bridge housing or hotel stays, and 4) obtain approval to join the local priority waitlist from designated staff within the Mesa team.

RCHC Arrears Report Third Quarter 2024

	Arrears July 2024		# of Tenants	Arrears August 2024		# of Tenants	Arrears September 2024		# of Tenants
Arnprior	Rent	\$13,478.33		Rent	\$13,830.00		Rent	\$12,966.63	
	Maint.	\$775.70		Maint.	\$1,099.00		Maint.	\$601.70	
	Misc.	\$321.00		Misc.	\$325.00		Misc.	\$238.00	
	Total	\$14,575.03	22	Total	\$15,254.00	28	Total	\$13,806.33	21
Renfrew	Rent	\$23,961.00		Rent	\$24,030.00		Rent	\$29,620.00	
	Maint.	\$3,410.00		Maint.	\$4,800.00		Maint.	\$4,411.00	
	Misc.	\$883.00		Misc.	\$789.00		Misc.	\$1,091.00	
	Total	\$28,254.00	26	Total	\$29,619.00	34	Total	\$35,122.00	35
Pembroke	Rent	\$67,086.32		Rent	\$73,883.45		Rent	\$84,868.56	
	Maint.	\$5,492.57		Maint.	\$6,212.57		Maint.	\$8,158.87	
	Misc.	\$4,832.67		Misc.	\$4,420.67		Misc.	\$4,193.67	
	Total	\$77,411.56	67	Total	\$84,516.69	66	Total	\$97,221.10	81

Renfrew County Housing Corporation

Comparison Arrears

	Jul-24	Jul-23	July-22	July-21	July-20	July-19	July-18
Arnprior	\$13,478.33	\$14,973.70	\$18,885.00	\$2,233.00	\$21,941.65	\$8,065.80	\$8,338.83
Renfrew	\$23,961.00	\$16,994.00	\$15,705.00	\$14,636.59	\$19,948.29	\$10,327.33	\$9,300.98
Pembroke & Area	\$66,971.32	\$76,723.75	\$69,635.45		\$46,272.39	\$25,117.26	\$18,683.83
TOTAL	\$104,410.65	\$108,691.45	\$104,225.45	\$16,869.59	\$88,162.33	\$43,510.39	\$36,323.64

	Aug-24	Aug-23	August-22	August-21	August-20	August-19	August-18
Arnprior	\$13,830.00	\$12,634.70	\$18,087.00	\$2,163.00	\$16,316.80	\$7,844.00	\$9,345.00
Renfrew	\$24,030.00	\$17,113.50	\$19,476.00	\$17,627.47	\$24,573.29	\$13,488.00	\$9,204.00
Pembroke & Area	\$73,745.45	\$83,786.48	\$76,427.45		\$46,840.14	\$22,805.00	\$19,450.00
TOTAL	\$111,605.45	\$113,534.68	\$113,990.45	\$19,790.47	\$87,730.23	\$44,137.00	\$37,999.00

	Sep-24	Sep-23	September-22	September-21	September-20	September-19	September-18
Arnprior	\$12,966.63	\$12,896.70	\$9,602.44	\$1,485.00	\$12,733.01	\$7,811.00	\$11,648.00
Renfrew	\$29,620.00	\$22,503.00	\$21,628.00	\$3,392.59	\$27,020.29	\$11,599.00	\$11,325.00
Pembroke & Area	\$84,868.56	\$97,309.00	\$88,280.60		\$49,720.36	\$24,996.00	\$17,931.00
TOTAL	\$127,455.19	\$132,708.70	\$119,511.04	\$4,877.59	\$89,473.66	\$44,406.00	\$40,904.00

Arrears consist of the following:

- Rent
- Maintenance
- Tribunal fee (minimum \$186)
- Parking
- Air Conditioning
- MSF charges

Renfrew County- Hoarding Management

Mid Term Progress Report submitted to Jennifer Dombroskie, October 27, 2024

Since April first, 2024, The County of Renfrew has attained the services of the Mental Health Services of Renfrew County to address high content homes, a problem identified in a number of their rental units. Based on the proposed intervention framework submitted to and accepted by the County of Renfrew, the MHSRC has since collaborated with Renfrew County Housing (RCH) towards **the following goals:**

1. Building RCH Case Worker capacity for assessment and intervention through education, training and mentorship.
2. Providing direct assessment, consultation and recommendations guiding interventions.
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 Animal Welfare Services (AWS).

The following is a progress report on the activities and the outcomes of this collaboration to date.

