

KENORA DISTRICT SERVICES BOARD

Minutes of the Social Housing Committee Meeting
Held on Wednesday, May 20, 2009
At the Kenora District Services Housing Directors Office
211 Princess St., Suite 1, Dryden, ON
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
Sten Lif CAO

1. **CALL TO ORDER**

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

2. **APPROVAL OF AGENDA**

MOTION NO.: SHC2009-22

Moved by 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, May 20, 2009 at the Kenora District Services Housing Director's Office in Dryden, ON commencing at 10.00 a.m. C.S.T.

Add: Business arising topics -

1. Minaki Realtor Listing 8.1.3 of April 29th Meeting
2. Tender Approval Process - Draft Item 7.6 of April 29th 2009
3. Gardner House fence proposal - Item 5.1 of April 29th 2009
4. Application Listing by Community - Item 7.1 Feb 5th Meeting
5. Red Lake Non Profit - Item 7.10 of Feb 5th Meeting
6. Background Information report of Septic Field Study - Item 5.1.1.5 of April 29, 2009 Meeting
7. Parkview Parking Lot tender Status - Item 1.2 of April 29th Meeting
8. Affordable Housing Submission to Province - Status Item 6.1 of April 29, 2009 Meeting
9. Privacy Policy request to Policy Committee - Item 7.8 April 29, 2009 meeting
10. Non-Smoking Policy to be reviewed at May 26th non-profit meeting from April 29, 2009 Meeting
11. Surplus finding from Housing Proposal from Committee - Item 8.5 of April 29, 2009 Meeting
12. Confined Space Policy - from Feb 5, 2009 Meeting
13. Accessibility for those with Disabilities - from Feb 5, 2009 meeting
14. Appeals Committee draft terms of reference draft updated March 4, 2009 meeting:

New Agenda Items -

1. Item 8.5 - Financial Statement of funds remaining in account from Province re medical etc. for long term employees.
2. Item 8.6 - Letter of Credit to WSIB
3. Item 8.7 - Operational Reviews overview

CALLED; CARRIED

ACTION: None

3. DISCLOSURE OF INTEREST AND THE GENERAL NATURE THEREOF

None

4. DELEGATIONS / DEPUTATIONS

4.1 Parkland Plumbing and Heating did not attend the meeting.

5. MINUTES OF PREVIOUS MEETING(S)

5.1. Minutes of Meeting from April 29, 2009

MOTION NO.: SHC 2009-23

Moved by Ray Leray

Seconded by Garry Parkes

RESOLVED THAT the Social Housing Committee approve the minutes of the April 29, 2009 regular meeting of the Committee *as amended*.

Item 4.1: The April 29 meeting minutes are to be amended to state that the Engineers 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.

Action Item: The Housing Director will request from Channel Technical Services to follow up on a comment that Smart Metering could increase a winter hydro heating bill currently now at \$800 a month to \$1,200 a month. Channel Technical Services will be asked to produce a one-page addendum to their BCA Report for Red Lake with their opinion of the effects of Smart Metering on the cost of Hydro.

Item 7.6 The report to the Committee regarding streamlining of approval processes is to include a watch dog process for tenders as follows: 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 watch dog/over site body.

Item 7.8 The statement "and recommendation to the KDSB Board" is to be added to the last sentence as follows: "The committee recommended the policy be submitted to the Policy Committee for review and recommendation to the KDSB Board."

CALLED; CARRIED

ACTION: Distribute / File

5.1.1. Business Arising

- 1) Minaki Realtor Extension: The committee approved the extension of the Realty contract with Century 21 for an additional 6 months on the remaining properties of 4 and 8 Railway Street.
- 2) Tender Approval Process: There was discussion from Item 7.6 of the April 26, 2009 meeting regarding the tender approval process. The CAO stated that the procurement process was currently under review and this may reduce some of the wait time for approval of tenders. The CAO reminded the Committee that any procurement changes would affect the entire KDSB not just housing. Notwithstanding, the Committee felt that there should be a watchdog/oversight process in place in the streamlined process. **Action:** The Housing Director in his report for streamlining is to include a watchdog/ oversight process.
- 3) Still waiting for an approved plan for the Gardner Building fence proposal. The Housing Director reported that Kenora Municipal Non Profit has the required permission to build a six foot fence in the front of their building. **Action:** The Housing Director is to advise that the NP provide the plan for the fence to the SHC for approval.

