

KENORA DISTRICT SERVICES BOARD

Minutes of the Social Housing Committee Meeting
Held on Thursday, June 25, 2008
At the Board Office in Kenora
Commencing at 3 p.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 3:05 p.m.

2. **APPROVAL OF AGENDA**

MOTION NO.: SHC2008-17

Moved by Joyce Timpson
Seconded by Gary Parkes

RESOLVED THAT the Social Housing Committee approve the agenda for a meeting of the Committee to be held on Wednesday June 25, 2008 at the Kenora District Services Board office in Dryden commencing at 3.05 p.m.

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 May 29, 2008**

MOTION NO.: SHC 2008-18

Moved by Gary Parkes
Seconded by Joyce Timpson

RESOLVED THAT the Social Housing Committee approve the minutes of the May 29, 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.

6. CORRESPONDENCE

6.1. None to be provided at this time

7. PROGRAM DIRECTOR'S REPORTS:

7.1 Write Off Policy and Procedure (SHC-2008-55): The Housing Director provided a recommendation for a write off policy and procedure to be used by the Housing services division to write off accounts that can not be collected because the account cannot be located, the tenant is deceased, or has been granted bankruptcy. In addition the policy allows the Housing Director to approve accounts of less than \$100 for write off. Accounts of \$100 or greater require formal approvals of the SHC and Board. **Action:** There were some minor changes recommended to the procedure that will be completed by the Director of Housing. The next step is to provide the policy and procedure to the DoF who is to present it to the Finance committee for review.

7.2 Performance Indicator (SHC 2008-56): The committee reviewed the revenue, arrears, applications, vacancy, turnover and percent of market renters. The discussion included comments of revenue staying ahead of budget, arrears reduction, applications increasing in numbers, vacancy remaining low, turnovers increased, and market renter's numbers remain static.

7.3 Combined Arrears Report (SHC 2008-57): 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 decrease in arrears from April 30, 2008 to May 31, 2008. The decrease was attributed to aggressive collection of current tenant's arrears and significant collection of former tenants' rent in May by the Collection Agency.

7.4 Average Rent and Vacancy Loss (SHC 2008-58): The committee reviewed the report and found the information useful and therefore it will be continued in the future.

7.5 Rent Supplement (SHC 2008-59): 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 2008-60). The committee was informed that as at June 16, 2008 there was a balance of \$27,622 in a surplus position. The surplus identified is net of the life safety upgrades approved at Parkview. The Life safety upgrades are discussed in 8.2.3.

7.7 Capital Program Update Jan 1-to June 16 2008(SHC 2008-61): The Capital Update Report was presented to the Committee for information.

- 7.8 May 31, 2008 Financial Report (SHC 2008-62): The Housing Director noted that at this time there were large concerns other than to say that quite possibly the gas and hydro accounts may be over spent. 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.
- 7.9 Update Aamikkowiish Mandate (SHC 2008-14 Update). The Aamikkowiish Non-Profit Housing Corp. has requested a mandate change for the six units in their portfolio that fall under the Social Housing Reform Act. The service manager may consider the requested change provided certain provisions have been met in accordance with Directive Number 2003-SH-22. On June 5, 2008 KDSB was provided with a resolution, a legal opinion, an impact statement on existing tenants, and a statement of indemnification. The committee reviewed the documentation and the consensus was that the statement of indemnification was not adequate for the needs of the Social Housing Committee. Action: The Housing Director has been instructed to inform Aamikkowiish that the Social Housing Committee has met and reviewed their request and that a final decision has not yet been made. Additionally the Housing Director has been requested to provide the change in mandate request to the KDSB corporate lawyer for an opinion as to what would constitute a proper indemnification.

8. GENERAL BUSINESS

- 8.1 KDHC. At the time of the meeting there was no update to provide to the committee regarding the dissolution of the KDHC. The Housing Director reported that the run off insurance policy extension is diarized for August 2008.
- 8.2 Parkview Apartments Action:
- 8.2.1 Construction: The consulting engineer provided a letter stating that in his opinion the job is complete. On June 18, 2008 a final walk through of Parkview occurred with representation from the KDSB, the Consultant, and the Contractor. The deficiency list of 100 plus items was reduced to 14 items which the contractor has committed to finishing very shortly. As a result of this all but approximately \$2,000 has been released to the contractor. The main outstanding item is the lawn repairs. The repair area will be filled with sod.
- 8.2.2 Ribbon Cutting: The Housing Director as requested provided the MMAH Communications Branch with the anticipated dates of July 24, and July 29, 2008. At the date of the meeting there was no confirmation from the MMAH. Notwithstanding, the Housing Director informed the Committee that the KDSB piece was moving forward on July 24, 2008 to start around 3:00 p.m. The arrangements confirmed are: the group doing the fish fry is available, the inclement weather tent is confirmed, the tenant association is on side with the provisions of buns, salads, dessert, KDSB has assigned an individual to organize the event, and a presentation gift has been decided upon (professionally done before and after framed pictures of Parkview).
- 8.2.3 Life Safety Issues: The Housing Director previously reported that there were several items identified in the life safety equipment of Parkview that did not meet current code. The cost has been established and as reported the Budget identified in the 2008 Capital plan was inadequate. As such minimal expenditures were allowed in the Contingency Capital until such time as the tendered cost was known. An engineer was consulted and provided information for tendering and the jobs were tendered. The quotes received were reviewed by KDSB and engineer. The engineer provided recommendations. The work was issued to contractors based upon the engineers

recommendations (lowest pricing was taken) and the work will proceed shortly. The additional cost to KDSB of updating the equipment exceeded the budget by approximately \$13,000 which has been covered by the Contingency Capital. It will not be necessary to request additional funds in 2008 for this project from the emergency capital funds.

- 8.3 Minaki. The Housing Director reported that verbal approval was from the Ontario Housing Corporation that they would cover the cost of cleaning up the contamination of Lot 116. The KDSB had requested \$52,000 in funds to cover anticipated and past costs. The OHC is to provide a legal agreement for KDSB to review and consider. Upon receipt of this the KDSB will review the document and make recommendations to the committee.

The Housing Manager reported no further activity on the three properties on Railway Street.

- 8.4 Housing Needs Survey. The Housing Director provided copies of the Housing Needs Survey to Members for review. The dates were established for the RFP which included a review of the results on August 13, 2008.

Action: The Housing Director is to complete some minor changes and proceed with issuance of the RFP.

9. RESOLUTIONS/RECOMMENDATIONS:

None

10. NEXT MEETING

The next meeting is scheduled for 10:00 a.m. on July 30, 2008 in the Sunset Leisure Manor Tenant Lounge at 10:00 a.m. located at 41 Balsam Street, Ear Falls ON. The Committee will tour sites in Ear Falls, and then Red Lake before returning to Dryden.

11. ADJOURNAMENT

The meeting adjourned at 5:05 p.m.

Confirmed this 30th day of July, A.D. 2008,

By Resolution No.: SHC 2008-20

Jack McKenzie, Chair