

KENORA DISTRICT SERVICES BOARD

Minutes of the Social Housing Committee Meeting
Held on Wednesday, March 4, 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
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.: SHC2009-09

Moved by Ray Garry Parkes
Seconded by Ray Leray

RESOLVED THAT the Social Housing Committee approve the agenda *as amended* for a regular meeting of the Committee to be held on Wednesday, March 4, 2009 at the Kenora District Services Board Office in Dryden commencing at 10.00 a.m. C.S.T.

Add: Item 7.6 - SHC2009-147: Post Audit Statements (Replaces SHC 2009-126)
Item 7.6 - SHC2009-148: January 31, 2009 Statements (Replaces SHC 2009-137)
Item 7.11 - SHC2009-149: Aamikkowiish Mandate Update

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 February 5, 2008**

MOTION NO.: SHC 2009-10

Moved by Ray Leray
Seconded by Garry Parkes

RESOLVED THAT the Social Housing Committee approve the minutes of the February 5, 2009 regular meeting of the Committee as presented.

CALLED; CARRIED

ACTION: Distribute / File

5.1.1. Business Arising

- 1) Still waiting for an approved plan for the Gardner Building fence proposal.
- 2) There has been no further response from Ron Gillis regarding his letter to Ministry officials and KDSB regarding the MMAH Funds. It was discussed however that all non profits housing providers receive a reminder of the appeal process which is available by a KDSB Directive. This information is to be provided at an upcoming non profit meeting.
- 3) Item 6.2 of February 5, 2009 meeting: The Provincial budget is to be tabled March 26, 2009 and should include some discussion of funding for Social Housing that is supposed to match the funds outlined in the Federal Budget. Shovel ready projects that can be done in 2 years are to be identified.
- 4) Item 7.1 of February 5, 2009 Meeting: Application listing by community not yet complete.
- 5) Item 7.10 of February 5, 2009 Meeting: Red Lake Request for additional funding to be discussed with Director of Finance and CAO.
- 6) Item 7.13 of February 5, 2009 Meeting: Confined Space - Awaiting the tendered prices.

6. CORRESPONDENCE

None

7. DIRECTORS REPORT'S

- 7.1 SHC2009-143 Performance Indicator's for February: Revenue is at budget. Sharp increase in arrears caused by market rent tenants in Dryden, Ear Falls, Hudson, and Sioux Lookout. There were discussions with Property Managers with respect to the collections. Applications on hand have increased. Vacancies have shown a decrease to 24 and with the reduction in turnover (4 only for February) staff has been able to catch up further with unit preparation. Further reductions in vacancy are expected for March. Market rent tenants have reduced by 1 in February to 41.
- 7.2 SHC2009-144 Combined Arrears to February 28, 2009: The report shows a small net increase in former tenants due to good collections by the Collection Agency in January 2009. Current tenants as noted in item 7.1 have increased. There was therefore a large increase in arrears from January 2009 to February 2009.
- 7.3 SHC2009-145 Vacancy Loss Report: The Vacancy loss report shows a combined year to date loss of \$23,399.
- 7.4 SHC2009-140 Capital Status: This report outlined the jobs that were duplicated in the MMAH emergency capital fund and the regular capital. Due to the timing of approvals it was necessary to put several jobs in both capital streams. The capital was approved in both programs and therefore there is an uncommitted amount of \$198,000 in the regular capital account. In addition the appliance replacement budget for 2009 is \$258,300 which is to be funded from Reserves. The total uncommitted funds for 2009 are \$456,300. Several options were provided for use of these funds including:
 1. Maples Windows: Approved to move forward
 2. George Aiken Manor Lighting: Approved to move forward