- 4) Application Waiting List: A wait list report providing bedroom count by community for the number one choice remains outstanding. **Action:** the developer of the wait list program is to be contacted to provide a report.
- 5) Red Lake Funding Report: Item 7.10 of Feb 5, 2009 meeting. The Housing Director met with the Property Manager on May 19, 2009 to discuss. At December 31, 2008 the cash surplus was approximately \$130,000. The matter will be monitored throughout 2009; however, the same issues remain in that bad debts are high, utilities will only increase, and a full time staff person is required in 2009. **Action:** The Housing Director is to provide an update and recommendation for the June 24, 2009 meeting of the Committee.
- 6) Background Report on Septic Field Study: Item 5.1.1.5 of April 29, 2009 meeting. **Action:** This item remains outstanding and the Director is to provide a report.
- 7) Parkview Parking Lot Tender Status: Item 6.2 of April 29, 2009. The Housing Director met with the property manager for the Gardner Building to update them on KDSB's plans for parking lot expansion. The property manager reviewed the plans and will continue on with their plans for a privacy fence and work in conjunction with KDSB to achieve this end.
- 8) Affordable Housing submission to province: Item 6.1 of April 29, 2009 meeting. The Housing Director had nothing to update on this other than to say that the request had been submitted by the May 8, 2009 deadline.
- 9) Privacy Policy request to Policy Committee - Update on status: Item 7.8 of April 29, 2009 meeting. The CAO stated that he has the draft policy and will include it on the Policy Committee agenda for the next time they meet.
- 10) Non-smoking policy to be reviewed following meeting with non profits on May 26, 2009: Item 7.9 of April 29, 2009 meeting. The Housing Director reported that this issue will be reviewed with the non-profits and given to them as information.
- 11) Surplus funding from Housing Division Operations proposal from Committee-Item 8.5 of April 29, 2009. The Chair of the Committee requested that the Director of Finance provided information on the process for setting housing surpluses aside for future use. **Action:** the Housing director is to make request to the Director of Finance on the process for putting surpluses to reserves.
- 12) Confined Space Policy-From Feb 5 2009 meeting. The Housing Director reported that the Consultant was hired and was in the process of inspecting properties. The Consultant will provide a report on findings. **Action:** The findings will be shared with Non Profit organizations when the report is available. The non profits will be given an update by the Director of Housing on May 26, 2009 at the non profit meeting.
- 13) Accessibility for those with Disabilities - Action Feb. 5, 2009 meeting. Nothing more to report on this topic at this time.
- 14) Appeals Committee draft terms of reference - update March 4, 2009 meeting. The Housing Director provided a copy of the draft terms of reference for review by the committee. Some additional changes were made. **Action:** The Housing Director is to make the additional changes and provide to Social Housing Committee for review.

6. CORRESPONDENCE

- 6.1 On May 5, 2009 the KDSB received an email from Vern (owner of Parkland Plumbing and Heating). The email was reviewed by the committee. The email requested clarification regarding the tender process for 14 furnaces in Kenora that were red tagged during recent inspections. The reason for the tag out was cracked heat exchangers. A fax request for quotations was issued to Parkland Plumbing and Heating on May 5, 2009. Parkland Plumbing stated that their fax machine was not working and they did not get the tender. Notwithstanding this, Parkland Plumbing and Heating felt that the tender period was too short with a closing date of May 9, 2009 and that they should have received a phone call to confirm the issuance of the tender. The Housing

Director met with Vern on May 19, 2009 to review the email and the situation. It was acknowledged that in the future on short notice tenders a fax request will be followed up with a phone call to the contractor. Additionally, the contractor was assured that the red tagged furnace heat exchangers would be retained such that TSSA could inspect them.

