



RENFREW COUNTY HOUSING CORPORATION

Thursday, March 10, 2011

A meeting of the Renfrew County Housing Corporation Board of Directors was held in the Council Chambers, County of Renfrew Administration Building, Pembroke, Ontario on Thursday, March 10, 2011 at 9:30 a.m.

Directors Present: Peter Emon, Richard Rabishaw, Robert Sweet, Harold Weckworth, Jack Wilson, Ed Jacyno

Directors Absent: Audrey Green, David Thompson

Officers Present: W. James Hutton, Chief Executive Officer
David Anderson, Chief Operating Officer

Also Present: Carol Neill, General Manager, Renfrew County Housing Corporation
Chery Leigh, Ontario Works Manager
Judy Mulvihill, Manager of Child Care Services
Karen McManus, Administrative Assistant

Chair Emon called the meeting to order at 9:30 a.m. The roll was called and no pecuniary interests were disclosed.

RESOLUTION NO. RCHC-C-11-03-13

Moved by: Mayor Wilson

Seconded by: Mayor Rabishaw

THAT the minutes of the Renfrew County Housing Corporation Board of Directors meeting of February 10, 2011 be adopted as printed and circulated.

CARRIED.

Delegation:

Mr. David Anderson, Director of Social Services introduced Mr. Dan Graham, Supervisor of Technical Services. Mr. Anderson indicated that Mr. Graham, on behalf of the Renfrew County Housing Corporation, sits on the Chief Administrative Officer's Green Operations Property Management Committee where "green initiatives" are discussed corporately and "best practices" are incorporated across the corporation.

Mr. Graham presented to the Board an overview of the Renfrew County Housing Corporation Energy Management Plan, to review energy utilization and operational procedures throughout the portfolio to identify areas for improvement in energy efficiency. He reviewed the steps included in the plan and summarized the energy conservation activities to date, i.e. installation of

energy efficient windows and doors, basement wall insulation, upgrade of all public area lighting etc.

Ms. Neill indicated that the corporation continues to educate tenants on energy saving by providing them with energy saving suggestions and tips, included in the tenant newsletters that are sent out on a regular basis.

Chair Emon thanked Mr. Graham for the presentation and Mr. Graham vacated the meeting.

Warden Sweet vacated the meeting at 9:55 a.m.

Ms. Carol Neill, General Manager, overviewed the Monthly Report including information on staffing, training, tenant issues, financial reports, and program updates and changes.

The Coordinated Access waiting list numbers for the month of February 2011 were reviewed. There were a total of 747 applicants on the waitlist as at February 28, 2011.

Ms. Neill advised that the Treasurer's Report as at December 31, 2010 was not available at this time as year-end process has not yet been completed.

Ms. Neill explained that in 2007, the Renfrew County Housing Corporation assumed sole shareholder responsibilities of the Ottawaska Housing Corporation, consisting of 57 (1,2,3 bedroom) units in two projects. This asset is managed in accordance with Part VI of the Social Housing Reform Act, O.Reg 339/01. The amount of the housing provider's contribution for a fiscal year to its capital reserve is determined by multiplying the amount of the housing provider's contribution for the previous fiscal year by the cost index as determined by the Ministry of Municipal Affairs and Housing. Contributions made by the housing provider must be done within five months after the end of a fiscal year. As previously reported to the Board of Directors on the Capital Variance Report, the jobs completed within the Ottawaska Projects were emergency repair items which were completed and paid for in 2010. There is no impact to the County levy.

RESOLUTION NO. RCHC-C-11-03-14

Moved by: Mayor Wilson

Seconded by: Mayor Rabishaw

THAT the Renfrew County Housing Corporation Board of Directors approve a transfer in the amount of \$39,055 into the Ottawaska Reserve in accordance with the Part VI of the Social Housing Reform Act, 2000 O.Reg. 339/01, and that the Board authorize an expenditure and withdrawal in the amount of \$11,211 from the Ottawaska Reserve to cover the cost of three capital jobs completed and paid in 2010; Soffit & Fascia for Caruso \$2,198, Flooring for Spruce \$4,722, and Flooring for Caruso \$4,291.

CARRIED.

