

KENORA DISTRICT SERVICES BOARD

Minutes of the Social Housing Committee Meeting
Held on Thursday, March 27, 2008
At the Board Office in Dryden
Commencing at 10:30 a.m.

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

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 10:30 a.m.

2. **APPROVAL OF AGENDA**

MOTION NO.: SHC 2008-09

Moved by Joyce Timpson
Seconded by Gary Parkes

RESOLVED THAT the Social Housing Committee approve the *amended* agenda for a meeting of the Committee to be held on Thursday, March 27, 2008 at the Kenora District Services Board office in Dryden commencing at 10:30 a.m.

Add: Item 5.2 - Business Arising from February 28, 2008 Minutes
Item 6.2 - Additional Funding
Item 6.3 - Substantial Completion - Parkview
Item 6.4 - Minaki Advertising
Item 7.10 - February 29, 2008 Financial Report (SHC 2008-31)
Item 7.11 - Capital Plan Update January to March 24, 2008 (SHC 2008-22)

CALLED; CARRIED

ACTION: None

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

None

4. **DELEGATIONS / DEPUTATIONS**

None

5. **MINUTES OF PREVIOUS MEETING**

5.1 **Minutes of February 28, 2008**

MOTION NO.: SHC 2008-10

Moved by Gary Parkes
Seconded by Joyce Timpson

RESOLVED THAT the Social Housing Committee approve the minutes of the February 28, 2008 meeting of the Committee *as amended*.

The amendments include:

7.10 Action

Once the budget price was determined a proposal may go to the KDSB Board of Directors for review.

9.1 Motion No. SHC 2008-08

The committee requested that some background information be provided on this motion. The motion pertains to the report provided to the Committee by the Housing Director recommending acceptance of a tender for Pine and Poplar exterior doors. The report number is SHC 2008-07.

CALLED; CARRIED

ACTION: Distribute / File

5.2 Business Arising from the Minutes:

The Director of Housing had reported at the February 28th SHC meeting that the parking charges should be equalized throughout the district. In Ear Falls and Red Lake tenants are not paying for parking. This recommendation was incorrect and is not possible for existing tenants. The parking charge can only be added to new tenants or existing tenants who are requesting parking. This is how staff has been instructed to proceed. The Residential Tenancies Act does not allow existing tenants who are receiving a service currently included in the rent to be charged for that service. This principle may also apply to the discussion around the possibility of a surcharge for hydro consumption attributed to air conditioners. The Housing Director is to research this further and report back to the committee at a subsequent meeting.

6. CORRESPONDENCE

6.1 KDHC Dissolution Letter: Letter provided as information to indicate forward progress.

6.2 Additional Funding: A communiqué was provided indicating that KDSB is eligible for a portion of the \$100 million made available to Service Managers from the MMAH. The amount has been reported in the media to be approximately \$488,000 for KDSB. The Director will provide further information on this as it becomes available. In the mean time, a plan to utilize this funding will be developed.

6.3 Substantial Completion: A F. Eshmade and associates has provided a substantial completion letter for Parkview. A letter will be issued to the Contractor on March 27, stating that substantial completion is to be granted effective February 29, 2008. This declaration will trigger the hold back to be released to Jarnel in accordance with the Contractors Lien Act. It should be noted that \$29,000 will be held back due to seasonal deficiencies.

6.4 Minaki Advertising: A note from the Real Estate Agent outlines the advertising being planned for the spring.

7. PROGRAM DIRECTOR'S REPORTS:

- 7.1 Performance Indicators (SHC 2008-19): The committee reviewed the revenue, arrears, applications, vacancy, turnover and percent of market renters. There was nothing out of the ordinary. The Housing Director commented that the wait list purge was completed and that since starting it in January 2008 approximately 100 applications had been cancelled.

Action: Ms. Timpson requested a monthly listing of application numbers broken down by community, senior, family and unit size. This report will be provided to March 31, 2008 at the next SH Committee meeting.

- 7.2 Average Rent and Vacancy Loss (SHC 2008-20): 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 averaged as well. This will be provided for the March 31, 2008 report.

- 7.3 Combined Arrears Report (SHC 2008-21): 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 net loss in arrears from January 2008 to February 29, 2008 of \$2,335 due to some very aggressive collections in former tenants.

- 7.4 Rent Supplement (SHC 2008-23): 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 actual expenditure is expected to be \$153,960. The Housing Director will monitor this situation and report on the budget situation in April 2008. The other programs at this time are fine.

- 7.5 January 31, 2008 Financial Report (SHC 2008-024): The director reported on the financial position of the Housing Services Division and had the following comments. It is very early in the year and no abnormalities are evident at this time. There is however one concern and that is the adequacy of the utilities budget given that January, February, and March have been abnormally cold. This situation will be monitored.

