

KENORA DISTRICT SERVICES BOARD

Minutes of the Social Housing Committee Meeting
Held on Thursday, February 5, 2009
At the Kenora District Services Board Office in Dryden
211 Princess Street, Suite 1, Dryden, Ontario
Commencing at 10:00 a.m. Central Standard Time

PRESENT: Jack McKenzie, Chair (via teleconference)
Garry Parkes
Ray Leray

STAFF: Adrian De Porto, Director of Housing Services

REGRETS: Sten S. Lif, Chief Administrative Officer

1. **CALL TO ORDER**

The Chair called the meeting to order at 10:00 a.m.

2. **APPROVAL OF AGENDA**

MOTION NO.: SHC2009-05

Moved by Ray Leray
Seconded by Garry Parkes

RESOLVED THAT the Social Housing Committee approve the amended agenda for a meeting of the Committee to be held on Thursday February 5, 2009 at the Directors of Housing Services Office Room at 211 Princess Suite 1 Room 109 Dryden Ontario commencing at 10.00 a.m.

Additions Include:

- 8.5 Issuance of 2009 Federal Budget
- 8.6 Social Housing Services Corporation Political Forum
- 8.7 Web Cast regarding Saskatoon Affordable Housing

CALLED; CARRIED

ACTION: None

3. **DISCLOSURE OF INTEREST AND THE GENERAL NATURE THEREOF**

None

4. **DELEGATIONS / DEPUTATIONS**

There were no delegations.

5. **MINUTES OF PREVIOUS MEETING(S)**

5.1. **Minutes of November 19, 2008**

MOTION NO.: SHC 2009-06

Moved by Garry Parkes
Seconded by Ray Leray

RESOLVED THAT the Social Housing Committee approve the minutes of the November 19, 2009 meeting of the Committee as presented.

CALLED; CARRIED

ACTION: Distribute / File

5.1.1. Business Arising

Still waiting for an approved plan for the Gardner Building fence proposal
Ralph Page Meeting regarding homelessness issue is yet to be arranged

5.2. Minutes of January 15, 2009

MOTION NO.: SHC 2009-07

Moved by Garry Parkes
Seconded by Ray Leray

RESOLVED THAT the Social Housing Committee approve the minutes of the January 15, 2009 special meeting of the Committee as presented.

CALLED; CARRIED

ACTION: Distribute / File

5.2.1. Business Arising

Housing Director to issue a letter to Joyce Timpson re service to the SHC in the past

6. CORRESPONDENCE

6.1 Letter from Ron Gillis

Ron Gillis, Property Manager for Machin Municipal Non Profit Housing Corporation, sent a letter to Peter Boban, MMAH officials, Sten Lif and Adrian De Porto regarding the small amount of funds committed to a the water well and treatment plant for the Eagle River Building. Sten Lif responded outlining that the program guidelines were followed as well as the proposal from the Machin Municipal Non Profit Housing Corporation. Mr. Gillis has not responded back as yet.

6.2 Diane Finley letter to CHRA

KDSB received a copy of a letter from Diane Finley, Minister of Human Resources and Social Development Canada, addressed to David Eddy of Canadian Housing and Renewal Corporation outlining the federal commitment for the next five years in the amount of 1.9 billion dollars for housing and homelessness.

7. Directors Reports

7.1 SHC2008-111, SHC2009-121, SHC2009-132: Performance Indicators for November 2008, December 2008, and January 2009. November and December were provided for information. January 2009 reports that revenue is up and over the budgeted amount; arrears have a slight decrease from December (note that the arrears total is split to provide market rent arrears, RGI arrears, and damages arrears); vacancies are down slightly; applications are holding steady; turnover is very small; and market renters are up.

ACTION: The Chair of the Committee requested a report for information regarding the number of applicants per community and the size of unit requested. The Housing Director will provide this information.