Ms. Neill reported that as part of the 2008 Ontario Budget Poverty Reduction Strategy announcement a grant was provided to social housing providers to be used for the financing of capital repairs. Social housing providers submitted business plans to the Service Manager, which was a requirement of the program, and monies were distributed equally (on a per unit basis) as

approved by Resolution No. SS-C-08-08-88. Regular reporting by the Service Manager to the Ministry of Municipal Affairs and Housing occurs when requested by the Ministry. This money is 100% provincial funds with no impact to the County levy.

RESOLUTION NO. RCHC-C-11-03-15

Moved by: Mayor Weckworth

Seconded by: Mayor Jacyno

THAT the Renfrew County Housing Corporation Board of Directors approves a transfer out of the One-Time Capital Repair Reserve in the amount of \$24,403 to cover the following costs completed and paid for in 2010: Balcony Repairs at Barry's Bay in the amount of \$22,896 and Water Valves at Burwash in the amount of \$1,507.

CARRIED.

Ms. Neill advised that there were very few changes to the Capital Work Variance Report or the Social Housing Renovation and Retrofit Program (SHRRP) funding report since last meeting. She indicated that a Capital Variance Report would be forthcoming in April.

The Arrears Report for February 2011 was circulated and reviewed.

Ms. Neill advised that the Accounts Payable Report for January and February were not available at this time, but would be available at the April meeting.

Warden Sweet re-entered the meeting at 10:10 a.m.

Ms. Neill reminded the Board that at the February meeting Mayor Jacyno inquired as to the total population of people living in the Renfrew County Housing Corporation buildings. Ms. Neill reported that she now has this figure, and that presently approximately 2000 people are being housed by the Renfrew County Housing Corporation.

Ms. Neill reported that she attended a meeting of the Seaway Group on February 18, 2011 where a presentation was made on Ontario's Long-Term Affordable Housing Strategy (LTAHS). She advised that the strategy, announced on November 29, 2010, is a plan that puts people, and the communities that serve them, first. The LTAHS has introduced a number of changes for social housing which will be worked out in legislation, regulation and discussions. Some of the changes being considered are:

- repeal and replace the Social Housing Reform Act with a new proposed Act to be called the Housing Services Act (HAS),
- consolidating provincially funded housing and homeless programs,
- expanding service manager roles and responsibilities and the creation of local consolidated housing and homelessness plans,
- creating a Minister's Housing Policy Statement,
- restructuring the Rent-Geared-To-Income program,
- substantively modifying the Ministerial Consent process,
- providing local flexibility to determine waitlist processes.

Vision

To improve Ontarians' access to adequate, suitable and affordable housing, and provide a solid foundation on which to secure employment, raise families and build strong communities.

Principles

- People-Centered
- Partnership-Based
- Locally Driven
- Supportive
- Inclusive
- Fiscally responsible

Major components that will not change:

- Prescribed rent scales used to calculate rent for households on social assistance would remain, as would utility scales for all RGI households.
- The method for handling Province's Special Priority Policy.
- The Funding model (although it will be moved from the main Act to regulations).

Many of the rules and much of the detail of how things will work will be defined by the proposed Act's yet-to-be-defined Regulations. The Ministry of Municipal Affairs and Housing is planning sector-wide consultations on these regulations during the early months of 2011.

With the anticipated proclamation date of January 2012 being preceded by a provincial election in October 2011, it is likely that most of this work will need to be wrapped up by September 2011 at the latest, making the consultation process on provincial interest areas and Regulations rather tight and ambitious. Ms. Neill advised that she will provide status updates as available.

Ms. Neill reported that as part of the Affordable Housing Program, the County of Renfrew received \$189,000 in Year 1 and \$100,000 in Year 2 of the Homeownership Program to establish a Homeownership Revolving Loan Fund to be used by home buyers in the County of Renfrew. The program has been successfully administered by the Renfrew County Housing Corporation. Three proponents have repaid loan amounts in accordance to their contract and as at December 31, 2010 the corporation had a balance of \$24,956.05 plus interest available to lend back out to eligible home buyers.

At the last meeting on February 10, 2011 the Board of Directors recommended that the draft 2011 budget of the Renfrew County Housing Corporation be forwarded for consideration by County Council at the budget workshop. The 2011 budget of the Renfrew County Housing Corporation was reviewed at the Budget Workshop on February 22 and 24, 2011 and approved by County Council at the February session as part of the consolidated 2011 General Revenue Fund Budget of the County of Renfrew.

