

KENORA DISTRICT SERVICES BOARD

Minutes of the Social Housing Committee Meeting
Held on Thursday, February 28, 2008
At the Board Office in Dryden
Commencing at 2:00 p.m.

PRESENT: Jack McKenzie, Chair (via teleconference)
Garry Parkes
Joyce Timpson

STAFF: Sten S. Lif, Chief Administrative Officer
Adrian De Porto, Director of Housing Services

1. **CALL TO ORDER**

The Chair called the meeting to order at 1:50 p.m. as no delegations were present and the Committee members were ready to convene prior to 2:00 p.m.

2. **APPROVAL OF AGENDA**

MOTION NO.: SHC2008-06

Moved by Garry Parkes
Seconded by Joyce Timpson

RESOLVED THAT the Social Housing Committee approve the agenda for a meeting of the Committee to be held on Thursday, February 28, 2008 at the Kenora District Services Board office in Dryden commencing at 2:00 p.m.

CALLED; CARRIED

ACTION: None

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

None

4. **DELEGATIONS / DEPUTATIONS**

None

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

5.1 **Minutes of January 29, 2008**

MOTION NO.: SHC 2008-07

Moved by Joyce Timpson
Seconded by Jack McKenzie

RESOLVED THAT the Social Housing Committee approve the minutes of the January 29, 2008 meeting of the Committee as presented.

CALLED; CARRIED

ACTION: Distribute / File

6. CORRESPONDENCE

None

7. PROGRAM DIRECTOR'S REPORTS:

- 7.1 Performance Indicator (SHC 2008-04): The committee reviewed the new report format and was in agreement with it. There is no need to provide the previous year's information in the future except at year end. The committee reviewed the revenue, arrears, applications, vacancy, turnover and percent of market renters. There was nothing extraordinary to report other than the purge is on going in the applications. The director reported that it is likely that there will be a hundred or so less applications on hand by the end of February 2008.
- 7.2 Average Rent and Vacancy Loss (SHC 2008-05): The committee reviewed the report and found the information useful and therefore it will be continued in the future. The committee requested that the average rent be calculated by dividing the Revenue charged by the total number of units that are available for rent. This will be calculated as follows: Total units, less those that are not available for rent. The report will be adjusted for February 29, 2008.
- 7.3 Combined Arrears Report (SHC 2008-06): The committee reviewed this new report and requested it continue to be produced. This report combines the current and former tenant's arrears, and summarizes if there was a net gain or loss in arrears as compared to the previous month. There was a gain in arrears from December 2007 to January 2008 of \$5,514.

The Director informed the committee that a review of the write off situation was initiated. All former tenants with a date of December 31, 2006 were reviewed. Approximately \$260,000 has been recommended for write off to the Director of Finance. A second review is ongoing for former tenants with balances of January 1, 2007 to December 31, 2007 with the intention of making recommendations of write off to the Director of Finance shortly. In the future all former tenants will be reviewed on a quarterly basis in March, June, September and December. The committee wanted assurances that KDSB did not allow tenants who have been written off to be re-housed without arrangements for the payment of past debt. The committee was assured that a permanent record was in place of past debt and the KDSB would shortly be participating in a Province Wide Arrears Database.

- 7.4 Capital Update (SHC 2008-08): This report outlines the status of the 2008 capital works plan. At this time there is not much to report other than all the work has been assigned. The Committee request that a column be added to indicate the actual value of a contract once it was completed. The Housing Director will add this column for the February 29, 2008 Month End.
- 7.5 Rent Supplement (SHC-2008-09 and 10): The committee reviewed these reports and was informed that the Federal Program unit budget was short funds for one unit due to a budgeting error. The budget for the federal program is \$142,000 and the current expected actual expenditure is expected to be \$153, 960. The Housing Director will monitor this situation and report on the budget situation in March 2008. The other programs at this time are fine.
- 7.6 Cable Television Report (SHC 2008-11): The committee was informed that several buildings in the portfolio have bulk cable charges which are charged back to the tenants through a charge on the rent. The KDSB pays the bulk cable bill and off sets the expenditure with revenue gained from the tenants. This is reviewed annually to ensure the charge is adequate. It has been discovered that in one building, George Aiken Manor, the rate charged to tenants is inadequate to cover the actual cost. The rate increase is from \$13 to \$14 per month and is to be increased immediately for new tenants and on lease renewal for existing tenants. There

was some discussion around the fact that it is a mandatory charge that all tenants must pay and perhaps that this was unfair to tenants who do not want or need the cable. The matter will be reviewed with the committee from time to time as needed.

