

KENORA DISTRICT SERVICES BOARD

Minutes of the Social Housing Committee Meeting
Held on Wednesday, July 29, 2009
at The Forest Inn, Hwy 72, Sioux Lookout, 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

REGRETS: Sten Lif, Chief Administrative Officer

1. CALL TO ORDER

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

2. APPROVAL OF AGENDA

MOTION NO.: SHC2009-28

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, July 29, 2009 in Sioux Lookout, ON commencing at 10:00 a.m. C.S.T.

Add:

- 8.7 Report SHC 2009-202-New Rental Housing Component
- 8.8 Report SHC2009-205 Administration Agreement with MMAH
- 8.9 Housing Consultation in Thunder Bay on September 30, 2009
- 8.10 Green Energy Projects for MMAH
- 9.1 Resolution to approve Extension of Affordability Dates
- 9.2 Resolution to approve funding for Aamikkowiish
- 9.3 Resolution to approve funding for Machin NP
- 9.4 Resolution to approve Agreement for Northern Home Repair Program
- 9.5 Resolution to approve seeking Proponents for New Rental Housing Program
- 9.6 Resolution to recommend Administration Agreement with MMAH

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 Meeting from June 24, 2009

MOTION NO.: SHC 2009-29

Moved by Ray Leray
Seconded by Gary Parkes

RESOLVED THAT the Social Housing Committee approve the minutes of the June 24, 2009, 2009 regular meeting of the Committee as presented.

CALLED; CARRIED

ACTION: Distribute / File

5.2 Business Arising

- 5.2.1 Tender Approval Process: A proposal has yet to be drafted for consideration. The item will remain on the business arising.
- 5.2.2 Housing Needs Survey: Recommendation to come from staff. The Housing Needs Survey however has proven to have provided background information when considering some components of the 2009 Extended AHP. Item remains on agenda
- 5.2.3 Minaki - Lot 116: The engineer has provided a report indicating that the environmental contamination at Lot 116 has been cleaned up. The report was the final thing needed in order to apply for ministerial consent to dispose of the property. The Ministerial approval request was issued on July 20, 2009. Next steps would be to receive the ministerial approval, engage a real estate agent and advertise the property. Remove from Agenda.
- 5.2.4 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.
- 5.2.5 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 significant complexities. 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. This item remains on the agenda. 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.
- 5.2.6 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.
- 5.2.7 The Director of Finance provided an update on the balance of the Ontario Housing Corporation's transferred employees. The balance as at May 31, 2009 is \$153,778. ACTION: The committee requested what the balance remaining would be if the eligible employees retired today. The Director of Finance also informed the committee that the WSIB letter of guarantee is with WSIB. All

information regarding the Dissolution of KDHC has been provided to WSIB and KDSB is awaiting their response. The Director of Finance has been requested to provide information on the approximate maximum liability broken down between each of the remaining employees who were acquired from the Ontario Housing Corporation. This item remains on the agenda.

- 5.2.8 SHRRP - Extension of Affordability: Report number SHC2009-203 discusses that in order for two projects to continue, those being Heenan Place in Kenora and Third Avenue in Sioux Lookout, the Board must approve extensions from 2016 to 2019 and 2018 to 2019 respectively. For the funds to flow from MMAH to KDSB for these projects affordability must be to at least 2019. The Committee recommends to the Board extending the affordability dates for these two projects. This item can be removed from agenda.
- 5.2.9 AHP - Combined with 8.6: This item can be removed from Agenda

6. CORRESPONDENCE

7. DIRECTORS REPORT'S

- 7.1 SHC2009-189 Performance Indicator's for June 2009: The report was reviewed by the committee. The committee reviewed the performance indicators noting an increase in arrears, and an increase in vacancy. The Director explained that arrears had increased because several tenants with arrears had appealed decisions and then did not comply with the appeal decision causing arrears to increase. The matters are now before the RTA. The increase in vacancy is unfortunately normal at this time of year due to high turnover and major unit renovation.
- 7.2 SHC2009-190 Combined Arrears to June 30 2009: The report was reviewed by the committee and it was noted that former tenant collections remain strong.
- 7.3 SHC2009-191 Vacancy Loss Report to June 2009: The report was reviewed by the committee.
- 7.4 SHC2009-192 Rent Supplement June 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 SHC2009-193 Financial Position: The June 30, 2009 financial report from Finance was presented. The Committee reviewed the document. The Director noted that there was an over spend in snow removal, utilities were tight, and an over spend will occur in the Tax accounts for Minaki and Dinorwic as a result of the new assessment billing process.
- 7.6 SHC2009-194 Capital Status: The Capital Status report was provided to the committee for review. The Report indicates that a substantial amount of work is completed, underway and committed.
- 7.7 MMAH Emergency Capital Fund:
 - 7.7.1 SHC2009-195: The Housing Director provided a summary report updating the committee on the projects funded through the Emergency Capital Repair fund to June 17, 2009. The report indicates an increase in contingency due to a cancellation of the septic field studies. The Director noted that two projects have been received for consideration to utilize the MMAH Emergency Fund contingency.
 - 7.7.2 SHC2009-199: The Committee approved the request from Aamikkowiish Non Profit for a budget of \$20,000 to be taken from the MMAH Emergency Fund to do a major renovation on 1118 Hillside in Kenora. **ACTION:** The Housing

Director is to issue a letter to the non profit to proceed with the renovation.

