

KENORA DISTRICT SERVICES BOARD

Minutes of the Social Housing Committee Meeting
Held on Wednesday, April 29, 2009
At the Kenora District Services Board Meeting Room
512 Ottawa Street, Keewatin, Ontario
Commencing at 10:00 a.m. Central Standard Time

PRESENT: Jack McKenzie, Chair
Garry Parkes
Ray Leray

STAFF: Adrian De Porto, Director of Housing Services
Ray Pearson Manager of maintenance and Capital
Sten S. Lif, Chief Administrative Officer (Regrets)³

GUESTS: Mike Aiken, Kenora Daily Miner and News (10:00 a.m. to 11:45 a.m.)

1. CALL TO ORDER

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

2. APPROVAL OF AGENDA

MOTION NO.: SHC2009-11

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, April 29, 2009 at the Kenora District Services Board Meeting Room in Keewatin commencing at 10.00 a.m. C.S.T.

Add: Item 5.1.1 Business arising topics
Item 7.13 Write Offs to March 31, 2009
Item 8.4 Hydro One
Item 8.5 Financial Surplus for Housing
Item 10.2 Meeting Schedule

CALLED; CARRIED

ACTION: None

3. DISCLOSURE OF INTEREST AND THE GENERAL NATURE THEREOF

None

4. DELEGATIONS / DEPUTATIONS

4.1 Channel Technical Services: Channel Technical Services provided unit building condition assessments for the 51 units in Red Lake. They were asked to provide a summary of the report. The summary included discussions of energy source, the fact that the housing units were more energy efficient than normal projects in Ontario, that the condition of the units was good, and that some projects like an air makeup system was required at Follensbee, and the Red Lake Family Units should have the walls

strengthened due to wracking of the upper floors. The presenters outlined several energy efficiency projects including timed thermostats, and timed circulation pumps. Heat pumps were discussed however the pay back on this is very long. Staff commented on the usefulness of the reports which have become the basis for current and capital budgets. The engineers also felt that the result of Smart Metering could drive up the cost of electrical heating in the units from \$800 a month to \$1,200 a month in the heating season.

5. MINUTES OF PREVIOUS MEETING(S)

5.1. Minutes of March 4, 2009

MOTION NO.: SHC 2009-12

Moved by Ray Leray
Seconded by Garry Parkes

RESOLVED THAT the Social Housing Committee approve the minutes *as amended* of the March 4, 2009 regular meeting of the Committee.

Item 7.8: Action Item: The Housing Director will make the changes to the Internal Review Committee Terms of Reference and provide draft copies to the Committee.

CALLED; CARRIED

ACTION: Distribute / File

5.1.1. Business Arising

- 1) Still waiting for an approved plan for the Gardner Building fence proposal.
- 2) Item 7.1 of February 5, 2009 Meeting: Application listing by community not yet complete - still outstanding for April 29, 2009 meeting
- 3) Item 7.10 of February 5, 2009 Meeting: Red Lake Request for additional funding to be discussed with Director of Finance and CAO - still outstanding for April 29, 2009 Meeting.
- 4) The Social Housing Committee will receive invitations to the Non-profit Housing meeting at the KDSB in Dryden on May 26, 2009.
- 5) The Housing Director is to provide more background information in the form of a report regarding the Septic Field Study recently tendered.

6. CORRESPONDENCE

6.1 Affordable Housing Initiative: The Housing Director discussed the letter from the Assistant Deputy Minister issued to the Board in general by the CAO on April 23, 2009. The letter requests that shovel ready projects be submitted to the MMAH by May 8, 2009. Currently the funding can only be used for Social Housing Repair and Rehabilitation for housing projects that were built with federal and provincial funds or just federal funds. The Director stated that requests for potential projects were issued to all Non Profit Providers and KDSB staff to be submitted to the KDSB by April 28, 2009. The Housing Director will compile a list of the submitted projects for presentation to the SHC on April 30, 2009.