- 7.6 December 31, 2007 Financial Position (SHC 2008-25): The director reported on the financial position of the Housing Services Division for the year ended December 31, 2007. The high points of the discussion were: Administration under spent due mostly to Administration Salaries not being used up; Building Maintenance over spent slightly due to operational pressures; Utilities under spent because of the warm winter months of Jan., Feb., and Mar. 2007; Taxes, Debentures and insurance under spent due largely to the debenture cost not spent on Parkview; Capital just slightly over spent; other categories slightly under spent. Over all the net local cost did not exceed the budget.

- 7.7 Red Lake Families Energy Retrofit (SHC 2008-27): The discussion regarding this topic was whether to approve proceeding with tender of better insulating the top floor of the these duplexes when the pay back period exceed 100 years. A request for further information was made.

Action: The housing director is to determine if it is possible to put modular housing on these existing properties and secondly explore other energy savings measures that will have a better pay back. Information is to be provided for the next meeting.

- 7.8 Maples/George Aiken Manor Suite Conversions (SHC 2008-28): This report was provided as a result of a request to determine if underutilized space could be converted to suites. Two options discussed were Maples and George Aiken Manor. The Maples review is complete and

the drawings and budget indicate that a main floor lounge can be converted to a studio suite for about \$15,000. The Director indicated that the tenants had not been informed of any such plans at this time. The Director is going to Red Lake on April 3, 2008 to determine if it is possible to convert space in George Aiken Manor. The committee felt that a conversion of the lounge at George Aiken Manor would likely not be very popular. At this time, information being garnered is simply to see if a conversion is possible. The Director also indicated that it may be advisable to have the Housing Needs Survey completed prior to finalizing any construction plans and budgets. Action: This item is to remain on the agenda for updates.

- 7.9 Patricia Plaza Discussion (SHC 2008-29): Joyce Timpson had attended a meeting at Patricia Plaza and several tenants discussed a problem in the building whereby homeless people who were tenanted were causing disturbances. The Housing Director prepared a report outlining how applicants were placed on the wait list and chosen for tenancy. The Social Housing Reform Act is fairly explicit on tenant selection. Notwithstanding the SHRA, some tenants who occupy a suite in a building cause noise and disturbance and the KDSB evicts utilizing the Residential Tenancies Act. The discussion ensued relating to how we could solve this problem. Several suggestions were made including meeting with the other two housing agencies and stakeholders in this process. The purpose of this meeting would be to discuss the feasibility of hiring a common social worker between the three housing agencies in Sioux Lookout and what can be done in the homeless shelter field. Additionally, Housing Services staff are to review the cost of putting security in the building and the possibility of sharing this service with the other housing agencies.

Action: Joyce Timpson will ensure that KDSB gets an invitation to any meetings and the Housing Director will review the cost and logistics of putting a security system in Patricia Plaza.

- 7.10 February 29, 2008 Financial Report (SHC 2008-31): The Housing Director provided the following comments on the February 29, 2008 Financial Statements. Non-Profit spending is in line; Rent Supplement as noted is over budget in the Federal Program; Administration spending is in line; Building Maintenance is in line; Utilities at this time are in line but there is concern relating to gas; Capital is in line, as are the other more minor accounts.

- 7.11 Capital Program Update Jan 1 to Mar 24, 2008 (SHC 2008-22): The Capital Update was presented to the Committee for information. There were several questions from Committee members as follows.

- ✓ A suite renovation for one unit was budgeted at \$7,000 and the cost was actually \$12,333 which is \$5,333 over budget. It was not anticipated that when making the interior repair windows would be needed. However, the window frames were rotten.
- ✓ Committee members questioned why a fire panel is to be replaced at Parkview. The panel has been acting up for several reasons. It is older and the addition of strobe lights for the hearing impaired is causing the capacity of the panel to be virtually maximized.
- ✓ There was a question as to why the fire pump requires replacement. The pump may be undersized for the building. An engineer has been retained to ensure what size of pump is needed.
- ✓ The budget in the amount of \$4,500 for the ceiling replacement in Patricia Plaza is too small. A tender is closing on April 11, 2008 and this will determine what budget is necessary.

8. GENERAL BUSINESS

- 8.1 KDHC: The committee was informed that by copy of the letter included with correspondence that the corporate lawyers have submitted the dissolution letters.

- 8.2 Parkview Apartments: Substantial completion has been declared effective February 29, 2008.
- 8.3 Minaki-Extension of Contracts: The report to the Ministry of Housing relating to Lot 116 and reimbursement for the environmental issues has been forwarded to MMAH. The Director met with the Ministry official on March 20, 2008. The meeting included a trip to Minaki. The Ministry official has issued the report to the appropriate individual and department.

Action: The Housing Director will touch base with the appropriate ministry official.

- 8.4 Housing Needs Survey: The Housing Needs Survey will be presented to the Committee on April 24, 2008

9. RESOLUTIONS/RECOMMENDATIONS:

None

10. NEXT MEETING

The next meeting is scheduled for 10:00 a.m. on April 24, 2008 at the Dryden Board office.

11. ADJOURNAMENT

The meeting adjourned at 1:10 p.m.

Confirmed this 24th day of April, A.D. 2008,

By Resolution No.: SHC 2008-12

Jack McKenzie, Chair