Goals	Activities/Output	Outcome
1.RCH Case Worker Capacity Building	<p>Goal: Building Renfrew County Housing Case Worker capacity for assessment and intervention through education, training and mentorship- summary of educational events and activities to date:</p> <ul style="list-style-type: none"> • May 30, 2024- “Hoarding 101”, Home Safety & Hoarding Skills Development; 25 RCHC Maintenance Staff participants,3 hours • Sep 19, 2024- “BIT Training; 22 Community Services Staff, 3 hours • Sept 19, 2024- 19 of 21 Community Services Staff completed a survey to evaluate their level of knowledge and comfort with MHSRC, Hoarding and Hoarding tools. The results serve to guide future training. (full results attached) • (April-Sept.) Weekly Clinical Consultation- 17 consultations to date with a cumulative 188 RCHC staff attendance to discuss 66 new clients and follow-up with 50 existing clients (* multiple sessions per worker and follow-up clients) • Rapid Assessment Days (in home evaluation of the tenant situation and consultation with ~ 8 RCHC Workers and ~40 Tenants)– four (4) days of collaborative assessment and recommendations. 	<p>RCH Case Workers- Formative Evaluation- Results:</p> <ul style="list-style-type: none"> • Good understanding of Hoarding and BIT and how to use Clutter Image Rating Scale (CIRS) • Full details in Hoarding – Buried in Treasures (BIT) Report • Future focus: <ul style="list-style-type: none"> ▪ Ongoing screening high content situations to optimize System Navigation and Referrals and incorporating best practice learned during Barrie Conference including communication and other soft skills required to engage the resident to partner with the RCH Case Worker to best manage their rental unit. ▪ MHSRC- Occupational Therapist role (re: cognitive issues and behavioral activation) ▪ Concurrent disorder concept sharing

	<ul style="list-style-type: none"> • Upon requests, in home consultations with RCH Workers- Education/mentorship with 6 RCH workers over two events about 12 new clients. • Development/Review of Working Tools- <ul style="list-style-type: none"> ▪ Checklist for Screening of MHA and other cognitive or social issues impacting home issues in progress- ▪ (Two-part self and staff checklist assessment) In Home Safety Risk- Screening Tool- submitted and ready for trial and for use during Wellness Check and Initial Intake ▪ Provision of early risk factor screening tool(s) that would facilitate early identification and monitoring of those Client residents most likely to develop hoarding behavior- submitted 	<p>-Consideration is now given to reducing the weekly- Tuesday status up-date meeting between the RCH Case Workers and the MHSRC Case Workers.</p>
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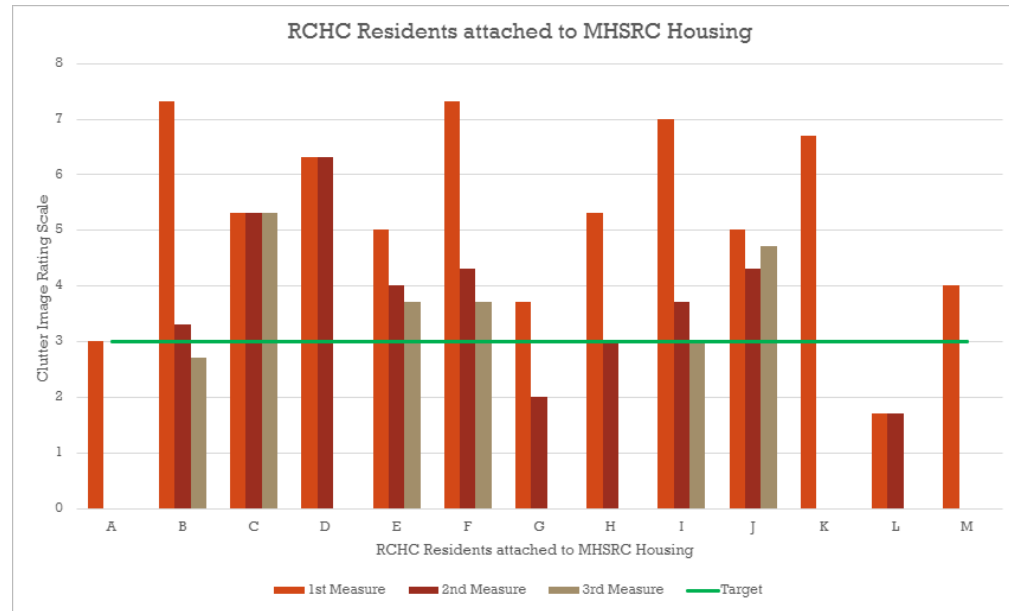
2. MHSRC Direct Interventions

Goal: Providing direct assessment, consultation and recommendations guiding interventions.