6.2 Parkview Request for Parking: The Housing Director discussed a letter that was issued to the President of the Parkview Tenant Association as a result of the Parkview Tenant Association contacting Rory McMillan regarding a parking shortage at Parkview. There are currently 6 people on the waiting list for parking. Ray Pearson provided a summary of the proposal that would see an increase in parking of 10 spots, and fencing erected in such a way as to increase security around the front of Parkview. The committee was told that funding was available within the 2009 budget allocation without the need to

request additional funds for 2009 from the Board. As the Gardener Building is considering fencing in the front of their building (juxtaposed to Parkview), KDSB will contact the Property Manager and request if they would consider joining into the KDSB fence line. The committee recommended proceeding to public tender of the project.

7. DIRECTORS REPORT'S

- 7.1 SHC2009-150 Performance Indicator's for March: The report was reviewed and following comments made - Vacancies continue to decline, Turnovers are minimal, and Market rents have increased slightly over Feb 2009.
- 7.2 SHC2009-151 Combined Arrears to March 2009: There was a significant increase in combined arrears as tenants struggle to pay rent in strained economic times.
- 7.3 SHC2009-152 Vacancy Loss Report: Provided for information
- 7.4 SHC2009-153 Rent Supplement March 31, 2009: It was noted that the MMAH Rent Supplement Program is running a surplus. It was explained by the Director of Housing that the surplus would be used to offset a deficit expected in the MCSS Program.
- 7.5 SHC2009-154 February 2009 Financial Position: This report was received as information, because SHC2009-167 Financial Position for March 31, 2009 was available and reviewed. There were several items discussed. The utilities were over budget but would come into line with seasonal adjustments. The taxes were over budget but would come into line when the budget caught up to the actual amounts (i.e. two payments per year for taxes and 12 budget installments.)
- 7.6 SHC2009-14 Capital Status: The Capital Status report was provided to the committee for review and included the compilation of projects funded from the regular program, the DOOR fund, and the MMAH Emergency Fund and Capital reserves. Staff is to proceed with completion of the work in 2009. During this review a discussion occurred around the need for approval of tendered projects by the committee and board where the project exceeded \$25,000. The current approval process is time consuming and frustrates many contractors as they have to wait several months for committees and boards to meet. **ACTION:** The SHC has requested that the Housing Director submit a report to the CAO regarding streamlining of the process; however, there is a need for a watchdog/overseer individual.
- 7.7 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.
- 7.8 SHC-2009 Privacy Policy: The Housing Director provided privacy policy for the Housing Services Division of KDSB. The committee recommended the policy be submitted to the Policy Committee for review and recommendation to the Board of Directors.
- 7.9 SHC2009-158 Smoke Free Buildings: The Housing Director stated that a non profit housing provider board wished to declare their buildings totally smoke free for tenants moving in and to grandfather those who are current tenants. This was reviewed and a legal opinion determined that this could be done. This information would be provided to the Non Profit Providers at the May 26, 2009 meeting for Non profit providers. Discussion regarding smoke free buildings for KDSB did occur with mixed support. The current report was provided as information to the Committee for consideration. **ACTION:** The matter would be brought back to the committee after the May 26, 2009 meeting with the Non Profits.
- 7.10 SHC2009-159 Patricia Plaza: The Housing Director discussed that the next step in the installation of an elevator lift in Patricia Plaza was to engage the original consultant to tender the installation and provide a recommendation on which contractor to use after

the tender closed. The committee provided approval to proceed with the engagement of the consultant and to go to tender.

