

KENORA DISTRICT SERVICES BOARD

Minutes of the Social Housing Committee Meeting
Held on Thursday, May 29, 2008
At the Board Office in Kenora
Commencing at 11:30 a.m.

PRESENT: Jack McKenzie, Chair
Garry Parkes
Joyce Timpson

STAFF: Sten S. Lif, Chief Administrative Officer
Adrian De Porto, Director of Housing Services

1. **CALL TO ORDER**

The Chair called the meeting to order at 11:40 a.m.

2. **APPROVAL OF AGENDA**

MOTION NO.: SHC2008-15

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, May 29, 2008 at the Kenora District Services Board office in Kenora commencing at 11.40 a.m.

Amendments as Follows:

Add Item 8.4: Political Reference Committee of the Social Housing Services Corporation

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 April 24, 2008**

MOTION NO.: SHC 2008-16

Moved by Gary Parkes
Seconded by Joyce Timpson

RESOLVED THAT the Social Housing Committee approve the minutes of the April 24, 2008 meeting of the Committee.

CALLED; CARRIED

ACTION: Distribute / File

5.2 Business Arising from the Minutes;

5.2.1 Zoning in Red Lake: Tabled to next meeting.

5.2.2 Security Issue - Patricia Plaza: The Housing Director reported that the trees have been removed by the Municipality of Sioux Lookout. The trees were located at the east end of the Patricia Plaza Property and were causing a screen for untoward behaviors.

Additionally the privacy fence tender is being prepared for issuance. At this time it does not appear necessary to pursue a security company. The Sioux Lookout OPP detachment is very good in responding to calls from tenants.

5.2.3 Janitorial Benefits: The Housing Director followed up as to why the benefits were under spent on March 31, 2008. In discussion with the DoF it was found that year end adjustments had not been completed causing a surplus.

6. CORRESPONDENCE

6.1. None to be provided at this time

7. PROGRAM DIRECTOR'S REPORTS:

7.1 Suite Replacements: (SHC-2008-28 Addendum). The Housing Director provided an update on the possibility of suite conversion in the Maples. The cost has been determined to be around the \$25,000 mark which is slightly higher than the budget estimate of \$20,000. The increase was for electrical wiring and panels. The Housing Director also verbally reported that there was a tenant meeting in the Maples and 16 of 20 tenants attended. The tenants were aware of the possibility of the suite conversion and were not totally against the idea. The lounge had been locked for several years due to vandalism and theft but will be reopened to tenants in the near future to see if it is going to be used. It may be possible to provide a smaller lounge on the second floor.

The situation in George Aiken Manor will be reviewed in an upcoming meeting in Red Lake. Lastly notwithstanding the information provided the results of the Housing Needs Survey should be in hand before any further commitments are made.

7.2 Performance Indicator (SHC 2008-44): The committee reviewed the revenue, arrears, applications, vacancy, turnover and percent of market renters.

Action: The Housing Director is to review the arrears with staff to ensure they are doing all that is possible in order to reduce arrears. It was noted that the vacancies were relatively low and the Housing Director was questioned as to why. The Housing Director commented that low turnover rates allow staff the necessary time to prepare units and fill them with new tenants. In addition it was noted that vacancies were substantially reduced in Patricia Plaza.

There was nothing out of the ordinary with the other performance indicators (applications on hand, turnover, and market renters).

7.3 Combined Arrears Report (SHC 2008-45): 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 an overall increase in arrears from March 31, 2008 to April 30, 2008. The increase was attributed to the transfer of current tenants to former tenants. There were 4 files transferred of which one exceeded \$4,000. This was a market renter in Ear Falls

who was three months in arrears. The RTA process to gain possession of the unit can take up to 3 months to complete.

- 7.4 Average Rent and Vacancy Loss (SHC 2008-46): The committee reviewed the report and found the information useful and therefore it will be continued in the future.

Action: The Housing Director is to review a better way to present the information to attempt to provide more unit specific information.

- 7.5 Rent Supplement (SHC 2008-47): 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 expected actual expenditure is expected to be \$149,736. The Housing Director will monitor this situation and report on the budget situation in June 2008. The other programs at this time are fine.

- 7.6 Contingency Capital (SHC 2008-48): The committee was informed that as at May 16, 2008 there was a balance of \$43,848 in a surplus position. The balance was being held until such time as it is determined what the results of the tenders were for the life safety upgrades necessary at Parkview. The Parkview fire pump, piping, and control panel require upgrading as a result of recent inspections and engineers report. A small budget was anticipated in 2008 but this job has grown in scope. The funds for this will come from the contingency fund. The tenders close on June 5, 2008. A subsequent report will be provided to the SHC on June 25, 2008 regarding this issue.