- 7.7.3 SHC2009-200: The Committee reviewed the report outlining a soil contamination from fuel oil at 9 A B Goldshore Road. The Director stated that the Ministry had been informed of the spill and would be receiving a request for funding similar to that of Minaki (Lot 116). To date a report had been received stating there is a contamination which requires clean up but the contaminants found were not considered to be hazardous. The clean up continues.
- 7.7.4 SHC2009-204: The Committee approved a request from Machin MNP for a budget of \$13,500 to be taken from the MMAH Emergency Fund for the replacement of the non functioning air make up system at Eagle View Terrace. **ACTION:** The Housing Director is to issue a letter to the non profit
- 7.8 SHC2009-196 Community Wait List: The Committee noted that applications on hand had increased. The Director is to split the number of one bedroom units between senior and non-senior.
- 7.9 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 June 30, 2009 was 883. An electronic method of determining high need households is being developed.

8. GENERAL BUSINESS

- 8.1 Minaki: The KDSB has received an offer to Purchase for house #8 on Railway Street in Minaki. The Committee recommends approval of the offer to purchase house #8 to the Board of Directors for their consideration on August 27, 2009. The offer was made from the same individual that purchased house #5 and #4 which is right beside it. The Social Housing Committee recommends acceptance of this offer. **ACTION:** The CAO will make up the resolution for the Board of Directors consideration at the August 27, 2009 Board meeting.
- 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 letter to Aamikkowwiish stating that the KDSB requires the letter of Indemnification Agreement to be in place and the receipt of Special Status from the Ontario Human Rights Commission before bringing the request for a mandate change to the KDSB.
- 8.4 Accessibility Standards: The Committee will monitor the progress of the new regulations coming forward regarding accessibility.
- 8.5 Miss-numbering in the agenda. There is no topic for 8.5
- 8.6 Northern Home Repair Program as combined from agenda item 5.2.9: Report SHC2009-201 discusses the Northern Home Program. The Northern Home Repair Program is part of the 2009 Extended Affordable Housing Program and is one of the Schedules of the Administration Agreement. To help deliver this program and others in the SHRRP and AHP program, KDSB will receive administration funds in the amount of \$100,000 for each of the two years of the program. KDSB is advising to deliver this program through a third party. The Committee approves of this process and requested that Housing Staff continue to explore this avenue. The Committee also approves of the business case already provided

to the MMAH where it is proposed that 15 units in 2009-10 and 30 units in 2010-11 be delivered in the Kenora District.

- 8.7 New Rental Program - Report SHC2009-202 discusses the New Rental Housing component of the AHP. The Northern Home Repair is part of the 2009 Extended Affordable Housing Program and is one of the Schedules of the Administration Agreement. The New Rental Housing Program provides a subsidy of \$120,000 per unit to proponents who in turn must provide affordable Housing for 20 years. Affordable is defined as 80 percent of local market rents. The Committee approves seeking proponents for this program in Year 2.
- 8.8 Administration Agreement - Report SHC2009-205 states that KDSB must enter into an Administration Agreement with schedules in order to be eligible for funds. The Committee therefore recommends to the board signing an Administration Agreement with the MMAH for the SHRRP, Northern Home Repair Program, and New Rental Housing Component. A discussion arose regarding the increase in workload associated with the delivery of the three above mentioned components of the Administration Agreement. The Director noted that the program includes administration funds in the amount of \$100,000 for each of the two year programs. The delivery of the Northern Home Repair Program is to be done by a third party and estimated to be \$72,000 over the two years. This leaves \$128,000. Advertising and preparation of the RFP for the second year of the New Housing Component is estimated at \$10,000. The balance remaining is \$118,000. It is being proposed by the Housing Director that a contract administrator be hired with the remaining balance to: administer contracts, prepare tenders, complete the monthly reports, submit payment vouchers to the MMAH, etc. The individual will need training on unique software which may require travel. The balance of \$118,000 should be adequate to cover contract fees, training, and office set up. **ACTION:** The director is to provide a detailed request to the CAO.
- 8.9 Housing Consultations. The Social Housing Corporation is putting on Consultations for Housing. The nearest location is Thunder Bay on September 30, 2009. The Social Housing Committee has approved attendance for Ray Leray. **ACTION:** Board of Directors.
- 8.10 Green Energy Act: The MMAH withheld 10 percent of the 704,000,000 of the SHRRP fund for renewable energy projects. In mid-July the MMAH requested proposals from the Kenora District. Three projects were received and submitted to the MMAH by the deadline. No guidelines or approvals have been received as yet. The Director advised that on a teleconference a comment was made from the MMAH that nothing would likely be heard on this program until the fall of 2009. As more information is received it will be forwarded.