- 7.2 SHC2008-112, SHC2009-122, SHC2009-133 (not available): Combined Arrears Report for November 2008, December 2008, and January 2009. November and December were presented and discussed. It was noted that the write-off accounts were applied to the former tenant balances. Many of the write-off accounts were from as far back as 1999. The Balance sheet will more fairly be represented now with the write-off. The combined arrears report was not available for January 31, 2009 but will be provided when the information is available.
- 7.3 SHC2008-113, SHC2009-123, SHC2009-134: Vacancy Loss Report for November 2008, December 2008, and January 2009. November and December were provided for information. The Chair noted that the information may be useful in the future to outline the necessity for flexibility in leasing units. January 2009 report indicated a theoretical loss of \$12,858.
- 7.4 SHC2008-114, SHC2009-124, SHC2009-135 (no report): Contingency Capital Report for November 2008, December 2008, and January 2009. November and December were provided for information. There was no contingency capital to report for January 2009. For the benefit of the new member contingency capital was explained. There are jobs that come up over the year that are unexpected and therefore not planned. Many of these unexpected expenditures are mechanical in nature (hot water tanks, furnaces etc.) The expenditure is necessary but very difficult to estimate where it will happen. Therefore a contingency report is done. Many of the unexpected amounts come from other capital budget tender surpluses. In 2009 more effort was put into estimating where unexpected expenditures would be made and capital budgets created in those projects. It remains to be seen if the estimates were correct.
- 7.5 SHC2008-115, SHC2009-125, SHC2009-136 (not complete): Capital Status Reports for November 2008, December 2008, and January 2009. November and December were provided for information. The January 2009 report was not complete as to the work that was going to be done in 2009. The next report will indicate the work to be done and the status. It was noted that all but two jobs were 100 percent completed for 2008. The two jobs not completed were as a result of weather. Although complete now the remaining balances of these jobs were posted to 2009.
- 7.6 SHC2008-116, SHC2009-126 (not complete), SHC2009-137 (not complete): Financial Position for November 2008, December 2008, and January 2009. November information was provided. As at November 30 all categories of budget were on budget. December 2008 and January 2009 were not complete.

ACTION: The Chair requested December and January financial information be provided to the committee members upon receipt.

- 7.7 SHC2008-117, SHC2009-127: Rent Supplement Programs for December 2008 and January 2009. The Chair noted a surplus in the Strong Communities Rent Supplement Program and requested if additional units could be added. The Housing Director indicated that the number of units in 2008 had remained static but two clients went from requiring some very high subsidies to requiring very small subsidies and therefore the creation of a large surplus. These funds could be used in the two other programs of the Strong Communities Rent Supplement and the number of those being subsidized increased. However if the grant funds become insufficient in the future a client would have to be dropped because the KDSB Board has a resolution in place that does not allow KDSB to subsidize any of these programs.

ACTION: The Housing Director is to provide a mid-year report in advance of the 2010 budget to discuss the grant situation, and a proposal to amend the KDSB policy regarding non subsidy of the Strong Communities Rent Supplement Program.

- 7.8 SHC2008-118: Emergency Capital Report - This report was provided as information to update the committee periodically on the progress of the approved capital plans. To date (December 31, 2008) little work was completed because the programs did not really get going until December 2008.
- 7.9 SHC2008-119: Kenora Office Lease - The report was provided as information to the committee and summarized that there was a very short time in which to make arrangements for space as the landlord required the space that KDSB was occupying. The KDSB was in a month-to-month lease. The lease rate did not change and the landlord provided all the necessary leasehold improvements that if KDSB remained for 5 years would not need to be repaid. A clause in the lease amortizes the cost of the leasehold improvements on a monthly basis. The Chair stated that if possible there should still be a combination of service locations of Housing, OW and Land Ambulance.
- 7.10 SHC2008-120: Red Lake Municipal Non-Profit Housing Corporation request for funding - At the request of the Housing Director this report was tabled. The Housing Director required some clarification from the Director of Finance regarding the surplus of the Non-Profit. The Housing Director is to provide the results of this discussion to the Committee.
- 7.11 SHC2009-128: December 31, 2008 Write off Recommendation - The Housing Director provided a report to the Committee requesting a recommendation to the Board of Directors for a write off of accounts in the amount of \$5,801.09.

ACTION: The Committee recommended the write-off to the Board with Resolution Number 2009-08.