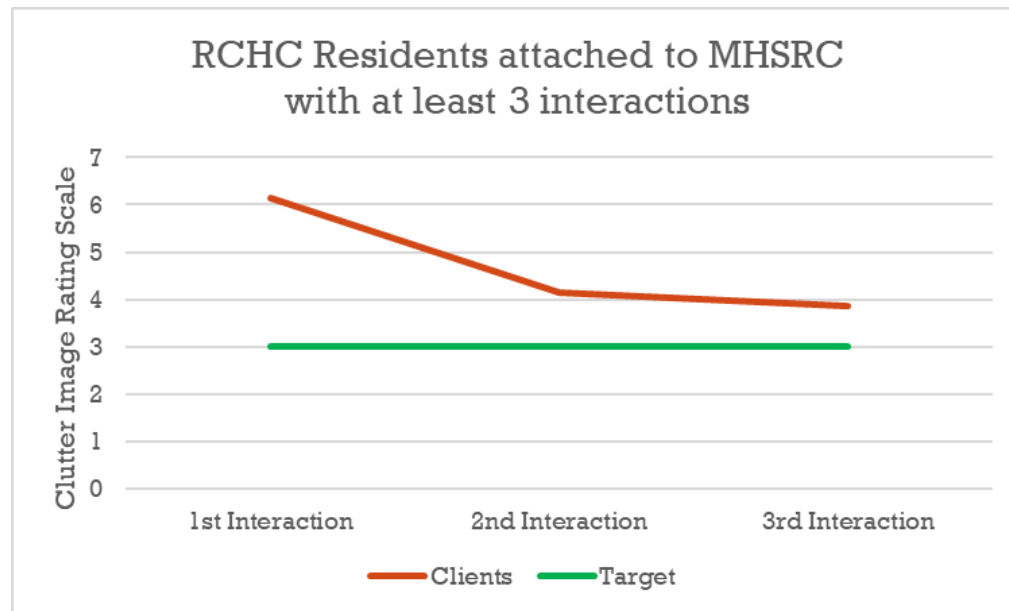
MHSRC Hoarding Q1&Q2 Stats for RCH Residents

- 208 Client interactions
- 11 pre-existing and active referrals
- 37 new referrals
- 9 direct one-to-one CIRS assessments
- 17 direct one-to-one CIRS progress interventions (direct intervention also includes system navigation in addition to hoarding intervention)
- 3 RCH Residents admitted under Hoarding now successfully discharged
- 18 RCH Residents currently active with MHSRC

13 MHSRC Clients who are a RCH Resident with at least one CIRS measure



Of the 13 above, 6 clients had 3 CIRS measures. On average over three progress reports (progress reports are at 3-month intervals) clients went from 6.15 to 3.85 on the Clutter Image Rating Scale



3. BIT Group	<p>Goal: Provision of “Buried in Treasure” education/support group to those Clients referred and meeting the inclusion criteria based on presenting condition.</p> <p>summary of related activities to date:</p> <ul style="list-style-type: none"> • Education- RCH Case Workers introduction to BIT concepts and target group participant (criteria for appropriate referral to BIT group); 	<p>To date, we have an insufficient number of clients to hold a BIT group in one geographical area.</p> <p>Current goal: In collaboration with RCH Case Workers, begin to identify and build a list of appropriate referrals for BIT group, based on criteria (*) for referrals with the goal to offer a group for Spring 2025.</p> <p>(*) Criteria for BIT to be developed.</p>
4. Community Based Protocol	<p>Goal: Facilitate the development of a community-based protocol for intervention involving key partners including the Fire Departments and Animal Welfare Services (AWS).</p> <p>Activities to date:</p> <ul style="list-style-type: none"> • Review of previous model and resources material that will inform this protocol. • Preliminary planning for a two-hour “meet and greet” event that would see key community agency players exchange information concerning their roles in the management of hoarding. • Information resource package about inter agency collaboration – in progress (six-page booklet draft) 	<p>Inter-agency Collaboration Model- Event planning: To define- geographical area, key players, date, time and resource required. Event targeted for March 2025.</p>

Hoarding – Buried in Treasures (BIT)

Renfrew County Housing Corp. (RCHC) Case Worker Staff Training

October 18, 2024; Content submitted by Lisa Schuler, PRH-MHSRC Case Worker.