- 7.7 Parking Policy Report (SHC 2008-12): The committee was informed that the parking policy is currently being inconsistently applied. Tenants of Sunset Leisure Manor in Ear Falls and Follensbee and George Aiken Manor in Red Lake are not paying for parking while tenants of all other common area parking lots are paying \$20.00 per month. The Housing Director had no reason for this other than it is quite likely that the no parking fee was used as a marketing tool to have tenants move into the buildings. Notwithstanding marketing tools it is necessary to charge parking equally throughout the district.

ACTION: Staff is to be informed of the new policy effective for April 1, 2008. Secondly the Housing Director will inform each tenant by letter of the new practice and instruct them as to when the increase can be expected and give the tenant the opportunity to comment and if necessary cancel their parking. Thirdly, it will be announced in upcoming tenant meetings in these three buildings of the past practice and of the new policy.

The committee was also informed that housing services staff who live on site are currently not paying for parking. This was an arrangement from the past. There are four staff living on site, three who park vehicles. The Housing Director is recommending that the staff who park personal vehicles on site are to pay for parking like the other tenants in the building. Free parking would be considered a taxable benefit because parking is not included in the rent.

ACTION: The Housing Director is to inform the staff of this change in policy and give them the opportunity to make arrangements for vehicles if they so wish. The effective date of the increase will be on lease renewal.

The Housing Director informed the Housing Committee that two company owned vehicles are parked on site and are not taken home in the evenings or on weekends. One vehicle is parked at George Aiken Manor in Red Lake and the other at Patricia Plaza in Sioux Lookout. KDSB does not charge itself a parking fee of \$20.00 per month per vehicle.

- 7.8 AC Hydro Charge Report (SHC 2008-13): The Housing Director provided a report to the committee on the topic of surcharges to tenants where KDSB pays the hydro charges for the use of Air Conditioners. The report had no recommendations and was provided such that debate and discussion could take place. The cost of Hydro is increasing at an alarming rate and the use of Air Conditioners greatly increases hydro consumption. The SHRA allows for surcharges in this area. Other DSSABS are contemplating the use of surcharges for hydro consumption attributed to the use of air conditioning. The report outlined that the charge to tenants in the amount of \$20 to \$30 per month in the hot weather months would greatly offset the cost of hydro consumption attributed to air conditioning use. The committee discussed several items including forgiveness for this charge if the individual has the air conditioner for medical reasons and cannot afford the charge.

The second item discussed in this area is the installation and removal of air conditioners from windows. In a case in Southern Ontario a landlord was found liable for a case when an air conditioner fell from a window. The contention was that the tenant was responsible for the installation. The landlord was also held responsible for this case even though they had nothing to do with the installation. KDSB staff is therefore exploring pricing for tenants. KDSB will prescribe to the tenant who is to be used for the installation and removal of air conditioners. This information will be forwarded to the tenants when available.

ACTION: The Housing Director is to provide further information on the process of charging tenants for Hydro. Specific areas on information to be reviewed are: which DSSABS are doing what, when could someone be excused from paying for hydro for the use of air conditioners.

- 7.9 Aamikkowiish Mandate Change (SHC 2008-14): A letter was sent to Aamikkowiish as a result of a letter received requesting that native only clients be put in all Aamikkowiish housing projects. The procedure on how this request is to be done by Aamikkowiish was sent to Aamikkowiish. To date no response has been received.
- 7.10 Patricia Plaza Elevator Lift Proposal (SHC 2008-15): The consulting engineer presented a budget price of \$170,000 for the installation of an elevator-lift in Patricia Plaza. The Housing Director reported that Patricia Plaza did have vacancies and that the installation unlike other buildings where elevator lifts were installed would not fill the building. There were other advantages to installation of an elevator lift including ease of movement in the building and potential clients for down the road. There was no budget dedicated for the elevator lift in 2008 as a budget figure was not known. The Housing Director stated that a good source for the budget would be the DOOR funding received in 2007. The undedicated balance as of the report was just over \$300,000. The CAO reminded the committee that if the project goes forward and funds are dedicated to install an elevator lift in Patricia Plaza that it will be necessary to increase the budget for 2008. The increase in budget will not require extra funding from the municipalities and unorganized territories but a transfer of funds from the DOOR fund to the regular budget.

ACTION: The Committee instructed the Housing Director to proceed to tender in order to determine a budget. Once the budget price was determined a proposal is to go to the KDSB Board of Directors for review.

