

**Kenora District Services Board  
Minutes of the Social Housing Committee Meeting  
Held at Tenant Lounge of Sunset Leisure Manor  
41 Balsam Street, Ear Falls, Ontario  
July 25, 2007**

**Attendance:**

Jack McKenzie, Chair: Present  
Garry Parkes: Present  
Joyce Timpson Present  
Sten Lif: CAO- KDSB: Regrets  
Adrian De Porto: Director of Housing Services

The minutes were recorded by Adrian De Porto

**1. Call to Order:**

1.1. The meeting was called to order at 10.00 a.m. by the chair, Jack McKenzie on July 25, 2007.

**2. Approval of Agenda:**

**2.1. Additions or Deletions to the Agenda:**

- 8.2 2008 Budget
- 8.3 Patricia Plaza heating
- 8.4 Patricia Plaza Safety and Security

2.2. The agenda was approved by Resolution SHC 2007-8.

**3. Disclosure of Interest and the General Nature Thereof**

3.1. There was no conflict of interest declared.

**4. Delegations and Deputations**

4.1. There were no formal delegations however two tenants did come to observe the meeting. Both left after a short period of time

**5. Minutes of Previous Meetings**

5.1. The minutes of the June 19, 2007 meeting were reviewed for additions / corrections.

- 5.1.1. The Committee approved the minutes of the June 19, 2007, meeting by resolution SHC 2007-9 with the following addition requested by Joyce Timpson: The amendment is to 7.1.1-Parking Lot RFP of the June 19, 2007 SHC meeting. It was requested that the minutes reflect that Joyce is not in favor of Parking Lot expansion when other capital jobs are not more important and have been turned down.
- 5.2. The minutes were approved as amended by Resolution number SHC-2007-09.

## **6. Unfinished Business**

### **6.1. KDHC Update:**

- 6.1.1. The Director of Housing Services follow-up with the corporate lawyer to discuss the progress of the dissolution of KDHC. The corporate lawyer will follow-up with the Auditor to get an electronic copy of the 2006 Audited Financial Statements.
- 6.1.2. It was requested that a meeting for the KDHC board be called for August 15, 2007 for the evening to elect new officers and directors, and accept the 2006 audited financial statements in preparation for the annual general meeting with the shareholder.

### **6.2. Parkview:**

- 6.2.1. The Parkview construction remains on Schedule and on budget. Regular meetings are occurring with the contractor and tenants. Of concern.
- 6.2.2. Of concern however is the cost of the engineering and consultation which has exceeded the estimates. The area of concern is that of the air barrier, and window installation. As this is key to the operation to ensure proper sealing of the air barrier, the consultant has been to the site very regularly and has made many visits. The expected over budget amount is \$35,000. The funds will be covered by a surplus from the regular capital. Further explanations and follow-up will occur.
- 6.2.3. The specifications for the drop of zone for Parkview are being developed.

### **6.3. Minaki.**

**6.3.1.** The two real estate agents with MLS listing status were interviewed on July 18, 2007 in Kenora by the Director of Housing Services and the commissions discussed. The committee expressed a concern that other agents should be involved in this process and was to discuss this matter with the Committee as a whole on July 26, 2007. Further direction was to come on this topic.

**6.3.2.** The proposed bill of sale to be used was reviewed and approved for use when selling the properties.

### **6.4. DOOR Funding:**

**6.4.1.** The RFP for consultation services for the development of an elevator/lift specification has been issued for Patricia Plaza.

**6.4.2.** The cost of project management was discussed for the two elevator/lifts to be installed at 330 Van Horne and Follansbee. The cost of \$12,500 each was found to be high and the Director questioned as to why these services were required. It was explained that work loads, and vacation were such that time did not permit to have the Manager of Maintenance and Capital issue the tenders and project manage the installations in the near future. It was stated that if the work was done in house that it would have to wait until late in the fall or early winter of 2008. Currently there are several major projects underway including Parkview, George Aiken Manor, and Amethyst. It is also the time of year for the creation of the 2008 capital budget, and issuance of season service contracts. There are also staff shortages and vacation scheduling. The committee was to review with the Committee as a whole the vacation policy. The Social Housing Committee is requesting that the vacation pay be paid to the Manager of maintenance and Capital in order to allow for KDSB to be the project manager on the two proposed elevator installations. It was also noted by the director that some monies were to be spent on the consultant regardless in order to change the current elevator-lift specifications to another make and model of an elevator lift. The committee was to discuss with the committee as a whole the vacation policy.

**6.4.3.** No progress has been made on the terms of reference for the Housing needs survey.

## **6.5. Parking Lot RFP**

- 6.5.1.** The director verified that the City of Kenora Building officials would have no problem with expansion of the Parkview Parking lot and that the City of Dryden Building officials had not yet gotten back to KDSB with regards to St. Charles. This issue remains open.

## **7. Business:**

## **8. Other Business**

### **8.1. Housing Director's Report**

The director discussed the June 30- 2007 financial position and performance indicators. Comments are as follows:

- 8.1.1.** The financial picture is good with revenues and expenditures in line. The building maintenance lines are very close. Jack requested that Director of Finance present an explanation for the reserves as outlined in the December 31, 2006 position i.e. 2006 contribution was \$167,695 for an accumulated surplus of \$1,402,969.
- 8.1.2.** Other items to be explained by the Director of Finance are the benefit monies paid to KDSB by the Ontario Government for sick leave, and retirement allowances. The Director of Finance is to be asked to attend the next SHC meeting in Vermilion Bay on August 23 2007. Additionally an explanation is required for writing off bad debt because the receivables account shows very high in the balance sheet with little to no hope of collection.
- 8.1.3.** Comments on the Performance indicators include: current arrears down from May 2007 but former tenant arrears are up for a combined effect of an increase in receivables from tenants; applications counts are up and approaching the levels of 2005, vacancies are continuing to remain constant, turnover rates are remaining constant, and market rent ratios remain constant.

### **8.2. 2008 Budget Presentation to the Committee of the Whole on July 26, 2007**

- 8.2.1.** The director reviewed the presentation for the Committee of the Whole for July 26, 2007. The topic was the general direction of the 2008 budget process. It was requested that the director include a

reserve for deductibles, and a travel meeting fund for the SH committee.

### **8.3. Patricia Plaza Heating:**

**8.3.1.** Joyce Timpson states that carpeting of senior's suites for those who cannot afford them to make the suites warmer must be considered. The director stated that the new electric heaters will be installed in the suite where a concern was identified. In addition, capital funds will be identified in 2008 to see what can be done to generally improve the cold perimeter of the building.

### **8.4. Patricia Plaza Safety and Security:**

**8.4.1.** The community policing office will be contacted to review safety and security concerns for tenants on a personal level as well as the perimeter of the building. A fence specification for installation in 2008 is to be created.

## **9. Recommendations:**

None

## **10. Adjournment**

**10.1.** The meeting was adjourned by the Chair at 12:50 p.m.

The next meeting is August 23, 2007 and is to be held in the Machin municipal office in Vermilion Bay. The start time is 10:00 a.m.

Minutes approved [August 23, 2007](#) by Resolution #[SHC 2007-11](#)

Moved by: ***Garry Parkes***

Seconded by: ***Joyce Timpson***