Participants: 19 of 21 RCHC Community Services Staff participated and completed a short quiz/survey to evaluate their learning about Hoarding management. The result of this survey serves to guide future training.

Results:

- 95% of participants successfully defined high content, squalor, and hoarding disorder
- 95% of participants successfully named various reasons for high content/squalor not attributed to hoarding disorder
- 74% of participants correctly identified the services provided by MHSRC hoarding function center:
 - 11% of participants continued to identify MHSRC as the service to provide cleaning supplies to Residents to clean their home
 - 15% of participants continued to identify MHSRC as being responsible for correcting all safety and squalor concerns in a Resident home.
- 95% of participants understand that MHSRC clients must be diagnosed or diagnosable with a mental illness
- 95% of participants know that consent is required for a Resident to be referred to MHSRC.

RCHC Case Worker Confidence identifying hoarding situation

- **RCHC Case Worker rated an average of 3.1/5 when asked:**” *How confident do you feel using the Clutter Image Rating Scale (CIRS)?*”, using a 5-point Likert scale, when asked.
- **RCHC Case Worker rated an average of 2.53/5 when asked:**” How confident do you feel in being able to recognize high content due to hoarding versus high content due to addictions?

Based on this feedback, future training will focus on:

- The use of the Clutter Image Rating Scale during the Tuesday meetings,
- The use of the Clutter Image Rating Scale by RCHC case workers on Rapid Assessment days
- Additional education on Tuesday mornings around addictions and other conditions that may cause high content/squalor unrelated to hoarding.

**Ontario Renovates Program
Eligibility Criteria, Program Rules, Eligible Repairs, Application Process, and Application**

Ontario Renovates is a program that provides financial assistance to homeowners by way of a forgivable loan to repair their home to acceptable standards while improving the energy efficiency and/or increasing accessibility of their unit. The program helps homeowners in substandard dwellings who cannot afford to pay for the necessary repairs to their home. This program is funded by the Investment in Affordable Housing for Ontario Revolving Loan Fund. Applications will not be received prior to November 18, 2024. Applications will be approved in the order that they are received and deemed to meet eligibility criteria.

Eligibility Criteria

To be eligible for financial assistance, the homeowner must:

- Be a resident within the County of Renfrew
- Be 18 years of age or older
- Be a Canadian Citizen, Landed Immigrant, or have Refugee Claimant status
- Provide a copy of photo identification and birth certificate for all adults included within the application
- Currently occupy the home for which the Ontario Renovates Application is submitted, and it must be the sole and principal residence of the title holder(s)/applicant(s).
- Have household income at or below \$90,400 gross (annual income)
- Provide the most current year Income Tax Assessment for all adult members of the household and title holders
- Be the owner of a home not valued at more than \$375,000
- Have assets of no more than \$20,000 (Community Housing Asset Directive will be followed regarding assets that can be considered exempt).
- Have proof of insurance for the full value of the home
- Have property taxes and mortgage paid and up to date

Program Rules

- Funding is provided to eligible applicants in the form of a 10-year, interest free forgivable loan to homeowners based on the cost of approved work items up to \$15,000.
- Additional funding may be available for accessibility repairs up to \$3,500. The application must include a letter from a healthcare provider to verify the renovation need. This portion of the funding does not require repayment.
- Loans are repayable if the home is sold, the homeowner/title holder(s) cease to live in the home, or if funding is used for other purposes.
- If the cost of the mandatory repairs is more than the maximum forgivable loan available, the homeowner will be required to cover the additional cost.
- If assistance was previously issued under the Ontario Renovates Program, new requests for additional funding are ineligible.

Eligible Repairs

Major repairs and rehabilitation required to make a house safe, while improving energy efficiency. Examples include, but are not limited to:

- Heating Systems
- Chimneys
- Doors and Windows
- Foundations
- Roofs, Walls, Floors and Ceilings
- Vents, Louvers
- Electrical Systems (does not include installation of solar panels)
- Plumbing
- Septic Systems, Well Water and Well Drilling
- Electrical Systems (does not include installation of solar panels)
- Accessibility Modifications up to \$3,500 (examples: ramps, handrails, chair and bath lifts, height adjustment to countertops, cues for doorbells/fire alarms)

Application Process

- An application must be completed, providing supporting information and documentation as required.
- Selected applicants will receive a letter to confirm funding eligibility, completion, and reporting requirements.
- **Only complete applications will be considered.**