Ms. Neill indicated that it was now necessary for the Renfrew County Housing Corporation to formally approve the final 2011 budget.

RESOLUTION NO. RCHC-C-11-03-16

Moved by: Mayor Wilson
Seconded by: Warden Sweet

THAT the Renfrew County Housing Corporation Board of Directors approves the 2011 budget of the Renfrew County Housing Corporation as approved by County Council.

CARRIED.

At the last meeting of the Board of Directors a question arose whether the drinking water system at Palmer Rapids Apartments will have to be replaced sometime in the future and if this would be a major cost to the corporation. Ms. Neill reported that she had contacted the Ontario Clean Water Agency (OCWA) and was advised that the entire system would not likely need to be replaced; possibly components of the system may need to be replaced, but it would not be a major expense.

RESOLUTION NO. RCHC-C-11-03-17

Moved by: Mayor Wilson
Seconded by: Mayor Weckworth

THAT the Monthly Report (attached as Appendix A) be adopted as presented.

CARRIED.

RESOLUTION NO. RCHC-C-11-03-18

Moved by: Mayor Rabishaw
Seconded by: Mayor Weckworth

THAT the next meeting of the Renfrew County Housing Corporation Board of Directors be held on Thursday, April 14, 2011 and this meeting adjourn. Time 10:25 a.m. .

CARRIED.

**COUNTY OF RENFREW
DEPARTMENT OF SOCIAL SERVICES**

RENFREW COUNTY HOUSING CORPORATION

TO: Renfrew County Housing Corporation Board of Directors
FROM: Carol Neill, General Manager
DATE: March 10, 2011
SUBJECT: Monthly Report

1. HUMAN RESOURCES

1.1 Staffing

We are pleased to announce that Cheryl Lyons was the successful candidate for the Clerk/Reception II contract position, Arnprior Site.

We have received 180 applications for the Clerk/Reception I contract position, Pembroke Site. Testing and interviews to follow.

The internal posting for the full-time Building Custodian, Renfrew Site closed on February 22, 2011.

The internal posting for the full-time Building Custodian, Palmer Rapids and Barry's Bay Site closed on February 25, 2011.

Training

On February 1, 2011, Andrea Blackburn attended a training workshop, "Better Minute Taking", hosted by the County of Renfrew.

During February staff participated in three Ontario Non-Profit Housing Association (ONPHA) on-line webinars discussing, "Hoarding" and "Pets and the Law".

2. APPLICANT/TENANT ISSUES

2.1 Coordinated Access

	Total # of Move outs Feb 28/11	Total # of Move ins Mar 1/11	Total # of Internal Transfers
ARNPRIOR	5	4	0
RENFREW	2	3	1
PEMBROKE AREA	3	2	1

	Total # of New Applicants February	Total # on Waitlist Feb 28/11	Total # SPP on Waitlist Feb 28/11
FAMILY	12	300	18
ADULT	19	363	7
SENIOR	0	84	0

**SP = Special Priority (Victim of Family Violence)*

The total # of applicants on the waitlist represents actual number of households waiting for housing (meaning there are no duplications).

RCHC Comparison Waiting List Report is attached as Appendix RCHC-I.

2.2 Tenant Issues

February 2011	Arnprior	Renfrew	Pembroke & Area
N4's Issued	44	14	75
N7's Issued	0	0	0
N11's Issued	0	0	0
L1's Issued	1	1	2
L2's Issued	0	0	0
L4's Issued	0	0	1

L9's Issued	0	0	0
Sheriff Evictions	0	1	1
N5's/N6's Issued	0	1	1
N8 Issued	0	0	0

- N4 Notice to Terminate a Tenancy Early for Nonpayment of Rent
- N5 Notice to Terminate a Tenancy Early
- N6 Notice to Terminate a Tenancy Early - Illegal Act or Misrepresentation of Income
- N7 Notice to Terminate a Tenancy for Impaired Safety
- N11 Agreement to Terminate a Tenancy
- L1 Application to Terminate a Tenancy for Non-Payment of Rent
- L2 Application to Terminate a Tenancy and Evict a Tenant
- L4 Application to Terminate a Tenancy Tenant Failed to Meet Conditions of a Settlement or Order
- L9 Application to Collect Rent the Tenant Owe

3. FINANCIAL

3.1 Operating Budget

The Consolidated Treasurer's Report for Renfrew County Housing Corporation as of December 31, 2010 was not available at time of mail out.

