

**Kenora District Services Board  
Minutes of the Social Housing Committee Meeting  
April 19, 2007**

**Attendance:**

Jack McKenzie: Chair (present via tele-conference)  
Joyce Timpson: Member (present via tele-conference)  
Garry Parkes: Present  
Sten Lif: CAO- KDSB  
Adrian De Porto: Director of Housing Services

The minutes were recorded by Adrian De Porto

**1. Call to Order:**

1.1. The meeting was called to order at 11.58 am the chair Jack McKenzie on April 19, 2007

**2. Approval of Agenda:**

2.1. There were two items added to the agenda; There was one addition to the agenda, that being 9.1 which is a recommendation for a capital project to the Board.

2.2. It was moved by Garry Parkes and Seconded by Joyce Timpson to approve the April 19, 2007 Social Housing Committee Agenda as amended. Carried.

**3. Disclosure of Interest and the General Nature 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 Meeting:**

5.1. The committee reviewed the March 27, 2007 Minutes.

5.2. It was moved by Joyce Timpson and Seconded by Jack McKenzie that the minutes of the March 27, 2007 be approved as presented. Carried.

**6. Unfinished Business:**

6.1. **KDHC Update:** As required in order to dissolve the KDHC audited statements are required as are tax filings. Myers Norris and Penny

(formerly John Brose Chartered accountants) are performing the audits and will issue the necessary tax filings. When the audited statements are ready, a share holders meeting will be held to present the documents.

**6.2. 2007 Budget:** Nothing extraordinary to present.

**6.3. Parkview Update:** The next construction meeting is occurring on April 24, 2007 with a tenant meeting to follow. The Director of Housing indicated that a report was filed with the MMAH in accordance with the operating agreement. The operating agreement requires quarterly reports during construction.

**6.4. Minaki:** The lawyer is presenting an opinion by the end of April 2007 regarding how best to sell the 10 units. It is likely going to be easier to sell the lots with several units on them rather than apply to sever the properties. Severing the property however has not as yet been ruled out.

## **7. Business:**

**7.1. DOOR Funds:** The Director provided a report which provided options for disposition of the funds in the amount of \$625,000. The priorities listed in the report are: 1. Elevators in Three buildings, 2. Refurbishment of Seniors Lounges, and funding the one unit to be cut from the rent supplement program. The committee requested this be tabled for the May 17, 2007 SHC meeting. A brief meeting is to be convened for 8.30 am on May 10, 2007 prior to the KDSB Board of Directors to review the DOOR grant.

**7.2. Energy Conservation:** LCD light bulbs have been purchased for Parkview and are currently being installed. Other smaller jobs have been initiated. Suites on turnover will be fitted with the appropriate LCD lights. Staff are to be notified on April 20, 2007

## **8. Other Business:**

**8.1. March 31 2007 Housing Director's Report:** The report was reviewed by SHC members and the following points were discussed. Now that a financial statement is issued as part of the package (YTD information) it is not necessary to include as much detail on the Directors Report. The arrears remain too high, but a noticeable drop was accomplished between February 2007 and March 2007. There was a discussion around the reasons for arrears including market renters, and misrepresentation cases. Former tenants' arrears information is now available and will be presented on a monthly basis. The number of applications remains around the 500 mark. There are vacancy issues in

Kenora starting in the Minto area. Some solutions were discussed but in general staff is to remain focused on the situation. The vacancies in historically chronic areas like Dinorwic and Patricia Plaza are reducing.

**8.1.1. Capital:** The capital assignment sheet was issued and offered to the committee for review.

**8.1.2. Financial:** The committee reviewed the March 31, 2007 financial situation with the following comments: 1. Expense lines in general are within budget with some anomalies. The plumbing line is over budget and will be monitored as necessary by staff. It may necessary to request additional funds in this budget line sometime in the future. 2. It is only necessary to provide the March quarter year to date actual to budget figure in the future.

**8.1.3. Performance Indicators:** A summary performance indicator sheet was reviewed. There were no specific comments.

## **9. Recommendations:**

**9.1.** On April 17 2006 a tender closed for Amethyst Apartments in Kenora. A recommendation was provided to the committee that the tender price of \$49, 756 be recommended to the KDSB Board for approval at the May 10, 2007 Meeting. The budget was \$50,000. The value of the contract requires the approval to be that of the Board as a whole. It was moved by Joyce Timpson and Seconded by Garry Parkes that the SHC recommend the approval of a contract in the sum of \$49,756 to LMD Contracting to the KDSB Board of Directors for approval. Carried.

## **10. Adjournment:**

**10.1.** Moved by Garry Parkes and seconded by Joyce Timpson to adjourn the Social Housing Committee meeting of April 19, 2007 at 1.05 pm. Carried.

The Next meeting is listed on the Web site to be May 17, 2007 at 10.00 am in the Board Room of the KDSB office in Kenora.

**Minutes approved by Committee on: *May 17, 2007***

**Moved by: *Jack McKenzie*      Seconded by: *Garry Parkes***