

KENORA DISTRICT SERVICES BOARD

Minutes of the Social Housing Committee Meeting
Held on Wednesday, June 24, 2009
At the Machin Municipal Office, Bay Street, Vermilion Bay, ON
Commencing at 2:00 p.m. Central Standard Time

PRESENT: Jack McKenzie, Chair
Garry Parkes
Ray Leray

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

1. CALL TO ORDER

The Chair called the meeting to order at 2:00 p.m.

2. APPROVAL OF AGENDA

MOTION NO.: SHC2009-25

Moved by Ray Leray
Seconded by Garry Parkes

RESOLVED THAT the Social Housing Committee approves the agenda *as amended* for a regular meeting of the Committee to be held on Wednesday, June 24, 2009 in Vermilion Bay, ON commencing at 2:00 p.m. C.S.T.

Add:

8.5 Per Diem for internal Review Non KDSB Board Members

8.6 May 26 2009 Non Profit Meeting.

CALLED; CARRIED

ACTION: None

3. DISCLOSURE OF INTEREST AND THE GENERAL NATURE THEREOF

None

4. DELEGATIONS / DEPUTATIONS

None

5. MINUTES OF PREVIOUS MEETING(S)

5.1. Minutes of Meeting from May 20, 2009

MOTION NO.: SHC 2009-26

Moved by Garry Parkes
Seconded by Ray Leray

RESOLVED THAT the Social Housing Committee approve the minutes of the May 20, 2009 regular meeting of the Committee as presented.

CALLED; CARRIED

ACTION: Distribute / File

5.2 Business Arising

- 5.2.1 Minaki Realtor Extension: This has been completed. The committee was reminded that the realtor arrangements at this time do not apply to lots 115, 113, and 116 on Skunk Hollow. This item will be dropped from the Business Arising.
- 5.2.2 Tender Approval Process: A proposal has yet to be drafted for consideration. The item will remain on the business arising.
- 5.2.3 Gardner Building Fence: The Committee reviewed the plan and approval from the City of Kenora for a two meter fence in front of the Gardner Building in Kenora. The committee has approved this project after being assured that the funds are available in the reserves for the fence construction. The budget is \$25,000 to \$28,000. As this is a federal agreement building, KDSB must provide approval for the Kenora Non Profit to proceed. The fence construction will be in conjunction with the Parkview parking lot expansion. This item can be dropped from the business arising. **ACTION:** The Housing Director is to provide approval to the Kenora Non Profit Housing Corporation to proceed with the security fence construction around the front of the Gardner Building.
- 5.2.4 Application Waiting List: The report was provided to the Committee in the Director's Reports. This item will be dropped from Business Arising.
- 5.2.5 Red Lake Funding Report: Item 7.10 of February 5, 2009 meeting. **ACTION:** The Housing Director is to provide a letter to the non profit explaining the situation around surplus funds. This item will remain in the Business Arising.
- 5.2.6 Background Report on Septic Field Study: The Housing Director has outlined that definitive information could not be found requiring KDSB to provide engineered reports on Septic Fields for individual units. As such KDSB will not proceed with this study. The budget for this review was found vested in two areas, that being \$21,000 in the MMAH Social Housing Emergency Fund and \$15,000 in the KDSB regular funds. **ACTION:** The Housing Director is to include the \$21,000 in the contingency fund of the MMAH Social Housing Emergency Repair fund and provide to the SHC options for use of the contingency fund once the contingency fund balance is verified. This item will be dropped from Business Arising.
- 5.2.7 Surplus funding from Housing Division Operations proposal from Committee: Item 8.5 of April 29, 2009. The Chair of the Housing Committee requested that the Director of Finance provide information on the process for setting housing surpluses aside for future use. Further discussion at the June 24, 2009 meeting regarding this item brought to light that this topic has some significantly complex. There are several scenarios to be considered such as: 1. What if the surplus is only in Housing and not other programs; 2. What if all programs have surpluses; 3. Should there be a maximum amount of surplus allowed, etc. It was concluded that this was a larger KDSB topic that impacts the whole organization and requires review by the Finance Committee. **ACTION:** The Housing Director, with the assistance of the CAO, will request that the Finance Committee review this matter. This item will remain in the Business Arising.
- 5.2.8 Confined Space Policy from February 5, 2009 meeting: The report was provided to KDSB by the consultant. The report outlines that KDSB has some defined confined space. In the May 26, 2009 meeting with the non profit providers, KDSB stated that a copy would be issued to them. **ACTION:** The report will be issued to the non profit providers. Secondly KDSB will be proceeding with recommendations within the report in order to become compliant with Regulation 632-05. This item will remain in the Business Arising.
- 5.2.9 Appeals Committee draft terms of reference - draft update March 4th meeting: The Housing Director provided a copy of the draft terms of reference for review by the committee. The committee has accepted the new terms of reference. **ACTION:** The Housing Director is to send the approved terms of

