

KENORA DISTRICT SERVICES BOARD

Minutes of the Social Housing Committee Meeting
Held on Thursday, July 30, 2008
Sunset Leisure Manor, 41 Balsam Street, Ear Falls, ON
Commencing at 10:00 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 10:10 a.m.

2. **APPROVAL OF AGENDA**

MOTION NO.: SHC2008-19

Moved by Garry Parkes
Seconded by Joyce Timpson

RESOLVED THAT the Social Housing Committee approve the agenda for a meeting of the Committee to be held on Wednesday, July 30, 2008 at the Lounge of Sunset Leisure Manor in Ear Falls commencing at 10:10 a.m.

CALLED; CARRIED

ACTION: None

3. **DISCLOSURE OF INTEREST AND THE GENERAL NATURE THEREOF**

None

4. **DELEGATIONS / DEPUTATIONS**

Kim Thain (local representative to KDSB) attended the Meeting from 10:10 to 10:50 as an observer.

5. **MINUTES OF PREVIOUS MEETING(S)**

5.1 **Minutes of June 25, 2008**

MOTION NO.: SHC 2008-20

Moved by Joyce Timpson
Seconded by Garry Parkes

RESOLVED THAT the Social Housing Committee approve the minutes of the June 25, 2008 meeting of the Committee.

CALLED; CARRIED

ACTION: Distribute / File

5.2 Business Arising from the Minutes

- 5.2.1 Zoning in Red Lake: This has been a long standing item on the agenda and pertains to the proposed capital plan to re-insulate the top floor of one of the duplexes in the Red Lake Family project. This project has 5 duplexes for a total of 10 units. The high cost of heating the units has been identified as a deterrent for applicants moving into the units. As such there are times when several of the units are vacant. One option considered is the removal of the units and replacing them with something more energy efficient. In considering this it has been determined that all properties are zoned R-1 which means that single detached, two family homes, duplexes, double wide, and single wide trailers can be placed on these properties. The Housing Director reported the removal of the old units and replacement with more efficient units would be very costly, and possibly reduce the number of units available in Red Lake. The debenture cost would remain on the existing units as well. It was decided that there be a short term and longer term plan in light of the fact that at present all units are occupied with no one giving notice at this time. The short term strategy is to do a Building Condition Assessment (BCA) with the specific focus being on what should be done to reduce the cost of energy in the unit. The Consultant is to be knowledgeable in this field and provide significant detail into the options available. The 2008 budget had \$25,000 identified for the siding retrofit for one semi detached unit. The funds for the BCA are to be charged to the \$25,000 budget for Red Lake Families. Further to the short term strategy, KDSB will continue to place tenants as it is necessary. The long term strategy will depend on the results of the BCA and the number of vacant units. **ACTION: The Housing Director is to instruct the Manager of Maintenance and Capital to proceed with an RFP for a consultant to provide a BCA for the 5 semi detached units in the Red Lake Family Project.**
- 5.2.2 Housing Needs Survey. The Housing Needs Survey has not been issued and is to be done in the next couple of days. Joyce Timpson requested that community demographics be included as some of the information in the study and that this information be drawn from the Statistics Canada web site, and that the Native Housing providers be contacted in the district as well. **ACTION: The Housing Director is to make these changes and get the RFP out ASAP. The review date has been established for September 16, 2008.**
- 5.2.3 Aamikkowiish Mandate Change: As per the instruction from the June 25, 2008 SHC meeting the Housing Director has requested the opinion of the KDSB solicitor regarding indemnification of KDSB regarding the mandate change. To date the KDSB solicitor has not provided an opinion but has confirmed receipt of the documentation.
- 5.2.4 Provision of the Write off policy to Director of Finance. The write off policy and procedure reviewed and recommended by the SHC on June 25, 2008 was provided to the Director of Finance. The Director of Finance did provide this policy and procedure to the Finance Committee on July 29, 2008 and have recommended it to the KDSB Board for approval on August 14, 2008.

6. CORRESPONDENCE

- 6.1. KDHC Dissolution Document. This is discussed in agenda Item 8.1
6.2. Fax Comment Sheet from Real Estate Agent. This is discussed in agenda Item 8.3