- 7.11 Tender Recommendations to the KDSB Board as follows:
- 7.11.1 SHC2009-161 Engage DST Consulting Engineers in the amount of \$25,000 net of GST to finalize clean up of contaminated soil on lot 116 in Minaki
 - 7.11.2 SHC2009-162 Engage LMD Contracting of Kenora in the amount of \$248,964.06 net of GST for attic ventilation at 104 and 108 St. Charles Street, and shingle replacement in the Minto, Pine/Poplar and Birch Drive Projects.
 - 7.11.3 SHC2009-163 Engage H & M Windows and Doors of Dryden in the amount of \$47,959.67 net of GST for installation of doors in various projects in the District.
 - 7.11.4 SHC2009-164 Engage LMD Contracting of Kenora in the amount of \$163,778.09 net of GST for the installation of windows at 330 Van Horne, 512 Ottawa Street and 104 St Charles.
 - 7.11.5 SHC2009-165 Dufresne of Dryden and Kenora provided a quotation in the amount of \$266,124.96 net of GST for provision of 197 fridges and 232 safety element stoves. The budget is \$258,300. The bid included 12 sets of spare appliances which are to be deleted such that the total contract will not exceed the budget. The Committee recommends to the board acceptance of the tender amount from Dufrense with the understanding that the total contract will not exceed \$258,300.
- 7.12 Operational Reviews:
Operational Reviews for Dryden, Machin, Keewatin, Red Lake, and Sioux Lookout Municipal Non-Profits are complete. Committee members can review the final reports at the KDSB office in Dryden.
- 7.13 SHC2009-166 March 31, 2009: The Social Housing Committee recommends that the Board of Directors approves the write off of uncollectible accounts in the amount of \$9,231.88.

8. GENERAL BUSINESS

- 8.1 Minaki:
- 8.1.1 The KDSB has received an offer to purchase Unit Number 5 on Railway Street. The Committee recommends to the Board of Directors the acceptance of this offer to purchase. The offer price is \$100,000.
 - 8.1.2 Lot 116. The tender for clean up was issued and the contractor is awaiting the formal engagement of DST Consulting Engineers in order to proceed. DST Consulting Engineers is required to do the soil testing and work the Ministry of Environment. Once lot 116 is declared cleaned up by the MOE the KDSB is to request approval from the Ontario Housing Corporation to sell. Once this is received the KDSB can engage the Realtor to advertise the property for sale. The committee has requested that the sale offer include a clause that states that KDSB will accept offers up to a certain point in time.
 - 8.1.3 The Housing Director is to confirm the current expiry date of the realtor for the existing properties specifically 4 and 9 Railway Street.
- 8.2 Housing Needs Survey: To be discussed April 30, 2009
- 8.3 Aamikkowiish Mandate Update: The Board of Directors was provided with the legal opinion at the last Board Meeting. The Housing Director provided the disclaimer to the Board of Aamikkowiish for consideration. The property manager for Aamikkowiish confirms that this topic is on the agenda of the Non Profit at their next meeting and will

provide an update in due course.

8.4 Hydro Metering. Smart Metering is to commence May 1, 2009.

8.5 Surplus Funds from Housing Services. **ACTION:** The Housing Director is to bring to the attention of the Director of Finance the desire to retain surpluses in 2009.

9. RESOLUTIONS/RECOMMENDATIONS:

9.1 Privacy Policy

MOTION NO.: SHC 2009-13

Moved by Garry Parkes
Seconded by Ray Leray

RESOLVED THAT the Social Housing Committee refer the Draft Social Housing Privacy Policy to the Policy Committee for review and eventual recommendation for approval to the Board of Directors.

CALLED; CARRIED

ACTION: Policy Committee

9.2 DST Engineers - Minaki Project

MOTION NO.: SHC 2009-14

Moved by Ray Leray
Seconded by Garry Parkes

RESOLVED THAT the Social Housing Committee recommend that the Board of Directors enter into a contract with DST Consulting in the amount of \$25,000 plus GST for the provision of consulting services that will oversee the removal of contaminated soil at Lot 116 in Minaki and provide a certificate from the Ministry of the Environment stating that the soil is free from contamination.