reference to the committee members. The Chair of the SHC is to make comment regarding the changed terms of reference for the Internal Review Committee in his July 9, 2009 report for the Board of Directors. This item will be dropped from the Business Arising.

6. CORRESPONDENCE

- 6.1. Letter from Kenora Municipal NP re Gardner fence: This was discussed in Item 5.2.3
- 6.2. Letter from Aamikkowiish Non Profit re mandate: This correspondence is covered in item 8.3.
- 6.3. Letter from Minister Watson Re Social Housing Repair and Renovation Program. This correspondence is covered in item 8.4.

7. DIRECTOR'S REPORTS

- 7.1 SHC2009-176 Performance Indicator's for May 2009: The report was reviewed by the committee. The director brought to the attention of the committee a change in reporting. From the May report on arrears will be reported as a percentage of an annualized rental revenue amount. The committee reviewed the performance indicators noting an increase in arrears, an increase in vacancy, and a decrease in market rent tenants.
- 7.2 SHC2009-177 Combined Arrears to May 2009: The report was reviewed by the committee
- 7.3 SHC2009-178 Vacancy Loss Report to May 2009: The report was reviewed by the committee
- 7.4 SHC2009-179 Rent Supplement May 2009: The report was reviewed by the committee. The Housing Director commented that a unit has been added in Dryden to the MMAH component of the Strong Communities Rent Supplement Program. This addition will reduce the surplus funds sent back to the MMAH.
- 7.5 SHC2009-172 and SHC2009-180 April and May Financial Position: The April 30, 2009 Financial report from Finance was received on May 20, 2009 and there was not time to prepare it for the committee for review for the May 20, 2009 meeting. It was not reviewed at the June 24, 2009 meeting as the May 31, 2009 review was available. The Committee reviewed the document. At this time there were no significant issues.
- 7.6 SHC2009-181 Capital Status: The Capital Status report was provided to the committee for review. ACTION: The SHC has requested that the Housing Director make the document easier to read by changing its set up and categorizing capital jobs by Building and Community.
- 7.7 SHC2009-182 MMAH Emergency Capital Fund: The Housing Director provided a summary report updating the committee on the projects funded through the Emergency Capital Repair fund to June 16, 2009. As noted in item 5.2.6, septic field evaluations are not to be done, freeing up \$21,000 in budget funds to be utilized else where.
- 7.8 SHC2009-183 Applications on Hand. The Housing Director provided a new report providing applications on hand based on Community and Bedroom size. There are market rent applications for KDSB owned units in the wait list but no market rent applicants in the wait list for non profit providers.
- 7.9 June 30, 2009 Write off recommendations. In accordance with the KDSB write off policy write offs are reviewed quarterly for March, June, September and December. There will not be any accounts recommended for write off for June 30, 2009. The former tenants will be reviewed again for September 30, 2009.

- 7.10 SHC 2009-185 Targeting and Mandate: The committee was provided with a new report providing district wide information from non profits and KDSB on performance indicators and targets. It was noted the Kenora district is required under the SHRA to have 867 RGI units. The level at March 31, 2009 was 900. An electronic method of determining high need households is being developed.
- 7.11 SHC2009-186 Elevator Lift for Patricia Plaza in Sioux. Lookout: The committee recommends awarding the low tender from Dave McKay Contracting of Dryden as recommended by the Consulting Engineer in the amount of \$109,900 excluding GST for the installation of an elevator lift in Patricia Plaza. **ACTION:** Board of Directors, July 9, 2009 Board meeting.