9. **RESOLUTIONS/RECOMMENDATIONS:**

9.1 MOTION NO.: SHC2009-30

Moved by Garry Parkes
Seconded by Ray Leray

WHEREAS the Social Housing Renovation and Retrofit Program requirement for affordability states that in order to be eligible for funding a project must remain affordable for applicants and tenants who pay rent geared to income for a 10-year period from the date the funding is received; and

WHEREAS the Kenora District Services Board has two projects that do not have a natural affordability date past 2019;

NOW THEREFORE BE IT RESOLVED THAT the Social Housing Committee recommend that the Board of Directors extend the affordability date for the Third Avenue Project in Sioux Lookout from 2018 to 2019, including six units with addresses at 54, 54½, 56, 56½, 58, and 58½; and

FURTHER BE IT RESOLVED THAT the Social Housing Committee recommend that the Board of Directors extend the affordability date for the Heenan Family Housing projects in Kenora from 2016 to 2019, including fourteen units with addresses at 111, 1212, 1213, 1214, 1215, 1216, 1217, 1218, 1220, 1222, 1224, 1226, 1228, and 1230.

CALLED; CARRIED

ACTION: Board of Directors

9.2 MOTION NO.: SHC2009-31

Moved by Garry Parkes
Seconded by Ray Leray

WHEREAS the Aamikkowiish Non-Profit Housing Provider has requested funding totaling \$20,000 for the renovation of the bathroom, kitchen and flooring throughout the 1118 Hillside Crescent housing project; and

WHEREAS a balance remains in the Ministry of Municipal Affairs and Housing's (MMAH) Emergency Repair Fund;

NOW THEREFORE BE IT RESOLVED THAT the Social Housing Committee approve repairs to unit 1118 Hillside Crescent up to \$20,000 utilizing the MMAH Emergency Repair Fund.

CALLED; CARRIED

ACTION: Housing Director

9.3 MOTION NO.: SHC2009-32

Moved by Jack McKenzie
Seconded by Ray Leray

WHEREAS the Machin Municipal Non-Profit Housing Corporation has provided a business case for funding to replace the capped off furnace and failing air conditioning unit at Eagle View Terrace in Vermilion Bay; and

WHEREAS the replacement of the heating and cooling system would result in a significant energy reduction and maximum comfort for the tenants of Eagle View Terrace;

NOW THEREFORE BE IT RESOLVED THAT the Social Housing Committee approve a recommendation from the Director of Housing Services to approve a budget of \$13,500 for the installation of an air to air heat pump system for both heating and cooling of the common areas of Eagle View Terrace in Vermilion Bay.

CALLED; CARRIED

ACTION: Housing Director

9.4 MOTION NO.: SHC2009-33

Moved by Garry Parkes
Seconded by Ray Leray

WHEREAS the Ministry of Municipal Affairs and Housing (MMAH) recently introduced an extension program to the Affordable Housing Program (AHP) which includes the Northern Program and the New Rental Housing Program; and

WHEREAS the Northern Program includes the Northern Home Repair Program designed to assist low to moderate income homeowners repair their homes to bring them up to acceptable standards and the Northern Multi-Unit Repair Program to assist landlords of rental projects to rehabilitate affordable rental units; and

WHEREAS the Northern Housing Program will provide economic stimulus to the Kenora District and provide needed repairs to homes of people of low to moderate incomes;

NOW THEREFORE BE IT RESOLVED THAT the Social Housing Committee approves a recommendation from the Director of Housing Services to enter into an agreement with the MMAH to participate in the Northern Home Repair Program.

CALLED; CARRIED

ACTION: Housing Director

9.5 MOTION NO.: SHC2009-34

Moved by Ray Leray
Seconded by Garry Parkes

WHEREAS the Ministry of Municipal Affairs and Housing (MMAH) recently introduced an extension to the Affordable Housing Program (AHP) which includes the Northern Program and the New Rental Housing Program;

NOW THEREFORE BE IT RESOLVED THAT the Social Housing Committee approves a recommendation from the Director of Housing Services to seek proponents in the District of Kenora for affordable housing projects which would take advantage of the New Rental Housing Component of the 2009 extended AHP program; and

FURTHER BE IT RESOLVED THAT any successful project(s) be forwarded to the MMAH in year two of the program on or as near as possible to February 2, 1010.

CALLED; CARRIED

ACTION: Housing Director

9.6 MOTION NO.: SHC2009-35

Moved by Ray Leray
Seconded by Garry Parkes

RESOLVED THAT the Social Housing Committee recommend that the Board of Directors enter into an Administration Agreement with the Ministry of Municipal Affairs and Housing to participate in the following:

- a) the Social Housing Renovation and Retrofit Program (SHRRP)
- b) the Northern Housing Component of the 2009 Extended Affordable Housing Initiative;
and
- c) the New Rental Housing Component of the 2009 Extended Affordable Housing Initiative

CALLED; CARRIED

ACTION: Board of Directors

10. NEXT MEETING(S):

10.1 September 2, 2009 10.00 a.m. CST, Suite 103 Best Western Motel in Dryden, Ontario.

11. ADJOURNAMENT

The meeting adjourned at 2:35 p.m.

Confirmed this 2nd day of September, A.D. 2009,

By Resolution No.: SHC2009-37

Jack McKenzie, Chair