You will need to supply the following information to support your application:

- Proof of insurance coverage for the full value of the home
- Proof that property taxes and mortgage are paid and up to date
- Most recent MPAC Property Tax Assessment
- Most recent bank statement (30 days) for all adult household members
- Photo Identification for all for all adult household members
- Verification of need from a healthcare professional (accessibility funding only)
- Estimates from 2 separate companies that are licenced
- Most current year Income Tax Assessment for all adult members of the household and title holders (Please ensure Line 23600 is visible)

For more information or to apply for Ontario Renovates Funding, please contact:

County of Renfrew, Community Services
 450 O'Brien Road, Unit 104
 Renfrew, ON K7V 3Z2
 Telephone: 613-732-2601
 Toll Free: 1-866-897-4849

Email us at: rhc@countyofrenfrew.on.ca

Or, visit our website at: www.countyofrenfrew.on.ca



**Investment in Affordable Housing
Ontario Renovates
with
The County of Renfrew**



2024 Application Form

PART A - SERVICE MANAGER INFORMATION

A.1 Service Manager	
Service Manager Name: County of Renfrew	
Contact: Renfrew County Housing Corporation	
Telephone No. 613-732-2601	Fax No. 613-432-9402
E-mail Address: rhc@countyofrenfrew.on.ca	
Date Submitted to Ministry:	Most recent update (yyyy-mm-dd)

PART B - DESCRIPTION OF PROJECT

B.1 Project Detail		
IAH Reference No:	Project Name:	Initiative:
Owner's Name (everyone listed on title must be declared)		Does the owner reside at this address? Yes/No:
Home Owner(s) Contact		
Number	Street	Unit/Suite/P.O. Box
City/Town	Province	Postal Code
Telephone # (incl. Area code and Ext.)	Fax # (incl. Area code)	E-mail Address
B.2 Project Information		
Have you or anyone in your household received previous Government funding? (i.e., IAH/RRAP/AHP) Please circle If Yes, Provide the Project Reference number and the date it was approved:		
Have you or anyone in your household received previous Ontario Renovates funding? Yes No If Yes, you are ineligible for additional funding.		
Property Description:		
<i>Semi-Detached</i>	<i>Detached</i>	<i>Townhouse/Row house</i> <i>Other</i>
Age of House:	Approx Value of House:	
Unit Size (m2):	Number of Bedrooms:	
Insurance Payments up to date? (y/n):	Property Tax up to date? (y/n):	
Mortgage on the home? (y/n):		
Mortgage Payments up to date? (y/n):		

B.3 Project Owner Information

(applicable for Home Repair Projects / Owner resides at the project address)

Total Household Income for everyone listed on title: \$	Household Type:		
	Single	Family	Congregate

Applicant Type

Senior (65+)	Non-Senior (under 65)	Family	Single/Couple
Persons with Disabilities	Aboriginal		

.4 Scope of Work

Check all that apply:

Electrical	Fire Safety	Heating	Plumbing
Septic/Well Water/Well Drilling	Structural	Overcrowded	Accessibility
Other Please Specify:			

Assets: Type of assets that must be reported include savings, investments, RRSPs, RESPs, bonds and securities, all types of property, vehicles (including recreational vehicles) and any other valuable possessions.

Asset Type	Description of Asset(s)	Value of Asset
Property (including co-signer)		
Vehicles (primary vehicle exempt)		
Recreational Vehicles		
Chequing Account(s)		
Savings Account(s)		
Term Deposits, GICs		
RRSP/RESP		
Tax Free Savings Account(s)		
Other Specify		

APPLICANT DECLARATION

I/we hereby confirm that I/we are the owners (title holder(s)) of the house and property located at:

_____ (Address) and that no other person is an owner or listed on title.

I/we hereby grant permission to County of Renfrew to make any necessary inquiries to verify my/our income, assets, liabilities and credit information.

I/we hereby acknowledge that we have listed everyone on title and included each title holder's income on this application.

I/we hereby acknowledge that if my/our funding application is accepted it will not apply to work completed prior to the date of approval.

I/we hereby acknowledge that if my/our funding application is accepted I/we cannot claim the repairs for any Provincial tax rebate programs.

I/we hereby certify that all information contained in this application, including income, is true and complete in every respect.

I/we acknowledge that in the event that a false declaration is knowingly made, The County of Renfrew shall have the right to cancel the approval and recover any paid funds.

Print Name: _____ Signature: _____ Date: _____

Print Name: _____ Signature: _____ Date: _____