8. GENERAL BUSINESS

- 8.1 Minaki:
- 8.1.1 The KDSB has received an offer to Purchase for house #4 on Railway Street in Minaki. The offer was made from the same individual that purchased house #5 which is right beside it. The Social Housing Committee recommends acceptance of this offer. The one remaining unit on Railway Street is Unit 8. **ACTION:** The CAO will make up the resolution for the Board of Directors consideration at the July 9, 2009 Board meeting.
- 8.1.2 Lot 116. The tender for clean up was issued and the contractor has been chosen. The contract will be executed with DST Consulting Engineers on May 21, 2009. The Director reported that he met with DST on May 21, 2009 and received assurances of quick clean up. The initial site clean up occurred on June 8, 2009 and it was found that further excavation was required which occurred on June 23, 2009. Results of this sampling were not available as at June 24, 2009. **ACTION:** The Housing Director reported that he had been in contact with the ministry regarding permission to sell lot 116 in Minaki. The requirements for permission to sell the property have not changed and will be acted upon once the soil cleanup is certified to be complete.
- 8.2 Housing Needs Survey: The Housing Needs Survey was accepted 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 Indemnification Agreement 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. Aamikkowiish Non Profit has sent a letter to KDSB stating: Aamikkowiish confirms it will make an application, pursuant to section 14(2) of the Ontario Human Rights Code, R.S.O. 1990, c.H.19 as amended, to the Ontario Human Rights Commission for a designation that its amended mandate constitutes a "Special Program" within the meaning of the Code upon notification that the Ontario Human Rights Commission has developed an official process for designating a special program and agrees to comply with any requests by the commission for action, information and/or documentation as may be necessary in order to receive the designation. Once achieved Aamikkowiish agrees to renew and maintain such designation in good standing. The Committee discussed this issue and felt that the designation should be in place and so noted in the indemnification agreement. **ACTION:** The Housing Director is to contact the Aamikkowiish Non Profit Corporation with the decision.
- 8.4 Social Housing Repair and Renovation Program:
- 8.4.1 This topic was discussed in Business Arising item number 8. The Housing Director provided report number SHC2009-186 discussing the new SHRRP Program. The report outlined: 1. that notional allocations have been received

for 2009-10 and 2010-11; 2. a plan was in place for 09-10, and 10-11; 3. that as yet no guidelines are available; 4. that there would likely be a lot of information to be provided to the Ministry; and 5. that KDSB should deliver directly on behalf of KDSB and non profit organizations. **ACTION:** The Housing Director is to develop guidelines to proceed.

8.4.2 There was also an extension announced in the same announcement as item 8.4.1 with the AHP program. Staff has requested that the Committee review material provided to them that could see KDSB get involved with the AHP via use of the Métis Nation of Ontario (MNO) acting as the administrator of the program on behalf of the KDSB. The MNO has been contacted and is to provide a delivery model and costing to KDSB.

8.5 Per Diem for Committee Members who are not KDSB Board Members (specifically the Internal Review Committee). An Internal Review Committee is required under the Social Housing Reform Act (2000). The terms of reference require a three member committee with one member being from outside of the KDSB. The Current KDSB Policy that covers this principle is KDSB -HR-1-01. This policy allows for reimbursements for expenses but does not allow for per diems to be paid to committee members of the KDSB that are not Board Members. **ACTION:** The Chair of the Social Housing Committee in his report to the KDSB Board of Directors is to make the Board aware of this situation at the July 9, 2009 meeting and request the policy be amended such that a non-Board member of the Internal Review Committee is eligible for per diem.

8.6 May 26, 2009 Non Profit Meeting: The Chair of the Social Housing committee reported that the meeting with the non providers held in Dryden on May 26, 2009 was well attended and informative.

9. **RESOLUTIONS/RECOMMENDATIONS:**

MOTION NO. : SHC2009-27

Moved by Garry Parkes
Seconded by Ray Leray

RESOLVED THAT the Social Housing Committee recommend that the Board of Directors enter into a contract with Dave McKay Construction in the amount of \$109,900 plus GST for the installation of an elevator/lift at Patricia Plaza in Sioux Lookout.

CALLED; CARRIED

ACTION: Board of Directors

RECOMMENDATION: The CAO will prepare a resolution for the Board of Directors consideration at the July 9, 2009 Board meeting.

10. **NEXT MEETING(S):**

10.1 July 29, 2009 10.00 a.m. CST, Sioux Lookout ON.

11. **ADJOURNAMENT**

The meeting adjourned at 4:40 p.m.

Confirmed this 29th day of July, A.D. 2009,

By Resolution No.: SHC 2009-29

Jack McKenzie, Chair