7. DIRECTOR'S REPORTS

- 7.1 SHC2009-168 Performance Indicator's for April: The report was reviewed by the committee.
- 7.2 SHC2009-169 Combined Arrears to April 2009: The report was reviewed by the committee.
- 7.3 SHC2009-170 Vacancy Loss Report to April 30, 2009: The report was reviewed by the committee.
- 7.4 SHC2009-171 Rent Supplement April 30, 2009: The report was reviewed by the committee.
- 7.5 SHC2009-172 April 2009 Financial Position: The April 30, 2009 Financial report from Finance was received on May 20, 2009 and there was not enough time to prepare it for the committee for review.
- 7.6 SHC2009-173 Capital Status: The Capital Status report was provided to the committee for review. **ACTION:** The SHC has requested that the Housing Director place contract amounts in the actual column once the tender has been awarded.
- 7.7 SHC2009-174 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 SHC2009-175 Northern Home Repair Program - Affordable Housing Initiative: The Housing Director summarized report SHC2009-175 for the Committee as follows. On April 23, 2009 the Housing Director and the CAO met with Peter Boban, Team Lead, MMAH regional office to discuss the possibility of participating in the Northern Home Repair Component of the Affordable Housing Initiative. The KDSB would have available approximately \$2 million and would have to have serviced at least 100 units by December 31, 2010. The delivery model would be through the Métis Nation of Ontario on a fee for service basis. The Housing Director is awaiting a proposal from the Métis Nation of Ontario. **Action:** The Housing Director will update the committee.

8. GENERAL BUSINESS

- 8.1 Minaki:
 - 8.1.1 The KDSB Board of Directors has accepted an offer to purchase for Unit Number 5 on Railway Street and the paper work is being processed.
 - 8.1.2 Lot 116. The tender for clean up was issued and the contract will be executed with DST Consulting Engineers on May 21, 2009. The Committee has requested a short turnaround for completion of their work hopefully by mid June. 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.

- 8.2 Housing Needs Survey: The Housing Needs Survey was received on May 14, 2009 by the KDSB Board. **Action:** The next step is to have the Housing Director provide a report to the CAO and then to the Housing Committee with recommendations to move forward.
- 8.3 Aamikkowiish Mandate Update: 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 Social Housing Repair and Renovation Program: This topic was discussed in Business Arising - Item number 8.
- 8.5 Financial Statement of Funds remaining in account received from Province for transferred employees. **Action:** The Housing Director is requesting a financial accounting of the funds transferred to KDSB from the Province of Ontario to cover costs of retirement etc. The report is to provide the balance today and potential claims against the fund.
- 8.6 Letter of Credit to WSIB. **Action:** The Director of Housing is to request from the Director of Finance an update as to whether or not KDSB must still provide a letter of credit to WSIB for one Housing Employee and if so what is the value of the letter of credit.
- 8.7 Operational Reviews - Overview: The Committee requested if there were any significant issues. The Director of Housing reported that the Aamikkowiish Provincial Reform Project with 6 units and because of its size has a very low cash flow. Very careful cash flow management is required especially in the winter with high utility bills, and property taxes. A recent request has been made by their property manager for a review of expenses and their subsidy due to a vacancy. This review is currently on going.

9. RESOLUTIONS/RECOMMENDATIONS:

There were no resolutions

10. NEXT MEETING(S):

- 10.1 June 24, 2009 10.00 a.m. CST, Tenant Lounge - Eagle View Terrace, 42 Willow Street, Vermilion Bay.

11. ADJOURNAMENT

The meeting adjourned at 12:55 p.m.

Confirmed this 24th day of June, A.D. 2009,

By Resolution No.: SHC 2009-26

Jack McKenzie, Chair