7. PROGRAM DIRECTOR'S REPORTS:

- 7.1 Performance Indicator (SHC 2008-63): 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, turnovers increased, and market renter's numbers remain static. The director reported that as predicted in the June 25, 2008 meeting that because the turnover rates had increased there would be higher vacancy. This has come to be true in that vacancies had increased in July 2008. Staff is preparing units for occupancy, applicants being found, and units filled. The Director also indicated that there could be significant vacancies in Ear Falls as the result of the announced lay off of 60 people in the forestry industry. The exact effects were not known at this time but will be monitored and reported to the committee at subsequent meetings. The Chair of the committee enquired as to what could be done about this and what was in the way of making changes. The Housing Director indicated that there was very little latitude within the SHRA (2000) for over-housing tenants (i.e. smaller than allowed family relative to the size of unit), and alternate use of units.
- 7.2 Combined Arrears Report (SHC 2008-64): 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. In July there was only a slight gain in total arrears from June 2008 indicating that staff is aggressively pursuing current and former tenant arrears.
- 7.3 Average Rent and Vacancy Loss (SHC 2008-65): The committee reviewed the report and found the information useful and therefore it will be continued in the future.
- 7.4 Rent Supplement (SHC 2008-66): 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 September 2008. The other programs at this time are fine.
- 7.5 Contingency Capital (SHC 2008-67): The committee was informed that as at July 16, 2008 there was a balance of just over \$11,000 in a surplus position. There were discussions around whether or not the balance was adequate to get the KDSB through to the end of the year. The Housing Director felt it was and should an emergency arise that was significant then that situation would be dealt with as it occurred.
- 7.6 Capital Program Update Jan 1-to July 16 2008(SHC 2008-68): The Capital Update Report was presented to the Committee for information.
- 7.7 June 30, 2008 Financial Report (SHC 2008-69): The Housing Director noted that at this time there were no major 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.
- 7.8 Distribution of 100 Million Emergency Capital Fund (SHC 2008 70): The Housing Director provided a report regarding the distribution of the KDSB portion (\$488,663) of the \$100 Million Emergency Capital fund provided by the Minister of Municipal Affairs and Housing. The report stated that the distribution of the funds should be based upon need. The housing providers including KDSB are to provide individual project requests to the SHC to be reviewed on September 16, 2008. The results of the review will be summarized and provided to the MMAH Housing Lead in Thunder Bay by September 30, 2008. **ACTION: The Housing Director is to issue the instructions and evaluation document to all housing providers by August 1, 2008.**

7.9 Unit Costing of Local Costs (SHC 2008-71): The Housing Director Provided a report showing the average net local cost of providing social housing for the public housing units for 2007. At this time the report was provided as information and future reference. The Housing Director commented that the 2006 analysis was completed and would be issued shortly. In addition the information for 2005 will be completed and issued for the next meeting as well.

7.10 Kenora Homelessness: A representative of the Make Kenora Home group was asked to make a presentation to the SHC committee on July 30, 2008. Unfortunately due to prior commitments the individual could not make the trip.

8. GENERAL BUSINESS

8.1 KDHC: The KDHC has been dissolved effective June 30, 2008. What remains is to ensure there is run off insurance for the former directors of KDHC for 36 months which will be June 30, 2011. **ACTION:** The Housing Director is to ensure that this continues on as required.

8.2 Parkview Apartments Action:

Ribbon Cutting: The appreciation fish fry went very well and concludes the reconstruction of Parkview Apartments.

8.3 Minaki.

8.3.1 Lot 116: The Housing Director reported that verbal approval was received from the Ontario Housing Corporation that it 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. To date this document has not been received. **ACTION:** The Housing Director is to attempt to have the legal agreement to the CAO prior to the August 14, 2008 KDSB Board Meeting. If the agreement is not received for the board to review on August 14, 2008 it will have to be put on the next meeting agenda which is October 2, 2008. This late date will not make it possible to get the work done in 2008 and therefore we will not be able to sell the properties for another year. It may be possible for the Board to allow the CAO and Chair of the KDSB Board to use their discretion in accepting the agreement should the agreement come after the August 14, 2008 KDSB Board Meeting. In so doing the environmental clean up work could occur and the sale move forward in 2008.

8.3.2 3 Units Not Sold on Railway Street: The Housing Director provided the fax letter from the real estate agent outlining the difficulty in selling the three units. Further to this the agent called the Housing Director to say that sales were flat and there have been very few showings. In addition the listing expires on August 1, 2008. **ACTION:** After discussion it was decided to extend the listing for 3 months but the Housing Director is to review the situation with the agent and include in these discussions the possibility of making it a multiple listing with the Vacation Home division of this group.

8.4 2009 Budget Process: The Housing Director indicated that the time to review the 2009 budget proposal was fast approaching. The presentation to the committee will take 2 to 3 hours and be a highlight for the next SHC Meeting on September 8, 2008. **ACTION:** The Housing Director is to complete the budget and get it to the committee with as much lead time as possible in advance of the meeting on September 8, 2008.

9. RESOLUTIONS/RECOMMENDATIONS:

None

10. NEXT MEETINGS:

The next meeting is scheduled for 10:00 a.m. on September 8, 2008 in the Patricia Plaza Lounge located at 30 -3rd Avenue, Sioux Lookout, Ontario.

Meeting to review Emergency Capital Fund, and Housing Needs RFP: September 16, 2008 KDSB Board Room at 10:00 a.m.

11. ADJOURNAMENT

The meeting adjourned at 12:35 p.m.

Confirmed this 8th day of September, A.D. 2008,

By Resolution No.: SHC2008-22

Jack McKenzie, Chair