

**Kenora District Services Board
Minutes of the Social Housing Committee Meeting
Held in Dryden at 211 Princess Street - Suite 1
On January 29, 2008 starting at 2:00 p.m.**

Attendance:

Jack McKenzie, Chair (via teleconference)
Garry Parkes (via teleconference)
Joyce Timpson
Sten Lif, CAO
Adrian De Porto, Director of Housing Services

The minutes were recorded by Adrian De Porto

1. Call to Order:

The meeting was called to order at 2:10 p.m. by the Chair, Jack McKenzie on January 29, 2008.

2. Approval of Agenda:

2.1. Additions or Deletions to the Agenda:

Motion No.: 2008-01:

Moved by Garry Parkes; Seconded by Jack McKenzie

RESOLVED THAT the Social Housing Committee approves the Agenda as amended for a meeting of the Committee to be held on Tuesday, January 29, 2008 at the Kenora District Services Board office in Dryden commencing at 2:00 p.m.

Add: 8.2 – Office Space
8.3 – Financial Consideration
8.4 – Aamikkowiish Letter

Called and Carried.

Action: None

3. Disclosure of Interest and the General Nature Thereof

There was no conflict of interest declared.

4. Delegations and Deputations

There were no formal delegations.

5. Minutes of Previous Meetings

5.1. Regular Meeting of the Committee – December 20, 2007

Motion No.: 2008-02:

Moved by Jack McKenzie; Seconded by Garry Parkes:

RESOLVED THAT the Social Housing Committee approve the minutes of the December 20, 2007 meeting of the Committee as presented

Called and Carried.

Action: Distribution

6. Program Director's Report

6.1. The Housing Director's Report for December 31, 2007

6.1.1. The revenue and capital were discussed in some detail. The revenue was slightly ahead of budget and capital was virtually all spent. The entire capital program of \$670,000 was spent with some extra expenditure made at year end to ensure total use. The extra expenditures were the purchase of a washer dryer set, and some fridges. Also discussed were performance indicators for December 31, 2007. Other categories such as maintenance, administration and utilities have yet to be finalized for December 31, 2007

6.1.2. Performance Indicators: Revenue is slightly ahead of budget. Current arrears are \$11,244 and have increased from November due largely to the Christmas New Years holidays. Former tenants' arrears decreased in December but over all in 2007 the former tenant arrears went up by approximately \$25,000. The director has stated that a review of former tenants indicated that some of the accounts were 10 years old and that a recommendation is being presented to Finance for a write off of accounts for December 31, 2007. Vacancies are 38 units and this is approximately the same as other months. Some areas like Patricia Plaza and the family units in Ear Falls are again having chronic vacancy. There were 10 turnovers in December and the annual turnover rate is 25 percent. There are 38 market rent units or 7.06 percent. The Housing Director as yet has not investigated the possibility of automatic withdrawal, and debit card use.

6.1.3. A procedure was developed for the use of a high security key entry system for Parkview. This procedure was developed at the request of the tenants and includes a charge of \$25.00 per extra key that is refundable to the tenant upon return of the keys.

6.1.4. No appeals in November and December 20, 2007.

7. Unfinished Business

7.1. KDHC:

7.1.1. KDSB has accepted three applicants to be on the KDHC Board for another term. The people accepted were Bill Muxlow, Bill Latham and John McDonald.

7.1.2. A meeting for the final dissolution process is set for January 31, 2008 at 4:30 p.m. in Dryden. After this meeting all the papers for dissolution will be signed and can be presented to the KDSB Board.

7.2. Parkview:

7.2.1. Substantial Completion was not declared on December 31, 2007. The consulting engineer felt that only 92 percent completion was attained on December 31, 2007. The uncompleted work included siding on the North side of building, some interior finishing work in the stair wells, clean up of site, clean up of roof, grounds repair, caulking of window frame to siding and completion of rear doors.

7.2.2. A meeting is set for January 30, 2008 in Kenora to review outstanding issues. A tenant meeting is scheduled for the afternoon to update the tenants.

7.3. Minaki:

7.3.1. Units 1 Russell and 2 Pine are sold with a resolution to accept sale having gone to the KDSB Board in January 2008. The Board has accepted the offer and the sale is finalized

7.3.2. Lot 116 Soil contamination remedial work report expected from the Consulting Engineer in January 2008 did not arrive as there have been delays. The Housing Director continues to request the study from the engineering firm such that a plan can be developed for sale of lot 116.

7.3.3. There has been activity on the sale of the lots on Railway Street and an offer received for lots 4 and 8. The offer has been accepted by staff and a recommendation will be presented to the Board on February 14, 2008.