Details of the Financial Expenses as at December 31, 2010 were not available at time of mail out.

3.2 Capital Budget

Job #1107 Flooring Upgrades – Various
Status: seven completed and zero in progress

Job #1108 Bathroom Upgrades – Various
Status: two completed and zero in progress

Job #1110 Appliance Replacement – Various
Status: 6 refrigerators and 2 stoves

Unplanned Jobs Completed From Surplus

- #U1101 Safety Roof Rails – 63 Russell Street, Arnprior
- #U1102 Security Camera – 236 Hall Avenue, Renfrew
- #U1105 Exterior Door – 425 Nelson Street, Pembroke

Capital Budget – Ottawaska

Job #OTT1103 Flooring Upgrades – Various

Status: one completed and zero in progress

Unplanned Jobs Completed From Surplus - Ottawaska

None at this time

Capital Reserves Funding

None at this time

Door Funding

None at this time

One Time Capital Repair Funding

None at this time

One Time Capital Repair Funding – Ottawaska

None at this time

Infrastructure Ontario Funding

None at this time

The Capital Works Variance Report has had no updates since the previous meeting.

3.3 Current Arrears

The February Arrears Reports will be tabled on meeting day.

The comparison arrears report is attached as Appendix RCHC-II.

3.4 Accounts Payable Report

The Accounts Payable Report for the Renfrew County Housing Corporation for the month of January 2011 was not available at time of mail out.

4. PROGRAM UPDATES/CHANGES

4.1 Ontario's Long-Term Affordable Housing Strategy

The Ontario's Long-Term Affordable Housing Strategy (LTAHS), announced on November 29, 2010, is a plan that puts people, and the communities that serve them, first. The LTAHS has introduced a number of changes for social housing which will be worked out in legislation, regulation and discussions. Some of the changes being considered are:

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|---------------------|------------------------|
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Status updates will be provided as available.

4.2 Homeownership Revolving Loan Fund

As part of the Affordable Housing Program, the County of Renfrew received \$189,000 in Year 1 and \$100,000 in Year 2 of the Homeownership Program to establish a Homeownership Revolving Loan Fund to be used by first-time home buyers in the County of Renfrew. The program has been successfully administered by the Renfrew County Housing Corporation. We wish to report to the Board that three proponents have repaid loan amounts in accordance to their contract and as at December 31, 2010 we had a balance of \$24,956.05 plus interest available to lend back out to first-time home buyers.

5. 2011 BUDGET

At the last meeting on February 10, 2011 the Board of Directors recommended that the draft 2011 budget of the Renfrew County Housing Corporation be forwarded for consideration by County Council at the budget workshop. The 2011 budget of the Renfrew County Housing Corporation was reviewed at the Budget Workshop on February 22 and 24, 2011 and approved by County Council as part of the consolidated 2011 General Revenue Fund Budget of the County of Renfrew.

Recommendation: THAT the Renfrew County Housing Corporation Board of Directors approves the 2011 budget of the Renfrew County Housing Corporation as approved by County Council.

Report respectfully submitted.

Comparison Waiting List Report

<i>Pembroke & Area</i>	Dec 31st 2010	Jan 31 st 2011	Feb28 th 2011	Mar 31 st 2011	Apr 30 th 2011	May 31 st 2011	Jun 30 th 2011	July 31 st 2011
<i>Family</i>	171	173	178					
<i>Adults</i>	309	299	289					
<i>Seniors</i>	71	74	75					
TOTALS	551	546	542					

<i>Arnprior</i>	Dec 31st 2010	Jan 31 st 2011	Feb28 th 2011	Mar 31 st 2011	Apr 30 th 2011	May 31 st 2011	Jun 30 th 2011	July 31 st 2011
<i>Family</i>	95	94	92					
<i>Adults</i>	98	100	97					
<i>Seniors</i>	36	34	32					
TOTALS	229	228	221					