- 7.7 Capital Program Update Jan 1-to May 16 2008(SHC 2008-49): The Capital Update Report was presented to the Committee for information.

- 7.8 108 St. Charles Attic Ventilation (SHC 2008-50): The 2008 capital budget included \$35,000 for attic ventilation and insulation to stop the ice damming. Although 6 tenders were issued no bids were received. As the tender is closed no addendums can be issued and the tender is to be re-issued at a latter date. The issues may well be the short turn around time for the tender, the difficulty in estimating this job as it is very labour intensive in a dirty, dark, and hot space.

- 7.9 Housing Needs Survey (SHC 2008-51): The Housing Director reported that the amendments to the RFP were completed but the contract amendments were not as yet completed. The Housing Director is to complete the amendments and send to the committee members as soon as possible. The RFP does require board approval as the amount is specifically identified in the 2008 budget estimates.

- 7.10 April 30, 2008 Financial Report (SHC 2008-52): The Housing Director noted that at this time there were large concerns other than to say that quite possible the gas and hydro accounts may be over spent. The first four months of 2008 have been colder than previous years. At April 30 2008 the gas and hydro accounts are actually over spent but will recover in May, June, July, August, and September. The determining factor will be how cold it is in October, November, and December. At this time there are surpluses in revenue and other expense accounts that may cover the utility over expenditure should an over expenditure occur.

8. GENERAL BUSINESS

- 8.1 KDHC: The committee was informed that the Ontario Minister of Finance has acknowledged receipt of the necessary outstanding tax forms. There were no penalties, fines or interest charges. The matter of dissolution remains with the lawyers, and Ontario Government. The Housing Director informed the committee that run off insurance was in place and would be maintained for the three year recommendations from the Corporate Lawyer.

- 8.2 Parkview Apartments (Report SHC2008-54): The Housing Director reported that as part of receiving funding from the Northern Component of the AHI the Ministry may wish to present a plaque and have a formal event. This has occurred and the Ministry wishes to present a plaque that will involve several levels of government and will be made formally to the building. The Housing Director has been in communications with the Ministry Communications Department and has been informed that the planning and cost of the plaque ceremony is born by the Ministry. A date has been offered to the Committee of July 24, 2008 with an alternate date of July 29, 2008.

Action: the Housing Director is to provide these dates to the Communications department on May 30, 2008 and to the tenant association on June 3, 2008. In addition however KDSB will be working with the Tenant Association of Parkview to put on a fish fry to show KDSB's appreciation for the cooperation of the tenants. This will be presented to the Tenant Association on June 3, 2008 in a tenant meeting at Parkview.

The Housing Director also updated the Committee regarding the completion of deficiencies (grounds repair, window caulking etc). Much of the work is complete and a final inspection is to be done including KDSB and Jarnel Contracting. It was suggested that the consulting engineer be included in the inspections.

Action: The Housing Director is to contact the Consulting Engineer to inform him that he will be invited to attend the final inspection.

- 8.3 Minaki- The report to the Ministry of Housing regarding lot 116 has been issued and has gone through several departments. The report is now with the legal department of the Ontario Housing Corporation who are reviewing it. The Housing Director updated the committee to say that regular contact has been made with the Ontario Housing Corporation in order to keep on top of the request.

Action: The Housing Director is to maintain regular contact and report on activities as they occur. There is nothing to report on sales of the other three units.

The sale of the three houses on Railway Street is going somewhat slow. There are general concerns from interested parties that the house faces the wrong way, there is minimal privacy, and the price is too high. There is currently one interested party which the real estate agent is working with at this time. Decisions as to price and marketability will be reviewed at a latter date.

- 8.4 Political Reference Committee of the Social Housing Services Corporation: Joyce Timpson stated she was a member of a committee on the Social Housing Services Corporation which is to investigate how to get local communities more involved in Social Housing. There is a meeting up coming in June 2008 which Joyce will attend.

Action: The Chair of the Social Housing Committee is to report in his report to the KDSB Board for June 25, 2008 Board Meeting.

9. RESOLUTIONS/RECOMMENDATIONS:

None

10. NEXT MEETING

The next meeting is scheduled for 3 p.m. on June 25, 2008 at the Dryden Office Board Room.

11. ADJOURNAMENT

The meeting adjourned at 1: 20 p.m.

Confirmed this 25th day of June, A.D. 2008,

By Resolution No.: SHC 2008-16

Jack McKenzie, Chair