7.4. DOOR Funding:

7.4.1. Elevator Lift tenders closed on January 24, 2008 with a very good turnout of contractors. There are recommendations to the Board on acceptance of the tenders as follows: McKay Contracting - \$75,000 for 330 Van Horne Avenue, and LMD Contracting - \$118,539 for Follansbee.

7.4.2. Housing Needs Survey. Completion of RFP in February 2008.

7.4.3. Sioux Lookout Elevator Lift - Plans nearing completion and are to be approved. Once the plans and budget are established a staff recommendation will be presented to the committee for review.

8. Business

8.1. Asset Management Survey: The Housing Director provided an update to the committee regarding the recently completed Asset Management Survey. The Provincial Government is requesting information on the adequacy of replacement reserve for the future. In the short term non profit providers in the Kenora District likely have enough capital reserve for the next five years barring any major calamities. After that however there are serious reservations on the adequacy of the capital reserves. As it stands now the DSSAB would have to provide capital short falls. This is a province wide concern of major proportion. The CAO added that once operating agreements expire non-profit providers can at their discretion opt out of RGI and can go full market. The DSSAB is then responsible for providing the legislated numbers of subsidized units. In a presentation several years ago to NOMA the CAO estimated that the potential cost to the DSSAB could be \$100,000,000.

8.2. Office Space: The Chair of the committee noted that Ontario Works was to be administered by KDSB in the future. It is necessary for KDSB to acquire more space to accommodate OW staff and it was asked that consideration be given to moving the Maintenance Supervisor into KDSB office space as well.

8.3. Financial Considerations: The Chair acknowledged that year end was not completed and therefore a complete discussion of the financial position was not possible. The 2008 SHC meeting schedule was amended to ensure there was adequate time for completion of month end financial statements and review by the Housing Director. The Housing Director will provide a copy of the meeting schedule to the Director of Finance.

8.4. Aamikkowiish Letter: Amikkowiisjh Non-Profit Housing Incorporated sent a letter to the committee requesting permission to house only those of native ancestry in the 6 units of provincial reform. This matter is to be researched and a report provided to the committee in subsequent meetings.

9. Resolutions and Recommendations:

9.1. Motion No.: SHC 2008-03

Moved by Jack McKenzie; Seconded by Garry Parkes

RESOLVED THAT the Social Housing Committee recommends award of a contract to LMD Contracting of Kenora, Ontario in the amount of \$118,539 exclusive of GST for the installation of an Elevator/Lift at Follansbee Apartments in Red Lake, Ontario to the KDSB Board of Directors; and

FURTHER THAT the Social Housing Committee direct staff of KDSB to draw up a resolution for the KDSB Board to consider for the February 14, 2008 meeting of the Board regarding the elevator installation at Follansbee.

Called and Carried

Action: Executive Secretary

9.2. Motion No.: SHC 2008-04

Moved by Jack McKenzie; Seconded by Garry Parkes

RESOLVED THAT the Social Housing Committee recommends award of a contract to McKay Contracting of Dryden, Ontario in the amount of \$75,000 exclusive of GST for the installation of an Elevator/Lift at 330 Van Horne in Dryden, Ontario to the KDSB Board of Directors; and

FURTHER THAT the Social Housing Committee direct staff of KDSB to draw up a resolution for the KDSB Board to consider for the February 14, 2008 meeting of the Board regarding the elevator installation at 330 Van Horne.

Called and Carried

Action: Executive Secretary

9.3. Motion No.: SHC 2008-05

Moved by Gary Parkes; Seconded by Jack McKenzie

RESOLVED THAT the Social Housing Committee recommends award of a contract to Kenora Flooring of Kenora, Ontario in the amount of \$43,900 inclusive of GST for the installation of carpeting at Parkview Apartments in Kenora, Ontario to the KDSB Board of Directors; and

FURTHER THAT the Social Housing Committee direct staff of KDSB to draw up a resolution for the KDSB Board to consider for the February 14, 2008 meeting of the Board regarding the carpet installation at Parkview Apartments.

Called and Carried

Action: Executive Secretary

10. Next meetings:

10.1. The 2008 Social Housing Committee Meeting schedule was revisited and presented to the committee for review. The schedule was redone to provide the required time for Finance to finalize statements and allow the Director of Housing time to review them. The schedule was approved and the Director of Housing is to distribute it to SHC members, Director of Finance, CAO, and the Executive Secretary.

10.2. The next meeting is planned for February 28, 2008 at 2:00 pm in Dryden at 211-Princess Street Suite 1 in the Board Room.

11. The meeting adjourned at 3:25 p.m. January 29, 2008

Approved by Resolution No. SHC 2008-07

This 28th day of February, A.D. 2008

Garry Parkes, Acting Chair