CALLED; CARRIED

ACTION: Board of Directors

9.3 LMD Contracting - Shingles and Attic Ventilation

MOTION NO.: SHC 2009-15

Moved by Ray Leray
Seconded by Garry Parkes

RESOLVED THAT the Social Housing Committee recommend that the Board of Directors accept the tender of LMD Contracting of Kenora for the replacement of shingles at Poplar/Pine in Ear Falls, Birch Drive in Ear Falls, Minto Row in Kenora, and attic ventilation at 104 St. Charles and 108 St. Charles in Dryden at a cost of \$248,964.06 plus GST.

CALLED; CARRIED

ACTION: Board of Directors

9.4 H & M Windows and Doors - Storm Door Installation

MOTION NO.: SHC 2009-16

Moved by Ray Leray
Seconded by Garry Parkes

RESOLVED THAT the Social Housing Committee recommend that the Board of Directors accept the tender of H & M Windows and Doors of Dryden in the amount of \$47,369.67 plus GST for the installation of doors at Amethyst in Kenora, units in Dinorwic, Hudson, and Minaki, and 7th Avenue in Sioux Lookout.

CALLED; CARRIED

ACTION: Board of Directors

9.5 LMD Contracting - Windows

MOTION NO.: SHC 2009-17

Moved by Ray Leray
Seconded by Garry Parkes

RESOLVED THAT the Social Housing Committee recommend that the Board of Directors accept the tender of LMD Contracting of Kenora in the amount of \$150,098.09 plus GST for the installation of windows at the Maples in Kenora, and 330 Van Horne and 104 St. Charles in Dryden.

CALLED; CARRIED

ACTION: Board of Directors

9.6 Dufresne Furniture & Applicances - Fridges and Stoves

MOTION NO.: SHC 2009-18

Moved by Garry Parkes
Seconded by Ray Leray

RESOLVED THAT the Social Housing Committee recommend that the Board of Directors accept the tender of Dufresne Furniture & Applicances of Kenora and Dryden in the amount of \$278,445.56 plus GST of \$12,320.60 for the supply of 197 energy star rated refrigerators, and 232 energy star rated stoves pending:

- a) reduction of the tender to the budget amount of \$258,300 by reducing the number of spare sets of appliances by twelve (12); and
- b) receipt of all applicable paperwork

CALLED; CARRIED

ACTION: Board of Directors

9.7 LMD Contracting - Windows

MOTION NO.: SHC 2009-19

Moved by Garry Parkes
Seconded by Ray Leray

RESOLVED THAT the Social Housing Committee recommend that the Board of Directors approve the write off of three delinquent former tenant accounts in the amount of \$9,231.88.

CALLED; CARRIED

ACTION: Board of Directors

9.8 Offer to Purchase

MOTION NO.: SHC 2009-20

Moved by Garry Parkes
Seconded by Ray Leray

RESOLVED THAT the Social Housing Committee recommend that the Board of Directors accept an Offer to Purchase in the amount of \$100,000 CDN for Unit #5 Railway Street located in Minaki, ON; legal description Part 2 on Plan of Survey 23R-2957, Part of Location S-905 at Minaki, District of Kenora.

CALLED; CARRIED

ACTION: Board of Directors

10. NEXT MEETING(S):

- 10.1 May 20, 2009, 10:00 a.m. Kenora District Services Board, 211 Princess Street, Dryden, ON
- 10.2 Meeting scheduled for August 4, 2009 is to be moved ahead to July 29, 2009 in Sioux Lookout

- 10.3 The meeting scheduled for September 23, 2009 is cancelled because the Finance Committee has scheduled 2010 budget presentations. The September 2, 2009 budget meeting will be expanded to include regular business.

11. **ADJOURNAMENT**

The meeting adjourned at 3:55 p.m.

Confirmed this 20th day of May, A.D. 2009,

By Resolution No.: SHC2009-23

Jack McKenzie, Chair