<i>Renfrew</i>	Dec 31st 2010	Jan 31 st 2011	Feb28 th 2011	Mar 31 st 2011	Apr 30 th 2011	May 31 st 2011	Jun 30 th 2011	July 31 st 2011
<i>Family</i>	86	87	88					
<i>Adults</i>	84	79	77					
<i>Seniors</i>	12	11	10					
TOTALS	182	177	175					

<i>RCHC</i>	Dec 31st 2010	Jan 31 st 2011	Feb28 th 2011	Mar 31 st 2011	Apr 30 th 2011	May 31 st 2011	Jun 30 th 2011	July 31 st 2011
<i>Family</i>	352	354	358					
<i>Adults</i>	491	478	463					
<i>Seniors</i>	119	119	117					
TOTALS	962	951	938					

Comparison Waiting List Report Continued.....

<i>Pembroke & Area</i>	Dec 31 st 2010	Aug 31 st 2011	Sept 30 th 2011	Oct 31 st 2011	Nov 30 th 2011	Dec 31 st 2011		
<i>Family</i>	171							
<i>Adults</i>	309							
<i>Seniors</i>	71							
TOTALS	551							

<i>Arnprior</i>	Dec 31 st 2010	Aug 31 st 2011	Sept 30 th 2011	Oct 31 st 2011	Nov 30 th 2011	Dec 31 st 2011		
<i>Family</i>	95							
<i>Adults</i>	98							
<i>Seniors</i>	36							
TOTALS	229							

<i>Renfrew</i>	Dec 31 st 2010	Aug 31 st 2011	Sept 30 th 2011	Oct 31 st 2011	Nov 30 th 2011	Dec 31 st 2011		
<i>Family</i>	86							
<i>Adults</i>	84							
<i>Seniors</i>	12							
TOTALS	182							

<i>RCHC</i>	Dec 31 st 2010	Aug 31 st 2011	Sept 30 th 2011	Oct 31 st 2011	Nov 30 th 2011	Dec 31 st 2011		
<i>Family</i>	352							
<i>Adults</i>	491							
<i>Seniors</i>	119							
TOTALS	962							

Renfrew County Housing Corporation Comparison Arrears

	January-11	January-10	January-09	January-08	January-07
Arnprior	\$6,173.83	\$4,058.25	\$4,744.75	\$5,590.48	\$2,851.75
Renfrew	\$2,576.00	\$2,463.00	\$1,000.63	\$1,815.00	\$1,668.00
Pembroke & Area	\$13,570.11	\$16,654.54	\$8,754.16	\$10,040.14	\$5,529.74
TOTAL	\$22,319.94	\$23,175.79	\$14,499.54	\$17,445.62	\$10,049.49

* 2008 total includes Ottawaska - project formerly known as Ottawaska Housing Corporation Tenant Arrears

Arrears consist of the following:

- Rent
- Maintenance
- Tribunal fee (minimum \$170)
- Parking
- Air Conditioning
- NSF charges

	2011											
	JAN	FEB	MAR	APR	MAY	JUNE	JUL	AUG	SEPT	OCT	NOV	DEC
Arnprior	\$6,173.83											
Renfrew	\$2,576.00											
Pembroke & Area	\$13,570.11											
TOTAL	\$22,319.94											

	2010											
	JAN	FEB	MAR	APR	MAY	JUNE	JUL	AUG	SEPT	OCT	NOV	DEC
Arnprior	\$4,058.25	\$5,485.25	\$6,283.25	\$6,422.25	\$8,747.00	\$7,467.25	\$11,539.75	\$7,658.75	\$6,305.75	\$6,532.75	\$4,464.75	\$5,160.75
Renfrew	\$2,463.00	\$1,731.00	\$1,559.00	\$780.00	\$1,193.00	\$1,734.00	\$2,897.00	\$2,975.00	\$3,091.00	\$3,097.00	\$3,176.00	\$3,202.00
Pembroke & Area	\$16,654.54	\$11,358.47	\$15,242.84	\$9,255.09	\$10,165.00	\$7,730.36	\$9,731.16	\$14,965.18	\$10,325.51	\$12,422.71	\$14,043.05	\$11,399.71
TOTAL	\$23,175.79	\$18,574.72	\$23,085.09	\$16,457.34	\$20,105.00	\$16,931.61	\$24,167.91	\$25,598.93	\$19,722.26	\$22,052.46	\$21,683.80	\$19,762.46

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