- 7.12 SHC2009-129: Energy Audit Review - The Committee was informed of the results of energy audits done on 14 units in Kenora. The report outlined that in order to save tenants approximately \$1,000 in energy bills it would be necessary to spend upwards of \$50,000 per unit. The grants that KDSB could get from the Federal Government would be approximately \$2,600. KDSB also commissioned reports that were more detailed for all KDSB units in Red Lake which are due shortly. These reports will be more detailed and are to provide specific budgeted recommendations for consideration in the future.
- 7.13 SHC2009-130: Confined Space Legislation - Recent publications on this topic have demonstrated that there may be significant cost to the KDSB in order to become compliant in this area. The staff has been investigating this and is not qualified to make determinations as to what is and is not defined as confined space. Some Housing Providers contacted have indicated they are now just looking into the matter and others have hired consultants to determine what is and what is not confined space. The Housing Director has contacted several consultants in the district (and in Thunder Bay) to verify if they will in fact do a confined space survey. There are several who are interested. The recommendation from the Housing Director is to have a sampling of units done in the KDSB Portfolio to determine if there is confined space. Depending on the findings, KDSB will determine the cost of complying with this legislation. This could be expanded to the Non Profit portfolio. The Committee concurred that an RFP be issued to determine the cost of providing the confined space survey.

ACTION: The committee is requesting the Housing Director to inform the insurance provider of the situation, provide a background letter to the Non Profit Providers, and to inform contractors that KDSB requires what they do regarding this confined space.

- 7.14 SHC2009-131: Accessibility for Ontarians with Disabilities Act - The Housing Director provided information to the Committee on the ramifications of this Act to the KDSB. It is possible that operating budgets will have to be increased to comply with this Act. As more information is received it will be passed along.

8. GENERAL BUSINESS

- 8.1 Minaki - Lot 116: The director provided a verbal report to say that the consultant has prepared the tender documents for the clean-up of the contaminated soil on Lot 116 in Minaki. The documents will be provided to the Manager of Maintenance and Capital who will publicly tender the work. The tender work is planned for the spring after the ground has thawed and dried sufficiently. Further reports will be provided when there is something new.
- 8.2 Aamikkowwiish Mandate Update: The Aamikkowwiish Board has provided an opinion from the Human Rights Commission regarding the mandate to Native only applicants and tenants for the six units covered by the SHRA. The Housing Director will forward the letter to legal council for their opinion and report back to the Committee. A letter is to be sent to the Aamikkowwiish Board updating them as to what the status of their request is.
- 8.3 Housing Needs Survey: The director verbally updated the Committee to say that the demographic part of the survey is nearing completion. The Housing Director was asked to contact the consultant to verify completion for the May meeting of the Committee.
- 8.4 2009 Federal Budget: See point 8.5
- 8.5 Opinions of the Budget: There have been several articles on the Federal Budget outlining the funds that are available. As yet the Province of Ontario has not commented or provided the necessary funding in order to get the Federal funds. The KDSB has several renovation projects that could be arranged and tendered relatively quickly and is receiving reports on energy efficiency recommendations that may qualify for this program. KDSB does not however have any plans that are tender ready for new construction. The need for new housing has been requested in the Housing Needs Survey. The committee was informed that given the 2009 capital, the MMAH Emergency Repair Fund that existing KDSB Housing Services are extremely busy. To deliver any more projects would very likely require project managers.
- 8.6 SHSC Political Group: It is to be determined if Joyce Timpson remains the KDSB representative to the SHSC and remains on the political group. The Housing Director is to determine this status.
- 8.7 Saskatoon Affordable Housing Presentation: There is a web presentation from the City of Saskatoon regarding their plan for affordable housing on February 12, 2009. The Housing Director will not be in town to view this presentation.

9. RESOLUTIONS/RECOMMENDATIONS:

9.1 Recommend write offs for period ended December 31, 2008

MOTION NO.: SHC 2009-08

Moved by Ray Leray
Seconded by Garry Parkes

RESOLVED THAT the Social Housing Committee recommend to the KDSB Board of Directors that they approve write-offs in the amount of \$5,801.09 for the period ended December 31, 2008.

CALLED; CARRIED

ACTION: Board of Directors

10. NEXT MEETING:

10.1 March 4, 2009, 10:00 a.m., Dryden KDSB Boardroom, 211 Princess Street - Suite 1.

11. ADJOURNAMENT

The meeting adjourned at 12:45 p.m.

Confirmed this 4th day of March, A.D. 2009,

By Resolution No.: SH 2009-10

Jack McKenzie, Chair