3. Confined Space: Awaiting RFP proposals
 4. Septic Field Assessment: Awaiting RFP proposals but there is a need to provide a report to outline the need for this and to justify the costs of the assessments.
 5. Hot water supply to Trillium: Additional funds to supplement the original budgeted amount of \$4,500 because two tanks failed within two weeks of each other. In-line energy efficient heaters were installed as a test. The cost was \$7,500 for the in-line heaters. The cost of two conventional tanks and balancing valves was in excess of \$10,000. A monitoring status will be set up to determine energy efficiency.
 6. Red Lake Family - Mould Remediation: Approved to Proceed
 7. Red Lake Family Step Resolution: Approved to Proceed
 8. George Aiken Manor Electrical Safety: Approved to Proceed
 9. George Aiken Manor Fire Alarm Panel replacement: Approved to proceed
 10. George Aiken Manor Sprinkler System: Approved to Proceed
 11. Follansbee Electrical Safety: Approved to Proceed
 12. Follansbee Fire Alarm Deficiency: Approved to proceed
 13. Follansbee Sprinkler Upgrade: Approved to proceed
 14. Follansbee Air Makeup: Approved to proceed
 15. BCA reports: no discussion; held over until subsequent meetings.
- 7.5 SHC2009-142 Capital Status: **Action Item** - The committee requests a modification to the report to include the community in which the project is found. The report included status on the regular program, Appliance Replacement, and DOOR funding and will be provided for future committee meetings.
- 7.6 SHC2009-147 (December 31, 2008) Financial Report: The housing director provided the December 31, 2008 Statement of Operations for Housing Services. The overall surplus (which is still subject to change) is \$427,100 which includes the three programs of Non profit, rent supplement, and public housing. The committee reviewed the figures.
- SHC2009-148 (January 31, 2009) Financial Report: The statement provided the new budget and expenditures to date. There is not much to report in January other than to say that the utility account is overspent because the budget is not seasonally adjusted, and the capital program is in the development and tendering stages. **Action Item:** The housing director is to provide some detail on accounts in budget deficit in the building maintenance accounts.
- 7.7 SHC2009-146 February 2009 Rent Supplement: The report indicates that the program is running at high occupancy and is under budget.
- 7.8 SHC2009-138 Internal Review Committee: The committee reviewed the Terms of Reference and made the following changes: Membership - Two (2) members of the Social Housing Committee of the KDSB and one member representing the public at large appointed by the KDSB Social Housing Committee. The Housing Director will be responsible to advertise a couple of months in advance of the expiration of the public-at-large member's position of the Internal Review Committee. Those responding will have their résumé provided to the Social Housing Committee for consideration. The second change to the Terms of Reference is to change the term from 3 to 4 years concurrent with the term of the Board of Directors. **Action Item:** The Housing Director will make the changes to the Internal Review Committee Terms of Reference and provide copies to the Committee.
- 7.9 SHC2009-139 Red Lake Building Condition Assessment: The Housing Director discussed the report provided in February 2009 with the committee. The committee did not have

the BCA Report in their hands in advance; however, report SHC2009-139 provided summary information. The BCA report is lengthy and was provided to the two members present to take home for review. Several key issues were brought forward in the life safety area; those being mold issues, fire safety issues, electrical safety issues, and air make up issues. The reports provided a lot more information for future budgeting. The committee was informed that the Consultant would be willing to provide a PowerPoint presentation in the future. **Action Item:** The committee felt this would be a worthwhile presentation to receive and requested the Housing Director arrange this for April 29, 2009.

- 7.10 SHC2009-141 MMAH Emergency Capital Fund: The Housing Director provided a summary report updating the committee on the projects funded through the Emergency Capital Repair fund. The information is to be provided to the MMAH monthly. **Action Item:** The Housing Director is to amend the form by adding the contingency amount to the actual approved capital budget such that the full grant of \$488,663 is shown, and secondly a running total of the contingency budget is to be shown such that the committee has a monthly update as to the balance of the contingency amount.
- 7.11 SHC2009-149 Aamikkowiish Mandate Change. The latest correspondence and recommendations were provided to the committee for review. The latest correspondence was from Aamikkowiish and the Ontario Human Rights Commission stating that it was felt that the 6 units were indeed a designated special needs project and should have tenants of native ancestry only. The legal council stated that the likelihood of KDSB facing a Human Rights Commission challenge were reduced but really not out of the realm of possibility and that an indemnity agreement should be in place. An agreement was provided by the KDSB legal council. The Committee still has reservations on allowing a mandate change. Notwithstanding, a report is to be made to the Board of Directors for their consideration: **Action Item:** The Chair of the SHC will provide a report to the board at the next meeting on March 26th. The Housing Director is to provide the information in the form of a report to the Board including a summary of events and relevant documentation.

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 were 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. Committee member Ray Leray was given a tour of the Kenora and Minaki properties on February 25, 2009.
- 8.2 Housing Needs Survey: The director verbally updated the Committee to say that the demographic part of the survey is nearing completion. The Housing Director contacted the Consultant who stated that arrangements for interviews were to commence in mid March 2009. **Action Item:** The Housing Director is to contact the Consultant and confirm completion of the report in draft format for the April 29, 2009 SHC meeting in Kenora.

9. RESOLUTIONS/RECOMMENDATIONS:

None

10. NEXT MEETING:

10.1 April 29, 2009, 10:00 a.m., Kenora Meeting room, Maples Apartment Block, 512 Ottawa Street, Keewatin.

11. ADJOURNAMENT

The meeting adjourned at 12:50 p.m.

Confirmed this 29th day of April, A.D. 2009,

By Resolution No.: SHC2009-12

Jack McKenzie, Chair