- 7.11 Minaki -Lot 116 Environmental Update (SHC 2008-18): A report was presented to the committee updating them on the environmental clean up of Lot 116 in Minaki such that it can be attached to Lots 115 and 113 and sold as a package. The Consulting Engineer retained to provide a report on the clean up of the property had not produced a report as of doing the report to the committee but had promised one for just before the meeting. The report was received and a verbal update was provided to the committee as well as a copy of the report from the Consulting Engineer. In addition however it has been discovered that the former Ontario Housing Corporation in August 2001 published a report on formerly owned Ontario Housing Corporation Properties that were transferred to the DSSABS in the provincial download of services. The Environmental Protection Act is the only responsibility it could not legislate away. As such the Ministry today may have some financial responsibility for the clean up of lot 116 in Minaki. The Housing Director investigated the how, what, where, when and who on proceeding. The Housing Lead Contact in Thunder Bay is who the report is to go to. The Housing Lead in Thunder Bay is the KDSB contact to the Ministry and therefore the where. The how is in the form of a report outlining a summary of the situation in the format required by the Ministry policy. The report will outline a request for reimbursement for past funding spent on this project and the estimated cost of clean up. This is the what. The report is to be issued ASAP to the Ministry representative (when).

The housing director reported that the total cost estimated for the clean-up was \$45,925. This included the construction process whereby the contaminated soil would be removed and property disposed of and then clean soil returned. This cost is \$28,000. The Engineering fees and Project Management is \$4,200 and the contingency is \$7,000. The final stage of the project is the testing and creation of a report certifying the areas as clean up. This cost is \$6,725. Regardless of the Construction, Engineering and Contingency total of \$39,200 it is necessary to spend \$6,725 to get a clean bill of health. The Housing Director stated that the report was received an hour and a half before the meeting and there had been no opportunity

to review the report with the Consulting Engineer. The Housing Director recommended two things. The first is that the report is to be reviewed with the Consulting Engineer and secondly that a report be issued to the MMAH requesting repayment of past expenses regarding environmental clean-up and provision of 100 percent of anticipated future cost to cleanup.

ACTION: The Committee requested the Housing Director to proceed with discussions on the cost of clean up with the Consulting Engineer and secondly to prepare a summary report for presentation to the Ministry ASAP. Additionally, KDSB is not to proceed with the sale of lots 116, 115, and 113 until the soil contamination clean-up is completed on lot 116.

8. GENERAL BUSINESS

8.1 KDHC: The KDSB Board of Director's approved the transfer of KDHC assets to KDSB on February 14, 2008. The Housing Director issued the documents required by the Lawyer on February 18, 2008. The matter is with the Corporate Lawyer and the Housing Director awaits further correspondence on this. The Housing Director will keep the Committee updated as events occur.

8.2 Parkview Apartments: The process of declaring substantial performance is currently ongoing. A list of seasonal deficiencies has been created as well as a dollar value. The deficiency inspection is slated for February 28, 2008 and will be issued to the consulting engineer who will review same and decide on substantial completion. The Housing Director will keep the Committee updated as events occur.

8.3 Minaki-Extension of Contracts: The current contract with the real estate agent expires at the end of March 2008. The Contract is to be extended for three months to the end of June 2008.

ACTION: The Housing Director is to inform the Real Estate Agent selling the properties in Minaki that the contract has been extended to the end of June 2008.

8.4 DOOR Funding: The Housing Director updated the Committee on projects funded by the DOOR fund especially the Housing Needs Survey. The Housing Needs Survey is nearing completion by the Housing Director. It is to be reviewed by the CAO and then be presented to the SHC. If the SHC approves the Survey they are to present it to the KDSB Board for review. If approved by the KDSB Board of Directors the Survey will be tendered. Once the tender closes the SHC must review and make a recommendation to proceed with the contractor to actually do the survey. Assuming everything goes as planned, KDSB should have the results of the survey by late fall of 2008.

9. RESOLUTIONS/RECOMMENDATIONS

9.1 MOTION NO.: SHC 2008-08 Moved by Garry Parkes
Seconded by Joyce Timpson

RESOLVED THAT the Social Housing Committee recommends that the KDSB Board of Directors accepts the tender of Terra Deco Enterprises in the amount of \$37,120, including \$2,112 GST, for the installation of new exterior door on 20 public housing units located on Pine Street and Poplar Street in Ear Falls.

CALLED; CARRIED

ACTION: Executive Secretary

10. NEXT MEETING

The next meeting is scheduled for 10:30 a.m. on March 27, 2008 at the Dryden Board office.

11. ADJOURNAMENT

The meeting adjourned at 4:10 p.m.

Confirmed this 27th day of March, A.D. 2008,

By Resolution No.: SHC 2008-10

Garry Parkes, Acting Chair