

Kenora District Services Board
Minutes of the Social Housing Committee Meeting
January 31, 2007 2:00 pm
Held in Dryden Ontario

Attendance:

Jack McKenzie: Chair (present via telephone)
Joyce Timpson:
Garry Parkes:
Sten Lif
Adrian De Porto: Director of Housing Services

The minutes were taken by Adrian De Porto

1. Call to Order:

1.1. The meeting was called to order at 2:00 pm by the chair Jack McKenzie on January 31, 2007.

2. Approval of Agenda:

2.1. There were two additions to the agenda. The additions were 6.1.4-KDHC cost updates and 8.3-Board Membership to the Social Housing Services Corporation.

2.2. It was moved by Joyce Timpson and seconded by Garry Parkes to approve the agenda for the January 31, 2007 SHC meeting with the two additions. Carried.

3. Disclosure of Interest and the General thereof:

3.1. There were no disclosures of interest.

4. Delegations and Deputations:

4.1. There were no delegations or deputations.

5. Minutes of Previous Meetings:

5.1. There were no additions or deletions to the minutes of the December 21, 2006 meeting.

5.1.1. It was moved by Garry Parkes and seconded by Joyce Timpson to accept the minutes of the December 21, 2006 Social Housing Committee Meeting as presented. Carried.

5.2. There were no additions or deletions to the minutes of the January 11, 2007 Social Housing Committee meeting.

5.2.1. It was moved by Garry Parkes and seconded by Joyce Timpson to approve the minutes of the January 11, 2007 Social Housing Committee Meeting as presented: Carried

6. Unfinished Business:

6.1. KDHC Update:

6.1.1. New Board:

It is necessary to have a meeting of KDHC to accept the new board members and elect directors and officers. It will be necessary to update the corporation status.

6.1.2. Auditor.

It will be necessary to appoint a new auditor for 2007.

6.1.3. Meeting.

A meeting is to be called by the Director of Housing Services to take care of the regular business of the KDHC. This is to be done as soon as possible.

6.1.4. Costs:

The costs to KDHC at this point are the audit fee, KDHC officers and directors insurance, and legal fees.

6.2. 2007 Budget:

Toni Thurbide participated in the budget discussions. Version II of the 2007 budget was distributed to the social Housing committee for review a week prior to the meeting. The proposed budget was reviewed by the previous committee and several changes were made creating Version II. The committee noted there was a 17 percent increase in the budget from 2006 to 2007. The director explained that the increases were due largely to the prescribed increase to the Private Non-Profit Program and expected increases in utilities, insurance and property taxes. These increases were based upon expectations known in October 2006. There were increases in the operations side of the organization as well. The committee reviewed many of the lines and requested that the budget be reviewed again with the aim to reduce the overall budget. The director committed to doing this and redistributing the budget the week of February 5th, 2006. Toni Thurbide left the meeting at the completion of the discussion around the 2007 budget.

There was some discussion around energy conservation. A request was made to consider energy conservation in 2007 over and above what was already being done. There was a suggestion of \$5,000 put towards the purchase of energy efficient light bulbs in units where KDSB pays the utilities. Some of the past measures for energy conservation were timers for hallway air make up, timers for parking lots, 3 way switches in hallways, Parkview conversion, front loading washing machines etc. Additionally the director was to provide a listing of where energy efficiency has taken place.

The surplus in the capital account is approximately \$200,000 for 2006 is due largely because no work not done at Parkview. Much of the work was not done at Parkview because of the uncertainty of the status of the building. A request was made to determine if in some way the surplus can be retained by the KDSB. This was to be reviewed by the Director of Finance.

6.3. Parkview Update

The Director of Housing provided a written update regarding Parkview which was reviewed. It was noted there would be a construction meeting at Parkview on Feb 1, 2007 which would provide the scheduling planned for the near future.

7. Business

7.1. Meeting Schedule:

The meeting Schedule for 2007 was approved and will be given to the Executive Assistant for posting to the KDSB Web site. The 2008, 2009, 2010 schedules will be posted as presented but with no start times to the meetings. These postings will be tentative. There are four meetings in 2007 that are tours of properties. Each of these meetings however does have a location identified in the host community in the event there is a delegation for the meeting

7.2 Fire Sprinkler:

The committee was presented with a summary of deficiencies noted in the fire sprinkler systems. These deficiencies were noted in the last annual reviews. The cost to make repairs is \$12,000. Repairs will be made in the next couple of months and will be taken from the \$25,000 contingency fund of the 2007 capital. The repairs when done will ensure that the equipment is certified and meets current fire codes.

7.3 Elevator Update

The committee was updated to the status of the elevator upgrade program. The blueprints are available for the three planned upgrades. The committee was informed that the plan for elevators would see the first elevator installed in George Aiken Manor in Red Lake, then 330 Van Horne, and lastly Follansbee. The order of

installation ensures that at least one building in Red Lake gets an elevator as quickly as possible.

In addition to the planned projects of 2007, 2008, and 2009 there should be review of other buildings that may benefit from lifts. These buildings are Patricia Plaza, Maples, 108 St Charles, and the Trillium Apartments.

There was a discussion around energy savings loans from the SHSC as outlined in the Municipal World. It was commented on that the loans could be paid back from the energy savings. The Director was to review this article and contact SHSC regarding these comments.

7.4 Rent Supplement Program.

The committee was presented with a summary of the 2007 rent supplement program. One phase of the rent supplement program will exceed the grant given by the province. Any excesses in operation of the rent supplement program must be paid by the local tax base. When this program was approved by the KDSB board it was under the condition that it would not cost the local tax base any additional monies. It is estimated in 2007 that one phase of the rent supplement will exceed the grant by \$5,900. This is equivalent to one unit. A request has been made for funding from MMAH to supply KDSB with additional budget to cover this loss. If a negative response is received from the province it will be up to the Social Housing Committee to make a recommendation to the board to reduce the program by one unit or approve funding to cover the loss in the program.

In the interim the Housing Director is asked to pursue a response to the letter sent requesting funding with an update for the next SHC meeting.

8. Other Business

8.1. Director of Housing Report: December 31, 2006

The Director of Housing reviewed the December 31, 2006 report provided in the package. Following are discussions from the presentation of the report.

Financial Position

Revenue:

Overall rental revenues exceed the 2006 budget and actual 2005 figures.

Expenses:

Administration:

The overall position of this category is surplus. It includes salaries and office operational expenses.

Building Maintenance:

The overall position of this category is deficit. It includes building related expenses such as plumbing, electrical, grounds etc. The higher cost of maintenance has been reflected in the 2007 maintenance budget. The deficit is covered by surpluses in revenue and other expense categories.

Utility Expenses:

The utility expenses will be under budget and show a surplus in operation in 2006. This is due mainly to warmer winter conditions.

Taxes, Mortgage, and Insurance:

The actual taxes and insurance are less than expected and therefore show a surplus.

Capital:

The capital expenditures will show a surplus due mainly to work not being done at Parkview Apartments in Kenora

Contribution to Reserve, KDHC Amalgamation Costs, Overhead Administration Cost, Non-Profit Housing, and the Rent Supplement, all contributed to the overall surplus position of the Housing Department.

Although not all costs were in and some journal entries not done, it is expected that the Housing Division will be under budget for 2006.

Performance Indicators:

Revenue: More revenue charged than budgeted for.

Arrears:

Arrears are high but there have been four months of reductions. The issue however is that a lot of arrears are transferred to former tenants who is not currently reported through the Directors report. Former tenants will be reported on in January 2007.

Wait List:

It was reported that the overall number of applications on hand is reducing.

Vacancy:

There are chronic vacancies in locations like Dinorwic, Patricia Plaza and Second Floor suites of two story seniors' apartment blocks.

Turnover:

There were 10 turnovers. A turnover is when a tenant moves causing the need to prepare it for the next tenant.

Market Rate:

There were 39 market rent tenants in December 2006. It was explained that KDSB is allowed up to 10 percent of the entire portfolio can be rented to market renters but no one project can exceed 50 percent for market rent tenants. Ear Falls has the highest proportion of market renters due to its unique industry make up.

The rent supplement program and policies and procedures were reviewed with no discussion.

General Discussion From the report included:

It was noted that the floors of Patricia Plaza were cold in the winter time because they were covered in tile. It was requested that a price comparison be presented comparing floor tile to carpeting. This will be put together for the next committee meeting.

8.2 Red Lake Women's Shelter.

A request has been made from the Red Lake Women's Shelter for a 20 year commitment from KDSB that would see KDSB providing operational funds for a 10 unit second stage housing project. The request came with little detail. The housing director provided a report outlining some questions that should be answered before providing a recommendation to the board of KDSB. The committee instructed the housing director to send a letter to the Shelter seeking information on the second stage housing project. As the information is received it is to be presented to the committee at a future date.

8.3 Social Housing Services Corporation Board Membership.

Information packages are to be sent to Penny Todd and Joyce Timpson who are interested in membership on this board.

9. Recommendations.

9.1 There were no recommendations to the Board of KDSB

10. Adjournment:

10.1 It was moved by Joyce Timpson and Seconded by Garry Parkes to adjourn the meeting at 5:10 pm. Carried